

Issue	Area of risk	Specific risk	RAG	Severity 1 being low to 4 being major				Control measures	Person(s) responsible	Risk rating after control measures			
				1	2	3	4			1	2	3	4
Children	1. Children returning to school	Higher risk of transmission of virus due to the removal of the 'bubbles'. All children considered vulnerable					4	<ul style="list-style-type: none"> <li>- EHC - The school is meeting requirements around EHCs of the children subject to risk level and availability of staff, and is following guidance.</li> <li>- Risk assessments for children are in place and reviewed on an annual basis or updated where necessary as part of standard practice, CV19 to be threaded through them.</li> <li>- Regular washing of hands is timetabled at arrival, before and after feeding, when using shared rooms, when going outside, and when leaving at the end of the day.</li> <li>- Each classroom has a register of people who enter the classroom to include staff, therapists, lunch time assistants (track and trace sheets) etc.</li> <li>- Staggered start and end times to remain for school pupils to reduce contact. -Staff should wear a face mask in all areas unless exempt. Visors should be worn in these circumstances.</li> <li>- All staff are testing daily with LFD tests unless within their 90 days following a positive result. This is running from Mon 17th to Friday 28th Jan and will be reviewed.</li> </ul>	VDw/RA Group		2		
	2. Children's transport	Higher risk of transmission of virus in small/enclosed spaces. All children considered vulnerable.				3	<ul style="list-style-type: none"> <li>- Handrails and handles to be sanitised by drivers after each journey. Staff must wear Full PPE when on transport. - Stock of sanitiser spray, cleaning cloths, hand sanitiser, disposable aprons and gloves to be held in each bus being used.</li> <li>- Bin bag to be held on each bus for disposal of cloths and PPE daily.</li> <li>- Class times are staggered to support social distancing measures on arrival/departure.</li> <li>- Children arriving on school buses are dropped off at the rear of McGregor Hall to reduce numbers in reception areas.</li> <li>- Cleaning station in each reception room with stock of hand sanitiser and hand wipes to be used by all children and adults. - escorts/parents need to wear masks for drop off and collection.</li> </ul>	RA Group/JM		2			
	3. Child displaying symptoms	Could indicate Covid 19 and therefore transmission whilst onsite.					4	<ul style="list-style-type: none"> <li>- Procedures developed for staff confirming how to deal with this event (see procedure documents "PROCEDURE FOR WHEN A PUPIL HAS SYMPTOMS IN SCHOOL" and "PROCEDURE FOR WHEN A PUPIL HAS SYMPTOMS IN RESIDENTIAL"). - Room deep cleaned and Smartmister machine deployed to sanitise the space.</li> <li>- From September 2021 NHS Track and Trace will notify close contacts if there are any positive cases. - If people test positive for COVID, there is a requirement to isolate for 5 days. If a person has tested positive they are able to carry out an LFD test on days 5 &amp; 6 and if both are negative they can return to school/ work on day 6.</li> </ul>	VDw/RA Group		2		
	4. Parents contacted by track & trace team	Child may be infected with omicron variant					4	<ul style="list-style-type: none"> <li>- Any parent contacted by the track and trace team and advised to isolate due to the Omicron variant must advise the Head of School of the situation and keep their child off school as per Govt guidance (mandatory isolation period expired).</li> </ul>	VDW/RA Group	1			



	9. Staff who have been in contact with children displaying symptoms	Symptoms could be the virus and there could have been transmissison				3	<ul style="list-style-type: none"> <li>-Any child displaying symptoms to remain in situ to be immediately assessed by the school nurse or, if in residential, isolated in their bedroom.</li> <li>- Staff to wear suitable PPE immediately for the duration any staff member is with child.</li> <li>- Child to be sent home.</li> <li>- Staff to follow latest guidance which at present is that they are able to remain in work unless they develop symptoms or test positive on an LFD test.</li> <li>- Any staff developing symptoms to inform school and apply for a PCR CV19 test.</li> <li>- Demister machine to be deployed. _ unvaccinated staff to be sent home.</li> <li>- Those in contact with a positive person should take an LFD test daily for 7 days following contact.</li> </ul>	Staff members, VDw, KB	1		
	10. Staff contacted by track & trace team	Staff may be infected				4	<ul style="list-style-type: none"> <li>Any staff contacted by the track and trace team and not vaccinated advised to isolate must advise us of the situation, provide evidence of such where possible, and not come into school/work as per Govt guidance (mandatory isolation period expired) of 10 days.</li> </ul>	Staff members/VDw/RA Group/KB	1		
Cleaning	11. Infection control	Need to maintain high levels of cleaning and infection control				4	<ul style="list-style-type: none"> <li>- Every classroom has a supply of handwash, handsanitiser, disinfectant spray, milton solution and disposable cleaning cloths.</li> <li>- Hand sanitiser supplies around building.</li> <li>- Cleaning regime amended to focus on areas with frequent touch such as rails/doors etc.</li> <li>- everywhere continues to be deep cleaned during school hoidays and this is ongoing.</li> <li>- Cleaning routines are flexible depending on area of need.</li> <li>- Procedure for cleaning rooms in which a staff member/child with symptoms has been present is in place. (see procedure documents "PROCEDURE FOR WHEN A PUPIL HAS SYMPTOMS IN SCHOOL" and "PROCEDURE FOR WHEN A PUPIL HAS SYMPTOMS IN RESIDENTIAL" and "PROCEDURE FOR WHEN A STAFF MEMBER HAS SYMPTOMS IN SCHOOL" and "PROCEDURE FOR WHEN A STAFF MEMBER HAS SYMPTOMS IN RESIDENTIAL").</li> <li>- Enhanced cleaning regeimes are to be maintained as per previous advice from PHE and infection control team. - Smartmister machines have been purchased to sanitise spaces following instances of systematic cases on site. - Cleaning of the pool to be carried out between sessions. - 2-step milton surface cleaning is being carried out across the site.</li> </ul>	FB/IJ/MH		2	
	12. Cleaning of toys/equipment/books	Increased numbers on site means increased use of toys/equipment				3	<ul style="list-style-type: none"> <li>- Classes can take cleaning boxes out to disinfect fixed playground equipment when using them outside.</li> <li>- Staff to clean down hard toys/books at the end of the day. Each class has it's own store of cleaning supplies for staff use.</li> <li>- Staff to take ownership of cleaning toys and shared equipment in McGregor and Gym if used.</li> <li>- Staff to take ownership of cleaning of music equipment if used.</li> <li>- Staff to take ownership of cleaning of sensory equipment after use (classroom and shared spaces)</li> <li>- Staff to take ownership of cleaning of toys and shared equipment in Bradbury. Bradbury has its own store of cleaning supplies for staff use.</li> <li>- Staff have seperated each child's toys into individual boxes. cleaned down each night after use. staff are cleaning all shared equipment after each use.</li> <li>- Demister machines to be deployed over school holiday breaks and in reception of a morning for staff arrival.</li> </ul>	All staff	1		

	13. Cleaning of swimming pool area and changing rooms/soft play/sensory room/ gym/food tech	High use rooms that could spread infection					4	- All shared spaces to be cleaned twice per day as per guidance. - Swimming pool to be cleaned between each use. - Shared spaces closed if infection rates rise and on advice from PHE.	FB/MH		2		
<b>Procedure for a suspected case</b>	14. Staff unsure what to do	Could create additional risks					4	- See procedure documents "PROCEDURE FOR WHEN A PUPIL HAS SYMPTOMS IN SCHOOL" and "PROCEDURE FOR WHEN A PUPIL HAS SYMPTOMS IN RESIDENTIAL" and "PROCEDURE FOR WHEN A STAFF MEMBER HAS SYMPTOMS IN SCHOOL" and "PROCEDURE FOR WHEN A STAFF MEMBER HAS SYMPTOMS IN RESIDENTIAL". - Guidance to be given as part of staff induction - A copy to be put by the signing in sheets and in the news rooms.	All staff		1		
<b>Procedure for confirmed case</b>	15. Staff unsure what to do	Could create additional risks					4	- Contact PHE if considered to be an outbreak onsite. - See procedure documents "PROCEDURE FOR WHEN A STAFF MEMBER HAS A POSITIVE TEST RESULT" and "PROCEDURE FOR WHEN A PUPIL HAS A POSITIVE TEST RESULT". - In the event of an outbreak work with local contact tracing hub and PHE. - Should should significant operation difficulties arise a meeting must be set up with Hos, LA and governors.	All staff		1		
<b>Contractors / Visitors</b>	16. Visitors to site not following new procedures	Risk of transmission					3	Diary request procedure in place for approval for any visitors to site as per pre covid. - All visitors to wear face masks when on site and asked to do a LFD test prior to visit. - Essential meetings face to face at present. - Online meetings offered where possible.	KB/FB/VDw		1		
<b>Workforce Management</b>	17. Ensuring staff are fully informed of new ways of working	Staff may not adhere to guidance					3	- School risk assessment team meet weekly or more often if required. - School building risk assessment produced and is available in the newsroom for staff. Updated version distributed and emailed to staff	SLT / Charity		1		
<b>Rushton Futures on shared site</b>	18. Rushton futures operates on same site	Risk of transmission through any sharing of staff/equipment					2	RF have their own specific risk assessment for activities and being on site. Current Covid 19 guidance still applies to them as a social care setting and therefore staff should be respectful and aware of this, for example face masks will still be worn and social distancing still expected. - Ensure the cleaning of shared equipment/spaces following use between the different divisions.	RF SLT		1		
<b>In-House Outbreak</b>	19. Controlling outbreak	Risk of transmission to staff and pupils					4	See outbreak management procedure.	RA Group/VDw/KB/F B			2	
<b>Staffing shortages</b>	20. Insufficient staff to meet needs	Sufficient staff required to meet guidance to safely operate as per Aug 28th guidance					3	- Additional bus escorts and drivers are in place to allow for staggered class start times. - Review of senior staff and the classes they operate in has been undertaken to minimise disruption in the event of a positive case. - Risk Assessment group has reviewed roles of key staff and who could carry out key tasks in their absence to ensure continuity. - Staff recommended to undertake twice weekly testing, or daily testing as recommended.	VDw/KB/FB/JM/R A group		1		
<b>Safeguarding</b>	21. Safeguarding to be considered	Need to ensure practices & policy reflect any guidance changes.					2	- Policy may need updating to reflect any guidance changes. - Any changes will be part of staff training.	LH/AB		1		

<b>Remote Education</b>	22. Children not accessing education	Need to ensure continuity of contact and learning opportunities			2		<ul style="list-style-type: none"> <li>- Pupils who are isolating or shielding will be offered zoom sessions with the intervention teacher. Sensory activity packs have been sent out to all pupils to allow for practical sensory activities to be carried out at home.</li> <li>- Families of children who have not attended have had weekly welfare calls from the classteacher/SENCO. - These two measures would continue for any children who were unable to attend.</li> <li>- If, as a contingency, remote education was required due to an outbreak this will continue. We would also look at other options such as a graduated response, reduced hours, identify those most vulnerable and action any individual needs.</li> <li>- If full closure was required, families and staff would be contacted via email/text and phone calls. - Home visits to children will be carried out on an individual decision basis. - Teachers will offer twice daily ZOOM sessions</li> </ul>	RA Group/VDw/KE	1		
<b>Curriculum/Pastoral Support</b>	23. Children, families and staff could need support	Need to ensure support provided			2		<ul style="list-style-type: none"> <li>- Individual risk assessments carried out by teachers and uploaded onto schoolpod.</li> <li>- Emotions/feelings work carried out during PSHE/SMSC sessions.</li> <li>- Regular communication to parents.</li> <li>- Any pastoral support identified by teachers can be referred to the SENCO</li> <li>- Staff welfare to be addressed in supervisions - Mental Health First aiders trained across school and residential. - Wellbeing links are now available on the school website.</li> </ul>	RA Group/line managers	1		
<b>Community use at weekend - Waterbabies</b>	24. Concern that external visitors may increase risk of transmission for school.	Risk of virus transmission			2		<ul style="list-style-type: none"> <li>- Waterbabies only attend on a Saturday when school pupils not on site.</li> <li>- Waterbabies have put in a range of additional measures to mitigate risk of transmission such as no spectators allowed, strict arrival/departure times of clients, cleaning in between classes, cleaning at end of day, no equipment to be left onsite, no lost property to be left onsite</li> <li>- The pool and changing areas are deep cleaned each morning so the whole area will have a full clean on a Monday morning before any school classes use the facility.</li> </ul>	KB/IJ	1		
<b>Fire Evacuation</b>	25. Concern that designated assembly point could not accommodate social distancing	Risk of transmission				3	<ul style="list-style-type: none"> <li>- Designated fire evacuation assembly point to be changed to along the fenceline of playground and the field. - See COVID Fire Risk Assessment</li> </ul>	FB/IJ	1		
<b>Supply staff</b>	26. Concern of increased risk of transmission as may go into several schools	Risk of transmission				4	<ul style="list-style-type: none"> <li>- Supply is only used as a last resort when in house team are not available.</li> <li>- Use of regular supply agencies only who understand our needs.</li> <li>- Use of consistent supply staff where possible.</li> <li>- Expected that supply staff will abide by national guidance of twice weekly testing</li> </ul>	ABa/VDw		2	
<b>Requirement over AGP</b>	27. Specific requirements when carrying out AGP procedures for pupils	increase risk of transmission				4	<ul style="list-style-type: none"> <li>The requirement for individual spaces for each pupil requiring AGP has been amended. These procedures can now be carried out in school classrooms providing others are 2m away and there is adequate ventilation (doors and windows open) otherwise designated rooms are allocated.</li> </ul>	RA Group/KS		2	
<b>Testing of pupils</b>	28. Asymptomatic pupils	Increased risk of transmission				4	<ul style="list-style-type: none"> <li>As per Govt guidance, all secondary aged pupils have had lateral flow Covid testing kits sent home to enable twice weekly testing. This has been expanded to all children so that families have the option of carrying out testing if they wish.</li> </ul>	RA Group	1		

- There are a number of scenarios where the schools operations might be closed – either partially or fully. This could include:
  - o Omicron case of infection affecting a class, residential and transport.
  - o Cluster of infections affecting wider classes, residential, transport and possibly whole school.
  - o Widespread number of infections affecting a number of classes.
  - o Insufficient staffing numbers to deliver safe education.
  - o Insufficient cleaning and infrastructure provision to maintain levels of hygiene required.
  - o Lack of resources, including PPE.
  - o Local, regional or national lockdown.
  - o Directive to close (partially or fully) form a regulatory body

Consultation

Staff signposted by daily briefing of the risk Assessment.  
 Risk Assessment available in the newroom and staff rooms  
 Version D of risk assessment discussed with PB risk assessment group on 18.6.20  
 Version D of risk assessment emailed to all staff on 23.6.20 & available in newsroom  
 Version E of risk assessment emailed to all staff on 22.7.20. Further version in preparation for September underway.  
 Version F of risk assessment updated following newest guidance and Covid meeting on 7.9.20, further updated 11th Sept re use of masks in communal areas.  
 Version G of risk assessment updated following risk assessment meeting on 16.9.20 and 23.9.20  
 VERSION H of risk assessment following risk group meeting on 10th November 2020.  
 Version I following start of term Jan 2021 and new lockdown 3.0. Draft discussed at risk assessment group on 6th Jan  
 Version J following Trustee discssion over regular tests, infection control advice and Govt advice on staff testing twice per week. Risk Group met 21st Jan.  
 Verwsion M in response to 3 positive cases in one class/bubble

Most Recent Guidance considered

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>  
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>  
 An open letter from Education Secretary Nadhim Zahawi to education and childcare leaders - The Education Hub ([blog.gov.uk](http://blog.gov.uk))  
 COVID-19: management of staff and exposed patients or residents in health and social care settings - GOV.UK ([www.gov.uk](http://www.gov.uk))  
 Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK ([www.gov.uk](http://www.gov.uk))  
 Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK ([www.gov.uk](http://www.gov.uk))  
 Coronavirus (COVID-19) testing in adult care homes - GOV.UK ([www.gov.uk](http://www.gov.uk))

2nd July 2020  
 28th August 2020  
 8.9.20  
 17.9.20  
 02.01.22  
 31.12.21  
 30.12.21  
 02.01.22  
 20.01.22

Liverpool going ito Tier 3 as a very high risk area  
 New national Lockdown 5th November - 2nd December  
 New national Lockdown 5th January - 21st February 2021.  
 New version following Trustee discussion and govt guidance re more regular testing for school staff 21.1.21  
[Rapid asymptomatic coronavirus \(COVID-19\) testing for staff in primary schools, school-based nurseries and maintained nursery schools - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/rapid-asymptomatic-coronavirus-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools) 18.01.21  
[Position statement regarding daily contact testing in schools from PHE and NHS Test and Trace - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/news/position-statement-regarding-daily-contact-testing-in-schools-from-phe-and-nhs-test-and-trace) 20.01.21  
[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection) 19.01.21  
[How long to self-isolate - Coronavirus \(COVID-19\) - NHS \(\[www.nhs.uk\]\(http://www.nhs.uk\)\)](https://www.nhs.uk/health-topics/coronavirus/covid-19/how-long-to-self-isolate)  
[Actions for schools during the coronavirus outbreak - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) 14.01.21

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963546/Special\\_and AP covid guidance - additional operational guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963546/Special_and_AP_covid_guidance_-_additional_operational_guidance.pdf)

Feb-21

Schools and colleges return to full opening from Monday 8 March - DFE email update 22nd Feb 2021  
 Message to education leaders from the Secretary of State for Education, Gavin Williamson - Email on 22nd Feb 2021  
 Advice from PHE following 3 positive cases in one class 29.6.21  
[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection) (23.06.21)

[Further support for Birmingham, Blackpool, Cheshire East, Cheshire West and Chester, Liverpool City region and Warrington to tackle Delta \(B1.617.2\) variant - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/further-support-for-birmingham-blackpool-cheshire-east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b1.617.2-variant) (15.06.21)

[SEND and specialist settings - additional operational guidance: coronavirus \(COVID-19\) - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/send-and-specialist-settings-additional-operational-guidance-coronavirus-covid-19) (24.05.21)

[Face coverings in education - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/face-coverings-in-education) (24.05.21)

[NHS Test and Trace: what to do if you are contacted - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/nhs-test-and-trace-what-to-do-if-you-are-contacted) (20.05.21)

[SEND and specialist settings: additional COVID-19 operational guidance \(applies after Step 4\) - GOV.UK \(\[www.gov.uk\]\(http://www.gov.uk\)\)](https://www.gov.uk/government/publications/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4)

19.7.21

Daily update from GOV.UK for:

**Education, universities and childcare during coronavirus**

20.7.21

DFE update for Schools

6.9.21  
04.01.21