



Risk Assessment

A	Date: 2 nd March 2022	School: Liverpool College	
	Review Date: 2 nd April 2022	Responsible Person; H. L. Cassidy	Principal: Mr H.vM. Broekman

B	Assessment of Risk for: Protection from transmission of COVID-19 in Liverpool College including the Omicron variant.
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C Ser N°	List Hazards Here	List Groups of People at Risk	List Existing Controls	Liverpool College Additional Routines and Procedures	Risk Level
I	COVID-19: General	Staff Pupils Visitors Contractors	All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus. There is adequate supervision, where required, to ensure procedures are correctly adhered to. Pupils and staff who are symptomatic will be requested to isolate as per national guidance. SLT must also review all of the following applicable individual risk assessments where relevant:	One-way system in Conybeare/Gladstone. Staff to enforce the system. No House Spaces are open to children (to reduce number of pupils in a confined space). All Year groups have designated areas and toilets for break and lunch. Duty rota is in place to cover all areas. Year 7 and Year 8 are taken and collected from designated areas at break and lunch. R. Newton to ensure all RAs are completed.	L

			<ul style="list-style-type: none"> New and expectant mothers Extended duty of care Stress Individual pupil assessments <p>SLT to regularly update and inform staff re government guidance regarding COVID-19 controls required:</p> <ul style="list-style-type: none"> Gov.uk www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 Gov.uk Public Health England https://www.gov.uk/government/organizations/public-health-england Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> HSE COVID19 latest information and advice HSE Working safely during the coronavirus guide Government guidance COVID-19: guidance for schools COVID-19 Government publication COVID-19: cleaning in non-healthcare settings Government publication Best Practice: how to hand wash Government guidance for food business on Coronavirus (COVID-19) Government guidance COVID-19: Safe working in education, childcare and children's social care settings, including 	<p>H. Cassidy to ensure staff are informed of any changes.</p> <p>H Cassidy and R Newton to update Covid-19 RA and review working practices on a fortnightly basis.</p>	
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			<p>the use of personal protective equipment (PPE)</p> <p>It is recommended that all school staff and eligible pupils take up the offer of a vaccine. You can find out more about the in-school vaccination programme in COVID-19 vaccination programme for children and young people guidance for schools.</p> <p>Due to the changing advice on COVID-19, SLT should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p>Staff can choose to access test kits if required, this should be done online or via the local pharmacy.</p> <p>College will ask parents and other visitors to take a LFD test before entering the premises.</p> <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> • UK Health Security Agents (UKHSA) and NHS YouTube video, COVID-19: putting on and removing personal 	<p>College to work with the NHS to provide a venue for the vaccination process.</p> <p>A small testing area will remain open in Selwyn's. This can revert back to the main testing area if needed.</p> <p>R. Newton to ensure that Liverpool College has adequate supplies and used PPE is disposed of in the correct way.</p>	
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			<p>protective equipment (PPE) – a guide for care homes</p> <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • <i>detail any other specific disposable PPE in use</i> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>College encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Staff kept informed via email, online meetings etc.</p>	<p>R. Newton and E. Gill to ensure that signage is visible in all areas of the College.</p> <p>Tissues available in all classrooms</p> <p>H. Cassidy will keep staff informed via daily email and weekly bulletin.</p>	
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			<p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> HSE RIDDOR reporting of COVID-19 	<p>R. Newton will complete relevant forms.</p> <p>R. Newton will complete RIDDOR</p>	
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>School first aid risk assessment reviewed, as required.</p> <p>School access control system reviewed and appropriate steps taken e.g. hand sanitizer located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> Entrances to building Classrooms/entrances to classrooms Corridors Staff rooms Toilets Changing areas <p>Signage installed in various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p>	<p>First Aid Policy has been reviewed, Covid safe measures are included.</p> <p>Hand sanitizers and wipes in every classroom.</p>	L

			<p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p> <p>Water fountains to be cleaned across the site and reinstated.</p>		
3	Travel	<p>Pupils</p> <p>Staff</p>	<p>Where pupils travel from abroad to attend a boarding school, pupils age 5 years and above must take a day 2 PCR test and self-isolate until they receive a negative result.</p> <p>All travellers arriving into the UK must follow the most recent guidelines.</p>	<p>E Latham to contact parents to reinforce the regulations.</p> <p>HAs and Primary Secretaries to check that regulation are followed, especially after a holiday.</p>	<p>H</p>
4	COVID-19: School reception and offices	<p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>Windows will be opened where practical, to encourage as much natural ventilation as possible.</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones not to be shared. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p>		<p>M</p>

			The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.		
5	COVID-19: Classrooms	Staff Pupils	<p>Cleaning of hands is encouraged when changing classrooms for different activities. Pupils to use hand sanitizer on entry to a classroom</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>		
6	COVID-19: Dining areas	Staff Pupils	Dining room windows will be opened to allow natural ventilation.		L
7	COVID-19; Cleaning	Staff Pupils Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p>	Enhanced cleaning regime to be continued throughout the College.	L

			<p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School will be fully cleaned at the start/finish of each school day.</p> <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p>		
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible. SLT to monitor ventilation.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p>	Staff are informed and reminded to keep windows and doors open as much as possible.	L

			Carbon Dioxide monitors are used in the smaller classrooms to monitor air quality	Staff to informed and reminded to further ventilate if monitors show poor levels of air quality.	
9	COVID-19; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice.</p> <p>Staff and pupils who test positive should not attend school, whilst positive. Adults and pupils (up to 18 years and 6 months) can return to the setting on day 6 if they have two negative LFTs 24 hours apart. If they still are testing positive they are to return after day 10 regardless of positive result.</p> <p>If a parent or carer insists on a pupil attending school, where they have a confirmed or suspected case of Covid-19, schools can refuse the pupil if in reasonable judgment it is necessary to protect other pupils and staff from infection.</p> <p>Unvaccinated staff are not longer required to isolate if they have a positive case in the household.</p> <p>School should complete online MDS form if there is a confirmed case associated with their setting https://www.smartsurvey.co.uk/s/covid-19-schools/</p>	<p>Symptomatic pupils or asymptomatic pupils who has tested positive on LFDs to be isolated in the following rooms:</p> <p>Secondary Phase: First Aid Room by main reception. PrePrep: medical room by main office Prep: First Aid Room.</p> <p>R Newton is responsible for completing the MDS forms.</p>	M
10	COVID-19; Outbreaks	Staff	College will contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where	Extra measures will be outlined	M

		Pupils Visitors Contractors	necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1057141/Contingency_framework_education_and_childcare_settings_February_2022.pdf	
II	Face coverings	Staff Pupils Visitors Contractors	Pupils and staff should wear face coverings on public transport on their way to and from College. The use of face coverings is optional.		M

Risk Level: High:

Medium:

Low:

Accident likely with possibility of serious injury or loss

Possibility of accident occurring causing minor injury or loss

Accident unlikely with control measures in place

	Once additional controls are implemented, what will the overall risk level be:	
	<div>High</div> <div>Medium</div> <div>Low</div>	Risk assessment signed off by: Signature: H L Cassidy Date: 3rd March 2022 <i>Please note an electronic signature will suffice.</i>