

## COVID19: Risk Assessment

**SCHOOL NAME: LIVERPOOL COLLEGE**

**OWNER: H&S Team**

**DATE: 7<sup>th</sup> May 2021. Update**

### Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

### Related documents

#### Government guidance:

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[COVID-19: cleaning in non-healthcare settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#five>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>

<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/>

<https://www.gov.uk/guidance/school-workload-reduction-toolkit>

<https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

<https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/>

<https://teaching.blog.gov.uk/2020/06/12/attending-your-first-remote-interview/>

<https://www.gov.uk/government/collections/early-career-framework-reforms>

<https://www.legislation.gov.uk/uksi/2012/762/schedule/paragraph/6/made>

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

<https://www.sportengland.org/how-we-can-help/coronavirus>

<https://www.gov.uk/guidance/teaching-about-mental-wellbeing>

<https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning>

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>

<https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>

<https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/>  
<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>  
<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>  
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>  
<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>  
[Safe working in education, childcare and children’s social care provides,](#)  
[Face coverings in education settings](#)  
<https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>  
[https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=6e1997ec-c18c-4c46-b718-d46db0acdd98&utm\\_content=immediately](https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=6e1997ec-c18c-4c46-b718-d46db0acdd98&utm_content=immediately)

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Theme	Control Measures	Risk	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p><b>Preparing Buildings and Facilities- For buildings that have not been open since the lock down</b></p>	<p>Premises and utilities have been health and safety checked and building is compliant, as appropriate.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul> <p>Each building has different requirements and therefore the level of risk may differ.</p>	<p>Parts of the site have been closed for prolonged period.</p>	<p>M</p> <p>M</p> <p>M</p>	<p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>If appropriate commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems and certify the water system is safe before the buildings are reoccupied.</p>	<p>8/3/21</p> <p>8/3/21</p> <p>8/3/21</p>	<p>L</p> <p>L</p> <p>L</p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Office does not allow for adequate space between staff members.</p>	<p>M</p>	<p>Office staff desks repositioned.</p>	<p>28/08/20</p>	<p>L</p>
	<p>Ensure good ventilation. See <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>			<p>Where possible windows to be opened and doors wedged open.</p>		

	Entry and exit routes to the school, physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>Where appropriate, 2-metre markers are present on floors.</p> <p>Where practicable, one-way systems are in place to enter and exit the school buildings.</p> <p>Designated site entry and Exit points:  SEN gate  Bungalow entrance  Prep gate  Pre-Prep gate.</p> <p>Staggered start and departure times organised as per timetable.</p> <p>Signage refreshed and in place.</p>	8/3/21	L
	Consideration given to premises lettings and approach in place.	Spread of infection, unsafe practices.	H	Procedures and routines are established. Risk Assessment in place for LC Sports and the Greek School	8/3/21	M
	Consideration given to the arrangements for any deliveries.	Groups of people gather in reception (visitors, deliveries) which risks breaching social distancing guidelines.	M	Non-essential deliveries and visitors to school are to be restricted , no more than two visitors in	28/08/20	L

	Visitors to College to be restricted as much as possible		M	reception area. Signage on external gates.		L
			M	Reception staff protected by Perspex barrier in both the Secondary Phase and Pre-Prep locations. Visitors to complete a track and trace form and to wear facemasks at all times.	8/3/21	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. NB: In the event of emergency the priority is getting out of the building calmly regardless of social distancing.		H	Fire procedures are updated.	28/08/20	L
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.		H	Individual Emergency Evacuation procedures are updated.	28/08/20	L
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>	Number and availability of cleaning staff.	H	Thorough deep clean of all areas that have not been in use since lockdown: English corridor GI & G2	8/3/21	L

		Spread of infection.	H	<p>Drama Room Science Arc Building Godwyn House.</p> <p>Weekly cleaning program written by Lauren Nnachi, to include staffing for the week ahead.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Shared areas, including toilets, to be cleaned regularly throughout the day.</p> <p>Frequently touched surfaces to be cleaned regularly throughout the day. Pupils to clean desks on entry to classrooms</p>	On going	L
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				<p>Desks in classrooms to be cleaned each evening.</p> <p>Extra hand sanitiser stations to be made available throughout the site.</p> <p>Hand towels and hand wash are to be checked and replaced by Lauren Nnachi and cleaning staff.</p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Spread of infection.	H	Recruitment program to increase number of cleaners. New cleaners to have contract hours, which involve working within the school day.	26/2/21	M
	There are adequate cleaning supplies and facilities.	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have hand gel/tissues/anti-bacterial wipes.</p>	H	<p>Hand sanitiser available at the school entrance.</p> <p>Waste bins in all classrooms.</p> <p>Hand gel, antibacterial wipes are available in each classroom.</p>	Continuous	L

	Arrangements for long term continual supplies are in place.	Low supply of soap, wipes and PPE.	H	Disposable tissues are available in each classroom in order to implement the 'catch it, bin it, kill it' approach.  Stock check and ordering schedule reviewed and orders made on a regular basis.		L
	Sufficient time is available for the enhanced cleaning regime to take place.		H	All staff advised to leave classrooms at the earliest opportunity for cleaning to be undertaken.	Continuous	L
	Waste disposal process in place for potentially contaminated waste.		H	Waste bags and containers to be emptied daily. Contaminated waste disposal procedure in place.	28/08/2020	L
	Classrooms have been rearranged to allow as much space between individuals as possible.	Spread of infection.	M	Where possible classrooms to be arranged so all pupils are forward facing. Secondary Staff are to maintain a 2m personal space and limit time spent at 1m	28/08/20	L

<b>Classrooms and Resources</b>				or less from pupils. Primary staff are to follow this guidance as often as possible.		
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	One-way systems in place in Conybeare, Gladstone, Holland block, in the library and in MV building.	28/08/20	L
	<p>Appropriate resources are available within all classrooms e.g. IT and age specific resources.</p> <p>NB: Pens and pencils should not be shared but sharing of classroom resources is allowed. The resources should be cleaned and disinfected more frequently.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	Lack of COVID 19 posters.	L	<p>For primary: equipment packs to be provided.</p> <p>All shared equipment to be wiped clean throughout the day. If shared between bubbles they should be used on rotation, leaving 48 hours or 72 hours for plastics, gap before reuse.</p> <p>COVID19 information posters currently in place.</p> <p><u>e-Bug</u> posters displayed:</p> <ul style="list-style-type: none"> <li>• <a href="#">Horrid hands</a></li> <li>• <a href="#">Super sneezes</a></li> <li>• <a href="#">Hand hygiene</a></li> </ul>	On going	L
		M		8/3/21	L	

				<ul style="list-style-type: none"> <li>• <a href="#">Respiratory hygiene</a></li> <li>• <a href="#">Microbe mania</a></li> </ul>		
	<p>A bin must be in every classroom. They are to be emptied each day.</p> <p>The bins will be used for disposal of facemasks and tissues as the school will operate a 'catch it, bin it, kill it' policy.</p>	Spread of infection.	H	<p>Staff and pupils to follow policy and wash hands as soon as possible after sneezing and coughing.</p> <p>Damp disposable facemask facemasks to placed in the black bins</p>	On going	L
	Pupils will be allowed to carry bags.	Cross contamination of materials.	M	<p>Bags are allowed for essential items.</p> <p>Minimum items, from home, to be brought to college. Pupils and teachers can take books and other shared resources home.</p>	Continuous	L
	IT Devices.	Cross contamination.	L	<p>Devices and keyboards to be cleaned with Anti-bacterial wipes before use and after use.</p>	Continuous	L

	Sports Equipment.	Cross contamination.	M	All equipment to be cleaned after use and between each bubble.	Continuous	L
	Soft furnishing couches and seats.	Cross contamination.	H	To remain out of use.	28/08/20	L
	Safety goggles.	Cross contamination.	H	To be wiped after use.	Continuous	L
	Science equipment.	Cross contamination.	H	To be meticulously cleaned, especially between bubbles. Alternatively left out of use for 48 hours (72 for plastic items).	Continuous	L
	Music- Additional Protective measures in place to protect from heightened risk.	Spread of infection.	H	Perspex partitions in place in practice rooms. For singing and playing of instruments- groups of not more than 15.	Continuous	L
	House spaces are out of bounds for pupils, except during wet break.	Spread of infection.	H	Pupils to carry bags. Staff to use Howson's House Spaces a workroom.	Continuous	L
<b>Prevention</b>	Minimise contact with individuals who are unwell. Ensure that staff and pupils who are unwell with coronavirus symptoms do not attend school and arrange testing. <a href="https://www.gov.uk/guidance/c">https://www.gov.uk/guidance/c</a>	Spread of infection.		Clear procedures communicated to staff, parents, visitors and pupils.  Posters and notices are displayed on College gates and on		

	<p><a href="#">oronavirus-covid-19-getting-tested</a></p> <p>Pupils and staff to follow stay at home guidance in the event of a confirmed positive test.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>		H	<p>the entrance to all buildings. These are refreshed when necessary.</p> <p>All staff, parents and pupils are aware of the guidance and follow procedures.</p> <p>All members of the community will be required to isolate if they have been in close contact with a positive case and/or been contacted by track and trace.</p> <p>The definition of close contact is:</p> <ol style="list-style-type: none"> <li>1. Anyone who lives in the same household</li> <li>2. Has face to face contact, including being coughed on.</li> <li>3. Any who has a a face to face conversation within 1m</li> </ol>	Continuous	L
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				<ol style="list-style-type: none"><li>4. Being within 1m from 1 minute or longer without face to face contact</li><li>5. Anyone who has had sexual contact</li><li>6. Being with 2m of someone for more than 15 minutes (this can be a one-off contact of 15 minutes or longer, or added up together over one day)</li><li>7. Travelled in the same vehicle</li></ol> <p>The day after symptoms develop or the day after a positive test is counted as day 1 for the 10 days isolation period for confirmed case and 10 days isolation for people</p>		
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				<p>who have been in close contact with the confirmed case (members of a household of isolating person do not need to stay at home).</p> <p>Reinforce message to parents to immediately inform LC of test results.</p>		
	<p>In the case of a confirmed case, the school is to take swift action: Identify people who have been in direct or close contact with the person who has tested positive and arrange immediate self-isolation. College to report cases to LA and complete MDS forms.</p>	<p>Spread of infection.</p>	<p>H</p>	<p>Procedures are in place to identify close and direct contacts and ensure there is awareness around the importance of following PHE/DFE advice.</p> <p>College to use the PHE template to inform parents of confirmed positive case. Details of names of people not to be shared, unless it is essential to protect others.</p>	<p>Continuous</p>	<p>L</p>
	<p>For Test and Trace purposes, schools to keep a record of pupils and staff in each group (bubble).</p>	<p>Track and Trace.</p>	<p>H</p>	<p>Registers on Sims, Paper registers for LC+ activities, including weekend</p>	<p>Continuous</p>	<p>L</p>



				sport, after school and breakfast clubs.		
	Plans in place to decrease sickness levels.	Spread of infection.	H	College to follow the 'catch it, bin it, kill it' guidelines and promote handwashing for 20 seconds.  College to promote 'hands face space and fresh air'  The importance of good ventilation is communicated.	Continuous	L
	All pupils are to return to school including those in alternative provision and those with dual registration.		H	College to work collaboratively with providers, to minimise risks.  Procedures In place.	On going	L
	PHE will contact College if they become aware of someone who has been on the premises has tested positive for coronavirus - as identified by test and trace.	Spread of infection.	H	Procedures are in place for rapid action: Pupils and staff are identified and sent home ASAP.	Continuous	L
<b>Response to confirmed case of COVID 19 in school</b>	Parents understand the need to isolate their children and to refrain from sending them	Spread of infection.		Parents to follow government guidelines regarding COVID – 19.		

	<p>to school if they are presenting symptoms.</p> <p>Approach to confirmed COVID19 cases in place including:</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place.</li> </ul>		H	<p>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</p> <p>Pre-Prep- Meeting room by Office</p> <p>Prep – First Aid Room</p> <p>Secondary – meeting Room .</p> <p>PPE is available within these rooms. Staff must wear PPE when caring for a suspected case. The staff member does not isolate unless the pupil has tests positive or they have been contacted by track and trace or develop symptoms themselves.</p> <p>Procedures are in place for isolation</p>	Continuous	L
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				<p>rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p> <p>If a suspected case needs the toilet then that facility needs to be quarantined until deep cleaning is conducted.</p>		
<b>Containment of outbreak</b>	<p>Two of more cases within a grouping within a 14- day period, or a rise in absence due to Covid symptoms may be classed as an outbreak. Work with PHE and follow advice.</p> <p>Call the LA and seek advice.</p>	Spread of infection.	H	<p>Monitor attendance closely. Contact LA if suspected Covid absence rate rises. Follow PHE advice.</p>	Continuous.	M
<b>Response to suspected or confirmed case of COVID 19 in Boarding</b>	<p>Approach to confirmed COVID19 cases in place:</p> <ul style="list-style-type: none"> <li>• Approach to relocating pupils/staff to Beechlands is in place</li> <li>• Cleaning procedure in place</li> </ul>		H	<p>Follow Government advice on Boarding Schools.</p> <p>See separate RA for Boarders.</p>	Continuous	L

	<ul style="list-style-type: none"> <li>• Arrangements for isolation is in place.</li> </ul>						
<b>Testing</b>	<p>To follow Government guidance for home testing.</p> <p>Pupils from Year 7 upwards should take twice weekly tests using the home test kit provided. All results should be reported to NHS test and trace either online or by dialling 119.</p> <p>If the home test is positive, the pupil and their contacts must isolate immediately for 10 days. Pupil to take a PCR test within 2 days of testing positive (with home testing kit). If negative, pupil and contacts can stop isolating. A PCR test must be taken within 2 days of the home test. If this is not taken within this time frame, the pupil and contacts need to isolate for 10 days regardless of PCR result.</p> <p>All teaching and non-teaching staff (including temporary</p>	Spread of Infection.	H	<p>College to issue test kits on Wednesday each week.</p> <p>Pupils asked to test on Monday and Thursday mornings (or previous evening if mornings are unsuitable).</p> <p>Letter to inform/update parents of procedures and information on reporting results of home test. Parents are also asked to record results on a LC cloud-based portal. They are to report positive tests immediately via a specific email address.</p>	12/3/21	14/3/21	L

	<p>staff) should take tests twice weekly. The test kits will be provided by the College. All results should be reported to NHS test and trace.</p> <p>If any member of staff tests positive (with the home testing kit) they and their contacts must isolate immediately and take a PCR test within 2 days of testing positive. If negative, the staff member and contacts can stop isolating.</p> <p>A small testing centre is open onsite to enable testing opportunity for staff and pupils who are unable to test at home.</p>			<p>College to issue home testing kits to staff fortnightly.</p> <p>The centre is set up according to guidelines in Selwyn's House Space.</p> <p>RA -see Appendix A</p>		
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible)</li> <li>• Staggered or limited amounts of moving around the school/ corridors.</li> </ul>	Spread of infection.	H	<p>Primary phase- 10/15-minute staggered arrival times.</p> <p>Secondary Phase arrival times 08:25 for KS3, 09:25 for KS5 and KS4.</p> <p>Staggered finish times for year groups in Primary and Key Stages in Secondary.</p>	8/3/21	L

	<ul style="list-style-type: none"> <li>• Designated outside areas for individual bubbles.</li> <li>• Classroom design – where possible, desks arranged so that pupils are front facing.</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches.</li> </ul>			<p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Designated areas (and toilets for Secondary pupils).</p>		
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking, cycling or scoot. To avoid public transport as much as possible and to avoid peak travelling times.</p>		H	<p>Communicated to parents via the newsletter. Information on website. Group call if necessary.</p> <p>Preferred mode of transports –cycle, walk, scoot, family car.</p>	8/3/21	L
	<p>Pupils traveling from abroad, who have travelled through the <b>red list</b> countries, in the previous 10 days, must</p>	<p>Spread of Infection.</p>		<p>Situation is monitored for the boarders.</p>		

	<p>quarantine in a managed quarantine hotel. Pupils traveling from other non-red list countries, will need to quarantine at their place of residence for 10 days. Before traveling they must have a negative test result no more than 3 days before they travel. They must take a test on day 2 and day 8 of their quarantine period.</p>		H	<p>Procedures for isolation are in place. Support staff are vigilant ensuring pupils and families follow guidance.</p>	Continuous	L
	<p>Use of the school mini bus for trips is permissible. The school mini bus can be used but social distancing measures must be taken into consideration.</p>	Spread of Infection.	H	<p>Social distancing is observed with a 2m space around the driver and staff. Adults to wear face coverings. Pupils must be in one bubble. No mixing of bubbles. Pupils must wear face coverings (if over 11 years) Pupils must wash hands before entering the vehicle. Windows are opened for extra ventilation. Procedures are in place for enhanced cleaning after use.</p>	Continuous	M
	<p>Approach is in place where</p>			<p>On arrival, pupils to move straight to</p>		

	children and young people are not allowed to congregate		H	designated room, pupils do not line up (with the exception of Science- lines to be marked to allow social distancing). Use hand sanitiser provided.	28/08/20	L
	Approach to potential breaches of social distancing in place, including repeat or deliberate breaches.		H	Hand washing and cleaning (if needed).  Updated behaviour policy.  Conversations with parents.  Risks assessments and individualised approach in place for students who might struggle to follow expectations.	28/08/20	L
	All assemblies and gatherings conducted in line with government guidelines.	Spread of infection.	H	Only one class to attend assemblies/Chapel. Sessions to be recorded.	Continuous	L
	Social distancing plans communicated with parents, including approach to breaches.			Routines and procedures		



	<p>Parents will not be able to enter the site unless they have a prearranged visit. Parents dropping off items during the school day will leave them at the gates.</p>		M	<p>communicated to parents.</p> <p>Primary parents allowed onto yard to pick up pupils.</p>	Continuous	L
	<p>Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	Contamination of equipment, and pupils.	M	<p>Playgrounds and sports fields to be marked in sections for the different groups, as per social distance guidelines.</p> <p>Break times and lunch times are structured to support social distancing and are closely supervised.</p> <p>Cleaning regime in place for equipment.</p>	Continuous	L
	<p>Follow HSE guidance on first aid <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></p>	Spread of infection.	H	<p>Inform First Aiders of guidance. Treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures</p>	On-going.	M

				immediately afterwards, including washing hands. First Aiders should try to assist at a safe distance and minimise close contact. If the casualty is capable they should be instructed to self-treat.		
	<p>Arrangements in place for any visitors/contractors on site; protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Introduce infection.	H	<p>Check with the contractor if there are any requirements their employer has specified before visit. Share school protocols.</p> <p>Post box to be positioned outside of main entrance to reduce access to site.</p> <p>Only 2 visitors allowed in the Reception area at any one time.</p>	On going	L
<b>Face Coverings- this guidance will be reviewed on 17<sup>th</sup> May.</b>	<p>Facemasks for pupils Year 7 and above must be worn on public transport.</p> <p>Facemasks should be worn in the secondary phase in all</p>			Procedures are communicated to pupils, staff and parents.		

	<p>areas including in classrooms, where social distancing cannot be maintained. This does not apply when a face cover would impact on the ability to take part in exercise or strenuous activity. For example, in PE/Games lessons. Face coverings do not need to be worn when outside on the premises.</p> <p>Transparent face covering which may assist communication with pupils who rely on lip reading, clear sound or facial expression to communicate, can be worn.</p> <p>Face visors or shields should not be worn as an alternative to face coverings.</p> <p>Staff and pupils can be exempt from wearing face covering only if:</p> <ol style="list-style-type: none"> <li>1. The person has physical impairment or disability</li> <li>2. Mental health difficulties.</li> </ol> <p>No pupil should be denied education on the ground that</p>	<p>Spread of Infection.</p>	<p>H</p>	<p>Face coverings to be disposable or made of plain material. Pupils should carry at least 2 face coverings every day along with a sealable plastic bag.</p> <p>Pupils will be taught on the correct use and storage of wearing face masks/covering. When a face covering becomes damp it should not be worn. Disposable facemasks to be placed in the bin, reusable face coverings should be placed in a sealable plastic bag and taken home for cleaning.</p> <p>Procedure in place for pupils who are exempt from wearing a mask are in place. It will be treated as a serious incident if a pupil refuses to wear a facemask (who is not exempt), SLT will</p>	<p>Continuous</p>	<p>M</p>
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	<p>they are not wearing a face covering Further guidance on face coverings <a href="#">Safe working in education, childcare and children’s social care provides, Face coverings in education settings.</a> In the primary phase, face coverings should be worn where social distancing between the adults is not possible. For example, in staffrooms and in corridors.</p> <p>Risks to wearing face masks will be considered and pupils who are exempt from wearing masks will not be made to wear them. Please see <a href="#">file:///N:/Downloads/WHO-2019-nCoV-IPC_Masks-Children-2020.1-eng.pdf</a> for the World Health Organizations advice on the use of masks for children in the community/schools in the context of COVID-19.</p>			<p>be involved and will decide the appropriate sanction.</p> <p>In the primary phase, where staff feel more comfortable, it will be acceptable to use face coverings in the classrooms.</p> <p>Risks to wearing masks is considered and hygiene procedures surrounding use of masks will be observed.</p>		
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<b>Staffing</b>	Approach to staff absence reporting and recording in place. All staff aware.		H	<p>If staff show any of the Covid symptoms they are to stay away from college and arrange testing as per Government guidelines.</p> <p>Staff to contact HLC as per normal procedure.</p>	On going	L
	The College timetable is designed to allow adherence to the guidelines.		H	<p>Class and Year bubbles are created.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Movement is minimised.</p>	On going	L
	Communication is vital. Clear staff working arrangements are in place regarding their role in continuing to support the working of the College.		M	<p>Staff are encouraged to focus on their wellbeing.</p> <p>Line managers are proactive in discussing wellbeing and workload with</p>	On going	L

				the staff that they manage. Staff have been signposted to useful websites and resources.		
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) on a weekly rather than daily basis to minimise contacts.		H	Ability to provide cover is closely monitored.	On going	L
	Approaches for meetings and staff training in place.		M	Continue to take advantage of digital meetings e.g. Microsoft Teams.	Continuous	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support.  How staff are supported, within their own situations and that of pupils and colleagues is clear. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>			Staff are aware of the available support and are able to seek advice from Line Managers and C Turbitt. Support is also available from ECC, including the Educational Psychology service.  The Bereavement Policy has been		

			M	reviewed to ensure it reflects current circumstances and arrangements.	28/08/20	L
	Employer health and safety and equality duties are adhered to.		H	College has a legal obligation to protect its employees and others from harm. It should continue to assess health and safety risks and consider how to meet equalities duties in the usual way.	On going	L
	The approach for recruiting new staff continues.		M	Procedures in place.	On going	L
	College continues to be an Initial teacher training (ITT) provider. ITT students to be encouraged. They can be used as a valuable resource.		M	ITT students continue to be treated as members of staff. The RA and routines are included as part of their induction.	On going	L
	Volunteers continue to be encouraged and subject to usual checks.		H	Information packs available, which contain RA and procedures.	On going	L

	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	Approach updated. Information packs available, which contain RA and procedures.	28/08/20	L
	Return to College procedures are clear for all staff.		M	<p>Included in communications to staff.</p> <p>'It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. They should avoid close face to face contact and minimise time</p>	8/3/21	L



				spent within 1 metre of anyone’.		
	Return to work procedures post travel abroad are communicated- not applicable at this time due to National Lockdown	Number and availability of staff.	H	Contingency in place for staff unable to return from abroad destination.  Issue to be highlighted to staff.	28/08/20	L
	Designated work areas and relax areas are in place.	Spread of infection.	H	Staff work and relaxation areas are designated, Social distancing to be adhered to. Areas provided are: Staffrooms MV 29, Howson’s House space.	8/3/21	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations are shared.		M	Social distance and Government advice to be observed. Information pack in place, informing visitors of procedures. Testing kits available if required.	On going	L

<b>Group Sizes</b>	To reduce the transmission of infection, pupil groups are as consistent as possible.	Spread of infection.	H	<p>Pupils to be in class bubbles in the Primary Phase and in Years 7 and 8. Year bubbles from Year 9 upwards. Staff can move from bubble to bubble.</p> <p>From Year 9 upwards pupils to form friendships bubbles during break and lunch. This will prevent the need for whole year groups to be isolated in the event of a positive case.</p>	28/08/20	L
	<p>Sports- pupils to be kept in consistent groups. Outdoor Sport is to be prioritised. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and have been approved by the government are permitted. Schools must only provide team sports on the list available</p>	Spread of infection.	H	<p>Procedures and rotas in place for Sports, including Saturday sport. NB: Groups are to be kept as consistent as possible.</p> <p>College will only play recommended sports as per guidelines.</p>	On-going	L

	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework</a>					
	Secondary Phase Library – Numbers limited to 30 at any one time. Consistent groups and registers to be taken.	Spread of infection.	M	Timetables and rotas are in place.	8/3/21	L
	Where possible, younger children to be kept in distinct groups. If older children are in larger year bubbles they are to follow social distancing advice.	Spread of Infection.	H	Primary Phase pupils to work in class bubbles and taught not to touch staff.  Senior pupils to adhere to social distancing guidelines and for Year 9 upwards to remain in friendship groups at break and lunch.	8/3/21	L
<b>Curriculum / learning environment</b>	Recovery curriculum is in place.		M	Xponential curriculum and plans in place for catch up.	On going	L
	Changes to the school day/timetables shared with parents.		M	Communicated to parents.	28/08/20	L
	Consideration has been given to activities.					

	<p>Activities should be risk assessed and should not be run unless the risks can be mitigated, particularly in the following subjects:</p> <ul style="list-style-type: none"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT</li> <li>• Music</li> <li>• Drama</li> </ul>		M	<p>Follow Government guidelines.  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Singing is permitted in large areas such as the MV Hall and Chapel where pupils can stand 2m apart.</p>	On going	L
	<p>Consideration to whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that has been done</li> <li>• capturing pupil achievements/outcomes.</li> </ul>		M	<p>Staff are trained and supported to perform 'in front of classroom delivery style' and to be aware of how best to provide students with additional support.</p> <p>NB: During PE and Games- Outdoor sport is prioritised.</p>	On going	L
	<p>Immediate remote education is provided to pupils who need to self-isolate.</p>		M	<p>Remote learning is carried out using the TEAMS platform. Whole groups are taught as per Xponential timetable.</p>	On going.	L

				Individual pupils are invited to take part in school led lessons via the TEAMS platform.		
	Student behaviour policy reviewed and amended where necessary.		M	Updated Policy.	01/09/20	L
	Catch up support is in place.		H	Plans in place.	On going	L
	College to take advantage of DfE support and training.		H	Included in CPD schedule.	On going	L
	Issues around rebuilding friendships, responses to Coronavirus and improving physical and mental well-being are addressed.		H	Addressed in LC time/NSI and virtual assemblies and the “I am” Spiritual Formation theme.	On going	L
	Students in Key Stage 5 to have extra support to undertake individual study.		M	Designated timetable sessions in place, designated areas provided.	On going	L
	Approach and expectations around school uniform determined and communicated with parents.		M	Pupils are to wear normal school uniform, except those pupils who have PE/Games on their Timetable. On those occasions pupils are to attend College in their PE kit, but will be expected to wear their blazer.	8/3/21	L

				Expectations and guidance are communicated to parents.		
	All students instructed to bring a water bottle each day. Water fountains not in use.		M	Communicated to parents.  Water fountains across the site switched off and covered up.	28/08/20	L
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. How pupils are supported, within their own situations, is clear. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a></p> <p>Schools to nominate a lead to receive government training on mental health.</p>		M	<p>House Mentors, Heads of House and Learning Mentors available to support pupils with mental health issues.</p> <p>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</p> <p>Issues are included in the NSI program.</p> <p>The Designated Safeguarding Lead is allocated more non-contact time to provide support, within the</p>	On going	L

				<p>Xponential Curriculum 2. Bereavement policy is updated.</p> <p>School nurse can be enlisted when necessary.</p> <p>SLT to decide a mental health Lead,</p>		
	Re-orientation support for school leavers is developed.		M	Plans in Place.	On going	L
<b>Pupils with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.		M	Procedures in place.	On going	L
	Annual reviews.		M	Procedures in place.	On going	L
	Requests for assessment.		M	Procedures in place.	On going	L
	Risks to pupils, as a result of the situation, are reviewed.		H	Separate risk assessment in place.	On going	L
	Adjustments are in place for SEND pupils who may suffer distress if required to remove or apply a face covering.	Risk of spread of infection.	H	Adjustments are in place on a case by case basis	On going	M

<b>Extra-curricular activities</b>  <b>Educational visits</b>  <b>Detentions</b>  <b>Immunisations</b>	All extra-curricular activities can resume.	Spread of infection.	H	Activities programme is planned within the Xponential Curriculum and out of hours activities are taking place including Saturday Sport.	8/3/21	L
	Sporting fixtures can take place against other schools, both indoors and outdoors. Organizers must have their own stringent RAs in place. These Ras should be inline with the national governing body of that particular sport.		H	Director of Games and competition to be responsible for the Ras and social distancing.	12/3/21	L
	No residential trips (at the time of writing) to take place. Day trips to proceed.		H	Risk Assessments for day trips to include arrangements for social distancing	Continuous	L
	Behaviour Policy is modified. Detentions that involve potential mixing of bubbles; pupils where possible, should be kept 2m apart.		H	Behaviour Policy to include amendments, as per Government guidelines.	8/3/21	L



	<p>After School and Breakfast club to take place within guidelines.</p> <p>College to liaise with wraparound private companies in the case of an outbreak.</p>		H	<p>Where possible, group bubbles are to be maintained. If necessary, numbers to be limited in order to maintain social distancing.</p> <p>The Primary Phase to collect and record information of pupils attending wraparound care. Companies to be informed of a relevant positive case.</p>	Continuous	L
	Activities involving external specialists e.g. Piano lessons can take place with social distancing.		H	Procedures in place.	Continuous	L
	Immunisation programme encouraged and provisions made.	Increase in preventable diseases.	H	Communication with relevant agencies and arrangements made.	Continuous	L
<b>Catering</b>	Arrangements in place to provide food on site for Primary and Secondary Phase pupils. Including the requirement of universal free school meals.		M	Staggered lunch times and routines in place.	28/08/20	L

	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place, so that children do not mix with children from other groups.		H	Routines and procedures are in place. Surfaces are wiped down after each sitting.  Staff are instructed not to eat in the Dining Room	8/3/21	L
	Arrangements for food deliveries are in place.		H	Share amended procedures with suppliers, obtain their assessments, which outline controls.	28/08/20	L
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place. To follow Government guidelines. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>	PPE Shortage	H	PPE available in medical rooms and for staff supervising SEN pupils.	28/08/20	L
<b>Safeguarding</b>	SEN Individual risk assessments are in place and			Review risk assessments for		

	welfare checks being undertaken.	Opening arrangements not reflected in risk assessment.	M	children to ensure they reflect any changes.	On going	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		H	Staff refresher training session on processes and procedures.	On going	M
	Updated Child Protection Policy in place.		H	Adopt Temporary COVID19 Child Protection Policy.	01/05/20	L
	Redeployment of care staff considered and appropriate checks carried out.		H	Procedures in Place.	On going	L
	Work with other agencies is undertaken to support vulnerable pupils and families.		H	Procedures in Place.	On going	M
	Specific help and support available for pupils who find it difficult to cope with change.		H	Procedures in Place	On going	M
	Consideration given to the safe use of physical contact in context of managing behaviour.		H	Review Pupil Profiles to ensure they include protective measures.	On going	L
<b>Attendance</b>	Attendance is mandatory. Support surrounding attendance is in place.			Identify pupils who are reluctant or anxious to return to school. Heads of School/House and Form Tutors to monitor and support. Work closely with		L

			M	EWO and house administrators to rigorously track attendance. Home visits carried out where necessary.  As a last resort College will initiate prosecution procedures.	On going	
	<p>Pupils who are not attending in circumstances related to coronavirus (COVID-19) eg. Self-isolating to be marked as X on registers.</p> <p>The College has a duty to provide remote education if a pupil cannot attend school because they are complying with Government guidance or law relating to Coronavirus. College should provide the minimum of: KS1 – 3 hours per day KS2 – 4 hours per day KS3 and 4 – 5 hours a day KS5 – no time allowance.</p>		M	<p>Support staff made aware of procedures and what constitutes an X code.</p> <p>Pupils will be able to access online learning, via Teams.</p>		L
	<p>Identify pupils who have been shielding during Lockdown. See <a href="https://www.rcpch.ac.uk/resou">https://www.rcpch.ac.uk/resou</a></p>			Communication with parents of pupils with health conditions.		L

	<p><a href="#">rces/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</a></p> <p>Shielding pupils to discuss care with health professionals.</p> <p>Where children are not able to attend school shielding/isolation, the absence will not be penalised.</p>		H	<p>Where a pupil has to remain at home for shielding purposes, College will offer remote learning.</p> <p>Support in place to support anxious pupils returning to school.</p>	On going	
<b>Communication</b>	Information shared with staff around the opening plan, returning to site, amendments to usual working patterns/practices and groups.		H	Included within Communications to staff.	On going	L
	Opening plans shared with governors.		H	Information provided to Governors.	On going	L
	<p>Communications with parents:</p> <ul style="list-style-type: none"> <li>• Plan for opening</li> <li>• Testing</li> <li>• Assessment that child is fit for school</li> <li>• Uniform</li> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to</li> </ul>		H	Included within Communications to parents.	8/3/21	L

	parents of home learning.					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely.</li> </ul>		H	<p>Included within communications to parents.</p> <p>Assembly presentation during testing.</p>	8/3/21	L
	On-going regular communication plans determined to ensure parents are kept well-informed.		H	Principal's newsletter, Group-call, Website.	On going	L
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.		H	Governing body is involved in key decisions on opening.	On going	L
	<p>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		H	Governors are briefed regularly on the latest government guidance and its implications for the school.	On going	L

<b>School events, including trips</b>	The College's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		M	Follow Government guidelines. Regular communication with parents and outside agencies.	On going	L
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented. Catch Up funding is monitored and used appropriately		H	Plan in place to use Catch Up funding appropriately.  Finance considerations and procedures in place.	On going	M/L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning etc.					
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.					
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Catering</li> </ul>					
	Consideration given to any support that may be					

	brokered through working together, for example, partnerships, trusts etc.					
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## Appendix A

### Risk Assessment for Liverpool College Track and Trace Test Centre

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Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	04/01/2021	Lead Assessor	R.Newton	Contract	H&S Officer	Test Site Number	LDQX
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at Liverpool College						
<b>Activities Involved</b>	Traversing the site on foot Testing College staff and students					<b>Location</b>	Selwyn's House Space
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

<b>Hazard Identification and evaluation</b>
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No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management &amp; sampling staff.</li> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>	1	4	4	
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <u>Welcome &amp; registration</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Close face to face contact and minimise time spent within 1 metre of anyone’.</li> <li>• Facemasks to be worn by staff and pupils at all times within the Test Centre.</li> <li>• Information Posters and notices are displayed on College gates and on the entrance to all buildings.</li> </ul>	2	4	8	
3	Contact between subject and sampler increasing the transmission of	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Test and Trace training is to be completed prior to any staff member or volunteer working within the test centre.</li> <li>• PPE is available within and must be worn at all times by testing staff.</li> </ul>	2	4	8	

	COVID19: <u>Sample taking</u>		<ul style="list-style-type: none"> <li>Face coverings to be worn by all visitors into the test centre</li> </ul>				
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Test and Trace training is to be completed prior to any staff member or volunteer working within the test centre.</li> <li>PPE is available within and must be worn at all times by testing staff.</li> <li>Face coverings to be worn by all visitors into the test centre</li> </ul>	2	4	8	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Test and Trace training is to be completed prior to any staff member or volunteer working within the test centre.</li> <li>PPE is available within and must be worn at all times by testing staff.</li> <li>Face coverings to be worn by all visitors into the test centre</li> </ul>	2	4	8	
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample disposal and waste disposal</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Test and Trace training is to be completed prior to any staff member or volunteer working within the test centre.</li> <li>PPE is available within and must be worn at all times by testing staff.</li> <li>Face coverings to be worn by all visitors into the test centre</li> </ul>	1	4	4	
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>2 identical barcodes are provided to subject at check in</li> <li>The subject registers their details to a unique ID barcode before conducting the test</li> <li>Barcodes are attached by trained staff at the sample collection bay</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	1	5	5	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of subjects who have not received a result within x hrs of registration</li> <li>Subjects are called for a retest</li> </ul>	2	3	6	
9	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental	<ul style="list-style-type: none"> <li><b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>Environmental:</b> do not let product enter drains</li> <li><b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>Do not use if the solution has expired</li> </ul>	2	3	6	

	monobasic), NaCl (Sodium Chloride)	toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>• Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>• Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>				
10	Occupational illness or injury		<ul style="list-style-type: none"> <li>•</li> </ul>	2	2	4	
11	Manual handling		<ul style="list-style-type: none"> <li>•</li> </ul>	1	3	3	
12	Unauthorised access by members of the public	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Non-essential deliveries and visitors to school are to be restricted, no more than two visitors in reception area. Signage on external gates.</li> </ul>	2	3	6	
13	Inclement weather	Waiting pupils get caught in rain/cold	<ul style="list-style-type: none"> <li>• Pupils arriving at staggered times to minimise congestion</li> <li>• Space in sports hall to keep the queue moving</li> </ul>	2	3	6	
14	Electrical safety / plant & equipment maintenance		<ul style="list-style-type: none"> <li>• PAT testing across site in place.</li> <li>• Visual check of electrical items to be carried out each time test centre is in use</li> </ul>	2	4	8	
15	Use of shared equipment	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• Pens and pencils should not be shared.</li> <li>• Minimize sharing of any personal equipment or resources.</li> </ul>	2	4	8	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator	04/01/21	

2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator	On-Going	

**Additional Notes**

**Risk Evaluation**

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

**Likelihood**

- Rare**, will probably never happen/recur
- Unlikely**, do not expect it to happen, but is possible
- Possible**, Might happen
- Likely**, will probably happen
- Almost Certain**, will undoubtedly happen

**Severity**

- Negligible
- Minor
- Moderate
- Major
- Critical

**Risk control strategies**

- Intolerable** – stop activity, take immediate action to reduce the risk
- Substantial** - Take action within an agreed period
- Tolerable** – monitor the situation
- Trivial** – No action required

## Liverpool College – Basic Principles, Procedures and Routines

### Basic Principles.

Please note: All the Principles below are correct at the time of writing and subject to change as the situation evolves.

- Staggered arrival and departure.
- A range of entrance and exit points.
- Xponential timetable in place.
- Pupils to be kept in class or year bubbles.
- Movement kept to a minimum. One-way systems in place where appropriate.
- Pupil bubbles to be timetabled in one classroom where possible.
- Pupils to wash hands frequently or use hand gel, but specifically on entering a classroom (see Risk Assessment).
- Furniture in rooms, where possible, is arranged so that pupils are front facing.
- Each room provided with hand sanitisers and tissues. Detergent wipes will also be provided for cleaning of handles, desktops and toys/equipment.
- Soft furnishing, in all areas, removed.
- Stationery packs provided for each child (primary phase). Secondary phase pupils will bring their own stationery. Bags allowed for essential items only.
- Doors wedged open (with the exception of fire doors).
- Windows to be open as much as possible.
- Compliance and consistency of hygiene poster placed on the door of rooms that are compliant to Government guidelines.
- Covid-19 advice signs posted throughout the campus.
- No lining up outside classrooms- pupils to enter the classrooms on arrival (with the exception of the Science block).
- All House Spaces out of bounds except for wet breaks.
- Designated outside areas for bubbles.
- For primary phase bubbles, the field will be divided into sections (with 2 metre cone separation in the middle) enabling children to play safely.
- Use of toilets monitored to ensure social distancing.
- Soap provided in all toilets and on all sinks. The soap will be refilled at regular intervals throughout the day.
- Hand sanitiser stations increased.