

Risk Assessment

A	Date: 03 03 2021	School: Clifford Holroyde Specialist SEN College	Team:	Location: Clifford Holroyde Thingwall Ln, Liverpool L14 7NX
	Review Date: To be reviewed at least fortnightly	Ref: LCC Reopening School provision Guidance V6, appendix A, Model Risk Assessment	Assessor: Jane Pepa (Headteacher) & ASBC Ltd (Tony Shipley)	Head Teacher: Jane Pepa SBM: David Murphy
B	Assessment of Risk for: LCC / ASBC Adapted Model Risk Assessment for Covid-19 aligned with Government Guidance for full reopening of schools on 8 th March 22 02 2021, Additional operational guidance for special schools , special post-16 institutions and alternative provision 01 03 2021 & Restricting attendance during the national lockdown: schools - Guidance for all schools in England January 2021			
C	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>The school will display a signed copy of the STAYING COVID-19 SECURE confirming a Covid 19 risk assessment for the school has been completed (posted in the school's H&S file).</p> <p>This risk assessment will be published on the School's web site as transparent information system in line with Government advice.</p> <p><i>Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).</i> Sharing your risk assessment https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>This risk assessment will be shared with all staff.</p> <p>This risk assessment is for Clifford Holroyde SEN College + AEP Section under the school control.</p> <p>GENERAL INFORMATION All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy See LCC H&S Guidance Note GN18 & LCC PPE Check List. V3 update from LCC 'Reopening Schools ... 29th May Appendix H – LCC PPE Policy</p> <p>Reference School infection control risk assessment, as required: <i>this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29</i></p>	LOW Under current guidance for COVID-19

Rapid asymptomatic testing in specialist settings

Updated 1 March 2021

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result) should still self-isolate immediately according to government guidelines.

Specialist settings are encouraged to:

- offer all staff home test kits to be taken on a twice weekly basis; **CH staff will test every Sunday & mid week**
- upon wider reopening from 8 March 2021, where it is appropriate to do so offer pupils and students aged 11 and above (including those who have been attending during the lockdown period, including vulnerable children and the children of critical workers) 3 supervised tests 3 to 5 days apart on-site before moving to home testing; **CH will LFT pupils on site, where it can be managed more effectively and efficiently**
- work with pupils and students of secondary school age who are in attendance and their families to agree the most appropriate way for them to access twice weekly testing from 8 March 2021

see Appendix at the end of this document for further information on pupil asymptomatic testing

Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance (10 days general, minimum of 10 days from start of symptoms).

Pupils & staff returning from visits to other countries will self-isolate for 10 days at their residence, or 10 days in a quarantine hotel if the area visited is on the UK Gov Red list, in line with Government requirements.

Case in School

The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

All direct and close contacts will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14-day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms. See LCC V6

Note; *Parents and families of members of the bubble (close contacts in a C-19 case) do not need to isolate unless the bubble member develops symptoms. They get tested only if they develop symptoms.*

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			<p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> ▪ New and expectant mothers ▪ Extended duty of care ▪ Stress ▪ Individual Pupil assessments <p>Note; For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. <u>This advice has been cited in full reopening of schools 07 08 2020</u></p> <p>See Covid-19 <i>virus infection and pregnancy</i> (Royal College Of Obstetricians & Gynaecologists). Currently, there is no evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. <i>2.2 Risk to Baby</i></p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. This requirement was finished 01 08 2020. See advice 18 08 2020 The government advises that; clinically extremely vulnerable & clinically vulnerable pupils and staff can return to school, in staff cases; if is not practicable to work from home. 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 • Staff who have an extremely vulnerable household member. See advice above 21 02 2021 • Staff who live with a vulnerable person See advice above 21 02 2021 <p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above.</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ 	<p>LOW Under current guidance for COVID-19</p>
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Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools Covid-19
- Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable
- Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable
- Government publication COVID-19: cleaning in non-healthcare settings
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Government publication Best Practice: how to hand wash
- Government guidance for food business on Coronavirus (Covid-19)
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
- Government guidance Covid-19: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
- **Guidance for full reopening: schools 07 08 2020**
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- **Guidance; Actions for early years and childcare providers during the coronavirus outbreak 27 07 2020**
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- Government publication Best Practice: how to hand wash
<https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

COVID 19 ADVICE CONTACTS

Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.
Headteacher will refer to current NHS Advice, web; <https://111.nhs.uk/covid-19> or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or Email: DfE.coronavirushelpline@education.gov.uk

Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance
<https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services>

Should a cases (C-19) arise at the school. The School will contact LCC Chris Price's Team (C-19 *Single Point of Contact*); School Improvement Liverpool [email; SPOC@si.liverpool.gov.uk](mailto:SPOC@si.liverpool.gov.uk),

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		<p>Tel: 0151 233 3901 to seek 'next step' advice.</p> <p>The local health protection team (HPT) for actions required can be consulted. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.</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"> • Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes <p>Note:</p> <p>The majority of staff in education, childcare and children's social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> ▪ children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way ▪ PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <p>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</p> <p>DfE recommend face masks are used in communal areas (outside of the classroom) where social distancing cannot be maintained – Clifford Holroyde School has adopted this recommendation. Please note; <i>Safe wearing of face coverings requires cleaning of hands before and after touching.</i></p> <p>Ensure face coverings are used in recommended circumstances</p> <p><i>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.</i></p> <p><i>In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</i></p> <p><i>All staff informed that hands should be washed regularly as per Government guidance.</i></p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>
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Children and young people must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

<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>

Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.

PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:

- Disposable half face mask
- Disposable gloves
- Disposable aprons
- Where personal care is to be provided eye protection/surgical face mask
- *detail any other specific disposable PPE in use N/A at present*

All used PPE should be double bagged and disposed of appropriately (if used in an area of infection see Section 9) – store safely and securely for at least 72hrs before disposing via the normal waste stream. **Only in the case of suspected contaminated or contaminated waste.** See Section 9

All staff informed that hands should be washed regularly as per Government guidance.

Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.

Signage around school encouraging staff and pupils to maintain good hand hygiene. All staff informed that hands should be washed regularly as per Government guidance

School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.

Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running **Classroom stockrooms, lockers, etc.** No extra provision provided at present – will be reviewed if needed

Parents and Guardians kept informed via email bulletins, **School web site, teacher to parent phone calls, text**, etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc. **Clifford Holroyde** are also offering virtual (Zoom type) meeting with parents when required

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			<p>Staff kept informed via email, online meetings and on-site meetings maintaining social distancing, etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19</p> <p>All incidents will also be reported to the LCC Health and Safety Unit, using the LCC online accident and incident report form on the LCC School Improvements web site</p>	<p>LOW Under current guidance for COVID-19</p>
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Clifford Holroyde School Pupils are transported to site by LCC Transport (Private Taxi). LCC have provided a Risk Assessment for the transport of pupils to the school.</p> <p>Generally, all pupils arrive at staggered group times and are escorted to their bubble. Clifford Holroyde will not mark playgrounds as pupils will arriving will be directed straight to their classroom.</p> <p>Any deliveries to the school e.g. stationary, cleaning chemicals will be securely stored and left isolated for 72 hours when possible, washing hands after the moving of the delivery.</p> <p>School first aid risk assessment to be reviewed, as required: <i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.</i></p> <p>Cross corridor fire doors and other high occurrence touch points will be cleaned regularly throughout the working day to prevent contamination of constant touch points</p> <p>Clifford Holroyde School have a manual signing in & out process. Visitors are issued with lanyards for <i>SafeGuarding</i> identification purposes:</p> <ul style="list-style-type: none"> • Staff, Temporary Staff & Visitors have their temperature checked and recorded upon arrival at the Reception Point • Pupils temperatures are also checked upon arrive, but not recorded. • Note; visitors during the pandemic will generally be discouraged from attending site unless there is no other option. • Visitors during the pandemic will be asked to wear face masks whilst in the building. If they don't have their own face mask – the Reception will provide one. • The Reception will record visitor phone numbers for contact tracing purposes • Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments have been reviewed and no update required. 	<p>LOW Under current guidance for COVID-19</p>

			<p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building • Classrooms/entrances to classrooms • Halls • Staff rooms • Note; Toilets have soap, water & paper handtowels <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance. Classrooms only have floor markings for travel direction/social distancing Corridors & walkways have social distancing signage and a managed by staff</p> <p>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p> <p>Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings: Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general, groups should be kept apart, <u>brief, transitory contact, such as passing in a corridor, is a low risk.</u></p> <p>Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. Assemblies, etc., I held using Zoom connected to each classroom</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p>	<p>LOW Under current guidance for COVID-19</p>
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor lanyards are kept stored separately from other items and cleaned and sanitised before reissue. The lanyards will be quarantined for 72 hours.</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed. Screens are installed to areas were staff are required to have face-to-face interaction with visitors.</p> <p>Staff who are able to work from home, are encouraged to do so.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations. School Improvements Liverpool reinforced this requirement in the LPHA email 14 01 21:</p> <ul style="list-style-type: none"> • Desks in office to be 2m apart from each other • face coverings to be worn in areas such as kitchens and offices (when away from desk) 	<p>LOW Under current guidance for COVID-19</p>

			<p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other. Workstations are single user use. Sharing of workstations is not to be undertaken.</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>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and 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>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.</p>	<p>LOW Under current guidance for COVID-19</p>
4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings.</p>	<p>LOW Under current guidance for COVID-19</p>

5	Covid-19 virus: Classrooms	Staff Pupils	<p>Secondary Schools (Clifford Holroyde arrangements):</p> <ul style="list-style-type: none"> • 6 Classes are grouped as Bubbles (some difference age group in each class). • Bubbles are to be kept separate from other bubbles and mixing with other bubbles minimised, as much as possible via timetables, etc. • There is some mixing in sports hall & ICT lessons – a small school issue – tracing record available if required; who has been with who; with a maximum of 35 pupils – it is reasonable following an outbreak of C-19 to treat the school as a ‘whole bubble.’ <p>Classes will be kept together and mixing with other classes minimised, as much as possible.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>Classes are split with no classroom holding more than 10-12 pupils as per government guidelines whilst ensuring seats can be laid out maintaining 2m distance (Clifford Holroyde will maintain a max of 12 pupils in a bubble maintaining social distancing):</p> <ul style="list-style-type: none"> • Pupils will then be kept in their small groups (‘bubbles’) and should not mix with other groups during the day. • Where possible, the group should be allocated one classroom to contain the potential spread of the virus until restrictions are lifted • Wherever possible, staff supervising a cohort should also remain within this ‘bubble’; Clifford Holroyde Classroom Assistants only as Teachers providing specialist subjects will mix with different classes • Teachers should ensure that all staff and students wash their hands regularly throughout the day particularly when eating and at the start and end of activities. • Playtimes are managed to ensure students keep a safe distance. • Equipment i.e. keyboards, laptops, ipads, etc., should be cleaned throughout the school day <p>All desks face the same direction i.e. front of the classroom.</p> <p>Pupils are seated side by side as opposed to opposite each other.</p> <p>In Clifford Holroyde settings there will be a requirement for subject specialist rotation of staff; this will be managed to limit mixing as much as possible.</p> <p>Workshops and science labs layouts should follow the same layout considerations as general classrooms. Clifford Holroyde science lab, ICT suite & Cookery Room are open for all classes. The CDT workshop is temporarily shut down as it would be difficult to manage during the pandemic.</p>	<p>LOW Under current guidance for COVID-19</p>
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		<p>All classes are to take place in the same setting wherever possible to limit the numbers moving around the school, keeping the 'bubble in one area</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. Every child will have their own bag with all stationery needed, plus other resources such as exercise books, pens, etc. <u>Pupils parents have been informed that pupils may not bring in their own stationery, pencil cases, or other personal items such as toys, sports equipment (e.g. footballs), etc.</u></p> <p>Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p> <p>Physical Activities in Schools; <i>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</i></p> <p><i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Music (note; Clifford Holroyde have started out-door music lessons with an external provider November 2020. This company has provided an appropriate risk assessment for C-19, etc.). <i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical</i></p>	<p>LOW Under current guidance for COVID-19</p>
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			<p><i>distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly. 07 08 2020</i></p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks</p> <p>Pupils regularly reminded to maintain social distancing where possible. Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible. Windows and doors will be opened during lesson times to allow for (cross) ventilation of the room Note; typical split system air-conditioning can be used during this pandemic (C-19) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<p>LOW Under current guidance for COVID-19</p>
6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that ‘bubbles’ are separated whilst eating. Clifford Holroyde bubbles are split into two groups (3 classes) at lunch time and each bubble kept socially distant.</p> <p>Hot meals are collected at the kitchen counter and staff place the cutlery wrapped in a paper serviette on the tray.</p> <p>Some pupils bring packed lunches – these are also taken in the dining room with their allocated bubble</p> <p>Dining room be laid out to maintain 2m social distancing as far as is reasonable practicable. Clifford Holroyde have set tables out to maintain bubble social distancing</p> <p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Lunch times will be staggered into two sittings; 3 bubble groups to ensure ‘bubbles’ do not mix.</p> <p>Dining room supervisors, cleaners and serving staff to maintain 2m social distancing wherever possible.</p> <p>Water is available with disposable paper cups. At lunch time pupils are provided with a carton of fruit juice</p>	<p>LOW Under current guidance for COVID-19</p>

7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>School start times for Clifford Holroyde are generally staggered (nature of the system) as taxis arrive to deliver the pupils. This reduces the numbers attending the site at the start and finish of the day.</p> <p>Start & end of the school day; pupils should go directly to their 'bubble' classroom and are collected / leave directly from that classroom's designated access point. Individual arrival and leaving times are within a wide window of time for drop-off and collection. Staff collect and on exit take pupils to their designated entrance exit point keeping a minimum of 2 metres away from the pupil when collecting and releasing students to their transport. One Parent sits in a car in the car park. Parents and guardians generally do not attend site except for meetings.</p> <p>Parents and guardians requested are not allowed on the school grounds unless for a pre-arranged meeting with staff. Clifford Holroyde also facilitate virtual meetings with Staff.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets. <i>See above.</i></p> <p>Where possible the numbers using toilets will be managed in line with social distancing guidelines:</p> <ul style="list-style-type: none"> • Clifford Holroyde has 2 pupil toilets, one accessible toilet and one staff male and one staff female toilet facility. The pupil facilities are managed by staff to ensure social distancing at lunch time, etc. <p>Transport (also see appendix)</p> <p>Clifford Holroyde Pupils arrive and leave in taxis. (provided by Liverpool City Council)</p> <p><i>During the current period, schools are closed to all but vulnerable children and children of key workers and it is not advised that any educational visits, whether day trips or residential, should take place. This guidance will be kept under review as plans are made for schools to re-open. It is planned that guidance will be reviewed by end of March 2021, to consider the approach for the Summer 2021 term.</i></p> <p><i>Currently no school visits or trips, whether residential or non-residential, are recommended.</i></p> <p>School Minibus; note from Additional operational guidance for special schools, special post-16 institutions and alternative provision 01 03 2021</p> <p>Where a child or young person has tested positive for coronavirus (COVID-19) on-site, they need to be sent home. The setting should contact the parent or carer who should make arrangements for the child or young person to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to wear a face covering and keep a safe distance from others. <u>They must not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the child's or young person's journey home, home to school transport may be provided.</u></p>	<p>LOW Under current guidance for COVID-19</p>
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8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Teachers & TAs' should not bend down to pupils level when communicating in close quarter • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible classes will be held outdoors.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Pupil's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil's exclusion.</p> <p><i>Also see; Supporting children and young people with SEND as schools and colleges prepare for wider opening. Extract from Updating Risk Assessments (please read all of this section in the on-line document for SEND pupils); Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. <u>Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting.</u> https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</i></p>	<p>LOW Under current guidance for COVID-19</p>
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9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<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. If COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer's MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer</p> <p>Reference existing school COSHH risk assessments: School H&S File Section 4, COSHH General Cleaning Chemicals 29a. also; Section 9, COSHH product risk assessments.</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible. Sports/play equipment (bats, balls, etc.), are allocated permanently to each class and sanitised at the end of each school day. Different kit for different bubbles, including the sports hall.</p> <p>Note: Clifford Holroyde has no fixed play equipment</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings (15th July 2020)</p> <p>What you need to know (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> • cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor) • wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. Clifford Holroyde will also used 'red' (toilet areas) and 'blue' (general areas) cloths. The cloths will be disinfected every evening after use. • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning 	<p>LOW Under current guidance for COVID-19</p>
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		<p>School will be fully cleaned throughout the day (by teachers & TAs') and start & finish of each school day by cleaners:</p> <ul style="list-style-type: none"> • Clifford Holroyde ensure waste bins (preferably a pedal bin in every classroom) are monitored and emptied regularly. • Clifford Holroyde ensure staff receiving deliveries wear gloves. <p>Cleaning through the school day entails sanitising regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. Gate and main entrance door digital call points will be cleaned regular throughout the working day.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Lift buttons and door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p>Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p>Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>There will be a charge for this service.</p> <p>Other household (domestic) waste can be disposed of as normal. 15 07 2020</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>LOW Under current guidance for COVID-19</p>
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10	Covid-19 virus; 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. Headteacher will refer to current NHS Advice, web; https://111.nhs.uk/covid-19 or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: DfE.coronavirushelpline@education.gov.uk</p> <p>Liverpool City Council are now managing the requirement to self-isolate a 'bubble' contact; Chris Price's Team (C-19 <i>Single Point of Contact</i>); School Improvement Liverpool email; SPOC@si.liverpool.gov.uk, Tel: 0151 233 3901 to seek 'next step' advice.</p> <p>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> • If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. • If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10 day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p> <p>See Track & Trace system; order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	<p>LOW Under current guidance for COVID-19</p>
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Risk Level: High: Accident likely with possibility of serious injury or loss **Medium:** Possibility of accident occurring causing minor injury or loss **Low:** Accident unlikely with control measures in place **Under current guidance for COVID-19**

D	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is for the 8 th March full opening of schools – this risk assessment has been reviewed regularly to comply with Gov. advice. Continue review procedures fortnightly to ensure it is a functioning system	Monitor Government updates for developing operational advice	Headteacher	ongoing	
F	Once additional controls are implemented, what will the overall risk level be: High Medium <u>Low</u>		Risk assessment signed off by: Jane Pepa Signature: N/A electronic <i>Please note an electronic signature will suffice.</i> Date: 03 03 2021		

APPENDIX; Additional operational guidance for special schools, special post-16 institutions and alternative provision & UK Government links from this web site

[Additional operational guidance for special schools, special post-16 institutions and alternative provision \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

NOTES FROM THE LATEST ADVICE

Rapid asymptomatic testing in specialist settings

Updated 1 March 2021

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result) should still self-isolate immediately according to government guidelines.

Specialist settings are encouraged to:

- offer all staff home test kits to be taken on a twice weekly basis
- upon wider reopening from 8 March 2021, where it is appropriate to do so offer pupils and students aged 11 and above (including those who have been attending during the lockdown period, including vulnerable children and the children of critical workers) 3 supervised tests 3 to 5 days apart on-site before moving to home testing
- work with pupils and students of secondary school age who are in attendance and their families to agree the most appropriate way for them to access twice weekly testing from 8 March 2021
- For the majority of pupils and students, having their first 3 tests on-site via the setting's Asymptomatic Testing Site (ATS) will help them get used to the tests before they begin doing them at home. Settings should aim for pupils to take 3 tests (taken 3 to 5 days apart), starting from 8 March 2021. The pupil and student's fourth test and regular testing after this can then be done at home using a home testing kit if this is appropriate.
- In circumstances where a pupil or student would not be able to be tested through an ATS but who could be tested at home by (or with support from) a suitably competent adult. Settings can provide home testing kits to them from the outset (without the pupil being tested at an ATS first), where this is appropriate for the pupil or student.
- This may, for example, be suitable for pupils or students where a parent or carer would be able to support with testing at home whereas the setting is unable to.
- This approach should be agreed with the parent or carer and, wherever possible, the young person themselves. This would follow a guided conversation with the school on what is best for the child, whilst ensuring the accuracy of the results.
- As a minimum, the first 3 tests done at home (if not initially done via ATS) should be administered by the pupil or student's parent or carer (meaning the parent or carer should do the swab as well as the other steps).
- If the pupil or student feels confident enough in doing so and can do it effectively, they can self-swab from the fourth test onwards as long as they are supervised by an adult. Further information can be found in the 'Ongoing twice-weekly testing: Home testing of pupils or students' section.
- Ahead of testing the parent or carer should ensure they have undertaken appropriate training, including watching the approved video package which demonstrates how physical tests are conducted. If a carer is assisting with a test in a residential setting, then they must wear appropriate PPE in line with testing guidance. A parent or other member of the child's support bubble assisting with the test at home does not need to wear PPE, though appropriate precautions should be taken, such as washing hands.

Ongoing twice weekly testing: On-site testing

Settings should maintain on-site ATS testing facilities where possible. Even if it is appropriate for the majority of pupils or students to test at home we recommend settings retain a small ATS so that they can offer testing to pupils or students unable to test at home.

In some settings the asymptomatic test site may need to maintain more capacity if a large number of pupils or students cannot take advantage of the home testing offer.

We recognise that some settings may not have rooms that meet the requirements set out in the 'how to guide' on the [secure digital platform](#), for example, because otherwise suitable rooms have a carpet or other porous floor covering. Settings are encouraged to be pragmatic.

Guidance on managing the testing process is available on the [secure digital platform](#), including how to register the tests. A setting may additionally wish to record when a child or young person has required assistance with swabbing and a parent, carer or member of staff has assisted or performed the swabbing, in order to comply with any school and college insurance requirements.

Due to the high prevalence of coronavirus (COVID-19) infections in England, the government has temporarily removed confirmatory PCR testing for LFD tests taken at test sites, such as those in education settings. This follows advice from Public Health England (PHE) that, when coronavirus (COVID-19) prevalence rates are high, the performance of LFDs and PCRs are broadly comparable when used at testing sites with systematic operating procedures, significantly reducing the need for routine confirmatory testing. This policy will be kept under constant review in line with rates of infection.

https://drive.google.com/drive/folders/1jYv0MjFyIIbZgPn_1S10OuRgfrj_b5_P

What if a pupil or student can't self-swab?

There are a number of options that settings and families have if a pupil or student is unable to self-swab. These are detailed in the section and can be summarised as:

- having a parent, carer or suitably trained member of staff assist with swabbing on-site
- having a parent or carer assist with swabbing at home
- whether at home or on-site, doing a nasal only or throat only swab if a combined nasal and throat swab is not possible

Testing technology is developing all the time. We are continuing to work proactively on other approaches to testing for children and young people who are unable to self administer a throat or nasal swab.

Settings may want to consider updating risk assessments to understand which of their pupils or students are unlikely to be able to self-swab and therefore are likely to require additional support or reasonable adjustments, if they are disabled, to be put in place. The standard operating procedure available on the [secure digital platform](#) provides guidance on ensuring risks are identified, recorded and managed.

Whether done on site or at home, self-swabbing should be supervised.

When testing on-site, the individual may wish to have a particular trusted adult from the setting to supervise the self-swab of the test. The setting may also wish to consider whether it would agree in exceptional circumstances to a parent or carer coming into the setting to support the child to self-swab or to swab their child in a supervised environment ahead of moving to home testing. This might be a reasonable adjustment for the testing of a child or young person with a disability, for example.

Settings will need to put in place suitable measures in line with the system of controls to manage any infection risk to staff and other children and young people of a parent or carer being present.

We recognise that self-swabbing may not be possible for a wide range of children and young people with SEND, for example, because:

- they lack the fine motor skills to do so
- the process of their inserting the swab into the mouth and nostrils would cause great anxiety (because, for example, they have an aversion to such touch or they are not comfortable with a gagging reflex)
- their level of learning difficulty affects their ability to fully understand, and therefore co-operate with, the testing process
- the child or young person has medical needs such that this process would present a disproportionate risk given the benefit

Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician. Special schools and special post-16 institutions already have a range of staff to meet the health needs of children and young people.

These staff members have undertaken a variety of training to support health needs and it might be appropriate for them to swab individuals who cannot self-swab, once they are confident in doing so and familiarised with how to perform assisted swabbing via the training detailed in the training guide on the [secure digital platform](#).

Those assisting with swabs on-site should wear appropriate personal protective equipment (PPE) and read the PPE guidance on the [secure digital platform](#).

Some settings may not have enough staff to undertake assisted swabbing, for example, due to staff absence. In these instances, further support may be available from Medacs Healthcare. [Contact us](#) for more information.

Where possible a combined nose and throat swab should be taken. However, a 'person centred approach' should be used to assess which sample to take from each child or young person. A child or young person may find it difficult to take a throat swab due, for example, to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or they are having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice.

Swabbing should be carried out in line with the standard operating procedure available on the [secure digital platform](#).

Informed consent to testing

Testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within education settings.

The person giving the consent (parent or legal guardian or the young person) needs to have a sound understanding of the risks and benefits of testing. The setting is responsible for communicating the purpose of the testing.

Even if the child or young person or the parent or legal guardian has given consent, if the individual at any point is not willing to participate in testing then that choice should be respected.

Young people aged 16 or over do not need parental or legal guardian consent provided that they are able to make the decision for themselves. However, the setting will need to decide whether the young person can reasonably provide informed consent themselves and may exceptionally need to consider undertaking a mental capacity assessment (MCA). Young people themselves should be given the opportunity to express their views and preferences to the extent that they are able. Settings should keep a record of how the decision on consent was made. There is further guidance on the [Mental Capacity Act 2005 and deprivation of liberty safeguards \(DoLS\) during the coronavirus \(COVID-19\) outbreak](#).

It is important that the willingness of the child or young person and the risk posed to them and the staff or parent assisting the test is always considered. The setting should exercise due care and judgement and, in appropriate circumstances, may choose not to test a child or young person, even when consent has been given. Settings should not make it a requirement to have been tested in order to attend.

For a looked after child or young person in local authority care, such as those from children's homes, including secure settings, or some pupils in residential special schools, individuals would need to agree to be tested, where age-appropriate. Where parental consent is required this would need to be secured through the child's or young person's social worker unless existing arrangements are in place which covers this.

For a looked after child or young person from a fostering or kinship care household, in most circumstances local authority (via a social worker) or birth family consent would be required to allow foster or kinship carers or settings to assist swabbing.

Transport

Where a child or young person has tested positive for coronavirus (COVID-19) on-site, they need to be sent home. The setting should contact the parent or carer who should make arrangements for the child or young person to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to wear a face covering and keep a safe distance from others. **They must not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the child's or young person's journey home, home to school transport may be provided.**

Further information on what to do if a pupil or student tests positive for coronavirus (COVID-19) using a LFD can be found in the 'how to guide on the [secure digital platform](#). Those affected should self-isolate immediately and follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Also see UK Gov Transport guidance updated 01 02 2021;

[Transport to school and other places of education: 2020 to 2021 academic year - GOV.UK \(www.gov.uk\)](#)