

Means to dispose of wipes and robust / safe disposal procedures. (Double Bag) and separate bins (Marked up)

Constant updates by email/ H&S Notice Boards/ General Briefs.

Keep updated via Government websites / LA (Sefton) Information.

Clear desk policy – Introduction of a clear desk policy. In short, this means that any desks in classrooms should be kept completely clear of any personal belongings/resources other than the PPE box. This will facilitate more effective cleaning by both staff after each lesson (when the desk/computer should be wiped with the wipes provided in the PPE box) and by the cleaning staff at the end of the day. Cleaners will be asked to put anything left on desks in the bin so please do adhere to the request to ‘keep your desk clear’.

No break and lunch facilities limited to pick up service (pre packed food bags). Pick up points will be alternated each day to either end of the dining hall. Packed lunches will be pre ordered. Tables available operating social distancing, cleaned after each use.

Pupil and staff movement to be kept to a minimum

Doors to be wedged open in all classes. Keep away from touching door handles.

Only certain controlled areas to be used including toilets and outside areas.

Keyboards and Mice cleaned after each use and cleaning wipes available in all areas using IT.

Cleaners to clean all occupied areas post school day and as directed.

Wipes and gels supplied as where required for maximum benefit.

A managed movement system has been designed for pupils. Restricted access to certain areas of the College and a managed movement system that will be in place for staff. Routes and walkways to be signposted and clearly marked. (see information about zoning and out of bounds areas).

The passage and transmission of virus.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Upper Site Staffroom one way system – following concerns by some members of staff about walking outside in the cold/wet weather, the one-way system to exit the staffroom is now optional. However, if you are exiting via the inside corridor, please wait until it is clear to ensure that you aren't in close proximity to someone coming the other way.</p> <p>Entrance and exit of rooms will be managed by teachers.</p> <p>Use of outside areas to be maximised in good weather.</p> <p>Controlled identified entrances and exits. Controlled use of identified classrooms and toilets. Segregated eating areas. Post cleaned.</p> <p>Controlled cleaning plan for toilets. (Cleaning staff on site all day. Rooms will be cleaned before after and between each session. Toilets will be cleaned throughout the day (every two hours) and touch points will be disinfected throughout the day). "Last time cleaned" sheet in each area.</p> <p>Masks will now be worn by all students and staff whilst walking around the site and whilst in the 'hubs', shared spaces, staffrooms and lessons.</p> <p>A reminder that teachers should not be taking any books home for marking, particularly now that the transmission rates of the virus are said to be higher. Where possible, please mark work in school (after allowing time for the books to be quarantined for 72 hours) or set and mark work via Google classroom.</p> <p>Acting on the Government guidelines we have received, we will be making the following changes;</p>	3	4	12	None	2	2	8	Site Manager	Headteacher daily
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		<p>During the week beginning January 11th</p> <p>Children of critical workers and those children who are vulnerable will return to school and be supervised in year group hubs. We will consolidate these children into one class per year group, asking Clare Campbell to arrange a rota for class supervision. If numbers of pupils are very small we will consolodate two year groups together to avoid having to bring in extra staff. All other pupils in all years will remain at home and access remote learning on Google Classroom.</p> <p>The training for the testing system has now been completed. Six new members of staff have been recruited and trained to do this. We will not be asking the existing teaching and support staff to do anything except teach and to continue with the important work they do. All pupils who have returned to on site lessons we be part of the testing system that begins 'in earnest' (to quote the education secretary). All staff, all vulnerable children and children of critical workers are tested. The Government aim is for us to test pupils twice a week and staff once a week. For those on the teaching rota this will mean they will be tested on arrival.</p> <p>During the week beginning 22nd February (at the time of writing)</p> <p>All staff and students are back on site and join the testing process.</p>									
		<p>Ill health or fatality due to exposure to legionella bacteria, asbestos or unsafe services.</p> <p>When arriving at the hubs, staff are welcome to wait outside if preferred, and the person on duty will call one class at a time to leave. If we could please be there as promptly as possible. PE practical classes will go straight to lessons - they are to enter lower site via the Marldon Avenue entrance. Can I remind staff that pupils should be sanitising hands on entrance and exit and wiping down desks as the arrive and before they leave the classroom (if you need additional wipes please email Steve Langton and Andrew Spike, although sanitiser and wipes will be checked at the end of each day by the site team). They do not need bringing to the hub at the end of the day, but staff walking them to exits is really useful to prevent congregating between bubbles.</p>								<p>SLT WC 07/9/20</p>	

Reduced occupancy or unoccupied premises.	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	<p>Injury, ill health or fatality due to lack of fire protection and prevention controls, leading to fire spread or poor evacuation measures.</p> <p>Pest infestation such as rodents and nesting birds leading to contamination of harmful bacteria.</p>	<p>Finally, to alleviate some congestion on corridors, Year 9 will continue to leave lessons 10 minutes early, but will now have a extended changeover between P3 and 4 on Tuesday Friday. This will be supervised by P3 subject staff until the handover to P4 and pupils can be sent to lessons from the tennis courts, weather permitting. If it is wet, they will have the changeover in St Edward Hall.</p> <p>All statutory compliance checks are undertaken and records are maintained including the testing of fire door mechanisms, fire, smoke, panic and accessible toilet alarms. Asbestos disturbance or deterioration, gas supply, kitchen equipment (full clean cycles), ventilation (mechanical and natural), fixed and portable wiring, lifts (if scheduled tests are due during the past 6 months) and pest controls are checked and maintained.</p> <p>Timings will be changed if possible for those members of staff and pupils who may be using public transport to provide a more convenient time for travel.</p> <p>Key holder information is updated.</p>	3	4	12	Fire drills will be undertaken in the first weeks back to school, maintaining social distancing.	2	2	8	Head Teacher	Fire drills September 2020
Routine maintenance of premises	Staff, agency staff, contractors, suppliers, pupils	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	<p>Contractor / supplier procedures are reviewed for the undertaking the routine maintenance checks.</p> <p>Contractors are instructed of the procedures in place before they commence any work by Site Manager</p> <p>Contractors only attend site with prior appointment via Site Manager</p> <p>Contractors will observe social distancing as much as reasonably possible, wear appropriate PPE and handwash or sanitise before, during and on completion of work, before and after eating or drinking or moving through the school.</p> <p>Any capital works which were suspended are subject to a review of all risk assessments before they recommence.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher WC 09/9/20

Staff availability and possible staff shortage	Staff, agency staff, pupils	<p>Poor physical or mental ill health due to lack of staffing.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>Clinically vulnerable adults have been advised that they can return to work and are offered the safest available position.</p> <p>Risk assessments available to all those who require them.</p> <p>Teaching Assistants and Supply Staff will cover any gaps where possible. Where there is a shortfall in staffing levels, possible solutions will be considered with the Local Authority or Trust.</p> <p>Supply teachers will be expected to abide by the same rules as teachers at the College.</p> <p>Summary of RA is given to all supply teachers.</p>	3	4	12	Staff – pupil ratios will be frequently reviewed, taking into consideration government guidance.	2	2	8	Deputy Headteacher	Headteacher daily
Class size compromising social distancing measures	Staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses.</p> <p>Anxiety due to fear of exposure or new procedures and behaviours.</p>	<p>DFE advice only requires that ‘where possible’ pupils should sit side by side and face forwards. In labs with fixed furniture this may well not be possible, this will be kept to a minimum.</p> <p>Teacher desk is marked with a 2m zone so pupils know not to enter this area.</p> <p>Consideration is given to the ability of pupils to socially distance and arrangements are in place for the supervision of this.</p> <p>Pupils will be kept in the same groups where possible.</p> <p>Outdoor space will be used where appropriate.</p>	3	4	12	None	2	2	8	Deputy Headteacher	Headteacher daily
			<p>To reduce the numbers on site the Sixth Form will now only be in the College when being taught formal lessons.</p> <p>When using classrooms for staff training (G8) computers will be placed at 2m intervals and social distancing will apply at all times. The presenter will be 2 meters away from any of the participants. All participants will confine themselves to the relevant zone at all times. The room will be cleaned before and after use. These general requirements extend to small groups of teachers meeting in classrooms. They should inform the site manager of the times the rooms are to be used so that they may be cleaned before and after use.</p>									

Staff and pupils are discouraged from gathering in groups.

Managed movement is in place where appropriate such as corridors, i.e. walking in single file. Staff and pupils will queue 2 metres apart.

Visitors to the site must abide by the rules set out in this RA. They should sign in at the College office and must be accompanied at all times. They will be given a copy of the 'Protocol - Visitors and Contractors'

Visits to the toilet area are monitored by the Facilitator to ensure the number of pupils visiting is limited. Toilets used by staff, contractors and visitors are limited to two person at any time. Allocated and marked queuing or waiting space may be required, maintaining social distancing of 2 metres where possible.

NHS nurses using Lower Site Sports Hall. NHS guidelines followed for contact with pupils. They will use 6 tables as clean stations, to draw up the vaccines and to apply our PPE equipment, whilst the immunising tables are being cleaned down. Social distancing will apply and pupils will be entering and leaving by different doors. An appointment system is also in place.

Any visitors to the College will be kept to a minimum. If visitors have to attend site they will be informed of our RA and H&S regulations in relation to Covid-19. If possible they should arrive by a separate entrance and remain socially distanced at all times.

Any breaches of the RA should be reported to the Director of operations immediately.

3 4 12 None 2 2 8

Risk of virus spreading due to over-crowding on public transport	Staff, agency staff, pupils, parents / carers, members of the public	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	Follow DFE advice: https://extranet.dft.gov.uk/safer-transport-campaign/schools/	3	4	12	None	2	2	8	Covid 19 School Group	Daily
Risk may be higher for certain members of staff	BAME community	Poor ill health or fatality due to exposure to harmful bacteria and viruses.	Strict 2m rule applies. These members of staff will not be used for inside break and lunchtime duties. PPE equipment available for use at all times if required.	3	4	12	None	2	2	8	Deputy Head	Daily

Staff/Pupils becoming unwell whilst on school premises	Staff, agency staff, pupils, parents / carers	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.</p>	<p>Identify area of isolation within school. Medical room and Lower Site Chapel.</p> <p>Head Teacher / SLT action / decision on school closure.</p> <p>Contact Hospital / Ambulance as required. Evacuation plan for any potential infected cases or as situation dictates.</p> <p>Deep clean of identified areas prior to normal cleaning. (Please see above for details of Deep Cleaning.)</p> <p>Staff/pupils are instructed not to attend school if they are displaying symptoms.</p> <p>Parents/carers should monitor their child's health and refrain from sending them to school if they or any member of the household is displaying symptoms.</p> <p>Follow the advice of the GP and self-isolate for 14 days.</p> <p>If a pupil becomes unwell whilst at school, they should be kept in a separate well-ventilated room whilst they await collection.</p> <p>The member of staff should keep a 2-metre distance and if this is not possible staff and if possible, the pupil must wear face protection.</p> <p>If a member of staff displays signs of COVID-19 they will be sent home.</p>	3	4	12	None	2	2	8	Site Manager Headteacher daily
Staff/Pupils confirmed as having COVID-19	Staff, agency staff, pupils, parents / carers	<p>Poor ill health or fatality due to exposure to harmful bacteria and viruses. Increased risk of closer contact to provide support. Poor psychological wellbeing of all concerned.</p>	<p>Staff/Parents/Carers should notify the school immediately.</p> <p>Staff and pupils should refrain from attending school and should self-isolate for 14 days. Advice from the GP and Public Health England should be followed.</p> <p>Where possible the infected person may be tested before being allowed back to school.</p>	3	4	12	None	2	2	8	Site Manager Headteacher daily
			<p>Anyone administering first aid will use appropriate PPE. This may require the need for the first aider and the casualty to both wear face masks.</p>								

Dealing with any medical emergencies	First aiders, paediatric first aiders, staff, agency staff, contractors, suppliers, pupils, parents / carers, visitors	Poor ill health or fatality due to exposure to harmful bacteria and viruses. Anxiety/ Stress due to changes.	<p>If CPR is required, emergency services should be called using a mobile phone (if possible), where screens and controls can be wiped clean with suitable wipes. The call should be handsfree with direct instruction available to the first aider. The UK Resuscitation Council and Voluntary aid organisations advise against mouth to mouth and advise chest compressions only are administered. The first aider should assess the situation and work with the emergency services. Mouth to mouth should not be considered without a resus life aid or mask.</p> <p>Every care should be taken not to come into contact with body fluids.</p> <p>If a teacher should become unwell due to stress and have to leave the premises then they should inform the SLT member on duty who will call upon one of the timetabled replacements. The College absence policy would then be followed as usual by that member of staff.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher daily
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Fire or other emergency	Staff, agency staff, pupils, parents / carers		<p>For SEH the muster point will be in the Nuns Garden Car Park. For The Prep Hall the Muster point will be to the rear of the building next to Gingerbread, markings are present to provide social distancing. At Lower site the muster points will be the area outside the Sports Hall and the area to the side of the Gym. (See Fire/Lockdown RA for Upper and Lower Sites). Assigned First Aiders have been trained in the correct use of PPE.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher daily
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Lack of PPE	Staff, agency staff, pupils, parents / carers, visitors		<p>The government recommend wearing face coverings whilst in corridors and public areas.</p> <p>Face Masks will be available as well as PPE at the entry points to the College.</p> <p>The use of PPE should continue as normal for any pupil whose care routinely requires this.</p> <p>Consideration will be given to any pupil whose specific care cannot be delivered by social distancing.</p>	3	4	12	None	2	2	8	Site Manager	Headteacher daily
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			If contact is necessary gloves, apron, face mask and possibly eye protection may be worn.																	
COVID - 19 Testing	Agency staff		Small scale testing with vulnerable children. Accompanied by the class teacher. Appointments necessary. Use the two fire exits to the rear of the SFC for access, in through Loretto, registered, go to gym as waiting room. Go to cubicals (the three shower cubicals to the rear of the Gym) test and then exit through the fire door closed to the car park.	2		12		2	2	8	Dpt Headteacher	Headteacher	Daily							

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely	20-25	Stop – stop activity and take immediate action
						15-19	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
						11-14	Action – improve within specified timescale
Consequences						6-10	Monitor – look to improve at next review or if there is a significant change
5. Catastrophic	5	10	15	20	25	1-5	No action – no further action but ensure controls are maintained and reviewed
4. Major	4	8	12	16	20		
3. Moderate	3	6	9	12	15		
2. Minor	2	4	6	8	10		

1. Insignificant	1	2	3	4	5	
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