The COVID 19 Individual Risk Assessment for students requires a self-declaration of risk factors and associated score. The score identifies the student to be low risk, high risk or very high risk.

**Step 1** – The COVID 19 Individual Risk Assessment is circulated to students by the placement service or academic team. Students are informed that the risk assessment must be completed with their risk score identified. A placement will not proceed until this is returned and any necessary discussion undertaken. Any change to a student’s level of risk will require a repeat risk assessment.

**Step 5** – If student decides to pursue placement, agreed actions are recorded in Appendix 3 of the Placement Learning Code of Practice, which is subsequently signed off by the student. In line with standard practice, the placement service will retain a copy

**Step 4** – In a confidential meeting, options will be discussed with the student and onward actions agreed. These will vary locally but might include:

* deferral or leave of absence
* approaching the placement host to agree additional measures that can be installed
* particular adherence to safe practice (e.g. use of PPE, especially face coverings, even where they are not expected as standard in the setting; considering travel times; enquiring about different shift patterns)
* sourcing an alternative setting
* agreeing an alternative assessment
* referral to the Faculty’s DISCO
* in exceptional cases, referral to Occupational Health

**Step 3** - Students highlighted as pregnant, high risk or very high risk are referred for a follow-up conversation with their placement team or a named academic colleague (e.g. Module Tutor; Personal Tutor; Programme Leader)

Low risk – student can proceed to placement

**Step 2** – **Either** the risk assessment is returned, reviewed & stored **or** the student acknowledges completion through Appendix 3 of LJMU’s Placement Learning Code of Practice

The risk assessment will be administered annually until the risk of COVID 19 is removed.