



# Bromsgrove School COVID–19 Risk Assessment Preparatory School

## Overall Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
School opening without consulting latest Government guidance	Lack of correct information resulting in poor management and procedures being implemented	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>Daily review of all Government, Department for Education, Public Health England, HSE, ISBA and Boarding School's Association advice and guidance.</p> <p><u>Sources</u></p> <p>Department for Education – School Coronavirus (Covid-19) Operational Guidance – 24/05/2021.</p> <p>GOV.UK – Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 – update 03/06/21</p> <p>GOV.UK – COVID-19: cleaning in non-healthcare settings outside the home – update 16/10/2020</p> <p>GOV.UK - Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers – updated 16/05/21</p>	Risk Assessment review completed as England continues to remain at Step 3 until at least 19/07/21	Low

				<p>HSE - Talking with Workers about preventing coronavirus – 28/05/2021.</p> <p>HSE – Air conditioning and ventilation during the Coronavirus outbreak – updated 28/05/21</p> <p>CIBSE COVID-19 Ventilation Guidance – Version 4 – 23/10/2020</p> <p>Boarding School's Association – Covid-Safe Charter – 15/06/2020</p> <p>Swim England - School Swimming Guidance - COVID-19 - Return to Pool – 08/04/21 – Version 11</p> <p>Swim England - Guidance for Swimming Lessons – 09/04/21</p> <p>Association of Physical Education (afPE) – Interpreting Government Guidance Frequently asked questions – February 2021</p>		
Lack of planning by school management	Key risks could have been overlooked, lack of robust control measures or lack of supervision leading to an outbreak of COVID-19	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>A number of meetings have been held by the Critical Incident Team chaired by the Senior School Headmaster to review how teaching, boarding provision and support services will be delivered onsite. Physical walk rounds have taken place with various managers and plans formulated from these meetings to mitigate identified risks to all parties using school sites. From this Subcommittee meetings have taken place with other key members for example the Operations Manager, Transport Manager and the Catering Manager (Holroyd Howe)</p> <p>EXEC, Senior Managers and Heads of Department will review all elements on a daily basis and change procedures if they are not working correctly to remain in line with government guidance.</p>		Low
No specific COVID-19 procedures in place	Lack of coherent written control measures leading to an outbreak of COVID-19 or lack of documented mitigating control	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>Alongside this umbrella document for COVID-19 there will be the following updated risk assessments:</p> <ul style="list-style-type: none"> <li>- Departmental Academic Risk Assessments to include COVID-19 control measures.</li> <li>- Specific Risk assessment for use of school transport to include COVID-19 control measures.</li> </ul>	Managers/HOD's have completed their own departmental risk assessments to include COVID-19 control measures.	Low

	measures to follow during an outbreak			<ul style="list-style-type: none"> <li>- Specific Risk Assessment(s) for various sporting activities, with guidance from the various sporting governing bodies;</li> <li>- Specific Risk Assessment for use of Gym, swimming pool and similar facilities by pupils and staff;</li> <li>- Specific Risk Assessments for work undertaken by the Estates Team (maintenance, portering and grounds) to cover working practices and where entry into buildings are required;</li> <li>- Gatehouse Risk Assessment where members of the public/visitors and couriers may be encountered.</li> <li>- Specific risk assessment and procedures for Housekeeping and laundry staff;</li> <li>- Specific Risk Assessment for NS Optimum's operations – School's IT provider.</li> <li>- Specific Risk Assessment for use of School &amp; Exchange Shop to cover parental scheduled visits.</li> <li>- Procedures produced by Holroyd Howe – School Caterers;</li> <li>- Protocol in place for Contractor Control during Covid Pandemic.</li> <li>- Code of Conduct document reviewed and amended accordingly.</li> <li>- Written procedures in place for pastoral care to include COVID-19 Isolation Procedures document.</li> </ul>	School Shop and Exchange shop will open from 12 <sup>th</sup> April to parents with relevant controls in place.	
School opening without consulting or training staff	Lack of correct information to staff resulting in poor management and procedures being implemented	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>New information relating to Covid procedures will be cascaded to staff, pupils, parents, governors and Visitors/Contractors.</p> <p>This will include induction of <b><u>Academic Staff during induction week (week commencing 31<sup>st</sup> August)</u></b> to include:</p> <ul style="list-style-type: none"> <li>- Safety of themselves and others including what to do if they feel unwell whilst at work, recognising the symptoms of COVID-19, what to do and who to report this to, the need for regular handwashing and respiratory hygiene and maintaining social distancing where possible;</li> <li>- Informed not to come into work if they are displaying symptoms or who have someone in their household that is displaying symptoms.</li> </ul>		Low

				<ul style="list-style-type: none"> <li>- Procedures in place on what to do if isolating from home;</li> <li>- An overview of how the school plan to manage an outbreak of COVID-19;</li> <li>- Any new teaching arrangements due to the current situation;</li> <li>- New Pastoral Care arrangements where applicable;</li> <li>- Possible amended duties to cover the current pandemic situation;</li> <li>- New enhanced cleaning regimes and expected hygiene standards;</li> <li>- Dining and rest break arrangements;</li> <li>- Access to and training on the correct use of PPE i.e. facemasks etc</li> <li>- Confirmation that regular updates will be provided if local or government guidance changes requiring a need to change or amend the schools COVID-19 arrangements.</li> <li>- To be consulted on changes and have the opportunity to comment on new safety measures and arrangements and asked to report any areas or practices they consider unsafe under the current restrictions, this includes feedback from pupils.</li> </ul> <p><b><u>Support Staff – during return to work induction – week commencing 24<sup>th</sup> August</u></b></p> <ul style="list-style-type: none"> <li>- Safety of themselves and others including what to do if they feel unwell, recognising the symptoms of COVID-19 and what to do and who to report this to, the need for regular handwashing and respiratory hygiene and maintaining social distancing where possible.</li> <li>- Informed not to come into work if they are displaying symptoms or who have someone in their household that is displaying symptoms.</li> <li>- An overview of how the school plan to manage an outbreak of COVID-19;</li> <li>- Additional duties to cover the current pandemic situation;</li> </ul>		
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				<ul style="list-style-type: none"> <li>- New enhanced cleaning regimes and expected hygiene standards;</li> <li>- Arrangements for entering buildings to undertake essential maintenance/collections (Estates);</li> <li>- Safety Procedures for School Drivers (Transport) – this will be undertaken prior to first airport pickups.</li> <li>- Safety procedures for Laundry staff;</li> <li>- Dining and rest break arrangements;</li> <li>- Access to and training on the correct use of PPE i.e. facemasks etc</li> <li>- Confirmation that regular updates will be provided if local or government guidance changes requiring a need to change or amend the schools COVID-19 arrangements.</li> <li>- To be consulted on changes and have the opportunity to comment on new safety measures and arrangements and asked to report any areas or practices they consider unsafe under the current restrictions.</li> </ul> <p>Use and operation of the School Shop &amp; Exchange Shop.</p> <p>Holroyd Howe (School Caterers) Management to brief their staff using their own September Remobilisation Pack (Covid – 19) Version 4 – 03/08/2020. Risk Assessment 07/09/2020.</p> <p>All Boarding Pupils will receive new information relating to any restrictions for those returning during Summer Term.</p> <p>All pupils &amp; parents will receive updated information about the new restrictions electronically. All pupils will also receive a verbal briefing upon arrival at School.</p> <p>All pupils &amp; parents will receive updated information about the new restrictions electronically. All pupils will also receive a verbal briefing upon arrival at School. Those pupils being taught from home have also received electronic communication on how online teaching will be delivered.</p> <p>All day pupils and boarding pupils will be reminded by academic staff on a regular basis about the control measures in place and enforce them when required. Senior Management Team and Heads of Department will ensure monitoring and enforcement of</p>		
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				<p>control measures required by their staff in their area(s) of responsibility.</p> <p>Visitors and Contactors will be kept to a minimum but they will be supplied with information either in advance or at point of designated entry. See next section below.</p> <p>Any changes to procedures will be reviewed by EXEC and Governors kept informed to ensure they are kept up to date with latest changes allowing them to feedback and comment. These changes will be cascaded to staff and pupils as and when required.</p>		
Lack of control on who enters school premises.	Person(s) from outside the school increasing chances of introducing COVID-19 to the school community	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>Essential Contractors will be provided with a COVID-19 Guideline Welcome Pack (version 7) which outlines the control measures currently in place. Apart from parent pick up/drop off, visitors will be at the discretion of the Headmistress. Contractor/Visitor information will be recorded to include contact details, date and time of visit and location(s) visited whilst onsite to help with NHS Test &amp; Trace.</p> <p>Parental pickups will have a senior member of staff on duty within the pickup area to oversee and reinforce the pickup process.</p>	The Contractor guideline pack has a COVID-19 addendum for contractors that is sent out in advance by the Estates Department.	Low
Lack of increased cleaning regime during COVID-19 pandemic	Increased risk of transmission of the virus	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>Operations Manager has sourced appropriate cleaning and hygiene materials.</p> <p>Domestic and academic staff will have access to strategically placed cleaning produces e.g. dining halls, entrance points to buildings, welfare facilities, frequently touched surfaces and shared facilities such as touch screens on photocopiers, shared keyboards, academic building security keypads etc.</p> <p>A number of foot operated sanitiser stations have been sourced and will be placed at key locations to ensure everyone on site is able to regularly sanitiser their hands.</p> <p>Domestic staff will be on hand to provide extra cleaning throughout the day at appropriate times, boarding houses, classrooms, communal buildings etc – this list is not exhaustive.</p>	Holroyd Howe have formulated their own cleaning regimes of kitchens and serveries.	Low
Lack of washing of	Risk of transmission of	All users of School		<p>Cleaning staff will receive an induction on Government cleaning guidance – <a href="https://www.gov.uk/government/publications/COVID-">https://www.gov.uk/government/publications/COVID-</a></p>		

clothing or bedding for boarding pupils during pandemic	virus via clothing or bedding	facilities, pupils, staff, visitors and contractors.		<p><a href="#">19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings</a>. This also forms part of the schools own COVID-19 Isolation Procedures document.</p> <p>Cleaning regimes will be monitored by senior managers to ensure the standard of cleaning is in line with Government guidelines. The guidelines will be kept under review and amendments made if guidelines change.</p> <p>Clothing and bedding is laundered on a regular basis as part of the schools welfare duties. Pupils are asked to strip their own beds and place their own clothing in laundry bags which are provided. Separate bedding will be supplied for those boarding pupils who are undergoing travel quarantining for the first two weeks.</p> <p>Laundry, Portering and Housekeeping staff who deal with bedding and clothing will be provided with additional information and guidance on how to handle and launder items to ensure they are kept safe during this process. Additional PPE will be provided if required. A separate risk assessment will be completed for all laundry areas.</p> <p>Suspected/confirmed cases of laundry that may be infected with COVID-19 will be washed in a separate bag. This will include any laundry from any of the self-isolation units. Government advice is to wash such clothing as per manufactures guidance. There is no need to wash clothing differently.</p>		
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## Student and Staff Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at Risk	Risk Rating	Control Measures	Remarks/Additional Control Measures	Residual Risk
Lack of communication among the school community	Risk of information being missed, misinterpreted among the school community	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>School is using email, social media and Zoom to remain in regular contact with parents, staff and some pupils who are not in school.</p> <p>School switchboard is staffed to allow parents to call in if required. For out of hours calls switchboard automatic transfers calls to Rachel Scannell – Assistant Head. Good Communication regarding the measures in place to combat the spread of the coronavirus will ensure confidence is maintained and anxiety reduced among parents.</p> <p>Communication from future meetings and any changes to government guidelines will be delivered in a timely manner to all members of the school community.</p> <p>Feedback systems are in place to ensure any concerns from the school community is fed back to Exec. This has been communicated at all staff briefings.</p> <p>Termly sub-committee meetings via Zoom involving Governors will continue to take place as normal and minutes recorded.</p> <p>Information provided to Contractors and visitors coming to site.</p> <p>Nominated person responsible for COVID-19 matters – Lesley Brookes (LB) – Bursar. Available by email. LB able to delegate specific COVID-19 tasks if required to various departmental managers.</p> <p>Umbrella Risk Assessment (this document) will be placed on School website alongside other COVID-19 related correspondence.</p>		Low
Lack of Hygiene and social distancing	Increased chance of COVID-19 spreading	All users of School facilities, pupils, staff,	High	<ul style="list-style-type: none"> <li>- Regular handwashing or sanitising for pupils throughout the day and at key times, such as arriving at school, before and after mealtimes and breaks when they change room after using the toilet and</li> </ul>	Regular monitoring and inspections by designated support staff HOD's to ensure	Low



measures in place	through the school community	visitors and contractors.		<p>removing face masks. Hand sanitiser (SteriKleen*) for children is non-alcohol based to reduce allergic reaction and possible irritant to eyes. This activity may need to be supervised dependent on age of pupils.</p> <ul style="list-style-type: none"> <li>- All staff should observe and follow the point above.</li> <li>- Robust cleaning regime in place by domestic staff in all areas at the beginning of each day and at break and lunchtimes. Dining Room seating and tables sanitised between each sitting.</li> <li>- Each classroom to have cleaning equipment and hand sanitizer for staff to wipe down surfaces outside of normal cleaning regimes (between classes) if required.</li> <li>- Pupils and staff remain in consistent year or class bubbles throughout day including mealtimes.</li> <li>- Senior &amp; Prep Dining Halls will have specific screening to ensure separate year bubbles remain apart during breakfast, lunch and supper service. Dining layout has been considered and changes made to aid with flow of bubbles entering the dining room. Floor markings in situ to aid with this.</li> <li>- Use of designated and regularly cleaned toilet facilities.</li> <li>- All staff and pupils should follow good respiratory hygiene catch it, bin it, kill it approach.</li> <li>- Minimising contact by utilising the layout of buildings, all academic buildings have been assessed to identify one way routing systems where possible. Designated entrance and exits identified for most buildings.</li> <li>- Where only one entrance exists pupils and staff will enter and leave in a staggered fashion.</li> <li>- External doors codes can be deactivated if required to eliminate frequently touched surfaces. All designated fire doors will remain closed at all times unless linked to the fire alarm system.</li> <li>- Internal mechanical door codes locks can be secured open to provide free flow of door to eliminate frequently touched surfaces.</li> </ul>	<p>the standard of cleaning and adherence to site hygiene rules.</p> <p>*SteriKleen has been tested and conforms to EN14476:2013 + A2:2019 which confirms its effective against all enveloped viruses which includes Coronavirus and SARS-COV-2</p> <p>NHS poster to be provided at strategic locations to reinforce expected behaviour.</p> <p>Security considerations will be weighed against deactivating external</p>	
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				<p>guidance regarding the use of face coverings will be implemented as and when necessary.</p> <ul style="list-style-type: none"> <li>- Teaching staff will be provide with facemasks or they can use their own whilst in the classroom and communal areas.</li> <li>- Use of fogging machines (with sanitizer) will be used to clean and sanitise very large areas or areas that are difficult to clean thoroughly due to the nature of the area – for example the gym.</li> <li>- Use of disabled platform lift within the Prep school is very minimal. If lift is used then only one person should use it at a time. Cleaning of lift controls will be undertaken as part of the enhanced cleaning regime.</li> <li>- Schools own COVID-19 Isolation Procedures document in place for staff and pupils who are displaying symptoms. Plan communicated to staff.</li> </ul>		
Staff and Pupils mixing together in an uncontrolled manner	Risk of the Coronavirus transmitting at an uncontrolled rate through the school community	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>Pupils will be grouped into various bubbles to reduce the chances of uncontrolled transmission and to aid with the NHS Test &amp; Trace system if there is a confirmed outbreak.</p> <p>For most lessons pupils will stay in the same classroom and teaching staff will move around for teaching activities. This will be logged to ensure this helps with the test and trace system.</p> <p>The bubbles will consist of the following:</p> <ul style="list-style-type: none"> <li>- Boarding House Bubbles;</li> <li>- Year Bubbles;</li> <li>- Transport Bubbles;</li> <li>- Wraparound Care Bubbles;</li> </ul> <p>Breakfast and Supper service will be delivered in a boarding house bubble at staggered times within the dining hall to maintain bubble system.</p> <p>Catering procedures in place to ensure there is no cross contamination when collecting cutlery, a drink or the food itself. Holroyd Howe (School Caterers) have written procedures in place and had proved their staff with training.</p>	Government guidance allows for multiple bubbles, the school will endeavour to keep these to an absolute minimum.	Low

				<p>Single Year Group (bubble) assemblies' only – no mass gatherings will take place.</p> <p>Staff will take breaks in smaller social distancing groups in designated areas where maximum numbers have been assessed. Hygiene wipes etc will be provided in rest areas for shared equipment – toasters, kettles, copiers etc. Staff should wash their own cups to reduce to reduce any cross contamination and to alleviate workload on cleaning staff.</p> <p>Staff should only make drinks for themselves and <u>not</u> others.</p> <p>Staff should wash their own cups to reduce to reduce any cross contamination and to alleviate workload on cleaning staff.</p> <p>Cleaning staff will regularly clean staff areas when empty.</p> <p>Academic and Support staff lunches will be in a separate number of controlled areas from pupils.</p> <p>Support Staff rest areas will have maximum number per area allocation.</p> <p>Staff Rotas at break times will be in place to ensure staff have downtime from supervision duties.</p>		
Using School operated or third party school transport	Possible transmission of the Coronavirus within an enclosed space during transport.	All users of School facilities and transport, pupils, staff, and transport contractors.	High	<p>The Schools transport manager has a separate risk assessment and code of conduct that should be read in conjunction with this umbrella assessment.</p> <p>However the following general control measure will be in place:</p> <ul style="list-style-type: none"> <li>- Code of Conduct explaining the transport procedures will be sent to parents in advance of their travel.</li> <li>- Face masks will be worn by all pupils, eleven (year 7) and over (unless there is a medical/disability reason not to) when using the schools own or third party transport – this will include coaches, minibuses and taxi vehicles.</li> <li>- Driver and escort (if applicable) will also wear face masks.</li> </ul>		Low

				<ul style="list-style-type: none"> <li>- Transport bubbles will be formed so the same pupils stay in this group to and from school.</li> <li>- Front seats of vehicles will only be for drivers – no passengers.</li> <li>- Outside vehicles drivers will maintain where practicable 2 metres from passengers.</li> <li>- Vehicles ventilation systems will be used alongside opening windows and ceiling vents where practicable.</li> <li>- Records will be kept of the pupils on board for each journey including the driver’s details to aid with NHS Test and Trace in the event of an outbreak within a set bubble or bubbles.</li> <li>- Risk Assessments have been obtained from all third party transport companies to quality assure their contents and control measures.</li> <li>- For Airport transfers, where possible, pupils will only share vehicles if they have travelled on the same flight. If an emergency situation arises i.e. a pupil from a different flight arrives without prior warning and will be stranded for a number of hours at the airport then providing they need to do the same as the pupils already on the vehicle (travel quarantine or early returners) then they will travel back on the same transport providing there is space.</li> <li>- School vehicles will be cleaned down between journeys to include frequently touched surfaces.</li> <li>- All school minibuses supplied with hand sanitiser, passengers will be asked to sanitise before entering the vehicle.</li> <li>- All school minibuses will be supplied with boxes of tissues to ensure coughs and sneezes can be caught if required.</li> <li>- No food or drink to be consumed on school minibuses during daily drop off and pick-ups.</li> <li>- Where pupils have to attend GP/Hospital appointments school transport (hire car) will be used to eliminate the need to use staff members private vehicles.</li> </ul>		
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## Teaching - Safety Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
Exposure to COVID-19 through aerosol production or contact transfer during general classroom based teaching activities.	Chance of infection from person with Covid -19 virus using the classroom	All users of School facilities, pupils, staff, visitors and contractors.	High	<u>General Classroom Teaching</u> <ul style="list-style-type: none"> <li>- Staff should maintain a distance (2 metres where practicable) from pupils and other staff members where possible.</li> <li>- Staff should teach from the front of the class and not move around the room</li> <li>- Staff should remind pupils not to touch them or their peers.</li> <li>- Staff should remind continue to wear facemask in communal areas.</li> <li>- Classrooms desks should be set up so pupils are facing forward and side by side rather than any face to face or face or side on configurations (Request Estates for assistance if required)</li> <li>- Classroom configurations will not be changed once they have been set up to comply with government guidance.</li> <li>- Whilst bubbles are allowed encourage pupils not to crowd together when entering and leaving classrooms.</li> <li>- Windows and external doors should be opened to increase the supply and circulation of fresh air. <u>However, internal fire doors should not be propped open.</u></li> <li>- Exits into and out of buildings have been configured to maintain one way systems. Where only one entrance/exit exists classes will have to be admitted or dismissed in a staggered fashion.</li> <li>- There should be no queuing outside classroom areas.</li> <li>- Any shared equipment such as keyboards etc will be sanitised before use.</li> </ul>	Government Guidance acknowledges that it is difficult for teaching staff of younger children to maintain a 2 metre distance and stay at the front of the class, Year 3 & 4 staff whilst not being able to maintain a distance will be supplied with a face shield and ensure both staff and pupils regularly wash their hands.	Low

				<ul style="list-style-type: none"> <li>- Frequently used equipment, such as pens and pencils should be provided by the student and not shared. Staff should use their own pens and pencils.</li> <li>- Books and games can be shared within a bubble but should be cleaned if they are to be used outside that bubble – hand washing/sanitising should be undertaken after multiple touching of resources – encourage unnecessary resource sharing within the bubble were possible. Other equipment such as art and science equipment will need to be regularly cleaned down, especially if used between bubbles. If enough equipment exists it can be rotated and left unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>- Staff will be encouraged to mark school work digitally where at all possible to reduce the need to handle books/coursework.</li> <li>- For staff that have to handle student books for marking they will be provided with disposable gloves and hand sanitiser.</li> <li>- Pupils should be encouraged to bring the bare minimum into school. Where possible pupils’ ring files could be sub-divided into lessons to reduce the number of files that they bring into school. Unnecessary non educational belongings should be discouraged.</li> <li>- Pupil Registration will take place in classrooms.</li> <li>- Active/live Zoom lessons will be in place for those pupils who are unable to attend School at the start of term.</li> <li>- Only one bubble at a time to use library. Pupils will be told to only pick up books they intend to borrow. Borrowed books will be returned to library and will be placed in a specified quarantine area for 72 hours before being placed back on library shelves. Pupils hand sanitise before entering and leaving the library. Librarian will be supplied with a face shield and maintain 2 metre distance where practicable.</li> </ul>		
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				<ul style="list-style-type: none"> <li>- Staff will be provided with a Safe Classroom Procedure document to outline the classroom control measures further.</li> </ul>		
Possible exposure to COVID-19 through increased aerosol production or contact transfer during sporting activities	Heightened risk of breathing in aerosol droplets during physical activity or touching contaminated sporting equipment	All users of School facilities, pupils, staff, visitors and contractors.	High	<p><u>Sporting Activities</u></p> <ul style="list-style-type: none"> <li>- Boarding House Sporting groups will be kept in consistent groups</li> <li>- All equipment including any fixed play equipment used by these groups will be thoroughly cleaned between each use by individual groups.</li> <li>- Outdoor Sports will be prioritised where possible and large indoor spaces used when an outdoor opportunity is not possible to enable maximising distance between pupils due to the way people breathe during exercise.</li> <li>- Hygiene regime maintained before and after activity, Sanitizer etc will be available.</li> <li>- Separate Risk Assessments drawn up by the various sporting heads of department should be read in conjunction with this umbrella risk assessment. Guidance is taken from GOV.UK website – Guidance on phased return of sport and recreation and the Association of Physical Education (AFPE) website.</li> <li>- Use of School facilities by lets and members of the public can now be used. Risk Assessments from each of the hirers has been obtained to ensure control measures are in place.</li> </ul>	HOD's have updated risk assessments for various activities taking advice from Government and Sporting Governing Bodies.  Separate Risk Assessments by Sports HOD's will be undertaken for outdoor competition between schools from 29 <sup>th</sup> March and Indoor Sports from 12 <sup>th</sup> April.	Low
Possible exposure to COVID-19 through increased aerosol production or contact transfer during music or drama lessons	Heightened risk of breathing in aerosol droplets during physical activity or touching contaminated music or drama equipment	All users of School facilities, pupils, staff, visitors and contractors.	High	<p><u>Music &amp; Drama</u></p> <p>It is acknowledged that that there is 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.</p> <p>Current control measures advised by the government are:</p> <ul style="list-style-type: none"> <li>- Extra physical distancing;</li> <li>- Playing instruments outside wherever possible;</li> <li>- Limiting group sizes to no more than fifteen;</li> <li>- Positioning pupils back to back or side to side;</li> </ul>	Boarding Pupils are allowed to use Routh Hall for Music practice in individual rooms. There is supervision within the building if required.	Low



				<ul style="list-style-type: none"> <li>- Avoid sharing instruments;</li> <li>- Ensuring good ventilation; most practice rooms have a mechanical fresh air ventilation system that draws air out and replaces with free air – it is not a recirculation system. Those without fresh air ventilation will be provided with a fan and the windows or doors will be opened.</li> <li>- Singing, wind and brass playing should not take place in larger groups, for example, school choirs, ensembles or school assemblies.</li> <li>- A specific risk assessment has been completed which covers these activities in more detail. Risk assessment will be maintained under review as further government guidance and scientific findings relating to the use of music equipment continues to develop.</li> </ul>		
Possible exposure to COVID-19 through attending an offsite trip	Potential to come into contact with additional people and places that may not be Covid Secure	All pupils and staff leaving the school site and members of the public.	High	<u>Offsite Educational Trips</u> <ul style="list-style-type: none"> <li>- Government guidance advises that day trip can commence from 12<sup>th</sup> April. Domestic Residential trips can take place from 17<sup>th</sup> May. Risk Assessments for each trip will be completed by the trip organiser to ensure they are conducted in line with Covid secure guidelines and the listed systems of control in the most recent Schools coronavirus (Covid 19) operational guidance for May 2021 – Annex C – pages 67-71.</li> </ul>	The Government currently recommends that International visits should not take place until at least up to and including 5 <sup>th</sup> September 2021. The position will be revises again in advance of step 4.	Low

### Boarding Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
Large number of pupils residing in a	Potential for virus to spread quickly if control	All users of School facilities, pupils, staff,	High	Pupils will be reminded not to travel if they are showing signs or symptoms of COVID-19 or if they are in a household of someone that is currently affected.	All boarding pupils (Year 7 upward) will continue to undergo twice weekly LFD	Low

boarding house during a pandemic	measures not followed	visitors and contractors.		<p>All boarders (including those from red countries) returning to school have to have a negative test before being allowed to travel from their home country. On arrival they stay in travel quarantine within designated areas of the school and have 2 PCR (Polymerase chain reaction) tests on day 2 and 8. There is the opportunity to have a 5 day release test on day five. If not opted for they remain in travel quarantine for 10 days. All current travel guidance is being followed alongside the need for all overseas travellers to complete the passenger locator form.</p> <p>All school staff (Academic &amp; Support Staff) staff will complete twice weekly at home Lateral Flow Device (LFD) Testing. All Pupils (Boarding &amp; Day) from Year 7 upward will also be provided with twice weekly home testing kits. Staff and parents/pupils need to provide consent to have the test. The test is not mandatory but is strongly advised to break the chain of transmission. In the event of a positive LFD they will be required to obtain a PCR test to confirm the Lateral Flow Device Test result. If positive they will be required to self-isolate for 10 days.</p> <p>Pupils should be encouraged to open windows in bedrooms and common rooms to increase the supply and circulation of fresh air. <u>However, internal fire doors should not be propped open.</u></p> <p>Designated staff (pastoral and cleaning) will provide live in support during the self-isolation period. They will follow careful infection control measures as outlined earlier in this document. Only designated members of staff will be allowed to enter the two boarding houses unless there is an emergency, to attend to essential maintenance or carry out safety checks. Anyone entering the house will also follow careful infection control measures.</p> <p>Hand sanitiser will be available in communal areas within the house.</p> <p>Pupils will be encouraged not to congregate in large numbers in communal areas. For roll call all pupils will need to wear facemasks unless they have a medical exemption.</p>	testing once they have completed all other government related testing for overseas students returning to the UK.	
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				<p>Pupils will be asked to observe social distancing between themselves and staff.</p> <p>Gym use will be provided for those on site only. Separate risk assessments completed for the use of the Gym by Sports Facilities Manager.</p> <p>Airport transfer/transport control measures are covered in previous transport section.</p>		
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### Medical & Safeguarding Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
Lack of medical facilities or procedures in place to identify and deal with a case or cases of Coronavirus	Symptoms going un-noticed, no action taken and Coronavirus spreading through the school community	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>All staff have previously been briefed either by email or verbally on the symptoms of Coronavirus and be provided with the procedures to take if they suspect themselves or a pupil has Coronavirus</p> <p>The School has a written contingency plan in place (COVID-19 Isolation Procedures document) for the isolation of pupils showing signs and symptoms or confirmed cases of COVID-19.</p> <p>Contingency plan also in place for what will happen in the event of a large outbreak of COVID-19 within the school. In such an event, the School would be under the direction of instructions issued by Public Health England (PHE) and local authorities</p> <p>Headmistress will take the lead on all Coronavirus related medical issues. They will liaise with The Exec and Public Health England (PHE).</p> <p><u>Day Pupils</u></p> <p>Any day pupil displaying signs or symptoms of COVID-19 will be isolated in a specified area awaiting collection by a parent/guardian as soon as possible– dependent on age of pupil</p>	COVID-19 Responses Poster and Test & Trace Poster will be displayed in all classrooms.	Low

			<p>this maybe with class TA or other designated person (who will be provided with PPE if a distance of at least 2 metres cannot be met) and be provided with the correct Personal Protective Equipment (PPE – gloves, mask, apron and face shield (if required)) and be trained on how to store it, use it and dispose of it correctly. They will also be responsible to cleaning the designated isolation areas.</p> <p><u>Boarding Pupils</u></p> <p>Boarding pupils if requiring isolation will be accommodated in a specified room or rooms in a boarding house. The school will arrange tests to confirm if they have Coronavirus. Designated members of staff will look after the pupils and be provided with the correct PPE and be trained on how to store it, use it and dispose of it correctly. They will also be responsible to cleaning the designated isolation areas.</p> <p><u>Members of Staff</u></p> <p>Academic &amp; Support staff will be made aware at inset/induction of the following symptoms to look out for:</p> <ul style="list-style-type: none"> <li>- A high temperature – – this means you feel hot to the touch on your chest or back.</li> <li>- A new, continuous cough – this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);</li> <li>- a loss or change to your normal sense of smell or taste (anosmia) – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> <p>In the event of a staff displaying signs or symptoms of COVID-19 they should put on a face mask, inform their line manager and go home immediately and arrange to be tested.</p> <p>This government link provides stay at home guidance regarding households with possible or confirmed coronavirus (COVID-19)</p>	<p>It will be the responsibly of pupils parents to make a decision on whether their child is well enough to attend School.</p> <p>Staff should note the isolation period is 10 days from the day you have symptoms, test positive or are a close contact of the above.</p>	
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				<p>Infection: <a href="https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection">https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection</a></p> <p>Staff will be trained in the use of Infra-Red thermometers which will be used to take boarding student and residential staff temperature at specified times normally:</p> <p>Boarding Pupils at the start of each day. Records will be kept of these temperatures. A written procedure is in place if a student shows a temperature exceeding 37.8 degrees.</p> <p>The School will encourage the remaining staff onsite who are not feeling well not to feel pressured into coming into work if they suspect they may have the symptoms, but to obtain a Covid test as soon as possible.</p>		
Lack of First Aid trained Staff during pandemic	Staff not available to render First Aid treatment in the event of a First Aid Emergency	All users of School facilities, pupils, staff, visitors and contractors.	High	<p><u>First Aid</u></p> <p>The school has designated trained First Aiders located at all school sites. Defibrillators located at key locations. First Aid Policy amended for administering First Aid during the Coronavirus pandemic. In general good hygiene procedures will be followed as per First Aid Training, use of gloves and handwashing before and after administering first aid. Face shields and masks will be available to all staff.</p>	Accident records will be completed and retained as per the Schools Accident reporting policy.	Low
Lack of fire drill training leading to new and existing staff and pupils unsure of evacuation procedures.	Serious injury or loss of life from an emergency situation.	All users of School facilities, pupils, staff, visitors and contractors.	High	<p><u>Fire</u></p> <p>Upon evacuation groups should leave in their bubbles and assemble in their bubbles with 2 metres between bubbles at the assembly point – staff to supervise. However in the event of a fire (not a drill) if leaving the building is significantly slowed down by bubbles leaving then the life risk will exceed the possible risk of exposure to COVID-19 and the bubble system will not be adhered to.</p>	Fire Drills will be run and supervised within the first few days of a return to school – as per Schools Fire Management Policy.	Low

Protection of vulnerable and clinically vulnerable Staff & Pupils on returning to work	Potentially at higher risk from COVID-19 due to underlying health condition, ethnic background or pregnancy.	School staff and pupils	High	<p>All pregnant members of staff undergo individual risk assessment as per school policy. COVID-19 risk will be assessed as part of this.</p> <p>Staff Questionnaire will go out to all staff prior to their return to identify if any staff member needs to be assessed further due to an underlying Health Conditions or are from a Black, Asian and Minority Ethnic (BAME) background or if they have previously tested positive or have been sent home with COVID-19 symptoms.</p>		Low
Lack of record keeping in relation to those that have previously tested positive or have been sent home with COVID-19 symptoms	Lack of record keeping could hinder the Test & Trace system in the event of an outbreak or help with elimination purposes.	All users of School facilities, pupils, staff, visitors and contractors.	High	All such information will be co-ordinated and recorded by the Health Centre (student) and from the HR department (staff related). Any information will maintained under GDPR conditions. This information will only be shared with Public Health England (PHE) to aid with the NHS Test and Trace process in the event of a suspected or confirmed outbreak.		Low
Mental Health concerns associated with numerous topics including COVID-19	Staff/pupils not being able to cope with a given situation	School staff and pupils.	High	<p>Staff should speak with their line manager in the first instance if they wish to discuss problems or have any concerns. They can also approach the HR Manager if required. Regular staff departmental meetings undertaken via Zoom to enable staff members to continue to feel connected to their colleagues.</p> <p>Form tutors will liaise with families about any pupil wellbeing issues.</p> <p>Houseparent's will deal with any wellbeing issues for boarding pupils. School counselling service is available for referrals</p>		Medium
Safeguarding measures being overlooked	Safeguarding standards falling below the schools policy standards		High	Safeguarding Policy amendment included in current policy to cover COVID-19 period. This has been communicated to staff via email, website, and netconsent.		Low

during the Pandemic				Other updated information will be provided during online induction or onsite inductions to staff. Staff to complete KCSIE 2020 Part 1 Update unit within first week of return to school.  DSL & ADSL is known to all staff and displayed on posters in appropriate areas.		
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### Facilities Management Risk Assessment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
People returning to School Buildings that have not been maintained or cleaned during the closure of the School	School Building being unsafe for reoccupation.	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>All School Buildings have received an internal and external walk around check by members of the Estates department to identify any areas that may have deteriorated during the lockdown period. Any obvious issues have been dealt with.</p> <p><u>Water</u></p> <p>All water systems have been flushed and water temperatures recorded on a weekly basis during the lockdown period to eliminate the potential for the growth of legionella bacteria in pipework and water tanks. Water treatment contractor have undertaken shower head cleans.</p> <p>All water systems have undergone their annual cleaning and chlorination process in August 2020 by the schools designated water treatment contractor.</p> <p>Swimming Pool continues to be maintained so it can be used safely. It is used by a small number of boarding pupils only.</p> <p><u>Gas</u></p> <p>All Gas boiler system have undergone their annual maintenance regime by gas safe registered contractor and been issued with a Landlords Gas Safety Certificate during July 2020.</p>		Low

				<p><u>Electrical</u></p> <p>Building due for their hardwiring testing has been completed during July/August 2020.</p> <p>Annual PAT Inspections have been completed during September &amp; October 2020. To be undertaken by third party contractor with additional hygiene control measures in place to mitigate COVID-19 spread</p> <p><u>Fire</u></p> <p>Building that where due their annual fire risk assessment during lockdown have been completed and any issues remedied.</p> <p>New route configurations have not compromised fire exit routes. Some fire exits are being utilised to allow one way systems in certain buildings.</p> <p>Annual Fire alarm servicing undertaken during July/August. Weekly fire alarm testing to resume at the beginning of term. These will be undertaken by Unifire with additional hygiene control measures in place.</p> <p>Annual Fire Extinguisher servicing completed August 2020.</p> <p>Emergency Light testing completed August 2020.</p> <p>Designated School staff will recommence with their weekly fire checks to include Fire Extinguishers and Fire Exit checks. Any issues will be recorded and reported as per the schools Fire Safety Management Policy and Procedures.</p> <p>Fire Drills will be undertaken within 5 days of return to school as per Fire Safety Management Policy and procedures. Most assembly points allow for social distancing upon evacuation.</p> <p>Most of the newly sourced (SteriKleen) hand sanitiser used on school sites is non-alcohol based and is therefore not flammable.</p> <p><u>Air Conditioning Units</u></p>		
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			<p>All units have been serviced and tested during the lockdown period. Those with recirculation/transfer systems from one room to another will be switched off.</p> <p><u>Passenger Lifts</u></p> <p>All passenger lifts have undergone their six monthly LOLER inspection and annual maintenance programme.</p> <p><u>Cleaning</u></p> <p>All school buildings have been cleaned thoroughly prior to reoccupation.</p> <p><u>Laundry Equipment</u></p> <p>All equipment has been serviced and maintained during the lockdown period. Sufficient washing products sourced.</p> <p><u>Waste Collections</u></p> <p>Collections will continue as normal. Any contaminated materials associated with COVID-19 will be quarantined and disposed of as per Government guidelines. Face masks and gloves can be disposed of in normal waste streams.</p> <p><u>Pest Control</u></p> <p>Pest Control visits have continued through lockdown to service and monitor bait stations and attend to any newly reported activity.</p> <p><u>Security</u></p> <p>Security systems (CCTV, door access control systems etc) have been maintained during lockdown. A review will be undertaken to assess if door access systems etc need disabling to reduce the possibility of frequently touched surfaces. This will be weighed against the need to maintain the integrity of the overall security of the area.</p> <p><u>Estates School Vehicles</u></p>	
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				<p>All vehicles have been mechanically maintained, taxed &amp; MOT'D Inc. LOLER throughout the pandemic. Estates Risk Assessment acknowledges the fact that numerous people could operate the same vehicle. Hygiene control measures identified and in place.</p> <p><u>School Minibuses</u></p> <p>All vehicles have been mechanically maintained, taxed &amp; MOT'D throughout the pandemic</p>		
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Risk Assessment completed – 29<sup>th</sup> August 2020.

First Review – 15<sup>th</sup> September 2020

Second Review – 8<sup>th</sup> October 2020

Third Review - 7<sup>th</sup> November 2020

Forth Review – 2<sup>nd</sup> December 2020

Fifth Review – 11<sup>th</sup> January 2021

Sixth Review – 19<sup>th</sup> February 2021

Seventh Review– 5<sup>th</sup> March 2021

Eighth Review – 16<sup>th</sup> April 2021

Ninth Review – 14<sup>th</sup> May 2021

Tenth Review – 21<sup>st</sup> June 2021

**Next Review – 19<sup>th</sup> July 2021\***

\*Or before if there is a Covid outbreak, Government guidance changes, or control measures are found to need adjustment once School begins.