



STONYHURST ST MARY'S HALL SMH WHOLE SCHOOL RISK ASSESSMENT – COVID-19

Full SMH opening arrangements during COVID-19 restrictions from 1 September 2020 and covering the staff INSET period from 27th August 2020.

Date written: 22.7.20 and updated 9.8.2020

Michael Gibson – Deputy Headmaster

Date communicated to staff for consultation: 12.8.20; release to parents: 19.8.2020

Date of first formal review: 16/9/2020

Date of second formal review: 3/10/2020

ADDITIONAL, SPECIALIST DEPARTMENTAL RISK ASSESSMENTS ACCOMPANY AND SUPPLEMENT THIS DOCUMENT AND FORM A SUITE OF DOCUMENTS WHICH, TOGETHER, FORM THE OVERALL STONYHURST RISK ASSESSMENT.

HAZARD IDENTIFICATION AND CONTROL MEASURES:

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
COVID-19 Global Pandemic	Pupils, staff, visitors, parents, extended family members, contractors, other stakeholders	Potential spread of infectious disease	<ul style="list-style-type: none">Adherence to Government Guidance for the Safe Opening of Schools Guidance for full opening: SchoolsImplementation of control measures in line with advice from DfE; PHE; NHS; HSE; BSA; ISBA and other relevant bodiesProvision of Covid-safe environment as expressed within the BSA COVID-safe Charter https://bit.ly/BSACharterIndividual Departmental Risk Assessments carried out by <u>all</u> SMH Departments, including academic, pastoral and non-academic support services cross-campus. DRAs reviewed by the Health & Safety Manager and revised where necessary. Update: All departments contacted by the SMH Deputy Headmaster to conduct an initial start of term review of their existing procedures and risk assessment in order to ascertain the effectiveness of the measures they have introduced.Quarantine facilities made available for returning and/or new overseas boarders in a designated facility on a pre-booked basis. Pupils organised into social bubbles supported by COVID-safe trained

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>staff. Access to 'Stonyhurst Anywhere' available during the quarantine period to ensure continuity of education</p> <ul style="list-style-type: none"> School transport compliant with Government guidance requirements on public transport including the compulsory wearing of masks for adults and children aged over 11 Revised pupil arrivals procedures in place for the start of term Parental drop-offs and pick-up procedures revised to reflect COVID-safe procedures The School Safeguarding Policy amended to take account of COVID-19 https://www.stonyhurst.ac.uk/prospective-pupils-and-parents/stonyhurst-anywhere-virtual-learning/college/safeguarding Boarding and Day-pupil routines reviewed and revised as necessary COVID-safe procedures in classrooms including social distancing, ventilation awareness, provision of hand sanitiser and the availability of antibacterial cleaning materials Masks purchased to enable immediate response to any Government guidance changes in respect of face-coverings in schools Professionally staffed Health Centre on campus with clear COVID-19 procedures in place. Update: Headmaster's letter to parents of 14/9/20 indicating the procedure involving Health Centre staff examining children who are symptomatic and the ensuing procedural steps and communication process with parents. COVID-safe Catering provision in line with relevant guidance and supported by extensive departmental risk assessment Appropriate signage clearly visible throughout the Stonyhurst campus with One-way systems in place where appropriate Deep cleaning procedures in place throughout SMH with enhanced cleaning rotas for high-use or higher-risk areas. Update: Cleaning Programme to be reviewed on a fortnightly basis by the Domestic Supervisor and Deputy Headmaster. Staff to be encouraged to report any issues or areas of concern directly to the Domestic Supervisor in order to facilitate a timely resolution. Staff training prior to the start of term in COVID-safe working to ensure complete awareness of the SMH re-opening strategy and adherence to implemented COVID-safe procedures. Update: Staff training sessions delivered by the Deputy Headmaster undertaken at INSET on Thursday 27th August, Friday 28th August and also on Wednesday 2nd September. Pupil Induction procedure revised and clear guidance for pupils on how to stay COVID-safe provided by pastoral leaders, tutors and teachers Pupils and parents informed of required changes to routines and behaviour necessary to retain COVID-safe environment. Risk Assessment overview will be provided for parents via the website https://www.stonyhurst.ac.uk/

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	Staff, pupils, household members	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> Adults who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to work from 1 August 2020 as long as they maintain social distancing; Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can/could return to SMH from 1 August 2020 (when the rest of their class returns); If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent; Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to SMH. SMH works closely with parents of children who are extremely vulnerable to support a return to SMH, carrying out an individual risk assessment as necessary; SMH has applied the measures set out in the government Guidance for full opening: Schools and follows and interprets the wider guidance as far as is reasonably practicable to reduce the risk to all staff and pupils, including those who are extremely clinically vulnerable and clinically vulnerable; Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level including, where possible, the need for any reasonable adjustments such as temporarily working from home or temporary deployment to a role where it is possible to maintain social distancing. This will be done in consultation with the member of staff and will be reviewed on a regular basis or in the event of any significant changes; People who live with those who are clinically extremely vulnerable or clinically vulnerable attend the workplace as normal; Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level; People who live with those who have comparatively increased risk from coronavirus (COVID-19) attend the workplace as normal;

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> (Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19).
Staff, pupils & household members displaying signs of COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Updated and detailed guidance sent out to parents on 14/9/2020 from both headmasters advising of the protocol involving a day pupil or boarder displaying symptoms in school or indeed at home. Staff, parents and pupils are made aware of the virus symptoms; Staff, other adults and pupils are instructed not to come into SMH if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection; Staff or pupils showing COVID-19 symptoms are sent home, instructed to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; Update: Central 'dynamic' monitoring record of all pupil absence as a result of testing positive, self-isolating or awaiting confirmation of test results now underway and managed by the Health Centre. Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms; Update: Central 'dynamic' monitoring record of all staff absence as a result of testing positive, self-isolating or awaiting confirmation of test results now underway and managed by the Campus HR Department. Staff and parents have been instructed to inform SMH and Stonyhurst Health Centre immediately of the results of a test so that an assessment can be made of the potential impact on SMH; Update; Parents informed in headmaster's letter of the 14/9/2020 of the need to provide written evidence of a negative result if their child has been sent home and advised to obtain a COVID-19 test. Only upon receipt of this will the pupil be re-admitted back into school or if the 14-day self-isolation period has expired. If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating. Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team; If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate nominated quarantine room at SMH or in Hodder House until they can be collected, whilst being mindful of the individual pupils' needs; Ideally, a window will be opened in the room for increased ventilation;

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom. This will be the disabled toilet in the SMH main building and the door will be signed accordingly in such an instance. The bathroom will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
Staff, pupils & household members test positive for COVID-19	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ self-isolating for at least 10 days from the onset of their symptoms and will only be allowed to return to SMH when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days; • Stonyhurst Health Centre will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact Stonyhurst directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended SMH – as identified by NHS Test and Trace); • The school and the health protection team will carry out a rapid risk assessment to confirm who has been in close (direct or proximity) contact with the person during the period that they were infectious, and ensure they are asked to self-isolate; • Based on the advice from the health protection team, SMH will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> — direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> — proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; — travelling in a small vehicle, i.e. a car, with an infected person; • Stonyhurst Health Centre will keep a record of pupils and staff in each group (bubble) and any close contact that takes places between children and staff in different groups. Stonyhurst Health Centre will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others; • Household members, including siblings at the school, of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test; • If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days; • If the test result is positive, they are instructed to inform SMH immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period); • They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.
Outbreak of Covid-19 within SMH	Staff, pupils, visitors, contractors, household members	Spread of infectious disease	<ul style="list-style-type: none"> • Stonyhurst Health Centre will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required; • Stonyhurst Health Centre is aware that in consultation with the local Director of Public Health/Public Health England, where an outbreak in a SMH is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their bubble, then the whole SMH if necessary, in line with routine public health outbreak control practice. • Teachers will take regular attendance registers and make copies of classroom seating plans so that in the case of an outbreak information regarding attendance in lessons involving affected pupils can be

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>passed on in order to assist in identifying specific children and adults within a specific class, year group or bubble who may need isolating.</p> <ul style="list-style-type: none"> Should there be a need to isolate part, whole or a collection of year groups and bubbles then those day pupils affected will stay at home until advised otherwise. Boarding pupils will self-isolate within the school building either as part of the boarding bubble or in its entirety. Infected pupils will be moved to Theodore House and their dormitories and work areas deep-cleaned. The education of pupils in self-isolation will continue via the provision of the virtual learning platform, 'Stonyhurst Anywhere'.
Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information & instruction on safe ways of working.	Staff, pupils, visitors, contractors, parents	Spread of infectious disease	<ul style="list-style-type: none"> Guidance and training is provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements; Senior leaders within SMH ensure staff are consulted when considering local arrangements and there is ongoing engagement with staff (including through employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments; Senior personnel, are available to offer support and advice and to monitor the current working arrangements on a daily basis; All new staff and volunteers are provided with a site induction and adequate information, instruction and training on local health, safety and COVID secure arrangements and their key roles and responsibilities; Signage, posters and other instructions are displayed to support implementation of COVID secure measures; Up to date information and guidance on how to manage the risks associated with COVID -19 are available on the Health & Safety Website. Update: Formal fortnightly review of existing departmental and whole school risk assessments and systems instigated. Online Friday staff briefing used as a conduit for dissemination of information to staff alongside the existing daily internal communication channels such as email. Staff invited to report back any issues they encounter together with any procedural improvements which could be made. Update: Friday briefing of 2/10/2020 verbally confirmed and detailed the further additional protective measures introduced into school on 1/10/2020 following whole staff email communication by Deputy Headmaster on 30/9/2020. 'Track and trace' case scenario study modelled to staff. Update: This whole school risk assessment version update emailed out to all staff and published on the website for parents to access.

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Spread of Covid-19 during travel to and from SMH on dedicated transport	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> • A full School Transport Risk Assessment has been prepared. • Pupils on dedicated Stonyhurst services do not mix with the general public on journeys to and from school. Government Guidance has confirmed that the usual wider social distancing measures will not apply from the autumn term 2020 on dedicated transport. However, where possible, social distancing will be implemented • Hand sanitiser will be provided for all pupils using dedicated Stonyhurst transport and face-coverings will be mandatory for pupils over 11 years of age • Hand sanitiser will be used by all pupils upon boarding and/or disembarking transport • Drivers of Stonyhurst transport will wear masks, adhere to hand hygiene routines and minimise close contact with the children • Each vehicle will have viral spray and disposable cloths provided on board and regular full cleaning of the vehicles will be scheduled and carried out to COVID-safe standards • The Stonyhurst Transport “partner”, Lakeland Coaches will ensure the same high standard of COVID-safe operating arrangements as Stonyhurst mini-buses • On the Lakeland coaches used for Stonyhurst pupils, each pupil will have their own designated seat to reduce the risk of the transmission of infection. Pupils allocated a seat on the coach/mini-bus will retain that seat for inward and outward journeys • A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others • Vehicle drivers have been instructed that they must not report for work driving Stonyhurst pupils if they or a member of their household are displaying any symptoms of coronavirus • If a pupil starts to feel unwell on their journey to Stonyhurst, on arrival they must make their way immediately to the Health Centre • Where staff need to support pupils requiring assistance to access the vehicle or fasten seatbelts, those staff will wear face-coverings. Immediately after assisting pupils staff will wash their hands thoroughly with warm running water and hand soap for at least 20 seconds. • Day pupils, wearing face masks upon arrival into school, have been instructed not to touch the front of their face covering during use or when removing them upon arrival at College • Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place to be taken home. After removing face coverings pupils/staff are required to wash or sanitise their hands immediately after removing the covering • Covered bins are in place for non-reusable face coverings on arrival at the College entrances • The contents of the bin will be disposed of as normal domestic waste unless the wearer has symptoms of Covid-19 in which case it will be disposed of in line with the guidance on cleaning for non-healthcare settings

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> Update: Increased monitoring of the procedures on dedicated school transport to ensure that the above procedures are working in practice on a daily basis.
Spread of Covid-19 when arriving and departing at SMH	Staff, pupils, household members, members of the public	Potential spread of infectious disease Pupils stranded or missing	<ul style="list-style-type: none"> Clear procedures are in place for the school re-start days and the pupil Induction. These are provided in the document, "Travelling Week and Induction Programme". The details have been communicated to staff and parents by the SMH Deputy Headmaster. Parents/carers are requested not to enter SMH unless absolutely necessary and by appointment only. When it is necessary for parent/carer to enter the SMH building they will be instructed to abide by the visitor protocol and follow handwashing and social distancing guidelines, wherever possible; New pupils and their parents invited to their registration and induction events on Tuesday 1st September (boarders) and Wednesday 2nd September (day pupils) which, weather permitting, will be staged outside on the SMH lawns inside temporary marquees. Any parent entering the school building will be asked to abide by the Stonyhurst Visitor Protocol and provide track and trace details. Arrangements are in place for day parents/carers to drop off and collect children at specified times each day, without physically entering the premises via the following entrance and exit points: <ul style="list-style-type: none"> Pre-Prep in Hodder House – HH Main Reception (PP1/PP2) and Foundation Stage via the playground entrance). Prep and Elements – SMH Main Entrance. Figures and Rudiments – Chessboard Entrance (drop-off); SMH Main Entrance (pick-up). Parents have been advised that only one parent should accompany their child to the above entrances when picking up or dropping off; duty staff will be on hand at the start and end of the school day, equipped with radios, supervising the entrance/exit areas and ensuring the above. The duty member of staff will also be conduit for any urgent parental enquires and will liaise with the relevant members of staff, together with the receptionist. SMH Temporary Outdoor Reception Structure – A temporary outdoor structure is to be constructed on the lawn area outside of SMH Reception whereby parents can still gain access to the Receptionist via the Reception window without physically entering the school building. All staff and pupils are encouraged and directed to wash their hands thoroughly with warm, running water and hand soap for at least 20 seconds on arrival at SMH each morning.

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> Parents waiting outside the school building should avoid congregating, where possible, in large groups and should adopt social distancing protocols at all times. Update: General entry and exit procedures working well. Areas which need addressing and refining are Elements children arriving with sports kit in the morning attempting to leave for the Sports Hall via the Figures and Rudiments chessboard Reception Hall entrance. In addition, continued refinement of the departure process at 17:00 and 18:00 when there is the potential for bubble 'crossover' at the departure points. Prep and Elements children to remain in Prep Playroom until their parents arrive and (Elements children) not to venture into the Tolkien Library where older children may be congregating prior to departure.
Transmission of Covid-19 through insufficient personal hygiene	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Good hand hygiene and the need to wash hands more frequently is promoted around SMH; Staff, pupils and visitors are instructed to wash hands when they arrive at SMH, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing; Hand washing facilities are readily available via portable and wall-fixed handwashing stations. Where hand washing facilities are not readily available, hand sanitiser stations have been positioned to allow pupils and staff to clean their hands regularly; Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene; Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands; The 'Catch it, Bin it, Kill it' guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal); Pupils are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands; Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene; Young pupils and pupils with complex needs are supported to follow the 'catch it, bin it, kill it' guidance; Tissues are readily available around SMH including in all classrooms and sufficient numbers of bins are in place for the safe and easy disposal of tissues.

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Spread of COVID-19 virus via germs on surfaces and furniture within the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> In addition to the measures employed below a full, accompanying Risk Assessment has been prepared by the Catering and Domestic Departments. Additional handwashing facilities have been introduced in the form of mobile and wall fixed handwashing stations at key entry, exit and transit points throughout the school building, both at SMH and over in Hodder House. In summary, an enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> — More frequent cleaning of rooms/shared areas that are used by different groups; Update: Domestic team to additionally clean the changing rooms on Mondays, Wednesdays and Thursday afternoons at 14:30 where there is a back-to-back turnaround of different bubbles using these facilities. — Sanitising of tables in the dining area between different groups (bubbles) having meals; — More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching & learning aids, computer, art and music equipment, telephones and bathroom facilities; — thorough cleaning of all occupied areas at the end of the day; — domestic staff work patterns will be tailored to fit in the with the enhanced cleaning schedule. This will involve split shift arrangements to enable domestic staff to work within their directed total hours and at the same time ensure classrooms and communal areas are cleaned at the beginning, middle and end of each day. When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces; Relevant staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE; PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.; COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary; A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained;

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> Teaching staff will be asked to contribute to the daily cleaning regime by wiping down classroom desk surfaces in between lessons involving different classes. Cleaning products will be supplied in each classroom by the domestic staff. Academic staff will be provided training at the beginning of term. As the ability to social distance in early years setting is limited, additional meticulous attention is given to the cleaning regime; For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces; Resources that are shared between classes or bubbles, such as sports, art, music and science equipment are cleaned frequently and meticulously between bubbles. Pupils are only allowed to bring essentials into SMH each day including bag, blazer, hats, coats, books, academic equipment and stationery and mobile phones (bus day pupils only); Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development should be avoided where necessary; Shared resources are cleaned frequently and meticulously and before being shared and taken home; Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely; SMH follows the procedures set out in the Government guidance Cleaning in Non-Health Care Settings following a confirmed or suspected case of COVID-19 on site; Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste; Where it is not possible to store waste for 72 hours, arrangements will be made for collection by the SMH's specialist clinical waste contractor; Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms; Update: Fortnightly review of the SMH cleaning schedule by Domestic Supervisor and the SMH Deputy Headmaster to ensure that the correct areas are being targeted on a daily basis – e.g. toilets, classroom surfaces, high frequency touch points. Domestic Supervisor invited to attend the weekly staff briefing

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			each Friday and for staff to report any areas of concerns in person and directly to the Domestic Supervisor to ensure a speedy resolution.
Transmission of Covid-19 through airborne particles due to interaction with a large number of other pupils	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> In addition to the measures employed below a full, accompanying Risk Assessment has been prepared by the Catering, Domestic and Games Departments. SMH has applied the Government's principles and guidance of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age of the pupils and the feasibility of measures whilst, in parallel, also offering a broad and rich curriculum to the children; Extensive signage has been installed into the building at key points to remind both the children and the staff to socially distance wherever and whenever possible. Examples of this include notices on doors and floor stickers in corridors. Following a whole school assessment, SMH pupils have been placed into 'bubbles' to enable the school to follow the spirit of the guidance whilst at the same time offering a full and rich curriculum. Interaction between other key stages is therefore to be minimised as far as is reasonably practicable; Pupils at SMH will be placed in three 'key stage' bubbles; Pre-Prep (in Hodder House), Prep/Elements and Figures/Rudiments. Interaction between the key stages during the course of the school day will be minimised as far as is reasonably practicable. In addition to the establishment of these bubbles, wherever practicably feasible, playrooms within the above bubbles will be kept apart as much as is possible during the course of the school day. Examples of this include keeping the younger children within their designated classrooms for the majority of their lessons each day, allocating separate locker rooms to Figures and Rudiments pupils, staggering the timing of meals so that only one playroom is in the refectory at any one time, keeping assemblies within one year group as opposed to a bubble, whenever possible. Additional large semi-recreational areas of SMH such as the Tolkien Library will be made available, whenever possible, in order to reduce the times when large number of pupils within the same bubble congregate together. This may be, for example, at rec times on days when the weather outside is inclement. Whenever the weather allows pupils will be encouraged to spend their recreational time outdoors or more evenly spread amongst the available recreational and semi-recreational areas. In the majority of cases subject classrooms are not shared with other key stages whenever possible; there are a small number of exceptions – e.g. ICT Room, Music Room, Art Room and the Centenaries Theatre. Where whole school spaces are used, e.g. Centenaries Theatre, cleaning takes place as documented above;

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> • Ventilation in teaching, recreational and dining areas will be reviewed in all teaching and recreational areas and improved, if practicably, possible. An example of this would be the large sash windows which exist at SMH in large numbers. The upper part of these windows have the ability to open whilst at the same time keeping the lower part of the window within the safe tolerance on higher levels in order to prevent the window opening too fully to be a danger to small children potentially leaning out. Update: Maintenance Department have advised that it is unsafe to alter the structure of the upper section of each of the fragile Georgian windows. However, the lower part of each of the windows on the teaching gallery have been examined and repaired, where necessary to enable the lower section to open partially, whilst simultaneously, keeping an adequate, restrictive opening to prevent children from potentially falling from a first or second floor window. • Start times at the school will remain consistent but, as mentioned earlier, the school will utilise multiple discrete entrances in order to keep the three groups from arriving together and entering the school via one congested point. Duty staff will patrol the various external entrances and communicate with one another via radios in order to ensure the multiple entrance arrangement is adhered to and also prevent parents from entering the school building without a prior appointment or in the case of an emergency. • Finish times are staggered over a period of time ranging from 15:30-19:15 Monday to Friday and 12:00-14:45 on Saturdays and will use different holding areas inside the school building in order to keep groups apart as they leave SMH; Duty staff will patrol the various entrances and communicate via radios in order to ensure the multiple entrance arrangement is adhered to and also prevent parents from unintentionally entering the school building. Update: Headmaster to monitor Saturday afternoon departure of the older children after Games at 14:45 to ensure that this process is working as expected. • The start and finish of lesson times and recreational breaks (recs) are staggered, as much as possible, in order to ensure a full and broad curriculum is delivered but in parallel ensuring, as much as is practicable, that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups. Where there is crossover in rec times, pupils from different groupings will be kept apart in different play areas; staff will supervise and ensure this followed. • Desks in classrooms in the main building of SMH have been repositioned so that all are front facing and allow a maximum of two pupils per desk. A number of specialist teaching classrooms such as the Science Lab, Music Room and ICT Room have fixed seating positions which do not allow for reconfiguration; however all are either front-facing or involve the pupil facing the wall. • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; Hodder House is a self-contained entity and pupils this academic year will no longer use the main school ICT Room. Pupils from the Pre-Prep will only enter the main school building to eat at lunch and supper times and to also access the specialist

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>Drama and Music facilities. Pupils in the KS2 and KS3 bubbles, in the majority of cases, will have academic lessons which are taught on different teaching galleries in the main building, separate from one another. There are exceptions where this is not possible – in the case of specialist lessons such as ICT, Music, Art and Drama.</p> <ul style="list-style-type: none"> SMH employs a staggered rec arrangement meaning that there are few circumstances where more than one bubble mixes with another outside. Wherever this is not possible pupils in different groups will be encouraged not to mix together and groups will be supervised and kept apart in different play areas as far as possible by duty staff; Lunches will take place as per normal in the Refectory but will be staggered to ensure that, as far as possible, the three bubbles do not come into unnecessary contact with one another. A dedicated member of the domestic/careering staff will be allocated to cleaning tables and floor areas in between the different bubble groups arriving for lunch throughout the busy lunch period. Weather-permitting, a one-way system will also be employed whereby children will enter the Refectory through the Servery and depart the Refectory via the Patio Doors. Individual playrooms and bubbles will also wait in holding areas in playrooms before called to queue in order to reduce congestion on the corridor. UPDATE: 1/10/2020 - Refectory seating arrangements reviewed and changed. Capacity at tables halved with a maximum of four pupils per table and three adults per table. Seating positions offset to minimise any face-to-face contact. Supper arrangements will follow a similar pattern to the above. Staggered activities times naturally creates a natural funnel of arrival times whereby different bubbles of children will arrive to eat supper at differing times whereby there should not be any unnecessary mixing of children within the Refectory. As far as practicable groups will be kept apart with only brief and transitory contact in the Refectory and surrounding areas where this is unavoidable; Update: 13:00, 16:00 and 17:00 times seem to be particular 'pinch points' where there may be transitory crossover of bubble groupings in corridors and staircases as the children move respectively between lunch and lessons and rec and activities. Review of staircase usage and timings underway to try and alleviate the problem. UPDATE: 23/9/2020 - Main staircase designated as 'out of bounds' to all Figures and Rudiments pupils between 8:00-19:15 in order to avoid bubble crossover on this key school artery. Whole school large gatherings such as assemblies or collective worship with more than one bubble group is prohibited and will not take place; instead, smaller playroom and, occasionally, bubble assemblies will take place on a more regular basis. Weekly whole school Mass will involve just the one playroom or bubble being present in the Chapel at any one time with the other bubbles watching in their playrooms/classrooms virtually via Teams live streaming.

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> The Games Programme will operate in line with Government guidance and we will seek advice from the National Governing bodies of the various sports. The Games Department Risk Assessment addresses COVID-safe ways in which pupils can continue to enjoy physical activity. Physical activity is important for pupils' physical, mental and social wellbeing and so a COVID-safe programme will be delivered in line with national regulations. Sports and activities which inherently have a greater level of social distancing will be incorporated into the Games offer for pupils. Outdoor activities will be prioritised but where indoor activities take place, large spaces will be used maximising distancing between pupils. Scrupulous attention will be given to cleaning and hygiene. Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible; contact sports are currently to be avoided but will be regularly reviewed. When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene; Sporting fixtures involving other schools at the present time will not take place at the current time but these will be kept under constant review in line with government guidance.
Transmission of Covid-19 through airborne particles due to close proximity to others			<ul style="list-style-type: none"> SMH staff will maintain a 2 metre distance from pupils as far as is reasonable, practicable and when circumstances and the physicality of the building allow; Update: SENCO's and Teaching Assistants to be offered clear plastic face visors when working alongside pupils in small group environments or as part of their in-class support role. SMH staff avoid close face to face contact and minimise time spent within 1 metre distance of anyone; All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; Update: social distancing proving challenging, in practice, between children and also children approaching staff. Children to be reminded on a daily basis of the need to try and socially distance, wherever and whenever possible, during playroom assemblies at the start of each day and also in lessons with class teachers and tutors. Where space allows, pupils who are old enough will be encouraged to maintain a distance from each other and are encouraged not to touch staff and/or their peers where possible; Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in smaller, key stage bubbles as outlined above- Classrooms have been adapted to support social distancing, where possible, including; <ul style="list-style-type: none"> seating pupils side by side and facing forwards, rather than face to face or side on; moving unnecessary furniture out of classrooms to make more space;

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> Whenever possible, desks will be wiped down between changes of pupils by the teacher. Hand sanitiser is provided in classrooms where handwashing facilities are not immediately available; Disinfectant wipes are available in classrooms and designated meeting rooms to enable staff to wipe down shared equipment before and after use; As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; please refer to the previous section, referencing ventilation, earlier in this risk assessment. Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off;
Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> In addition to the measures employed below a full, accompanying Risk Assessment has been prepared by the Music Department. Performances by individuals or smaller groups may take place in assemblies and liturgies, but whole-school singing will not take place During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted, where possible, and rooms with good ventilation will be utilised, again, wherever possible Ensembles will be smaller, with the absolute limit being 15 for instrumental groups and 6 for vocal groups If necessary by the COVID context, teaching can be via Teams with either the pupil or teacher being in a practice room To enable individual practice facilities to continue to be available, including keyboard instruments, enhanced cleaning protocols will be in place to ensure the best possible hygiene standards. Restrictions, where necessary, will be placed on which practice rooms can be used Pupils will be positioned back to back or side by side Where the sharing of instruments is unavoidable, the frequent cleaning of instruments between use will take place; pupils will also clean their hands before and after such sessions. <p>Whenever practical, singing and wind/brass instruments will be played in classrooms with good ventilation; windows will be opened to promote this.</p> <p><i>Further detailed DfE guidance will be published shortly with regard to Music.</i></p>
Transmission of Covid-19 staff work areas	Staff, pupils, visitors, contractors,	Potential spread of	<ul style="list-style-type: none"> In addition to the measures employed below a full accompanying Risk Assessment has been prepared by the School Office.

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
	household members	infectious disease	<ul style="list-style-type: none"> Weekly whole school academic staff meetings will not take place in the SMH Common Room; instead these meetings will take place within social distancing guidelines in the Centenaries Theatre. INSET training sessions will take place outside or in the Centenaries Theatre where social distancing measures will be required. The SMH Common Room or Rudiments Playroom will not be used for large gatherings of SMH staff as would normally be the case. The occupancy of the SMH office and PPE room is restricted to ensure social distancing rules can be observed; the SMH office layout has been rearranged to facilitate side by side working rather than face to face; dividing screens have been placed in-between work areas where necessary; Shared work areas are arranged in a manner where staff are 2m apart and do not face one another. Where this is not possible work areas are thoroughly sanitised before and after use by different people; Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use, staff are reminded of this requirement regularly; Measures have been put in place to protect office staff when dealing with contractors, parents and visitors. Examples include Perspex screens both in operation in Reception and the School Office. <p>Update: Reception marquee now erected and operational. Parents not to enter the school building without a prior appointment or in the case of an emergency where the Reception Hall will be used as a temporary 'holding area'.</p>
Transmission of Covid-19 staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Lunch and rec breaks for staff are staggered to limit the occupancy of the staff room and additional space for breaks will be created by using other parts of the SMH if available; The number of staff allowed in the staff room at any one time is advised to enable social distancing to be maintained between adults; staff room furniture will be reconfigured to maintain social distancing and reduce face to face contact. Signage and floor markings support staff to maintain 2 metre distance; Staff are asked to bring their own food to work as the Refectory will not be in a position to supply meals to both pupils and staff due to restrictions on capacity and necessary cleaning.
Transmission of Covid-19 through airborne particles due to	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Some meetings between adults will be held outdoors, where possible, or alternatively, in well-ventilated or larger designated rooms – e.g. Centenaries Theatre (staff meetings) or the Reception Hall (staff and parents) where social distancing can actively be encouraged between adults. <p>UPDATE: As of 30/9/2020 Friday morning staff briefing, Wednesday afternoon lower school academic staff meeting, all four playroom weekly pastoral meetings and weekly SMT will now all be held on Teams</p>

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
face-face meetings			<p>and no longer in person. The weekly boarding community team meeting will continue for the time-being physically but will be moved to the Centenaries Theatre. Staff instructed to socially distance when attending this meeting. This will remain under review.</p> <ul style="list-style-type: none"> Some meetings may be held via remote working tools wherever possible; this applies particularly to meetings with parents whereby one-to-one meetings between the teacher(s) and parent(s) can take place using remote working platforms such as Microsoft Teams or Zoom. Only when necessary will face to face meetings take place. This will be with the minimum number of participants necessary, whilst observing social distancing rules either in an outdoor space or a well ventilated area indoors; Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available; Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use; Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing.
Manual Handling	Staff	Musculoskeletal injuries	<ul style="list-style-type: none"> A dynamic risk assessment is carried out when moving furniture & resources which takes into account; <ul style="list-style-type: none"> the task being undertaken; the capabilities of individual carrying out the task; the load being lifted or moved; the surroundings (environment) and; consideration of social distancing in 2 person manual handling activities/lifts.
Need for Personal Protective Equipment (PPE)	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Staff are aware of the need to use the appropriate PPE when completing specific tasks e.g. cleaning or supporting an individual with coronavirus symptoms; PPE is sourced through normal SMH procurement routes; Disposable gloves are worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19;

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> When caring for someone with symptoms of COVID-19 a face mask should be worn if a distance of 2 metres cannot be maintained and if contact is necessary, gloves, an apron and a face mask should be worn. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, eye protection will also be worn by the supervising adult. Staff and pupils are instructed on the need to wear a face covering by law on public transport and have been given guidance on wearing and making face coverings; Staff are provided with information and instruction on the use and disposal of PPE including face masks; Further guidance is available on safe working in education, childcare and children's social care. Update: The national guidance regarding the wearing of facemasks has changed and updated since the formulation of this risk assessment. At the College pupils are required to wear facemasks when moving between communal areas. The Headmaster and SMT at SMH are constantly reviewing this at the prep school which is much more problematic to implement with younger children. Action: To continue to monitor and review and change should the Headmaster decide that a change is workable in practice. UPDATE: As of 22/9/2020 Lancashire was designated a 'local lockdown' area mandating the use of face masks in school for all pupils in Figures (Year 7) and above. Each member of staff issued with a face visor to be worn in all communal areas and corridors. As of 30/9/2020 all TA's and gap students supervising KS2 readers are now mandated to wear a face mask inside the classroom whilst supporting children at 'close quarters'.
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All building occupants	Untreated injuries, potential spread of infectious disease	<ul style="list-style-type: none"> In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible; First Aiders are aware of and follow the Government guidance for first responders; The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks and visors as required; Pupils who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms;

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> When administering first aid to an adult a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn; If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider; Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser; For instances where first aid qualifications are due for renewal and may expire during the current crisis i.e. due for renewal on or after 16 March 2020, the HSE had granted a 3 month extension. SMH will endeavour to provide training ASAP but is aware that if this is not possible a further extension may be granted to no later than 30 September 2020 subject to evidence to support the reason why it has not been possible to arrange training. UPDATE: 23/9/2020 – First COVID-19 fire evacuation drill took place at SMH. Revised evacuation routes in operation with Figures and Rudiments no longer using the central staircase. College-based staff and part-time staff advised in writing of the new evacuation routes. Catering staff to use the Ref patio doors as their new evacuation exit in order to avoid congestion and social distancing.
Reduced premises inspections, tests, servicing and maintenance	All building occupants	Accidents or incidents resulting from poorly maintained premises & plant	<ul style="list-style-type: none"> Premises management inspections, testing and servicing of plant, equipment, etc. have been brought up to date for all parts of the building from September 2020 onwards; Records of all testing and checks are stored and available to all interested parties.
Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> Visitors to site including contractors, parents and visitors will be limited to essential persons only and wherever possible by appointment only; Parents will drop-off and pick their children outside of the school building where duty staff will be stationed at the start and end of the school day. All external visitors into the school building must abide by the updated Stonyhurst Visitor Protocol and will be directed towards this upon arrival. Update: SMH Open Day 2020 on 8/10/2020 now moved online in order to conform with 'rule of six' national guidance change regarding social gatherings with effect from 14/9/2020. Review of the visits of prospective parents and pupils underway with separate risk assessment to be disseminated by the Admissions Department.

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff are permitted and can move between schools and will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual; All visitors will follow the Government's guidance and SMH's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry; Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19; Reception staff responsibilities have been established in relation to COVID-19 and the communication of procedures required by contractors and visitors to site; Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; Signing in/out arrangements for visitors have been modified to prevent the handling of pens and paper by multiple people. A record of all visitors is kept in the event this may be required for track and trace purposes; Contractors must obtain permission from Security before attending site and abide by the Stonyhurst Visitor Protocol; Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by SMH) upon arrival e.g. gloves, mask, coveralls, shoe covers, etc. where this is considered necessary. Contractors will need to comply with any additional PPE or hygiene requirements made by the SMH prior to entry; Contractors will be asked to keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation; Alternative routes around or through the premises will be used as instructed by SMH e.g. SMH may usher the contractor through a fire escape door to access an adjacent room, rather than walking them through the corridors to reach their destination; The number of site deliveries will be reduced, where possible; A procedure is in place to wipe down deliveries with sanitiser on entering the SMH premises where possible;

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised.
Local spikes in infection rates and local lockdowns leading to pupils and staff unable to attend	Pupils, staff, family members, contractors	Spread of infection and risk of serious disease. Increase in the number of people self-isolating. Staffing shortages	<ul style="list-style-type: none"> Pupils unable to attend will have continuity of education ensured via the availability of “<i>Stonyhurst Anywhere</i>”. Update: SMH side of the ‘Stonyhurst Anywhere’ virtual platform configured and operational by 17/9/2020. Parents informed of this in weekly newsletters of 11/9/20 and 18/9/20. New pupils school user accounts checked and access confirmed and verified by class teachers and tutors. Teaching Staff self-isolating will deliver their timetabled classes remotely into the classroom with pupils supervised by alternative “supervisory” staff Stonyhurst has a reserve of supply teachers on its Register and also works with a number of good quality Supply Agencies to provide specialist teaching if academic staff are absent In support areas, Bank / Agency staff will be used to cover staff shortages alongside re-structuring of internal staffing rotas External providers such as catering and security companies may be used if necessary
National Lockdown School closure	Pupils, staff, parents, contractors, all stakeholders		<ul style="list-style-type: none"> SMH has in place arrangements for continuity of education for all pupils based on the provision of “<i>Stonyhurst Anywhere</i>”. In the case of a national lockdown where international boarding pupils could not go home, the pupils concerned would remain in school as part of the SMH boarding bubble and would follow the provision provided by ‘<i>Stonyhurst Anywhere</i>’. Any boarding pupils remaining in school as a result of the above would be supplied with a SMH school laptop computer, headphones and mouse. ICT systems have been further developed and enhanced, including new interactive screens in classrooms, to ensure quality provision on-line should the SMH be forced to close due to COVID-19 Provision for the children of “key workers” would be provided where practicable.
Impact of Homeworking via ‘Stonyhurst Anywhere’ for staff	Staff and members of their household	Development or worsening of existing musculoskeletal injuries or health conditions	<ul style="list-style-type: none"> There may be times, if a large number of people are asked to self-isolate at home, that homeworking via the ‘<i>Stonyhurst Anywhere</i>’ virtual platform becomes necessary for groupings or indeed all staff and pupils Boarding pupils in such circumstances will self-isolate within school and be supervised by the boarding team who will self-isolate along with the children Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc. Staff working from home will have received e-learning training and be aware of how to set-up and use their computer, related software and equipment at home so as not to cause additional health risks whether this be physical or mental health/anxiety related Support will be available for staff requiring technical advice during any period of home working

HAZARD IDENTIFICATION AND CONTROL MEASURES:			
List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
<p>Stress and Anxiety of staff and pupils</p> <p>Staff concerns on returning to work</p>	Pupils and staff	Increased levels of stress/ anxiety and lower than normal levels of wellbeing	<ul style="list-style-type: none"> The Safeguarding and welfare of pupils is of paramount importance. Pupil pastoral welfare is led by the Assistant Head Pastoral. A large number of staff are involved in the pastoral life of the school including in such senior roles as Head of Playroom Systems are in place to support pupils with any stress or anxiety issues, including an on-site SMH Counsellor, fully staffed Health Centre, a Chaplaincy team, Independent Listeners and access to external support where necessary The Safeguarding policy has been revised to reflect COVID-19 and is available to view on the Stonyhurst website https://www.stonyhurst.ac.uk/prospective-pupils-and-parents/stonyhurst-anywhere-virtual-learning/college/safeguarding Children with special educational needs are supported by the SENCo and a team of staff who have been trained in providing COVID-safe support The SMH Leadership team and the HR department monitor the working arrangements of staff and will offer support and advice where necessary and appropriate. Update: The HR Department have arranged for all Stonyhurst staff 6 months free access to 'Sage Employees Benefits', providing staff with 24 hour access to legal and financial advice, together with access to counselling and CBT. Staff are able to contact colleagues or managers for advice and support, or just for reassurance, during the normal working day and indeed outside of these hours if required A process is available for individuals to report concerns over breaches of the Stonyhurst safe working policy/guidelines so that intervention can occur Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, their line manager will discuss the situation with them and, where necessary, complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work Staff are made aware of sources of information that will assist staff wellbeing such as: <ul style="list-style-type: none"> Employee Wellbeing MIND web site and H&S COVID-19 web page The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available; the Education Support Partnership provides a free helpline for College staff and targeted support for mental health and wellbeing

Arrangements for the Monitoring of COVID-safe Procedures COVID-Safe Compliance will be a standing item on all College and SMH meetings	
Strategic Lead with overall responsibility	Cross campus: Mr John Browne (Stonyhurst Headmaster)
Operational Lead(s)	College: Dr Nicholas Grigsby (Deputy Head Co-Curricular) SMH: Mr Michael Gibson (Deputy Headmaster)
COVID-Safe Compliance Monitor	Cross campus: Mr Sam Moore (Health and Safety / Security Manager)
Individual responsibility to keep safe, protect each other and follow the COVID-safe arrangements in place across the Campus	Every member of the Stonyhurst Community

This general risk assessment will apply to SMH providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Stonyhurst St Mary's Hall (including Hodder House).

Name of Risk Assessor: *M. Gibson*

Signature of Risk Assessor:  Date: *3/10/2020*

ACTION PLAN Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed