



STONYHURST

STONYHURST COLLEGE RISK ASSESSMENT V. 19/08/20

College-Specific Risk Assessment Overview Document -Whole school re-opening September 2020

The Stonyhurst Risk Assessment full suite of documents includes:

- Risk Assessment Overview Document – College specific
- Risk Assessment Overview Document – SMH specific
- Individual detailed Departmental Risk Assessments
- BSA Covid-Safe Charter

STAY SAFE



STONYHURST

PROTECT EACH OTHER

KEEP THE VIRUS OUT

HAZARD IDENTIFICATION AND CONTROL MEASURES

Significant Hazard with potential to cause harm	Who might be harmed	Nature of the harm	Controls in place to mitigate risk
COVID-19 global Pandemic	Pupils, staff, visitors, parents, extended family members, contractors, other stakeholders	<ul style="list-style-type: none"> ▪ Covid-19 Infection at the College ▪ Serious illness including life threatening complications from the infection ▪ Further spread of the virus to other people 	<ul style="list-style-type: none"> • Adherence to Government Guidance for the Safe Opening of Schools Guidance for full opening: Schools • Implementation of control measures in line with advice from DfE; PHE; NHS; HSE; BSA; ISBA and other relevant bodies • Provision of Covid-safe environment as expressed within the BSA COVID-safe Charter https://bit.ly/BSACharter • Individual Departmental Risk Assessments carried out by <u>all</u> College Departments, including academic, pastoral and non-academic support services cross-campus. DRAs reviewed by the Health & Safety Manager and revised where necessary • 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 staff. Access to Stonyhurst Anywhere available during the Quarantine period to ensure continuity of education • 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 • 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 the College with enhanced cleaning rotas for high-use or higher-risk areas

			<ul style="list-style-type: none"> • Staff training prior to the start of Term in COVID-safe working to ensure complete awareness of the College Re-opening Strategy and adherence to implemented COVID-safe procedures • Pupil Induction procedure revised and clear guidance for pupils on how to stay COVID-safe provided by HOPs, Tutors and Teachers • Pupils and parents informed of required changes to routines and behaviour necessary to retain COVID-safe environment. Risk Assessment overview provided for parents via the website https://www.stonyhurst.ac.uk/
Clinically vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions catch the virus	Staff, pupils, visitors, parents, family / household members	<ul style="list-style-type: none"> ▪ Serious illness and risk of death ▪ Potential spread of infectious disease 	<ul style="list-style-type: none"> • The HR team have reviewed information on vulnerable staff and the relevant staff asked to confidentially update their medical information • HOPs have reviewed details of vulnerable pupils. Information updated where necessary • Staff members who are in the most at risk categories 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 risks to an acceptable level including, where possible, the need for any reasonable adjustments such as temporarily working from home if possible. If not possible, temporary deployment to a role where working at home is possible may be considered • 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 • 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 College. The College will work closely with parents of children who are extremely vulnerable to support a return to College, carrying out an individual risk assessment as necessary • The College 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 • 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. • 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

<p>Staff, pupils & household members displaying signs of COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Staff, parents and pupils made aware of the virus symptoms • Staff, other adults and pupils are instructed not to come into College 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 day pupils showing COVID-19 symptoms will be sent home, instructed to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19 • Protocols for Boarding pupils showing symptoms and/or testing positive in place as part of the Health Centre Infection control • 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 • Staff and parents have been instructed to inform the College and the Stonyhurst Health Centre immediately of the results of a test so that an assessment can be made of the potential impact on the College • 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 College 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 • 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. • 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
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<p>Staff, pupils & household members test positive for COVID-19</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<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 College when they do not have symptoms including; a high temperature, cough or loss of sense 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 the College – as identified by NHS Test and Trace) • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate • Based on advice received from the Health Protection team, the College 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) ➤ 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 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 then 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
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Outbreak of Covid-19 within the College	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, where an outbreak at the College 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 College if necessary, in line with routine public health outbreak control practice • Teachers will ensure accurate recording of attendance and details of classroom seating plans so that in the case of an outbreak information regarding attendance in lessons involving affected pupils can be passed on in order to assist in identifying specific children and adults within a specific class, year group or bubble who may need isolating. Should there be a need to isolate part, whole or a collection of year groups and bubbles then those day pupils who are 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. Pupils who have tested positive for COVID-19 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, '<i>Stonyhurst Anywhere</i>'
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 provided for staff to ensure they understand, and can enforce, the new routines. Inset sessions in August dedicated to COVID-safe training to enable staff to be able to support the pupils in understanding the new physical arrangements and the measures designed to maintain a COVID-safe school environment • Senior leaders within the College are engaged in on-going consultation with staff (including through employee representative groups) • Senior personnel available to offer support and advice to colleagues on revisions to working arrangements and staying safe at work • All new staff and volunteers provided with a campus induction and adequate information, instruction and training on health & safety and COVID-safe arrangements • Signage, posters and other instructions displayed to support implementation of COVID-safe measures across the Campus • Up to date information and guidance on how to manage the risks associated with COVID -19 available on https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

<p>Spread of Covid-19 during travel to and from College on dedicated transport</p>	<p>Staff, pupils, household members, members of the public</p>	<p>Potential spread of infectious disease Pupils stranded or missing</p>	<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 College 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 College Transport “partner”, Lakeland Coaches will ensure the same high standard of COVID-safe operating arrangements as Stonyhurst mini-buses • On the two 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
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<p>Spread of Covid-19 when pupils are arriving and departing the College</p>	<p>Staff, pupils, household members, members of the public</p>	<p>Potential spread of infectious disease Pupils stranded or missing</p>	<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 Headmaster and the document can be found at https://www.stonyhurst.ac.uk • During term time, parents/carers are requested not to enter the College unless absolutely necessary and by appointment only. When it is necessary for a parent/carer to enter the College building they will be instructed to abide by the visitor protocol and follow handwashing / sanitising and social distancing guidelines, wherever possible • Parents/carers will drop-off and pick up their children outside of the College building at the start and end of the school day.
<p>Transmission of Covid-19 through insufficient personal hygiene</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Good hand hygiene and the need to wash hands more frequently is promoted around College • Staff, pupils and visitors are instructed to wash hands when they arrive at College, 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 • Automatic Hand sanitiser 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 • Additional support and guidance provided as appropriate and necessary for pupils with complex educational and/or physical needs • Tissues will be provided in all classrooms and sufficient numbers of bins are in place for the safe and easy disposal of tissues. Hand sanitiser will also be provided
<p>Spread of COVID-19 virus via germs on surfaces and furniture within the building</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> • Detailed Domestic and Catering Departments campus-wide risk assessments provide details of COVID-safe arrangements in place across the campus • Additional handwashing facilities have been introduced in the form of mobile and wall fixed hand sanitising stations at key entry, exit and transit points throughout the College building • An enhanced cleaning schedule is in place which includes:

			<ul style="list-style-type: none"> ➤ More frequent cleaning of rooms/shared areas that are used by different groups ➤ 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, 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 • 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 • 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 with training at the beginning of term • 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 • All pupils, academic and pastoral staff have their own devices and therefore there should be minimum use of shared computers/keyboards • Classroom based resources 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 use. Where the level of cleaning required cannot be undertaken between classes, some items e.g. in Science, in line with CLEAPPS guidance, will be quarantined for 72 hours • Pupils are only allowed to bring essentials into College each day including bag, blazer, hats, coats, books, academic equipment and stationery and mobile phones • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development but unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development should be avoided where necessary • Waste bins emptied at least daily or more often as necessary and contents disposed of safely
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			<ul style="list-style-type: none"> • If an on-campus case of COVID-19 is suspected or confirmed, the College will follow the procedures set out in the Government guidance Cleaning in Non-Health Care Settings • 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 College'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
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"> • The Catering Department risk assessment is in place which provide details of arrangements of how pupils and staff will access food services in a COVID-safe way • For the academic and pastoral pupil experience, the College has applied the Government's principles and guidance of keeping groups separate (bubbles). Each Playroom has been designated a household bubble. Social distancing will be practiced as far as possible whilst, in parallel, also offering a broad and rich curriculum • 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. • The congregation of large groups of pupils will be minimised and where larger groups do come together, appropriate social distancing and hygiene measures will be implemented • Ventilation in boarding, teaching, recreational and dining areas will be reviewed and improved where practicably possible. • The times for the start of the school day remain the same for all pupils but arrangements will be in place for different groups to use different entrances. Initially each entrance will be supervised by a member of staff. Hand sanitisers will be available at each entrance • End of the day times remain the same. To allow for social distancing in the Refectory, Day pupils will not be allowed to stay for supper. Pupils who can, will be encouraged to leave immediately after lessons/activities. Those who leave on College Transport at 7pm will receive a packed supper • Timetabled lessons will be 55 minutes in length rather than an hour to allow for more time to move around the site. A one-way system will be in place where practicable • The period 3 Games sessions on Mondays, Tuesdays, Thursdays or Fridays will be removed with periods three and four used for a staggered lunch break with pupils going into lunch in Playroom groupings (bubbles). Pupils on lunch period 3, will have lessons period 4 and vice versa. There will be a half hour break in the morning after period 2 and in the afternoon after period 5 when pupils should return to Playrooms. There will be two Tutor slots one on Tuesday mornings at 8.35am and one on Friday mornings at 8.35am

			<ul style="list-style-type: none"> • Pupils can expect the full range of lessons as in any other school year. Desks will be positioned facing the front. Pupils should bring their own materials to lessons to avoid sharing equipment, including bringing their own lap-top to lessons • All lessons will be recorded to enable any pupils unable to join the session due to late return, isolation or illness the opportunity for uninterrupted learning • Whole school large gatherings such as assemblies or collective worship with more than one bubble group will not take place, instead, smaller Playroom bubble assemblies will take place on a regular basis. Weekly whole school Mass will involve just the one bubble being present in the Chapel at any one time with the other bubbles potentially watching in their playrooms/classrooms virtually via Teams live streaming • As far as possible pupils will be kept in their Playroom bubbles. Lunch, supper, lessons, boarding and social time in Playrooms will be focused on year group bubbles • The Games Programme will operate in line with guidelines stipulated by both the Government and the National Governing Body for individual sports. The Games Dept Risk Assessment addresses COVID-safe ways in which pupils can continue to enjoy physical activity • 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 • No competitive sport with other schools / teams are planned to take place at present • Contact sports will be avoided but this situation will be reviewed on a regular basis • 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
<p>Transmission of Covid-19 through airborne particles due to close proximity to others</p>			<ul style="list-style-type: none"> • College staff will maintain a 2metre distance from pupils as far as is reasonable, practicable and when circumstances and the physicality of the building allow • College staff will 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 • Where space allows, pupils will be encouraged to maintain a distance from each other and are encouraged not to touch staff and/or their peers • Classrooms have been adapted to support social distancing, where possible, including: <ul style="list-style-type: none"> ➢ Pupils seated side by side and facing forwards, rather than face to face or side on ➢ moving unnecessary furniture out of classrooms to make more space • Whenever possible, desks will be wiped down between changes of pupils by the teacher Hand sanitiser is provided in classrooms along with cleaning materials for teaching staff to use between lessons

			<ul style="list-style-type: none"> • As much as possible, fresh air will be increased within buildings by opening windows and doors frequently to encourage ventilation, whilst remaining mindful of any potential security or fire safety issues • 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
<p>Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.</p> <p><i>Further DfE guidance on Music will be published shortly</i></p>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • A full 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. • Whenever practical, singing and wind/brass instruments will be played in classrooms with good ventilation; windows will be opened to promote this.
<p>Transmission of Covid-19 in staff groups, work areas and common rooms</p>	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Whole staff Inset sessions will be delivered on-line • Whole College staff briefings will take place on Teams • Meetings with a small number of staff attending can be arranged “live” but in an appropriate room where staff can socially distance. Any members of staff who wish to wear face-coverings at those meetings can do so if they wish • The Common Room will not be used for large gatherings of staff • Dividing screens have been placed in-between work areas where necessary • Use of shared work areas is to be avoided. Where this is not possible work areas will be 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. Clear messaging to staff on this, regularly reinforced • Measures have been put in place to protect office staff when dealing with contractors, parents and visitors www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

Transmission of Covid-19 in staff rest areas	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • The number of staff allowed in the Shireburn Room (staff Common Room) at any one time will be limited to enable social distancing to be maintained between adults • Staff will be asked to queue for refreshments mindful of social distancing • The Shireburn Room furniture will be reconfigured to maintain social distancing and reduce face to face contact • Signage and floor markings in place to reinforce maintaining 2 metre distance where possible • 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 (other than those on duty in the Refectory) due to restrictions on capacity and necessary cleaning
Transmission of Covid-19 through airborne particles due to staff face-to-face meetings	Staff, pupils, visitors, contractors, household members	Potential spread of infectious disease	<ul style="list-style-type: none"> • Some meetings will be held outdoors, where possible, or alternatively, in well-ventilated or larger designated rooms – e.g. The Bayley Room, where social distancing can actively be encouraged between adults • 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 absolutely necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or 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 the following: <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
Failure to use appropriate Personal Protective Equipment (PPE) Incorrect use of PPE equipment	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 • Adequate stocks of PPE are in place, sourced from the normal College 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

			<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 .
Handling of emergency situations including accidents, security and evacuation during the COVID-19 pandemic	All campus 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 will do so where this is possible • The Fire Procedures have been revised to reflect the impact of COVID-19. Staff and pupils are made aware of changes to the procedures • First Aiders are aware of and follow the Government guidance for first responders • The Health Centre has reviewed and revised all First Aid, Medical and Infection Control policies. • The current policies relating to Fire, First Aid and Medical emergencies can be viewed at https://www.stonyhurst.ac.uk/stonyhurst-community/policies • 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 as normal. No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms • When administering first aid to an adult a face mask will be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask will 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
Lack of adequate First Aid trained staff due to cancellation of refresher courses during the Pandemic	Staff and Pupils	Lack of qualified staff to deal with First Aid situations	<ul style="list-style-type: none"> • Where staff First Aid qualifications have required renewal after the 16 March, the HSE has granted a 3 month extension to their validity. • The College 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.

<p>Reduced premises inspections, tests, servicing and maintenance</p>	<p>All building occupants</p>	<p>Accidents or incidents resulting from poorly maintained premises & plant</p>	<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 on request
<p>Transmission of Covid-19 through airborne particles from customers, visitors and contractors accessing the building</p>	<p>Staff, pupils, visitors, contractors, household members</p>	<p>Potential spread of infectious disease</p>	<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 • All external visitors into the school building must abide by the updated Stonyhurst Visitor Protocol and will be directed towards this upon arrival • Supply teachers, peripatetic teachers and/or other temporary staff are permitted to move between schools but 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 but mindful of social distancing and other relevant COVIS-safe measures including hand hygiene • All visitors will follow the Government's guidance and the College'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 have received training in procedures to be followed in respect of visitors and contractors • Office staff are aware of additional hygiene and social distancing rules required by contractors and visitors on arrival at the College • 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 must 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 the College) 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 College prior to entry • Contractors will be asked to keep the time spent on site to a minimum and will be asked to 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 the relevant College staff e.g. Contractors may be guided 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

			<ul style="list-style-type: none"> • A procedure is in place to wipe down deliveries with sanitiser on entering the College premises where possible • 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 “Stonyhurst Anywhere” • 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"> • The College has in place arrangements for continuity of education for all pupils based on the provision of “Stonyhurst Anywhere” • IT systems have been further developed and enhanced, including new interactive screens in classrooms, to ensure quality provision on-line should the College be forced to close due to COVID-19 • Day-pupil provision for the children of “key workers” would be provided where practicable • In the case of a national lockdown where international boarding pupils could not go home, “Boarding Bubbles” would be formed within the school
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 ‘Stonyhurst Anywhere’ 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
Stress and Anxiety of staff and pupils	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 Deputy 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

<p>Staff concerns on returning to work</p>			<ul style="list-style-type: none"> • Systems are in place to support pupils with any stress or anxiety issues, including an on-site College Counsellor, fully staffed Health Centre, a Chaplaincy team, Independent Listeners and access to external support where necessary • The College Safeguarding policy has been revised to reflect COVID-19 and is available to view on the College 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 College Leadership team and the HR department monitor the working arrangements of staff and will offer support and advice where necessary and appropriate • 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 College 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
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<p style="text-align: center;">Arrangements for the Monitoring of COVID-safe Procedures</p> <p style="text-align: center;">COVID-Safe Compliance will be a standing item on all College and SMH meetings</p>	
<p>Strategic Lead with overall responsibility</p>	<p>Cross campus: John Browne (Stonyhurst Headmaster)</p>
<p>Operational Lead(s)</p>	<p>College: Nicholas Grigsby (Deputy Head Co-Curricular) SMH: Michael Gibson (Deputy Head)</p>
<p>COVID-Safe Compliance Monitor</p>	<p>Cross campus: Sam Moore (Health and Safety / Security Manager)</p>
<p>Individual responsibility to keep safe, protect each other and follow the COVID-safe arrangements in place across the Campus</p>	<p>Every member of the Stonyhurst Community</p>

This general risk assessment overview will apply to the College providing that 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. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment at Stonyhurst College. A separate document has been prepared for Stonyhurst St. Mary's Hall and Hodder House

Signed: *John Browne*

Name: John Browne

Risk Assessor: *Nicholas Quinn*

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