

**Risk Assessment – Return to School in September 2020**

Date: August 2020

Risk/Harm	Safe/ Unsafe	Risk Analysis			Who is affected	Additional precautions/procedures needed to make safe
		Severity	Likelihood	Risk		
Pupil or staff member coming into school with Covid 19		3	3	9	Staff Pupils Family Members	<p>Quarantine available for pupils arriving from overseas</p> <p>All staff and pupils to be asked to confirm that they are free of symptoms and that nobody in their family has displayed symptoms in the last 14 days.</p> <p><i>We have provided a facility for pupils to be able to stay at half term rather than travelling home.</i></p> <p><i>After half term all parents will be asked to confirm if they have been abroad. We will also ask staff.</i></p>
Ensuring that the infection is not transmitted at school		3	3	9	Staff Pupils	<p>A new cleaning protocol is being put in place to focus enhanced cleaning on common infection vectors (door handles etc...). All staff to complete Educare training on infection control.</p> <p>All pupils and staff to receive briefings on the protocol of using hand wash after using biometric locks and handling external doors. Extra hand wash stations being installed across the campus.</p>



						<p>All pupils to receive briefings about handwashing routines. Extra handwashing facilities being provided at refectory.</p> <p>All pupils being asked to return to school with a reusable personal water bottle. Water fountains have been installed all around the school</p> <p>Staff will be reminded that windows should be opened over break and lunch time to help air the classrooms</p> <p>All staff and pupils being required to wear facemasks as they move around the school.</p>
Pupils passing infection amongst each other within normal school day.		3	3	9	Staff Pupils	<p>Pupils to be placed into year group bubbles. We have made the decision to group years 1&amp;2 and <del>L6th &amp; U6th together in two bubbles</del> as so much of their ordinary school life happens together. All normal school activities to take place within these bubbles.</p> <ul style="list-style-type: none"><li>• Pupils should sit facing in one direction (rather than group around tables)</li><li>• Pupils should be directed to bring their own equipment. Anything shared with a pupil will need to be thoroughly cleaned before use with a different bubble.</li><li>• Classwork using special equipment (eg: a science experiment) would need to be separately risk assessed to include the infection risk.</li><li>• Lunch times are being staggered to assist with complete separation of bubbles</li><li>• Teachers have been asked to monitor corridors and staircases at lesson changeover times. Pupils and staff instructed to avoid walking through Faber House and remaining outdoors instead.</li></ul>



						<ul style="list-style-type: none"><li>• Pupils only allowed in their own boarding house. Within each house they are only allowed to visit the rooms of people in their own bubble.</li><li>• Social spaces have been identified by year group bubbles to be able to meet.</li><li>• <del>Pupils able to wear face masks if they wish to do so.</del></li></ul> <p>We have decided to separate the Lower and Upper Sixth as far as possible to avoid the possibility of infection passing between the year groups and to help with contact tracing. This will involve:</p> <ul style="list-style-type: none"><li>• Separating these year groups for games (this could be the same session but working in a pod with their own year group)</li><li>• Asking that they sit at different tables for meals</li><li>• Use of boardingware to monitor who is in the common room and asking them to space themselves out around the room.</li></ul> <p>All pupils and staff are required to wear facemasks whilst moving around the school.</p>
Cross infection between staff and pupils; staff passing infection between each other.		3	3	9	Staff Pupils	<ul style="list-style-type: none"><li>• Staff should be conscious that they do not form part of the pupil bubble and should aim to preserve social distancing. Teachers should normally remain at the front of class and should refrain from any undue passing of materials between them and the pupils.</li><li>• Staff and pupils will be provided with separate dining facilities for lunch. Staff who are eating breakfast or supper should look to preserve social distancing from pupils. Holroyd House staff wearing face shields when serving staff and pupils.</li></ul>



						<ul style="list-style-type: none"><li>• Staff should avoid prolonged (15 min) contact with other staff. If this is not possible then social distancing measures need to be employed.</li><li>• The weekly staff briefing will be electronic and so staff are free to chose if they wish to use the common room. There will also be clear instructions regarding hygienic use of the coffee machine etc...</li><li>• Staff are able to wear face masks if they wish to do so</li><li>• Staff will be asked to leave a spare chair/space between each other in the common room and ref.</li><li>• Assemblies have become remote (via Teams)</li><li>• Vespers and Mass will continue for year group bubbles but we will ensure that bubbles are clearly separated (including the sacristans and choir)</li><li>• Support staff are grouped into bubbles for work and when eating in the ref (which is at a separate time from pupils).</li><li>• The Faber building is closed to pupils to maintain distance between pupils and support staff.</li><li>• Principal school offices have clear markings in place to maintain social distancing within the room.</li></ul>
Infection as a result of the games or activities programme		3	2	6	Staff Pupils	<p>Each individual activity will need to be risk assessed to ensure that the risk of cross infection is minimised. Some control factors are:</p> <ul style="list-style-type: none"><li>• Being outside radically reduces the infection risk</li><li>• Contact sports are still prohibited</li><li>• Avoiding sharing of equipment. Any equipment that is shared would need to be thoroughly disinfected before use with a different bubble.</li></ul> <p>Heads of individual sports and activities are maintaining close contact with national governing bodies for guidance.</p>



						We feel it is unlikely that inter-school matches will resume until after Christmas and so we will focus on inter-house competitions.
Visitors bringing infection onto the school site		3	3	9	Staff Pupils Visitors	<p>We have improved our reception layout to mitigate against the risk of infection to those public facing staff. Visitors will need to check in at reception, sign a declaration about them and their household being symptom free and have their temperature taken.</p> <p>Upon leaving the site, visitors need to check out of reception and leave a record of anyone they have had prolonged contact with (this will potentially be used to inform Track and Trace).</p> <p>The Registrar will need to review the process for prospective parent visits to minimise the risk of infection.</p> <p>All post and parcel deliveries are being diverted to the Estates Office.</p> <p><del>Sports centre public opening times are clearly separated from pupil time. Public use a different entrance which is locked during pupil use. All members of the public must wear masks when entering and leaving the sports centre. No changing facilities are available. Sports centre reception staff are wearing face masks.</del> The sports centre will be closed to the public from 5<sup>th</sup> November.</p> <p>Any staff bringing visitors onto site should give one week notice of this to the Leadership Team. This will enable us to assess any risk.</p>



Use of minibuses leading to infection		3	3	9	Staff Pupils	All minibuses to be thoroughly cleaned after each use by a given bubble.  Pupils and staff to wear facemasks whilst on minibuses
Psychological strain caused by Covid measures		3	2	6	Staff Pupils Families	PSHE course to include topics on coping with anxiety and objective data about Covid risks.  House teams and school counsellor well prepared to deal with specific cases  Assemblies used to explain why certain actions are being taken and to brief pupils objectively about the virus  Prompt action taken regarding any bullying linked to Covid  Full explanation to staff of what measures are being taken and why. Staff encouraged to come and speak to designated people about any concerns they may have (including sharing concerns about vulnerable family members).
Dealing with an infected case		3	3	9	Staff Pupils	Health Centre has policy in place ready to deal with this. In brief the approach will be: <ul style="list-style-type: none"><li>• Member of staff alerts the Health Centre that somebody with suspected Covid is on their way.</li><li>• Escort and patient put on PPE</li><li>• Patient is taken to isolation room in HC</li><li>• Test is arranged. If positive the person would have to isolate for 10 days. If negative then they can return to school.</li><li>• If the patient tests positive then anyone who has been in regular contact with the person would need to go home (staff and day pupils) or isolate (boarder) and arrange for test. If positive they would need to isolate for 10 days. If negative they need to isolate for 14 days.</li></ul>



						<ul style="list-style-type: none"><li>• PHE informed.</li></ul>
An outbreak of infections		3	3	9	Staff Pupils Families	<p>1 isolate the pupils/ members of staff for assessment and prevention of viral spread. This will involve identifying members of the bubble who have been in direct and close contact with the infected person for a period of 15 mins or more.</p> <p>2 inform SLT/ Parents</p> <p>2a parents may want the guardians to care for them if they are able to.</p> <p>3 Inform PHE</p> <p>4 arrange testing</p> <p>5 positive test results quarantine in Faber in isolation 14 days from onset of symptoms</p> <p>6 Arrange meals to be delivered and curriculum depending on how ill the pupil is. Arrange timed use of washing facilities with deep cleaning taking place between use if using shared bathrooms.</p> <p>7 support the emotional and physical needs of the pupils</p> <p>8 update parents/SLT regularly whilst working to PHE advice.</p>