

# PANGBOURNE

<b>Department</b>	College Covid 19 RA	<b>Activity / Location</b>	Whole college
<b>Assessor's Name</b>	Andy Crossley	<b>Assessment Date</b>	7th December 2020
<b>Assessor's Signature</b>	Andy Crossley	<b>Review Date</b>	ongoing

<b>HAZARD</b>	<b>WHO MIGHT BE HARMED</b>	<b>PRECAUTIONS TAKEN</b>	<b>FURTHER PRECAUTIONS NEEDED</b>	<b>Action by whom</b>
Coronavirus - spread of infection (General)	Students , HoMs and AHoMs, all employees and visitors.	<p>Consideration of the latest government guidance document <a href="#">Coronavirus (COVID-19): Guidance for full opening: schools</a> and additional guidance <a href="#">Education and childcare settings: New National Restrictions from 5 November 2020</a></p> <p>Breaks and lunchtimes will be supervised to ensure social distancing rules are observed.</p> <p>Parents with a positive test for Covid-19 in their household or returning from a country not on the UK government travel corridor list to complete <a href="#">questionnaire</a> confirming the health of their children before their arrival onsite.</p> <p>Staff to undertake <a href="#">iHASCO training</a></p>	<p>Staff accessing and egressing other buildings are to ensure the doors are locked behind them.</p> <p>Consideration of the latest government guidance document <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a></p> <p>Create a policy following the <a href="#">stay at home guidance</a> explaining what to do if someone has, or is suspected of having Covid 19 symptoms.</p> <p><a href="#">Self-isolation Policy</a></p> <p>The <a href="#">School Covid-19 map</a> provides a guidance on COVID-19 rate around the College to assist in</p>	AMC

		<p>courses:</p> <ol style="list-style-type: none"> <li>1. Returning to work (During/After COVID 19)</li> <li>2. Infection Prevention &amp; Control</li> </ol> <p>School to take note and act as necessary on the guidance on <a href="#">Local COVID alert levels</a></p>	<p>planning our response to a potential COVID-19 outbreak.</p> <p>Consideration of the college <a href="#">Coronavirus Travel Policy</a>.</p>	
Coronavirus - spread of infection through the use of shared equipment	Students , HoMs and AHoMs, all employees and visitors.	Providing alcohol hand rubs in handwashing areas. Students use the same desk wherever possible. Desks and chairs disinfected between classes.	Where possible equipment should not be shared (unless it can be fully sanitised first). Disinfectant and paper towels to be available for each teacher to clean their workstation prior to and after use.	SMT IS
Coronavirus - spread of infection during travel to college/work.	Students , HoMs and AHoMs, all employees and visitors.	Latest government guidance on <a href="#">Coronavirus (COVID-19): Guidance for full opening: schools</a> and <a href="#">Social distancing</a> .	When travelling to college use masks and gloves for students/employees using public transport (during the journey ). Encourage students/employees to walk or cycle to work. Identify and provide extra <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a> bike storage.	AMC SMT

<p>Coronavirus - spread of infection through touch</p>	<p>Students , HoMs and AHoMs, all employees and visitors.</p>	<p>Latest government guidance on <a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> and <a href="#">(COVID-19): Guidance for full opening: schools</a>          Providing hand sanitisers. Disinfectant and paper towels to be available for each teacher to clean their workstation prior to and after use.          All building/classroom surfaces, including chairs, and door handles to be disinfected and bins emptied each evening and lunchtime.</p>	<p>Create a <a href="#">Hygiene Policy</a>, to include instructions on handwashing and the requirements for sanitising equipment, surfaces, controls, hand tools and machinery.  <a href="#">Handwashing policy</a></p> <p>Desks and chairs disinfected between classes.</p>	<p>AMC IS SMT</p> <p>SMT</p>
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<p>Coronavirus - spread of infection through proximity</p>	<p>Students , HoMs and AHoMs, all employees and visitors.</p>	<p>Latest government guidance on <a href="#">Coronavirus (COVID-19): Guidance for full opening: schools</a> and <a href="#">Social distancing</a>. Areas used for queueing prior to entry into college buildings to be marked with keep your distance signage. Room layouts organised to ensure there is the currently recommended social distance between students and HoMs and AHoMs desks. The maximum number of students in each classroom space is limited by the safe social distance layout incorporated. The direction of travel safe walking routes in buildings/classrooms indicated by arrows/signs on the floors and walls.</p>	<p>The use of safe walking routes. Ensure adequate spacing (or screens) between desks/workstations. Hold meetings remotely. Masks, visors and gloves to be made available for HoMs and AHoMs. Where social distancing cannot be maintained, wearing of face coverings as per <a href="#">government guidance</a> is mandated. In addition face coverings will need to be worn by all pupils and staff when moving around within buildings, except when in classrooms or offices as per <a href="#">Education and childcare settings: New National Restrictions from 5 November 2020</a> Social distancing to be observed during fire drill. Breaks and lunchtimes will be supervised to ensure social distancing rules are observed.</p>	<p>AMC IS SMT</p>
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<p>Coronavirus - spread of infection through proximity in food areas.</p>	<p>Students , HoMs and AHoMs, all employees and visitors.</p>	<p>Social distancing to be observed.  Staff to undertake <a href="#">iHASCO training</a> course: Food Safety &amp; Hygiene (Level 1)  Social distancing to be observed.  Enhanced hand hygiene, and Catch it, Bin it, Kill it techniques emphasised and employed.  Staff (apart for those on duty) to order packed lunches and eat them away from the dining hall.</p>	<p>Holroyd Howe operating kitchens during lockdown to advise on food <a href="#">provision</a>. Limit the number of people using the kitchen/dining hall at the same time.  employees can bring their own packed lunches that cannot be consumed in the dining hall.  Each group has a dedicated signed area outside.</p>	<p>SMT  Bursar  Catering manager</p>
<p>Fire</p>	<p>Staff and Students</p>	<p>Alarms tested, and regular fire drills take place.  All fire exits and escape routes properly signed and kept clear.  Staff aware of policy and guidance notes  Reading Extinguisher Service (RES) examine, check, replace and repair all fire fighting equipment as required, records kept with the Domestic Bursar.  PAT testing of all electrical equipment, records kept by the Domestic bursar.</p>	<p>Good housekeeping (rubbish removed regularly)  Classrooms arranged in such a way not to delay any evacuation  No student bags in gangways  No overloading of sockets.</p> <p>All Staff to undertake <a href="#">iHASCO training</a> course: Fire Awareness in Education</p> <p>All Boarding house staff to undertake <a href="#">iHASCO training</a> course: Fire Warden (Education)</p> <p>Adjusting our provision in line</p>	<p>IS  Teaching staff  AMC</p>

			with the NFCC National Fire Chiefs Council <a href="#">COVID 19 Protection Advice to Businesses</a>	
Slips, trips and falls	Students , HoMs and AHoMs, all employees and visitors.	Supervision Carpet maintained in good order Cables tucked away or taped down Good housekeeping (rubbish removed regularly) Staff to undertake <a href="#">iHASCO training</a> course: Slips, Trips and Falls	Rips, tears and holes taped over and reported. Chairs tucked under desks when not in use. Bags to be placed under desks. Visual check of students using laptop cables to ensure they are tucked away. When floor sockets are in use, tables are to be placed above the sockets to negate the issues caused by trailing cables and the trap door	HoD IS

			lid being left up to accommodate larger plugs.	
Falls from height, step ladders and ladders	HoMs and AHoMs, all employees.	All steps, step ladders and ladders to be placed on a solid flat surface. Visual inspection of equipment to be completed before any task started. Staff to undertake <a href="#">iHASCO training</a> course: Slips, Trips and Falls	At least two members of staff to be present when steps, step ladders and ladders are used. Footwear appropriate for the task to be worn	HoD
Injury whilst lone working	HoMs and AHoMs and all employees	Consider working in pairs. Carry an appropriate means of contact (mobile phone). Ensure someone knows where you are (book in and out with your line manager or reception).	Tell someone if you alter your plans. report problems/incidents that occur when working alone. Stop the practice of working alone if the risks become to great	

Electrocution and electrical hazards	Students, HoMs and AHoMs, all employees and visitors.	PAT testing of all electrical equipment, records kept by the domestic bursar. Cables tucked away behind or under furniture, plugs not easily accessible. No overloading of sockets.	New equipment needs to be placed on the PAT testing register. Electrical equipment's air vents to be kept free from obstruction. More power points needed.	
Security	HoMs and aHoMs and all employees and visitors.	Windows and doors are closed when the Boarding House is unattended, and classroom doors locked. Alarms set and building doors locked at the end of each evening	Last to leave the building double check.	HoDs
Manual Handling	Students Staff Contractors	Use correct lifting techniques Furniture should be moved individually; tables by a minimum of two people. Staff to undertake <a href="#">iHASCO training</a> course: Manual Handling	Reduce the weight by making more trips. Use a trolley for moving heavier items. Don't overstretch getting things from high shelves or cupboards. Use a kickstep for reaching higher shelves.	
Inadequate Risk Assessment	Students and Staff	Review all relevant and current risk assessments adapted from the latest government guidance documents as necessary and to take account of changing circumstances and considering KCSIE and NMS.	Make any adjustments to policies and procedures to make them relevant to the new situation	SMT Bursar Senior Nurse

		<p>Write and share this specific RA.</p> <p>Regular meetings with all relevant parties and shared reviews of protocols.</p> <p>Attended webinars, disseminating circulars and information from all relevant sources e.g. Govt. HMC, BSA, other boarding establishments.</p>		Signed off by HM
Staffing	Students and staff	<p>Always ensure appropriate staffing levels for each section of the programme.</p> <p>Ensure that there is suitable medical/ first aid cover, a safeguarding lead and suitable catering and cleaning staff available to work before reopening. This included ‘un-furloughing’ all necessary staff.</p> <p>Consider the needs of any resident staff and their families, and ensure they understand and abide by any restrictions.</p>	<p>Make appropriate adjustments for any staff unable to work e.g illness – reserve cover duty staff agreed</p> <p>Ensure proper briefing and training for any staff assuming different responsibilities</p> <p>Consider staffing levels if not all students arrive. E.g. Can we alter duty rotas if needed?</p> <p>Review and then link to the visitor policy. Give a full briefing to staff who do not operate in “pupil-facing” parts of the college, so they understand the situation.</p>	<p>HoMs &amp; AHoMs IS</p> <p>SMT Senior Nurse</p>

<p>Facilities and the cleaning of bathrooms and kitchens</p>	<p>Students and staff</p>	<p>Conduct a deep-clean of all boarding indoor environments, including working rooms, communal areas, bedrooms, kitchens and bathrooms etc.</p> <p>Remove into storage any furniture not required, to ensure greater space</p> <p>Designate use of social spaces to ensure hygienic operation</p> <p>Transition managed between main college and return to boarding</p> <p>Take out of use any areas not required and remove any furniture from use which impedes flow or social distancing requirements.</p>	<p>Encourage boarders and staff to report any areas or practices they consider unsafe under current restrictions.</p> <p>Agree and implement any necessary changes to laundry procedures. Daily washing.</p> <p>Agree and implement enhanced variations to cleaning frequency or procedures</p>	<p>AMC IS Raf and estates team</p>
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Catering including management of our Incidentals	Students and staff	<p>Effective and safe use of the dining hall/old library agreed and plans put in place e.g. timings, numbers, toilets, hand washing etc.</p> <p>Ensure staff have sufficient time for appropriate cleaning procedures before duty resumes</p> <p>Decide on kitchen safety protocols to ensure social distancing requirements as appropriate depending on</p> <p>Adapt dining hall layout as appropriate, including flow, rearranged seating, floor markings etc.</p> <p>Deep clean boarding house kitchens and plan for appropriate use by boarders</p>	<p>Conduct food stock check to identify out of date items</p> <p>Liaise with Catering Manager to ensure appropriate stock order levels to cater for any new college numbers and arrangements</p> <p>Include any take-away or delivery plans included in sensible and obvious risk management</p>	Catering manager AMC IS Raf and estates team
Testing	Students and staff	<p>Decide on any regular testing procedures and advise students and parents accordingly. Support Covid-19 testing wherever possible</p> <p>Engage with the <a href="#">NHS Test and Trace</a></p>	<p>Ensure that staff do not work (or have contact with students) if they have symptoms, have tested positive or have been in contact (within the last 14 days) with anyone who has tested positive.</p>	Bursar Senior Nurse Admissions & Marketing

		protocol.	Provide a suitable isolation area to care for students who show symptoms and/or test positive	
Medical & wellbeing Social Distancing	Students and staff	<p>Evaluate and adapt any medical procedures to ensure compliance with the recommendations of public health bodies</p> <p><a href="#">Safeguarding policy</a> updated and all staff briefed on changes</p> <p>Ensure staff and students are fully informed of any changes or improvements to safeguarding and welfare staffing and procedures</p> <p>Ensure students considered to be vulnerable are fully supported additional well-being procedures.</p> <p>Train staff in the safe management of boarding houses under new guidance and college procedures and in Covid-19 nursing for appropriate staff</p>	<p>Consider the needs of any students and staff with underlying health issues or compromised immunity, and students with family members being shielded. Consider PPE requirements for any staff undertaking medical care or other healthcare tasks</p> <p>Engage with the <a href="#">NHS Test and Trace</a> protocol.</p> <p>Evaluate cleaning arrangements within the medical centre and adjust as necessary</p> <p>Evaluate and adapt any current procedures for dealing with cleaning up bodily fluids, and advise boarding and other staff of</p>	<p>SMT Senior Nurse IS Senior HoM</p>

			<p>the changes</p> <p>Draw up detailed arrangements for the management of any suspected or confirmed cases in college and communicate with parents and students so they know what would happen</p> <p>Consideration of the latest government guidance document <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a></p> <p>Check for any changes to local GP and hospital opening hours and arrangements</p>	
Need for isolation in case of illness including Covid symptoms	Students and staff	<p>A specific isolation facility is to be identified.</p> <p>If a student becomes unwell with symptoms of coronavirus and needs care until they can return home, go to hospital. A fluid resistant surgical face mask should be worn by the supervising adult if a distance of 1 metre cannot be</p>	<p>If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid resistant surgical mask is to be worn by the supervising adult. Eye protection is to be worn if there is a risk of splashing to the eyes from coughing, spitting or vomiting.</p>	Bursar Senior Nurse IS

		<p>maintained. Consideration of the latest government guidance document <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a></p>	<p>Gloves, masks, eye protection, disposable aprons and thermometers are made available.</p>	
Communication	Students and staff	<p>Contact each student and their family, through their guardian if appropriate, to explain arrangements and answer any questions</p> <p>Confirm the arrangements for collecting the student from the point of arrival in the country, transport to college and quarantine procedures (if necessary). Provide each student and parent with a letter on college-headed paper confirming those arrangements in line with sponsor requirements.</p> <p>Ensure clear communication with parents, carers and students. Maintain communication with those boarders unable to return to college</p> <p>Display clear notices regarding</p>	<p>Updates sent to all boarders, including UK boarders</p> <p>Provide students and parents with emergency contact details which includes a 24hr out-of-hours service while any students are travelling.</p> <p>Keep boarder's informed of the nature of the worldwide emergency as appropriate and be sensitive to any incidents within their home countries</p> <p>Communicate all changing and ongoing plans e.g. October half-term, flexible boarding changes, arrangements</p> <p>Communicate to all students</p>	<p>SMT Bursar, Admissions &amp; Marketing HoMs &amp; AHoMs</p>

		<p>expectations <a href="#">Rewards and Sanctions Policy</a> but also ensure some positive content</p> <p>Inform boarder's of any issues – positive and negative – which have affected the college community since they were last in college</p>	<p>expectations <a href="#">Behaviour Policy</a>.</p>	
Activities & trips	Students and staff	<p>Agree and communicate our plans for activities and the provision of boarding during weekends, exeats and October half-term holiday.</p> <p>Agree safe leisure activities with boarders and explain those which do not comply with current restrictions.</p> <p>Designate appropriate recreation areas (inside and outside) for use by boarders. Decide upon appropriate levels of occupancy of each area</p>	<p>Ensure appropriate checks and testing of any areas which require them, such as pools, courts, sports halls, ranges etc.</p> <p>Abide by the individual activity risk assessment</p> <p>Ensure safe operation of any extra activities</p>	SMT HoMs & AHoMs AMC

<p>Upon arrival at college</p>	<p>Students and staff</p>	<p>Ensure all changes to routines and all new safety arrangements, which have been previously notified in writing, are fully explained to students <a href="#">Personal Safety Code of Conduct</a> , with full induction for any students new to the college</p> <p>Encourage the students to contact home shortly after arrival</p> <p>Explain the new fire evacuation procedures (the impact of social distancing) and conduct a drill soon after arrival</p> <p>Ensure all students have an opportunity to discuss their fears, worries and concerns with a trusted adult</p> <p>Require appropriate social distancing in all areas of college</p> <p>Guarantee availability of soap and disposable paper towels in all washing areas</p> <p>Require regular hand washing by students and staff</p>	<p>All staff to undertake <a href="#">iHASCO training</a> course: Fire Awareness in Education</p> <p>All Boarding house staff to undertake <a href="#">iHASCO training</a> course: Fire Warden (Education)</p> <p>Adjusting our provision in line with the NFCC National Fire Chiefs Council <a href="#">COVID 19 Protection Advice to Businesses</a></p> <p>Provide students and staff with the opportunity to raise any concerns</p> <p>Ensure laundry procedures are clear and safe for staff and students</p> <p>Ensure equipment is not shared between students, other than when appropriate cleaning has taken place</p> <p>Allocate appropriate recreation areas (inside and outside) for use</p>	<p>HoMs &amp; AHoMs, Boarding staff, AMC</p>
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		<p>Provide hand sanitiser stations at key points in the house and around the campus</p> <p>Provide students and staff with the opportunity to raise any concerns</p> <p>Ensure laundry procedures are clear and safe for staff and students</p> <p>Ensure appropriate PPE for any staff performing roles which will require it</p> <p>Consider and sign the flow of students within the house</p> <p>Implement enhanced daily cleaning procedures in the boarding houses and college and ensure all relevant staff have appropriate PPE</p>	<p>by designated boarders and ensure they are aware of any new procedures and safe occupancy levels</p> <p>Be very clear that any bullying related to the pandemic <a href="#">Anti-Bullying Policy</a> will not be tolerated</p> <p>Allow students and staff to wear masks or face coverings (other than for activities where this is not advised)</p>	
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		<p>Display clear notices explaining new procedures</p> <p>Ensure safe occupancy levels of all facilities and areas, including classrooms, dining rooms, meeting rooms, bedrooms and bathrooms</p>	<p>Explain clearly any measures required when students are allowed to leave site</p>	<p>HoMs &amp; AHoMs, IS</p>
Other Behavioural issues–	Students and staff	<p>Explain the procedures <a href="#">Rewards and Sanctions Policy</a> for accidental or deliberate infringement of social distancing requirements <a href="#">Behaviour Policy</a> and any Covid related bullying (including online) <a href="#">Anti-Bullying Policy</a>.</p>	<p>Communicate the appropriate measures for students leaving the site and communicate with local stakeholders as appropriate.</p>	