



STONYHURST

## STONYHURST COLLEGE RISK ASSESSMENT

College-Specific Risk Assessment Overview Document - **UPDATE Version 4:**

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 – **Version 2 UPDATES HIGHLIGHTED IN YELLOW 15/10/20**

**Version 3 UPDATES HIGHLIGHTED IN GREEN 02/11/20**

**Version 4 UPDATES IN TURQUOISE 09/12/20**

| Significant Hazard with potential to cause harm | Who might be harmed   | Nature of the harm  | Controls in place to mitigate risk  |
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| <p><b>COVID-19 global Pandemic</b></p>          | <p>Pupils, staff, visitors, parents, extended family members, contractors, other stakeholders</p> | <ul style="list-style-type: none"> <li>▪ Covid-19 Infection at the College</li> <li>▪ Serious illness including life threatening complications from the infection</li> <li>▪ Further spread of the virus to other people</li> </ul> | <ul style="list-style-type: none"> <li>• Adherence to Government Guidance for the Safe Opening of Schools <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• Constant monitoring of Government Legislation and Guidance including that published in respect of the National Lockdown and the latest Government guidance for schools updated 3<sup>rd</sup> December <a href="https://www.gov.uk/guidance/guidance-for-schools-coronavirus-covid-19">Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a>. Mindful also of the Government's recently published Winter Plan updated 2<sup>nd</sup> December <a href="https://www.gov.uk/government/publications/winter-plan-2020/winter-plan-2020">COVID-19 Winter Plan - GOV.UK (www.gov.uk)</a></li> <li>• Implementation of control measures in line with advice from DfE; PHE; NHS; HSE; BSA; ISBA and other relevant bodies</li> <li>• Provision of Covid-safe environment as expressed within the BSA COVID-safe Charter <a href="https://www.boarding.org.uk/userfiles/bsa/pdf/Advice%20and%20Guidance/82902%20BSA%20COVID%20V2.pdf">https://www.boarding.org.uk/userfiles/bsa/pdf/Advice%20and%20Guidance/82902%20BSA%20COVID%20V2.pdf</a></li> <li>• 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 &amp; Safety Manager and revised where necessary</li> <li>• All departments contacted by the Health &amp; Safety Manager to conduct a review of their existing procedures and Risk Assessment to evaluate the effectiveness of the Covid-safe measures they have introduced</li> <li>• Quarantine facilities made available in August/September 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</li> <li>• Residential Covid-secure facilities made available to overseas boarders during the half term fortnight, based on a pre-booked basis in designated Boarding houses</li> <li>• School transport compliant with Government guidance requirements on public transport including the compulsory wearing of masks for adults and children aged over 11</li> <li>• Revised pupil arrivals procedures in place for the start of term</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"> <li>• Parental drop-offs and pick-up procedures revised to reflect COVID-safe procedures</li> <li>• The School Safeguarding Policy amended to take account of COVID-19<br/><a href="https://www.stonyhurst.ac.uk/prospective-pupils-and-parents/stonyhurst-anywhere-virtual-learning/college/safeguarding">https://www.stonyhurst.ac.uk/prospective-pupils-and-parents/stonyhurst-anywhere-virtual-learning/college/safeguarding</a></li> <li>• Boarding and Day-pupil routines reviewed and revised as necessary</li> <li>• COVID-safe procedures in classrooms including social distancing, ventilation awareness, provision of hand sanitiser and the availability of antibacterial cleaning materials</li> <li>• Masks have been purchased to enable immediate response to any Government guidance changes in respect of face-coverings in schools</li> <li>• From the 17<sup>th</sup> September the wearing of face-coverings whilst passing through shared indoor or enclosed areas of the campus such as corridors, hallways or staircases became a school rule for staff and pupils <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• Professionally staffed Health Centre on campus with clear COVID-19 procedures in place</li> <li>• COVID-safe Catering provision in line with relevant guidance and supported by extensive departmental risk assessment</li> <li>• Appropriate signage clearly visible throughout the Stonyhurst campus with One-way systems in place where appropriate</li> <li>• Deep cleaning procedures in place throughout the College with enhanced cleaning rotas for high-use or higher-risk areas</li> <li>• 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</li> <li>• Pupil Induction procedure revised and clear guidance for pupils on how to stay COVID-safe provided by HOPs, Tutors and Teachers</li> <li>• During September, the Headmaster addressed all Playroom Assemblies on Covid-safe behaviour. HOPs continue to reinforce the important Covid-safe messages</li> <li>• 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 <a href="https://www.stonyhurst.ac.uk/">https://www.stonyhurst.ac.uk/</a></li> <li>• Headmaster's letter to parents 14/09/20 indicating the procedure in respect of Health Centre Staff examining children who are symptomatic and the ensuing procedural steps and communication process to be followed with parents/guardians</li> <li>• A reviewed and updated Risk Assessment will be uploaded to the Website on 15<sup>th</sup> October</li> <li>• The College continues to follow updated Government Guidance and guidance from all other relevant bodies</li> <li>• An interim report on the impact of the College Risk Assessment in the first half of the Christmas term has been completed and its recommendations will be considered by the College Executive</li> </ul> |
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|  |   |   | <ul style="list-style-type: none"> <li>• Following the Government announcement on 31 October, the College will be mindful of all the new regulations and guidance in relation to the new National Lockdown in England <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november">https://www.gov.uk/guidance/new-national-restrictions-from-5-november</a></li> <li>• As an international boarding school, the College will also be mindful of differences in regulations between the four nations of the UK and also of any travel restrictions and/or quarantine legislation/guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</a></li> <li>• Following the ending of the National Lockdown, the College will adhere to the local Tier 3 restrictions now in force within Lancashire, to be reviewed on 16<sup>th</sup> December <a href="#">Lancashire moves to Tier 3 coronavirus alert level - Lancashire County Council</a></li> <li>• A Christmas term Cross Campus Risk Assessment Impact Report has been prepared for the College Executive and the Governing Board meeting 4<sup>th</sup> December</li> <li>• The school will continue to monitor the Government regulations and guidance over the Christmas break and will be alert to the potential for any enhanced restrictions in the early new year, should there be a local or national spike following the relaxation of restrictions over Christmas <a href="#">Guidance for the Christmas period - GOV.UK (www.gov.uk)</a></li> </ul>  |
| <p><b>Clinically vulnerable &amp; extremely vulnerable staff or pupils with pre-existing health conditions catch the virus</b></p> | <p>Staff, pupils, visitors, parents, family / household members</p> | <ul style="list-style-type: none"> <li>▪ Serious illness and risk of death</li> <li>▪ Potential spread of infectious disease</li> </ul> | <ul style="list-style-type: none"> <li>• The HR team have reviewed information on vulnerable staff and the relevant staff asked to confidentially update their medical information</li> <li>• HOPs have reviewed details of vulnerable pupils. Information updated where necessary</li> <li>• 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 would be considered if practicable, if this is not feasible, temporary deployment to a role where working at home is possible may be considered</li> <li>• Appropriate protective equipment has been provided for colleagues who require it. Visors have been made available to staff on request</li> <li>• <a href="#">Additional supplies of disposable face coverings have been purchased and made available for distribution at key points around the school from the 24<sup>th</sup> November</a></li> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. 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</li> <li>• 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</li> </ul> |

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|   |   |  | <ul style="list-style-type: none"> <li>• 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</li> <li>• The College has applied the measures set out in the government <a href="#">Guidance for full opening: Schools</a> 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</li> <li>• Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</li> <li>• All clinically extremely vulnerable staff have completed an Individual Risk assessment through the HR department</li> <li>• The HR Department have in place <a href="#">confidential</a> tracking documents for Covid Testing and Self-isolation Data. Additional fields have been added to further enhance the scope of information on the spreadsheet. A similar <a href="#">confidential</a> document is maintained for pupils by the Health Centre</li> <li>• The Government announcement on 12/10/20 of a Tiered system of measures to reduce infection rates did not re-introduce shielding but the College will be alert to any changes in Govt or other relevant body guidance. The following link provides the latest Government Guidance <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/</a></li> <li>• With effect from the 5<sup>th</sup> November, initially until 2<sup>nd</sup> December, England will enter a second national lockdown but schools and universities will remain open. The Govt is currently offering the following advice for those designated “clinically extremely vulnerable” <i>“Over this period, we are advising the CEV to work from home. If you cannot work from home, you are advised not to go to work”</i> Further updated guidance will be provided by the Govt for vulnerable staff on 2<sup>nd</sup> November. The College will work with the relevant staff to ensure compliance with all guidelines. The College will also address any matters relating to CV and CEV pupils</li> <li>• The College will be mindful of the latest information (2<sup>nd</sup> December) relating to those who are CEV. <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable</a></li> <li>• <a href="#">Tier 3: Very High alert - GOV.UK (www.gov.uk)</a> provides further information on the restrictions and government guidance now Stonyhurst, as part of Lancashire, is subject to Tier 3 restrictions</li> </ul> |
| <b>Staff, pupils &amp; household members displaying signs of COVID-19</b> | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• Staff, parents and pupils made aware of the <a href="#">virus symptoms</a></li> <li>• Protocols for the unwell boarder and unwell day pupil are part of the Health Centre Infection control policies and were sent to parents/guardians on the 14/09/20 by the Headmaster</li> </ul>   |

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|  |  |  | <ul style="list-style-type: none"> <li>• Staff, other adults and pupils are instructed not to come into College if they or members of their household have <a href="#">coronavirus (COVID-19) symptoms</a>, in-line with the <a href="#">guidance for households with possible coronavirus infection</a></li> <li>• Staff or day pupils showing COVID-19 symptoms will be sent home to self-isolate and instructed to <a href="#">arrange a test</a> to see if they have COVID-19</li> <li>• 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</li> <li>• Staff and parents are advised that other members of their household (including any siblings) should self-isolate while awaiting the test results of the symptomatic individual. Should anyone in their household become symptomatic during self-isolation they would be required to arrange a test</li> <li>• 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</li> <li>• 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 symptoms themselves or are advised to do so by NHS Test &amp; Trace or the Local Health Protection Team</li> <li>• 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</li> <li>• 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.</li> <li>• The bathroom will then be cleaned and disinfected before being used by anyone else</li> <li>• 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 <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• 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</li> <li>• 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</li> </ul> |
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| <p><b>Staff, pupils &amp; household members test positive for COVID-19</b></p> | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• Updated and detailed guidance sent out to parents on 14/09/20 from the Headmaster advising of the protocol involving a day pupil or boarder displaying symptoms in school or at home. Parents were informed of the need to provide written evidence of a negative result if their child has been advised to obtain a Covid-19 test. The communication also provided details of additional Covid-related guidance and support</li> <li>• If someone tests positive, they are instructed to follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> 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</li> <li>• The Health Centre team hold a centralised confidential monitoring record of pupil absence as a result of Covid-testing or self-isolation. This is monitored daily by the cross-campus Leadership teams</li> <li>• The Health Centre will take swift action on becoming aware that someone who has tested positive for coronavirus (COVID-19)</li> <li>• Contact will be made with the dedicated advice service, by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case</li> <li>• If, following triage or further expert advice is required the adviser will escalate the call to the PHE local health protection team (HPT)</li> <li>• The advice service (or HPT if escalated) will carry out a rapid risk assessment and identify appropriate next steps</li> <li>• With support from the advice service (or HPT), we will identify close contacts of the symptomatic individual</li> <li>• Close contact means: <ul style="list-style-type: none"> <li>➢ 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)</li> <li>➢ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>➢ travelling in a small vehicle, i.e. a car, with an infected person</li> </ul> </li> <li>• NHS Contact tracers will inform contacts that they need to self isolate for 14 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.</li> <li>• For pupils who are isolating, we will ensure access to remote provision so that they can continue to learn remotely.</li> <li>• 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</li> </ul> |
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|   |  |                                     | <ul style="list-style-type: none"> <li>• Stonyhurst Health Centre will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</li> <li>• Household members of those contacts who are sent home do not need to self-isolate unless the pupil or staff member who is self-isolating subsequently develops symptoms</li> <li>• 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 <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and instructed to get a test</li> <li>• 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</li> <li>• If the test result is positive, they are instructed to inform the College immediately, and isolate for at least 10 days from the onset of their symptoms. They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms</li> <li>• Refreshed guidance provided to all staff and parents about Isolation protocols and duration periods. Letter sent to parents on 5<sup>th</sup> November from the College Senior Deputy Head about the suspension of occasional boarding facility as part of the College’s risk mitigation to limit the spread of infection</li> <li>• Stonyhurst remains vigilant to the potential mental and emotional consequences of the Covid-19 pandemic and has a full time counsellor on campus throughout term-time</li> <li>• For staff Sage Benefits provides online access to a wide range of support services, including counselling. Details can be found on an email from the HR Director on the 8<sup>th</sup> October</li> <li>• Help for staff can also be accessed from the charity, Education Support <a href="#">5 tips to look after yourself during coronavirus: teachers &amp; education staff   Education Support</a></li> </ul> |
| <p><b>Outbreak of Covid-19 within the College</b></p> | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• The Headmaster will designate an outbreak a “Critical Incident” and the College will follow its Critical Incident Protocols. The Senior Deputy Head takes the Operational Lead on Critical Incidents</li> <li>• The “In Touch” SIMS instant SMS messaging service can now be utilised to contact parents when appropriate, for example if a Critical Incident is declared</li> <li>• There are daily meetings of relevant senior colleagues to assess the school’s Covid data and to be alert to any potential issues</li> <li>• 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</li> <li>• The 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</li> </ul>  |

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|   |  |                                     | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> <li>• 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</li> <li>• 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</li> <li>• The education of pupils in self-isolation will continue via the provision of the virtual learning platform, ‘Stonyhurst Anywhere’</li> </ul>   |
| <p><b>Transmission of Covid-19 due to lack of consultation on safe working practices and provision of information &amp; instruction on safe ways of working</b></p> | <p>Staff, pupils, visitors, contractors, parents</p> | <p>Spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• Senior leaders within the College are engaged in on-going consultation with staff (including through employee representative groups)</li> <li>• A Staff Forum will meet half-termly to ensure a speedy response to Covid-related matters raised by staff. An initial meeting will be held to set terms of reference followed by cross-campus elections for staff to elect members of the committee</li> <li>• The Staff Forum has been formed to provide a communication conduit for staff to raise any matters of concern with the Stonyhurst Headmaster and the SMH Headmaster. The Group membership is open to colleagues from across all areas of the Stonyhurst workforce</li> <li>• Senior personnel available to offer support and advice to colleagues on revisions to working arrangements and staying safe at work</li> <li>• All new staff and volunteers provided with a campus induction and adequate information, instruction and training on health &amp; safety and COVID-safe arrangements</li> <li>• Signage, posters and other instructions displayed to support implementation of COVID-safe measures across the Campus</li> <li>• The College publicises the NHS Track and Trace App with posters displayed in Reception</li> <li>• Up to date information and guidance on how to manage the risks associated with COVID -19 available on <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></li> <li>• Following the announcement of a second National Lockdown in England from the 5<sup>th</sup> November, the College will ensure full consultation with staff in the CEV category and will reinforce all Covid-secure messages with staff and pupils</li> </ul> |

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|  |   |  | <ul style="list-style-type: none"> <li>• The College is mindful of the latest Government designation of Lancashire as a Tier 3 area and keeps abreast of publications by Trade Unions, HSE and other relevant bodies<br/><a href="https://www.gov.uk/government/news/local-restriction-tiers-what-you-need-to-know">Local restriction tiers: what you need to know - GOV.UK (www.gov.uk)</a></li> </ul>   |
| <b>Spread of Covid-19 during daily travel to and from College on dedicated transport</b> | Staff, pupils, household members, members of the public | Potential spread of infectious disease<br>Pupils stranded or missing | <ul style="list-style-type: none"> <li>• A full School Transport Risk Assessment has been prepared</li> <li>• 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</li> <li>• 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</li> <li>• Hand sanitiser will be used by all pupils upon boarding and/or disembarking transport</li> <li>• Drivers of Stonyhurst transport will wear face-coverings, adhere to hand hygiene routines and minimise close contact with the children</li> <li>• 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</li> <li>• The College Transport “partner”, Lakeland Coaches will ensure the same high standard of COVID-safe operating arrangements as Stonyhurst mini-buses</li> <li>• 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</li> <li>• A system is in place to manage queuing, boarding and disembarking from transport to prevent unnecessary close contact with others</li> <li>• 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</li> <li>• If a pupil starts to feel unwell on their journey to Stonyhurst, on arrival they must make their way immediately to the Health Centre</li> <li>• 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.</li> <li>• Day pupils, wearing face-coverings upon arrival into school, have been instructed not to touch the front of their face covering during use or when removing them</li> <li>• 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</li> <li>• Covered bins are in place for non-reusable face coverings on arrival at the College entrances</li> <li>• 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 <a href="#">guidance on cleaning for non-healthcare settings</a></li> </ul> |

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|  |   |  | <ul style="list-style-type: none"> <li>• Should it be required, the College has on-campus a “Fogging machine” which could be used on school transport. This has been increased to 3 “Fogging machines”</li> <li>• A reminder was sent on 23<sup>rd</sup> November to Transport providers reinforcing the mandatory use of face coverings on all journeys</li> <li>• The “In Touch” SIMS instant SMS messaging service is now available for use should there be an urgent need to contact parents about a Transport issue</li> </ul>   |
| <b>Spread of Covid-19 when pupils are arriving and departing the College</b>                 | Staff, pupils, household members, members of the public | Potential spread of infectious disease<br>Pupils stranded or missing | <ul style="list-style-type: none"> <li>• Clear procedures are in place for the school September 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 <a href="https://www.stonyhurst.ac.uk">https://www.stonyhurst.ac.uk</a></li> <li>• 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</li> <li>• Parents/carers will drop-off and pick up their children outside of the College building at the start and end of the school day</li> <li>• Covid-secure arrangements will be put in place at the beginning and end of each holiday period during the academic year 2020/21. At the end of the Christmas term the school will provide coach transport for pupils to London. The coach seating will be organised, as far as possible and practicable, to maintain school year group bubbles. The numbers of pupils on board will be below the capacity for the vehicle. No stops will be made on-route for refreshments or toilet facilities as each student will be provided with an individual refreshment pack and there are on-board toilet facilities/21.</li> </ul> |
| <b>Overseas Boarding pupils unable to return home at October Half Term</b>                   | Overseas Boarding pupils                                | Lack of UK accommodation   | <ul style="list-style-type: none"> <li>• A limited provision has been made available on-campus for International boarders who cannot return home and for whom parents cannot make alternative arrangements</li> <li>• An Operational Lead at Assistant Head level has been appointed internally and a full complement of staffing is in place to provide a programme covering the two weeks</li> </ul>  |
| <b>Transmission of Covid-19 following pupils / staff returning to School after half term</b> | Staff, pupils, visitors, contractors, parents           | Spread of infectious disease   | <ul style="list-style-type: none"> <li>• All pupils returning after half term will be asked to declare any overseas travel not already declared via the Half-term travel arrangements form completed by parents</li> <li>• They will be required to comply with national quarantine regulation</li> <li>• 15<sup>th</sup> October letter sent to parents from the Senior Deputy Head providing a Covid-19 Update on arrangements put in place by the College to provide a Covid-secure environment</li> <li>• As the school is unable to offer quarantine facilities for returning pupils, parents will be expected to make any required arrangements including, where appropriate, arranging for accommodation with a registered Guardian for the 14 day mandated period</li> <li>• Pupils required to quarantine will be provided with on-line learning via Stonyhurst Anywhere</li> <li>• Staff will also be asked to declare to their Line Manager as soon as possible, but by Monday 1<sup>st</sup> November at the latest, any overseas travel</li> </ul>   |

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|   |   |                              | <ul style="list-style-type: none"> <li>• They will be bound by any relevant national quarantine regulations. Pupil-facing staff isolating at home will be expected to adhere to the Working from Home Policy, which includes the maintenance of teaching &amp; learning via the Stonyhurst Anywhere online platform</li> <li>• Arrangements will be put in place for an orderly return to school for pupils. These will be communicated to parents, pupils and staff by the Headmaster</li> <li>• Boarders will return in a phased manner on the travelling day, Monday 2<sup>nd</sup> November. Lower Line will arrive in the morning and Higher Line in the afternoon</li> <li>• The school-organised coach transport on the 2<sup>nd</sup> November from London will be provided in two separate vehicles to ensure appropriate social distancing can take place</li> </ul>  |
| <b>Overseas Boarding pupils unable to return home at Christmas</b>                          | Overseas Boarding pupils                      | Lack of UK accommodation     | <ul style="list-style-type: none"> <li>• The College is already looking at how it best help overseas pupils to be able to return to their families at Christmas. Further information on this will be available in the next Update and via a letter from the Headmaster</li> <li>• A pre-Christmas testing facility has been arranged via Whitewell Medical Health to provide safe travel for overseas pupils, who are being allowed to leave from the 4<sup>th</sup> December to ensure they are able to get home for Christmas. Pupils leaving prior to the end of term will have continuity of education provided via “Stonyhurst Anywhere”</li> <li>• Mindful of quarantine requirements and potential travel issues, in order to ensure overseas boarding pupils can go home at Christmas, they will be allowed to leave from 4<sup>th</sup> December onwards and continue their education via Stonyhurst Anywhere.</li> <li>• No pupils will therefore be remaining on campus over the Christmas break</li> </ul>  |
| <b>Transmission of Covid-19 following pupils /staff returning to School after Christmas</b> | Staff, pupils, visitors, contractors, parents | Spread of infectious disease | <ul style="list-style-type: none"> <li>• Stonyhurst will be mindful of Government Guidance published 5<sup>th</sup> November in relation to pupils returning to school after a holiday period <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-boarding-schools-with-international-students/coronavirus-covid-19-guidance-for-residential-educational-s">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-boarding-schools-with-international-students/coronavirus-covid-19-guidance-for-residential-educational-s</a> and also <a href="https://www.gov.uk/government/publications/guidance-for-schools-coronavirus-covid-19">Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a> published 3<sup>rd</sup> December</li> <li>• As with the pupils returning to school in September and November, arrangements will be put in place for an orderly and Covid-secure return of all pupils and staff. Further details will be provided prior to the start of the Easter term</li> <li>• The College will be providing dedicated quarantine facilities for international boarding pupils returning in January and this will be in place from the 2<sup>nd</sup> January. A Risk Assessment will be undertaken to ensure, as far as it possible, the risk of virus transmission is mitigated</li> <li>• Full details were provided in a letter to parents sent out on 4<sup>th</sup> December by the College Senior Deputy Head, explaining the arrangements which have been put in place.</li> </ul> |

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|   |   |  | <ul style="list-style-type: none"> <li>• From the 2<sup>nd</sup> January, Stonyhurst will be implementing the “Test to release” scheme allowing overseas boarders to isolate on campus for 5 days, then have a Covid-19 test and, if negative, they then can re-join the school community <a href="#">Coronavirus (COVID-19): Test to Release for international travel - GOV.UK (www.gov.uk)</a></li> <li>• Updated information relating to Boarding schools can be found within the following links: <a href="#">BSA urgent update: COVID guidance for residential educational settings with international students (boarding.org.uk)</a> and <a href="#">Coronavirus (COVID-19): guidance for residential educational settings with international students under the age of 18'</a></li> </ul>   |
| <b>Transmission of Covid-19 through insufficient personal hygiene</b>                   | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• Good hand hygiene and the need to wash hands more frequently is promoted around College</li> <li>• 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</li> <li>• 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)</li> <li>• 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</li> <li>• 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</li> <li>• Where necessary pupils are supervised and monitored to ensure appropriate hand hygiene</li> <li>• Pupils are encouraged to avoid touching their faces whenever possible particularly with unwashed hands. <b>The “Hands, Face, Space” message is also communicated to pupils and staff</b></li> <li>• Posters are displayed on good hand washing technique and good respiratory hygiene</li> <li>• Additional support and guidance provided as appropriate and necessary for pupils with complex educational and/or physical needs</li> <li>• 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</li> </ul> |
| <b>Spread of COVID-19 virus via germs on surfaces and furniture within the building</b> | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• Detailed Domestic and Catering Departments campus-wide risk assessments provide details of COVID-safe arrangements in place across the campus</li> <li>• 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</li> <li>• <b>A robust cleaning schedule is in place. A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained</b> <ul style="list-style-type: none"> <li>➢ <b>On-going cleaning of all touch points throughout the College. Every member of the Domestic team has been supplied with a "caddy" with virucidal spray and disposable cloths to enable on-going cleaning of touch points throughout the day</b></li> </ul> </li> </ul>   |

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|  |  |  | <ul style="list-style-type: none"> <li>➤ All classroom bins are emptied once in every 24hour period. Spare plastic bin liners are left in classrooms for staff use, if necessary, between emptying</li> <li>➤ Classroom furniture and desks are thoroughly cleaned once per week week by members of the Domestic team</li> <li>➤ Additional cleaning, after each class, is carried out by teaching staff with products provided by the Domestic team</li> <li>➤ An anti-viral “Fogging machine” has been acquired for use at the College</li> <li>➤ Classrooms are vacuumed three times per week, usually Monday, Wednesday and Friday</li> <li>➤ The weekend cleaning provision at the college has been doubled since the start of term to significantly enhance the cleaning of common areas</li> <li>➤ A PPE kit is available in each classroom which includes a visor, face-covering, gloves and an apron, for use if required by the teacher. If used, this is replaced by the Domestic team</li> </ul> <ul style="list-style-type: none"> <li>• 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.</li> <li>• COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary</li> <li>• Additional hand sanitiser units have been purchased to ensure that a unit is sited at every entry door throughout the estate and two additional “Fogging” machines have been sourced for the College and are now in use</li> <li>• Teaching staff will be asked to contribute to the daily cleaning regime by wiping down classroom desk surfaces between lessons involving different classes</li> <li>• Cleaning products will be supplied in each classroom by the domestic staff. Academic staff will be provided with training at the beginning of term</li> <li>• 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</li> <li>• All pupils, academic and pastoral staff have their own devices. There should therefore be minimum use of shared computers/keyboards. Pupils are only allowed to bring essentials into College each day including bag, blazer, coats, books, academic equipment, stationery, phones</li> <li>• Classroom based resources are cleaned regularly, along with all frequently touched surfaces</li> <li>• 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</li> <li>• 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 any items should be avoided where necessary</li> </ul> |
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|  |  |   | <ul style="list-style-type: none"> <li>• Waste bins emptied at least daily or more often as necessary and contents disposed of safely</li> <li>• 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</li> <li>• If an on-campus case of COVID-19 is suspected or confirmed, the College will follow the procedures set out in the Government guidance <a href="#">Cleaning in Non-Health Care Settings</a></li> <li>• Contaminated or suspected contaminated waste will be double bagged, labelled and stored for 72 hours before being disposed of with general waste</li> <li>• 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</li> </ul>  |
| <p><b>Transmission of Covid-19 through airborne particles due to interaction with large groups of other pupils</b></p> | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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.</li> <li>• 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</li> <li>• Ventilation in boarding, teaching, recreational and dining areas will be reviewed and improved where practicably possible.</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> </ul> |

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|  |  |   | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Physical activity is important for pupils' physical, mental and social wellbeing and so a COVID-safe programme will be delivered in line with Govt and National Governing Body guidelines.</li> <li>• 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. Where indoor activities take place, large spaces will be used maximising distancing between pupils.</li> <li>• Scrupulous attention will be given to cleaning and hygiene</li> <li>• No competitive sport with other schools / teams is planned to take place at present</li> <li>• The position in relation to contact sports will be reviewed on a regular basis and any participation in contact sports will be carefully structured and will be in line with the Govt and NGB guideline</li> <li>• Academic support clinics have been moved to online in order to reduce mixed bubble pupil interaction. The Reading Room facility for pupils to catch up on missed studies has also been temporarily withdrawn to reduce the potential for any mixing of pupil bubbles</li> <li>• Additional guidance was provided to all pupils and staff including on 24<sup>th</sup> November an all-staff email from the Senior Deputy Head <a href="#">Social distancing: what you need to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></li> <li>• Pupils are reminded frequently of the importance of public health messages and the school's Covid-secure rules</li> </ul> |
| <p><b>Transmission of Covid-19 through airborne particles due to close proximity to others</b></p> | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• College staff will avoid close face to face contact and minimise time spent within 1 metre distance of anyone</li> <li>• All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable</li> </ul>   |

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|   |  |   | <ul style="list-style-type: none"> <li>• 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</li> <li>• Classrooms have been adapted to support social distancing, where possible, including: <ul style="list-style-type: none"> <li>➢ Pupils seated side by side and facing forwards, rather than face to face or side on</li> <li>➢ moving unnecessary furniture out of classrooms to make more space</li> </ul> </li> <li>• Whenever possible, desks will be wiped down between changes of pupils by the teacher<br/>Hand sanitiser is provided in classrooms along with cleaning materials for teaching staff to use between lessons</li> <li>• 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</li> <li>• 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</li> <li>• From the 17<sup>th</sup> September pupils and staff will be required to wear face-coverings whilst passing through shared indoor and enclosed spaces such as corridors and staircases <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• In the light of developments in Scotland in respect of the wearing of masks in classrooms by senior school pupils, the College will continue to monitor Govt guidance and will keep this matter under review</li> <li>• In line with all internal meetings taking place online via Teams and/or Zoom, staff recruitment activities, where at all possible, have also now taking place via Zoom</li> <li>• The College is mindful of recent guidance in respect of having well ventilated spaces where possible <a href="#">Ventilation and air conditioning during the coronavirus (COVID-19) pandemic - HSE news (HSE 3<sup>rd</sup> December)</a></li> </ul> |
| <p><b>Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting</b></p> | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• A full Risk Assessment has been prepared by the Music Department</li> <li>• Performances by individuals or smaller groups may take place in assemblies and liturgies, but whole-school singing will not take place</li> <li>• 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</li> <li>• Ensembles will be smaller, with the absolute limit being 15 for instrumental groups</li> <li>• If necessary, as a result of the COVID context, teaching can be via Teams with either the pupil or teacher being in a practice room</li> <li>• 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</li> <li>• Pupils will be positioned back to back or side by side</li> </ul>  |

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|  |   |  | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Whenever practical, singing and wind/brass instruments will be played in classrooms with good ventilation; windows will be opened to promote this</li> </ul>  |
| <b>Transmission of Covid-19 in staff groups, work areas and common rooms</b> | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• Whole staff Inset sessions will be on-line and whole College staff briefings will be on Teams</li> <li>• 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</li> <li>• The Shireburn Room will not be used for large gatherings of staff</li> <li>• Dividing screens have been placed in-between work areas where necessary</li> <li>• 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</li> <li>• 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</li> <li>• Measures have been put in place to protect office staff when dealing with contractors, parents and visitors <a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></li> <li>• Since amendments to Government Guidance some administrative staff have been able to work from home <a href="https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september">https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september</a></li> <li>• The return to a National Lockdown in England and the Government updated advice <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november">https://www.gov.uk/guidance/new-national-restrictions-from-5-november</a> advises employers to allow employees to work from home where they can. The College will work with staff in line with Government Guidance</li> <li>• The Government Guidance updated 3<sup>rd</sup> December provides information on “Safe working and protective measures” <a href="http://www.gov.uk/guidance/safe-working-and-protective-measures">Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></li> </ul> |
| <b>Transmission of Covid-19 in staff rest areas</b>                          | Staff, pupils, visitors, contractors, household members | Potential spread of infectious disease | <ul style="list-style-type: none"> <li>• 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</li> <li>• Staff will be asked to queue for refreshments mindful of social distancing</li> <li>• The Shireburn Room furniture will be reconfigured to maintain social distancing and reduce face to face contact</li> <li>• Signage and floor markings in place to reinforce maintaining 2 metre distance where possible</li> <li>• 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</li> </ul>  |

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| <p><b>Transmission of Covid-19 through airborne particles due to staff face-to-face meetings</b></p>                      | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• Some meetings may be held outdoors, where possible, or alternatively, in well-ventilated or larger designated rooms – e.g. The Bayley Room, where social distancing can be implemented</li> <li>• In the light of the rising Covid-19 infection rates, wherever possible, meetings will be held via remote working tools such as Microsoft Teams or Zoom. This includes meetings of staff and meetings with parents</li> <li>• Only when absolutely necessary will a face-to-face meeting take place. This will be with the minimum number of participants observing social distancing rules, either in an outdoor space or well-ventilated area indoors</li> <li>• Hand sanitiser is provided in designated meeting rooms where handwashing facilities are not immediately available</li> <li>• Disinfectant wipes are available in designated meeting rooms to enable staff to wipe down shared equipment before and after use</li> <li>• Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing</li> <li>• Since half term, wherever possible, all meetings take place on Zoom or Teams</li> </ul>  |
| <p><b>Manual Handling</b></p>   | <p>Staff</p>   | <p>Musculoskeletal injuries</p>               | <ul style="list-style-type: none"> <li>• A dynamic risk assessment is carried out when moving furniture &amp; resources which takes into account the following: <ul style="list-style-type: none"> <li>➢ the task being undertaken and the surroundings (environment)</li> <li>➢ the capabilities of individual carrying out the task</li> <li>➢ the load being lifted or moved</li> <li>➢ consideration of social distancing in 2 person manual handling activities/lifts</li> </ul> </li> </ul>  |
| <p><b>Failure to use appropriate Personal Protective Equipment (PPE)</b></p> <p><b>Incorrect use of PPE equipment</b></p> | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• Adequate stocks of PPE are in place, sourced from the normal College procurement routes</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Further guidance available on <a href="#">safe working in education, childcare and children’s social care</a></li> </ul> |

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| <p><b>Handling of emergency situations including accidents, security and evacuation during the COVID-19 pandemic</b></p> | <p>All campus occupants</p>                                    | <p>Untreated injuries, Potential spread of infectious disease</p> | <ul style="list-style-type: none"> <li>• 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</li> <li>• The Fire Procedures have been revised to reflect the impact of COVID-19. Staff and pupils are made aware of changes to the procedures</li> <li>• First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a></li> <li>• The Health Centre has reviewed and revised all First Aid, Medical and Infection Control policies</li> <li>• The current policies relating to Fire, First Aid and Medical emergencies can be viewed at <a href="https://www.stonyhurst.ac.uk/stonyhurst-community/policies">https://www.stonyhurst.ac.uk/stonyhurst-community/policies</a></li> <li>• 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 disposable gloves, disposable plastic aprons, fluid repellent surgical face masks and visors as required</li> <li>• 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</li> <li>• 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 aide</li> <li>• 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</li> </ul> |
| <p><b>Lack of adequate First Aid trained staff due to cancellation of refresher courses</b></p>                          | <p>Staff and Pupils</p>  | <p>Lack of qualified staff to deal with First Aid situations</p>  | <ul style="list-style-type: none"> <li>• Where staff First Aid qualifications required renewal after the 16 March, the HSE granted a 3 month extension to their validity</li> <li>• The College is endeavouring to provide training ASAP</li> <li>• <b>College Games /Sport staff attended Sports First Aid training on the 1<sup>st</sup> October to gain/update the appropriate certification. Sports / Games Staff at the College now hold the relevant qualifications, updated as necessary</b></li> </ul>   |
| <p><b>Transmission of Covid-19 through airborne particles from, visitors, contractors accessing the building</b></p>     | <p>Staff, pupils, visitors, contractors, household members</p> | <p>Potential spread of infectious disease</p>                     | <ul style="list-style-type: none"> <li>• Visitors to site including contractors, parents and visitors will be limited to essential persons only, and wherever possible by appointment only</li> <li>• Reception staff have received training in procedures to be followed in respect of visitors and contractors</li> <li>• <b>On arrival external visitors will be required to complete a Covid Visitors Questionnaire</b></li> <li>• All external visitors into the school building must abide by the updated Stonyhurst Visitor Protocol and will be directed towards this upon arrival</li> </ul>  |

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|   |                        |  | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• Visitor/Contractor site rules &amp; procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19</li> <li>• Office staff are aware of additional hygiene and social distancing rules required by contractors and visitors on arrival at the College</li> <li>• 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</li> <li>• Contractors must obtain permission from Security before attending site and must abide by the Stonyhurst Visitor Protocol</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> <li>• The number of site deliveries will be reduced, where possible. A procedure is in place to wipe down deliveries with sanitiser on entering the College premises where possible</li> <li>• 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</li> </ul> |
| <b>Reduced premises inspections, tests, servicing and maintenance</b> | All building occupants | Accidents/ incidents resulting from poorly maintained premises & plant | <ul style="list-style-type: none"> <li>• 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</li> <li>• Records of all testing and checks are stored and available on request</li> <li>• The Health and Safety Manager and the Buildings Director continue, throughout the pandemic, to maintain on-going logs of inspections, tests, maintenance and servicing</li> </ul>  |

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| <p><b>Local spikes in infection rates and local lockdowns leading to pupils and staff unable to attend</b></p> | <p>Pupils, staff, family members, contractors</p>            | <p>Spread of infection &amp; risk of serious disease. Rise in the number of people self-isolating. Staffing shortages</p> | <ul style="list-style-type: none"> <li>• From the 22<sup>nd</sup> September the Ribble Valley was included in the local Lancashire “Lockdown” and therefore subject to further restrictions</li> <li>• From the 14<sup>th</sup> October, the Ribble Valley comes under Tier 2 of the Government’s new three Tier approach to reducing the spread of Covid-19. Tier 2 is designated High Risk</li> <li>• There is a significant possibility of Lancashire, including the Ribble Valley, moving into tier 3 (Very High Risk) before pupils return from Half-term. The implications of such a move will be kept under review by the Stonyhurst Executive team</li> <li>• Lancashire moved into Tier 3 on the 16<sup>th</sup> October. This meant additional restrictions were imposed on the region. This move coincided with the Stonyhurst half-term break.</li> <li>• From 5<sup>th</sup> November at least until 2<sup>nd</sup> December, the National Lockdown for England restrictions will apply. Currently schools and universities will remain open but the school will ensure that effective and high quality systems are in place should staff and/or pupils are unable to attend school</li> <li>• From 2<sup>nd</sup> December, Lancashire moved into Tier 3, at least until 16<sup>th</sup> December. All schools will remain open</li> <li>• Stonyhurst will adhere to all relevant Tier 3 restrictions and will continue to monitor, log and analyse the impact of Covid-related staff absence via the HR department</li> <li>• If any pupils were unable to attend school, they will have continuity of education ensured via the availability of “Stonyhurst Anywhere”</li> <li>• Teaching Staff self-isolating will deliver their timetabled classes remotely into the classroom with pupils supervised by alternative “supervisory” staff</li> <li>• 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</li> <li>• In support areas, Bank / Agency staff will be used to cover staff shortages alongside restructuring of internal staffing rotas</li> <li>• External providers such as catering and security companies may be used if necessary</li> </ul> |
| <p><b>National Lockdown School closure</b></p>   | <p>Pupils, staff, parents, contractors, all stakeholders</p> |   | <ul style="list-style-type: none"> <li>• The College has in place arrangements for continuity of education for all pupils based on the provision of “Stonyhurst Anywhere”</li> <li>• IT systems have been further developed, including new interactive screens in classrooms, to ensure quality provision on-line should the College be forced to close due to COVID-19</li> <li>• Day-pupil provision for the children of “key workers” would be provided where practicable</li> <li>• In the case of a national lockdown where international boarding pupils could not go home, “Boarding Bubbles” would be formed within the school</li> <li>• As stated in the previous section, should schools be closed as a further extension of the National Lockdown in England, Stonyhurst is ready to provide continuity of education via Stonyhurst Anywhere</li> </ul>  |

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|   |  |  | <ul style="list-style-type: none"> <li>The Government has reiterated its intention to keep schools open and it is not anticipated that there will be a national requirement for schools to close. However, Stonyhurst is well prepared to ensure continuity of education through “Stonyhurst Anywhere”, should there be an instruction to close all or part of the school</li> </ul>   |
| <b>Re-opening of Sports Centre Facilities after National lockdown</b> | Risk of infection of pupils, staff and sports centre members | Covid-infection  | <ul style="list-style-type: none"> <li>Following the ending of the National lockdown on 2<sup>nd</sup> December, the Stonyhurst Sports Centre re-opened to members of the public</li> <li>The comprehensive Sports Centre Risk Assessment was reviewed and amended as necessary</li> <li>Appropriate changes to the operational activity of the Sports Centre have been made to mitigate, where possible, the risk of infection spread and also to comply with local Tier 3 restrictions <a href="https://www.gov.uk/guidance/tier-3-very-high-alert">Tier 3: Very High alert - GOV.UK (www.gov.uk)</a>. The local restrictions are scheduled to be reviewed by Government on the 16<sup>th</sup> December</li> </ul>  |
| <b>Impact of Homeworking via ‘Stonyhurst Anywhere’ for staff</b>      | Staff and members of their household                         | Development or worsening of existing musculoskeletal injuries or health conditions | <ul style="list-style-type: none"> <li>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</li> <li>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</li> <li>Homeworking will usually involve the use of Display Screen Equipment (DSE) in the form of mobile laptops, tablets, phones, etc.</li> <li>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</li> <li>Stonyhurst will support Government Guidance issued in September, updated 14<sup>th</sup> October: <i>“To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so”</i></li> <li>Following the announcement of a National Lockdown in England, the College will follow the guidance currently provided in the Government “working from home” information as currently found within the document <a href="https://www.gov.uk/guidance/new-national-restrictions-from-5-november">https://www.gov.uk/guidance/new-national-restrictions-from-5-november</a></li> <li>Support will be available for staff requiring technical advice during any period of home working and the relevant Line Manager will “keep in touch” with academic colleagues working from home due to Covid-related issues</li> </ul> |
| <b>Stress and Anxiety of staff and pupils</b>                         | Pupils and staff   | Increased levels of stress/ anxiety and lower than normal levels of wellbeing      | <ul style="list-style-type: none"> <li>The Safeguarding and welfare of pupils is of paramount importance. Pupil pastoral welfare is led by the Deputy Head Pastoral and other appropriate senior colleagues. Many staff are involved in the pastoral life of the school including such senior roles as Head of Playroom</li> <li>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</li> </ul>  |

**Staff concerns on returning to work and working on campus**

- 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 can 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
- Staff should contact their Line Managers in the first instance. Alternatively a concern can be raised at the Staff Consultative Committee or by email to the Senior Deputy Head, [n.rigsby@stonyhurst.ac.uk](mailto:n.rigsby@stonyhurst.ac.uk)
- 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
- Staff are made aware of sources of information that will assist staff wellbeing such as:
  - [Employee Wellbeing](#) and [MIND web site](#) and [H&S COVID-19 web page](#)
- Staff can access free on-line support using a 6 month trial of Sage Employee Benefits, including access to an on-line GP and Counselling, which can be found at [www.sageemployeebenefits.c.uk](http://www.sageemployeebenefits.c.uk)
- Given the rise in infection rates and projections provided by Government and other relevant organisations, it is likely that individual anxieties, both for staff and pupils, will increase. The College will endeavour to provide a Covid-secure environment for all the Stonyhurst Community and will keep under review ways in which it can support the whole community during these challenging times
- Covid-security is a standing item on the agenda of every Stonyhurst Committee providing an opportunity for staff to raise any concerns
- The formation of the Staff Forum provides a route for staff to channel any concerns they may have through to the College Leadership
- 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: John Browne (Stonyhurst Headmaster)                                   |
| Operational Lead(s)  | College: Nicholas Grigsby (Senior Deputy Head)<br>SMH: Michael Gibson (Deputy Head) |
| COVID-Safe Compliance Monitor  | Cross campus: 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 Overview **Update** 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: \_\_\_\_\_ Headmaster

Name: \_\_\_\_\_ Risk Assessor

*Date: 11<sup>th</sup> December 2020*

## ACTION PLAN

### Further action / controls required

| Hazard | Action required | Person(s) to undertake action? | Priority level | Projected time scale | Notes / comments | Date completed |
|--------|-----------------|--------------------------------|----------------|----------------------|------------------|----------------|
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