

## School Operating during Coronavirus (CD-19)

Activity being undertaken: [School Operations during Coronavirus - CD19 Outbreak](#)

The following sites have been used as a reference points in order to enable the School to manage the risks associated with Coronavirus (COVID-19) in line with the latest guidance available

[Boarding Schools Association, range of documents available](#)

[BSA Covid Safe Charter](#)

[Isolation for residential educational settings](#)

[Government Guidance - Coronavirus \(COVID-19\) implementing protective measures in education and childcare settings](#)

We will inform parents about the full range of measures we are taking in order to get their help to implement them.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<a href="#">Lack of knowledge or understanding</a>	<b>Anyone should the virus be spread, and this could be outside of the school grounds when individuals go home</b>	The Senior Management Team (SMT) meet on a regular basis in order to review the latest ongoing COVID-19 advice. Managing in this way and following the latest advice ensures the School is taking all reasonable and necessary steps to safeguard everybody and manage the situation effectively	Ongoing Monitoring	SMT Everyone	Ongoing	

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		Staff are constantly updated on the current situation and any changes that are made via e-mails and/or online ZOOM Meetings All school plans are communicated to Parents, Guardians and Pupils, in order to ensure that they are aware of school requirements and can support us by adhering to all safety measures the School have implemented				
<b>Returning to School from overseas</b>	<b>Other boarders, sharing rooms or areas within Boarding Houses</b>	Ridley House will be used as an isolation house with effect from Sunday 23 <sup>rd</sup> August 2020 in order to accommodate pupils returning from overseas needing to isolate. It is envisaged that there will be 18 or 19 pupils who will need to use this facility and Mark Harrison (Deputy Head, Co-Curriculum) will be facilitating and managing these pupils				
<b>Attending the School whilst displaying COVID-19 symptoms</b>	<b>Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home</b>	Parents, pupils, carers, or any visitors, such as suppliers are advised not to visit the School if they are displaying any symptoms of coronavirus (COVID-19) The School undertakes constant monitoring daily, and more frequently in most cases to ensure that anyone who is feeling ill stays	Ongoing Monitoring	Everyone	Ongoing	



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		at home, or arrangements are made to get individuals home/isolated if necessary				
<b>Any pupils displaying COVID-19 symptoms. Boarders, sharing rooms or areas within Boarding Houses</b>	<b>Other Boarders, sharing rooms or areas within Boarding Houses Housemasters/ Housemistresses, Matrons, or others in the area at the time could be infected</b>	<p>Houses have designated groupings The top two floors will be reserved for boarders who will remain on their designated floor and share the facilities on that floor Day pupils will be restricted to the ground floor area and will use the facilities in this vicinity. Separate access will be provided to kitchen areas through a rota system within each House. The School has a Medical Centre on site, with Nurses available to manage this. However, should a pupil present with symptoms of coronavirus (COVID-19), the School will follow the Government guidelines and enforce the following measures. The School will identify the appropriate "household" to self-isolate, whether that is an individual in a single room or the family of a day pupil. The School will isolate all those pupils for 14 days in the grouping that</p>	Ongoing Monitoring	Everyone	Ongoing	



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		shares a room and/or bathroom facility, following the <a href="#">PHE guidance for households</a> . The School will also make arrangements to bring meals and other essential commodities to the areas where self-isolation is occurring.				
<b>Use of Public Transport Dropping off/collecting pupils</b>	<b>Possible spread of the virus if anyone in the vicinity is infected</b>	<p>Pupils will be discouraged from undertaking any unnecessary travel on trains, coaches, buses, or public transport.</p> <p>In addition to the School Minibus service, an outside bus company and taxis have been contracted to provide additional support and copies of their respective Risk Assessments have been obtained.</p> <p>Parents have been asked to drop off pupils at the School and quickly move on. The School will discourage them from gathering in groups when dropping off or collecting pupils.</p>	Ongoing Monitoring	Everyone	Ongoing	
<b>Not social distancing on site, or when providing face</b>	<b>Anyone, should the virus be spread, and this could be outside of the</b>	The School acknowledges that social distancing within the School setting will be hard to maintain, but will endeavour to implement the measures stated below as	Ongoing Monitoring	Everyone	Ongoing	



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to face lessons	school grounds when individuals go home	<p>far as they are able, whilst ensuring pupils are kept safe and well cared for within their settings.</p> <p>At the present time there will be no “whole school” Chapel or Assembly and no contact sports will be undertaken.</p> <p>Desks in classrooms will be rearranged with them predominantly facing forward, with a two-metre gap being maintained between the teacher and pupils where this is possible.</p> <p>The document below outlines in more detail the arrangements that have been introduced in order to accommodate teaching in School.</p> <p><b>August 17 Year group bubble arrangements</b></p>				



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		<p>Where possible, pupils will be kept in the same small groups and sit at the same desk each day.</p> <p>Movement of everybody around the School will be subject to a one-way system in order to maintain social distancing and to reduce large groups of pupils gathering.</p> <p>Houses will operate in "household" groupings, defined as those boarders who share a bathroom or kitchen within the House.</p>				
<b>Dining Hall</b>	<b>Possible spread of virus if anyone in the vicinity is infected</b>	<p>Staggered mealtimes have been adopted in line with teaching groups.</p> <p>Tables have been set out with them all facing one direction.</p> <p>There will be no handling of trays. Cutlery will be handed to pupils/staff with a plated meal.</p> <p>Regular table/surface sanitising will be undertaken, and updated food hygiene</p>				



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		protocols led by Holroyd Howe in line with industry/hospitality best practice.				
<b>Meetings</b>	<b>Possible spread of virus if anyone in the vicinity is infected</b>	Meetings will mainly be undertaken via online collaborative software.				
<b>Social distancing in shared office areas or walking around the school premises</b>	<b>Possible spread of virus if anyone in the vicinity is infected</b>	Desks will be placed two meters apart where possible.  One-way systems introduced to maintain social distancing.	Ongoing Monitoring	Everyone	Ongoing	
<b>Lack of personal hygiene</b>	<b>Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home</b>	We will ask staff and pupils to maintain a high level of hygiene, by frequently washing their hands with soap and water for 20 seconds. As a minimum, hands should be washed on arrival at the School, before and after eating and after sneezing or coughing. We will encourage them not to touch their face and to use tissues or elbow to cough or sneeze into and use bins for tissue waste <b>(catch it, bin it, kill it)</b>	Ongoing Monitoring	Everyone	Ongoing	



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		<p>We have also provided sanitary hand wash at entrances to all buildings, in all classrooms and along corridors throughout the school.</p> <p>Cleaning of surfaces in classrooms, including desks and door handles and within toilet blocks and changing rooms have been increased.</p>				
<b>Lack of Personal Protective Clothing</b>	<b>Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home</b>	<p>We will ensure that all staff are provided with adequate and appropriate Personal Protective Equipment in all settings that require it.</p> <ul style="list-style-type: none"> <li>• PPE &amp; face coverings</li> <li>• All pupils and staff are free to wear their own face coverings as appropriate. Provision will be made for disposal of the same.</li> <li>• Teachers will be provided with visors if they choose to wear them and this will be encouraged instead of a face covering in the classroom.</li> </ul>	Ongoing Monitoring	Everyone	Ongoing	





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		<ul style="list-style-type: none"> <li>Support staff (or others) exposed to a particular risk due to the nature of their role or task being undertaken will be provided with the appropriate PPE.</li> <li>Face coverings will be required in some settings e.g. Medical Centre and Piccadilly Café (takeaways only).</li> </ul>				
<b>Common Areas</b>	<b>Possible spread of virus if anyone in the vicinity is infected</b>	Areas such as Reception, Sewing Room and Laundry have been provided with relevant signage and screens to minimise the possible risks in these areas. Staff pigeon-holes have been re-located to the Waiting Room adjacent to Reception and general mail deliveries are being left in designated places in the corridor adjacent to Reception.	Ongoing Monitoring	Everyone	Ongoing	
<b>Lack of signage</b>	<b>Possible spread of virus if anyone in the vicinity is infected</b>	A wide range of signage has been distributed across the site which clearly identifies one-way systems, no entries, where face coverings <b>MUST</b> be worn etc.	Ongoing Monitoring	Everyone	Ongoing	



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<b>Visitors, Contractors and Deliveries</b>	<b>Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home</b>	No unnecessary visitors will be allowed to enter the school premises. Only Contractors who need to attend to undertake legal/mandatory tasks (e.g. Legionella testing, Gas inspections etc) will be permitted on site and these will be managed by the Estates Department. Deliveries made to the School will be managed by the recipient. Designated parking areas have been introduced and arrangements made for the handover of goods, in line with that already in place for this industry whereby goods are left at the door by the courier and collected by the School.	Ongoing Monitoring	Everyone	Ongoing	

Compiled by Steve Pope – Health and Safety Advisor

Date 25<sup>th</sup> August 2020

Agreed as suitable, sufficient, and fit for purpose

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**This Risk Assessment covers the main points to be considered, as a result of providing face to face education during the current COVID-19 outbreak.**