



School Operating during Coronavirus (CD-19) lockdown

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

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 actions for schools during the coronavirus outbreak guidance for full opening schools 30 December 2020](#)

[Schools and childcare settings: return in January 2021](#)

[Restricting attendance during the national lockdown: schools January 2021](#)

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
Lack of knowledge or understanding	Anyone should the virus be spread, and this could be outside of the school grounds when individuals go home	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. Staff are constantly updated, via e-mails and/or online ZOOM Meetings, on the current situation and any changes that are made. All school plans are communicated to Parents, Guardians and Pupils, in order to ensure that they are aware of school requirements and can support the School by adhering to all safety measures it has implemented.	Ongoing Monitoring	SMT Everyone	Ongoing	



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		On Monday 4 th January 2021, Mr David Corran (Deputy Head) provided a COVID briefing to all staff via Zoom. Processes have been substantially updated to reflect operating during the lockdown.				
Returning to School from overseas	Other boarders, sharing rooms or areas within Boarding Houses	As during the Autumn Term Old Ridley House/St. Bridget's will be used as an isolation house with effect from Sunday 3 rd January 2021 in order to accommodate pupils returning from overseas needing to isolate. It will continue as an isolation house through the term for any pupils who present with COVID symptoms who need to isolate. Mrs Elaine Harman will be responsible for these pupils.	Ongoing Monitoring	SMT Everyone	Ongoing	
Pupils returning to school	Spread of virus	Following the Government announcement of a Lockdown in England, the School will remain open for key worker pupils or vulnerable children. The school has invested in two COVID Antigen testing machines and has been provided with lateral flow (LF) test kits by the Government. All Pupils and Staff will be offered a test on their return to school and each week thereafter.	Ongoing Monitoring	SMT Everyone	Ongoing	
Attending the School whilst displaying COVID-19 symptoms	Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home	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 to ensure that anyone who is feeling ill stays at home, or arrangements are made to return individuals home/into isolation if necessary.	Ongoing Monitoring	Everyone	Ongoing	
Any pupil/staff member displaying COVID-19 symptoms.	Other Boarders, sharing rooms or areas within Boarding Houses Housemasters/	The school has followed the latest Government guidance and implemented controls to address the risks we have identified and therefore reduced transmission risks. In QMH, Day/keyworker and Boarding (vulnerable) pupils will form a grouping. In the Senior School, Boarding pupils will be	Ongoing Monitoring	Everyone	Ongoing	



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<p>Boarders, sharing rooms or areas within Boarding Houses</p>	<p>Housemistresses, Matrons, or others in the area at the time could be infected</p>	<p>accommodated in one twinned House and will not enter the main School buildings (other than the Dining Hall). Day Pupils will not enter the Boarding Houses. Day pupils will be based in the Library/ICT rooms and Northside classrooms.</p> <p>The School has a Medical Centre on site, with Nurses available to manage this.</p> <p>The School has purchased two COVID Antigen testing machines that enable us to obtain results within 15 minutes of testing.</p> <p>A temperature monitor has been set up outside Piccadilly café, which automatically records individuals' temperatures on entry to the building. All arrivals on site from outside are required to pass via this machine before the start of the day.</p> <p>However, should a pupil/member of staff present with symptoms of coronavirus (COVID-19), the School will follow the Government guidelines and enforce measures as below.</p> <p>The School will identify the appropriate "household".</p> <p>In accordance with latest advice from NHS Track and Trace, the School offers two options for staff/pupils that have been in close contact with someone who has symptoms/ tests positive, either;</p> <ul style="list-style-type: none"> • self-isolating for 10 days • Lateral Flow Device rapid tests at the start of each day for 7 days. Full details of this process are available to view here: Lateral Flow Testing <p>The School will also make arrangements to supply meals and other essential commodities to the areas where self-isolation is occurring.</p>				



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Dealing with a COVID case	Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home	The school has followed the latest Government guidance and implemented controls to address the risks we have identified and therefore reduced transmission risks. If a positive case is identified, pupils/other staff members who have been in contact with the person (within 2 metres for more than 15 minutes) will be subject to the Lateral Flow Testing regime stated above.	Ongoing Monitoring	SMT Everyone	Ongoing	
The following 5 paragraphs are unlikely to apply under lockdown, but are retained for reference.						
Dealing with a COVID outbreak	Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home	<i>In line with the latest government guidance, if the school has two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may have an outbreak and will work with its local health protection team who will be able to advise if additional action is required. It is accepted that in some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's House, then class, followed by year group, then the whole school if necessary, in line with routine public health outbreak control practice.</i>	Ongoing Monitoring	SMT Everyone	Ongoing	



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Use of Public Transport Dropping off/collecting pupils	Possible spread of the virus if anyone in the vicinity is infected	<i>Pupils will be discouraged from undertaking any unnecessary travel on trains, coaches, buses, or public transport.</i> <i>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.</i> <i>We have a comprehensive Risk Assessment for use of School Minibuses which covers all relevant COVID requirements.</i> <i>Parents have been asked to drop off pupils at the School and quickly move on.</i> The School will discourage them from gathering in groups when dropping off or collecting pupils.	Ongoing Monitoring	Everyone	Ongoing	
Not social distancing on site, or when providing face to face lessons	Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home	Following the latest Government guidance there will be no face-to-face lessons. For the foreseeable future all lessons will be provided to all pupils remotely via Zoom/Teams. Teachers have been advised that they may deliver these lessons remotely from home or school. In QMH, Day/keyworker and Boarding (vulnerable) pupils will form a grouping. In the Senior School, Boarding pupils will not enter the main School buildings (other than Dining Hall) and Day Pupils will not enter the Boarding Houses. Day pupils will be based in the Library/ICT rooms and Northside classrooms. Day pupils will be tested (temperature and lateral flow test) daily on arrival in the Exhibition Hall.	Ongoing Monitoring	Everyone	Ongoing	
Dining Hall	Possible spread of virus if anyone in the vicinity is infected	Staggered mealtimes have been adopted in line with revised groups. There will be no handling of trays. Cutlery will be handed to pupils/staff with a plated meal.	Ongoing Monitoring	SMT Everyone	Ongoing	



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		Regular table/surface sanitising will be undertaken, and updated food hygiene protocols led by Holroyd Howe in line with industry/hospitality best practice.				
Meetings	Possible spread of virus if anyone in the vicinity is infected	Meetings will be undertaken via online collaborative software where possible.	Ongoing Monitoring	SMT Everyone	Ongoing	
Social distancing in shared office areas or walking around the school premises	Possible spread of virus if anyone in the vicinity is infected	Desks will be placed two metres apart where possible. One-way systems are in place to maintain social distancing.	Ongoing Monitoring	Everyone	Ongoing	
Lack of personal hygiene	Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home	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 (<i>catch it, bin it, kill it</i>). We have also provided sanitary hand wash at entrances to all buildings, in all classrooms and along corridors throughout the school, following the government slogan " <i>Hands, Face, Space</i> ". Cleaning of surfaces in classrooms, including desks and door handles and within toilet blocks and changing rooms has been increased.	Ongoing Monitoring	Everyone	Ongoing	



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Lack of Personal Protective Clothing	Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home	<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"> • PPE & face coverings • All pupils and staff are free to wear their own face coverings as appropriate. Provision will be made for disposal of the same. • 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. • 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. • Face coverings will be required in some settings e.g. Medical Centre and Piccadilly Café (takeaways only). 	Ongoing Monitoring	Everyone	Ongoing	
Common Areas	Possible spread of virus if anyone in the vicinity is infected	<p>Areas such as Reception have been provided with relevant signage and screens to minimise the possible risks in these areas.</p> <p>General mail deliveries are being left in designated places in the corridor adjacent to Reception.</p> <p>The Sewing Room and Laundry are closed to all visitors.</p>	Ongoing Monitoring	Everyone	Ongoing	
Lack of signage	Possible spread of virus if anyone in the vicinity is infected	A wide range of signage has been distributed across the site which clearly identifies one-way systems, no entries, where face coverings MUST be worn etc.	Ongoing Monitoring	Everyone	Ongoing	
Visitors, Contractors and Deliveries	Anyone, should the virus be spread, and this could be	No unnecessary visitors will be allowed to enter the school premises.	Ongoing Monitoring	Everyone	Ongoing	



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	outside of the school grounds when individuals go home	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.				
Unsafe working environment	Staff who are clinically extremely vulnerable, clinically vulnerable, or pregnant	Where possible staff will work from home. Certain members of staff will need to work from School due to the nature of their role. Where staff are attending work, suitable arrangements are made to ensure a safe working environment is maintained. Staff are also advised to wash their hands frequently, social distance and wear face coverings where social distancing cannot be maintained. Staff that are required to shield, are required to provide a copy of their NHS letter. These staff, together with any other staff raising concerns about their safety have met with H.R. to discuss their concerns and agree a suitable way forward. These discussions have identified that there are only a few members of staff who fall into this category and the latest Government guidance provided in relation to these groups of people is being followed. H.R. continue to have ongoing communication with these members of staff, where concerns are discussed with relevant action being taken to ensure their safety.	Ongoing Monitoring	SMT Everyone	Ongoing	



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Compiled by Steve Pope – Health and Safety Advisor

Date 25th Aug 20

Agreed as suitable, sufficient, and fit for purpose, David Corran Deputy Head

Date 25th Aug 20

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.

Updated by Steve Pope – Health and Safety Advisor, following Government Lockdown

Date 24th Nov 20

Agreed as suitable, sufficient, and fit for purpose, David Corran Deputy Head

Date 24th Nov 20

Updated by Steve Pope – Health and Safety Advisor, following Government Lockdown

Date 7th January 2021

Agreed as suitable, sufficient, and fit for purpose, David Corran Deputy Head

Date 7th January 2021