



## School Operating during Coronavirus (CD-19)

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

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 8<sup>th</sup> March 2021](#)

[Schools and childcare settings: return in March 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	<p>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.</p> <p>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.</p> <p>On Monday 26<sup>th</sup> February 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.</p>	Ongoing Monitoring	SMT Everyone	Ongoing	



## School Operating during Coronavirus (CD-19)

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
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 Monday 8 <sup>th</sup> March 2021 in order to accommodate pupils returning from overseas needing to isolate. It remains available as an isolation house through the term for asymptomatic pupils who have tested positive for COVID. While boarding numbers are low under lockdown 3, the upper corridors of New Ridley will also be used for precautionary isolation.	Ongoing Monitoring	SMT Everyone	Ongoing	
Pupils returning to school	Spread of virus	Following the Government announcement of lifting in restrictions in England, the School will open for all children on March 8 <sup>th</sup> 2021. The School has invested in two COVID Antigen testing machines and has been provided with lateral flow (LF) test kits by the Government. Pupils are offered three tests on their return to School and home test kits thereafter; staff on site are offered weekly tests and home test kits.	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. Boarders, sharing rooms or areas within	Other boarders, sharing rooms or areas within Boarding Houses Housemasters/ Housemistresses, Matrons, or others in the area at the	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 accommodated in one twinned House and will not enter the main school buildings (other than the Dining Hall). Day Pupils will not enter the senior Boarding Houses. Day pupils will be based in the Library/ICT rooms and Northside classrooms.	Ongoing Monitoring	Everyone	Ongoing	



## School Operating during Coronavirus (CD-19)

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
Boarding Houses	time could be infected	<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 Government advice staff/pupils that have been in close contact with someone who has symptoms/ tests positive will self-isolate for 10 days.</p> <p>The School will make arrangements to supply meals and other essential commodities to the areas where self-isolation is occurring.</p>				
Dealing with a COVID case	Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home	<p>The school has followed the latest Government guidance and implemented controls to address the risks we have identified and therefore reduced transmission risks.</p> <p>If a positive case is identified, pupils/other staff members who have been in close contact with the person (as defined by Public Health England) will be subject to the Lateral Flow Testing regime.</p>	Ongoing Monitoring	SMT Everyone	Ongoing	
<b><i>The following 5 paragraphs are unlikely to apply under lockdown, but are retained for reference.</i></b>						
Dealing with a COVID outbreak	Anyone, should the virus be spread, and this could be outside of the school grounds	<p><i>Boarding groups have been divided into year groups to minimise disruption in case of an outbreak</i></p> <p><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</i></p>	Ongoing Monitoring	SMT Everyone	Ongoing	



## School Operating during Coronavirus (CD-19)

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
	when individuals go home	<i>sickness absence where Coronavirus (COVID-19) is suspected, it will follow all Government guidelines.</i>				
Use of public transport Dropping off/collecting pupils	Possible spread of the virus if anyone in the vicinity is infected	<p><i>Pupils will be discouraged from undertaking any unnecessary travel on trains, coaches, buses, or public transport.</i></p> <p><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></p> <p><i>We have a comprehensive Risk Assessment for use of school minibuses which covers all relevant COVID requirements.</i></p> <p><i>Parents have been asked to drop off pupils at the School and quickly move on.</i></p> <p>The School will discourage them from gathering in groups when dropping off or collecting pupils.</p>	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	<p>Face to face lessons will resume.</p> <p>Pupils and staff are encouraged to wear masks during lessons.</p> <p>Windows are opened to allow air through the classrooms.</p> <p>Masks are worn inside all buildings.</p> <p>Masks are not worn whilst undertaking sporting activities or in boarding houses during boarding hours.</p> <p>Hand sanitiser stations are located throughout the School.</p> <p>Additional directional and social distancing signage has been installed.</p> <p>Classrooms are disinfected between lessons.</p>	Ongoing Monitoring	Everyone	Ongoing	
Dining Hall	Possible spread of virus if anyone in the vicinity is infected	<p>Staggered mealtimes have been adopted in line with revised groups.</p> <p>Cutlery will be handed to pupils/staff with a plated meal.</p> <p>Regular table/surface sanitising will be undertaken, and updated food hygiene protocols led by Holroyd Howe in line with industry/hospitality best practice.</p>	Ongoing Monitoring	SMT Everyone	Ongoing	



## School Operating during Coronavirus (CD-19)

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
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. Wipes and sanitisers are provided in all classrooms and communal areas. Masks are worn whilst moving around the School in all internal areas.	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 everyone 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	
Lack of Personal Protective Equipment	Anyone, should the virus be spread, and this could be outside of the school grounds	We will ensure that all staff are provided with adequate and appropriate Personal Protective Equipment in all settings that require it. <ul style="list-style-type: none"> <li>PPE &amp; face coverings.</li> </ul>	Ongoing Monitoring	Everyone	Ongoing	




## School Operating during Coronavirus (CD-19)

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
	when individuals go home	<ul style="list-style-type: none"> <li>All pupils and staff should wear face coverings in all common areas and when in contact with others as appropriate. Provision will be made for disposal of PPE.</li> <li>Teachers have been provided with visors if they choose to wear them and this is encouraged instead of a mask in the classroom.</li> <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> </ul>				
Common areas	Possible spread of virus if anyone in the vicinity is infected	Areas such as Reception have been provided with relevant signage and screens to minimise the possible risks in these areas. General mail deliveries are being left in designated places in the corridor adjacent to Reception.	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 <b>MUST</b> be worn etc.	Ongoing Monitoring	Everyone	Ongoing	
Visitors, contractors and deliveries	Anyone, should the virus be spread, and this could be outside of the school grounds when individuals go home	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	



## School Operating during Coronavirus (CD-19)

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
Unsafe working environment	Staff who are clinically extremely vulnerable, clinically vulnerable, or pregnant	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	
Lateral Flow Testing	Anyone, should the testing not be carried out according to published guidelines	Risk Assessment prepared to cover the administration of Lateral Flow Tests both in School and at Home.  <a href="#"> <u>Coronavirus Covid-19 - Risk Assessment for LFD testing V2.pdf</u></a>	Ongoing Monitoring	Everyone	Ongoing	

Updated by Philip Sanders – Health and Safety Manager

Date 1<sup>st</sup> March 2021

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

Date 1<sup>st</sup> March 2021