

### Part 3: Senior School – From 1<sup>st</sup> September 2020

Date: 3 <sup>rd</sup> March 21	Risk Assessment – Reopening for Senior School March 2021 (Boarding)					Review w/c 19 <sup>th</sup> April 2021	
Hazard	People at Risk	Control Measures in Place	Likelihood of Occurrence	Risk Rating	Additional Control Measures Required	Date Completed	Revised Risk Rating
Boarder or family member has been shielding	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• Staff who are clinically extremely vulnerable (as identified via NHS/GP letter) are advised to work from home and where this is not possible, they should not go into work</li> <li>• Boarders who are designated as clinically extremely vulnerable should not attend school - remote learning will be provided for affected Boarders</li> <li>• Staff who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school</li> </ul>	<b>Low</b>	<b>Low</b>			
Additional risk to pregnant staff	<b>Pregnant Staff</b>	<ul style="list-style-type: none"> <li>• Pregnant staff are now considered “clinically vulnerable” or in some cases “clinically extremely vulnerable”</li> <li>• A RA will be carried out to follow the Management of Health and Safety at Work (MHSW) Regulations</li> <li>• Pregnant women of any gestation will not be required to continue working if this is not supported by the RA</li> </ul>	<b>Low</b>	<b>Low</b>			
Lack of current and relevant information / guidance	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• Headmaster and SLT ensure daily checks are made with Government updates. Any key changes in information are implemented and shared with Chair of Governors and communicated throughout the school community where relevant.</li> </ul>	<b>Low</b>	<b>Low</b>			

		<ul style="list-style-type: none"> <li>• School Website information is updated as required.</li> <li>• All staff and Boarders are informed of the rules and procedures for social distancing and hygiene precautions.</li> <li>• All staff with underlying health issues or those within vulnerable groups should make their condition known to the Headmaster.</li> </ul>					
Precautionary transmission measures not being followed in the House	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• Staff will not attend work if they, or anyone in their household, have Covid-19 symptoms (high temperature above 37.8 degrees Celsius, a new continuous cough or a loss of, or change in, normal sense of taste or smell) or have tested positive in the last 10 days</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working, they should inform the Boarding Manager, return home immediately they have been relieved and book a test as soon as possible</li> <li>• If a boarder begins displaying a continuous cough, a high temperature (above 37.8 degrees Celsius) or reports a loss/change in sense of smell/taste, they should be removed immediately to Sick Bay and the Boarding Manager should be informed – where possible parents/Guardians will collect but it may be necessary to care for overseas Boarders on site</li> <li>• In this situation a decision will be taken by the Boarding Manager, in consultation with SLT, whether to move the Boarder to Liley House</li> <li>• No-one else should use the Sick Bay bathroom until it has been cleaned and disinfected using standard cleaning products</li> <li>• If a member of staff has helped someone who displayed symptoms, they should wash their</li> </ul>	<b>Low</b>	<b>Medium</b>			

		<p>hands thoroughly after any contact with someone who is unwell</p> <ul style="list-style-type: none"> <li>• PPE is available for staff members dealing directly with a symptomatic child – hand hygiene is crucial and clothes should be washed as soon as possible at the highest manufacturer recommended temperature</li> <li>• The Bedroom/Communal area should be thoroughly cleaned, immediately in the case of communal areas, or as soon as possible in the case of a single Bedroom but definitely before Boarders return. The room should be signed as “Closed for Cleaning”</li> <li>• Arrangements will be made for the Boarder to be tested as soon as possible – self isolation for contacts is only necessary if the result of the test is positive</li> <li>• If a child or member of staff becomes ill, then they must be tested. They will only be allowed back to class/work after a negative test result or appropriate isolation (10 days with Day 1 the day after the symptoms presented or the day of the positive test) has finished</li> <li>• If someone tests positive they must self-isolate for 10 days from the day after the onset of their symptoms (and longer if they continue to have a high temperature). Other members of the household should self-isolate for 10 days. In this situation the Boarding House will be locked down. Where practicable parents/Guardians will collect them to self-isolate at home but self-isolation will be facilitated in the Boarding House where necessary – Boarders will access remote learning during the school day</li> <li>• Where it is necessary for staff to administer First Aid the first concern will be to treat the casualty properly but where administering First</li> </ul>					
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		<p>Aid requires close proximity those administering will pay particular attention to sanitation measures immediately afterwards including hand washing</p> <ul style="list-style-type: none"> <li>• Staff will clean their hands regularly (using soap/water or hand sanitizer) including before and after eating and before and after using shared equipment i.e. kettles</li> <li>• Particular care should be taken to ensure that Boarders wash and put away their own crockery/cutlery and that kitchen surfaces are wiped down frequently with anti-bacterial spray</li> <li>• Staff will wipe down common staff areas (eg desk/chair in the HP Room), before departure using antibacterial wipes/spray provided and disposing of paper towel in lidded bins provided for that purpose</li> <li>• Boarders will not share personal items such as toiletries, make up or hairdryers</li> </ul> <p>House Parents follow and regularly reiterate the hygiene message to Boarders;</p> <ul style="list-style-type: none"> <li>• <i>cover your cough or sneeze with a tissue</i></li> <li>• <i>if you don't have any tissues available, then cough and sneeze into the crook of your elbow</i></li> <li>• <i>throw the tissue in a bin</i></li> <li>• <i>avoid touching your eyes, nose and mouth with unwashed hands</i></li> </ul> <p>Boarders are asked and reminded to clean their hands (using soap/water or hand sanitizer);</p> <ul style="list-style-type: none"> <li>• <i>on leaving and entering the House</i></li> <li>• <i>after using the toilet and after involvement in activities</i></li> <li>• <i>before food preparation and eating any food, including snacks</i></li> <li>• External windows are opened to allow</li> </ul>			<p>Boarders should dry their own crockery/cutlery in-house using paper towel</p>	<p>12/11/20</p>	<p>Medium</p>
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		<p>additional ventilation, where possible</p> <ul style="list-style-type: none"> <li>• Tissues, sanitizer, paper towel and anti-bacterial spray is available throughout the House</li> <li>• Staff and Boarders will be reminded to wash/sanitize hands before putting on/removing a face covering, not to touch their face whilst wearing a face covering, to store reusable coverings in a sealed plastic bag (and to replace if the covering becomes damp) or to dispose of removable coverings in a lidded bin – a small supply of disposable coverings will be made available in the House</li> <li>• Boarders will have at least two reusable face coverings in school each day or a supply of disposable coverings due to the increased recommended use of face coverings in school</li> <li>• Boarders over the age of 11 are required to use face coverings if travelling on public buses and on school buses (unless exempt)</li> </ul>					
Failure to reduce contact between groups	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• Mews Cottage and Broadstairs are treated as households (in the same way that day Boarders from different cohorts return to the same home)</li> <li>• The majority of Boarders have their own room – those who are sharing are in groups of two situated in 3 bed rooms</li> <li>• As far as possible bedrooms, showers/toilets are allocated to KS cohorts but it should be remembered that, for Covid-19 Safety Protocols, Boarders constitute a household group</li> <li>• An enhanced cleaning rota is in place</li> <li>• As far as possible staff should remain 2m from Boarders</li> <li>• Boarders should be reminded about social distancing</li> <li>• Boarders should use the one way system and</li> </ul>	<b>Low</b>	<b>Medium</b>			

		<p>enter the Dining Room through the door by the pot wash (M-F)</p> <ul style="list-style-type: none"> <li>• At weekends entrance/exit is via the external Dining Room door</li> <li>• Boarders should sanitize their hands before sitting down to eat</li> <li>• They should sanitize again before they leave for the Boarding Houses</li> </ul>					
Overseas Boarders	<b>Boarders</b>	<ul style="list-style-type: none"> <li>• Anyone who is not a British or Irish national, or who does not have the right to reside in the UK, who has travelled from or through a “red list” country in the previous ten days is not permitted to enter the UK and must be told not to travel</li> <li>• Where Boarders, and their parents/guardians/family member meet the UK entry requirements and have travelled from or through a “red list” country in the previous ten days they must quarantine in a managed quarantine hotel for ten days – if parents are unable to travel with their child, or provide a guardian/family member to remain with them in quarantine, they should not travel</li> <li>• Boarders travelling to England from other “non-red list” countries will need to quarantine and purchase a home testing package with COVID-19 tests to be taken on Day 2 and 8 after arrival ideally with guardians/family members</li> </ul>	<b>Medium</b>	<b>Medium</b>			
Activities	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• All Spring Term activities will take place on-site</li> <li>• Evening activities will be planned to allow social distancing (Refer to the whole school PE RA)</li> <li>• Sports/Art equipment will not be shared between Boarders and will be cleaned frequently (or left unused for 48 hours or 72 hours for plastics)</li> </ul>	<b>Low</b>	<b>Low</b>			

		<ul style="list-style-type: none"> <li>• Piano keyboards will be sanitized between use – there is to be no sharing of musical scores</li> <li>• On mini buses Boarders must spread out as far as possible and sit in their seating plan facing forwards – they must sanitize on embarkation/disembarkation and must also wear face coverings</li> <li>• Window/ceiling vents will be opened where possible to allow maximum ventilation</li> </ul>					
Failure of LFD Testing	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• Testing is voluntary but strongly encouraged</li> <li>• Boarders for whom we have consent will receive their first LFD Test on arrival on Sunday 7<sup>th</sup> March</li> <li>• For the first test Boarders will remain outside whilst awaiting the test and the results (ideally in parent/Guardian vehicles located in the Tennis Court Car Park) – if the result is negative they will immediately report to Boarding Houses</li> <li>• If a Boarder receives a positive LFD Test they must isolate in accordance with Government Guidelines</li> <li>• A second and third test will be administered by Wednesday 17<sup>th</sup> March – from this point testing will be completed in the Boarding House/Medical Suite</li> <li>• Testing for staff will be completed twice weekly at home from Monday 8<sup>th</sup> March</li> <li>• From Thursday 18<sup>th</sup> March the ATS will move from the Lecture Theatre to Liley House</li> <li>• A detailed and separate RA is in place for on-site LFD Testing</li> <li>• Staff and Boarders are required to inform NHS Track and Trace and the school of the outcome of each home-test (supported by House Parents/School Nurse if under 16)</li> </ul>	<b>Low</b>	<b>Low</b>	Monitor the provision of outcomes of home-testing		
Staff and	<b>Staff and</b>	<ul style="list-style-type: none"> <li>• Staff are mindful and supportive to Boarders</li> </ul>	<b>Low</b>	<b>Low</b>			

Boarder wellbeing	<b>Boarders</b>	<p>and fellow colleagues who may have experienced loss or require time to express their feelings</p> <ul style="list-style-type: none"> <li>• Social Activities will support the rebuilding of friendships and social engagement and support Boarders with approaches to improve their physical and mental wellbeing</li> <li>• Re-adjustment to the routines in a setting may prove more challenging for some Boarders than others and consideration and planning will be given as to how to support children in settling back into Boarding life</li> </ul>					
Visitors on Site	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• All unnecessary visits to the site will be cancelled</li> <li>• Contractors will be advised of protocols in advance and overseen by the Operations Manager</li> </ul>	<b>Low</b>	<b>Low</b>			
Confirmed staff or Boarder Covid-19 case	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• In the event of a confirmed case in school, contact will be made with the local health protection team who will work with the school on the actions to take</li> <li>• Those Boarders who have been in close contact (face-to-face contact within 1 metre for any length of time, within 1-2 metres for more than 15 minutes or travelling together in a car) with the person who has tested positive will need to self-isolate for 10 days and the school will follow the definitive advice provided by the health protection team (other members of the household do not need to self-isolate unless the person who has been sent home develops symptoms)</li> <li>• Should anyone develop symptoms whilst self-isolating they should follow the stay at home guidance and request a test</li> <li>• Should the school have two or more confirmed cases in a 14 day period, or an overall rise in</li> </ul>	<b>Medium</b>	<b>Medium</b>			



		<p>sickness absence where people suspect coronavirus, we will work with the local health protection team</p> <ul style="list-style-type: none"> <li>• Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal</li> <li>• All staff and Boarders have access to a test if they display symptoms of coronavirus, and should book a test – the Boarding Manager/School Nurse/SLT will support with this</li> <li>• Some Guardians have stated they will take responsibility for a Boarder who is self-isolating (but asymptomatic), who has symptoms or has a confirmed case and we expect UK Boarders to return home in any of these scenarios – however it may be necessary to care for a Boarder in House in any of these three scenarios. In this case it may be necessary to utilise Bank Staff and the School has registered with an appropriate agency</li> </ul>					
Lack of hygiene provision and effective cleaning	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>• Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply</li> <li>• Additional cleaning requirements have been agreed with site staff including a schedule to clean specialist rooms between use by different groups</li> <li>• Site staff follow existing cleaning procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc.</li> <li>• While packaging is not known to present a specific risk, hands are washed immediately</li> </ul>	<b>Low</b>	<b>Low</b>			

		after handling					
House-keeping staff absence makes effective cleaning no longer available	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>Existing staff to be offered additional hours in the first instance</li> <li>Boarding House cleaning to be prioritised</li> </ul>	<b>Low</b>	<b>Medium</b>			
Buildings - operating in a different manner from normal operation	<b>Staff and Boarders</b>	<ul style="list-style-type: none"> <li>All statutory inspections are up to date and compliant</li> </ul>	<b>Low</b>	<b>Low</b>			
Driving to and from work	<b>Staff</b>	<ul style="list-style-type: none"> <li>If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and wash their hands as soon as they can</li> <li>Staff will wear impervious gloves where possible/available and/or wash hands after refuelling or making other adjustments on external hard surfaces. <b>REMEMBER</b> if the above was not possible then clean the car touch points with appropriate household disinfectant products when you get home (before your next journey or someone else using the vehicle)</li> </ul>	<b>Low</b>	<b>Low</b>			