

General Health and Safety

© 2019 T100 Risk Manager [6.1]

INSTRUCTIONS

ASSESSMENT STAGE: Complete section **A1**; Identify hazards and assign pre and post likelihood and consequence scores (using a 3x3 or 5x5 matrix) in section **A2**. Control Measures to reduce risks can then be added.

Section **A1** - Assessment Information

Reference / title	RA-GHAS-232 Covid - School reopening Sept 2020
Location	
Org group	
Activity / item / area	Covid19 School reopening
Person(s) at risk	Staff and pupils
Contract description	
Contract site	

Risk matrix	3x3
Assessor	Simon Hill
Assessment date	06/08/2020
Reviewed by	Simon Hill
Reviewed date	06/08/2020
Monitoring frequency	Every 1 month
Next review due	16/08/2020

Section **A2** - Risk / Control Measures

Category	Maintenance		
Hazard	Covid - 19 School Reopening 2020		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	3	9
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
GUIDING PRINCIPLES
Contact groups to be created (eg Boarding house, year groups and minibus) and minimal mixing between contact groups. Groups will be in the range of 40-60 pupils
Scheduled hand washing and sanitising in the morning, lunchtime and at the end of each day.
Clear and frequent education of pupils and staff
Control, monitoring and recording of visitors on site
No external fixtures or visits off-site
Pupils and staff do not work (or have contact with pupils) if they have symptoms, have tested positive or have been in contact (within the last 14 days) with anyone who has tested positive
Regular cleaning of classrooms and other areas used
Guidelines as published by PHW, Welsh Government, Gov.uk and BSA will be reviewed by SMT on a regular basis and the risk assessment and school protocols updated in the context of our setting
Communicate all protocols to parents, agents, guardians, pupils and staff
Boarding houses are treated as 'households' and consequently follow household social distancing guidelines
All staff and pupils should wash hands if they have physical contact with another person
All pupils and staff should wash their hands if they cough, sneeze or blow their nose
The Welsh Government's Test, Trace, Protect strategy will guide our response to a potential case
Creation of separate indoor and outdoor areas (and washing and toilet facilities) for each contact group
Classrooms are set up in a manner to allow 1m+ social distancing wherever possible
All staff are to keep 2m away from other staff members and pupils
Pupils to wear a face mask when in transit indoors
Subject Heads must assess the risk to pupils and staff as they enter and exit their department
Daily routines have been restructured to allow closer management/supervision of pupil time throughout the day
Arrival and departure of pupils by car and minibus has been managed to keep groups as distanced as possible
No whole school gatherings including assemblies and chapel services
All pupils will have lunch in the dining hall, but only within their contact groups. An extended lunch period has been created to facilitate this.
All middle managers eg HoFs and HoMs are responsible for monitoring, updating and implementing their risk assessments in line with the whole school risk assessment. All staff are responsible for implementing the control measures in the risk assessments
Breakfast and dinner will be for boarders only and will be sat within contact groups
This risk assessment is the overarching document to which all support and teaching staff must adhere
The staff cannot be a contact group and therefore the staff room is closed and staff will not take lunch in hall
Staff and pupils who are unwell at home with symptoms of Covid19 must stay at home
If a pupil or staff member shows symptoms of Covid19 while at school we will follow guidance from PHW and the school's Covid escalation policy

Category	General		
Hazard	Classroom management		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	3	6
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Pupils are provided with CCB face masks and are instructed to wear them when in transition indoors between classes
Desk surfaces, chairs and door handles (and keyboards where appropriate) to be wiped down using supplied cleaning products
Demonstrations must replace pupil-led experiments in science
Pupils are not to any classroom equipment including aprons or lab coats
Group work needs to be carefully managed to reduce risk of transmission
Class layout to remain consistent with forward facing desks. Unnecessary furniture moved out to make more space.
Ensure safe occupancy levels of classrooms and all areas across the school
Ensure that any bullying behaviour between pupils related to Covid19 is swiftly acted on by school staff
Sanitiser and/or wash basins and tissues are provided in every room (catch it, bin it, kill it)
Clear reinforcement of correct protocols by teachers and these are enforced
Pupils are to avoid all unnecessary contact with staff or other pupils
Departure from classes must be staggered to avoid corridor congestion
Staff to stay 2m apart from pupils where possible (with facemasks to be worn when this cannot be guaranteed)
Textbooks, worksheets or any equipment is not to be given out or collected by teachers
Any room in use by pupils or staff should be ventilated as much as possible
Air conditioning or fan heaters are only to be used when pupils are not present

Category	General		
Hazard	Boarding Houses		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	3	6
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Temperatures taken of each pupil every morning. Pupils above the recommended 37.8 celsius will be sent home, or in the case of boarders isolated in the Medical Centre
Creation of households in boarding houses into which extended day pupils cannot go
Houseparent, medical staff and tutor conversations ensure that every pupil has an opportunity to discuss their worries with a trusted adult
Pupils instructed to wash hands each time they enter house.
House cleaned daily, with particular focus on 'high touch' and communal areas.
Boarding house staff are trained by houseparents prior to beginning the termly duties
Clear signage covering social distancing rules and hygiene information is posted up in boarding houses
House staff are briefed by the medical centre staff regarding medical centre protocols
Pupils in years 7-11 are discouraged from entering the houses during and between lessons
Pupils trained in clearing up after food preparation and consumption in house kitchens
Games Room equipment users to wipe down equipment after use
Kitchen Duty training to include training in hand washing before duty is complete
Parents and guardians are not to enter the boarding houses
Staff to stay 2m apart from pupils where possible (with face masks to be worn when this cannot be guaranteed)
In-house hosting for boarders at exeat and half terms until further notice (external host family scheme is postponed).

Category	General		
Hazard	Day pupils		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	3	6
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Temperatures taken of each pupil every morning (in their contact group washing area as they get off the buses. Pupils above the recommended 37.8 celsius will be taken to the medical centre and await collection by parents
Houseparent, medical staff and tutor conversations ensure that every pupil has an opportunity to discuss their worries with a trusted adult
Mixing between day pupil groups is minimised by the creation of year group pods for use at lunch and after school
Mixing between day pupil groups is minimised by not having day pupils or extended days in the boarding houses

Category	General		
Hazard	Daily routines		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	3	6
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Year groups kept apart when possible during breaks in the day including mealtimes to prevent mixing of groups
Elongated lunch break to reduce congestion in the dining hall
Removal of the morning break period to reduce unnecessary transitions
Hand washing will be enforced through the day. Soap, disposable paper towels are available in all washrooms and tissues are available in all classrooms
Hand sanitiser stations are located across the school site
Clear reinforcement of correct protocols by duty staff
Clear signage covering social distancing rules and hygiene information is posted up across the school and in boarding houses
New pupil induction to be given before they start lessons to ensure protocols and routines are understood
Returning boarders and day pupils are to be given training by senior staff and in houses to ensure clear understanding of procedures and protocols
Ensure that any pupils going up-town are briefed as to the correct protocols with removal of privileges for any transgressions
Explain the new fire evacuation procedures to the whole school community and conduct a drill in the first week of term
Indoor and outdoor pods have been created for individual year groups to minimise mixing across the school
Staff to stay 2m apart from pupils where possible (with face masks to be worn when this cannot be guaranteed)
The staff room is closed to staff, minimising gatherings and reducing risk of spread
Staff are not to have meals in the dining hall, minimising contact and reducing the risk of spread
Registration of pupils is to take place every lesson

Category	General		
Hazard	Medical Centre		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	3	6
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Pupils and staff do not work (or have contact with pupils) if they have symptoms, have tested positive or have been in contact (within the last 14 days) with anyone who has tested positive
A designated isolation area is located in the medical centre
Pupils with symptoms should use the back stairs to access the medical centre, keeping the front stairs for more routine issues
Cleaning of all rooms at the start of each day, with further cleaning as and when areas are used
If a day pupil becomes unwell they should be sent via the back stairs to the isolation rooms in the San. Parents will be contacted and the pupil collected ahead of testing
Symptoms: New continuous cough, high temperature (37.8 celsius), a loss of, or change in, normal sense of smell. If anyone has any of the above they should self-isolate for at least 7 days. Their household contacts should also self isolate for 14 days
Anyone who develops symptoms will be tested to check if they have coronavirus. If they test negative they and their household can end their self-isolation
If they test positive they and their household will need to continue to self-isolate
If a person tests positive non-household close contacts should follow PHW guidance
Any staff member who develops symptoms of coronavirus, or has someone in their household who has developed symptoms, should cease work immediately and self-isolate
The Welsh Government's Test, Trace, Protect strategy will guide our response to a potential case
Staff who may need to use PPE to be trained in how to safely put on and remove PPE in the right order as well as dispose of such items

Category	General		
Hazard	Transport of pupils		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	3	6
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Ensure that the pupils are met at the airport by a senior member of staff who can oversee correct protocols
Temperature of pupils to be taken prior to boarding the coach at the airport
Pupils and staff to wear face masks on the school coach
Ensure that the journey is direct preventing transmission at service stations or elsewhere
Minibus seating plans to minimise transmission risk
Face masks to be worn by all minibus drivers and passengers
Minibus pick-up and drop-off points to be located at strategic points across the site to reduce congestion
Provide international pupils with a 24hr out-of-hours staff contact number while they are travelling
Sanitiser is provided on airport transport coaches
International pupils are encouraged to contact their parents upon their safe arrival at school
Minibuses are cleaned after use
Minibus windows will be open where possible to aid ventilation

Category	General		
Hazard	Dining hall		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	3	6
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Ensure safe occupancy levels at all times
Pupils to attend meals only at designated times
Pupils to sanitise before going in for meals
Pupils must only handle their own cutlery and utensils
Tables and benches to be cleaned between sittings
Pupils to queue as instructed, with staggered year group arrival
Pupils must have food served to them and not touch any of the counter displays
Pupils must dispose of their trays, cutlery and utensils on the tray racks before leaving

Category	General		
Hazard	Staff training - lack of understanding of protocols		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	3	9
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Risk assessments are published to staff and opportunities for consultation groups are provided
Boarding house staff are trained by houseparents prior to beginning the termly duties
Staff training and protocol instruction given at the end of the summer term and at the beginning of the Michaelmas term
Clear signage covering social distancing rules and hygiene information is posted up across the school and in boarding houses
Staff are briefed by the medical centre staff regarding medical centre protocols
Faculty groups to work together to apply protocols unique to their setting/areas

Category	General		
Hazard	Pupil training - lack of understanding of protocols		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	3	9
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
New pupil induction by year group to be given before they start lessons to ensure protocols and routines are understood
Clear signage covering social distancing rules and hygiene information is posted up across the school and in boarding houses
Returning boarders and day pupils are to be given training by senior staff and in houses to ensure clear understanding of procedures and protocols
Houseparent, medical staff and tutor conversations ensure that every pupil has an opportunity to discuss their worries with a trusted adult
House staff and teachers to regularly remind and then enforce protocols

Category	General		
Hazard	Use of chapel		
Pre-Control Risk Level	Likelihood	Consequence	Total
	3	3	9
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Pupils attend in contact groups only
Pews and the chapel bell cord will be cleaned between chapel services
Number of pupils in chapel significantly reduced by holding year group chapels
Hymn books will not be used, service sheets will be issued and handed in afterwards for disposal
Chapel Services will only be held when Welsh guidance allows
Staff will not be asked to attend as part of their daily duty. SMT will cover the services.

Category	General		
Hazard	Staff at work		
Pre-Control Risk Level	Likelihood	Consequence	Total
	2	3	6
Post-Control Risk Level	Likelihood	Consequence	Total
	1	3	3

Control Measure
Shielding staff who have received a letter from the CMO will be told not to come to work
Clinically vulnerable staff should have an individual risk assessment carried out by their line manager
If a member of staff is living with a vulnerable person they must inform their line manager and maintain social distance of 2m whilst at work
Any staff member who has a medical condition that puts them at increased risk should carry out an individual risk assessment and discuss this with their line manager
Staff with any concerns about their safety and wellbeing are encouraged to discuss these concerns with their line manager
Management meetings will take place on Teams where possible
Governors to monitor workload and time-off of the Senior Leaders