



## COVID 19: General School Risk Assessment

<p><b>In and Around School – Pupils, staff, volunteers and visitors</b></p>	<p>Date of assessment: 30<sup>th</sup> August 2020</p> <p>Updated: 17<sup>th</sup> September 2020      Updated: 7<sup>th</sup> June 2021</p> <p>Updated: 2<sup>nd</sup> October 2020      Updated: 12<sup>th</sup> August 2021</p> <p>Updated: 5<sup>th</sup> November 2020</p> <p>Updated: 15<sup>th</sup> December 2020</p> <p>Updated: 26<sup>th</sup> February 2021</p> <p>Update: 22<sup>th</sup> March 2021</p> <p>Update: 15<sup>th</sup> April 2021</p> <p>Updated: 17<sup>th</sup> May 2021</p> <p><b>Updated: 13<sup>th</sup> October 2021</b></p>
<b>Hazard or event: Coronavirus, Covid-19</b>	
<b>Assessment Conducted by: DHP and DHA</b>	<b>Review date: by 15<sup>th</sup> November 2021</b>

Covid-19 is an illness that can affect your lungs and airways. The virus is now known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease it causes is called coronavirus disease 2019 (COVID-19). In March 2020, the World Health Organization (WHO) declared the COVID-19 outbreak a pandemic. Data has shown that it spreads from person to person among those in close contact (within about 6 feet, or 2 meters). The virus spreads by respiratory droplets released when someone with the virus coughs, sneezes or talks. These droplets can be inhaled or land in the mouth or nose of a person nearby.

It can also spread if a person touches a surface with the virus on it and then touches his or her mouth, nose or eyes, although this isn't considered to be a main way it spreads.

Symptoms can be mild, moderate, severe, or fatal. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low. In addition, there is no evidence that children transmit the disease any more than adults.

We are aware of this disease and are vigilant as to any of our pupils, staff, volunteers or visitors displaying symptoms.

This risk assessment was prepared on the 30<sup>th</sup> August 2020 in line with government guidelines for the re-start of schools in September and is applicable to private schools, and will be an on-going assessment as and when there are changes to Covid-19 Government guidelines.

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
Policies and procedures	<ul style="list-style-type: none"> <li>• All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- First Aid Policy</li> <li>- Coronavirus (COVID-19) General School Risk Assessment</li> <li>- School Transport Risk Assessment (Covid 19).</li> <li>- Risk assessments for Houses, individual classrooms, games and activities</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <p>HM Government 'Actions for Schools during COVID 19 : Schools Updated 27<sup>th</sup> September 2021 <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>HM Government 'Schools coronavirus (COVID 19) operational guidance' 4th October 2021 <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p> <p>HM Government 'Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person' 11 October 2021 <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a></p> </li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- HSE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> <li>BSA</li> </ul> </li> </ul>	Y	SMT	<p>02/09/2020</p> <p>23/08/2021</p> <p>13/10/2021</p>

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
	<ul style="list-style-type: none"> <li>All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email, Intouch, on arrival, over the phone.</li> <li>SMT reviews relevant school policies to ensure they account for new provisions.</li> </ul>			
<b>Minimising contact between individuals and maintaining social distancing</b>	<ul style="list-style-type: none"> <li>Social Distancing is adhered to between groups that do not regularly meet.</li> <li>Staff should aim to maintain 2 meters apart where possible</li> <li>Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>In order to avoid large gatherings, Assemblies will be in Tutor groups, Key stage or year groups in person or via TEAMS.</li> <li>Pupils' educational and care support plans are provided as normal.</li> <li>Assemblies are limited and delivered virtually for large groups.</li> <li>The use of communal areas, e.g. the staff room, is limited to avoid large numbers.</li> <li>Parents are briefed on new provision for the drop-off and collection of their children. There is a new one-way system around school for this purpose.</li> <li>Where school transport is used, infection control and social distancing measures are implemented. See School Transport Risk Assessment (Covid-19).</li> <li>Supply teachers, peripatetic teachers and other temporary staff members can move between schools.</li> <li>A record is kept of all visitors and contractors that come to the school site.</li> </ul>	Y	All Staff, pupils and parents	02/09/2020 23/08/2021 13/10/2021
<b>Face Coverings in School</b>	<ul style="list-style-type: none"> <li>Pupils are to wear face coverings in corridors and communal areas. They can wear them in classrooms if they wish.</li> <li>Face coverings for pupils are to be worn in the dining hall, whilst queueing to enter, and when leaving, due to the area being enclosed and crowded</li> <li>Some individuals are exempt from wearing face coverings. This applies to those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> </ul>	Y	All Staff	02/09/2020 23/08/2021 13/10/2021

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
	<ul style="list-style-type: none"> <li>• All pupils, staff, volunteers and visitors should provide their own face covering but, where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply will be available. These can be found in Houses, Main reception and Lower School reception.</li> <li>• Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</li> <li>• You should not touch the front of your face covering during use or when removing it and you must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag for their next use.</li> <li>• Face coverings should not be extreme in style or offensive.</li> </ul>			
<b>Hand cleaning and respiratory hygiene</b>	<ul style="list-style-type: none"> <li>• Hand washing or sanitising stations are set up in every classroom, providing soap and water, bins and/or alcohol-based hand sanitiser.</li> <li>• Hand washing stations are set up outside Lower School and New Block, providing soap and water.</li> <li>• Adequate amounts of soap, drying facilities and bins are available in the relevant areas.</li> <li>• Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• The ‘catch it, bin it, kill it’ approach is very important, so tissues and bins must be used</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• Hygiene measures are explained to visitors and contractors upon their arrival if not already done so.</li> </ul>	<b>Y</b>	<b>All Staff</b>	<b>02/09/2020</b>

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
<b>Enhanced Cleaning</b>	<ul style="list-style-type: none"> <li>• The school creates a cleaning schedule that ensures cleaning is generally enhanced and includes:               <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned more regularly.</li> </ul> </li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE (in line with what would normally be needed for work) is available to members of staff who require it to carry out cleaning safely.</li> <li>• Desks are to be wiped down with appropriate cleaning agent on a regular basis.</li> </ul>	<b>Y</b>	<b>SMT</b>  <b>Cleaning Staff</b>  <b>Teaching Staff</b>	<b>02/09/2020</b> <b>23/08/2021</b>
<b>Minimising contact with individuals who are unwell</b>	<ul style="list-style-type: none"> <li>• Children should not come to school if they feel unwell. (see Appendix 2)</li> <li>• Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds.</li> <li>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are to be managed in line with local and national guidance and any unwell individuals are sent home as soon as possible, but should not use School transport</li> <li>• As is usual practice, in an emergency, call 999 (and our sickbay) if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• If the child is a boarder and shows symptoms, they should initially self-isolate in their Saints House. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home. Individual and school circumstance will dictate this. (see Appendix 3)</li> <li>• Those awaiting collection are moved to a room where they can be isolated behind a closed door (House or sickbay). If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.</li> </ul>	<b>Y</b>	<b>All Staff</b>	<b>02/09/2020</b> <b>23/08/2021</b>

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
	<ul style="list-style-type: none"> <li>This room will have its own toilet facilities.</li> <li>PPE is to be worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>Anyone who comes into contact with an unwell individual will wash their hands thoroughly for 20 seconds.</li> <li>The isolation room is to be cleaned and disinfected using appropriate cleaning products after they have left the premises and before being used by anyone else</li> <li>Staff members who have helped someone with symptoms and any pupils who have been in close contact with them <b>do not</b> need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> </ul>			
<b>Use of toilets</b>	<ul style="list-style-type: none"> <li>Hand washing for at least 20 seconds should be adhered to.</li> <li>Toilets to be cleaned regularly throughout the day.</li> </ul>	<b>Y</b>	<b>Pupils and Staff</b>	<b>02/09/2020 23/08/2021</b>
<b>Administering first aid on the spot</b>	<ul style="list-style-type: none"> <li>Staff must wear appropriate PPE when close contact is required. Gloves, medical face masks and/or visor are recommended as a minimum. All classrooms will have their own supply.</li> <li>Good hygiene is critical at these times. All waste generated must be bagged and disposed of in the bin as soon as possible.</li> </ul>	<b>Y</b>	<b>Staff</b>	<b>02/09/2020</b>
<b>Sickbay</b>	<ul style="list-style-type: none"> <li>In emergencies, teachers are to contact sickbay in the usual way</li> <li>In non-urgent cases, teachers are to contact sickbay via TEAMS message or by phone, to make sure that Sister has the capacity to take the pupil.</li> <li>For sixth form, pupils can email sickbay for non-urgent advice or repeat prescriptions.</li> <li>Face coverings are to be worn in sickbay on arrival. Hand sanitiser is to be used on entry and social distance maintained.</li> <li>The waiting room, toilets and door handles will be cleaned down throughout the day, as per the sickbay regime.</li> <li>The treatment room will be wiped down after every visit.</li> </ul>			<b>23/08/2021</b>
<b>Resources</b>	<ul style="list-style-type: none"> <li>Staff and pupils have their own individual and frequently used items, e.g. pen, pencil, ruler and calculator.</li> </ul>	<b>Y</b>	<b>All Staff</b>	<b>02/09/2020 23/08/2021</b>

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
<b>Break and Lunchtime</b>	<ul style="list-style-type: none"> <li>Handwashing should take place before children return to class</li> </ul>	Y	SMT	02/09/2020 23/08/2021
<b>College Transport and parents dropping children off</b>	<ul style="list-style-type: none"> <li>There is a separate Risk Assessment for College Transport.</li> <li>For Lower School, member of staff to meet pupils at designated entrance and ensure hand washing takes place.</li> <li>One-way system in place for drop off and collection</li> </ul>	Y	SMT/ HoLS	02/09/2020 23/08/2021
<b>Leaving School</b>	<ul style="list-style-type: none"> <li>One way system to be implemented around the school grounds</li> </ul>	Y	Staff & Parents	02/09/2020
<b>Boarding Houses After School</b>	<ul style="list-style-type: none"> <li>Regular hand washing, especially when coming back to House and before going to supper.</li> <li>Mixed year groups to be avoided.</li> <li>Each House will have its own Risk Assessment.</li> </ul>			23/08/2021 13/10/2021
<b>PPE</b>	<ul style="list-style-type: none"> <li>PPE is distributed to staff who provide intimate care for pupils (available in all classroom areas and Houses) in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>For all other staff, PPE will not be required beyond what they would normally need for their work.</li> <li>Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for disposing of ordinary waste.</li> <li>All PPE waste (used for close contact / suspected Covid-19 case) is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag. It is then put in the usual waste area.</li> </ul>	Y	All Staff	02/09/2020 23/08/2021
<b>Track and trace</b>	<p>Tracing close contacts and isolation</p> <p>Close contacts in schools are now identified by NHS Test and Trace and education settings are no longer expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies</p>	Y	All Staff and parents	02/09/2020 23/08/2021 13/10/2021

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
	<p>the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. School may be contacted in exceptional cases to help with identifying close contacts.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <ul style="list-style-type: none"> <li>• If the PCR test is negative after being identified as a close contact you can return to school but should: <ul style="list-style-type: none"> <li>- meet people outside if possible</li> <li>- open doors and windows to let in fresh air if meeting people inside</li> <li>- limit the number of people you meet and avoid crowded places</li> <li>- wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places</li> </ul> </li> </ul>			



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	<ul style="list-style-type: none"> <li>- wash your hands with soap and water or use hand sanitiser regularly throughout the day</li> <li>- take regular LFD tests</li> <li>• Anyone in school who displays symptoms is encouraged to get a PCR test.</li> <li>• Parents and staff are asked to inform the school immediately of test results.</li> <li>• If an individual tests negative, they feel well and do not have coronavirus symptoms, they, can return to School.</li> <li>• If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. (see Appendix 4)</li> </ul>			
<b>Staff Testing</b>	<ul style="list-style-type: none"> <li>• Twice weekly testing of College staff is in place (for those who have given consent).</li> <li>• Home testing kits will be issued by the school. Any LFD positive will result in self-isolation and a PCR test, helping to identify anyone who is asymptomatic. Results should be reported to the NHS <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> as well as school. <a href="mailto:lft@ellesmere.com">lft@ellesmere.com</a></li> </ul>	<b>Y</b>	<b>Staff</b>	<b>03/01/2021 &amp; 08/03/2021 23/08/2021</b>
<b>Pupil Testing</b>	<ul style="list-style-type: none"> <li>• LFD tests will be provided for pupils to home test. Results should be reported to the NHS <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and to the pupils tutor.</li> </ul>	<b>Y</b>	<b>Pupils</b>	<b>03/01/2021 &amp; 08/03/2021 23/08/2021</b>
<b>Confirmed cases of coronavirus</b>	<ul style="list-style-type: none"> <li>• Where 5 or more individuals in the school community test positive for coronavirus, the School seeks additional public health advice by calling the DfE’s existing coronavirus helpline number on 0800 046 8687, and selecting option 1.</li> <li>• The school works with the service to manage the response.</li> <li>• The advice service will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays. The DfE helpline also remains available for all other queries about coronavirus on 0800 046 8687, including for advice on those displaying symptoms.</li> </ul> <p>What is meant by a contact</p> <ul style="list-style-type: none"> <li>• A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass</li> </ul>	<b>Y</b>	<b>All Staff and parents</b>	<b>02/09/2020 23/08/2021 13/10/2021</b>

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	<p>the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:</p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</li> <li>• anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>• been within one metre for one minute or longer without face-to-face contact</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> </li> <li>• A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.</li> <li>• Household members of individuals who are close contacts <b>do not</b> need to self-isolate.</li> <li>• If required, all parents and staff are informed of confirmed cases; however, the names of the individuals are not shared.</li> <li>• If the school has five or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.</li> <li>• Confirmed cases or those being tested will be isolated in Sickbay. All meals will be delivered to Sickbay.</li> <li>• If individual boarders need to self-isolate then a dedicated area will be provided, that is separate from the rest of the boarding House. No interaction will take place between those self-isolating and those not. Meals will be delivered.</li> <li>• Rooms and communal areas will be deep cleaned where positive cases have been identified.</li> <li>• Dedicated areas that can be used for self-isolation include, but is not limited to, St Luke's, BE Block for boys and St Oswald's, top floor new block for girls. All have en-suite facilities.</li> </ul>			
<b>Access to learning</b>	<ul style="list-style-type: none"> <li>• The DHA and HoDs work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> </ul>	<b>Y</b>	<b>All Staff and parents</b>	<b>02/09/2020 23/08/2021</b>

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
	<ul style="list-style-type: none"> <li>A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education.</li> <li>Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school.</li> <li>The DHA and HoDs work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, due to COVID 19 issues.</li> </ul>			
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>The DHP ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL, and deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> </ul>	Y	DSL	02/09/2020
<b>Catering</b>	<ul style="list-style-type: none"> <li>All kitchen and catering areas to be sanitised at the end of each day</li> <li>Hands to be sanitised before entering the dining hall</li> <li>Face coverings are to remain on until the meal has been collected and the diner seated (Year 7 and above)</li> <li>Face coverings are to be put on before picking up the tray and leaving (Year 7 and above)</li> <li>Staff should stagger their seating so there is no face to face contact.</li> </ul>	Y	Catering Department	02/09/2020 13/10/2021
<b>Visitors</b>	<ul style="list-style-type: none"> <li>SMT limits access to the school to visitors if groups are large.</li> <li>Match teas will not take place for both home and away matches.</li> <li>Open days to be replaced with individual tours.</li> </ul>	Y	All staff	13/10/2021
<b>Fire safety and evacuation routes</b>	<ul style="list-style-type: none"> <li>Usual systems in place.</li> </ul>	Y	SMT	02/09/2020
<b>Educational visits</b>	<ul style="list-style-type: none"> <li>These can now go ahead</li> </ul>	Y	Teaching staff	02/09/2020
<b>Heating and ventilation</b>	<ul style="list-style-type: none"> <li>Where possible, the windows of occupied rooms are open.</li> </ul>	Y	All Staff	02/09/2020

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<b>Attendance</b>	<ul style="list-style-type: none"> <li>Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. All morning registers are to be taken by Tutors and entered on SIMS. Housemothers are to transfer these to the legal paper registers. Afternoon registers for Senior school are through Housemothers staggered towards the end of lunch. Reception will enter these on SIMS.</li> <li>Anyone who has been shielding <b>can</b> attend the school site.</li> <li>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</li> <li>The school uses the existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>	Y	All Staff and parents	02/09/2020
<b>Behaviour expectations</b>	<ul style="list-style-type: none"> <li>The school's Behaviour Policy sets out behaviour expectations for pupils.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	SMT	02/09/2020
<b>Uniform</b>	<ul style="list-style-type: none"> <li>Normal school uniform is to be worn by the whole school.</li> <li>PE Kit to be worn as normal</li> <li>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> </ul>	Y	Parents	02/09/2020
<b>Communication</b>	<ul style="list-style-type: none"> <li>The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements.</li> <li>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>Staff and volunteers are informed via email about the relevant information regarding opening to all pupils, including any changes to the workday,</li> </ul>	Y	All Staff and parents	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline/Updated
	<ul style="list-style-type: none"> <li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues, staff counsellor.</li> <li>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> </ul>			
<b>Mental health and wellbeing</b>	<ul style="list-style-type: none"> <li>The SMT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</li> <li>Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</li> </ul>	Y	All Staff and parents	02/09/2020 13/10/2021
<b>Extra-curricular activities and games</b>	<ul style="list-style-type: none"> <li>Activities and games are resumed.</li> </ul>	Y	All Staff and parents	02/09/2020
<b>Contingency planning</b>	<ul style="list-style-type: none"> <li>There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> </ul>	Y	SMT	02/09/2020
<b>Quarantine (and Self-Isolation)</b>	<ul style="list-style-type: none"> <li>Refer to COVID Quarantine Risk Assessment for Overseas Pupils</li> </ul>			

**Related documents**

**First Aid Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behavioural Policy, Covid-19 Departmental Risk Assessments, Covid-19 House Risk Assessment, Covid-19 Transport Risk Assessment**

Groups of People at Risk	Likely impact	Likelihood of occurrence	Risk rating following action
Vulnerable Adults (Vaccinated)	A (B)	1	A1
Other Adults (Vaccinated)	B (C)	1	B1
Children under the age of 11	C	2	C2
Vulnerable children under the age of 11	B	2	B2
Children aged 12- 17 (Vaccinated)	C (C)	1 (1)	C1 (C1)
Vulnerable children aged 12-17	B	1	B1

Severity
<b>A:</b> Potentially fatal.
<b>B:</b> Significant illness leading to days off School
<b>C:</b> Minor illness

Likelihood
1
1: Conceivable, but unlikely
2: Could occur occasionally
3: Would occur regularly

Risk Score
LOW A1, B1, B2, C1, C2, C3
MEDIUM A2, B3
HIGH A3

Appendix 2	Guidance for College Staff regarding common cold symptoms
	<p>Pupils experiencing the following symptoms:</p> <ul style="list-style-type: none"> <li>• Clear, runny nose</li> <li>• Sneezing +++</li> <li>• Sore itchy eyes</li> <li>• Mild dry, tickly cough (not persistent)</li> <li>• Mild sore throat</li> <li>• Mild fever (37.5- 37.9°C)</li> <li>• Body aches/general fatigue</li> </ul> <p><b><u>Management:</u></b></p> <p><b><u>Telephone enquiries:</u></b> Advise parents child to remain at home and off school until symptoms resolved.</p> <p><b><u>Day pupils:</u></b>  Lower School Secretary to arrange parent to collect (pupil to remain in L/S until collected).  Middle School /6<sup>th</sup> Form House staff to arrange collection (pupil to remain in House until collected).</p> <p><b><u>Weekly/full boarders: NOT TO GO INTO LESSONS</u></b>  To remain in House, advise to remain in their room mostly but able to use communal areas, must wear a facial covering, socially distance &gt;2m, wash hands/sanitise regularly and hygienically dispose of their used tissues.  Can attend meals in dining hall at the end of normal service.  To rest so should <b>not train</b> (Titans/tennis/football/squads/gym/etc). Obtain an off games card for them. Light exercise permitted in the form of walking 30 minutes a day after school hours.  Not to meet with friends outside House.  House staff to liaise with Sister on duty any concerning or worsening symptoms.  Covid-19 symptoms (<b>see Guidance</b>) report to Sister on duty asap and isolate pupil in their room until reviewed.</p> <p><b><u>Guidance for College Staff regarding pupils with suspected COVID-19 symptoms</u></b>  <b><u>(please see additional Appendix 3)</u></b>  Not to use communal areas. (<b>as per quarantine measures</b>)  To stay in own room with on-suite facilities.  House staff to maintain contact with pupil and parents.  Tutors to arrange school work.  Meals to be brought to House via catering department.  Sister on duty to review regularly and advise accordingly.</p> <p><b><u>ALL IN HOUSE PUPILS</u></b>  In the advent of a fire alarm pupils to be removed from their room, to wear a mask and maintain social distancing in usual designated area but away from other pupils.</p>

Main COVID-19 Symptoms

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

DAYTIME

1. **In House:** Isolate pupil in their room, making sure no roommates are present. Ring Sickbay on 01691 626 529 or mobile 07531 801 558 for advice and further instructions. You can also go on the NHS has an online symptom checker, <https://111.nhs.uk/covid-19/>
2. **In Class:** Symptoms do not normally suddenly present, so this should be a rare occurrence.
3. If the pupil starts to cough in lesson they should be advised initially to have a cool drink.
4. If pupil attends class with the above COVID-19 symptoms, remove the pupil from the class. Contact Sickbay as above. Pupils if instructed to attend Sickbay or House must wear a face covering and hand sanitise. They are to go **directly** to the designated area.

**SICKBAY have their own guidance on dealing with a suspected case**NIGHTTIME (After 10.30)

1. **In House:** If the above symptoms develop overnight contact Sickbay on 01691 626 529 or mobile 07531801558 for advice and further instructions.
2. The member of staff should wear a mask and maintain 2 metres social distancing. Do not go into the bedroom.
3. Ask the student to ventilate the room by opening the windows.
4. If in a shared room, do not remove their roommate, as they may need to self-isolate.
5. If the pupil is poorly and needs to relocate to Sickbay, ask them to pack a small bag of personal items/clothing, wear a face covering and hand sanitise.
6. The roommate will need to self-isolate, even if asymptomatic until the diagnosis is confirmed.
7. **Remember symptoms should not suddenly appear. Children cough for other reasons.**

**There is no need to self-isolate anyone else in the House. This will only happen on advice from Public Health.**



Appendix 4	NHS Online Symptom Checker
	<p>The NHS has an online symptom checker, which is what sickbay are using if there is any thought that it is Covid-19. <a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a></p> <p>The symptom checker is for the general public to use, so there is no harm in you using it. This may help to reassure, one way or the other. This is not an attempt to miss out sickbay, but they may not be able to act immediately, if they are in high demand. If the outcome of the NHS symptom checker is to self-isolate then keep them in House and let sickbay know. We will inform public health and they will tell us the next step. <b>It is not necessary for the bubble to isolate immediately, but public health may choose this option.</b></p> <p>If a boarder does test positive for Covid-19, again public health will be contacted. The likely outcome of this is that the House bubble will need to self-isolate. However, <b>staff are not part of this bubble and will not need to self-isolate</b>. Staff will be allowed to go into House as necessary. In addition, all students (e.g. from lessons) who had been within 2m of the student would have to self-isolate. We would then arrange for all meals to be taken to House. This would work in a similar way to how we managed the quarantine period. Any pupils in self-isolation can return home to isolate with their parents. Should someone develop COVID-19 symptoms late in the 10-day household isolation period the isolation period for the rest of the household does not need to be extended.</p> <p>If a day pupil was to have symptoms, there would be no immediate action, other than them going home and the parents arranging a test. If this test proves positive, then all students who had been within 2m of the student would have to self-isolate.</p> <p>If a boarder is ill, but not with Covid symptoms, then they should remain in House. These pupils can go to the dining hall towards the end of the serving times and just keep away from others. If they are ill and would normally go to sickbay, then they should.</p>