



Risk Assessment for School Operations **During Covid-19 Pandemic**

Introduction

We have a duty to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees”. This document sets out the high-level controls that we will put in place and measures we will take to mitigate risks associated with Covid-19. It should be read in conjunction with departmental or other documents that provide more detailed instructions and guidance.

Staff, parents and pupils are asked and encouraged to do their best to follow all relevant guidance, recognising that the success of the measures outlined depends on the co-operation and support of all involved. All parties must nevertheless accept that there will inevitably be some residual risk.

This is a dynamic document, based on the best advice and guidance available at the time of its latest iteration. We know that our understanding of the virus has, and will continue to, evolve along with our experience of how the control measures are working in practice. This will inform how we modify and adapt our approach.

Current knowledge and considerations

It has been shown consistently that Covid-19 overwhelmingly affects the old and/or people with underlying health conditions. We do not believe there is a significant risk to our pupils' health per se in being at school, and are confident that the benefits overwhelmingly outweigh any risks.

Nevertheless, we recognise that our pupils come from domestic households which may contain people more at risk from the virus, and that for staff and other adults, or indeed clinically vulnerable children, Covid-19 can cause severe symptoms and have a seriously debilitating effect over time. We must therefore remain alert to the dangers and act accordingly.

Staff are reminded that they have a duty to take care of their own health and safety and that of others who may be affected by their actions. This will involve observing published guidance with respect to testing, social distancing, hand washing and infection control. Any member of staff who falls within the definition of ‘clinically vulnerable’ or ‘clinically extremely vulnerable’ should notify their line manager and/or the Bursary, so that an individual risk assessment can be undertaken in order to decide on any special measures to be put in place. Any other member of staff is also welcome to request an individual risk assessment.

There is no benefit to reproducing large excerpts of Government guidance within this document. Staff should familiarise themselves with any relevant information and we expect all members of the community to adhere to the appropriate rules and regulations. Clearly no-one should come into school if they have symptoms associated with Covid-19.

Revisions, advice and updates

We know this is an unsettling time for many and will happily speak to pupils, parents or staff about any concerns they may have. A School Nurse is available 0800 – 1600 Monday to Friday during term time in the Health Centre to offer advice.

We welcome ideas and suggestions as to how we might improve and will try to find the best way to balance competing considerations, but we hope it will be appreciated that we may not be able to accommodate everyone's wishes.

This risk assessment will be reviewed and updated regularly, as circumstances and advice change, and in the light of experience.

Last updated: 17th November 2021

Specific Measures Relating to St Mary's

Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Infection could spread between individuals	Members of the community could come into contact with others which may increase the spread of Covid-19	All staff are encouraged to take up their free vaccinations and boosters when offered. All of the available research has shown that this dramatically helps to reduce the spread of the virus. Visitors to the site are kept to minimum, making use of remote meetings on Teams / Zoom where appropriate. Those who do visit the site are asked to wear masks in communal areas. If a visitor is likely to spend a significant amount of time in school or significantly interact with pupils, they are asked to complete a lateral flow test prior to arrival.
Infection could spread within the school community	Members of the community could mix with others which would increase the risk of the virus being spread	Staff and pupils are encouraged to undertake regular lateral flow tests in line with government guidance, with follow-up confirmatory PCR tests for any positive results. We keep a log of any positive tests, looking to identify any clusters, and liaising with Public Health England as appropriate. We encourage all staff to ensure that rooms are well-ventilated and have procured a number of CO2 monitors, which can easily be used on request to check that ventilation in an area is adequate.
Failure to maintain a high standard of cleanliness.	Increased risk of the virus being spread	All adults and pupils encouraged to: <ul style="list-style-type: none"> • Frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly • Use hand sanitizers when entering buildings • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Regular cleaning of common touch points throughout the day. • Sports equipment and computers cleaned between each use. • As much work as possible to be handed in and marked electronically. • Doors propped open where possible but must be closed when a classroom is unoccupied to maintain fire safety • Windows opened where possible to increase ventilation, but must be closed when a classroom is unoccupied

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Someone becomes unwell in school	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Basic first aid kits including masks and gloves are provided. Nurses triage over the phone and attend pupils in Houses or book an appointment for them in the Health Centre as appropriate. • For any suspected coronavirus case the pupil will be sent home or, if this is not possible, will isolate in house. • PPE gloves, apron and face mask to be worn by any member of Health Centre staff looking after a suspected coronavirus case. • 2 metres distance to be maintained where possible between staff and patient. • Only 1 person to look after the unwell pupil, although it may be necessary to change this person at the changeover of shifts within the Health Centre
Someone becomes unwell out of school	Virus may be introduced to the school community	<ul style="list-style-type: none"> • Anyone showing signs of coronavirus (developing a cough or temperature, or experiencing a loss or change to their sense of smell or taste) should not come into school and arrange to be tested. They should self-isolate in accordance with government guidelines until their test result comes back negative or their period of isolation is over • If any member of their household tests positive for Covid-19 then the member of staff should arrange a PCR test for themselves within two days and take lateral flow tests daily until a negative result has been received. • All staff and pupils are encouraged to test for Covid twice weekly using lateral flow devices in line with government guidelines to minimise the risk of any asymptomatic cases entering school. Where one or more cases have been detected in a particular boarding house we will increase to daily testing until the increase in case numbers subsides. Every effort will be made to source enough LFTs for this but if there are insufficient LFTs we will test the boarding house daily for 5 days.
Transport to and from school	Increased risk of the virus being spread	<p>All drivers transporting the girls in school vehicles or taxis will follow the below guidelines:</p> <ul style="list-style-type: none"> • All drivers to wear masks whilst in the vehicles, and at any point when it is not possible to keep 2 metres apart • Girls may be asked to wear masks in certain circumstances, depending on the size of vehicle and the number and nature of passengers (i.e. whether all part of the same ‘bubble’)

		<ul style="list-style-type: none"> • All drivers will carry a bottle of water and soap, or bottles of hand sanitizer, and will ask girls to sanitize their hands before entering the vehicle • Where possible, drivers will keep 2 metres away on collection of the girls, and drivers and students are not to shake hands • Girls must sit in the back of the vehicle • Drivers are permitted to put girls' luggage into the vehicle, however before handling anything the driver must put on a fresh pair of disposable gloves, and then take them off again as soon as the luggage is stowed. The gloves must be put into a rubbish bag. The driver should not touch anything else whilst the gloves are worn • If a girl's luggage is too heavy for just the driver to lift, and assistance is required from the girl, both parties should wear their masks as they would no longer be able to keep the 2 metres distance • Driver will regularly (and between all jobs) clean all customer contact surfaces such as door handles (inside and out), window switches, grab handles, etc, with sanitizing wipes or spray • Drivers will regularly clean surfaces such as steering wheels, handbrake, gear stick, etc and it is recommended that this is done at least at the beginning, middle and end of each shift as a minimum • Drivers will wash hands frequently with soap and water or sanitizing gel • A box of tissues will be available in each vehicle in both the front (for the driver) and the back (for the passenger) so that these can be used to catch coughs and sneezes. These should be placed in the rubbish bag after use. After using tissues, the driver should sanitize his hands • Driver should dispose of all rubbish bags as soon as possible, but at the very least at the end of each day • When using coaches for weekend activities the girls will wear masks. Every effort will be made to separate year groups either by using separate vehicles or by social distancing within the vehicle with enhanced ventilation.
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Specific Measures Relating to St Margaret's

Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Infection could spread between individuals	Members of the community could come into contact with others which may increase the spread of Covid-19	All staff are encouraged to take up their free vaccinations and boosters when offered. All of the available research has shown that this dramatically helps to reduce the spread of the virus.
Infection could spread within the school community	Members of the community could mix with others which would increase the risk of the virus being spread	Staff are encouraged to undertake regular lateral flow tests in line with government guidance, with follow-up confirmatory PCR tests for any positive results. A log is kept of any positive cases, and liaisons with Public Health England will take place as appropriate. Additional measures may be added if the threshold is met. We encourage all staff to ensure that rooms are well-ventilated and ensure regular handwashing takes place.
Failure to maintain a high standard of cleanliness.	Increased risk of the virus being spread	All adults and pupils encouraged to: <ul style="list-style-type: none"> ● Frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly ● Use hand sanitizers when entering buildings ● Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). ● Regular cleaning of common touch points throughout the day. ● Doors propped open where possible but must be closed when a classroom is unoccupied to maintain fire safety ● Windows opened where possible to increase ventilation.

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Someone becomes unwell in school	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Basic first aid kits including masks and gloves are provided. • For any suspected coronavirus case the pupil will be sent home or. • PPE gloves, apron and face mask to be worn by any member of staff looking after a suspected coronavirus case. • 2 metres distance to be maintained where possible between staff and patient. • Only 1 person to look after the unwell pupil.
Someone becomes unwell out of school	Virus may be introduced to the school community	<ul style="list-style-type: none"> • Anyone showing signs of coronavirus (developing a cough or temperature, or experiencing a loss or change to their sense of smell or taste) should not come into school and arrange to be tested. They should self-isolate in accordance with government guidelines until their test result comes back negative or their period of isolation is over • If any member of their household tests positive for Covid-19 then they should arrange a PCR test for themselves within two days and take lateral flow tests daily until a negative result has been received. • All staff are encouraged to test for Covid twice weekly using lateral flow devices in line with government guidelines to minimise the risk of any asymptomatic cases entering school.
Transport to and from school	Increased risk of the virus being spread	<p>All drivers transporting the girls in school vehicles or taxis will follow the below guidelines:</p> <ul style="list-style-type: none"> • All drivers will carry bottles of hand sanitizer, and will ask pupils to sanitize their hands before entering the vehicle • Driver will regularly (and between all jobs) clean all customer contact surfaces such as door handles (inside and out), window switches, grab handles, etc, with sanitizing wipes or spray • Drivers will regularly clean surfaces such as steering wheels, handbrake, gear stick, etc and it is recommended that this is done at least at the beginning, middle and end of each shift as a minimum • Drivers will wash hands frequently with soap and water or sanitizing gel • A box of tissues will be available in each vehicle in both the front (for the driver) and the back (for the passenger) so that these can be used to catch coughs and sneezes. These should be placed in the rubbish bag after use. After using tissues, the driver should sanitize his hands • Driver should dispose of all rubbish bags as soon as possible, but at the very least at the end of each day