

## **Risk Assessment for Re-opening the School September 2020**

### **Introduction**

In April 2020 the school prepared a risk assessment for the re-opening of the school. This has been kept under continuous review as UK Government, PHE and WHO advice has evolved.

The risk assessment covers the whole site and specialist areas, all aspects of the school's operations and considers special measures for vulnerable members of our community. Staff have been consulted in the process.

### **Risk Register**

The school's Risk Register, and all operating risk assessments have been updated, to reflect changes to our perception of risks, and the actions needed to mitigate them.

### **Key Guidance and Communications**

The school is following Government, WHO, and other appropriate guidance and will work as required with Public Health England and the Government's track and trace requirements.

Regular communication has gone out to staff throughout the Summer, to help prepare all for the start of the new academic year, and will continue throughout the term.

Senior Management meet regularly in order to review any emergent issues and solve them quickly.

Staff and students have been given clear instructions in the Be Covid Safe Handbook

### **Actions**

The two key strands of our response to the risks are:

1. To minimise the risk of an infected person coming on site
2. To minimise the transmission of the infection

#### **1. To minimise the risk of an infected person coming on site we have taken the following steps:**

### **Covid-19 Testing**

- We have tested our staff and strongly encouraged all students to be tested to ensure that we do not have any asymptomatic individuals on site at the start of the Academic Year.

### **Wellness Self-checks**

- We have sent out a very clear message to all that anyone who feels unwell is not to come into school.

### **Temperature Checks**

- We are requiring staff and day students to take their temperature before coming to school.
- We are taking boarders temperature daily in their boarding houses.
- We are taking the temperature of any visitors to the site.

### **Visitors**

- We are only allowing essential visitors onto site.
- We have ceased making school facilities available to external hirers.

## 2. To reduce the risk of others being infected we have taken the following steps:

### Ventilation

- We have instructed staff to keep windows and doors open as much as possible and have put stickers around the site reminding all of this.
- We have commissioned a specialist report on the ventilation of the rooms and shared spaces in the main campus and are implementing the report's recommendations.
- Where required, e.g. in higher use areas, or where there is insufficient natural ventilation, we have provided HEPA air purifiers to improve the quality of the air.

### Cleaning

- We have had the whole school professionally deep cleaned
- We have applied a barrier product to all surfaces, high touch-points and soft fabrics, which helps kill viruses and bacteria between cleans, for up to 30 days.
- We have introduced a new cleaning system using Stabilised Aqueous Ozone (SAO) which is twice as effective as bleach in terms of killing viruses and bacteria.
- We have increased the number of cleaners
- We have increased the cleaning of high touchpoints during the day
- We have increased the cleaning of toilets during the day
- We have purchased a number of UV cleaning units to clean items like mobile phones, keys, art supplies etc.
- All cleaners have received additional training on cleaning in a pandemic.
- At the end of each lesson, teachers will spray the desks, chairs and high touchpoints of each room with SAO to sanitise the surfaces.

### Shared computers

- We have placed hand sanitiser and wipes in all computer rooms
- We have put up posters and created computer screen messages to remind all users to clean a shared keyboard before use, using the wipes provided and disposing of these after use.
- We are paying attention to the cleaning of computer keyboards and mice, and are giving cleaners more time to do this.
- We are trialling some new one-piece computer keyboards to ascertain whether they are easier to clean, and therefore safer to use.

### Personal Hygiene

- We have installed over 500 wall-mounted sanitiser units throughout the school to dispense alcohol-based sanitiser
- We have also purchased a number of sanitiser totem dispensers e.g. for outside use.
- We have installed a number of portable hand wash stations around the site.
- We are playing videos on screens and video walls to remind staff and pupils of the importance of personal hygiene.
- We have put up a large number of posters around site e.g. instructions on hand washing, sanitising and *Catch It, Bin It, Kill it* to act as constant reminders.
- We have replaced open bins in classrooms and offices with lidded bins
- We have replaced old style water fountains with new water bottle filling stations
- We have significantly increased purchasing of all forms of PPE
- We are providing staff with hand sanitiser, face coverings, visors, gloves, aprons etc., as required

### Physical distancing

- We have created year group bubbles for students, and boarding house bubbles for boarders.

- We have set up one-way systems, where appropriate, to help with the ease of movement around the site.
- We have removed vending machines to reduce potential over-crowding in shared areas
- We have asked students and staff not to share resources, and to remain physically distant from all others on site, wherever possible.
- We have rearranged classrooms have been to maximise spaces between desks and to ensure, wherever possible, that all desks are facing forward.
- We have installed perspex screens in smaller classrooms, shared offices, and at reception points, as needed.
- We are requiring students and staff to wear face coverings as they move around the campus between lessons or in crowded indoor spaces. We may require face coverings to be worn in particular lessons or offices if there is a vulnerable student or colleague. We do not require face coverings to be worn when outside during break or lunchtime.
- We have arranged for assemblies to become virtual, or only allowed where physical distancing is possible
- We have re-assessed and updated all student activities and procedures.
- We are not currently permitting any contact sports

### **Shared Spaces**

- We have implemented new ways of working in shared areas like the Library, to reduce the risk of cross infection.
- We have provided a number of marquees and / or alternative meeting spaces to give students more space in which they can spend their breaks / leisure time
- We are reducing the number of meetings on site, and if they cannot be adequately socially distanced, will take place online.

### **Boarding**

- We have included all the boarding houses in the changes to cleaning, and personal hygiene listed above
- We have instructed boarders in the new Covid-19 rules
- Where the houses allow, we have sub-divided them into smaller households to reduce the number of contacts each student has
- We have instructed staff that need to be within 2m of a boarder, to wear PPE
- We have asked students not to return to their house during the morning, to allow thorough cleaning of the house, and to reduce the contact with adults
- We have required that boarding house computer suites are to be used for one bubble of students at a time, with thorough cleaning of keyboards and mice between uses, and are not to be used for recreation.
- We have formulated and implemented clear protocols for when a boarder becomes unwell during their time on site
- We are taking the temperature of boarders daily
- We are minimising the visits to town by boarders

### **Catering**

- We have reviewed and adjusted our provision of catering to ensure that students can be provided with high quality food, in a safe manner.
- We have significantly reduced the capacity of the Dining Hall to maintain physical distancing, and students will be fed in either their year group, or Boarding House bubble.

**Health Centre**

- We have repurposed two buildings to assess and look after unwell students and staff. The Old Head's House is now an isolation centre and Lambardes is our assessment centre.

**Student Transport**

- We have placed limits on the number of students allowed on each minibus or coach, and new protocols have been introduced, including the wearing of face coverings, and sanitising hands before entry.