

## RISK ASSESSMENT September 2021 Covid 19 RA

This Risk Assessment is based upon the Government advice contained in “Guidance for full opening: schools Update 19.07.2021 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and subsequent updates, taking account of the weekly BSA Covid19 updates.

The guiding principles for the school are:

- We deliver a full Bloxham education to all our students
- We take sensible precautions to keep our students, staff, and members of the wider community safe as far as possible
- We follow Government advice.
- Tracing is conducted by NHS Track & Trace.

Essential measures as outlined by the Government include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene .
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace,

### System of controls

This is the set of actions schools must take. They are ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

#### Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good ventilation
- 4) maintain enhanced cleaning
- 5) where necessary, wear masks

#### Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

|  |  |                         |   |
|--|--|-------------------------|---|
|  <b>Bloxham School</b> RISK ASSESSMENT |  | Date of Assessment      | 13.08.21 based upon 2020 RA created 06.08.2020 with 8 further updates |
| Task   | Risk Assess the Covid 19 threats to students, staff, and others within, or visiting the school community from September 2021 | Contact (Name & Tel No) | MGP 01295 724304 or 720626  |

| What Are the Hazards?<br>Anything that may cause harm | Who Might Be Harmed and How?                       | What Are you Already Doing?<br>Control measures in place   | Further Control Measures<br>To reduce or eliminate the hazard  | Target Date | Completed By & Date |
|---|--|--|--|-------------|---------------------|
|   | <p><b>KEY CONTACT</b></p> <p><b>QUARANTINE</b></p> | <p><b>QUARANTINE</b></p> <ul style="list-style-type: none"> <li><i>Quarantine pupils from countries that are on the Red List and follow foreign office guidance.</i></li> <li><i>Quarantine House prepared and staffing set, but not needed on current red list requirements (13.08.21)</i></li> <li><i>All BSA weekly updates noted and followed</i></li> </ul> | <p><b>Contact</b></p> <p><b>Thames Valley HPT (South East)</b></p> <p>Public Health England<br/>Chilton<br/>Oxon<br/>OX11 0RQ<br/>Telephone 0344 225 3861 (option 1 to 4 depending on area)<br/>Out of hours advice</p> <p><b>All overseas students contacted by Fay Hand and a continual information flow established with every overseas pupil 7 parent/guardian</b></p> | 09.01.21 ff |                     |

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|--|---|---|---|--------------------|--------------------------------|
| Infection brought in from home or any external source        | <p><b>GENERAL RISK ASSESSMENT</b></p> <p>Students and staff present in school</p> | <ul style="list-style-type: none"> <li>Parents to be reminded they are not to bring their child to school if they are aware that any in their family is showing signs symptoms of Covid 19. They should immediately seek a test. Symptoms are a significantly raised temperature, a loss of sense of taste/smell, a persistent cough.</li> <li>Supply hand gel/sanitizers around school and in every House, classroom, public room</li> <li>All to wash their hands thoroughly on arrival each day.</li> <li>Maintain a general “Keep left” policy for ease of movement in Covid safe ways.</li> <li>Classroom doors to be kept open to allow ventilation and for Safeguarding purposes (if Fire doors are opened, they are to be closed when the room is not occupied)</li> <li>Enhanced cleaning programme is maintained.</li> <li>Ensure good hygiene promoted via the ‘catch it, bin it, kill it’ approach (posters in Houses &amp; toilets)</li> <li>Face masks are not required in lessons, Houses, Sport, or general day-to day activities with the following exceptions:               <ul style="list-style-type: none"> <li>Face masks will be worn in the queue for lunch and tea, and going through the servery at those meals due to the high numbers and mixing at lunch and tea.</li> </ul> </li> <li>Face masks will be worn on minibuses and coaches.</li> </ul> | <p>Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college. Face masks will also be worn on minibuses and coaches when travelling to matches and other external activities.</p> <p>SEPT 2021</p> <p>All students to be offered 2 lateral flow tests (LFD) on arrival in school, and after 3-5 days in line with Govt policy. Participation will be presumed, and parents asked by HsMs to indicate if an opt out is required.</p> <p>Those testing positive are required to self-isolate, arrange a PCR test and follow NHS guidance in response to the PCR test.</p> <p>A trained tester team will oversee the mass testing from 04.09.21 to 10.09.21.</p> <p>Staff are offered twice weekly LFDs.</p> |                    |                                |

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|---|--------------------------------------|--|--|--------------------|--------------------------------|
|   |                                      | <ul style="list-style-type: none"> <li>• There is a separate “outbreak management plan” which outlines the increased precautions required in response to an outbreak.</li> </ul>   |  |                    |                                |
| Infection from classes, other school groupings & moving around site | Students and staff present in school | <ul style="list-style-type: none"> <li>• Ensure good respiratory hygiene</li> <li>• Supply hand gel/sanitizers around school and in every House, classroom, public room</li> <li>• Encourage staff &amp; students to wash hands &amp; sanitize hands.</li> <li>• Catch it, bin it, kill it, approached is to be taken by all. Posters in building toilets</li> <li>• Advise against face touching</li> <li>• All staff and students to have masks available. Masks to be named, and washed in Houses.</li> <li>• Classroom doors normally to be kept open to allow ventilation. (Fire doors are closed if the room is not occupied)</li> <li>• Classrooms to be kept clear to enable regular cleaning.</li> <li>• Enhanced cleaning programme continues. All classroom surfaces to be clear of debris to enable regular cleaning.</li> <li>• Separate subject-specific Risk Assessment planning required in each department to allow for specific risks</li> <li>• Appropriate one-way/keep left systems will be announced as necessary.</li> <li>• Hand washing, as an alternative to sanitizing to be encouraged where possible (eg Chemistry labs, avoiding the use of any alcohol based products)</li> <li>• Educational visits to be risk assessed in each case.</li> </ul> |  | 01.09.21ff         | SLT reviews                    |

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|  |  | <ul style="list-style-type: none"> <li>• Dogs are not to be kept in public spaces</li> <li>• Remote learning capability to be maintained in school and used either for a student specifically required to self-isolate, or in the case of a more generalised outbreak management</li> </ul>   |  |                    |                                |
| Harm to educational progress of individual students          | Staff and Students                     | <ul style="list-style-type: none"> <li>• Subject specific Curriculum Recovery Plans to be implemented if necessary (in-Dept assessment of the need)</li> <li>• Any individual student recovery plans to be implemented by end of September 2021</li> </ul>  | <ul style="list-style-type: none"> <li>• Staff training to include reminders about the need to offer specific pastoral care &amp; recovery attention to those suffering post-isolation issues</li> </ul> | 01.09.21ff         | SLT reviews                    |
| Infection in boarding house groups                           | Students and staff present in boarding | <ul style="list-style-type: none"> <li>• Supply hand gel/sanitizers in every House</li> <li>• Encourage staff &amp; students to wash hands &amp; sanitize hands.</li> <li>• Advise against face touching, especially if masks are worn. Masks not expected to be used within boarding houses.</li> <li>• If a student who is boarding is found to have symptoms they are to self-isolate and await either collection from home (day boarder) or isolation within Palmer health centre (full boarder) prior to collection by parents/guardian</li> <li>• Insist on high levels of hygiene</li> <li>• Maintain notices “catch it, bin it, kill it”</li> <li>• Encourage outdoor activities.</li> <li>• Major social occasions (eg dances) suspended until further notice</li> <li>• Attendance at all social events to be monitored and recorded</li> </ul> |  | 01.09.21ff         | SLT reviews                    |

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|  |                                      | <ul style="list-style-type: none"> <li>All RAs (Department and House) to be centrally stored with MGP</li> </ul>  |   |                    |                                |
| Infection and safe working in the Cafe                       |                                      | <ul style="list-style-type: none"> <li>Customers encouraged to wear face masks within the café until seated.</li> <li>Toilets are to be opened for customers</li> <li>Enhanced cleaning, Toilets are to be cleaned regularly (3 times daily cleantech apart from Saturdays) sanitiser and hand gel supplied.</li> <li>Spit screens are to be placed on the serving areas on the 6<sup>th</sup> form side and cafe</li> <li>Track and trace member of staff are to record the customers phone number in order to track and trace.</li> <li>Windows are to be opened for ventilation.</li> <li>Condiments are to be given out if required. Not in a pot for people to reach into.</li> <li>Tables are to be cleaned after each customer;</li> <li>staff are to wear face visors when behind the screens. Face mask when moving around the café</li> </ul> |   | 01.09.21           | SLT reviews                    |
| Infection via communal catering                              | Students and staff present for meals | <ul style="list-style-type: none"> <li>Ensure good respiratory hygiene</li> <li>Supply hand gel/sanitizers in the catering area for use after masks have been removed.</li> <li>Encourage staff &amp; students sanitize hands.</li> <li>Advise against face touching, especially if masks are worn.</li> <li>Masks to be worn for queuing for lunch and tea.</li> <li>Stagger mealtime arrivals</li> <li>Lunchtime will be split with service from 12.10pm until 2.10pm</li> <li>Breakfast and Tea on staggered arrivals</li> </ul>   | <ul style="list-style-type: none"> <li>staff required to monitor students through the servery and dining area.</li> </ul> | 01.09.21           | SLT reviews                    |

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| Infection from day visitors                                  | Students and staff present for meals | <ul style="list-style-type: none"> <li>• Monitor health of visitors to school</li> <li>• Maintain visitor register</li> <li>• All visitors and visiting staff to adhere to the control measures outlined in this Risk Assessment.</li> <li>• All contractors are to book in and out through the bursary using the lanyard system.</li> <li>• contractors are not to send staff if they show symptoms or have the Covid19 virus in accordance with PHE guidance.</li> <li>• A risk assessment is to be completed for contractors working in close proximity to students and/or members of staff.</li> </ul> | Require visitors to report to Reception                              | 01.09.21ff         | SLT reviews                    |
| Infection during Broader Curriculum                          | Students and Staff                   | <ul style="list-style-type: none"> <li>• Follow guidelines of national sporting bodies in terms of what sport may be played (especially RFU and England hockey)</li> <li>• Singing activities to be risk assessed</li> <li>• Music ensembles to be risk assessed</li> <li>• Drama activities to be risk assessed</li> <li>• Community Service activities to be risk assessed in conjunction with the service receiver.</li> </ul>  |  | 01.09.21ff         | SLT reviews                    |
| Changed Safeguarding context                                 | Students                             | <ul style="list-style-type: none"> <li>• DSL and team on site and available as usual</li> <li>• JHS to receive and disseminate Safeguarding advice from OCC, BSA, Children's Commissioner and national Government</li> <li>• OSCB to supply in person training for all staff in September 2021</li> <li>• JHS to brief all staff and all students during Induction process</li> <li>• All staff to read &amp; sign KCSIE Sept 2021</li> </ul>  |  | 01.09.21ff         | SLT reviews                    |

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| Close proximity in Transport                                 | Staff and students                  | <ul style="list-style-type: none"> <li>• Masks to be worn during daily minibus journeys to and from school.</li> <li>• Face masks will also be worn on minibuses and coaches when travelling to matches and other external activities.</li> <li>• Social distancing in the minibus to be practised as far as is practically possible</li> <li>• Hand sanitizer to be available and utilised</li> <li>• Queuing to be orderly.</li> <li>• All users to be monitored and recorded to allow for accurate engagement with a trace &amp; test process if necessary</li> <li>• Receive full Covid19 RA from partner taxi, coach/transport companies in advance of usage</li> </ul> |   | 01.09.21ff         | SLT reviews                    |
| Medical  | Staff, students, visitors           | <ul style="list-style-type: none"> <li>• PPE pack's will be available for Palmer staff</li> <li>• PPE packs are located within the defoliator boxes in case of emergency CPR</li> </ul>  | PPE provided for the nurses, Cleaning of any contaminated room be arranged through CleanTec | 01.09.21ff         | SLT reviews                    |
| Site and Grounds Hazards                                     | Staff and students                  | <ul style="list-style-type: none"> <li>• Instruct plumber to “stir” all systems regularly</li> <li>• Keep Dewey and Swimming pool use separate from general public</li> <li>• Additional cleaning programme throughout site</li> <li>• Carry out full fire and gas safety checks after any period of inactivity.</li> <li>• All drivers of minibuses to wear masks</li> <li>• Staff to sanitise or wash hands regularly</li> <li>• RA's are to be updated for individual tasks, to assessment Covid protection measures.</li> </ul>  |   | 01.09.21ff         | SLT reviews                    |
| Staff concerns about Covid19 and attendance                  | Staff and students                  | <ul style="list-style-type: none"> <li>• Staff showing any Covid19 symptoms must stay away from school,</li> </ul>   |   | 01.09.21ff         | SLT reviews                    |

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|---|------------------------------|---|---|-------------|---------------------|
|   |                              | <ul style="list-style-type: none"> <li>• Staff contacted about a close contact alert by Test and Trace and who are double vaccinated, continue in work under Govt guidance. i.e. Alert Deputy Head (pastoral), limit close contact with others, wear a face covering in enclosed spaces, limit contact with anyone who is CEV and undertake daily LFD tests for 10 days.</li> <li>• Staff contacted about a close contact alert by Test and Trace and who are NOT double vaccinated are required to self-isolate at home for 10 days from when the contact occurred.</li> <li>• HR will keep a confidential list of vaccination status of staff.</li> <li>• Specific RAs are to be put in place for pregnant staff.</li> <li>• The school will consider the needs of any staff member who is extremely clinically vulnerable, following Government advice.</li> </ul> |   |             |                     |

|   |          |  |                        |
|---|----------|--|------------------------|
| Operation Ownership<br>(Name and Signature) | MGP      | Assessment Done By<br>(Name and Signature) | Senior Leadership Team |
|   | 13.08.21 |  | 13.08.2021             |

|   |                                      |                      |              |                               |  |
|---|--------------------------------------|----------------------|--------------|-------------------------------|--|
| By signing, you confirm that the risk is acceptable |                                      |                      |              |                               |  |
| Review period                                       | Academic year.<br>Weekly SLT reviews | Reviewed by and date | SLT 01.09.21 | Review comments and signature |  |