

Kirkham Grammar School Risk Assessment Form 2020

Risk assessment for whole school

Hazard	Covid-19 (Coronavirus)
Activity	Re-opening of Boarding House

Signed: AT/SL/ABR/DHB
12/08/2020

What are the hazards	Who might be harmed	What are you doing already	Further action & by whom
Infection from Coronavirus	Boarders BH Staff Wider school community	<p>Documentation:</p> <ul style="list-style-type: none"> The boarding house will implement the control measures as set out in the whole school risk assessment '@Opening of school to all pupils', along with additional controls as a result of the residential setting. The school have adopted the Boarding School' Association COVID-SAFE Charter. https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf Gov. guidance for <i>Full opening of schools (updated 7 Aug. 2020)</i> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	All BH staff to read this risk assessment and whole school documentation to ensure they are familiar with the content of the Gov. guidance for the full opening of school.
		<p>Communication</p> <ul style="list-style-type: none"> Clear roles and responsibilities arranged for boarding staff. Necessary information is disseminated to all boarding house staff, pupils and families, that are in line with the whole school controls, via meetings, letters and notices. Boarding house master to keep the Senior Critical Incident Team aware of and covid related incidents and developments relating to staff and pupils in the boarding house. Boarding House Master to communicate with the Covid-19 Liaison Officers (Mr S Taylor) regarding any issues relating to Covid-19 and the boarding house. House Master to be a part of the COVID-19 Health & Safety team that will meet weekly to assess and plan action and developments for the school community. School families kept informed of measures taken and the necessary information that guidance stipulates. 	

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M) >10litres/1.5kg=high(H)]

	<ul style="list-style-type: none"> Staff, pupils and families will be kept informed of necessary expectations and restrictions, including travel and quarantine restrictions. 	<ul style="list-style-type: none"> AT & SCIT
	<p>Access to Boarding house:</p> <ul style="list-style-type: none"> Boarding staff and pupils only. Families – which areas? Entry and exit points. Meeting rooms for visits Staff pupils and parents will be instructed as to which entrance and exit points are to be used. Only invited, essential and authorised persons will be allowed to enter boarding house. Record kept of visitor, including contact details, times and dates. Hand sanitizers located at each entrance / exit point. Pupils and staff, or anyone in their household, who displays COVID-19 symptoms must not attend school and should follow the public health advice on self isolating and testing. 	
	<p>Returning to school (this is for the start of term and when returning from ‘leave’ (eg.weekly boarders))</p> <ul style="list-style-type: none"> Records kept of pupils arrival and departure from the boarding house – outside of daily school routine. On returning to school, a detailed record of places visited will be recorded. Pupils returning from abroad, must observe and international quarantine measure before being able to return to school. https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors Regular temperature test (twice per day) will be taken and recorded for boarders returning to school at the start of term or after leave of absence from the boarding house. 	<p>Boarding house pastoral team to monitor and be alert to symptoms and actions.</p>
	<p>COVID-19 symptoms / suspected cases / confirmed cases.</p> <ul style="list-style-type: none"> Pupils and staff, or anyone in their household, who displays COVID-19 symptoms must not attend school and should follow the public health advice on Symptoms of COVID-19, self isolating and testing. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus All staff and school families are made aware of this essential guidance. 	<p>Sent home to be tested unless international pupils. To be taken by SLT member in PPE equipment. Contact home made by BH staff and updates and next action.</p>

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		<ul style="list-style-type: none"> • Persons awaiting collection, will be ‘isolated’ with appropriate supervision, dependent on their age and symptoms. This is preferably within a ventilated or at least in an area 2m from others. • When monitoring and dealing with persons who have COVID-19 symptoms, appropriate PPE will be worn especially in instances where a 2m distances cannot be maintained – Gloves, face mask & / or Shield, and apron if necessary. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe • Boarding pupils who are required to self-isolate will be isolated in school whilst awaiting collection, or if they are to remain in school, in the medical centre. • Should a member of the Boarding House develop symptoms They will be isolated, either in school or be sent home, in line with the government guidance for residential settings and the Boarding Schools Association guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings • The school have adopted the Boarding School’ Association COVID-SAFE Charter. https://www.boarding.org.uk/userfiles/bsa/Covid%20documents/Covid%20Safe%20Charter.pdf • Should a boarder travel home - and are advised to follow the stay at home guidance which suggests they stay at home for 10 days and have a test. Other members of the household, including siblings, should self-isolate for 14 days. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance • If someone is seriously ill or injured, 999 should be called immediately as is usual in an emergency. 	
Transmission and subsequent Infection from Coronavirus (COVID-19)	Pupils Staff Wider school community	<p>Cleaning and Hygiene</p> <ul style="list-style-type: none"> • Additional sanitizers placed at high volume areas, entrance / exit points to boarding house. • Proactive message to the all boarders about strong cleaning and hygiene measures- hand cleaning, de-cluttered surfaces in communal areas / bedrooms. • In addition to usual cleaning measure, contract cleaners will clean the boarding house daily, including weekends. • A ‘deep clean’ of the boarding house has been carried out prior to re-opening. 	

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		<ul style="list-style-type: none"> • Contract cleaners, have been employed (2 x at KGS / 1 x at KGJS) to work throughout the school day to enhance and provide continues cleaning throughout the working day. This will include: shared areas, such as toilets; high touch point areas, such as door plates; Shared rooms and resources. • The ‘usual’ daily cleaning routine of school will continue with an increased emphasis on high touch point areas and shared spaces such as: door plates, desks, chairs and surfaces. • a clean and as Covid-safe an environment as possible around the boarding house. 	
		<p>Respiratory hygiene</p> <ul style="list-style-type: none"> • An increased supply of tissues, that are readily available around boarding house, have been provided along with numerous bins. • Good respiratory hygiene is promoted as a now routine way of school life. • The wearing of face coverings is not recommended for staff or pupils, though they may be worn, without prejudice, should the individual choose to do so. • The wearing of face covering should be encouraged when social distancing is not possible or if it is necessary for pupils from different bubbles are in contact with each other. 	
		<p>Reduction of Contacts</p> <ul style="list-style-type: none"> • Pupils should try to remain in their school bubbles around the boarding house. • Table surfaces will be cleaned in dining rooms frequently and between sittings. • Staff and pupils will be instructed on how to safely remove and wear face coverings on arrival to school and if they choose to wear them at any point during the school day. Key points are: not to touch the front of the mask; wash hands on arrival into school and after removing face coverings; dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care • Pupils with SEN and SEND will be give specific support as may be identified in supporting them adapt to new routines and practice. • Staff and pupils are encouraged to have their own supply of stationary for their own use and are not shared. • Activities for boarders made Covid-safe 	

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		<p>Use of PPE</p> <ul style="list-style-type: none"> • PPE is available for staff to use in specific situations when a 2m distance cannot be maintained such as when providing first aid or specific personal care. • PPE is available for staff to use when caring for a person who is displaying COVID-19 symptoms or is generally unwell and a 2m distance cannot be maintained. • https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care will be used to guide staff on how and when to use PPE and what type of PPE should be used. 	
		<p>Response to any infection Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • The school is following the BSA Covid-safe Charter which requires: <ul style="list-style-type: none"> ○ Keep appropriate social distancing in all areas of school ○ Guarantee availability of soap and disposable paper towels in all washing areas ○ Regular hand washing by pupils and staff. ○ Provide pupils and staff the opportunity to raise any concerns ○ Ensure appropriate PPE for any staff performing roles which require it ○ Implement enhanced daily cleaning procedures in the boarding house and school ensuring all relevant staff have appropriate PPE ○ Allow pupils and staff to wear face masks or face coverings (other than for activities where this is not advised) ○ Display clear notices explaining new procedures ○ Ensure safe occupancy levels of all facilities and areas including classrooms, dining room, bedrooms and bathrooms ○ Explain clearly, any measure required when pupils are allowed to leave site ○ Ensure equipment is not shared between pupils, other than when appropriate cleaning has taken place ○ Allocate appropriate recreation areas (inside and out) for use by designated years and ensure that they are aware of any new procedures and safe occupancy levels ○ Where possible, conduct regular temperature checks of pupils, staff and visitors ○ Be very clear that any bullying related to the pandemic will not be tolerated ○ Ensure daily monitoring and track and trace is in place 	
		<ul style="list-style-type: none"> • The whole school controls and systems will be used to inform and take advice from the local Public Health Team. See whole school risk assessment. • https://www.gov.uk/guidance/contacts-phe-health-protection-teams 	

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