



## Covid-19 Secure: ISC Risk Assessment and Action plan

This risk assessment is based upon the current guidance from the Government of the UK, Department of Education, Health & Safety Executive, and Department for Business, to ensure that our students, staff, host school staff and members of the wider community are kept as safe as possible. This risk assessment is regularly reviewed in line with Government updates and reviews of national and local Covid-19 restrictions.

### Essential safety measures as outlined by the UK Government:

- a requirement that if a person has Covid symptoms they should stay at home
- strict hand and respiratory hygiene
- Covid-19 health and safety notices to be placed around the site
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- \*As of 19 July 2021 social distancing requirements are changing and a bubble approach is no longer recommended for U18s or adult provision
- \*In England, from 16 August 2021 under 18s and fully vaccinated adults who have been in close contact with a positive case will not be required to self-isolate.

### System of controls

This is the set of actions schools must take. They are grouped into '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 have had a positive Covid test self-isolate and does not attend classes, activities, excursions. Meals are to be delivered to the person's room where they are self-isolating.
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) where necessary, wear appropriate personal protective equipment (PPE)
- 6) wear masks/face coverings in indoor communal areas, high traffic areas and on-board school transport. Numbers 1-4 must be in place in all schools, all the time. Number 6 must be carefully considered, and schools must put in place measures that suit their particular circumstances. Number 5 applies in specific circumstances.

#### Response to any infection:

- 8) engage with the NHS Test and Trace process
- 9) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 10) contain any outbreak by following local health protection team advice Numbers 8 to 10 must be followed in every case where they are relevant.



# Covid-19 Secure: Risk Assessment and Action Plan

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<b>Risk area</b>	<b>What is the risk?</b>	<b>Who may be at risk?</b>	<b>What are you doing?</b>	<b>Actions</b>	<b>By when?</b>
Cleaning - general	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Frequent cleaning of keyboards, mouse, light switches, boarding house access keypads, door handles, desks, chairs, whiteboards, smart boards, shared teaching resources.</li> <li>• Ensure antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls are readily available on campus.</li> <li>• Commonly touched surfaces, light switches, door handles, desks and equipment touched by students/staff to be cleaned at the end of each lesson (BC and Project)/activity session by staff. Gloves must be worn.</li> <li>• Separate tissue/used cleaning materials bins emptied each day.</li> <li>• Shared facilities in residences undergo daily cleaning. Students and staff are instructed not to leave any personal belongings in showers, bathrooms or kitchens.</li> <li>• A deep clean of the school to take place between course blocks.</li> </ul>	<p>Purchase &amp; stockpiling of cleaning provisions &amp; extra tissue bins</p> <p>Set up cleaning stations with antiseptic spray and paper towels in classrooms, offices, arts and the sports hall.</p> <p>Provide induction training on cleaning measures.</p> <p>Liase with Bloxham re extra cleaning.</p>	<p>June 2022</p> <p>Induction 2022</p> <p>Induction 2022</p> <p>May 2022</p>
Cleaning - in cases of symptomatic individuals on site	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected by cleaning staff.</li> <li>• Surfaces which symptomatic individuals have been in contact with will be cleaned and disinfected.</li> <li>• Areas where symptomatic individuals have passed through will be cleaned.</li> </ul>	<p>Provide induction training on dealing with a symptomatic individual</p>	<p>Induction 2022</p>

			<ul style="list-style-type: none"> <li>• When cleaning contaminated areas disposable gloves and aprons must be worn. These should be double bagged, stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</li> <li>• In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area, which will be closed for deep cleaning. If an area has been heavily contaminated with bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>• No cleaning of a symptomatic individual's room should take place while they are isolating.</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</li> <li>• During shifts, cleaning staff will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ul>	Liase with Bloxham re extra cleaning.	May 2022
Hygiene	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and students will be reminded to wash their hands for 20 seconds and more frequently than normal, including on arrival, before and after eating, before and after classes/activities and after sneezing or coughing</li> <li>• Antibacterial hand sanitiser and cleaning stations will be provided throughout the school.</li> <li>• Staff will clean workspaces after each class/activity session.</li> </ul>	<p>Provide induction training on Covid prevention measures</p> <p>Send students, staff and group leaders</p>	<p>Induction 2022</p> <p>May &amp; June 2022 (agents updated)</p>

			<ul style="list-style-type: none"> <li>• Toilets are to be flushed with lids down to prevent faecal-oral transmission.</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (posters, daily reminders).</li> <li>• Separate bins to be provided in classrooms, office spaces, arts and sports hall for used tissues and cleaning materials.</li> <li>• Advise against face touching, especially if masks are worn.</li> <li>• As of 19 July guidance, face masks are no longer a legal requirement in England, but they are 'expected and recommended' by the UK Government, particularly in crowded places. Organisations may choose to request that customers and staff wear face coverings while on their premises.</li> <li>• ISC will continue to ask for masks to be worn in communal and high-traffic areas, including reception, to mitigate risk. No longer required in lessons nor outdoor activities/PE/sports. Exceptions to be made for students and staff who are exempt.</li> </ul> <p><a href="#">Best Practice Hand Washing</a> <a href="#">Best Practice Hand Rubbing</a></p>	<p>Covid guidance prior to course</p> <p>Inform students and group leaders of hygiene measures during induction</p> <p>Set up hand sanitising stations at entrances/ exits to boarding houses, classroom block, dining hall, office, sports hall, swimming pool and communal areas</p> <p>Set up cleaning stations in classrooms, offices, arts and the sports hall.</p> <p>Provide adequate PHE signage around campus &amp; in</p>	<p>throughout the year)</p> <p>Course welcome talks, house meetings &amp; group leader meetings July &amp; August 2021</p> <p>Induction 2022</p> <p>Induction 2022</p> <p>Induction 2022</p>
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				boarding houses	
Dealing with symptomatic individuals	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<p>If someone becomes unwell on the premises, they should:</p> <ul style="list-style-type: none"> <li>• get at least 2m away from others; go to a separate well-ventilated room/area behind a closed door</li> <li>• avoid touching anything</li> <li>• cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow</li> <li>• use a separate bathroom, where possible</li> <li>• the areas/classroom that the individual has spent time must be cleared and disinfected – see <i>Cleaning in cases of Symptomatic Individuals on Site</i></li> </ul> <p>If possible, they should use their own mobile phone to call either:</p> <ul style="list-style-type: none"> <li>• for NHS advice: 111</li> <li>• <b>to book a test: 119</b></li> <li>• for an ambulance, if they're seriously ill or injured or their life is at risk: 999</li> </ul> <p>They should tell the operator:</p> <ul style="list-style-type: none"> <li>• their symptoms</li> <li>• which country they have come from in the last 14 days</li> </ul> <p>The nominated 'Responsible Person' (Al Dadge) can call NHS 111/119 on the student's behalf if necessary. They should also inform Bloxham School's Covid lead and contact the local Public Health Protection team on 119.</p> <p><b>Under 18s</b></p> <ul style="list-style-type: none"> <li>• If the person is a child, a staff member will be asked to volunteer to supervise the child (probably be the person who</li> </ul>	<p>Organise a designated first aid area for symptomatic individuals – meeting space in Thompson building</p> <p>Induction training to be provided on the procedure for dealing with a symptomatic individual</p> <p>Inform students &amp; group leaders of what they should do if they have symptoms</p> <p>Send students, staff and group leaders Covid guidance prior to course</p>	<p>Induction 2022</p> <p>Induction 2022</p> <p>Course welcome talks, house meetings &amp; group leader meetings July &amp; August 2022</p> <p>May &amp; June 2022</p>

			<p>has spent most time with the child that day)</p> <ul style="list-style-type: none"> <li>• The Responsible Person (Al Dadge) will contact NHS 119 to arrange a test (or 999 in emergencies) on behalf of the child and also contact parents.</li> <li>• Where a symptomatic student is being transported, it is recommended that the driver wear PPE, that the student wear a face covering, or 2m social distancing is maintained throughout the journey, or where possible a screen or bulkhead separates the driver from the passenger.</li> <li>• The child will use a separate bathroom which will be cleaned after use<sup>1</sup>.</li> <li>• The member of staff who has assisted the student showing symptoms does not need to isolate unless they develop symptoms themselves, test positive or are instructed to do so by PHE.</li> <li>• They will wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell student or colleague<sup>2</sup>.</li> <li>• If there is a confirmed case of Covid-19 during provision, guidance will be taken from the local Public Health Protection team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken.</li> <li>• You may need to report to HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences).</li> <li>• From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a</li> </ul>		
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<sup>1</sup>[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

<sup>2</sup>[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

			<p>close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p><b>Accommodation</b></p> <p>Where a student/staff member in residential accommodation shows symptoms of coronavirus:</p> <ul style="list-style-type: none"> <li>• A test should be booked immediately to confirm whether the resident has coronavirus. Where a test is returned positive, the local health protection team should be informed.</li> <li>• The student will need to isolate in the room (if private bathroom facilities are available) or Palmer Health/Park Close.</li> <li>• Meals, extra linens and bin bags should be brought to the room.</li> <li>• Cleaning should not take place in the room during the self-isolation period.</li> <li>• They should use a separate bathroom which should be cleaned after use.</li> <li>• If the student has been using shared facilities (e.g. kitchen, bathroom) all students in the designated area may need to self-isolate/take PCR tests depending on local authority guidance.</li> </ul> <p><b>Self-Isolation</b></p> <ul style="list-style-type: none"> <li>• Any individual who is symptomatic, or has a positive test result should self-isolate.</li> <li>• Self-isolation is when a person does not leave their accommodation because they do, or might, have coronavirus.</li> <li>• From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are</li> </ul>	<p>Inform Heads of Houses of Covid safety measures during initial training</p>	<p>Induction 2022</p>
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			<p>contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <ul style="list-style-type: none"> <li>The self-isolation period includes <b>the day a person was last in contact with a person who has tested positive and the next ten days</b> (or longer if the symptoms persist). The individual should maintain social distancing, high standards of hygiene and wear face coverings when using common areas, e.g. kitchens, corridors</li> </ul> <p>Close contact is defined as:</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 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> <li>- or travelled in the same vehicle or a plane</li> </ul> <p><b>Lockdown/Closure</b></p> <ul style="list-style-type: none"> <li>Where centres are observing guidance on infection prevention and control, which will reduce the risk of transmission, closure of the whole setting will not generally be necessary.</li> <li>Depending on PHE guidance it is possible that a class or group would</li> </ul>	<p>Maintain registers, class and coach lists which detail close contact between</p>	<p>July-August 2022</p>
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			<p>need to return to their accommodation and self-isolate for 10 days, that a residential block may be asked to self-isolate, or that an entire site may be locked down.</p> <ul style="list-style-type: none"> <li>• In the event of a positive Covid test, the Covid lead must share records of class groups and details of any close contact between groups with PHE and NHS Track and Trace.</li> <li>• The Covid lead &amp; directors must notify all parties of a partial/full lockdown or closure including students, parents, staff, agents, host school, Accreditation UK, English UK and the local authority.</li> <li>• A deep clean of the centre should take place following a positive case.</li> <li>• The Covid Lead should discuss whether any mitigation measures are possible, such as: <ul style="list-style-type: none"> <li>- The temporary reintroduction of 'bubbles' e.g. a group takes part in the programme separately to the rest of the student body due to an outbreak</li> <li>- Delivering provision as normal but with additional cleaning/ social distancing measures in place</li> <li>- Delivering tuition online, totally, or partially (e.g. a 'blended' model)</li> <li>- Partially opening the centre to a limited number of students.</li> </ul> </li> </ul>	<p>individuals on campus.</p> <p>Liaise with Bloxham re deep clean of school in the case of a positive test</p>	<p>May 2022</p>
First Aid	Virus Transmission	<ul style="list-style-type: none"> <li>• First Aiders</li> <li>• Students</li> <li>• Group Leaders</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate first aid cover will be arranged.</li> <li>• A separate first aid area for symptomatic areas to be provided (Thompson building).</li> <li>• Check for the following Covid symptoms: <ul style="list-style-type: none"> <li>- Influenza-like illness (fever &gt;37.8°C and at least one of the following respiratory symptoms, which must be of acute onset: persistent cough (with or without sputum), hoarseness, nasal discharge or congestion,</li> </ul> </li> </ul>	<p>Organise two designated areas for non-symptomatic &amp; symptomatic individuals in the Thompson building.</p>	<p>Induction 2022</p>

			<p>shortness of breath, sore throat, wheezing, sneezing;</p> <ul style="list-style-type: none"> <li>- new continuous cough and/ or</li> <li>- high temperature and/ or</li> <li>- loss or change to sense of taste or smell</li> </ul> <ul style="list-style-type: none"> <li>● PPE (face mask, shield/goggles, apron and gloves) is to be worn for any first aid given to symptomatic individuals.</li> <li>● For non-symptomatic individuals PPE is not required, however the first aider must wear a face covering and gloves.</li> <li>● In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government <a href="#">COVID-19: guidance for first responders - GOV.UK</a></li> </ul> <p>July 2021 – It is currently recommended that mouth-to-mouth ventilation is not performed on adults and chest compressions should only be given. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>However, cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, a resuscitation face shield should be used where available.</p> <p>If you perform mouth-to-mouth ventilation, no additional actions need to be taken other than monitoring yourself for symptoms of possible Covid-19 over the following 14 days, unless the individual had been confirmed to be</p>	<p>Ensure there is an adequate number of staff that are first-aid trained.</p> <p>Induction training on first aid to include current Government guidance.</p>	<p>Recruitment Jan-May 2022</p> <p>Induction 2022</p>
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			positive for SARS-CoV-2 in the last 10 days.		
Mental Health	Harm to educational progress Harm to mental health of students and staff	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group Leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training to cover mental health issues related to the pandemic. Staff and students to be made to feel comfortable in asking for help or talking to line managers/directors about their worries/anxieties.</li> <li>• Staff to be made aware of signs of mental health issues. If students are fearful, withdrawn, aggressive and excessively clingy, they may need individual support.</li> </ul>	Induction and welcome talks to include additional information on positive mental health.	June Prep & Induction 2022
Staffing	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• A separate risk-assessment and safety measures to be put in place if staff are classed as clinically vulnerable or are expectant mothers.</li> <li>• The minimum level of staff needed to deliver provision will be onsite at any one time.</li> <li>• Staff to be advised to socially distance with other adults where possible.</li> <li>• Staff to be advised on increased hand washing, and the need to wash hands thoroughly throughout the day.</li> <li>• Staff to be advised to take increased care over cups, drinks, shared areas. Such areas should be cleaned after use.</li> <li>• Staff to only use the Adams room to access refreshments rather than take breaks. Breaks to be taken in own classrooms/houses.</li> <li>• Staff meetings to be taken in large, well-ventilated spaces where possible.</li> <li>• Staff who are showing symptoms of coronavirus must not work.</li> <li>• Equipment will be provided for employees to work in classrooms (e.g. laptops, own stationery).</li> <li>• Where there is 'a single point of failure' and a person is unable to do their job as they are working from home or self-isolating a suitable staff member will be identified to fill the role. This applies to Fire Marshals, the Designated</li> </ul>	<p>Inform staff of Covid safety measures during induction and pre-induction remote training</p> <p>Send staff Covid guidance prior to course.</p>	<p>July and Induction 2022</p> <p>January – June 2022</p>

			<p>Safeguarding Lead, the Health and Safety Officer, First Aiders and Heads of Houses. Adequate cover will be provided for teachers/activity monitors self-isolating.</p> <ul style="list-style-type: none"> <li>• Arrangements to be made if residential staff are instructed to self-isolate.</li> <li>• Where staff have laptops, encourage them to 'sync' at least daily when in the office and to take laptops home with them at the end of the working day.</li> <li>• Safer recruitment will be in place for staff and accommodation providers in regulated activity.</li> <li>• Covid safety measures to be discussed at interview.</li> <li>• Staff to work overtime if necessary. This is to be discussed at interview.</li> <li>• Staff to be informed of most recent Covid safety measures prior to course.</li> </ul>		
Entrances/Exits	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group Leaders</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Arrival / departure times will be staggered to reduce crowding in and out.</li> <li>• One-way flow routes will be implemented throughout the school to avoid crowding.</li> <li>• Separate entry and exit points will be implemented.</li> <li>• Hand cleaning facilities will be provided at entry and exit points.</li> <li>• Extra cleaning to take place of high-touch items such as light switches, door handles and house keypads.</li> <li>• Face masks to be worn when moving around campus indoors e.g. in the classroom block, sports hall foyer, corridors, communal areas in boarding houses and the dining hall – except for when eating and drinking.</li> </ul>	<p>Provide students and staff with clear daily timetables</p> <p>Provide adequate signage and hand sanitising stations at entrances/exits</p>	<p>Induction 2022</p> <p>Induction 2022</p>
Corridors/Stairwells	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Stairwells to be for separated use – i.e. one way up, one way down in the boarding houses and classroom block.</li> <li>• One-way flow routes to be implemented throughout the school to avoid crowding.</li> </ul>	<p>Provide adequate signage for one-way systems</p> <p>Notify students</p>	<p>Induction 2022</p> <p>Induction and initial</p>

			<ul style="list-style-type: none"> <li>● Face masks to be worn when moving around campus indoors.</li> </ul>	and staff of one-way systems during induction and house meetings	house meetings 2022
Offices	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Online meeting tools will be used rather than face-to-face meetings where possible.</li> <li>● If face-to-face meetings take place, there should be social distancing, good ventilation and meeting times must be limited. Try to use outdoor spaces.</li> <li>● Office layouts and processes will be reviewed to avoid crowding.</li> <li>● Occupancy will be limited or restricted in common spaces. Teachers will be encouraged to complete work in their classrooms where possible.</li> <li>● Employees to work side-by-side or facing away from each other.</li> <li>● Hot desking will be avoided.</li> <li>● Shared office equipment (staplers, pens, tape, calculators, etc.) use will be limited, with additional equipment provided for staff. No shared use of pens.</li> <li>● Hand sanitiser will be provided in offices and meeting rooms.</li> <li>● Extra cleaning of high-touch items such as light switches, photocopiers, door handles will take place.</li> <li>● Staff are encouraged to wear face masks in high-traffic indoor areas e.g. office entrance ways.</li> </ul>	<p>Ask Bloxham re screens for office areas</p> <p>Inform students and staff of office safety measures during induction</p> <p>Set up offices in light of current safety measures</p>	<p>May 2022</p> <p>Induction 2022</p> <p>Induction 2022</p>
Main Office/Reception	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● A 'Virtual Reception' will be implemented if necessary. WhatsApp/Zoom/Rooms etc to be used possibly for rooming requests, student moves etc.</li> <li>● Document/pocket money requests will be staggered. Disposable gloves to be used for handling such items.</li> </ul>	<p>Review need for 'Virtual Reception'</p> <p>Inform staff, group</p>	<p>June 2022</p> <p>Induction 2022</p>

			<ul style="list-style-type: none"> <li>● A one in, one out queuing system will be used for the office/reception to restrict numbers.</li> <li>● Perspex screens are to be erected at contact points.</li> <li>● Masks should be worn in door/entrance ways to reception and main office as it is a high traffic area.</li> <li>● Limited numbers of people within the reception area and narrow doorways, corridors to be limited. Info sign to be displayed.</li> <li>● Outside areas will be used for queuing (where weather conditions allow)</li> <li>● Clear guidance will be provided to students on arrival.</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 at Bloxham are to book in and out through the bursary using the lanyard system. Contractors are not to send staff if they show symptoms or have Coronavirus in accordance with PHE guidance.</li> <li>● Contractors are to wear masks in indoor spaces and any further PPE their own company policy requires.</li> <li>● If a visitor has Covid symptoms, they should be asked to give their name and phone number to reception, along with the address of their employer and asked to arrange for a test. Their employer should be contacted to inform them that they were not allowed on site and have been advised to get a Covid test.</li> </ul>	<p>leaders and students of safety measures during induction</p> <p>Senior management to receive training on office specific Covid safety measures prior to the courses</p> <p>Liaise with Bloxham re external contractors procedure and RA</p>	<p>2 July 2022</p> <p>May 2022</p>
Deliveries/Collections	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Times will be scheduled for the collection of goods.</li> <li>● Interaction to be minimised with driver.</li> <li>● Disposable gloves to be worn when handling deliveries.</li> <li>● Contact will be minimised during any exchange of documentation.</li> </ul>	Liaise with Bloxham on designated collection points	May 2022

Infection from external sources	Virus Transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• A separate risk-assessment and safety measures to be put in place if students/group leaders are classed as clinically vulnerable.</li> <li>• Students aged under 18 and fully vaccinated staff arriving from overseas (green or amber countries) are to provide a negative Covid PCR test 72 hours prior to departure, complete a passenger locator form and book and take a Day 2 test.</li> <li>• Students may need a return Fit-to-Fly negative Covid PCR test result 72 hrs prior to departing the UK. This depends on each country's individual travel requirements.</li> </ul> <ul style="list-style-type: none"> <li>• As of 31<sup>st</sup> July 2021, government guidance states that under 18s and fully vaccinated travellers who are a resident of the EU, US or the four European Free Trade Association countries are exempt from quarantine if arriving from a amber country.</li> </ul> <ul style="list-style-type: none"> <li>• Proof of full vaccination must be provided on the passenger locator form. 'Fully vaccinated' means you must have had your final dose of the approved vaccine at least 14 whole days before you arrive in England. The day you have your final dose does not count as one of the 14 days.</li> </ul> <ul style="list-style-type: none"> <li>• You must have been fully vaccinated with an approved vaccine in:</li> </ul> <p>an <u>EU</u> country, Andorra, Iceland, Liechtenstein, Monaco, Norway, San</p>	<p>Send students, staff and group leaders Covid guidance prior to course</p> <p>Liaise with Bloxham School regarding quarantine house and procedures</p> <p>To provide training on Covid safety measures during staff induction</p>	<p>May &amp; June 2022 (agents updated throughout year)</p> <p>April 2022</p> <p>Induction 2022</p>
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			<p>Marino, Switzerland or the Vatican City. If you were vaccinated in a different European country, it will not be recognised in England. The vaccine must have been authorised by the European Medicines Agency (EMA) or Swissmedic for Switzerland</p> <p>Residents in the USA must have been fully vaccinated with a vaccine authorised by the Food and Drug Administration (FDA)</p> <ul style="list-style-type: none"> <li>• Students under 18 and fully vaccinated group leaders (GLs) and staff arriving from green and amber countries must book and pay for a pre-departure PCR test and a PCR test to be taken on or before day 2 of arrival in the UK. They must also complete a passenger locator form within 48 hours prior to arrival in the UK using the UK government website, which includes the booking reference number for the pre-departure and day 2 Covid test and ISC's phone number and centre address. The form must be printed and presented before boarding.</li> <li>• Temperature checks for symptomatic individuals. If their temperature is high, the temperature will be taken again. If it is still high, they will isolate and a PCR test will be booked and taken.</li> <li>• A (free) NHS PCR test must be taken if anyone exhibits one or more of three Covid-19 symptoms: high temperature, new or continuous cough, loss of taste/smell.</li> <li>• If anyone tests positive for Covid-19, the individual must self-isolate for ten days from that point. GLs and staff must not leave campus during their quarantine period unless there is a medical emergency.</li> </ul>		
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			<ul style="list-style-type: none"> <li>• If the event of a positive PCR test, the Bloxham Covid lead and local health authorities would be contacted for further advice.</li> <li>• Where possible an alternative boarding house/accommodation will be made available for quarantining individuals (Park Close/Palmer Hospital). Staff visiting the quarantine house to support students will sanitise, wear PPE and socially distance in accordance with this full risk.</li> <li>• Staff with Covid symptoms are asked to stay at home and not travel to Bloxham.</li> <li>• Parents/group leaders are to be reminded they are not to bring their child/student to Bloxham if they are aware that they/anyone in their family is showing signs symptoms of Covid 19. They should immediately seek a test. Where appropriate agents are asked to notify parents.</li> <li>• Consent is needed from staff and students for any medical data to be recorded and shared under GDPR law.</li> <li>• Lateral flow tests for staff. Staff take a pre-arrival test, test on arrival and twice a week.</li> </ul>		
Language Testing (and tutorials)	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct tests prior to arrival where possible. If face-to-face tests have to take place, 2m distance will be maintained between tables/desks.</li> <li>• Tests will be staggered and staff and students to sit at 90-degree angles. No speaking tests to be completed fact-to-face.</li> <li>• Disposable gloves to be used when handling test materials.</li> </ul>	<p>Review level testing procedure</p> <p>Inform staff &amp; students re testing procedure before course &amp; in induction</p>	<p>March 2021</p> <p>May &amp; June 2022</p> <p>Induction 2022</p>

Inductions	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing in to be implemented in common spaces where presentations/ inductions take place.</li> <li>• Welcome talks for students to be staggered/held in separate venues where possible.</li> <li>• Demos and CCQs will be used in induction training and welcome talks to convey and check Covid safety information.</li> <li>• Electronic paperwork will be used where possible (eg. collecting student emergency contact details).</li> <li>• Disposable gloves will be used when collecting passports/identity cards.</li> <li>• If possible, avoid handling student luggage. If students need assistance, disposable gloves should be used.</li> <li>• Covid safety guidance to be reviewed prior to each student induction.</li> </ul>	<p>Great Hall, Chapel and Music Room to be set up for inductions to allow adequate social distancing</p> <p>To provide training on relaying Covid safety measures to language learners during staff induction</p> <p>Send students, staff and group leaders Covid safety measures prior to course</p>	<p>Notify Bloxham June 2022 re 5 July set up</p> <p>Induction 2022</p> <p>May &amp; June 2022</p>
Teachers' Room	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• 2m distance will be maintained between desks/tables/chairs.</li> <li>• Social distancing will be maintained during teacher meetings.</li> <li>• Face masks to be worn in offices.</li> <li>• Limits will be put on shared resources e.g. teachers only to use coursebooks appropriate to the level that they are teaching. Gloves must be used to handle books.</li> </ul>	<p>Induction training to cover teaching room safety measures.</p> <p>Send Covid safety measures to</p>	<p>Induction 2022</p> <p>May &amp; June 2022</p>

			<ul style="list-style-type: none"> <li>Teachers are encouraged to prepare lessons in their classrooms. Printing is available throughout campus.</li> <li>When working in the teaching office staff are to be seated side by side or at 90 degree angles to each other.</li> <li>Sharing of stationery and other equipment will be reduced. Teachers to take allocated stationery to classrooms.</li> <li>Shared materials and surfaces (e.g. printer, scanner, tables, guillotine handles, photocopier) to be cleaned after use.</li> <li>Disposable gloves must be worn for handling shared resources and equipment.</li> <li>Returned course books will be kept separate from other books for at least 72 hours.</li> <li>Teachers will be designated their own laptop for the duration of the course.</li> </ul>	staff prior to course	
Classes & Moving Around Campus	Virus transmission	<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> <li>Group leaders</li> <li>Visitors</li> </ul>	<ul style="list-style-type: none"> <li>Classes will be allocated to a specific classroom.</li> <li>Students to be assigned a specific table.</li> <li>Classrooms to be re-ordered to have all desks facing the front, with suitable distancing from the teacher and one another.</li> <li>Some lessons will be held outdoors (where weather conditions allow).</li> <li>Antibacterial gel 'Cleaning Stations' will be available in class.</li> <li>Students to bring and use own stationery.</li> <li>Face coverings are to be worn indoors when moving around campus and in high-traffic areas on campus, but are not required in lessons or activities.</li> <li>Classroom doors to be kept open to allow ventilation.</li> <li>Classrooms and larger venues to be ventilated when unoccupied to 'purge' the air.</li> <li>DfE advice (6 April 2021) states there is very little risk of transmission from the</li> </ul>	<p>Induction training to Cover safety measures in class and on campus.</p> <p>Send Covid safety measures to staff, GLs and students prior to course</p> <p>Set-up hand sanitising stations &amp; distribute cleaning provisions</p>	<p>Induction 2022</p> <p>May &amp; June 2022</p> <p>Induction 2022</p>

			<p>use of air conditioning. This can be used when necessary.</p> <ul style="list-style-type: none"> <li>• Antiseptic spray and paper towels to be supplied to staff in classrooms for use by staff &amp; students, on door handles, commonly touched surfaces, and any equipment touched by students at the end of each lesson.</li> <li>• Classrooms to be kept clear to enable regular cleaning.</li> <li>• All classroom surfaces to be clear of debris to enable regular cleaning.</li> <li>• Staff to monitor movement around site between lessons.</li> <li>• Assemblies may be staggered or happen remotely.</li> <li>• Appropriate one-way/keep left systems will be indicated in the main building, Great Hall, Thompson Building and other school buildings. One-way systems are to be adhered to within in the building and monitored by staff.</li> <li>• Hand sanitisers are to be used on entering and leaving the buildings/classrooms.</li> <li>• Tissues and used cleaning materials to be discarded in separate bins.</li> <li>• Attendance at all lessons and activities to be strictly monitored and recorded to allow for accurate engagement with local authorities if necessary.</li> </ul>	<p>Ensure adequate signage for one way systems around campus</p>	<p>Induction 2022</p>
Residences	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines will be provided for students – e.g. rotas to reduce contact in kitchens.</li> <li>• Crowded reception areas will be managed by using separate entrances and exits where possible.</li> <li>• Face masks to be worn in high-traffic areas such as entrances/exits and small spaces.</li> <li>• Hand sanitiser will be provided in reception areas, bathrooms, kitchens and and at any lifts.</li> <li>• Students to use designated kitchens and bathrooms.</li> </ul>	<p>Staff induction training to Cover safety measures in residences.</p> <p>Heads of house to receive separate Covid safety training</p>	<p>Induction 2022</p> <p>2 July 2022</p>

			<ul style="list-style-type: none"> <li>• Ensure good hygiene by promoting the 'catch it, bin it, kill it' approach and hand washing (posters, daily reminders).</li> <li>• Staff &amp; students to regularly wash hands &amp; sanitise hands.</li> <li>• Throws that cover sofas or chairs to be cleaned more frequently or not used at all.</li> <li>• Supply anti-bacterial spray and paper towels to houses for use in communal areas.</li> <li>• If a student who is boarding is found to have symptoms they are to self-isolate in room/Palmer health centre/Park Close boarding house.</li> <li>• Students to bring their own hand sanitiser for use in bedrooms.</li> <li>• Clear Covid guidelines to be provided in Head of House training and house welcome talks.</li> </ul>	<p>during induction</p> <p>Send Covid safety measures to staff, GLs and students prior to course</p> <p>Set-up hand sanitising stations &amp; distribute cleaning provisions</p> <p>Students and group leaders to be informed of Covid safety measures during induction and house meetings</p> <p>Ensure adequate signage in houses</p>	<p>May &amp; June 2022</p> <p>Induction 2022</p> <p>Induction &amp; initial house meetings 2022</p> <p>Induction 2022</p>
Dining Hall & Café	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (posters, daily reminders) .</li> <li>• Supply hand gel/sanitizers in the catering area for use after masks have been removed.</li> <li>• Insist staff &amp; students sanitise hands.</li> <li>• Advise against face touching, especially if masks are worn.</li> <li>• Staff are to monitor queues to insure</li> </ul>	<p>Staff induction training to Cover safety measures.</p> <p>Send Covid safety measures to staff, GLs</p>	<p>Induction 2022</p> <p>May &amp; June 2022</p>

			<p>social distancing.</p> <ul style="list-style-type: none"> <li>● Masks to be worn for queuing, but not when seated and eating/drinking.</li> <li>● Rota mealtime arrivals in groups.</li> <li>● A red and green card system to be used for dining and cleaning of tables.</li> <li>● Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>● Queuing area to be marked out for social distancing.</li> <li>● Staff to monitor queuing system.</li> <li>● Hand sanitisation stations will be in use in the café.</li> <li>● Kitchen access will be restricted to as few people as possible on catering team.</li> <li>● Interaction between kitchen staff and other staff will be restricted.</li> <li>● Access to walk-in pantries, fridges and freezers will be restricted to one person at a time.</li> <li>● Contactless card payments will be used in the café.</li> <li>● Take away service only in the café and 'one in, one out' system and queuing in operation.</li> </ul>	<p>and students prior to course</p> <p>Set-up hand sanitising stations &amp; distribute cleaning provisions</p> <p>Students and group leaders to be informed of Covid safety measures during induction</p> <p>Ensure there is adequate signage in the dining hall</p>	<p>Induction 2022</p> <p>Induction 2022</p> <p>Induction 2022</p>
Heating, Ventilation & Air Conditioning Systems	Virus transmission	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> <li>● Visitors</li> </ul>	<ul style="list-style-type: none"> <li>● Systems will be assessed prior to reopening to ensure sufficient ventilation</li> <li>● Windows will be kept open during school hours to aid ventilation</li> <li>● Doors will be propped open where this does not compromise fire safety or safeguarding.</li> </ul>	Provide induction training on ventilation of school buildings	1-3 August 2021
Critical Systems	Virus transmission Health & safety risk Fire	<ul style="list-style-type: none"> <li>● Students</li> <li>● Group leaders</li> <li>● Staff</li> </ul>	<ul style="list-style-type: none"> <li>● Fire extinguishers will not be used to prop open doors</li> <li>● Fire doors will not be propped open</li> <li>● The school will be deep cleaned prior to the start of each course.</li> </ul>	<p>Induction training to include fire safety briefing</p> <p>Students and group leaders to</p>	<p>Induction 2022</p> <p>Induction 2022</p>

				have fire safety briefing during induction and house meetings	
Fire Evacuations	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing will be maintained at assembly points</li> </ul>	<p>Induction training to include fire safety briefing</p> <p>Students and group leaders to have fire safety briefing during induction and house meetings</p>	<p>Induction 2022</p> <p>Induction 2022</p>
Sports & Activities	Virus transmission	<ul style="list-style-type: none"> <li>• Students</li> <li>• Group leaders</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Any equipment e.g. tennis rackets, arts materials, handles, balls, goalkeeper gloves, etc. will be cleaned after each session. Cleaning materials will be made available for students and staff to do this at the end of a session.</li> <li>• If equipment cannot be cleaned/washed e.g. fancy dress costumes, it must not be in use for 48 hours/72 hours for plastic.</li> <li>• Project teams to be given allocated costumes at the start of the course.</li> <li>• Indoor areas to be ventilated as much as possible, by leaving doors open and opening windows where possible.</li> <li>• The sports hall changing rooms will be unavailable. Students should get ready for activities in their own houses.</li> <li>• Students will be advised not to expectorate on pitches/ playing surfaces (the threat of not being able to participate will be used as a deterrent).</li> </ul>	<p>Induction training to include Covid safety measures during sports</p> <p>Students and group leaders to be informed of Covid safety measures during induction and at the start of activity sessions</p>	<p>Induction 2022</p> <p>Induction &amp; 5 July- 15 August 2022</p>

			<ul style="list-style-type: none"> <li>Students will be advised not to high five/ embrace after scoring, after games etc.</li> <li>The changing rooms at the swimming will remain out of use. Students to arrive at the pool beach ready and use showers in own houses.</li> <li>Use of swimming pool is permitted under current guidance.</li> <li>Under current DfE guidance face masks are not required for sports/PE (April 2021 but recommended for crowded/enclosed spaces. Face masks are to be worn in high-traffic areas such as the sports hall foyer, entrance ways and in crowded situations.</li> <li>Masks/coverings should not be worn during strenuous activity.</li> <li>Students and staff must not participate in sports/activities if they have Covid symptoms or have been instructed to self-isolate by PHE.</li> </ul>		
Music	Virus transmission	<ul style="list-style-type: none"> <li>Students</li> <li>Group leaders</li> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Students will not share instruments, where a mouthpiece is involved.</li> <li>Music equipment will be cleaned appropriately before/after use - piano keys, keyboards and microphones.</li> <li>The music room will be well ventilated.</li> <li>Staff and students will avoid sitting directly opposite students playing instruments or singing, maintaining a 2m distance.</li> </ul>	Induction training and welcome talks to cover Covid safety measures	Induction 2022
Excursions	Virus transmission	<ul style="list-style-type: none"> <li>Students</li> <li>Group leaders</li> <li>Staff</li> <li>Coach drivers</li> <li>Members of wider community</li> </ul>	<ul style="list-style-type: none"> <li>Venue risk assessments and social distancing measures will be acquired prior to a visit and factored into our own risk assessment and guidance for staff and students.</li> <li>Risk-assessments to be acquired from third-party transport companies and factored into our own risk assessment and guidance for staff and students.</li> </ul>	<p>Liaise with museums/theatres and Windsor boats re safety measures</p> <p>Acquire venue Covid risk</p>	<p>Monthly during 2021/2022</p> <p>May 2022 &amp; check for updates</p>

			<ul style="list-style-type: none"> <li>● Discussions will be held with transport companies on their social distancing and cleaning measures.</li> <li>● Masks to be worn on coaches.</li> <li>● Indoor attractions such as museums and galleries may still require face masks to be worn indoors. Staff and students will be advised on this prior to trips.</li> <li>● Students will be advised to sanitise hands before and after using school transport.</li> <li>● Where possible, travel will be scheduled to limit exposure to large crowds and rush hours.</li> <li>● Pick-up and drop-off will be reviewed to reduce crowding at one point.</li> <li>● Staff will not share face masks with each other or with students (e.g. where a face mask is required to enter a venue and a student or colleague does not have one).</li> <li>● Hand sanitiser to be available and utilised.</li> <li>● Queuing when boarding coaches to be orderly and socially distanced.</li> <li>● Extra face masks to be made available before boarding coaches.</li> <li>● Staff, group leaders and students to be reminded of Covid safety measures on trips in excursion meetings and preparation lessons.</li> </ul>	<p>assessments</p> <p>Liaise with Cheneys &amp; Cheetah coaches re Covid safety measures</p> <p>Induction training to cover Covid safety measures on excursions</p> <p>Students and group leaders to be informed of Covid safety measures during induction</p> <p>Induction training on Covid safety measures to be provided to staff</p> <p>Send Covid safety measures to students and group leaders prior to course</p>	<p>before each course</p> <p>Throughout the year.</p> <p>Induction 2022</p> <p>5<sup>th</sup> July/19<sup>th</sup> July/1<sup>st</sup> August 2022</p> <p>Induction 2022</p> <p>May &amp; June 2022</p>
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				Request RA from partner transport companies	June 2022
Provision of classes	Harm to Educational Progress	<ul style="list-style-type: none"> <li>Students</li> </ul>	<ul style="list-style-type: none"> <li>If students are in isolation, where possible provide remote teaching. Ensure students have own mobile phone/device to access online classes.</li> <li>To support NHS Test and Trace registers of attendance to be taken in all lessons and seating plans created and strictly adhered to.</li> </ul>	<p>Send Covid safety measures to students and group leaders prior to course</p> <p>Provide staff training on online teaching during induction</p>	<p>May and June 2022</p> <p>Induction 2022</p>
Data Protection	Sensitive 'health' data not processed/ stored correctly	<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> <li>Group leaders</li> </ul>	<ul style="list-style-type: none"> <li>Consent is needed to take a staff member's or student's temperature. Any information recorded should be treated as sensitive health data and processed and stored in compliance with GDPR regulations.</li> <li>Any data regarding a symptomatic individual or positive test result must be processed and stored in compliance with GDPR regulations.</li> </ul>	Pre-arrivals: inform staff, students and agents of Covid-safety procedures and the need for consent for temperature checks.	<p>Jan- May as part of recruitment paperwork</p> <p>GL paperwork May 2022</p> <p>Student GDPR form at enrolment</p>
Use of QR Codes and Track & Trace	Virus Transmission	<ul style="list-style-type: none"> <li>Students</li> <li>Staff</li> <li>Group Leaders</li> </ul>	<ul style="list-style-type: none"> <li>All students, staff and group leaders and visitors advised to download and use the NHS Test and Trace app.</li> <li>Registers to be maintained and shared with local authorities where necessary.</li> <li>NHS Test and Trace or DHSC will take steps to enforce quarantine, including daily phone calls and occasional site visits. They can issue fines of up to £10,000 for non-compliance. There are penalties of up to £2000 for not taking the day 2 and day 8 tests, and £500 for not completing a pre-departure test.</li> </ul>	To incorporate download and use of NHS app in staff and student induction.	Induction 2022