



Covid-19 Secure: ISC Risk Assessment and Action Plan

This risk assessment is based upon the current guidance from the UK Government, 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:

- As of February 2022, there is no legal requirement to self-isolate following a positive test. However, the UK government advises any adult who tests positive for Covid-19 or is unwell with Covid symptoms to isolate for 5 days, school children 3 days, and take extra precautions to reduce the risk of transmission. For example: wear a face mask, avoid crowded places, take exercise away from others and to maintain good hygiene, e.g. to cover your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food.
- All UK Covid travel restrictions ended 18 March 2022, meaning there are no tests, forms or quarantine for all arrivals to the UK irrespective of age, vaccination status and country of origin.
- Strict hand and respiratory hygiene and enhanced cleaning arrangements and Covid-19 health and safety notices to be placed around the site
- Under 18s & fully-vaccinated adults are treated the same under UK government rules. Fully vaccinated adults must have had a complete course of Pfizer BioNTech, Oxford/AstraZeneca, Moderna, Janssen, Sinovac, Sinopharm Beijing or Covaxin vaccines, or a combination of these, at least 15 days prior to arrival.

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 detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by advising those who have coronavirus (COVID-19) symptoms or have had a positive Covid test to self-isolate and 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 high traffic areas - the dining hall and great hall, and on-board school transport. Numbers 1-4 must be in place, 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) 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.



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Done by: Nicola Lee & Al Dadge – Directors **First version:** 01.12.20 **Review date:** 06.01.21, 25.02.21, 09.04.21, 17.05.21, 18.06.21, 26.07.21, 11.11.21, 30.11.21, 09.12.21, 17.12.21, 07.01.22, 14.01.22, 11.02.22

Risk area	What is the risk?	Who may be at risk?	What are you doing?	Actions	By when?
Cleaning - general	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Frequent cleaning of keyboards, mouse, light switches, boarding house access keypads, door handles, desks, chairs, whiteboards, smart boards, shared teaching resources. • Ensure antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls are readily available on campus. • 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. • Separate tissue/used cleaning materials bins emptied each day. • Shared facilities in residences undergo daily cleaning. Students and staff are instructed not to leave any personal belongings in showers, bathrooms or kitchens. • A deep clean of the school to take place between course blocks. 	<p>Purchase & stockpiling of cleaning provisions & 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"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected by cleaning staff. • Surfaces which symptomatic individuals have been in contact with will be cleaned and disinfected. • Areas where symptomatic individuals have passed through will be cleaned. 	<p>Provide induction training on dealing with a symptomatic individual</p>	<p>Induction 2022</p>

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			<ul style="list-style-type: none"> • 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. • 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. • No cleaning of a symptomatic individual's room should take place while they are isolating. • 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. • 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. • 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. 	Liase with Bloxham re extra cleaning.	May 2022
Hygiene	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • 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 • Antibacterial hand sanitiser and cleaning stations will be provided throughout the school. • Staff & students will clean workspaces after each class/activity session. 	<p>Provide induction training on Covid prevention measures</p> <p>Send students, staff and group</p>	<p>Induction 2022</p> <p>May & June 2022 (agents updated)</p>

Done by: Nicola Lee & Al Dadge – Directors
First version: 01.12.20
11.11.21, 30.11.21, 09.12.21, 17.12.21, 07.01.22, 14.01.22, 11.02.22

Review date: 06.01.21, 25.02.21, 09.04.21, 17.05.21, 18.06.21, 26.07.21,

			<ul style="list-style-type: none"> • Toilets are to be flushed with lids down to prevent faecal-oral transmission. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (posters, daily reminders). • Separate bins to be provided in classrooms, office spaces, arts and sports hall for used tissues and cleaning materials. • Advise against face touching, especially if masks are worn. • As of Jan 2022 guidance, face masks are <u>not</u> legally required in most indoor settings. However, the government advises to wear face masks in crowded or enclosed spaces. Organisations may choose to request that customers and staff wear face coverings while on their premises. • As of 27 January 2022, face masks are no longer legally required in schools in England. However, ISC will continue to ask for masks to be in high-traffic areas to mitigate risk e.g. when entering/exiting the dining facilities, Great Hall and on board coaches. Exceptions to be made for students and staff who are exempt. ISC will continue to review the use of face masks in line with UK government advice. <p>Best Practice Hand Washing Best Practice Hand Rubbing</p>	<p>leaders 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</p>	<p>throughout the year)</p> <p>Course welcome talks, house meetings & group leader meetings July & August 2021</p> <p>Induction 2022</p> <p>Induction 2022</p> <p>Induction 2022</p>
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				campus & in boarding houses	
Dealing with symptomatic individuals	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<p>If someone becomes unwell on the premises, they should:</p> <ul style="list-style-type: none"> • get at least 2m away from others; go to a separate well-ventilated room/area behind a closed door • avoid touching anything • 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 • use a separate bathroom, where possible • 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> <p>If symptoms deteriorate, they should use their own mobile phone to call either:</p> <ul style="list-style-type: none"> • for NHS advice: 111 • for an ambulance, if they're seriously ill or injured or their life is at risk: 999 <p>They should tell the operator:</p> <ul style="list-style-type: none"> • their symptoms <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>Under 18s</p> <ul style="list-style-type: none"> • If the person is a child, a staff member will be asked to volunteer to supervise the child (probably be the person who has spent most time with the child that day) 	<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 & 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>	

			<ul style="list-style-type: none"> ● 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. ● 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. ● The child will use a separate bathroom which will be cleaned after use¹. ● The member of staff who has assisted the student showing symptoms does not need to isolate unless they develop symptoms themselves or test positive, in which case we'd advise them to do so. ● They will wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell student or colleague². ● You may need to report to HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences) if there is an outbreak. <p>Accommodation</p> <p>Where a student/staff member in residential accommodation shows symptoms of coronavirus:</p> <ul style="list-style-type: none"> ● The student will need to isolate in their room and private bathroom will be designated. ● Meals, extra linens and bin bags should be brought to the room. ● Cleaning should not take place in the room during the self-isolation period. 		
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¹[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

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

			<ul style="list-style-type: none"> • They should use a separate bathroom which should be cleaned after use. <p>Self-Isolation</p> <p>Any individual who is symptomatic or has a positive test result is advised to isolate for 5 days.</p> <ul style="list-style-type: none"> • Self-isolation is when a person does not leave their accommodation because they do, or might, have coronavirus. • The individual should maintain social distancing, high standards of hygiene and wear face coverings if they use the corridors/bathroom for designated use. <p>Lockdown/Closure</p> <ul style="list-style-type: none"> • 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. • The Covid lead & 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. • A deep clean of the centre should take place following a positive case 		
First Aid	Virus Transmission	<ul style="list-style-type: none"> • First Aiders • Students • Group Leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Adequate first aid cover will be arranged. • A separate first aid area for symptomatic areas to be provided (Thompson building – in library meeting room). • Check for the following Covid symptoms: <ul style="list-style-type: none"> - Influenza-like illness (fever >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, 	Organise a designated areas for symptomatic individuals in the Thompson building. Ensure there is an adequate	Induction 2022 Recruitment Jan-May 2022

			<p>shortness of breath, sore throat, wheezing, sneezing;</p> <ul style="list-style-type: none"> - new continuous cough and/ or - high temperature and/ or - loss or change to sense of taste or smell. <ul style="list-style-type: none"> ● PPE (face mask, shield/goggles, apron and gloves) is to be worn for any first aid given to symptomatic individuals. ● For non-symptomatic individuals PPE is not required, however the first aider must wear gloves. ● In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government COVID-19: guidance for first responders - GOV.UK 	<p>number of staff that are first-aid trained.</p> <p>Induction training on first aid to include current Government guidance.</p>	<p>Induction 2022</p>
Mental Health	<p>Harm to educational progress</p> <p>Harm to mental health of students and staff</p>	<ul style="list-style-type: none"> ● Students ● Group Leaders ● Staff 	<ul style="list-style-type: none"> ● Staff training to cover well-being. Staff and students made to feel comfortable in asking for help or talking to line managers/directors about their worries/anxieties. <p>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.</p>	<p>Induction and welcome talks to include additional information on positive mental health.</p>	<p>June Prep & Induction 2022</p>
Staffing	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff 	<ul style="list-style-type: none"> ● A separate risk-assessment and safety measures to be put in place if staff are classed as clinically vulnerable or are expectant mothers. ● The minimum level of staff needed to deliver provision will be onsite at any one time. ● Staff to be advised to socially distance with other adults where possible. ● Staff to be advised on increased hand washing, and the need to wash hands thoroughly throughout the day. 	<p>Inform staff of Covid safety measures during induction and pre-induction remote training</p> <p>Send staff Covid guidance</p>	<p>July and Induction 2022</p> <p>January – June 2022</p>

			<ul style="list-style-type: none"> ● Staff to be advised to take increased care over cups, drinks, shared areas. Such areas should be cleaned after use. ● Staff meetings to be taken in large, well-ventilated spaces where possible. ● Staff who are showing symptoms of coronavirus should isolate in their room. ● Equipment will be provided for employees to work in classrooms as well as office (e.g. laptops, own stationery). ● 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 Safeguarding Lead, the Health and Safety Officer, First Aiders and Heads of Houses. Adequate cover will be provided for teachers/activity monitors self-isolating. ● Arrangements to be made if residential staff are instructed to self-isolate. ● 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. ● Safer recruitment will be in place for staff and accommodation providers in regulated activity. ● Covid safety measures to be discussed at interview. ● Staff to work overtime if necessary. This is to be discussed at interview. ● Staff to be informed of most recent Covid safety measures prior to course. 	prior to course.	
Entrances/Exits	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group Leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● One-way flow routes will be implemented at the dining hall to avoid crowding. ● Separate entry and exit points will be implemented. ● Hand cleaning facilities will be provided at entry and exit points. 	<p>Provide students and staff with info.</p> <p>Provide adequate signage and</p>	Induction 2022

			<ul style="list-style-type: none"> ● Extra cleaning to take place of high-touch items such as light switches, door handles and house keypads. ● Face masks to be worn in high-traffic areas – when queuing for the dining hall – except for when eating and drinking, in the Great Hall and on school transport. 	hand sanitising stations at entrances/exits	Induction 2022
Corridors/Stairwells	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● One-way flow routes to be implemented at the dining hall to avoid crowding. ● Face masks to be worn when moving around campus indoors. 	<p>Provide adequate signage for one-way systems</p> <p>Notify students and staff of one-way systems during induction and house meetings</p>	<p>Induction 2022</p> <p>Induction and initial house meetings 2022</p>
Offices	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Online meeting tools will be used as well as face-to-face meetings where possible. ● If face-to-face meetings take place, there should be social distancing, good ventilation. Try to use outdoor spaces. ● Office layouts will be reviewed to avoid crowding. ● Hot desking will be avoided. ● Hand sanitiser will be provided in offices and meeting rooms. ● Extra cleaning of high-touch items such as light switches, photocopiers, door handles will take place. ● Staff are to wear face masks in high-traffic areas. 	<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"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Document/pocket money requests will be staggered. Disposable gloves to be used for handling such items. ● A card machine rather than handling cash. ● A queuing system will be used for the office/reception to restrict numbers. ● Clear guidance will be provided to students on arrival. ● Maintain visitor register. ● All visitors and visiting staff to adhere to the control measures outlined in this Risk Assessment. ● 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. ● Contractors are to wear masks in indoor spaces and any further PPE their own company policy requires. ● If a visitor has Covid symptoms, their employer should be contacted to inform them that they were not allowed on site and have been advised to get a Covid test. 	Review need for 'Virtual Reception'	June 2022
				Speak with Bloxham re: use of card machine.	May 2022
				Inform staff, group leaders and students of safety measures during induction	Induction 2022
				Senior management to receive training on office specific Covid safety measures prior to the courses	2 July 2022
				Liaise with Bloxham re external contractors procedure and RA	May 2022
Deliveries/Collections	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Times will be scheduled for the collection of goods. ● Interaction to be minimised with driver. ● Hands to be washed for 20 seconds after handling deliveries. ● Contact will be minimised during any exchange of documentation. 	Liaise with Bloxham on designated collection points	May 2022

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Infection from external sources	Virus Transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • A separate risk-assessment and safety measures to be put in place if students/group leaders are classed as clinically vulnerable. • Fully vaccinated adults must have had a complete course of Pfizer BioNTech, Oxford/AstraZeneca, Moderna, Janssen, Sinovac, Sinopharm Beijing and Covaxin vaccines or a combination of these, at least 15 days prior to arrival. A vaccine certificate must be provided from one of over 135 approved countries and territories. • Temperature checks are to be done for symptomatic individuals. If their temperature is high and they exhibit symptoms, they will be advised to isolate for 5 days. 3 days for school children. • As of February 2022, there is no legal requirement to self-isolate following a positive test. However, the UK government advises any adult who tests positive for Covid-19 or is unwell with Covid symptoms to isolate for 5 days, school children 3 days, and take extra precautions to reduce the risk of transmission. For example: wear a face mask, avoid crowded places, take exercise away from others and to maintain good hygiene, e.g. to cover your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food. • All UK Covid travel restrictions ended 18 March 2022, meaning there are <u>no</u> tests, 	<p>Send students, staff and group leaders Covid guidance prior to course/throughout year</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 & June 2022 (agents updated throughout year)</p> <p>April 2022</p> <p>Induction 2022</p>
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			<p>forms or quarantine for all arrivals to the UK irrespective of age, vaccination status and country of origin.</p> <ul style="list-style-type: none"> • If the event of a positive PCR test, the Bloxham Covid lead and local health authorities would be contacted for further advice. • Where possible individuals isolate in rooms with a separate bathroom. Staff visiting the room to support students will sanitise hands, wear PPE and socially distance in accordance with this full risk. • Staff with Covid symptoms are asked to stay at home and not travel to Bloxham. • Parents/agents/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 seek a Covid test. • Consent is needed from staff and students for any medical data to be recorded and shared under GDPR law. 		
Language Testing (and tutorials)	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Tests will be staggered and staff and students to sit at 90-degree angles. • Disposable gloves can be used when handling test materials. 	<p>Review level testing procedure</p> <p>Inform staff & students retesting procedure before course & in induction</p>	<p>March 2021</p> <p>May & June 2022</p> <p>Induction 2022</p>
Inductions	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders 	<ul style="list-style-type: none"> • Social distancing in to be implemented in spaces where inductions take place. 		

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		<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Staff induction to take place in the Great Hall. Welcome talks for students to be held in Great Hall, with all students and staff wearing masks. Electronic paperwork will be used where possible (eg. collecting student emergency contact details). Disposable gloves will be used when collecting passports/identity cards. If students need assistance with luggage, hands should be washed afterwards for at least 20 seconds. Covid safety guidance to be reviewed prior to each student induction. 	<p>Great Hall, 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 & June 2022</p>
Teachers' Room	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> 1m distance will be maintained between desks/tables/chairs in well-ventilated spaces. Teachers are encouraged to prepare lessons in their classrooms. Printing is available throughout campus. Sharing of stationery and other equipment will be reduced. Teachers to take allocated stationery to classrooms. Shared materials and surfaces (e.g. printer, scanner, tables, guillotine handles, photocopier) to be cleaned after use. 	<p>Induction training to cover teaching room safety measures.</p> <p>Send Covid safety measures to staff prior to course</p>	<p>Induction 2022</p> <p>May & June 2022</p>

			<ul style="list-style-type: none"> Teachers will be designated their own laptop for the duration of the course. 		
Classes & Moving Around Campus	Virus transmission	<ul style="list-style-type: none"> Students Staff Group leaders Visitors 	<ul style="list-style-type: none"> Classes will be allocated to a specific classroom. Some lesson activities will be held outdoors (where weather conditions allow). Antibacterial gel 'Cleaning Stations' will be available in class. Students to bring and use own stationery. Face coverings are to be worn indoors in high-traffic areas on campus. Classroom doors to be kept ventilated. Classrooms and larger venues to be ventilated when unoccupied to 'purge' the air. DfE advice (6 April 2021) states there is very little risk of transmission from the use of air conditioning. This can be used when necessary. Antiseptic wipes to be supplied to staff in classrooms for use by staff & students, on door handles, commonly touched surfaces, and any equipment touched by students at the end of each lesson. All classroom surfaces to be clear of debris to enable regular cleaning. Appropriate one-way/keep left systems will be indicated in the main building,. One-way systems are to be adhered to within in the building and monitored by staff. Hand sanitisers are to be used on entering and leaving the buildings/classrooms. Tissues and used cleaning materials to be discarded in separate bins. Attendance at all lessons and activities to be strictly monitored and recorded to allow for accurate engagement with local authorities if necessary. 	<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 & distribute cleaning provisions</p> <p>Ensure adequate signage for one way systems around campus</p> <p>Purchase extra stationery for lessons e.g. extra class sets of scissors, glue sticks, colouring pencils</p>	<p>Induction 2022</p> <p>May & June 2022</p> <p>Induction 2022</p> <p>Induction 2022</p> <p>March 2022</p>

Residences	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff 	<ul style="list-style-type: none"> ● Hand sanitiser will be provided in reception areas, bathrooms, kitchens and and at lifts. ● Ensure good hygiene by promoting the 'catch it, bin it, kill it' approach and hand washing (posters, daily reminders). ● Staff & students to regularly wash hands & sanitise hands. ● If a student who is boarding is found to have symptoms they are to self-isolate in room with a designated bathroom. ● Students to bring their own hand sanitiser for use in bedrooms. ● Clear Covid guidelines to be provided in Head of House. 	<p>Staff induction training to Cover safety measures in residences.</p> <p>Heads of house to receive separate Covid safety training during induction</p> <p>Send Covid safety measures to staff, GLs and students prior to course</p> <p>Set-up hand sanitising stations & distribute cleaning provisions</p> <p>Students and group leaders to be informed of Covid safety measures when necessary</p>	<p>Induction 2022</p> <p>2 July 2022</p> <p>May & June 2022</p> <p>Induction 2022</p> <p>Induction & initial house meetings 2022</p>
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Dining Hall & Café	Virus transmission	<ul style="list-style-type: none"> ● Students ● Group leaders ● Staff 	<ul style="list-style-type: none"> ● Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (posters, daily reminders) . ● Supply hand gel/sanitizers in the catering area for use after masks have been removed. ● Insist staff & students sanitise hands. ● Advise against face touching, especially if masks are worn. ● Staff are to monitor queues to insure social distancing. ● Masks to be worn for queuing, but not when seated and eating/drinking. ● Hand sanitisation stations will be in use in the café. ● Kitchen access will be restricted to as few people as possible on catering team. ● Interaction between kitchen staff and other staff will be restricted. ● Access to walk-in pantries, fridges and freezers will be restricted to one person at a time. 	<p>Staff induction training to Cover safety measures.</p> <p>Send Covid safety measures to staff, GLs and students prior to course</p> <p>Set-up hand sanitising stations & 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>May & June 2022</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"> ● Students ● Group leaders ● Staff ● Visitors 	<ul style="list-style-type: none"> ● Systems will be assessed prior to reopening to ensure sufficient ventilation ● Windows will be kept open during school hours to aid ventilation 	Provide induction training on ventilation of school buildings	1-3 August 2021

Done by: Nicola Lee & Al Dadge – Directors **First version:** 01.12.20 **Review date:** 06.01.21, 25.02.21, 09.04.21, 17.05.21, 18.06.21, 26.07.21, 11.11.21, 30.11.21, 09.12.21, 17.12.21, 07.01.22, 14.01.22, 11.02.22

			<ul style="list-style-type: none"> Doors will be propped open where this does not compromise fire safety or safeguarding. 		
Critical Systems	Virus transmission Health & safety risk Fire	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Fire extinguishers will not be used to prop open doors Fire doors will not be propped open The school will be deep cleaned prior to the start of each course. 	<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>
Fire Evacuations	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Social distancing will be encouraged at assembly points 	<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"> Students Group leaders Staff 	<ul style="list-style-type: none"> Any equipment e.g. tennis rackets, arts materials, handles, balls, goalkeeper gloves, etc. will be cleaned regularly. Cleaning materials will be made available for students and staff to do this at the end of a session. Project teams to be given allocated costumes at the start of the course. 	<p>Induction training to include Covid safety measures during sports</p>	<p>Induction 2022</p>

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			<ul style="list-style-type: none"> Indoor areas to be ventilated as much as possible, by leaving doors open and opening windows where possible. The sports hall changing rooms will be unavailable. Students should get ready for activities in their own houses. 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). 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. Use of swimming pool is permitted under current guidance. Under current DfE guidance face masks are not required for sports/PE (April 2021 but recommended for crowded/enclosed spaces). Masks/coverings should not be worn during strenuous activity. Students and staff must not participate in sports/activities if they have Covid symptoms or have been advised to self-isolate by PHE. 	Students and group leaders to be informed of Covid safety measures during induction and at the start of activity sessions	Induction & 5 July- 15 August 2022
Music	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Students will not share instruments, where a mouthpiece is involved. Music equipment will be cleaned appropriately before/after use - piano keys, keyboards and microphones. The music room will be well ventilated. Staff and students will avoid sitting directly opposite students playing instruments or singing, maintaining a 1m distance. 	Induction training and welcome talks to cover Covid safety measures	Induction 2022
Excursions	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Coach drivers Members of wider community 	<ul style="list-style-type: none"> 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. 	Liaise with museums/theatres and Windsor boats re	Monthly during 2021/2022

			<ul style="list-style-type: none"> Discussions will be held with transport companies on their social distancing and cleaning measures. Queuing when boarding coaches to be orderly and socially distanced. Masks to be worn on coaches and in taxis. Where possible, travel will be scheduled to limit exposure to large crowds and rush hours. Pick-up and drop-off will be reviewed to reduce crowding at one point. 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). <ul style="list-style-type: none"> Extra face masks to be made available before boarding coaches. Hand sanitiser to be available and utilised. Staff, group leaders and students to be reminded of Covid safety measures on trips in excursion meetings and preparation lessons. 	<p>safety measures</p> <p>Acquire venue Covid risk assessments</p> <p>Liaise with Cheneys & 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</p>	<p>May 2022 & check for updates before each course</p> <p>Throughout the year.</p> <p>Induction 2022</p> <p>5th July/19th July/1st August 2022</p> <p>Induction 2022</p> <p>May & June 2022</p>
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				measures to students and group leaders prior to course.	
Provision of classes	Harm to Educational Progress	<ul style="list-style-type: none"> Students 	<ul style="list-style-type: none"> If students are in isolation, where possible provide remote teaching. Ask students to bring own mobile phone/device to access online classes. To support NHS Test and Trace registers of attendance to be taken in all lessons and seating plans created and strictly adhered to. 	<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"> Students Staff Group leaders 	<ul style="list-style-type: none"> 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. Any data regarding a symptomatic individual or positive test result must be processed and stored in compliance with GDPR regulations. 	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>