



Risk Assessor: Tessa Norgrove
Activity: Covid-19 Risk Assessment

Date: 6th September 2021

Risk Heading	Current Position	Future Action Required	Responsibility	Probability (a)	Impact (b)	Risk Rating	
						Score (a x b ²)	Level
Prevention of infection when there are staff/and or/ pupils in school buildings	Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms or who have someone in their household who does, do not attend school	We will communicate that any pupils, staff and other adults must not come into school if they have symptoms or have tested positive within the last 10 days. Heads to write to parents / staff and remind in newsletters	Headteachers All staff Parents	1	3	9	Low
	There is no legal requirement to wear a face mask however any member of the school community may choose to wear a mask.	We will monitor the situation and if advised will reintroduce mask wearing as a requirement.	All staff / pupils				
	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	We will ensure that every room has tissues and a bin to support pupils and staff to follow this routine, clear signage in place	All staff / pupils	2	3	18	Medium
Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This		<ul style="list-style-type: none"> We will provide enough hand washing 					

Prevention of infection when there are staff/and or/ pupils in school buildings (cont)	<ul style="list-style-type: none"> frequently touched surfaces being cleaned more often than normal risk of hard surface transmission via door handles Use of water fountains for drinking prohibited 	<p>Technicians / ancillary staff will need to assist with this</p> <p>All cleaners may wear visors or masks hands to be sanitised every area change</p> <p>Toilets to be cleaned after break, lunchtime and after school. This will require a reschedule of rotas</p> <p>Where possible doors to be propped open to reduce touching of handles. Fire wardens instructed to remove door stops if alarm activated. Signage to reflect this. Pupils will be sanctioned if they ignore this message</p> <p>Water fountains will be only available for the filling of bottles. Pupils to bring their own bottles</p>	<p>Link to Housekeeping Risk Assessment here</p> <p>Housekeeping</p> <p>Housekeeping</p> <p>Estates H&S Manager</p>	2	2	8	Low
	In order to quickly detect asymptomatic adults, ask them to self-isolate as soon as possible, reduce the likelihood of clusters and outbreaks in settings and the disruption that brings to education the Welsh Government provided rapid-result coronavirus (COVID-19) tests available to all staff working in	Test at home kits will be offered to all schools in order for staff and pupils in Year 7 and above, to take twice weekly tests. Testing is voluntary, but we strongly encourage staff and pupils to participate to further reduce the risk of asymptomatic			2	2	8

Prevention of infection when there are staff/and or/ pupils in school buildings (cont)	<p>schools/settings primary and to all pupils Yr 7 and above</p> <p>If you are contacted through Track and Trace and are over 18, double vaccinated and <u>asymptomatic</u> - you may not have to self isolate</p>	<p>transmission within the schools.</p> <p>Anyone who tests positive using a Lateral Flow Test (LFT): must not attend school must then book a follow up PCR test through the online booking portal. must notify the School Nurse of a positive test and must self-isolate in accordance with the advice given by the local contact tracing team – details found here: https://gov.wales/self-isolation</p>					
	<p>It is also understood the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching.</p>	<p>Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options and will still bring benefits even if implemented partially.</p> <p>Where possible we will keep children in their class groups for the majority of the classroom time, but we will allow mixing into wider groups for delivery of the full curriculum and for after school care and on school transport Only one person permitted in a lift at any time</p>		2	2	8	Low

Prevention of infection when there are staff/and or/ pupils in school buildings (cont)	We will resume school assemblies. The hall will be ventilated with open doors and windows and air purifiers in place.	After use of theatres/halls sanitising will take place	Housekeeping				
	Aeromax professional air purifiers to be installed in each room.	All classrooms will be set out with desks facing forwards and where possible the teachers' desk will be set 2 metres distance. A clear Perspex screen will be provided in all classrooms to enable the member of staff to ensure distancing. At the end of each lesson the pupils will need to wipe their desk down before they leave the room	Bursar / Estates	2	2	8	Low
	All boarders to be tested on arrival Tests will also be undertaken if any boarder displays symptoms	<ul style="list-style-type: none"> If positive case found, pupil to be cared for in medical centre until PCR test completed. Pupil either goes home or stays in HWBC 	Senior School Nurse and team				
	Admin/resources/ Support	<ul style="list-style-type: none"> To reduce footfall all requests for maintenance and IT must be made via the appropriate Helpdesk. The IT offices have been provided with service points. No staff permitted in the photocopying rooms in the mornings. 	Signage				

<p>Prevention of infection when there are staff/and or/ pupils in school buildings (cont)</p>	<p>Staff Absence - There is a higher likelihood of staff absence due to the need to isolate until test results are received. We have therefore considered how to manage higher levels of absence than normal</p>	<ul style="list-style-type: none"> • Afternoon up to two staff can enter the room at any time. • Request for copying to be made 48hrs in advance. • Please sanitise hands before using the photocopiers, do not use wipes to clean down after use • Please do not enter individual staff offices unless invited to do so, whenever possible communicate by email or telephone. • We will discuss with part time staff both academic and support their availability beyond their normal contracted hours to provide cover. • We will engage with a supply agency who can provide at short notice • Teaching staff • Chefs • Cleaners • Nursery staff 					
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St Catherine's House	<p>The business focussed staff are based in St Cath's</p> <p>Risk of infection from shared areas Staff room / toilets</p>	<ul style="list-style-type: none"> • Where offices are shared Covid screens are installed • Staff who share offices are advised to wear face visors/masks • Staff may wear face masks when in communal areas if they choose to do so. • Aeroventilator provided in all rooms • Kettle/microwave etc should be sanitised by user after <u>every</u> use • Ensure wherever possible that staff responsible for key finance functions do not work together in order that we can, run the purchase ledger, fee collection and payroll at all times 	<p>Estates</p> <p>Line Manager</p>				
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Agincourt, & Grange Buildings	<ul style="list-style-type: none"> • All available spaces to be used including halls, libraries, sports halls at MG and MSSC. • Rooms to be naturally ventilated and Aeromax installed • Chairs/desks to be spaced as far apart as possible • Teacher to be 2m away from the front desk. As facing 	<p>Individual site-specific instructions will be issued by the Head</p>	<p>Head</p> <p>Teaching staff</p>				Low
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Agincourt, & Grange Buildings (cont)	<p>forwards. Covid screens installed</p> <ul style="list-style-type: none"> • Plastic chairs to be provided wherever possible and wiped down before school, breaks, lunchtime and deep cleaned each evening. • Cleaners to be increased in each building to clean door handles and toilets frequently. Gloves to be available for staff who wish to use them 		<p>Estates Manager / Heads</p> <p>Housekeeper</p>				
Response to infection	<p>Anyone who develops symptoms will be sent home. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>, which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	<p>If a child is awaiting collection, they should go to the Medical centre. In the case of MPP or MBP they should be put in a room behind a closed door or if weather allows under outside gazebo depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet must be cleaned and disinfected using standard</p>	<p>To be communicated to parents by Headteachers</p>				

Response to infection (cont)	<p>If a boarder shows symptoms, they can self-isolate in their single room if they have one with an en-suite. Otherwise they can go to the H&WBC at MG. We will establish with parents in advance whether a student with symptoms can go home and self-isolate.</p>	<p>cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Wales Test, Trace Protect</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people</p>	School H&WB Team	2	2	8	Low
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Response to infection (cont)	In the event of a confirmed infection, we will engage with the NHS Wales Test, Trace, Protect	The local health protection team will provide definitive advice on who, from the rest of the school community must be sent home. To support them in doing so, we need to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups					
	We will manage confirmed cases amongst the school community to contain any outbreak by following local health protection team advice.	The local health protection team will supply a letter to send to parents and staff if needed. We are not allowed to share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Other members of the household of a person sent home to self-isolate do not need to self-isolate unless they have symptoms.		1	2	8	Low
	We have established a contact within Public Health Wales who have set up a file for us and will work directly with the senior nurse. They have been supplied with a copy of this R.A.						
	Where a group or a small number of pupils need to self-isolate, we must have the capacity to offer resources remotely		Executive/academic staff	1	3	9	Low
School transport	<ul style="list-style-type: none"> Family groups can sit together Where possible pupils should be grouped to reflect groups from school Bus company should provide sanitiser for pupils as they board vehicle. 		Transport Manager/Health & Safety Officer				

School transport (cont)	<ul style="list-style-type: none"> Pupils over age 11 should wear masks and younger if they choose. Windows open whenever possible and pupils told to wear warm clothing 			1	3	9	Low
Minibus travel		<ul style="list-style-type: none"> Windows to be open and children instructed to be warmly dressed Hand sanitiser to be provided for use on boarding and exiting A COVID screen will be in place between the driver and the passengers The minibus to be deep cleaned before used again using fogging machine 		1	3	9	Low
Parents delivering & collecting pupils to site	<ul style="list-style-type: none"> Parents to remain in cars with the exception of Nursery to Year 6 Staff member to Marshall carpark 	Written instructions from the Heads to parents.	Heads/deputies Estates Manager / Head of MGP /MBP	1	2	4	Low
Catering	Normal catering service.	<ul style="list-style-type: none"> Food to be served by Catering staff unless individual portion staff may wear visors / masks Pupils and staff to use the outside spaces if the weather permits 	Catering Manager	1	3	9	Low

Equipment	Equipment and resources used very frequently such as pencils, pens – staff and pupils must have their own and not share Classroom resources can be shared but must be cleaned regularly Outdoor playground equipment be more frequently cleaned	Science equipment should be cleaned between groups Before school each day any hard surface to be cleaned	Headteachers to communicate All staff Technicians / cleaners Estates	1	3	9	Low
	Pupils will be told to limit the amount of equipment they bring into school each day, to essentials such as books, stationery. Take books and other shared resources home, although unnecessary sharing should be avoided		Headteachers to communicate	1	2	4	Low
	Marking	Greater use of Teams for marking of pupils' work and assessment to minimise teachers' handling of exercise books Need consistent team structure across the schools Appropriate inset training for software	Teaching staff Deputy Heads Academic	1	2	4	Low
Use of toilets	<ul style="list-style-type: none"> Toilets cleaned after breaktime, again at lunchtime and after school. Sanitiser and wipes to be provided inside toilets Pupils instructed to wipe down any surfaces they have touched with wipes provided and to sanitise on exit	We will amend cleaning hours and will undertake regular checks throughout the day. No pupils to use staff only toilet. One in at a time. Regular checks for supplies to ensure we do not run out of PPE Signage to be displayed	Housekeeper Heads and staff Cleaning team	1	3	9	Low

Music / Individual lessons	All individual music lessons to resume in person	Spaces must allow 2 metres social distancing or a Covid screen should be in place No sharing of instruments	Directors of Music	1	2		Low
Uniform / School Shops	<ul style="list-style-type: none"> • Instructions to be sent to customers before appointment • Only two households allowed in shop at anytime • Overseas students to observe Government quarantine arrangements • Customers to wear masks and hand sanitiser to be provided • COVID screens installed at payment point • Only card and bank transfer payments to be taken, no cash payments 	Limit number of the pupils at any given time.	Shop Managers / Bursar	1	3	9	Low
Sixth Form	<ul style="list-style-type: none"> • Sixth Form to be courteous to members of the public on the pavements when moving between schools as some members of the community may feel vulnerable. 		Head of Sixth Form to communicate	1	2	4	Low
Delivery of Sport	Team sports allowed	Equipment should be cleaned between each use by different groups <u>guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport	Heads and Deputies				

		Spectators allowed					
Educational Visits	<ul style="list-style-type: none"> Resume educational visits where they are part of the curriculum. These should be done in line with covid measures. As normal, staff should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. 		Exec/HODS	1	3	9	Low
Visitors to site	<p>All overseas visitors must have date stamp of admission to UK 10 days previously if arriving from countries not on the safe-corridor list</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p>		Bursar	1	3	9	
Staff behaviours at breaktime & meetings	<ul style="list-style-type: none"> Staff should consider conducting meetings using remote facilities although face to face meetings are allowed if preferred. Consideration to breaktime behaviours 	IT to ensure technology is robust Staff should have own personal mug / cup and bring to staff room on every occasion. No cups to be left in staff room or shared	Deputies / IT Team	1	2	8	low
Parents Evenings	Parents evenings should be conducted in a remote setting until further consideration is given to the way forward.	Either through Teams or by telephone.	Heads & Academic Deputies	1	4	16	Medium
Boarders – Keeping boarders in smaller “households” to avoid any COVID being passed	<p>See boarder’s information booklet</p> <ul style="list-style-type: none"> group. Boarders activities to be outside weather permitting 	<ul style="list-style-type: none"> Arranging furniture in boarding houses to minimise face to face contact 	Head of Boarding / Houseparents				

amongst whole community	or to be done in line with Welsh Government guidance	<ul style="list-style-type: none"> • Staff maintain social distance from pupils and other staff wherever possible • Single rooms for pupils at higher risk • Kitchen facilities in a boarding house to be cleaned regularly 	Houseparents Head of Boarding	1	3	9	Low
Maintaining Wellbeing of boarders	<p>We recognise the potential impact lockdown and current restrictions may have had on your child.</p> <p>We will ensure your child has:</p>	<ul style="list-style-type: none"> • Plenty of outdoor activities • Access to school counsellors • Ensure access to contact with parents/guardians on a regular basis • We operate holiday camps with Connexcel to care for boarders for whom travel home is not permitted 	H&WB team Head of Boarding / Houseparents / All staff	1			Low
Maintain Wellbeing of Staff		<p>Head of Well Being leading on various initiatives to support staff wellbeing including staff surveys</p> <p>Wellbeing a standing item on MLT agenda</p>	All staff	1	3	9	Low
Reopening of MSSC	Will reopen fully from September 3 rd 2021	Opening arrangements to be circulated to members	Bursar	1	3	9	Low

<p>Planning for another lockdown or closure of the schools</p>	<p>Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.</p> <p>Significant investment in technology took place over the summer 2020 to enable remote teaching and learning</p> <p>Ongoing training to be provided during inset to facilitate this.</p> <p>We seek to</p> <ul style="list-style-type: none"> • set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects • teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject • provide frequent, clear explanations of new content, • assess how well pupils are progressing through the curriculum, and set a clear expectation on how regularly teachers will check work • enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, 	<p>This will allow us to</p> <ul style="list-style-type: none"> • Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, linked to the school’s curriculum expectations • give access to high quality remote education resources • select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use • we will provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access 		1	4	16	<p>Medium</p>
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Planning for another lockdown or closure of the schools (cont)	revising material or simplifying explanations to ensure pupils' understanding <ul style="list-style-type: none">• plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers						
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