



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

Date: 5th January 2022

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 7 days. Individuals may return if they have negative lateral flow tests on days 6 & 7, otherwise 10 day isolation period applies. Heads to write to parents / staff and remind in newsletters	Headteachers All staff Parents	1	3	9	Low
	All pupils Yr 7 and above and staff should wear a mask in all indoor settings unless actively eating or drinking or medical exemption applies	We will continue to monitor the situation	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

Prevention of infection when there are staff/and or/ pupils in school buildings (cont)	<p>We have put in place an enhanced cleaning schedule that includes:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • 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>We have employed additional cleaners throughout the day.</p> <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>Housekeeper</p> <p>Link to Housekeeping Risk Assessment here</p> <p>Housekeeping</p> <p>Housekeeping</p> <p>Estates</p> <p>H&S Manager</p>	2	2	8	Low
	<p>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</p>	<p>Test at home kits are available from local pharmacies. All staff and pupils in Year 7 and above, are strongly encouraged to take tests three times per week to further reduce the risk of</p>					

Prevention of infection when there are staff/and or/ pupils in school buildings (cont)	<p>available to all staff working in 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>asymptomatic 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.</p> <p>Please 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>		2	2	8	Low
	<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 most 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)	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 after each school holiday period. 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. Afternoon up to two staff can enter the room at any time. 	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"> • 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 have discussed 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 					
---	--	--	--	--	--	--	--

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 to wear a face mask when in communal areas unless medically exempt • 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>				
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 	<p>Individual site-specific instructions will be issued by the Head</p>	<p>Head</p> <p>Teaching staff</p>				Low

Response to infection (cont)	Otherwise, they can go to the H&WBC at their school. We will establish with parents in advance whether a student with a positive LFT can go home and self-isolate.	<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 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
------------------------------	--	---	------------------	---	---	---	-----

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 except for 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"> Staff to wear visors / masks Pupils and staff to use the outside spaces when the weather permits 	Catering Manager	1	3	9	Low
Equipment	Equipment and resources used very frequently such as pencils, pens –	Science equipment should be cleaned between groups	Headteachers to communicate				

Equipment (cont)	<p>staff and pupils must have their own and not share</p> <p>Classroom resources can be shared but must be cleaned regularly</p> <p>Outdoor playground equipment be more frequently cleaned</p>	<p>Before school each day any hard surface to be cleaned</p>	<p>All staff</p> <p>Technicians / cleaners</p> <p>Estates</p>	1	3	9	Low
	<p>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</p>		<p>Headteachers to communicate</p>	1	2	4	Low
	<p>Marking</p>	<p>Greater use of Teams for marking of pupils' work and assessment to minimise teachers' handling of exercise books</p> <p>Need consistent team structure across the schools</p> <p>Appropriate inset training for software</p>	<p>Teaching staff</p> <p>Deputy Heads Academic</p>	1	2	4	Low
Use of toilets	<ul style="list-style-type: none"> Toilets cleaned after breaktime, again at lunchtime and after school when staff resources allow 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 	<p>We will amend cleaning hours and will undertake regular checks throughout the day.</p> <p>No pupils to use staff only toilet. One in at a time.</p> <p>Regular checks for supplies to ensure we do not run out of PPE</p> <p>Signage to be displayed</p>	<p>Housekeeper</p> <p>Heads and staff</p> <p>Cleaning team</p>	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 and fixtures resumed.	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				

Delivery of Sport (cont)		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	All visitors must provide a negative LFT and wear a mask		Bursar	1	3	9	Low
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	Parent's 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 amongst whole community	See boarder's information booklet <ul style="list-style-type: none"> group. Boarders' activities to be outside weather permitting or to be done in line with Welsh Government guidance 	<ul style="list-style-type: none"> Arranging furniture in boarding houses to minimise face to face contact Staff maintain social distance from pupils and other staff wherever possible 	Head of Boarding / Houseparents Houseparents	1	3	9	Low

		<ul style="list-style-type: none"> • Single rooms for pupils at higher risk • Kitchen facilities in a boarding house to be cleaned regularly 	Head of Boarding				
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
MSSC	Is open in line with Welsh Government guidelines	Arrangements to be circulated to members	Bursar	1	3	9	Low
Planning for another lockdown or closure of the schools	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>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 					

	<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, revising material or simplifying explanations to ensure pupils' understanding • plan a programme that is of equivalent length to the core teaching pupils would receive 	<p>teaching videos, linked to the school's curriculum expectations</p> <ul style="list-style-type: none"> • 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	Medium
--	---	---	--	---	---	----	--------

Planning for another lockdown or closure of the schools (cont)	in school, ideally including daily contact with teachers							
--	--	--	--	--	--	--	--	--