



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

Date: 28th February 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 Senior School Pupils and staff should wear a mask in communal areas unless actively eating or drinking or a medical exemption applies	We will communicate that any pupils, staff and other adults must not come into school if they have symptoms or have tested positive. Individuals may return if they have negative lateral flow tests on days 5 & 6 or until they get 2 negative tests in a row, taken a day apart, or until day 10 – whichever is sooner. They do not need a negative LFT test on day 10 to leave self-isolation. If they still have a high temperature or feel unwell, they should continue to self-isolate until it returns to normal, or they feel better	Headteachers All staff Parents All staff / pupils	1	3	9	Low

Prevention of infection when there are staff/and or/ pupils in school buildings (cont.)		Heads to write to parents / staff and remind in newsletters We will continue to monitor the situation					
	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 can be done with soap and running water or hand sanitiser. Pupils should clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:	<ul style="list-style-type: none"> • We will provide hand wash or hand sanitiser so that all pupils and staff can clean their hands regularly. All rooms are equipped with sanitiser • Supervision of hand sanitiser use given risks around ingestion. Younger pupils should be helped to clean their hands properly. • We should build these routines into school culture. • Levels of sanitizer will be checked on a regular basis by cleaning staff as they clean their designated areas. Staff should 	Bursar/Housekeeper Teaching staff All staff	1	3	9	Low

Prevention of infection when there are staff/and or/ pupils in school buildings (cont.)		<p>also report a shortage to Housekeeping if necessary.</p> <ul style="list-style-type: none"> • Signage 					
	<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 	<p>Technicians / ancillary staff will need to assist with this</p> <p>All cleaners may wear visors or masks hands to be regularly sanitised</p> <p>Toilets to be cleaned more regularly</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>	2	2	8	Low
	<ul style="list-style-type: none"> • Use of water fountains for drinking prohibited 						
To quickly detect asymptomatic adults, ask them to self-isolate as soon as possible, reduce the likelihood of clusters and outbreaks	Test at home kits are available from local pharmacies. All staff and pupils in Year 7 and above, are strongly						

Prevention of infection when there are staff/and or/ pupils in school buildings (cont.)	<p>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 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>encouraged to take tests twice a week to further reduce the risk of asymptomatic transmission within the schools.</p> <p>Anyone who tests positive using a Lateral Flow Test (LFT) must not attend school</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 year groups, but we will allow mixing into wider groups for delivery of the full curriculum and for after school care and on school transport</p>		2	2	8	Low
	<p>Aeromax professional air purifiers to be installed in each room.</p>	<p>All classrooms will be set out with desks facing forwards</p>	Bursar / Estates	2	2	8	Low

Prevention of infection when there are staff/and or/ pupils in school buildings (cont.)		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.					
	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 may be cared for in medical centre or in their own room 	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. 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 	Signage				

Prevention of infection when there are staff/and or/ pupils in school buildings (cont.)	Staff Absence - There is a higher likelihood of staff absence due to the need to isolate. We have therefore considered how to manage higher levels of absence than normal	<p>so, whenever possible communicate by email or telephone.</p> <ul style="list-style-type: none"> • 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 may wear face visors/masks • Aeroventilator provided in all rooms 	<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 Teacher to be 2m away from the front desk. As facing forwards. Covid screens installed Plastic chairs to be provided wherever possible and wiped down before school, breaks, lunchtime and deep cleaned each evening. 	Individual site-specific instructions will be issued by the Head	Head Teaching staff Estates Manager / Heads Housekeeper				Low
Response to infection	<p>Anyone who develops symptoms will be asked to do an LFT. If positive they stay at home for 5 days. Other members of their household (including any siblings) should do daily LFTs</p> <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 their school. We will establish with parents in advance whether a student with a positive LFT can go home and self-isolate.</p>	<p>If a child is awaiting collection, they should go to the Medical centre. In the case of MPS 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</p>	To be communicated to parents by Headteachers				

Response to infection (cont.)	<p>must be cleaned and disinfected using standard 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 LFT and if positive arrange a PCR test.</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
	We will manage confirmed cases amongst the school community to contain any outbreak by following local health protection team advice.	Other members of the household of a person sent home to self-isolate do not				

Response to infection (cont.)	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.	need to self-isolate unless they have symptoms.						1	2	8	Low
	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. Pupils over age 11 should wear masks and younger if they choose. Windows open whenever possible and pupils told to wear warm clothing 		Transport Manager/Health & Safety Officer					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
Catering	Normal catering service.	<ul style="list-style-type: none"> • Staff may 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 – staff and pupils should have their own and not share Classroom resources can be shared but must be cleaned regularly Outdoor playground equipment be more frequently cleaned	Hard surface to be cleaned regularly	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		Headteachers to communicate	1	2	4	Low

Equipment (cont.)	home, although unnecessary sharing should be avoided						
	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 more regularly 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. Signage to be displayed	Housekeeper Heads and staff	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 household s 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 Spectators allowed	Heads and Deputies				
Educational Visits	<ul style="list-style-type: none"> • Resume educational visits where they are part of the 		Exec/HODS	1	3	9	Low

Educational Visits (cont.)	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.						
Visitors to site	Visitors are asked to take an LFT before attending site		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 Single rooms for pupils at higher risk 	Head of Boarding / Houseparents' Houseparents Head of Boarding	1	3	9	Low

		<ul style="list-style-type: none"> Kitchen facilities in a boarding house to be cleaned regularly 					
Maintaining Wellbeing of boarders	<p>We recognise the potential impact lockdown and current restrictions may have had on your child should we be required to lock down again</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 	<p>H&WB team</p> <p>Head of Boarding / Houseparents' / All staff</p>	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 teaching videos, linked to the school's 					

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