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| Activity | Boarding during COVID-19 (November Lockdown) | |  | |
| Establishment | The Royal School | | | |
| | Name | Position | Signature | Date |
| Risk Assessor | Alex Large | Head of Boarding | A Large | 02/11/20 |
| Manager approval | | | | |

| Hazards | Who is at risk? | How can the hazard cause harm? | Existing control measures | Risk Rating |
|---|--|--|--|--------------------|
| <p>Students arriving/returning to the house/site</p> <p>Staff / children living in the boarding house</p> <p>Students classed as extremely clinically vulnerable/clinically vulnerable or that have been shielding.</p> | Existing boarders, new boarders and boarding staff | Students returning could be carrying the virus | <p>If travelling from a country that requires self-isolation, those boarders must quarantine for 10 full days or have two negative test results 5 days apart. They will not be able to mix with other boarders and will have access to their own designated bathrooms during this time.</p> <p>All isolated persons are to remain isolated in the house apart from set times for exercise, where the rest of the community on site will not come into contact with them.</p> <p>All boarders will have their temperatures checked in the morning when they check out. Any high temperatures will be recorded and further monitoring will take place (see Medical Monitoring section).</p> <p>Staff and students encouraged to frequently wash hands and sanitise surfaces and equipment.</p> <p>Estates and housekeeping staff will be made aware of timings they are permitted to enter each building so contact is kept to a minimum.</p> <p>External sink enables people to wash their hands before entering the house. There are also hand sanitisers by both main exits/entrances.</p> <p>Signage displayed reminding people to wash hands and socially distance.</p> | M |
| Students and staff leaving the house/site | Existing boarders, boarding staff, returning | Anyone who leaves the site and returns could be carrying the virus | <p>Staff should stay on site at all times unless for the purpose of the activities below:</p> <ul style="list-style-type: none"> - Essential shopping - Once daily exercise/walk | M |

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| | students, other staff on site. | | <ul style="list-style-type: none"> - Visiting family/staying at another home - Medical appointments/ to pick up medication - There may be other reasons for staff to leave site (to be agreed with the Head of Boarding). <p>Boarders will not be allowed offsite during the lockdown period except in exceptional circumstances agreed by the Head of Boarding.</p> <p>Masks must be worn in public buildings (see the latest government guidance where applicable).</p> <p>On return to site staff/boarders may be required shower and wash the clothes they have worn depending on the activity.</p> <p>Additional boarding staff are allowed into the house so long as they follow hand washing and social distancing guidelines. Housekeeping and estates will be made aware of hours they are permitted into buildings where staff and students remaining on site are living and working.</p> <p>Students will have access to washing machines in the boarding houses to wash clothes in between usual laundry collection.</p> | |
| Social distancing measures | Students, boarding staff and all support staff | Those who are not socially distancing increase the likelihood of the virus spreading. | <p>Staff must follow social distancing guidelines at all times.</p> <p>As a general rule, at all times students should try to maintain social distancing measures. Where this is not possible masks can be worn. This will be relaxed when it comes to those within their corridor bubble or year group bubble.</p> | L |

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| | | | <p>Support staff who may leave site such as catering, housekeeping and estates directed not to come into contact with students or staff where possible. Staff and students still encouraged to frequently wash hands and follow sensible measures for protection.</p> <p>Where possible boarders are asked to minimise contact with others.</p> <p>Students will only be permitted to enter another students room so long as they are part of the same corridor bubble and no more than one visitor at any time. If a student has a visitor, they must keep their door open.</p> <p>Students must walk in single file along corridors and in stairwells in the boarding houses and not use these areas to stop or gather to meet.</p> <p>All communal areas will be managed to abide by a maximum occupancy and ensure social distancing is adhered to. Where possible windows and doors can be opened to allow for the flow of fresh air.</p> <p>The kitchens in both houses will be subject to an occupancy limit of 2 people at a time and have signs up to let students know.</p> | |
| Medical monitoring | Students, boarding staff and all support staff | <ul style="list-style-type: none"> • Students and staff becoming unwell and potentially contracting Covid-19 virus. • Staff or students becoming unwell with other illness with reduced access to usual medical provisions. | <p>Staff and students encouraged to frequently wash hands and sanitise surfaces and equipment during basic medical treatment.</p> <p>Students temperatures' will continue to be taken every morning. Any temperatures above 37.6 are then retaken every 30 minutes and students put into isolation where necessary.</p> <p>Students and staff health monitored and any symptoms of Covid-19 are closely watched for.</p> <p>Students and staff usual health and wellbeing monitored and cared for where appropriate. Staff to</p> | M |

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| | | | <p>be aware of usual information and any additional medical needs.</p> <p>Availability and provision of PPE for all students and staff where required.</p> <p>Separate bedrooms and washrooms are available in order to isolate those with symptoms.</p> | |
| Cleanliness and hygiene | Students, boarding staff and all support staff | <p>Students and staff passing on illness and disease including COVID-19 virus.</p> <p>General hygiene standards slipping.</p> | <p>Staff and students encouraged to frequently wash hands and sanitise surfaces and equipment.</p> <p>Staff serving food provided with gloves.</p> <p>Staff to have access to PPE where appropriate and required.</p> <p>Staff to have access to sufficient cleaning materials to ensure that all areas are frequently cleaned and disinfected. Including but not limited to dining facilities, boarding houses, common spaces and study spaces.</p> <p>Housekeeping staff given access to areas separate from students and staff isolated on site to ensure areas are clean to professional standards.</p> <p>Students educated and encouraged to follow good hygiene practice.</p> <p>All students will be shown how to use cleaning products to disinfect areas or objects they wish to use.</p> <p>On arrival all boarders will be given a small portable hand sanitiser bottle that they can fill and carry with them.</p> | L |
| In house activities | Boarders and duty staff | <p>Accident or misuse of equipment.</p> <p>Rough play accidental injury.</p> | <p>Staff and Students encouraged to frequently wash hands and sanitise surfaces and equipment.</p> <p>The activity leader ensures that activities are suitable for the ages and experience of children under his/her care.</p> <p>All activities are the responsibility of the supervising staff. It is their responsibility to ensure the equipment is suitable and safe to use.</p> | L |

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| | | | <p>The staff member must remain accessible to students throughout the activity Staff to ensure students are engaging in activities which are suitable for their age and ability Staff to ensure supervision levels are appropriate for the age and activity of each student Reduce/remove items which may not be easily to clean/sanitise. The gym in Dartmouth also has a maximum occupancy of 2 people, additional cleaning products will be made available.</p> | |
| Outdoor activities | Boarders and duty staff | Accident or misuse of equipment. Rough play accidental injury. | <p>Staff and Students encouraged to frequently wash hands and sanitise surfaces and equipment. Sports equipment Specific equipment kept in the boarding houses only to be used by boarders and boarding staff. Regular checks for defects and reporting of these. Inspections of play and sports equipment. Sanitising spray or cloths available to use. Security Points of access onto the site for visitors minimised with clearly signed routes to the reception Where possible, avoid boarders playing in areas out of sight of supervisors Areas of site deemed high risk identified as out of bounds, this to be identified on site plan. Both staff and students to be made aware of these areas Supervision levels appropriate for the layout of the site and the play areas</p> | L |
| Low staff numbers | Staff, boarders, all support staff | Inability to care for the boarders | <p>School monitors any staff absence daily. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> | L |

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| | | | <p>Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Where there are any shortages of boarding staff. Additional staff with ample boarding experience will be called upon.</p> | |
| Catching Coronavirus through contaminated surfaces | Staff, boarders, all support staff | Contracting / spreading Coronavirus | <p>Cleaners are employed by the school to carry out daily thorough cleaning of boarding houses following national guidance (<u>Covid-19; Cleaning of non-healthcare settings</u>) and is compliant with the COSHH policy and the H&S policy.</p> <p>Meeting with cleaning contractors to review cleaning arrangements and make any necessary changes.</p> <p>Increased focus on cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods.</p> <p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed</p> <p>Cleaning rotas arranged so that cleaning staff work in shifts to clean twice daily. Hall table surfaces to be cleaned between lunch sittings when this becomes necessary.</p> <p>Spray and wipes located throughout the boarding houses for boarders to decontaminate objects after use. Boarders will be taught how to do this properly.</p> | L |
| Bathrooms | Staff, boarders, and support staff | Contracting / spreading Coronavirus | <p>Toilets should be allocated appropriately for staff and boarding corridor 'bubbles'.</p> <p>Students must only use the bathroom that is linked to their corridor and hence form a corridor bubble with all other users.</p> | L |

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| | | | <p>When dropping off students, parents are not allowed to use the toilets in the boarding houses. Toilets must be flushed with the lid down. Boarders must wash their hands/use hand sanitiser. Staff to be allocated toilets in the boarding houses. Bathrooms are cleaned daily. Sanitising wipes provided.</p> | |
| Confirmed cases of coronavirus | Staff, boarders, and support staff | Contracting / spreading Coronavirus | <p>If boarders develop symptoms consistent with coronavirus they, and the rest of their bubble(s) will isolate in their rooms. The boarder with symptoms will be taken by the Head of Boarding to a drive through testing centre and then remain in their room until the result of the test. If there is no option for a drive-through test a test will be ordered/delivered/picked up.</p> <p>If negative they will be free to continue as usual.</p> <p>If positive, that boarder will need to self-isolate in their room for 10 days. All other boarders from the corridor/year bubble will need to self-isolate for 10 days. All staff have access to PPE and can help deliver meals/drinks, go shopping, sort academic work (all lessons will be made available online) and ensure they remain well cared for in terms of their wellbeing. Parents will be contacted on a regular basis and kept updated throughout.</p> | |
| Individuals from BAME backgrounds | Staff, boarders, and support staff | Increased risk of contracting / spreading Coronavirus | <p>There is evidence that individuals from BAME backgrounds are of greater risk of contracting coronavirus. BAME staff and boarders should observe social distancing and should avoid contact with others outside of their social group.</p> <p>Individual risk assessments will be carried out for anyone at higher risk.</p> | L |

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| Testing | Staff, boarders, and support staff | Positive case | As well as temperatures being taken everyday, boarders/staff will be offered lateral flow tests on a twice-weekly basis. If the result is positive, they will be taken for a PCR test and the positive case protocol will be followed if necessary. They will be isolated while waiting for these results. | L |

| Additional control required | Action by | Date for completion | Action Completed | Residual Risk |
|--|------------------|--|----------------------------------|---------------|
| Fire drills must continue to take place with consideration that boarders/staff may be isolating with positive symptoms. | Head of Boarding | w/c 24th August 2020 and repeated w/c 7 th September 2020 | 10 th September 2020. | |
| Students classed as extremely clinically vulnerable/clinically vulnerable or that have been shielding – separate personal risk assessment to be carried if required. | Head of Boarding | To be completed as required. | September 2020. | |
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| Date of review | Comments | Position | Signature |
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| (RESIDUAL) RISK RATING | ACTION REQUIRED |
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| VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring | The activity must not take place at all. You must identify further controls to reduce the risk rating. |
| HIGH (H) Possibility of fatality/serious injury occurring | You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team |
| MEDIUM (M) Possibility of significant injury or over 3 day absence occurring | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| LOW (L) Possibility of minor injury only | No further action required. |