



Sexey's School Full Reopening Risk Assessment - Boarding

Risk Assessment Completed by	HK	
Date Initial RA Completed	10 th August 2020	
Date reviewed by FGB	20 th August	
Dates further reviewed and amendments made	03.09.2020	Clarity around masks added and change in language around "Deep clean" and "cleaning"

RAG rating used:

Red: this measure cannot be put in place in our school

Amber: this measure isn't in place yet, but can be in place for the autumn term

Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES	RAG
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Boarders • Contractors • Visitors 	1. Everyone will be asked not to come into school if they need to self-isolate under current guidance . Regular reminders will be given about this.	HC	4 th September	Letter to be sent to Parents and staff before the start of term	Amber
		2. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.	All staff	4 th September	To be included in letter issued before 6 th September	Amber
		3. (3a) If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.	Health Centre / Boarding staff	4 th September	Policy written to ensure all staff and students are aware of what to do. Staff briefing on INSET Days and Student briefing on first day back. Parents will be aware of the measure in place through a letter.	Amber
		(3b) Health Centre will have 2 dedicated isolation rooms for boarders.	Health Centre / Boarding staff	4 th September		Amber
		(3c) 999 will be called if they are seriously ill or injured or their life is at risk.	Health Centre / Boarding staff	4 th September		Amber
		4. In the case of a symptomatic boarder who needs to be supervised (either before being picked up or as they are completing their isolation at school):				
		(4a) If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask	Health Centre / Boarding staff	4 th September		Amber
		(4b) If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron	Health Centre / Boarding staff	4 th September		Amber

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		(4c) If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection	Health Centre / Boarding staff	4 th September		Amber
		(4d) Supervising staff will wash their hands thoroughly for 20 seconds after being near the boarder	Health Centre / Boarding staff	4 th September		Amber
		(4e) If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.	Health Centre staff	4 th September		Amber
		(4f) Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken: <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so 	Health Centre / Boarding staff	4 th September		Amber

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		<p>(4g) A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p>	<p>HK/GF Health Centre / Boarding staff and Domestic Team</p>	<p>4th September</p>		<p>Amber</p>
		<p>5. (5a) If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p>	<p>GF</p>	<p>4th September</p>		<p>Amber</p>
		<p>(5b) To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The boarders and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person without appropriate PPE 	<p>HK Boarding staff</p>	<p>4th September</p>		<p>Amber</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES	RAG
Spreading infection due to touch, sneezes and coughs	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	1. Handwashing facilities will be provided in the toilets as well as Hand sanitiser being available at key points around the boarding houses	GF	4 th September		Amber
		2. Handwashing –everyone in school will:			Included in staff / student briefing	
		(2a) Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines , or use alcohol-based hand sanitiser to cover all parts of their hands	All staff and students	4 th September		Amber
		(2b) Clean their hands on entry to boarding houses, if they use shared spaces, before and after eating, and after sneezing or coughing	All staff and students	4 th September		Amber
		(2c) Be encouraged not to touch their mouth, eyes and nose	All staff and students	4 th September		Amber
		3. Coughs and sneezes - Everyone will be encouraged to use a tissue or elbow to cough or sneeze, and use bins for tissue waste	All staff and students	4 th September	Included in staff / student briefing	Amber
		4. Education - Boarders will be encouraged to learn and practise these habits in lessons and by posters put up across the boarding houses.	Posters – GF Education – All staff	4 th September	Included in staff / student briefing	Amber
5. Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out.	LH and Domestic team	4 th September		Amber		

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		6. Lidded bins for tissues, preferably operated by a foot pedal, that are in shared areas will be emptied daily.	LH and Domestic team	4 th September		Amber
		7. Face Coverings – Face covering will not be mandatory in the boarding house as the students form a bubble.	All staff	4 th September		Amber
		(7a) Boarders are welcome to wear a face covering for their own reassurance when moving through areas shared by boarders from other year groups. Face coverings should be used for a maximum of one day before being washed or discarded	All staff	4 th September		Amber
		(7b) Face covering worn as arriving at the boarding house should be removed and not worn again until washed. Disposable face coverings can be discarded into the lidded bin by the entrance.	All staff	4 th September		Amber

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Spreading infection through contact with coronavirus on surfaces	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	<ol style="list-style-type: none"> 1. Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including <ul style="list-style-type: none"> • Banisters • desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games etc • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones • Outdoor play equipment 	LH and Domestic team	4 th September		Amber
		<ol style="list-style-type: none"> 2. Items that need laundering Boarder's bedding and clothing will be washed weekly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes. 	HK / LH	4 th September		Amber
		<ol style="list-style-type: none"> 3. Boarders and parents/carers will be asked to limit the quantity of equipment / belongings they bring into boarding to reduce the risk of cross contamination 	HK	4 th September	Email to be sent at end of the holidays	Amber

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		4. Areas of the boarding houses that are used by boarders from mixed bubbles will be cleaned thoroughly every day.	LH and Domestic team	4 th September		Amber
		(4a) Toilets will be deep cleaned daily, with additional wiping of contact points such as taps by HPs in the evening	LH and Domestic team	4 th September		Amber
		(4b) Although dorms will be checked and bins emptied daily, they will be cleaned approximately twice a week or as required. Dorms are all single bubble and so this is to ensure that there is capacity in the team for enhanced cleaning in more critical spaces.	LH and Domestic team	4 th September		Amber
		(4c) Shared spaces such as common rooms will be cleaned daily	LH and Domestic team	4 th September		Amber
		(4d) Fogging will be used on a cyclic basis across all areas fortnightly.	NB	4 th September		Amber
		5. Areas of boarding houses not in use will be shut off to make cleaning more manageable	HK / SHPs	4 th September		Amber
		6. Any resources shared between groups, such as sports, art and music equipment, will be either: <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	HK / SHPs	4 th September		Amber

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		7. Individual and very frequently used equipment, like pens and pencils, books etc that boarders move between school and boarding will <ul style="list-style-type: none"> • not be shared. • kept in personal dorms and not shared areas • if used for prep then areas wiped down 	All staff and students	4 th September		Amber
		8. All students will wipe down their desk space and chair with anti-bacterial wipes as they leave a shared room e.g. after doing prep in an ICT room	Boarding staff and students	4 th September		Amber
		9. Books and DVDs will not be stored in common areas to prevent multi-handling	HK	4 th September		Amber
		10. If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance .	NB / LH and Domestic team	4 th September		Amber
		11. Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. This is to include a pot of anti-bacterial wipes per shared space to be reviewed daily.	NB / LH and Domestic team	4 th September		Amber

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Spreading infection due to excessive contact and mixing between boarders and staff in boarding houses and other buildings	<ul style="list-style-type: none"> • Staff • Boarders • Contractor Visitors 	1. Bubbles have been formed taking into consideration <ul style="list-style-type: none"> • The importance of the need to social distance • Boarders' ability to distance • The layout of the boarding houses • The feasibility of keeping distinct groups separate while offering a broad, meaningful boarding experience • The need to ensure students experience high quality pastoral development in a safe environment • The need to have a system that supports a quick and efficient switch to remote learning without disturbing a student's learning in the event of a Bubble self-isolating. 	HK	4 th September		Green
		2. Bubbles are based around the Houses although there will be sub groups based on Year Groups. Although recruitment is ongoing, the following bubbles will be based in <p>Coombe House</p> <ul style="list-style-type: none"> • Year 7 = 10 Boarders • Year 8 = 16 Boarders • Year 9 = 19 Boarders <p>Macmillan House</p> <ul style="list-style-type: none"> • Year 10 = 29 Boarders • Year 11 = 33 Boarders • Sixth form = 32 Boarders 	HK	4 th September		Green

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		3. Educating students about keeping safe Where boarders are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.	HK / SHPs	4 th September	Include in student and staff briefing	Amber
		4. Seated tasks (such as prep and mealtimes) Where possible, boarders will be seated side-by-side and facing forwards. Where this is not possible, for example during mealtimes, boarders will sit within bubbles.	HK / SHPs	4 th September	Include in staff / student briefing	Amber
		5. Music Activities 5a) Activities that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to boarders within the same bubble, and will take place outside wherever possible (if taking place inside, the space will be well ventilated or limited to sole occupancy). (5b) Boarders will be positioned either back-to-back or side-to-side at an appropriate distance. (5c) Instruments will not be shared. (5d) Singing or instrument playing will not take place in any larger groups such as choirs	HK / SHPs	4 th September	Include in staff / student briefing	Amber
		6. Physical activities (6a) Contact sports will be avoided. (6b) Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. (6c) Distance between boarder bubbles will be maximised as much as possible.	HK / SHPs	4 th September	Include in staff / student briefing	Amber

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		<p>7. Staffing</p> <p>(7a) Staff can work across different houses/bubbles in order to deliver a safe and high-quality boarding experience</p> <p>(7b) Staff will keep their distance from boarders and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children.</p> <p>(7c) Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p>	<p>All boarding staff</p> <p>All boarding staff</p> <p>All boarding staff</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Include in staff / student briefing</p>	<p>Amber</p> <p>Amber</p> <p>Amber</p>
		<p>8. Supporting students with SEND or specific social / emotional needs</p> <p>(8a) Any boarders with complex needs or who need close contact care will have the same support as normal as distancing is not possible here.</p> <p>(8b) Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>(8c) Specialists, therapists, clinicians and other support staff for boarders with SEND should provide interventions as usual.</p> <p>(8d) Any visiting staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	<p>SHPs</p> <p>All staff</p> <p>HK / AC / SHPs</p> <p>HK / SHPs</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Include in staff / student briefing</p>	<p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p>

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		<p>9. Temporary staff (for example covering staff illness) and private academic tutors</p> <p>(9a) Where possible the school will use internal staff to cover shifts - who will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>(9b) The number of external adults entering the school premises will be kept to a minimum.</p> <p>(9c) Where boarders are accessing private external tutoring, this will be encouraged to be held onsite in the meeting rooms closest to the external doors. Boarders should not go to the homes of private tutors as these environments have not been risk assessed and social distancing cannot be assured.</p>	<p>HK</p> <p>All staff</p> <p>HK</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Include in staff / student briefing</p> <p>Include in email to parents at start of term</p>	<p>Amber</p> <p>Amber</p> <p>Amber</p>
Spreading infection due to excessive contact and mixing between boarders and staff around and outside of the boarding site	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	<p>1. Groupings</p> <p>(1a) The number of groups that boarders are in will be kept as small as possible. The bubbles in boarding have been matched to those in the school.</p> <p>(1b) Where possible each bubble will have designated social space and set of toilets to use. Where not possible for a toilet area to have exclusive use, toilet / shower cubicles will be assigned for individual bubbles only. These will be clearly signposted.</p>	<p>HK</p> <p>HK</p>	<p>29th August</p> <p>4th September</p>	<p>Include in staff / student briefing</p>	<p>Green</p> <p>Amber</p>

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		<p>(1c) For boarders who routinely attend other settings, such as external sports team or Cadets, the school will work with these other settings to work out a system to keep these boarders safe.</p> <p>2. Movement around the school site</p> <p>(2a) Students will be dismissed from Boarding houses after morning meeting in a staggered way controlled by staff to ensure that there are no busy walkways at the start of the day.</p> <p>(2b) Where needed, a clearly signposted one-way system will operate to avoid groups mixing, for example at the entrance/exit of boarding houses.</p> <p>(2c) Where possible, shared areas will be supervised during social times to ensure mixing between groups does not occur, and boarders will be reminded about the rules where needed.</p> <p>(2d) Corridors that are accessed by more than one bubble will have a 'keep left' system clearly labelled to keep boarders apart.</p> <p>(2e) All shared rooms, such as common rooms and dining areas, will either be limited to one bubble at a time or be kept at half capacity to allow groups to keep apart when using them.</p>	<p>HK / SHPs</p> <p>SHPs</p> <p>HK</p> <p>SHPs</p> <p>HK</p> <p>HK / SHPs</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>		<p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p>

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		<p>(2f) Mealtime arrangements will be based around keeping bubbles separate and will be reviewed half termly in light of the Government Policy and COVID-19 situation.</p> <p>3. Offices and meeting rooms will have a maximum number able to be in at any one time identified on it.</p> <p>4. Visitors to the site (4a) All visitors such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. (4b) Visits will happen outside of boarding hours wherever possible. (4c) A record will be kept of all visitors.</p> <p>5. Evening and Weekend Trips can take place, but only subject to a separate risk assessment that considers the coronavirus measures in place during travel and at the destination</p>	<p>HK</p> <p>HK</p> <p>HK / SHPs</p> <p>HK / SHPs</p> <p>HK / SHPs</p> <p>HK / SHPs</p>	<p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Visitors Policy to be in place including COVID Guidance (AC)</p>	<p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p>
Spreading infection due to the school environment	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	<p>1. Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p>	GF / HK	1 st September	DfE Guidance online to be used plus HSE advice	Amber

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		<p>2. Procedures. Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>3. Ventilation Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised</p> <p>4. Lifts The use of lifts will be avoided unless essential.</p> <p>5. Bins Lidded bins will be provided in shared areas and other key locations to dispose of tissues and any other waste.</p> <p>6. Outside Space Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>GF / HK</p> <p>HK / SHPs</p> <p>HK / SHPs</p> <p>HK / LH</p> <p>HK / SHPs</p>	<p>1st September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p> <p>4th September</p>	<p>Include in staff and student briefings</p> <p>Include in staff briefing</p> <p>Include in staff briefing</p> <p>Include in staff briefing</p> <p>Include in staff briefing</p>	<p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p> <p>Amber</p>
Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	<p>1. Meetings Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	All staff	1 st September	Visitors Policy (AC) and set out in guidance to staff and parents at start of term	Amber

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Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	1. Shielding (1a) The school will continue to follow any shielding guidance in place to decide who should come into school.	AC / HK	1 st September		Green
		(1b) If the guidance is paused, all staff and boarders are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).	AC / HK	1 st September		Green
		(1c) Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.	AC / HK	1 st September		Amber
		(1d) Where appropriate for clinically vulnerable or clinically extremely vulnerable individual risk assessments will be undertaken.	AC / HK	1 st September		Amber