



Sexey's School Full Reopening Risk Assessment - Boarding

Risk Assessment Completed by	H Kershaw	
Date RA Reviewed	28 th February 2021	
Date reviewed by FGB		
Dates further reviewed and amendments made		

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 as part of the reopening communication with parents	HC	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening	Green
		2. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.	HC	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening	Green
		3. (3a) If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.	HK & Heath Centre	8 th March 2021	HC have a policy in place about how to hold a positive C19 case, both for those that can be collected by parents and those that need to isolate at school.	Green
		(3b) Health Centre will have 2 dedicated isolation rooms for boarders.	Heath Centre	8 th March 2021		Green
		(3c) 999 will be called if they are seriously ill or injured or their life is at risk.	All	8 th March 2021		Green
		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):	House Parents & Heath Centre	8 th March 2021	PPE available in boarding offices and health centre	Green
		(4a) supervising staff will wear a surgical style face mask even in cases where a distance of at least 2m can be maintained,				
		(4b) If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron	House Parents & Heath Centre	8 th March 2021	PPE available in boarding offices and health centre	Green

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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	House Parents & Heath Centre	8 th March 2021	PPE available in boarding offices and health centre	Green
		(4d) Supervising staff will wash their hands thoroughly for 20 seconds after being near the boarder	House Parents & Heath Centre	8 th March 2021	PPE available in boarding offices and health centre	Green
		(4e) Lateral flow test will be completed where this is available and appropriate. The boarder will be required to contact NHS test and trace to arrange a PCR test. Support will be provided by the Health Centre team as required	HK & Heath Centre testing team	8 th March 2021	PPE available in boarding offices and health centre	Green
		(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 	HK	8 th March 2021	Minibuses have Perspex bulkheads to separate driver from passengers	Green

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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>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>(5b) To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The boarders and staff in each group <p>Any close contact that takes place between children and staff in different groups will need to be reported</p> <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>Domestic team</p> <p>HC & HK</p> <p>House Parents (dorm layout and year group bubbles)</p>	<p>8th March 2021</p> <p>8th March 2021</p> <p>8th March 2021</p>		<p>Green</p> <p>Green</p> <p>Green</p>

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		(5c) If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.	HC & HK	8 th March 2021		Green
Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> • Staff • Boarders • Contractors • Visitors 	For boarders this is applicable for the start and ends of each half term and exeat weekends.	HC & HK	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening	Green
		1. (1a) Everyone will be encouraged to avoid taking public transport during peak times if possible.	HC & HK	8 th March 2021		Green
		2. Anyone who needs to take public transport will be referred to government guidance . (2a) For dedicated school transport (i.e. minibuses or travel companies), discussions will be held with the providers to make sure their staff: <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms 	Admin/site team that arrange transport	8 th March 2021		Green

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		<p>2b) In addition, the school will work with providers, boarders and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Boarders are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding are well organised • Boarders practise distancing within vehicles where possible • Children over the age of 11 use face coverings where appropriate, such as if they are likely to come into very close contact with people outside of their group or who they don't normally meet 	Admin/site team that arrange transport	8 th March 2021		Green
		<p>3. Parents/carers who need to drop off and pick-up boarders will be told, through messages and signage, the protocols for minimising adult to adult contact. This includes:</p> <ul style="list-style-type: none"> • parents/carers will be asked not to gather at entrance gates or doors, • Parents/carers can not enter the boarding houses unless they have a pre-arranged appointment (and a remote meeting is not possible) 	HC & HK	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening	Green

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		4. Lateral Flow tests will be completed on boarders when they arrive to school or as soon as practically possible afterwards. Boarders will be asked to remain outside the boarding house with their parents until a negative result is obtained. If a positive result is gained, the boarder will be asked to return home with their parents (where this is not possible they will be isolated in the health centre until this can be arranged)	HK and Health Centre testing team	8 th March 2021		
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 2. Handwashing –everyone in school will: (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 (2b) Clean their hands on entry to boarding houses, if they use shared spaces, before and after eating, and after sneezing or coughing (2c) Be encouraged not to touch their mouth, eyes and nose	Domestic team HC & HK	8 th March 2021 8 th March 2021	Included in staff / student briefing	Green Green Green

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		<p>3. Coughs and sneezes - Everyone will be encouraged to use a tissue or elbow to cough or sneeze, and use bins for tissue waste</p> <p>4. Education - Boarders will be encouraged to learn and practise these habits in lessons and by posters put up across the boarding houses.</p> <p>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.</p> <p>6. Lidded bins for tissues, preferably operated by a foot pedal, that are in shared areas will be emptied daily.</p>	<p>HK & House Parents</p> <p>HK & House Parents</p> <p>Domestic team</p> <p>Domestic team</p>	<p>8th March 2021</p> <p>8th March 2021</p> <p>8th March 2021</p> <p>8th March 2021</p>	<p>Included in staff / student briefing</p> <p>Included in staff / student briefing</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>
		<p>7. Face Coverings will be used in line with government guidance for schools. From reopening to the Easter holidays this means face coverings are needed within the boarding house whenever boarders are within 2m of each other. Boarders should always be carrying a face covering</p>	<p>HC & HK</p>	<p>8th March 2021</p>	<p>To be included in letters to be sent to Parents and staff before reopening</p> <p>Included in staff / student briefing</p>	<p>Green</p>
		<p>(7a) Face coverings should be used for a maximum of one day before being washed or discarded</p>	<p>HC & HK & House Parents</p>	<p>8th March 2021</p>	<p>To be included in letters to be sent to Parents and staff before reopening</p> <p>Included in staff / student briefing</p>	<p>Green</p>

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		(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.	House Parents	8 th March 2021		Green
		(7c) boarders with medical conditions (for example asthma) that exempt them from wearing face coverings will be issued with a lanyard (or similar) to identify them to staff and reduce the risk of them being challenged for not wearing one. This will not be assumed for boarders with known medication conditions but will be put in place at the request of the parents/boarder.	HK and Health Centre Team	8 th March 2021		
Spreading infection through contact with coronavirus on surfaces	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	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 • Light switches • Telephones 	Domestic team	8 th March 2021		Green
		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.	Domestic team	8 th March 2021		Green

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		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	HC & HK	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening	Green
		4. Areas of the boarding houses that are used by boarders from mixed bubbles will be cleaned thoroughly every day.	Domestic team	8 th March 2021		Green
		(4a) Toilets will be deep cleaned daily		8 th March 2021		Green
		(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 (year group) and so this is to ensure that there is capacity in the team for enhanced cleaning in more critical spaces.		8 th March 2021		Green
		(4c) Shared spaces such as common rooms will be cleaned daily		8 th March 2021		Green
		(4d) Fogging will be used on a cyclic basis across all areas fortnightly as much as possible. The chemical is effective for up to a month and so this time scale builds in redundancy in case it needs to be delayed (for example if access is required)		8 th March 2021		Green
		5. Areas of boarding houses not in use will be shut off to make cleaning more manageable	House Parents	8 th March 2021	Green	

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		6. Any resources shared between groups, such as sports, art and music equipment, will be either: <ul style="list-style-type: none"> • Exposed to the fogging so that they are 'touch protected' for up to a month • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 	House Parents	8 th March 2021		Green
		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 	House Parents	8 th March 2021		Green
		8. Steri-7 sterilising spray will be used on surfaces in shared areas so that Students do not need to individually 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	Domestic team	8 th March 2021		Green
		9. Books and DVDs will not be stored in common areas to prevent multi-handling	House Parents	8 th March 2021		Green
		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 .	Domestic team	8 th March 2021		Green

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		11. Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out. This is to include a pot of anti-bacterial wipes and hand sanitiser per shared space to be reviewed daily.	Domestic team	8 th March 2021		Green
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. 	HC & HK	8 th March 2021		Green

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		<p>2. Bubbles are based around the Houses although there will be sub groups based on Year Groups.</p> <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 <p>(numbers based on sept 2020 but are only approximate as some boarders have started/left since Sept and some may not return at the start of reopening)</p>	HC & HK	8 th March 2021		Green
		<p>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.</p>	HK and House Parents	8 th March 2021	Include in student and staff briefing	Green
		<p>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. There may be exceptions to this for pastoral reasons however.</p>	HK and House Parents	8 th March 2021	Include in staff / student briefing	Green

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		<p>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 or will be wiped down after use. (5d) Singing or instrument playing will not take place in any larger groups such as choirs</p>	HK and House Parents	8 th March 2021	Include in staff / student briefing	Green
		<p>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.</p>	HK and House Parents	8 th March 2021	Include in staff / student briefing	Green
		<p>7. Masks / face coverings (7a) face coverings will be worn by all boarders (and staff) within the boarding houses and when moving around the rest of the school site at any time that a distance of 2m cannot be maintained. (7b) Boarders can remove their face coverings when social distancing is possible but must carry their face coverings with them so that it can be reapplied if they or another person comes closer than 2m.</p>	HK and House Parents	8 th March 2021	Include in staff / student briefing	

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		<p>(7c) face coverings are not required at mealtimes where this is not practical.</p> <p>(7d) face coverings are not required when boarders are in their own dorm room</p> <p>8. Staffing</p> <p>(8a) Staff can work across different houses/bubbles in order to deliver a safe and high-quality boarding experience</p> <p>(8b) 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. Staff will adhere to the same mask policy as the boarders and will have access to face shields as well if requested.</p> <p>(7c) Close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p>	<p>HC & HK</p> <p>All</p> <p>All</p>	<p>8th March 2021</p> <p>8th March 2021</p> <p>8th March 2021</p>		<p>Green</p> <p>Green</p> <p>Green</p>
		<p>9. Supporting students with SEND or specific social / emotional needs</p> <p>(9a) 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>	House Parents	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening if appropriate (no current boarders need intimate care)	Green

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		(9b) Clear face masks visors will be worn by staff when boarders with hearing impairments are present	House Parents RT	8 th March 2021	Clear masks to be sourced for staff and some friends of each of the boarders with hearing impairments	Green
		(9) Specialists, therapists, clinicians and other support staff for boarders with SEND should provide interventions as usual.	RT	8 th March 2021		Green
		(9d) Any visiting staff will be advised to be rigorous about hand washing and respiratory hygiene.	All	8 th March 2021		Green
		10. Temporary staff (for example covering staff illness) and private academic tutors	HK and Human resources	8 th March 2021		Green
		(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 adults.				
		(9b) The number of external adults entering the school premises will be kept to a minimum.	HK	8 th March 2021		Include in staff briefing
		(9c) Where boarders are accessing private external tutoring, this will be encouraged to be held online or if 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.	HK and House Parents	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening	Green

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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 year group will have designated toilets and washing facilities to use. These will be clearly signposted.</p> <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 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>	HK and House Parents	8 th March 2021		Green
			HK and House Parents	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening	Green
			HK and CW	8 th March 2021		Green
			House Parents	8 th March 2021		Green
			House Parents	8 th March 2021	Implemented if required	Green
			House Parents	8 th March 2021		Green

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		(2d) Corridors that are accessed by more than one bubble will have a 'keep left' system clearly labelled to keep boarders apart.	House Parents	8 th March 2021		Green
		(2e) All shared rooms, such as common rooms and dining areas, will either be limited to one bubble at a time or used at reduced capacity where possible. Masks worn as appropriate	House Parents	8 th March 2021		Green
		3. Offices and meeting rooms will have a maximum number able to be in at any one time identified on it.	House Parents	8 th March 2021		Green
		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.	Reception	8 th March 2021	Visitors Policy to be in place including COVID Guidance (AC)	Green
		(4b) Visits will happen outside of boarding hours wherever possible.	All	8 th March 2021		Green
		(4c) A record will be kept of all visitors. (normal signing in form is appropriate)	All	8 th March 2021		Green
		5. Evening and Weekend Trips can take place (in line with government restrictions at the time), but only subject to a separate risk assessment that considers the coronavirus measures in place during travel and at the destination	House Parents	8 th March 2021		Green
		6. Masks / face coverings will be worn inside and outsides as detailed above	All	8 th March 2021	To be included in letters to be sent to Parents and staff before reopening	

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Spreading infection due to the school environment	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	1. Checks to the premises will be done to make sure the school is up to health and safety standards before opening in March.	NB & HK	8 th March 2021	DfE Guidance online to be used plus HSE advice	Green
		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.	HK	8 th March 2021	Include in staff and student briefings	Green
		3. Ventilation Areas in use will be well ventilated by opening windows. Doors will be propped open, where fire safety and safeguarding will not be compromised	HK and House parents	8 th March 2021	Include in staff briefing	Green
		4. Lifts The use of lifts will be avoided unless essential.	All	8 th March 2021	Include in staff briefing	Green
		5. Bins Lidded bins will be provided in shared areas and other key locations to dispose of tissues and any other waste.	Domestic team	8 th March 2021		Green
		6. Outside Space Outdoor space will be used for exercise and breaks, and for education where possible.	House Parents	8 th March 2021	Include in staff briefing	Green

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Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> • Staff • Boarders • Contractor • Visitors 	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.	All	8 th March 2021	Visitors Policy (AC) and set out in guidance to staff and parents at start of term	Green
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.	Human Resources	8 th March 2021		Green
		(1b) If the guidance allows it, all staff and boarders are expected to come into school.	Human Resources	8 th March 2021		Green
		(1c) Where appropriate for clinically vulnerable or clinically extremely vulnerable individual risk assessments will be undertaken.	Human Resources	8 th March 2021	We have one house parents and one wellbeing assistant who have been asked to shield for at least part of the pandemic	Green