



## LANCING COLLEGE: RISK ASSESSMENT

### ACTIVITY: The running of Lancing College Senior School, Summer Term 2022

<b>Name of Assessors:</b>	Lancing College SMT Exec and Tony Richardson	<b>Other Staff:</b>	
<b>Job Reference:</b>		<b>Review Date:</b>	
<b>Assessment Date:</b>	18/4/2022	<b>Frequency of Task:</b>	Whenever significant change in covid circumstances occur
<b>Location:</b>	Lancing College	<b>Approved By:</b>	Martin Slumbers

#### RATING SCALE:

Severity	1 = Low	2 = Slight	3 = Moderate	4 = High	5 = Very high Causing death	Total Risk Severity X Likelihood	Low = Less than 5	Medium = Between 5 and 14	High = Between 15 and 25
Likelihood of harm occurring	1 = Almost impossible	2 = Unlikely	3 = Possible	4 = Likely	5 =Almost Certain	Who may be harmed ✓	Staff ✓ Pupils ✓ Visitors ✓ Contractors <input type="checkbox"/> Members of the Public <input type="checkbox"/> Others.....		

**England - operational guidance withdrawn:** The operational guidance relating to schools in England was withdrawn at midnight on (Thursday, March 31) and thus no longer applies. There is now no specific guidance for schools relating to COVID, although the generic advice relating to [how to stay safe](#) is still in place.

Free testing for the general public ended on 1 April as part of the [Living with COVID plan](#) which last month set out the government's strategy to live with and manage the virus.

Guidance is now summarised in the following document: [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](#)

**Key changes in government guidance that impact operations for the Summer Term 2022 may be summarised thus:**

#### **Avoiding Contact with Others**

- Adults who test positive will continue to be advised to stay at home and avoid contact with other people for five full days.
- Children/ young people under the age of 18 who test positive are advised to stay at home and avoid contact with others for three full days
- More details can be found in the [Living with Covid-19](#) plan.

#### **Testing**

- Free testing ceased for the general public on 1 April.
- It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.
- The requirement to receive two negative test results on consecutive days before returning to their workplace or setting has been removed.

#### ***Symptoms of COVID and other respiratory infections***

These have been updated (1.4.2022) to include:

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

#### ***If Symptomatic (adults):***

- **Try to stay at home and avoid contact with other people**
- If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.
- It is particularly important to avoid close contact with anyone who you know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections

#### ***If Symptomatic (children)***

- Children and young people with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.
- Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college or childcare, and resume normal activities when they no longer have a high temperature and they are well enough to attend.

#### ***If a member of your household is unwell***

- Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

Those in the same household/close contact with someone with COVID should:

- avoid contact with anyone known to be at [higher risk of becoming severely unwell](#) if they are infected with COVID-19, especially [those whose immune system means they are at higher risk of serious illness from COVID-19, despite vaccination](#)
- limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces
- wear a well-fitting face covering made with multiple layers or a surgical face mask if they need to have close contact with other people, or you are in a crowded place
- wash hands frequently with soap and water or use hand sanitiser

#### **Remote education**

- The regulations requiring education settings to provide remote learning to pupils isolating for Covid-related reasons lapsed on 24 March.
- Schools are asked to “maintain your capacity to deliver high-quality remote education across this academic year, including for pupils who are abroad, and facing challenges to return due to Covid-19 travel restrictions, for the period they are abroad”.

#### **In addition**

- From Thursday 24 March, the government removed the Covid-19 provisions within the Statutory Sick Pay and Employment and Support Allowance regulations.
- The DfE has updated the [educational setting status form](#), removing questions on pupil absence due to Covid-19 but continuing to require notification of staff absence, and to be filled in weekly
- The Joint Council for Qualifications (JCQ) has published [updated guidance](#) about how special consideration for exams, this summer, will work in the context of Covid-19, and the new Living with Covid strategy and UKHSA guidance. The guidance is [here](#).

**Contingency planning** is built into the following risk assessment and referenced in specific sections in response to specific hazards or concerns and the control measures to be put in place in response and mitigation.

In general, as COVID-19 becomes a virus that the country learns to live with, the government is moving away from stringent restrictions on everyone’s day-to-day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

Therefore, while the government will continue to manage the risk of serious illness from the spread of the virus, it is emphasised in [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](#) that schools should consider COVID-19 as one risk amongst others in relation to health and safety risk assessments and managing risk.

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
<b>1. Those who are unwell (pupils or staff) coming into school</b>	Transmission of coronavirus compromising children and staff	Follow the guidance in <a href="https://www.gov.uk/government/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19">People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</a> Including: <ul style="list-style-type: none"> <li>• Staying at home and avoiding contact with other people</li> <li>• Working from home where possible</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Staff are able to discuss with their line manager what options are available to them</li> </ul>	2	4	8
<b>1.2 Those who are infectious but asymptomatic being in school</b>	Transmission of virus	The school will continue to promote and encourage the following mitigations: <ol style="list-style-type: none"> <li>1. Good hand and respiratory hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice in <a href="https://www.gov.uk/government/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19">People with symptoms of a respiratory infection including COVID-19 - GOV.UK (www.gov.uk)</a></li> </ol>	2	4	8	<ul style="list-style-type: none"> <li>• In the event of symptomatic cases in school, appropriate actions will be taken in their management and risk will be dynamically assessed</li> <li>• We will enable onsite access to vaccinations as offered by the NHS for pupils and access to local vaccination clinics for boarders.</li> </ul>	2	4	8
<b>2. Cleaning</b> 2.1 Maintaining appropriate handwashing regimes	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>• Sufficient hand washing facilities are available in Houses</li> <li>• Additional hand washing stations are in place around the school</li> <li>• Hand sanitiser is available in each area all around the school</li> <li>• Staff in House and classroom settings will continue to remind pupils on the importance of hand hygiene in the prevention of the transmission of viruses</li> </ul> <p><b>All staff and Pupils will:</b></p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>• Regularly use the hand cleaning dispensers</li> <li>• Utilise the additional hand-washing stations about the school</li> </ul>	2	4	8				

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
2.2 Maintaining robust respiratory hygiene	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it')</li> <li>Be encouraged not to touch their mouth, eyes, and nose</li> <li>Face coverings should be worn in the circumstances detailed in the following document: <a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings">Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)</a></li> <li>Display signage 'catch it, bin it, kill it', etc.</li> <li>Provision of lidded bins in all classrooms and access to lidded bins throughout Houses</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>New school branded masks were provided to each pupil at the start of the school year and additional masks are available in school in the event of urgent requirement; re-usable face-coverings are to be washed regularly</li> <li>Recommendation that staff and pupils wear face coverings when in crowded or enclosed spaces if they have been in close contact with someone with COVID/ another respiratory infection</li> </ul>	2	3	6
<b>3. Cleaning</b> 3.1 Maintaining enhanced cleaning arrangements	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Cleaning arrangements to have regard to <a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings</a></li> <li>Rigorous, regular cleaning continuing in all areas of the school which would be stepped up to former levels in the event of localised outbreak.</li> <li>Continuation of wipe-down of classroom surfaces after each class</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Pupils to be instructed at multiple points (in House and via individuals departments and classroom teachers) on the wiping down of equipment</li> <li>Provision of individual laundry bags for all boarders</li> </ul>	2	2	4
3.2 Classrooms, Houses and general areas to be cleaned	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>House cleaning to be arranged and supervised by Matrons using team of dedicated DAs – thus minimising numbers of individuals within House areas</li> <li>Enhanced cleaning regimes to be continued and care to be given to the bagging and disposal of waste</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Paying particular attention to frequent touch points as detailed in <a href="https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings">Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)</a></li> </ul>	2	2	4
3.3 Cleaning of general areas	Transmission of coronavirus compromising children and staff	<p><b>Cleaning by user in shared areas:</b></p> <ul style="list-style-type: none"> <li>Shared use of equipment to be minimised. Keyboards, desks, chair arms and telephones to be cleaned before and after use by the user; cleaning packs provided in each location</li> </ul>	2	2	4				

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
		<ul style="list-style-type: none"> <li>Shared surfaces to be left clear at the end of each day to allow for easy and thorough cleaning of such spaces</li> <li>Staff to monitor cleaning consumables and ensure they are in constant supply</li> </ul>							
<b>4. Grouping</b> 4.1 Reducing excessive contacts and maximising distance	Transmission of coronavirus compromising children and staff	<p>The College will retain the following mitigations from April 2022:</p> <ul style="list-style-type: none"> <li>Deployment of side aisles in Chapel to enable greater spacing of pupils and staff in this setting</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Staff to ensure classrooms locked when not in use.</li> <li>Visiting between Houses to be within designated communal areas only (for review 25/4/2022)</li> </ul>	2	4	8
5.1 When accessing school transport	Transmission of coronavirus compromising children and staff	<p><b>Separate transport risk assessment in place</b> <i>It is important, wherever it is possible, that:</i></p> <ul style="list-style-type: none"> <li><i>additional cleaning of vehicles is put in place</i></li> <li><i>fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents</i></li> <li><i>Pupils should not board home to school transport if they have had a positive test result or have symptoms of COVID-19.</i></li> </ul>	2	4	8				
5.3 When moving about the school	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>In the cloisters and corridors pupils and staff will be asked to keep to the left, to enable ease of movement</li> <li>A 5-minute movement break between lessons will enable orderly movement and liaison between colleagues will ensure students are swiftly accommodated in classrooms rather than standing outside them</li> <li>The airy and outside nature of the Cloisters and the transient and passing nature of contacts are significant mitigating factors</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Staff to reinforce 'left hand drive' as pupils move through the school</li> <li>Movement of large groups for worship or meetings to take place under staff/senior pupil supervision</li> </ul>	2	4	8
5.4 Maintaining due space in classrooms	Transmission of coronavirus compromising	<ul style="list-style-type: none"> <li>Staff to manage ingress and egress from classrooms</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Larger rooms to be deployed where aerosol transmission may prove a greater risk - e.g., in individual singing/ brass/ woodwind lessons</li> </ul>	3	3	9

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
	children and staff								
5.5 Maintaining due distancing in staff gatherings	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>A return to face-to-face meetings as the default but a retention of elements of mixed economy for the conducting of meetings and training (e.g., departmental, Common Room, Year Councils) to enable those who cannot join directly to be able to access meetings</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>A range of larger rooms put on the room booking system to enable staff to organise meetings in larger venues</li> <li>Consideration to be given to holding meetings in larger venues where possible</li> </ul>	3	2	6
5.6 Maintaining the possibility of distancing whilst dining	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Prefect and duty staff supervision of queuing (by year group) for all meals</li> <li>Options for using outdoors space explored inclement weather</li> <li>Hand-sanitiser on DH doors and placed by touch points (e.g., salad bar; tea and coffee stations).</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Staff to continue to have access to packed lunches (teaching staff packed lunches delivered to common room).</li> <li>Use of Sixth Form Centre for packed lunches, to limit Dining Hall crowding</li> </ul> <p><b>See separate and detailed Catering risk assessment</b></p>			
5.7 Maintaining appropriate infection control in Health Centre	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Health Centre equipped with PPE and supervised by trained member of staff conversant with all relevant guidelines</li> <li>Ability to deploy the Pad as an isolation unit should that be required</li> </ul>	3	4	12	<b>See separate and detailed Health Centre risk assessment</b>			
5.8 Management of numbers in the Chapel	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Chapel seating will be labelled and defined to enable some distancing between Houses and between individual members of staff</li> <li>Defined spaces and frequently touched surfaces etc will be cleaned before and after gatherings.</li> <li>For the Summer Term, congregational singing to be resumed – but this measure to be reviewed in the light of a number of cases in the community</li> <li>Significant staff presence and therefore management of behaviour</li> <li>Prefects assisting in the management of movement and the orderly ingress and egress</li> <li>Spacious and airy building.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Continued use of the side aisles for some Houses to enable some spacing between groups</li> <li>Additional seating put in place for staff who wish to ensure they may maintain social distance</li> <li>In the event of numbers of infections in school, pupils and staff will be asked to wear masks for whole-school gatherings in Chapel – i.e., Congregational Practice, whole-school services, Head Master’s Assembly.</li> </ul>	2	3	6

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
5.9 Managing the arrival of visitors in Reception	Transmission of coronavirus compromising staff	<ul style="list-style-type: none"> <li>Reception will be staffed 07.45 – 18.15 Monday to Friday to ensure due spacing</li> <li>Those visiting the school will be required to declare that they are well and without Covid-19 symptoms and encouraged to take a LFT before their visit whenever practicable</li> <li>Prospective parents will arrive and be met at reception and visiting families will use the toilet facilities adjacent to Reception</li> <li>Reception is a well-ventilated area with doors propped open and due space and two separate seating areas for social distancing for a number of individuals and groups waiting in this area, should that be required</li> </ul>	4	2	8				
5.10 Maintaining appropriate social distancing in Uniform Shop	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Masks are recommended for visitors in the shop – given proximity</li> </ul>	2	4	8				
5.11 Managing covid-safe behaviour in the Library	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Appropriate arrangements are in place for the cleaning of particular items of equipment – e.g., computers and photocopier</li> <li>The Library is supervised at all stages when it is open by a member of staff and CCTV assists clear view of appropriate and safe use</li> <li>All pupils and staff have access to personal portable devices (iPads and Surface Pros), so no sharing of IT equipment is necessitated</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Contingency planning: Year-grouped zoned areas and demarcated social distancing to be put in place as required in response to local/ national/ school specific circumstances</li> </ul>	2	3	6
5.12 Maintaining covid-safe behaviour during sporting and co-curricular activities	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Risk Assessments are in place for all individual sporting and co-curricular activities</li> <li>Due training will be undertaken by all staff leading activities – and cascaded appropriately</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>A rolling review of all sporting activities in line with national guidance and the local picture to be co-ordinated by the Asst Head Co-Curricular</li> </ul> <p><b>See sport, music, drama, and activity-specific risk assessments</b></p>	2	3	6



Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
		<ul style="list-style-type: none"> <li>VMTs to teach face to face but with particular arrangements for larger rooming in place for wind instruments/ singing lessons.</li> </ul>							
5.13 Maintaining covid-safe behaviour in Staff Common Room and resource areas	Transmission of coronavirus compromising staff	<ul style="list-style-type: none"> <li>Refreshments to be available in the common room but also for order by particular departments</li> <li>Staff to have regard to others' sensitivities regarding social distance as far as possible in staffroom and common areas</li> <li>The provision of personal devices means there is no necessity for shared use of computers and the move towards paperless marking further mitigates risk</li> <li>All shared equipment is to be cleaned before and after use and cleaning materials will be provided in the relevant area</li> <li>Hand sanitiser placed adjacent to photocopiers along with hand cleaning signage etc.</li> <li>CR Steward to maintain cleaning of shared area and frequent touchpoints</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Common Room meetings will, for the present, take place in larger locations (e.g., Chapel/ Great School/ Sanderson Room) or via Teams (or in blended manner)</li> <li><b>Contingency planning:</b> One-way systems; limited access; all meetings of the CR via Teams; the requirement of 2m distance between staff can all be put in place in the event of requirement/need due to local/national/in-school picture</li> </ul>	3	3	9
5.14 Maintaining appropriate distance in examinations	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Management of due spacing and ventilation in exam rooms</li> <li>Maintenance of records of pupil seating for all examinations, internal and external</li> </ul>	2	3	9	<ul style="list-style-type: none"> <li><b>Contingency plans</b> put in place for maintenance of school examinations (in revised format) via distance for those who cannot physically be on site.</li> </ul>			
<b>6. Arrangements for the use of shared resources including materials, stationery,</b>	Transmission of coronavirus compromising children and staff	<p><b>Reduce the use of shared resources:</b></p> <ul style="list-style-type: none"> <li>Pupils will bring in and be severally responsible for their own academic equipment and any personal sports equipment</li> <li>Water fountains to remain out of use until further notice</li> <li>All pupils asked to bring in their own drinking bottle</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Pupils asked to bring in a bag to carry equipment between lessons in order that personal equipment is not left around the school</li> <li>Pupils will be encouraged not to share resources and equipment</li> <li>Additional disposable and Lancing College face-coverings made available via the uniform shop</li> </ul>	2	2	4

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
<b>sports equipment</b>									
<b>7. Maintaining due care with mixing with those from outside school</b> 7.1 Contractors	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Contractors are advised not to attend the site if suffering from COVID-19 symptoms</li> <li>Any contractors working in Houses to be under the supervision of staff and with due safety steps taken</li> <li>Contractors advised to carry masks to use when carrying out close contact work</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>HMMs and Matrons will be informed in advance of any contractors' visits to individual Houses</li> <li>Annual PAT testing of electronic items in Houses risk assessed</li> <li>Contractor COVID -19 policy currently being reviewed</li> </ul>	2	4	8
7.2 Parents	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Parents will be asked to ensure that they are well before coming onto site.</li> <li>Guidance of particular mitigations, e.g. wearing of face coverings (where applicable) and hygiene measures explained to visitors on or prior to arrival</li> <li>Parents' meetings to continue to be held remotely.</li> <li>Risk-Assessed arrangements in place via the Admissions Department for visits by prospective parents to include tours by appropriately trained pupils.</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Visit protocol to be updated and circulated to visitors and prospective parents – this under the aegis of the Admissions Department</li> <li><b>Contingency planning:</b> parental visits and access will be reviewed in the light of local and national pictures and any cases within the school community – and restricted/ paused as appropriate accordingly</li> </ul>	2	4	8
7.3 Visiting Speakers and academic enrichment	Transmission of coronavirus compromising children and staff	<ul style="list-style-type: none"> <li>Individual visits resumed</li> <li>Speakers will be asked to ensure they are well and that no one in their household has COVID-19 symptoms before visiting the site</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li><b>Contingency planning:</b> Provision in place for entirely on-line access to lectures/ visiting speakers/ Morrisby etc should circumstances dictate</li> <li>Visit Protocol to be sent to all visiting guests</li> </ul>	2	3	6

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
<b>8. Implementing fire procedures</b>	Transmission of coronavirus; management of two separate areas of risk	<ul style="list-style-type: none"> <li>• Arrangements for exiting buildings and mustering in the event of local or site-wide fire alarms are in place and tested at least termly</li> <li>• Individually assessed propping open of specific fire doors during the day to increase ventilation and diminish frequency of touch points</li> <li>• Any doors wedged open must be un-wedged when staff are not present and when exiting the building</li> <li>• PEEPs to be in place for any pupils or staff who need assistance evacuating in an emergency</li> <li>• All pupils will be instructed in fire procedures particular to this time and their particular House muster points under the care of HMM, Matron and House staff</li> <li>• Local muster points will be communicated to all staff and pupils</li> </ul>	5	3	15	<p><b>Existing control measures:</b></p> <ul style="list-style-type: none"> <li>• All permanent buildings have fire risk assessments in place</li> <li>• High level of fire detection in buildings</li> <li>• All staff trained in emergency procedures</li> <li>• Pupils undertake regular local and whole-site drills</li> <li>• If in doubt the need for swift and effective evacuation in the event of a fire trumps the risk of transmission of the coronavirus</li> </ul> <p><b>See detailed specific Fire Arrangements</b></p>	5	2	10

<p><b>9. Room ventilation insufficient</b></p>	<p>Transmission of coronavirus compromising children and staff</p>	<ul style="list-style-type: none"> <li>• Spaces used will be well ventilated and use natural ventilation where possible (opening windows)</li> <li>• Windows/doors to be kept open as far as possible if safe to do so, and whilst balancing need for thermal comfort.</li> <li>• Staff will be advised to prop open, where safe to do so and where not deleterious to effective working (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> <li>• Larger spaces are used when aerosol production is elevated e.g., music lessons</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>• Doors and windows to be closed/locked when rooms/ areas not in use</li> <li>• Encouragement of pupils to ensure that pits are ventilated when in House/ during Evening School etc to ensure due ventilation for them and for those staff supervising Houses.</li> <li>• The continued use of CO2 monitors by individual staff across a range of areas to assess levels of ventilation.</li> <li>• Measures in place to increase ventilation in areas like the theatre where this is generally poor (I.e., open doors at ground floor level and into Cherry Hall) – to be in place for theatrical performances.</li> </ul>	2	4	8
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Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
<b>10. Welfare and wellbeing</b> 10.1 Welfare and wellbeing of all staff	Fear of infection, anxiety and low-morale staff	<ul style="list-style-type: none"> <li>Staff to be kept updated and involved in working arrangements, both departmentally and through Houses</li> <li>Regular staff meetings to be continued and Monday morning staff briefings to continue via Teams until further notice.</li> <li>All staff encouraged to communicate any issues or concerns with their line manager and/ or member of SMT</li> <li>Arrangements in place across all areas of the school to check on staff wellbeing. These include mentoring for new staff joining a range of options and avenues available to provide support and reporting systems</li> <li>All staff have access to Employee Assistance Programme</li> <li>SACOS, Support Staff SACOS and SACOS-Plus used as conduit for teaching and support staff concerns alongside other formal and informal means of support</li> <li>Regular meetings of middle-management groups with focus on departmental welfare</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Communications with all staff and pupils about the wearing of face coverings being a matter of personal choice, one to be respected and where individual choice should be honoured</li> <li>The continued provision of packed lunches for those staff who request these in order to enable individuals not to eat in communal areas should they so wish</li> </ul>	3	3	9
10.2 Welfare and wellbeing of all pupils	Anxiety, fear of infection, trauma-related behaviour, fears for the future, separation-anxiety	<ul style="list-style-type: none"> <li>HMMs, HoDs and Tutors to Identify students most at risk of disengagement/most in need of additional support</li> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g., ongoing bullying</li> <li>The pastoral team ensure that relevant staff have the appropriate training to support pupils and staff who require pastoral care</li> <li>Bereavement is managed in line with the Bereavement Policy.</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>The deployment of House Captains, Peer Supporters, Prefects and pupil representatives at House and School level to ensure pupil perspectives are heard and reflected and shared</li> <li>Free at the point of access Counselling available to all pupils, via self-or staff-referral</li> <li>24/7 access to the Health Centre</li> <li>Acknowledgment to pupils that the physical-health risks to their particular age-group are low</li> <li>Awareness of the particular needs of overseas pupils where travel home may be restricted</li> </ul>	2	2	6

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
		<ul style="list-style-type: none"> <li>IWPs to be reviewed and revised with a particular focus on individual pupil needs at this time</li> <li>Suggestion Boxes to be placed in Houses to enable pupils to communicate any individual concerns via this route – as well as all other avenues</li> <li>Mentoring systems to be managed under the aegis of HMMs</li> </ul>							
<b>10.3 Student academic wellbeing</b>	Disrupted continuity of learning during the pandemic	<ul style="list-style-type: none"> <li>Use of Teams to enable the delivery of a full suite of online lessons, in the event of partial/ full school closure.</li> <li>Maintain the capacity for the recording of lessons to enable revision of material/ pupil catchup at another point in the event of pupil absence and in anticipation of disruption.</li> <li>Option of online marking and submission of work to mitigate against Covid-19 ‘touch points’ for contagion.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Teaching and Learning training sessions delivered at regular intervals to skill and re-skill staff.</li> <li>Training in blended learning, joining those in lessons physically with those outside school [where required].</li> <li>Continued communication to parents and students about the rolling process of changes to learning and assessment.</li> </ul>	3	2	6
<b>11. Pupils unable to be in school</b>	Disrupted education	<ul style="list-style-type: none"> <li>Systems in place to provide blended teaching for any pupils unable to be physically present in the classroom for COVID related reasons – and all teaching staff appropriately trained</li> <li>Processes in place to enable the remote education of pupils in the event of a local lockdown</li> </ul>	3	3	9				
<b>12. Vulnerable individuals</b>	Elevated risk in the event of Covid-19 infection	<ul style="list-style-type: none"> <li>See the following guidance for those whose immune system means they are at higher risk of serious illness from COVID-19: <a href="https://www.gov.uk/guidance/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk">COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK (www.gov.uk)</a></li> </ul>	5	1	5	Individual flexibilities are dynamically extended to staff	5	1	5

Hazard or concerns	Harm resulting from hazard or concerns		S	L	RR	Additional Control Measures	S	L	RR
<b>13. Parents/ pupils anxious about return to school/ return home (overseas)</b>	Impacts on welfare and potential interruption to education	<ul style="list-style-type: none"> <li>School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school.</li> <li>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate in the country of destination.</li> <li>Requirements (e.g. quarantine hotels) may impact on pupils' ability to travel home for holidays and requests for early leave: these to be considered on a case by case basis.</li> </ul>	3	3	9	<p>Particular and individual flexibilities put in place in a small and individually assessed number of cases.</p> <p><b>China and Hong Kong travel, as of 11 April:</b></p> <ul style="list-style-type: none"> <li>There have been changes to the COVID testing arrangements for travel to China, making it harder to travel  <a href="http://www.chineseembassy.org.uk/lsw/jiankangma2021/202203/t20220324_10654798.htm?ref=icolgvuoc5y-">http://www.chineseembassy.org.uk/lsw/jiankangma2021/202203/t20220324_10654798.htm?ref=icolgvuoc5y-</a></li> <li>Quarantine rules in Hong Kong have been relaxed, although quarantine hotels remain difficult to book  <a href="https://www.info.gov.hk/gia/general/202203/27/P2022032700005.htm">https://www.info.gov.hk/gia/general/202203/27/P2022032700005.htm</a></li> <li>Direct flights have resumed to Hong Kong this week and are likely to resume to China this summer</li> </ul>	3	3	9

<b>14. Considerations particular to boarders</b> Boarders unable to return due to situation in country of origin	Disruption to education and loss of revenue	<ul style="list-style-type: none"> <li>• ‘Blended’ learning provision to enable those unable to return to engage fully academically and pastorally</li> <li>• Flexible arrangements made on a case-by-case basis with parents and guardians responsive to the changing national and international picture</li> </ul>	4	2	8				
<b>15. International parent concerns about the UK move to living with Covid and relaxation of restrictions</b>	Risk to recruitment/retention of pupils	<ul style="list-style-type: none"> <li>• Continued close and frequent communication with parent body</li> <li>• Acknowledgement of different perspectives and respect of individual choices (e.g., mask wearing)</li> <li>• Assistance with travel and pre-travel testing arrangements</li> <li>• Comprehensive Health Care</li> </ul>	4	3	12				
<b>16. Responding to a change in the local or national picture</b>	Failure to step measures up or down appropriately	<ul style="list-style-type: none"> <li>• Dynamic and frequent assessment of risk formally and informally by SMT Exec and H and S Manager informed by national and local picture and HM Gov. guidance</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>• Information on the circumstances might lead the school to consider taking additional action, and the steps that should be worked through, are detailed in the following Contingency Framework: <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612227/contingency-framework-education-and-childcare-settings.pdf">Contingency framework: education and childcare settings (publishing.service.gov.uk)</a></li> </ul>	4	1	4

#### Government operational guidance for schools

- Overview: <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>
- [Living safely with respiratory infections, including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19)
- Contingency planning: [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612227/contingency-framework-education-and-childcare-settings.pdf)
- [COVID-19 Response: Living with COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-response-living-with-covid-19)

#### Other guidance used in assessing risk

- [Health and safety: responsibilities and duties for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-and-safety-responsibilities-and-duties-for-schools)
- [Health protection in education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/health-protection-in-education-and-childcare-settings)
- [Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges)
- [COVID-19: guidance for people whose immune system means they are at higher risk - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
- [Protect vulnerable workers - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/workers/coronavirus/)

#### Guidance around exam special consideration:



- [A-guide-to-the-special-consideration-process-202122—General-and-Vocational-qualifications-Updated-8-April-2022.pdf \(jcq.org.uk\)](#)

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