

CORONAVIRUS RISK ASSESSMENT (RA) – Operative for all St Clare’s students and staff from September 2020.

PPE: The wearing of masks by teachers* and students during lessons and other interactions within confined spaces (eg. pastoral meetings) is mandatory. This will be subject to periodic review.

*Teachers may use a clear visor if they prefer (available from the housekeeping team)

SOCIAL DISTANCING: Social distance should be 2 metres at all times if possible. If impossible, then it should be no less than 1 metre and not for longer than 15 minutes and not without a face covering.

Relevant DfE guidance can be found at:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=10%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Serial	Area of Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Responsibility
01	Student density raises risk of cross-infection	L	M	<ol style="list-style-type: none"> 1. Reduce risk by maintaining student group ‘bubbles’ as far as possible throughout, and maintaining social distancing where possible. 2. Avoid obvious pinch-points by implementing one-way systems. 3. Ensure that furniture arrangement in teaching rooms has students sitting side by side. 4. Teacher demonstrations in practical subjects to consider use of webcam/visualiser to avoid crowding to see the demo. 5. Other practical activities at discretion of Heads of Academic Department 6. Ensure that queuing for facilities practises social distancing. 7. Suitable signage and marking required outside classrooms/servery & dining hall 8. Induction of student groups to ensure they understand day-to-day operation and ground rules 	IC DoS / VP(A) / VP(P)
02	Student cross-infection due to mixing	H	M	<ol style="list-style-type: none"> 1. Maintain integrity of student ‘bubbles’ during the course of the day. 2. Teachers must make, retain and adhere to seating plans so that contact tracing is feasible if required. 3. Activities: where possible activities are individual with social distancing built in; otherwise sport governing body guidance to be followed. 	IC DoS / VP(A) / VP(P) / Teachers / Head of Activities

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				<p>4. Ensure that meal times are managed to maintain group integrity and enable social distancing to be maintained.</p> <p>5. Ensure as far as possible, and weather permitting, that students are encouraged to maximise time outside (eg. outdoor eating etc.) without breaching social distancing rules and 'bubbles'.</p> <p>6. Minimise use of enclosed communal areas (eg. Hall/library etc), unless in 'bubbles'.</p> <p>7. Ensure appropriate social distancing where possible and practical</p>	
03	Danger of infection for students and staff from the environment within St Clare's	L	M	<p>1. More regular cleaning of frequently touched surfaces (eg door handles, keyboards, table tops, stair rails and banisters). Fire doors in corridors to be kept propped open <u>but only while any room inside those blocks is occupied by groups</u>. NOTE: THE FIRE EVACUATION PROCEDURE REQUIRES ALL DOORS AND WINDOWS TO BE CLOSED.</p> <p>2. Provision of suitable cleaning materials in teaching/public locations.</p> <p>3. Cleaning of surfaces after each lesson where there is a change of group. Teachers to check materials at the start of the day then at the end of each session – Housekeeping to be alerted immediately if materials are absent/running low.</p> <p>4. Ensure clear signs in toilets re hygiene and handwashing.</p> <p>5. Provision of hand sanitisers close to entrances and at key points across the site.</p> <p>6. Ensure that any equipment used during the day is either thoroughly cleaned before re-use or used on a rota with at least 36 hours between re-use.</p> <p>7. Heads of Academic Departments should have suitable protocols regarding learning activities, keeping of routine notes, and submission of work to reduce risk of cross-infection.</p> <p>8. All staff to engage actively with NHS Test & Trace</p>	Bursar / Head of Housekeeping / Heads of Academic Departments
04	Cross infection between students and teachers/support staff	M	M	<p>1. Maintain social distancing at all times unless Health & Safety action requires closer contact, in which case masks should be worn, but there will also be some activities where staff and students cannot be socially distanced and staff have to circulate within a class (eg. Science/Art). Face masks will be an integral part of the Heads of Academic Departments' risk assessment.</p>	All

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				2. Importance of handwashing/use of sanitisers emphasised. 3. 'Catch it, Bin it, Kill it' mantra to be reinforced through signs and provision of tissues at teaching rooms and staffroom. 4. Face masks for students will be a preferred option, especially in larger classes. 5. PPE (surgical face masks, disposable gloves and aprons) to be provided for use by the College nurses if necessary – in case of student illness or injury. 6. Students must be isolated immediately if symptoms are suspected. 7. Masks available for staff. 8. Symptomatic staff to return home immediately or isolated (if awaiting collection). 9. All staff to engage actively with NHS Test & Trace	
05	Cross infection between staff	L	M	1. Social distancing at all times unless Health & Safety action requires closer contact in which case masks to be worn. 2. Strict limit to number of staff in Staff Room (and other communal staff areas) at any one time based on social distancing direction. This includes areas of restricted size (eg offices). 3. Masks available for staff. 4. All staff to engage actively with NHS Test & Trace	All
06	Cross infection between visitors to the College and staff	L	M	1. Visits to the site (including governors) to be minimised 2. Maximum of 3 people (socially distanced) at the Reception Desk in Reception at any one time – others to wait until summoned by the Receptionist, one in one out. 4. Contractors to follow one in one out rule too – signs outside Reception as necessary. 5. Hand sanitiser/dispenser to be available outside Reception with signs to instruct compulsory use before entry. 6. All staff to engage actively with NHS Test & Trace	Reception / Porters
07	Social distancing not adhered to by students outside of the College	H	M	1. Advice to students to follow guidance available at https://www.gov.uk/guidance/coronavirus-covid-19-safertravel-guidance-for-passengers	VP(P)

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08	Teaching, team working and staff for specialist subjects	M	M	<p>1. Heads of Academic Departments are to:</p> <ul style="list-style-type: none"> Plan appropriately to make allowance for absent/isolating staff. Ensure that Health & Safety is monitored in their areas and that they take prompt action to address any issues. This will include at least daily checking of the learning environment. Ensure that all members of their teams understand the arrangements for safe operation and act accordingly. Ensure that learning activities take into account the need for social distancing where possible and suitable risk mitigation throughout. Agree and implement suitable protocols for study, note making, submission and marking of work so as to manage the level of risk appropriately. Ensure that any IT training requirements are met either by offering advice and guidance or by referring IT related technical issues on to the ICT Helpdesk as necessary straight away. Ensure that MS Teams is used as necessary to support learning and build student and staff skills (to both enhance learning and plan for any future contingency). Maintain contact with their teams through regular (usually at least weekly) Departmental discussions either face to face or using MS Teams – to check on academic issues, and concerns over student welfare and submission/quality of work and also staff well-being. Any action points to be entered on MS Teams so that all departmental colleagues are aware. 	Heads of Academic Departments / AP(A)
09	Risks for vulnerable and shielded staff (and family members) and students	L	H	<p>1. The College will work with staff and students who may be concerned that they (or an immediate family member) are at a higher level of risk from infection, to provide further mitigation of any assessed risk (eg. protective screens or enhanced PPE).</p> <p>2. Track and Trace System to be observed and impact managed.</p> <p>3. Any concerns of BAME staff and students will be addressed as a priority.</p>	SMG / HR

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10	Action in suspected or proved cases (students)	H	M	<p>1. A student who develops COVID-19 symptoms (a high temperature, a new continuous cough or a loss or change to the sense of smell or taste) is to be immediately isolated in their boarding accommodation (non-residential students are to be collected by a family member or trusted adult and taken home to isolate). A symptomatic student will be booked for an NHS Covid-19 test as soon as possible.</p> <p>2. Students who are identified as 'close contacts' with symptomatic 'bubble' members (or family members if non-residential) are to immediately self-isolate for the prescribed period or until any negative test for the suspected case (i.e. follow PHE guidance). Those students who are identified as 'not close contacts' with symptomatic 'bubble' will be tested with a later flow test for the period of 7 days. If the test result is negative, they are not required to self-isolate.</p> <p>3. PHE is to be contacted for advice in event of an increasing number of positive tests for students [N.B. Staff must be aware of triage information required by PHE if there is a positive case reported, especially bubbles or seating plans].</p> <p>4. Appropriate communications to effected staff /students/parents etc.</p>	VP(P) / AP(P) /Head of Boarding / AWO / SHP / HP / Nurse
11	Action in suspected or proved cases (staff)	H	M	<p>1. Members of staff who develop COVID-19 symptoms (a high temperature, a new continuous cough or a loss or change to the sense of smell or taste) are to self-isolate immediately at home, or</p> <p>2. If they have tested positive for COVID-19, or</p> <p>3. If they live with someone who has symptoms or has tested positive, or</p> <p>4. If someone in their support bubble (i.e. where someone who lives alone, or just with their children, can meet people from one other household) has symptoms or has tested positive, or</p> <p>5. If they are told to self-isolate by NHS Test and Trace, or</p> <p>6. If they have arrived in the UK from a country for which quarantine rules apply.</p> <p>7. In all instances (1-6) staff are to inform their line managers and follow the sickness absence policy.</p>	All / Line Managers / HR
12	Lockdown imposed (schools exempt)	H	L	1. Staff to emphasise importance of and reinforce student bubbles	All / Line Managers

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				2. Risk assessments provided for vulnerable staff and students and appropriate measures implemented as necessary 3. Teaching and key student-facing support staff to continue as normal 4. Minimise travel and staff density through maximisation of furlough for eligible staff See Appendix	
13	Government moves Oxford to <u>Tier 4</u>	M	M	<u>Immediate:</u> 1. Move to remote teaching and learning 2. Key support staff (designated* Catering, Maintenance, Porters, Housekeeping) to continue to support boarding (additional PPE available, if necessary) 3. All other support staff to work remotely <u>Medium Term:</u> SMG to meet to assess extent of appropriate measures (eg. send students home and teach remotely) See Appendix	All / Line Managers *TBC by Bursar (in consultation with Managers) SMG
14	Cross infection between students in quarantine and staff delivering meals to boarding houses	M	M	Meals to be prepared in the kitchen, placed in suitable containers for distribution, and labelled appropriately <u>IB residences:</u> 1. Meals to be delivered in designated time slots to agreed collection points in the boarding houses 2. Students to be instructed to remain in their rooms during these periods 3. Staff distributing meals to wear face masks, ensure hygiene/sanitation (washed hands), and gloves (if preferred) [N.B. PPE (surgical face masks, disposable gloves and aprons) to be provided for use by distribution staff if necessary] <u>IC residences:</u>	VP(P) / AP(P) / Head of Boarding / Catering Manager / Head Porter / Estates Manager / Head of Maintenance / Head of Housekeeping

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				4. As 2 – 4 above, but meals to be delivered to outside students' doors, as necessary	

APPENDIX: Local Restriction tiers – what you need to know

Tier 1 <u>Medium Alert</u>: what it means for you	
How long will the restrictions be in place?	The restrictions and regulations are reviewed every 28 days.
Meeting with others	You can see people from different households both indoors and outdoors, but only in groups of up to 6 people.
Travel and transport	There are no restrictions on travel or use of transport but you should still wear a face covering.
Staying overnight	There are no restrictions on staying overnight somewhere other than your house. But you can only go away with those outside your household or support bubble in a group of up to 6.
Going to work	You should work from home where possible. Where this isn't possible, workplaces should be coronavirus secure.
Shops	These can remain open.
Hospitality	Restaurants, pubs, cafés and other hospitality venues remain open. However, they must close by 10pm and provide table service.
Exercise and sporting activity	Gyms can remain open. Organised sport and licensed physical activity are allowed in indoor and outdoor settings but may be subject to certain rules. You can't attend sporting events such as football matches.
Places of worship	They can open subject to the rule of six, but it's best to check with your place of worship. There are exceptions for weddings and funerals.
Weddings and civil partnerships	Up to 15 people can attend a wedding ceremony and a coronavirus secure sit-down reception.
Funerals	Up to 30 people can attend someone's funeral and up to 15 people can attend someone's wake, but this can't be held in someone's home.
Care home visits	The local decisions about care homes visits continue to apply.
Public buildings, such as libraries	These can remain open.
Tier 2 <u>High Alert</u>: what it means for you	
How long the restrictions will be in place	The alert level is reviewed every 14 days and the rules and regulations are reviewed every 28 days.
Meeting with others	You can see people from different households outside in groups of up to 6 people but you can only meet inside with those in your household or support bubble.
Travel and transport	Journeys should be limited where possible, but you can still travel and use transport to go to the shops, work and hospitality venues that are open. You should still wear a face covering.
Staying overnight	You can only stay overnight somewhere if it's with those in your household or support bubble.
Going to work	You should work from home where possible. Where this isn't possible, workplaces should be coronavirus secure.
Shops	These can remain open.
Hospitality	Restaurants, pubs, cafés and other hospitality venues remain open. These venues must close by 10pm and provide table service. You can only go out to these places with people from your household or support bubble, unless you're outside and in a group of no more than 6 people.
Exercise and sporting activity	Gyms can remain open. Organised sport and licensed physical activity are allowed in indoor and outdoor settings but may be subject to certain rules. You can't attend sporting events such as football matches.
Places of worship	They can open as long as households don't mix indoors, but it's best to check with your place of worship. There are exceptions for weddings and funerals.
Weddings and civil partnerships	Up to 15 people can attend a ceremony and a coronavirus secure sit-down reception.

Funerals	Up to 30 people can attend someone's funeral and up to 15 people can attend someone's wake, but this can't be held in someone's home.
Care home visits	You should only visit someone in exceptional circumstances, such as if they are at the end of their life.
Public buildings such as libraries	These can remain open.
Tier 3 <u>Very High Alert</u>: what it means for you	
How long will the restrictions be in place?	Areas should only be at this level for 28 days then a review should take place.
Meeting with others	<p>You can meet with others in public outdoor places, such as beaches or parks, but only in groups of up to 6 people.</p> <p>You can only meet indoors or in private outdoor spaces, such as someone's garden, or hospitality venues with those in your household or support bubble.</p>
Travel and transport	<p>Journeys should be minimised, but you can still travel to go to the shops, works and hospitality venues that are open. You should still wear a face covering.</p> <p>You're advised against travelling out of your area (although exceptions apply, for example for work, education or caring responsibilities).</p>
Staying overnight	<p>You can't stay overnight somewhere if it means you will be inside with people outside your household or support bubble</p> <p>You're advised against overnight stays in other parts of the UK and people outside of these very high alert areas are advised not to stay in these areas. If you do stay overnight, it can only be with people in your household or support bubble and you're advised to stay within the very high alert level area.</p>
Going to work	You should work from home where possible. Where this isn't possible, workplaces should be coronavirus secure.
Shops	Shops remain open
Hospitality	<p>Restaurants, pubs and cafés can remain open but may be subject to local closures.</p> <p>These venues have to close by 10pm and must provide table service.</p> <p>Pubs and bars must serve a substantial meal with the purchase of alcohol.</p> <p>You can only go out to these places with people from your household or support bubble.</p>
Exercise and sporting activity	<p>Gyms may be closed, depending on local area decisions.</p> <p>Organised sport and licensed physical activity are allowed in indoor and outdoor settings.</p> <p>You can't attend sporting events such as football matches.</p>
Places of worship	They can open as long as households don't mix indoors or outdoors, but it's best to check with your place of worship. There are exceptions for weddings and funerals.
Weddings and civil partnerships	Up to 15 people can attend a ceremony, but wedding receptions aren't allowed.
Funerals	Up to 30 people can attend someone's funeral and up to 15 people can attend someone's wake, but this can't be held in someone's home.
Care home visits	You should only visit someone in exceptional circumstances, such as if they are at the end of their life.
Public buildings such as libraries	These can remain open dependent on local decisions.
Tier 4 <u>Stay at Home</u>	
Schools	Schools to remain open in Tier 4 areas