

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

**PPE:** With effect from 17 May 2021 it is no longer required for students and staff to wear masks in classrooms or in other school buildings/premises. We will observe government guidance and permit mask-wearing to be a matter of choice for students and staff, however, in recognition of some anxiety by some colleagues\* about transmission of the virus within confined spaces, individual teachers can insist that students wear masks during their lessons.

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

**SOCIAL DISTANCING:** Social distance should be 2 metres if possible. If impossible, then it should be no less than 1 metre and not for longer than 15 minutes.

Relevant DfE guidance can be found at:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

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"><li>1. Reduce risk by maintaining student group ‘bubbles’ as far as possible throughout, and maintaining social distancing where possible.</li><li>2. Avoid obvious pinch-points by implementing one-way systems.</li><li>3. Ensure that furniture arrangement in teaching rooms has students sitting side by side.</li><li>4. Teacher demonstrations in practical subjects to consider use of webcam/visualiser to avoid crowding to see the demo.</li><li>5. Other practical activities at discretion of Heads of Academic Department</li><li>6. Ensure that queuing for facilities practises social distancing.</li><li>7. Suitable signage and marking required outside classrooms/servery &amp; dining hall</li><li>8. Induction of student groups to ensure they understand day-to-day operation and ground rules</li></ol>	IC DoS / VP(A) / VP(P)
02	Student cross-infection due to mixing	H	M	<ol style="list-style-type: none"><li>1. Maintain integrity of student ‘bubbles’ during the course of the day.</li><li>2. Teachers must make, retain and adhere to seating plans so that contact tracing is feasible if required.</li><li>3. Activities: where possible activities are individual with social distancing built in; otherwise sport governing body guidance to be followed.</li></ol>	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. Students and staff to conduct twice weekly Covid lateral flow tests and report results on the NHS site <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></p> <p>9. Isolation protocols are to be followed in the event of a positive test.</p>	Bursar / Head of Housekeeping / Heads of Academic Departments

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04	Cross infection between students and teachers/support staff	M	M	<ol style="list-style-type: none"> <li>1. Maintain social distancing at all times unless Health &amp; 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.</li> <li>2. Importance of handwashing/use of sanitisers emphasised.</li> <li>3. <b>'Catch it, Bin it, Kill it'</b> mantra to be reinforced through signs and provision of tissues at teaching rooms and staffroom.</li> <li>4. Face masks for students will be a preferred option, especially in larger classes.</li> <li>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.</li> <li>6. Students must be isolated immediately if symptoms are suspected.</li> <li>7. Masks available for staff.</li> <li>8. Symptomatic staff to return home immediately or isolated (if awaiting collection).</li> <li>9. Students and staff to conduct twice weekly Covid lateral flow tests and report results on the NHS site <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> <li>10. Isolation protocols are to be followed in the event of a positive test</li> </ol>	All
05	Cross infection between staff	L	M	<ol style="list-style-type: none"> <li>1. Social distancing at all times unless Health &amp; Safety action requires closer contact in which case masks to be worn.</li> <li>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).</li> <li>3. Masks available for staff.</li> <li>4. Students and staff to conduct twice weekly Covid lateral flow tests and report results on the NHS site <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> <li>5. Isolation protocols are to be followed in the event of a positive test</li> </ol>	All

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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. Students and staff to conduct twice weekly Covid lateral flow tests and report results on the NHS site <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> 7. Isolation protocols are to be followed in the event of a positive test	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 <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safertravel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safertravel-guidance-for-passengers</a>	VP(P)
08	Teaching, team working and staff for specialist subjects	M	M	1. Heads of Academic Departments are to: <ul style="list-style-type: none"> <li>Plan appropriately to make allowance for absent/isolating staff.</li> <li>Ensure that Health &amp; 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.</li> <li>Ensure that all members of their teams understand the arrangements for safe operation and act accordingly.</li> <li>Ensure that learning activities take into account the need for social distancing where possible and suitable risk mitigation throughout.</li> <li>Agree and implement suitable protocols for study, note making, submission and marking of work so as to manage the level of risk appropriately.</li> <li>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.</li> </ul>	Heads of Academic Departments / AP(A)

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				<ul style="list-style-type: none"> <li>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).</li> <li>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.</li> </ul>	
09	Risks for vulnerable and shielded staff (and family members) and students	L	H	<ol style="list-style-type: none"> <li>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).</li> <li>Track and Trace System to be observed and impact managed.</li> <li>Any concerns of BAME staff and students will be addressed as a priority.</li> </ol>	SMG / HR
10	Action in suspected or proved cases (students)	H	M	<ol style="list-style-type: none"> <li>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 a PCR test at the start and finish of the 10 day isolation.</li> <li>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. Those students who are identified as 'not close contacts' with symptomatic 'bubble' will be tested with a lateral flow test for the period of 7 days. If the test result is negative, they are not required to self-isolate.</li> <li>PHE is to be contacted for advice in event of an increasing number of positive tests for students <b>[N.B. Staff must be aware of triage</b></li> </ol>	VP(P) / AP(P) /Head of Boarding / AWO / SHP / HP / Nurse

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				<p>information required by PHE if there is a positive case reported, especially bubbles or seating plans].</p> <p>4. Appropriate communications to affected staff /students/parents etc.</p>	
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	<p>1.Staff to emphasise importance of and reinforce student bubbles</p> <p>2.Risk assessments provided for vulnerable staff and students and appropriate measures implemented as necessary</p> <p>3.Teaching and key student-facing support staff to continue as normal</p> <p>4. Minimise travel and staff density through maximisation of furlough for eligible staff</p>	All / Line Managers
14	Cross infection between students in quarantine and staff delivering meals to boarding houses	M	M	<p>Meals to be prepared in the kitchen, placed in suitable containers for distribution, and labelled appropriately</p> <p><u>IB residences:</u></p> <p>1. Meals to be delivered in designated time slots to agreed collection points in the boarding houses</p> <p>2. Students to be instructed to remain in their rooms during these periods</p> <p>3. Staff distributing meals to wear face masks, ensure hygiene/sanitation (washed hands), and gloves (if preferred) [N.B. PPE (surgical face masks,</p>	VP(P) / AP(P) /Head of Boarding / Catering Manager / Head Porter / Estates Manager / Head of Maintenance / Head of Housekeeping

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				<p>disposable gloves and aprons) to be provided for use by distribution staff if necessary]</p> <p><u>IC residences:</u></p> <p>4. As 2 – 4 above, but meals to be delivered to outside students' doors, as necessary</p>	