

CORONAVIRUS RISK ASSESSMENT (RA) – Operative for all St Clare’s students and staff from 14 December 2021

PPE: Students, staff*, and visitors are to wear masks in classrooms and in other school buildings/premises, but not boarding houses [*Staff may use a clear visor if they prefer (available from the housekeeping team)]

SOCIAL DISTANCING: Students and staff are advised to observe social distancing wherever appropriate. Naturally we remind everyone to be cognizant of those more anxious than themselves and to act with due civility and respect for the concerns of others.

BOOSTER VACCINATIONS: In order to support the national roll out of the booster vaccination, staff will be permitted reasonable time off to get their booster, but are required to keep their line manager informed so that cover arrangements, if necessary, can be identified and implemented.

TESTING, SELF-ISOLATION, & QUARANTINE: The rules on testing, isolation, and quarantine may vary according to circumstances (eg. travel destinations) and will be notified by Ellen Hesse, VP(P), as necessary.

Helpful guidance on Covid-19 guidance for schools can be found at:

<https://www.hmc.org.uk/blog/coronavirus-covid-19/>

Serial	Area of Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Responsibility/Comment
01	Student density raises risk of cross-infection	L	M	<ol style="list-style-type: none"> 1. Face coverings to be worn indoors (except when eating or in boarding houses) 2. Encourage social distancing where possible. 3. Avoid obvious pinch-points by implementing one-way systems. 4. As far as possible try to arrange furniture in teaching rooms so that students are sitting side by side. 5. Teachers may consider the use of webcam/visualiser to avoid crowding around teachers’ demonstrations in practical subjects. 6. Other practical activities at discretion of Heads of Academic Department. 7. Encourage students queuing for facilities to practise social distancing. 8. Where/when possible keep windows open. 	IC DoS / VP(A) / VP(P)
02	Student cross-infection due to mixing	H	M	<ol style="list-style-type: none"> 1. Face coverings to be worn indoors (except when eating or in boarding houses) 2. Encourage social distancing where possible and practical. 3. Staff and students are to download the NHS Test & Trace app. 4. Activities: sport/other governing body guidance to be followed. 5. Encourage students to maximise time outside (eg. outdoor eating etc.) were possible, and weather permitting. 6. Minimise use of enclosed communal areas (eg. Hall/library etc). 	IC DoS / VP(A) / VP(P) / Teachers / Head of Activities

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03	Danger of infection for students and staff from the environment within St Clare's	L	M	<ol style="list-style-type: none"> 1. More regular cleaning of frequently touched surfaces. Fire doors in corridors may be kept propped open for ventilation <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. 2. Provision of suitable cleaning materials in teaching/public locations. 3. Ensure clear signs in toilets re hygiene and handwashing. 4. Provision of hand sanitisers close to entrances and at key points across the site. 5. Isolation protocols are to be followed in the event of a positive test. 6. Staff to take LFT regularly. 	Bursar / Head of Housekeeping / Heads of Academic Departments
04	Cross infection between students and teachers/support staff	M	M	<ol style="list-style-type: none"> 1. Practice social distancing where possible and practical (face coverings are to be worn and are an integral part of the Heads of Academic Departments' risk assessment). 2. Importance of handwashing/use of sanitisers emphasised. 3. 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. 4. Students must be isolated immediately they display symptoms or test positive for COVID-19. 5. Masks available for staff. 6. Symptomatic staff to return home immediately or isolated (if awaiting collection). 7. Isolation protocols are to be followed in the event of a positive test. 6. Staff to take LFT regularly. 	<p>All</p> <p>Guidance on when to self-isolate available here: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>
05	Cross infection between staff	L	M	<ol style="list-style-type: none"> 1. Encourage social distancing where possible and practical. 2. Consider 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. Face coverings to be worn in buildings (except when eating). 4. Students and staff to conduct twice weekly Covid lateral flow tests and report results on the NHS site https://www.gov.uk/report-covid19-result 5. Isolation protocols are to be followed in the event of a positive test. 6. Staff to take LFT twice weekly. 	All

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06	Cross infection between visitors to the College and staff	L	M	<ol style="list-style-type: none"> 1. Visits to the site to be minimised. 2. Face coverings to be worn in buildings 3. Encourage no more than 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 use before entry. 6. Staff to take LFT regularly. 	Reception / Porters
07	Teaching, team working and staff for specialist subjects	M	M	<ol style="list-style-type: none"> 1. Heads of Academic Departments are to: <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. • 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 to check on academic issues, and concerns over student welfare and submission/quality of work and also staff wellbeing. Any action points to be entered on MS Teams so that all departmental colleagues are aware. 	Heads of Academic Departments / AP(A)
08	Risks for vulnerable and shielded staff (and family	L	H	<ol style="list-style-type: none"> 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). 	SMG / HR

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	members) and students			2. NHS Test and Trace System to be observed. 3. Staff to take LFT regularly.	
09	Action in suspected or proved cases (students)	H	M	1. A student who develops COVID-19 symptoms, or 2. If they have tested positive for COVID-19, or 3. If they are told to self-isolate by NHS Test and Trace, or 4. If they have arrived in the UK from a country for which quarantine rules apply, 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. 2. Appropriate communications to affected staff /students/parents etc.	VP(P) / AP(P) /Head of Boarding / AWO / SHP / HP / Nurse Guidance on when to self-isolate available here: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/
10	Action in suspected or proved cases (staff)	H	M	1. Members of staff who develop COVID-19 symptom, or 2. If they have tested positive for COVID-19, or 3. If they are told to self-isolate by NHS Test and Trace, or 4. If they have arrived in the UK from a country for which quarantine rules apply, are to self-isolate immediately at home. 5. In all instances (1-4) staff are to inform their line managers and follow the sickness absence policy. 6. Staff to take LFT twice weekly.	All / Line Managers / HR
11	Students arriving at St Clare's: (1) From abroad (2) From UK	(1) M (2) L	M L	<u>From abroad:</u> 1. All to take pre-arrival PCR test – if positive to isolate as instructed by VP(P) in the designated boarding house; if negative to take a Day 2 test, and depending on country of origin, some will take a Day 8 test. <u>From UK:</u> 2. Day students asked to do a LFT and continue to do so twice per and week.	
12	<u>STUDENTS IN QUARANTINE</u> Cross infection between students in quarantine and	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	VP(P) / AP(P) / Hospitality Manager / Head Porter / Estates Manager / Head of Maintenance / Head of Housekeeping

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	staff delivering meals to boarding houses			<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, disposable gloves and aprons) to be provided for use by distribution staff if necessary]</p> <p><u>IC residences:</u></p> <p>4. As 1 – 3 above, but meals to be delivered to outside students' doors, as necessary</p>	