

Myddelton College COVID Risk Assessment – Updated by A Allman – September 2021

| HAZARD | CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING) | NOTES ON CHANGES FROM 15 MARCH (PARTIAL REOPENING) | PERSON(S) RESPONSIBLE | ADDITIONAL NOTES |
|--|---|---|-----------------------|------------------|
| <p>Contact with someone suffering from coronavirus</p> | <p>Everyone will be asked not to come into school if they need to self-isolate under current government guidance. Regular reminders will be given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked to follow the current government guidance. Please also refer to the Boarding Risk Assessment for Red List countries guidance.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, they will be sent home immediately or isolated until they can be picked up.</p> <p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> A window will be opened in the room to allow for fresh air | <p>Pupils or staff that have travelled abroad: you need to point them to the current government guidance on quarantine.</p> <p>Contact with a symptomatic pupil or pupil who has a positive test at school:</p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home.</p> <p>If you need to make alternative arrangements to transport them home:</p> <ul style="list-style-type: none"> Your local authority may be able to source a suitable vehicle to transport the pupil You must inform the driver that the pupil has developed symptoms/tested positive <p>Rapid testing programme:</p> <p>If you're a school with secondary aged pupils participating in the government's rapid testing</p> | <p>SLT</p> | |



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| | <p>ventilation</p> <ul style="list-style-type: none"> If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If a boarder shows symptoms at school, they should initially self-isolate in their boarding house. They will be booked for a PCR test and taken for their result.</p> <p>The following measures will take place:</p> <ul style="list-style-type: none"> Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or The driver and passenger will maintain a distance of 2 metres from each other; or The driver will use PPE (the | <p>programme:</p> <ul style="list-style-type: none"> Staff and students in Year 10 and above will be offered 2 lateral flow tests per week, for use at home If a pupil or staff member receives a positive lateral flow test result at home, they must self-isolate and follow the steps in the Instructions For Use booklet which accompanies their test kit. Pupils and staff must report their home test results to NHS Test and Trace. They should also share positive test results with Mr Lloyd (both home tests and PCR tests), to help with contact tracing <p>Dealing with a coronavirus outbreak</p> <p>We will work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).</p> | | |



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| | <p>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</p> <p>We will speak to the local authority about sourcing a vehicle that would provide appropriate protection for the driver, and we will inform the driver that the pupil is displaying symptoms or has tested positive with their LFT.</p> <p>A deep clean will take place in the areas that the symptomatic person has been, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Rapid testing programme:</p> <p>We will offer staff 2 lateral flow tests per week, to take at home.</p> <p>We will ask pupils to take 2 lateral flow tests per week, at home.</p> <p>In all cases:</p> <ul style="list-style-type: none"> We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure | | | |



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| | <p>everyone knows how to safely administer or self-administer tests</p> <ul style="list-style-type: none"> • If the lateral flow test is positive, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms. They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home • If the lateral flow test is negative, the pupil/staff member can continue to attend school <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will ask pupils and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by</p> | | | |



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| | <p>current government guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus and needs advice on next steps, the school will contact the local health protection team and will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>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.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person</p> | | | |



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| | <p>means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Sexual contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle or a plane | | | |
| <p>Contact with coronavirus when getting to and from school</p> | <p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans and any other services that are used only to carry pupils to school and where pupils do not mix with the general public), discussions will be</p> | <p>Face coverings:</p> <ul style="list-style-type: none"> • Staff and visitors are asked to wear face coverings at all times on site. • Staff and pupils should wear face coverings at all times except for meals and drinks, where they will be a suitable distance. Preparatory students will not be required to wear face coverings. Face coverings will not be worn when students are actively participating in sports/PE/LTTO activities. | | |



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| | <p>held with the providers to make sure their staff:</p> <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 <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils 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 is well organised • Pupils practise distancing within vehicles • Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport • Windows and ceiling vents are opened to maximise ventilation of | | | |



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| | <p>fresh air from outside</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times • The protocols for minimising adult to adult contact • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> | | | |



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| | <p>Any pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom. There will be sanitisers in all classrooms to be used before and after the lesson by all staff and students.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>Everyone will be asked to keep on or put on a face covering when arriving at school and moving around indoors and outside, unless they're exempt from wearing one. They will need to write to Mr Allman if this is the case.</p> <p>Everyone will also be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be asked to wash their</p> | | | |



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| | <p>hands before and after putting on or removing a face covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p> | | | |
| <p>Spreading infection due to touch, sneezes and coughs</p> | <p>Handwashing facilities will be provided. If there are no sinks nearby, hand sanitiser will be available at entrances and exits to the school and in rooms in use.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • 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 • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue | | | |



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| | <p>waste</p> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin-friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, will be emptied throughout the day.</p> | | | |
| <p>Spreading infection through contact with coronavirus on surfaces</p> | <p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks | | | |



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| | <ul style="list-style-type: none"> • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, | | | |



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| | <p>and always between groups using them; or</p> <ul style="list-style-type: none"> Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> Restricted to one user; or Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>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.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close</p> | | | |



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| | <p>to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p> | | | |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p> | <p>It is appreciated that students may be sat close to a peer in their lessons, but at change of lesson, break time, lunch time and any time when it is possible to keep a distance from others, it is important that we continue to do so.</p> <p>At the end of the College day, the prevailing lockdown restrictions in Wales then apply.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged</p> | <p>Arrangements will be made to provide more spaces for VI Form 'Common Room' and study. There will be restrictions on the number of students in these rooms at any one time, face coverings must be worn and distancing of at least 2 metres must be observed at all times.</p> | | |



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| | <p>periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre</p> | | | |



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| | <p>will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> | | | |
| <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p> | <p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard 'Contact with coronavirus when getting to and</p> | <ul style="list-style-type: none"> • Face coverings – as explained above: <ul style="list-style-type: none"> ○ Staff and visitors wear face coverings at all times. ○ Staff and pupils above Prep School age should now wear face coverings at all times (except active PE/Sports/LTTO lessons and when eating/drinking). • Educational visits – Masks work and COVID measures considered for each venue. | | |



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| | <p>from school’.</p> <p>Everyone will be asked to wear face coverings in areas of the school where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they’re exempt from wearing one.</p> <p>Everyone will also be asked to wear face coverings in classrooms or during activities, unless social distancing can be maintained or the face covering would impact on the ability to take part in exercise or strenuous activity (or they’re exempt from wearing one).</p> <p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For more detail about our arrangements for face coverings, see the control measures above for the hazard ‘Contact with coronavirus when getting to and from school’.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these pupils safe.</p> <p>All shared rooms, such as sport halls</p> | | | |



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| | <p>and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>Educational visits will not take place.</p> | | | |
| Spreading infection due to the school environment | <p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>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.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire</p> | | | |



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| | <p>drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing | | | |



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| | <ul style="list-style-type: none"> • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided throughout the school.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> | | | |
| Spreading infection due to excessive contact and mixing in meetings | <p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p> | | | |



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| <p>Individuals vulnerable to serious infection coming into school</p> | <p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance</p> | <ul style="list-style-type: none"> • Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if they've received the vaccine • Clinically vulnerable staff – can come into school if they can't work from home. If in school, they must follow the protective measures you have in place • Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home. Consider putting specific protective measures in place (you may want to complete individual risk assessments to help with this) <p>For other staff, there have been no changes to the arrangements previously in place (see the column to the left to find out what these are) – but we've taken the opportunity to add a reference to the government guidance for pregnant employees.</p> | | |



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| | <p>for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). If working in school, pregnant staff will closely follow the protective measures outlined in this risk assessment (and staff who are 28 weeks pregnant or beyond will be particularly attentive to social distancing and hygiene measures). Staff who are pregnant with underlying health conditions may be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p> | | | |
| <p>FURTHER CONSIDERATIONS TO APPLY FROM WG GUIDANCE</p> | <p>The most effective way to prevent transmission of COVID-19 in schools is to stop infection being brought into the school. Anyone who tests positive for COVID-19 must self-isolate and not attend school. Anyone developing</p> | <ul style="list-style-type: none"> • | | |



| HAZARD | CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING) | NOTES ON CHANGES FROM 15 MARCH (PARTIAL REOPENING) | PERSON(S) RESPONSIBLE | ADDITIONAL NOTES |
|--|---|--|-----------------------|------------------|
| What reasonable measures should I consider taking to minimise the risk of exposure to coronavirus? | <p>symptoms should also self-isolate immediately and book a test. 2. If a learner, staff or visitor becomes unwell or symptomatic while attending the school, they should leave the school immediately and follow the advice on Test, Trace, Protect (TTP), including self-isolating and arranging a test. 3. Encourage those eligible to take up the offer of two doses of COVID-19 vaccination. 4. Retain attendance records to support TTP contact tracers if needed. 5. Actively encourage staff and parents/carers to report any positive tests to you directly. 6. Encourage learners to maintain physical distance wherever possible. 7. Ensure staff maintain physical distance. 8. Maximise natural or mechanical ventilation (avoiding the use of recirculating fans). 9. Make as much use as possible of the available outdoor space. 10. Encourage all learners and staff to wash their hands regularly. 11. Ensure appropriate cleaning regimes are in place. 12. Using face coverings where advised. 13. Follow the guidance for schools.</p> | | | |

Company name: Myddelton College

Assessment carried out by: Andrew Allman

Date assessment was carried out: 29th August 2021



