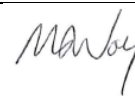


COVID-19 Risk Assessment for Returning to School (Boarding)

Activity:	Full Re-Opening of schools from Autumn 2020 during Coronavirus (Covid-19) Pandemic Continued opening, but with some amended measures, during the period of national restrictions from 5 November, 2020. Partial opening after the closure of schools for most pupils during the national lockdown from 5 January, 2021. Full re-opening of schools from 8 March, 2021. Start of the Summer Term, 2021.			Location:	Stonar School
Assessor:	Matthew Way			Distribution:	Staff, Advisory Board, Insurer
Date:	7.8.20 5.11.20 5.1.21 4.3.21 2.4.21 + 18/4/21 17.5.21	Proposed Review Date:	21.6.21	Signed:	

All pupils, in all year groups should return to school full-time from the beginning of the Autumn Term 2020. The Actions for schools during the coronavirus outbreak from the start of the autumn term is intended to support schools, both mainstream and alternative provision. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. Independent schools are expected to follow the control measures set out in this document in the same way. The guidance also covers expectations for children with SEND, including those with education, health and care plans, in mainstream schools.

There are additional risk assessments to cover specific activity, including a Covid-19 Boarding Risk Assessment. All relevant risk assessments can be accessed via the Staff Handbook under the Health & Safety section in the file marked 'Covid-19'.

- This risk assessment has been updated in light of the changing circumstances presented by the national restrictions introduced on 5 November 2020.
- This risk assessments has also been further updated in light of the national lockdown and the partial closure of school from 5 January 2021.
- This risk assessment has been further updated in light of the re-opening of schools from 8 March, 2021.
- This risk assessment has been further updated for the start of the Summer Term, 2021.
- This risk assessment has been further updated in light of changes from 17 May, 2021.

COVID-19 Risk Assessment for Returning to School (Boarding)

Boarding Risk Assessment in the COVID-19 Environment: Updated in light of national restrictions from 2 November: Further updated in light of the closure of schools (with the exception of Nursery and EYFS, boarders and key worker/vulnerable children) from 5 January 2021: Further updated in light of the re-opening of schools from 8 March, 2021: Further updated for the start of the Summer Term, 2021: Further updated from 17 May, 2021.

Legend: P: Potential Severity (0-5 with 5 being most severe)

L : Likelihood rating (0-5 with 5 being most likely)

RR: Risk Rating (Likelihood x potential severity)

Hazard	Risk prior to mitigation			Mitigation measures and controls required to reduce the risk?	Staff responsible	Date completed	Risk post mitigation		
	P	L	RR				p	L	RR
General									
A. Boarding policies and procedures not updated, regularly reviewed and communicated.	5	3	15	<ul style="list-style-type: none">Headmaster and Deputy Head receive BSA updates and DfE daily updates.Headmaster also receives updates from ISC and ISBA.Boarding staff are updated in person or via email as necessary.Pupils updated by Houseparents as necessary.Any significant change in information to be shared with Advisory Board and passed on to parents and staff by email. As a result: The school has the most recent information from the government, and this is distributed throughout the school community.	Head	7/8/20	5	1	5
B. Security and access systems not regularly checked.	4	3	12	<ul style="list-style-type: none">The School is locked up each night after the boarders are back in their Houses.Evening Caretaker presence on site from 17:00-22:00 and does lock up from Monday to Friday. C. Walford to continue to lock up on weekends.Head Caretaker checks systems and makes any repairs as required.	Head Caretaker, Domestic Manager	5/11/20	4	2	8

COVID-19 Risk Assessment for Returning to School (Boarding)

C. Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	5	4	20	<ul style="list-style-type: none"> PPE kits are available in all boarding houses. Boarding staff should always don PPE when they are dealing with a pupil who may be symptomatic. Staff have been trained in what PPE to wear and how to wear it. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination. Where staff are performing intimate care procedures, the normal procedures and usual PPE will be used. For further information on the use of PPE for supervising a child who has become unwell see section on 'Contact with individuals who are unwell'. A School Nurse is on call to offer support to boarding staff with a symptomatic pupil. If a boarding house is in self-isolation due to a member of that boarding house having been identified as symptomatic or a member of the boarding house has tested positive, then the pupils will wear face coverings when not in their bedrooms and staff will wear a face mask at all times when in the boarding house. 	House Parents, School Nurse	7/8/20	5	2	10
D. Inadequate hand and respiratory hygiene leading to spread of Covid-19 virus.	5	3	15	<ul style="list-style-type: none"> Boarders will not be required to wear face coverings in their boarding houses or when moving around the School. In the event of a boarding house being in isolation because of a positive case in the house, then the pupils will wear face masks in communal areas. In this case, boarders will not be required to wear face masks in their rooms. During normal term time, boarders will not be required to wear face coverings in their boarding house unless instructed by staff to do so. Everyone will be reminded to wash their hands before leaving the House and on arrival back into the House in the evening. The 'catch it, bin it, kill it' approach will continue to be emphasised. Boarders will be reminded to sneeze into a tissue or sleeve, never into hands and to wash hands immediately after. 	Domestic Manager, Head of Boarding, House Parents	17/5/21	5	2	10

COVID-19 Risk Assessment for Returning to School (Boarding)

				<ul style="list-style-type: none"> Hand sanitiser 'stations' are at the entrance to each boarding house and within the houses and at the main entrance and the dining hall entrance. 					
E. Poor response to a symptomatic boarder or to a positive case in the boarding community.	5	3	15	<ul style="list-style-type: none"> We will follow the processes set out in detail in the main risk assessment. A pupil showing possible Covid-19 symptoms will be taken to the Health Centre for assessment by a School Nurse. If the pupil is deemed to be Covid-sympomatic, then they will be isolated to the Covid-isolation wing on the Health Centre where possible and the boarding house to which they belong will be put into isolation. Arrangements will be made for the feeding and care of the symptomatic pupil and the boarding house in question. A symptomatic pupil will be tested with the lateral flow test. If they are negative, then we will test the pupils in the same dorm and those with whom they have been in close contact. The symptomatic pupil will still have a PCR test and will remain isolated until the result of that test is known. If either the lateral flow test or the PCR test are positive, then the relevant boarding house will isolate as per the guidelines and contacts of that pupil will be traced and isolated. Pupils in the same dorm will be tested with a lateral flow test. Advice from Public Health, Wiltshire has made it clear that a positive case in a boarding house means that the boarding house should isolate for 10 days, as they are regarded as being a household. Public Health, Wiltshire also confirmed that staff may come and go from the boarding house, but the number of staff should be kept to a minimum and they must keep a 2-metre distance from the pupils and wear appropriate PPE. 	Head, School Nurses, Deputy Head, Head of Boarding, House Parents	10/1/21	5	2	10
F. Inadequate arrangements for the	5	4	20		Head, Deputy Head,	17/5/21	5	3	15

COVID-19 Risk Assessment for Returning to School (Boarding)

return of boarders to the school, including testing processes.				<ul style="list-style-type: none"> All boarders arriving from overseas will be required to quarantine. They will remain in their boarding house with minimal staff interaction. All boarders returning to quarantine will have a lateral flow test on return to the school before entering a boarding house, equestrian centre or any other part of the school. Any boarder who tests positive will be immediately isolated in the Covid-isolation wing or another isolated area within a boarding house. Parents will be informed to book a PCR test, which will then be carried out and sent off. All boarders returning from within the UK will be asked to ensure that they do a lateral flow test before travelling and not to come to school if there is a positive result and to inform the school. Houseparents will ask UK based boarders if they have done a test when they arrive and, if they have not been able to do so, then a lateral flow test will be administered and a negative result confirmed before they enter the boarding house. Boarders will be supported to test with lateral flow tests in their boarding houses twice a week. Some Year 11 & Sixth Form pupils may self-test within their boarding house twice a week. The school will administer the 2 day and 8 day test now required for pupils who are quarantining from overseas. The school will assist pupils in arranging transport for a test at the designated testing centre if parents have booked under the Test and Release scheme. On receipt of a negative result, the boarder can be released from quarantine, but must still have the 8 day test. We do not have any boarders from current 'red list' countries, but overseas parents have been made aware of the 'red list' and have been asked to inform school if their child has been in or through a red list country prior to a planned return to school. Where it is required for coed boarding to take place because of the impact of quarantine groups / positive cases, we will ensure that the pupils are fully briefed as to where they can go and at what time. Boarders will be reminded at the start of the term by the houseparent of the expectations in terms of conduct and dress around the house. 	Head of Boarding, Houseparents, Lead Nurse					
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COVID-19 Risk Assessment for Returning to School (Boarding)

G. No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	4	3	12	<ul style="list-style-type: none"> Communication with parents, guardians and agents is clear and ensures that transport for pupils arriving from airports is organised by the School Travel Coordinator using designated school travel providers. Parents of UK based pupils are asked to ensure that they transport pupils in private vehicles to and from school and do not put boarders on the train back to school. 	Travel Coordinator, Deputy Head	7/8/20	4	1	4
H. Insufficient space and resources for isolating overseas pupils on their return.	5	3	15	<ul style="list-style-type: none"> A designated 'Covid-wing' of the Health Centre/York House is available to isolate any pupils who may show symptoms during the quarantine period. The wing of York adjoining the Health and Wellbeing Centre remains as our Covid-isolation wing. 	Head, Deputy Head	5/1/21	5	2	10
I. Insufficient controls for boarders to move between residential and school day groups.	4	3	12	<ul style="list-style-type: none"> During the school day, boarders will remain within their year group bubbles and contact groups. Some mixing of year groups will be required when in the boarding houses. However, boarding houses have been re-organised to group year groups together as much as possible. Ganbrook will be for Year 6-10 girls. Year 11 girls will be in Hart where they will be with Year 6-13 boys. Year 12-13 girls will be in York House. Meal sittings will reflect these boarding contact groups. 	House Parents, Head of Boarding, Deputy Head	6/3/21	4	2	8
J. Rules and procedures for trips and activities out, appointments or visits from family and/or guardians not	5	3	15	<ul style="list-style-type: none"> Parents are not permitted into the boarding houses unaccompanied. At the start of term, Houses will meet and greet parents outside the boarding house. One parent at a time will be escorted by boarding staff to see their child's room. Parents will not be permitted into boarding houses or school buildings. 	House Parents, Head of Boarding, Deputy Head	17/5/21	5	2	10

COVID-19 Risk Assessment for Returning to School (Boarding)

complied with or understood.				<ul style="list-style-type: none">Boarding trips are now permitted off site in line with Covid guidelines and after first ensuring that the destination has Covid secure protocols.We will use external contractors coming on to site for boarders' activities ensuring these activities are conducted in a Covid-secure manner. There will be individual risk assessments for each activity of this nature.					
K. Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	5	3	15	<ul style="list-style-type: none">Boarders who return for quarantine will be taken through a fire drill for the relevant boarding house and this will be practised.The boarders will conduct fire drills at the start of term as is usual and it will be explained and practised how to do so in a Covid-secure manner.	Domestic Manager, Head of Boarding, Deputy Head	7/8/20	5	2	10
L. Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff)?	5	3	15	<ul style="list-style-type: none">A designated 'Covid-wing' of the Health Centre/York House is available to isolate any pupils who may show symptoms during the quarantine period.The Health and Wellbeing Centre has been split in to Green, Amber and Red zones for the management of Covid-symptomatic pupils.Communication systems are in place for pupils to be supervised day and night.	School Nurse, Deputy Head	7/8/20	5	2	10
M. Do those in attending isolated cases know the procedures and have access to PPE?	5	3	15	<ul style="list-style-type: none">Boarding staff and nursing staff fully briefed as to the location of PPE and what PPE is to be worn when looking after isolated cases.A PPE trolley is available at the entrance to the isolation wing and it is kept fully stocked by the Lead Nurse.	School Nurse, House Parents, Deputy Head	7/8/20	5	2	10
N. Cleaning of Houses and laundry arrangements not sufficient.	5	4	20	<ul style="list-style-type: none">The frequency of cleaning has been increased with more cleaning staff having been employed to ensure thorough cleaning of Houses every day, including on the weekends.	Domestic Manager, Head of Boarding,	6/3/21	5	2	10

COVID-19 Risk Assessment for Returning to School (Boarding)

				<ul style="list-style-type: none"> Adequate staffing has been retained during the period of national lockdown to ensure the thorough and appropriate cleaning of areas of the School still being used. The laundry will also continue to run. The housekeeping department is fully staffed again from 8 March to reflect the return to full re-opening. Cleaners will be using standard cleaning products, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. For cleaning areas where a person with possible or confirmed coronavirus (COVID-19) has spent time/passed through, refer to the separate Stonar Cleaning during Coronavirus Pandemic Risk Assessment. All bins, where possible, will be lined and the liner removed at the end of the day, sealed/knotted and placed in the main waste containers. Ensure disposable wipes, disinfectant spray and disposable tissues are available in boarding houses. Ensure arrangements are in place for the disposal of clinical and general waste where required. Plan for the removal and safe disposal of rubbish. Ensure that pupils can have clothes laundered regularly both in the school laundry and in the Houses. Ensure that face coverings are washed safely and regularly and that pupils are changing their face coverings to allow for washing. Items should be washed in accordance with the manufacturer's instructions. 	House Parents				
O. Boarders aware of global news and how it may affect them or their family.	3	3	9	<ul style="list-style-type: none"> Head keeps pupils informed through School Assemblies. Tutors discuss watch and discuss news and current affairs in tutorials. Houseparents keep boarding pupils abreast of developments that may affect boarders families and how it might relate to their travel and holiday arrangements. 	Head, Tutors, House Parents	5/11/20	3	2	6

COVID-19 Risk Assessment for Returning to School (Boarding)

				<ul style="list-style-type: none"> Houseparents and tutors aware if boarders may have specific anxieties related to their home and family situation. 					
P. Communication and procedures for welcoming back boarders and part-time boarders not applied.	4	3	12	<ul style="list-style-type: none"> All boarders' parents asked to complete a travel form, which details the return arrangements of all boarders. Parents and drivers only allowed to drop off outside the boarding houses and do not go into the boarding house. 	Travel Coordinator, House Parents, Deputy Head	28/8/20	3	3	9
Q. Insufficient consideration of measures and precautions for flexi and weekly boarders parents to reduce travel between home and school and so reduce risk of infection.	4	3	12	<ul style="list-style-type: none"> No flexi-boarding permitted. Weekly boarding permitted and those doing set days less than the full week also permitted. 	Head of Boarding, House Parents	6/3/21	4	2	8

COVID-19 Risk Assessment for Returning to School (Boarding)

Stonar Risk Assessment Matrix			Severity				
Consider: People (Injury) Property (Damage) Activity (Effect) Reputation (Impact)	0-5 Slight Risk (acceptable)		Risks that have no significant / lasting negative consequences	Risks that have a small potential for significant / lasting negative consequences	Risks that could potentially bring more significant / lasting negative consequences	Risks with substantial negative consequences that will have serious impact	Risks with extreme / permanent negative consequences
	6-14 Minor risk: Take appropriate action to manage risk						
	15-19 Moderate Risk Risk to be actively managed with appropriate risk control activities						
	20 -25 Extremely high risk						
			Slight	Minor	Moderate	Significant	Major
		1	2	3	4	5	
Likelihood	5	Very Likely - almost certain to occur 90% +	5	10	15	20	25
	4	Highly likely to occur 50%+ chance	4	8	12	16	20
	3	Less likely - 10-50% chance of occurrence	3	6	9	12	15
	2	Very unlikely to occur	2	4	6	8	10
	1	Rare, very unlikely to occur less than 3% chance	1	2	3	4	5