

Risk Assessment

Title COVID-19 Infection Control Full Re-opening in September 2020

Organisation Adams House (boarding at Thomas Adams School)

Date 15th July 2020

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Headteacher Mark Cooper

Review 11 September 2020, and fortnightly thereafter

Also refer to separate Risk Assessment for Thomas Adams School

Hazard is something with the **potential** to cause **harm**. **Risk (R)** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

B. RISK MATRIX - This section is used for guidance to complete Section C.

level of risk = likelihood x severity

5 x 5 RISK ASSESSMENT MATRIX

↑ Increasing consequence or severity	5	5 LOW	10 MED	15 MED	20 HIGH	25 HIGH
	4	4 VERY LOW	8 LOW	12 MED	16 MED	20 HIGH
	3	3 VERY LOW	6 LOW	9 LOW	12 MED	15 MED
	2	2 VERY LOW	4 VERY LOW	6 LOW	8 LOW	10 MED
	1	1 VERY LOW	2 VERY LOW	3 VERY LOW	4 VERY LOW	5 LOW
		1	2	3	4	5
		→ Increasing likelihood or probability				

PRIORITY OF ACTION

HIGH 17 - 25 **Unacceptable - Stop work or activity until immediate improvements can be made.**

MEDIUM 10 - 16 **Tolerable but need to improve within a reasonable timescale e.g. 1-3 months depending on the situation.**

LOW 5 - 9 **Adequate but look to improve by next review.**

VERY LOW 1 - 4 **Residual risk acceptable and no further action will be required all the time the controls measures are maintained.**

Score	Likelihood/Probability	Description
5	Very likely/Almost Certain	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly likely/Possible	The event could occur at some time
2	Unlikely	The event is not likely to occur in normal circumstances
1	Very Unlikely	The event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic/Severe/Fatality	Death or permanent disability to one or more persons
4	Major injury/ill health	Hospital admission required e.g. broken arm or leg
3	Moderate (over 3 day injury/ill health)	Medical treatment required, over three day injury
2	Minor injury/ill health	First Aid is required
1	Insignificant/no injury	Injuries not requiring first aid treatment

Issue	Existing Controls	Risk Level	Further Actions	Who	When
Planning and Organising					
The planning and organising section of this Risk Assessment is the same as that for Thomas Adams School					
Cleaning	<ul style="list-style-type: none"> All areas in boarding were deep cleaned after boarding was locked down 	2 x 5 Med	<ul style="list-style-type: none"> Liaise with Shire Services <ul style="list-style-type: none"> Full site deep clean during summer holidays prior to boarding re-opening 	PN/KD/ NC	w/c 24/08/2020

Communication					
Communication with staff	<ul style="list-style-type: none"> Current communication is via a staff WhatsApp group, email and telephone Adams House staff are encouraged to engage with 'All Staff' webinars and briefings 	1 x 5 Low	<ul style="list-style-type: none"> Provide information about infection control procedures and social distancing arrangements Act upon any concerns Ensure all staff have read this Risk Assessment and the BSA Covid-Safe Charter Provide information about re-opening of boarding; <ul style="list-style-type: none"> Staff expectations Boarder expectations Parent expectations 	SLT NC	w/c 13/07/2020 w/c 13/07/2020
Communication with parents and pupils	<ul style="list-style-type: none"> Current communication with parents is via email, social media and telephone Communication with boarders is via Microsoft Teams 	1 x 5 Low	<ul style="list-style-type: none"> Plan timing and content of communications Communicate plans for the re-opening of boarding Make expectations clear Provide information about infection control procedures and social distancing arrangements Provide checklist of items for pupils to bring with them to boarding Provide parents with a list of paperwork to be completed prior to September, to include; <ul style="list-style-type: none"> Questionnaire about where boarder has been in the two weeks prior to 2nd September Medical information Overnight Signing Out information Signed contract 	NC/LC	w/c 20/07/2020

			<ul style="list-style-type: none"> Inform parents of the procedures for the first day; <ul style="list-style-type: none"> Arrival to Stanier Hall via marked entrance Upon arrival, all parents and boarders asked to hand sanitise Boarders' temperatures to be taken Ensure all paperwork has been received Boarder leaves Stanier Hall via exit route with a member of staff who will assist them with unpacking No parents will be permitted in boarders' rooms 		
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When Open

Arrival on 2 nd September		3 x 5 Med	<ul style="list-style-type: none"> Signposts to direct parents to Stanier Hall Entrance and Exit signs on Stanier Hall doors Hand sanitisers at entrance and exit points Houseparent to take boarders' temperatures (ensure appropriate PPE is available for member of staff) Boarders to be taken from Stanier Hall by a member of staff who will help them unpack Parents will not be permitted on to the boarding campus 	KD NC NC/ House- parent	w/c 01/09/2020 w/c 01/09/2020 02/09/2020
Fire safety	<ul style="list-style-type: none"> Existing fire drill is thorough and robust 	2 x 5 Med	<ul style="list-style-type: none"> Hold two fire drills within the first two weeks after reopening <ul style="list-style-type: none"> First drill to be a 'walk through', second drill to be at 7.15am Ensure social distancing is promoted and observed 	NC/HKG	w/c 01/09/2020
Enforce social distancing		3 x 5 Med	<ul style="list-style-type: none"> Once in boarding, boarders will be in a 'boarding bubble' Staff to maintain social distancing from the bubble Rooms to be ventilated with open windows and doors wherever practical Boarders may move freely within the boarding bubble, but staff will exercise discretion to avoid over-crowding, particularly in communal areas 	NC/ House- parents	w/c 01/09/2020

Behaviour management		4 x 5 High	<ul style="list-style-type: none"> ● Reinforce Boarders' Expectations ● Behaviour expectations poster displayed in communal areas 	All NC	w/c 01/09/2020 w/c 24/08/2020
Visitor management	<ul style="list-style-type: none"> ● Visitors can only access boarding via Adams House office 	4 x 5 High	<ul style="list-style-type: none"> ● Stop all non-essential visits ● Continue to teleconference external meetings remotely ● Posters advising social distancing measures are displayed around boarding ● Parent queries to be telephoned or emailed ● Do not approach delivery staff, allow packages to be left on the doorstep / arrange car park drop off ● Persons entering to wash hands on arrival ● Hand sanitiser available at all entrance points 	NC	w/c 01/09/2020
Emotional distress of staff	<ul style="list-style-type: none"> ● Communication with Head of Boarding 	3 x 5 Med	<ul style="list-style-type: none"> ● SLT members available onsite during day and by phone or email outside school hours ● Head of Boarding available at all times ● Counselling service available 	SLT/NC	w/c 01/09/2020
Emotional distress of pupils	<ul style="list-style-type: none"> ● House-parents and NC available at all times 	3 x 5 Med	<ul style="list-style-type: none"> ● Robust mentoring system to ensure all boarders have the opportunity to speak regularly with staff ● Concerns about boarders to be raised either directly with NC or via the weekly staff meeting 	NC/ House- parents	w/c 01/09/2020
Cleaning	<ul style="list-style-type: none"> ● Bedrooms, bathrooms and communal areas are cleaned daily ● Dining room tables are cleaned before and after each meal 	2 x 5 Med	<ul style="list-style-type: none"> ● Liaise with Shire Services to ensure that there is thorough cleaning throughout the site, to include door handles, all hard surfaces, bathrooms and handrails 	NC/PN	w/c 24/07/2020
Boarders, bedrooms and bathrooms		3 x 5 Med	<ul style="list-style-type: none"> ● Upon arrival, boarders will be allocated their bedroom and a specific bathroom to use ● Boarders will not be permitted to go into other peoples' bedrooms or bathrooms ● Any socialising to be done either outside or in communal areas ● Boarders will all have their own laundry bag ● Twice daily room checks to ensure dirty laundry is in laundry bags and rooms are kept clean and tidy ● No food to be taken into bedroom ● Every bedroom to have hand sanitiser, tissues and a lidded bin provided 	NC/ House- parents	
Boarders' Personal Hygiene		2 x 5 Med	<ul style="list-style-type: none"> ● Boarders will be spoken to at the start of term about the importance of personal hygiene 	NC/ House-	

			<ul style="list-style-type: none"> ● All boarders to shower as soon as they return from school, school uniform to be put into laundry bags (apart from blazer) and clean clothes to be put on ● Clothes to be washed after each time worn ● Clothes to be put away appropriately and not left on the floor ● Boarders encouraged to keep bathrooms tidy and free of clothes so that they can be cleaned properly 	parents	
Laundry		2 x 5 Med	<ul style="list-style-type: none"> ● Boarders to store dirty laundry in their own laundry bag ● Boarders will be allocated days when their laundry will be done ● All bedding to be washed weekly ● Staff to wear PPE when handling laundry ● Parents to be informed about laundry provision to ensure that boarders have sufficient school uniform, clothing and bedding to enable regular washing 	NC/ House- parents NC	w/c 01/09/2020 w/c 20/07/2020
Communal Areas	Communal areas are currently cleaned daily	3 x 5 Med	<ul style="list-style-type: none"> ● Staff to monitor communal areas to ensure they are not overcrowded ● Hand sanitiser, tissues and lidded bins provided in all communal areas ● Posters on the walls encouraging good hand and respiratory hygiene ● Disinfectant wipes available to wipe down hard surfaces – monitored by staff ● No personal belongings to be left in communal areas 	NC/ House- parents	w/c 01/09/2020
Kitchens		3 x 5 Med	<ul style="list-style-type: none"> ● Disinfectant wipes available in all kitchens ● Kitchens in 60 and 68 Noble St to be locked and opened by a member of staff upon request ● After use, surfaces should be wiped down with disinfectant wipes ● Kitchen inspected by staff in between boarder use ● No food to be left out in any kitchens and food belonging to boarders to be clearly labelled ● Any food prepared / made in the kitchen must be 	NC/ House- parents	w/c 01/09/2020

			<p>eaten either in the kitchen or in a communal area – no food to be taken to bedrooms</p> <ul style="list-style-type: none"> ● Main House kitchen to be monitored by staff with a maximum of three people in this kitchen at any time (+ member of staff) ● Surfaces to be wiped down with disinfectant wipes between uses ● Staff to check that crockery has been washed up / put in dishwasher and that all food has been put away 		
Suspected COVID-19 case in boarding		3 x 5 Med	<ul style="list-style-type: none"> ● Lower Boys' block is currently not being used and will therefore become an isolation area for any suspected Covid 19 cases ● Additional PPE available for House-parents - stored in the staff sleep in room in Lower Boys' block ● Ensure poorly person is moved to isolation area and advised to avoid touching anything ● Ensure they cough or sneeze into a tissue and put it in a bin ● Keep windows open ● A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained ● Test the boarder – the boarder must remain in isolation until test results have been confirmed, even if they start to feel better ● Contact the parents and explain the procedure – if the child is from the UK and parents wish to collect them and take them home, this may be arranged. If the child is from overseas, they will be isolated in boarding (or hospitalised if necessary) ● One member of staff only to have contact with the isolated child – to sleep in the staff sleep in room ● If supervising staff displays symptoms arrange for them to have a test – they must go home immediately 	NC/ House- parents First Aid staff	w/c 01/09/2020

			<ul style="list-style-type: none"> Engage with the NHS Test and Trace process Note: Any member of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Track and Trace Any area/s used for isolating a boarder must be deep cleaned as soon as the boarder has left the area. Staff sleep in room should also be deep cleaned 		
COVID-19 case identified by NHS Track and Trace	<ul style="list-style-type: none"> Follow instructions from Public Health England 	3 x 5 Med	<ul style="list-style-type: none"> Actions may include: <ul style="list-style-type: none"> Small groups of staff / boarders being asked to self-isolate for up to 14 days If there are two or more confirmed cases in a two-week period, a larger group of boarders (perhaps the whole boarding bubble) may have to self-isolate as a precautionary measure. If it is the whole boarding bubble isolating, then boarders will remain in their rooms unless they become unwell, in which case they will be moved to the isolation area If an outbreak is suspected a mobile testing unit may be deployed on site 	SLT/NC	Ongoing
Catering		3 x 5 Med	<ul style="list-style-type: none"> Boarders to eat in Ruscoe Centre on set tables which have been designated by staff – a maximum of 4 people per table Everybody hand sanitises on entering and leaving the Ruscoe – a member of staff to be on the door to supervise sensible entry and hand hygiene Tables to be thoroughly cleaned before and after service Regular liaison with Aspens to ensure best practice is being followed and menus may be adjusted according to the changing situation 	NC	w/c 13/07/2020