

Risk Assessment

Title COVID-19 Infection Control - September 2021

Organisation Adams House (boarding at Thomas Adams School)

Date 27 September 2021

Assessor Nicki Cooper

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Review 8 November 2021

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 for Thomas Adams School					
Cleaning	<ul style="list-style-type: none"> ● All areas in boarding have been deep cleaned during the summer break ● Liaise with Shire Services ● Continue to liaise with cleaners on site to ensure that, as well as regular cleaning, extra attention is paid to communal areas, touch points and smooth surfaces 	2 x 5 Med	<ul style="list-style-type: none"> ● As the isolation area becomes used, ensure cleaners are aware of the need to deep clean at the end of the isolation period ● Liaise daily with cleaners to inform them of boarders who are isolating and which rooms / areas need deep cleaning ● Cleaners open all bedroom windows as rooms are cleaned 	PN/ NC	w/c 27/09/2021
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 ● Ensure all staff have read this Risk Assessment and the BSA Covid-Safe Charter ● Ensure all staff have read the school Risk Assessment and are up to date with current government guidelines ● Covid updates are an agenda item on for weekly staff meetings ● 	1 x 5 Low			
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 and What's App group 	1 x 5 Low	<ul style="list-style-type: none"> ● Ensure parents are aware of the new government guidelines regarding international travel which changes on 4th October. This will affect half term travel 	NC/LC	w/c 04/10/2021
Quarantine Arrangements	<ul style="list-style-type: none"> ● Rooms / areas have been designated as isolation / quarantine areas ● Ensure parents are aware of the rules regarding quarantining in boarding ● Ensure parents have booked necessary PCR tests prior to boarder arriving back ● During the quarantine period, Houseparents 	3 x 5 Med	<ul style="list-style-type: none"> ● Ensure parents have booked necessary PCR tests prior to boarder arriving back from October half term ● Remain up to date with any new government guidelines and act accordingly 	NC NC	w/c 11/10/2021 Ongoing

	<p>ensure the boarder is cared for with regular food and drink</p> <ul style="list-style-type: none"> • Boarders do necessary PCR tests – staff to ensure tests are carried out properly, registered and posted on time • Ensure teachers are aware of which boarders are in quarantine so appropriate work can be set 				
Fire safety	<ul style="list-style-type: none"> • Existing fire drill is thorough and robust • Fire notices displayed throughout the building • Staff aware of their expectations when the fire alarm goes off • Hold two fire drills within the first two weeks after reopening and two per half term after this • Staff have attended fire extinguisher training 	2 x 5 Med			
Reducing the risk of spreading Covid	<ul style="list-style-type: none"> • Cleaners are aware of the need to focus on touch points, smooth surfaces and communal areas • Rooms are ventilated with open windows and doors wherever practical • Whilst boarders are permitted to move freely within the campus, staff monitor communal areas to avoid over-crowding. • We maintain 'Maximum Occupancy' within boarding 	3x5 Med	<ul style="list-style-type: none"> • As Covid cases in school increase, boarders will carry out daily LFT's. Anybody who tests positive on a LFT will be isolated immediately and will carry out a PCR ASAP • Face masks will be compulsory in communal areas • If any boarder shows any signs of Covid, they are to be isolated immediately and carry out a PCR ASAP • Immediate contacts of a positive case will have a PCR test ASAP • Staff to be made aware of where to put suspected cases and confirmed cases within the isolation area to ensure only positive cases are in an area together. Suspected cases to go in either the single rooms or downstairs, where areas are sectioned off. Confirmed positive cases to go upstairs • Ensure sufficient PPE is available in the isolation area to enable staff to change every time they enter the area. Ensure staff are fully aware of expectation to wear full PPE when entering the isolation area • Boarders to entry into the dining room to be staggered according to living areas. Boarders sit 	<p>NC/House-parents</p> <p>NC/House-parents</p> <p>NC/House-parents</p> <p>NC</p> <p>NC/LJC/ KD/PN</p> <p>House-parents</p>	<p>w/c 27/09/2021</p> <p>w/c 27/09/2021</p> <p>w/c 27/09/2021</p> <p>w/c 27/09/2021</p> <p>w/c 27/09/2021</p> <p>w/c 27/09/2021</p>

			<p>on a table with those boarders they share a room with.</p> <ul style="list-style-type: none"> ● Dining tables to be wiped with anti-bacterial wipes between sittings ● All boarders in Year 9 and above to do homework in bedrooms to avoid over-crowding in the Study Hub. 	House-parents	w/c 27/09/2021
Behaviour management	<ul style="list-style-type: none"> ● Reinforce Boarders' Expectations ● Behaviour expectations poster displayed in communal areas ● Staff monitor the behaviour of boarders and report any concerns to NC 	3x 4 Med			
Visitor management	<ul style="list-style-type: none"> ● Visitors may only access boarding via Adams House office ● New signs located around the campus to direct visitors ● Hand sanitiser available at all entrance points ● Contractors are escorted around boarding and, wherever possible will work whilst boarders are at school ● Staff monitor visitors within boarding to ensure there is no un-necessary movement and that areas are not over-crowded. ● Parents discouraged from going into boarders' bedrooms 	4 x 5 High			
Emotional distress of staff	<ul style="list-style-type: none"> ● Communication with Head of Boarding ● SLT members available onsite during day and by phone or email outside school hours ● Head of Boarding available at all times ● Counselling service available 	3 x 5 Med			
Emotional distress of pupils	<ul style="list-style-type: none"> ● House-parents and NC available at all times ● Robust mentoring system to ensure all boarders have the opportunity to speak regularly with staff ● Concerns about boarders are raised either directly with NC or via the weekly staff meeting 	3 x 5 Med			
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 				
Boarders, bedrooms and bathrooms	<ul style="list-style-type: none"> ● Maximum Occupancy signs on bedroom doors and communal areas ● Boarders 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 has hand sanitiser, tissues and a lidded bin provided 	3 x 5 Med	<ul style="list-style-type: none"> ● Boarders not permitted to enter the bedroom / bathroom of other boarders 	NC/ House- parents	w/c 27/09/2021
Boarders' Personal Hygiene	<ul style="list-style-type: none"> ● School uniform is washed daily ● 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 	2 x 5 Med			
Laundry	<ul style="list-style-type: none"> ● Boarders store dirty laundry in their own laundry bags ● All bedding is washed weekly ● PPE is available to staff if they wish to wear it when handling laundry ● Staff monitor regularity of boarders bringing their laundry to be washed – any issues to be addressed in a sensitive manner ● Parents informed about laundry provision to ensure that boarders have sufficient school uniform, clothing and bedding to enable regular washing 	2 x 5 Med			
Communal Areas	<ul style="list-style-type: none"> ● Communal areas are currently cleaned daily ● Maximum occupancy signs on communal area doors ● Staff monitor communal areas to ensure there is no over-crowding ● Hand sanitiser, tissues and lidded bins provided in all communal areas ● Posters on the walls encouraging good hand and respiratory hygiene 	3 x 5 Med		NC/ House- parents	w/c 06/09/2021

	<ul style="list-style-type: none"> ● Disinfectant wipes available to wipe down hard surfaces – monitored by staff ● No personal belongings to be left in communal areas 				
Kitchens	<ul style="list-style-type: none"> ● Disinfectant wipes available in all kitchens ● Kitchens in 60 and 68 Noble St are locked and opened by a member of staff upon request ● Kitchen inspected by staff in between boarder use ● 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 are wiped down with disinfectant wipes ● 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 eaten either in the kitchen or in a communal area – no food to be taken to bedrooms ● Main House kitchen monitored by staff with a maximum of three people in this kitchen at any time (+ member of staff) ● Surfaces wiped down with disinfectant wipes between uses ● Staff check that crockery has been washed up / put in dishwasher and that all food has been put away 	3 x 5 Med		NC/ House- parents	w/c 06/09/2021
Suspected COVID-19 case in boarding (See also reducing the risk of spreading Covid)	<ul style="list-style-type: none"> ● Lower Boys' block is used as an isolation area for any suspected Covid 19 cases ● Any boarder who has a positive LFT test must be moved to the isolation area immediately and a PCR test organised for them ASAP ● If a staff member has a positive LFT result, they must remain at home, inform NC immediately and organise a PCR test ASAP ● Additional PPE available for House-parents - stored in the staff sleep in room in Lower Boys' block to be worn if caring for a sick boarder in the isolation area ● Ensure boarder is aware that they should cough 	3 x 5 Med	<ul style="list-style-type: none"> ● All staff to keep up to date with current guidelines. ● Practice will be amended if we receive notification from NHS or UK Government 	NC/ House- parents First Aid staff	w/c 06/09/2021

	<p>or sneeze into a tissue and put it in a bin</p> <ul style="list-style-type: none"> ● Keep windows open ● The boarder must remain in isolation until PCR 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) ● If supervising staff displays symptoms arrange for them to have a test – they must go home immediately ● The boarder must remain in isolation until PCR test results have been confirmed, even if they feel better ● Any boarder / staff member who has been in close contact with the sick boarder should carry out daily LFTs and also do a PCR ● Any area/s used for isolating a boarder is 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 10 days ● If there are more than two confirmed cases in a two-week period, a larger group of boarders, or even the whole of boarding, may have to self-isolate as a precautionary measure. If it is the whole of boarding isolating, then boarders will remain in their rooms unless they become unwell, in which case they will be moved to the isolation area ● A Circuit break if we have an outbreak 	SLT/NC	Ongoing
Catering (see also reducing the risk of spreading Covid 19)	<ul style="list-style-type: none"> ● Everybody hand sanitises on entering and leaving the Ruscoe – a member of staff is on the door to supervise sensible entry and hand hygiene 	3 x 5 Med	<ul style="list-style-type: none"> ● Boarders must wear a face covering whilst moving around The Ruscoe ● Boarders’ entry into The Ruscoe to be staggered 	All Staff	w/c 27/09/2020

	<ul style="list-style-type: none"> • Tables are 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 • All food o self service n is individually wrapped 		<p>so that boarders are only in The Ruscoe with people they live with.</p> <ul style="list-style-type: none"> • Tables cleaned between sittings 		
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