

Coronavirus Risk Assessment
Michaelmas Term – September 2021

Description of Assessment :	Risk assessment covering Covid procedures for Michaelmas Term.
Details:	Includes information on current government guidance that the School is following as well as the measures in place for prevention, response to any infection and testing of staff and pupils in Years 7 - 8. Assessment also includes additional measures regarding health and safety, staff wellbeing and safeguarding of pupils in current climate.
Additional Information:	The assessment has been carried out in coordination with the Senior Leadership Team and will be reviewed and updated continually as the advice and situation changes with new control measures put in place, as required.
Date of Assessment:	6 th September 2021
Completed By:	Meredith Trueman
Initial Assessment of Risk:	Moderate
Assessment of Risk with Control Measures:	Acceptable

RISK CALCULATOR

Each event is checked against this matrix

OUTCOME POTENTIAL →	NOT LIKELY	POSSIBLE	LIKELY
DANGER LEVEL ↓			
Slightly harmful	Trivial	Acceptable	Moderate
Harmful	Acceptable	Moderate	Substantial
Extremely harmful	Moderate	Substantial	Unacceptable

RISK CONTROL

If the event is moderate or higher use the Risk Control Measures

Risk Event	Action Required
Trivial and Acceptable	No action required.
Moderate	All reasonable action should be taken to reduce this level of risk. If the risk is moderate due to the consequences being extremely harmful, the event should be reviewed before moving forward.
Substantial and Unacceptable	Action must be taken to remove and reduce the risk. If this is not possible, the activity should not be undertaken.

RISK CONTROL MEASURES

The following process should be followed in completing the risk assessment.

- Identify key activities and potential issues.
- Detail the key risks before any control measures are put in place.
- List the control measures that can be put in place to reduce the risk.
- Calculate the final risk level with the control measures put in place.
- Identify key staff members who will be responsible for the activity.

The risk assessment should read by all staff so that they are aware of the control measures in place to reduce the risk.

	Potential Hazard	Initial Risk Level	Control Measures	Final Risk Level	Lead Person
	GENERAL SCHOOL RISKS				
	Safeguarding procedures not followed and DSL not contactable.	Moderate	2,3,36	Acceptable	Head/DSL
	Government advice not being accessed, assessed and applied.	Substantial	1,2,4,7,8,9,10	Acceptable	Head/Bursar
	Parents unaware of current guidance and communication from School.	Moderate	1,2,4,7,22,48,51	Acceptable	Head/Bursar
	Changes to risk assessments and internal procedures not reviewed by Governors.	Moderate	4	Acceptable	Head/Bursar
	Insurers not consulted regarding procedures.	Moderate	5	Acceptable	Bursar
	Access to school not controlled effectively and visitor details not recorded.	Substantial	8,15,22	Acceptable	Head/Bursar
	Covid measures not communicated, understood and applied.	Moderate	1,2,7	Acceptable	Head/Bursar
	Lack of wellbeing support to pupils and staff.	Moderate	3,6,36	Acceptable	Head/Bursar
	CLEANING / HYGIENE / VENTILATION				
	Staff and pupils not complying with on-site procedures.	Moderate	1,2,4,6,8,9,26	Acceptable	Supervising Staff
	Insufficient supplies of hand sanitiser and disinfectant wipes.	Moderate	9,10,11,43	Acceptable	Bursar
	Insufficient or unsuitable cleaning regime to cover high-risk areas (toilets, door handles, keypads, switches, handrails).	Moderate	10,12	Acceptable	Bursar / Head of Housekeeping
	No precautions to keeping teaching equipment hygienic (pens, keyboards).	Moderate	10,11,12,13	Acceptable	Bursar / Supervising Staff
	School buildings not properly ventilated.	Moderate	25,27	Acceptable	Bursar / Clerk of Works
	SCHOOL PROCEDURES				

	School transport not operating according to Covid-safe measures.	Moderate	21	Acceptable	Bursar
	Parents not following correct procedures at drop-off and pick-up; procedures not communicated properly.	Moderate	1,2,4,14,22	Acceptable	Head/Bursar
	Insufficient pupil registration.	Moderate	17,23	Acceptable	Head/Bursar
	Classrooms not arranged according to Covid procedures.	Moderate	26,27,43	Acceptable	Head/Bursar
	Insufficient COVID-19 measures in catering.	Moderate	10,11,28	Acceptable	Bursar/Catering Manager
	Fire drills, routes and assembly points unknown and unrehearsed.	Substantial	29	Acceptable	Head/Bursar
	Potential self-isolation of residential staff.	Moderate	30	Acceptable	Head/Bursar
	Lack of new staff and pupil induction. Registration and recruitment not compliant.	Substantial	16,17	Acceptable	Head/Bursar
	Single Central Register not maintained.	Moderate	3,16,18	Acceptable	Head
	Facilities not maintained to ensure health and safety of School site (heating/cooling, electrics, water, fire alarm).	Substantial	19,24	Acceptable	Bursar/Clerk of Works
	Security, CCTV and site access systems not regularly checked and updated.	Moderate	14,19,20	Acceptable	Head/Bursar/ Clerk of Works
	ACADEMIC & PASTORAL PROVISION				
	Insufficient procedures to deal with anxiety and behavioural issues or bullying related to the pandemic.	Moderate	3,36,50,51	Acceptable	Head/Senior Pastoral Team
	Inability to offer full curriculum to all pupils, including learning support and boarding provision.	Moderate	6,37,39,40,52	Acceptable	Head/Deputy Head
	Inability to offer wrap around care.	Moderate	37,39	Acceptable	Head/Deputy Head
	Lack of adherence to guidance for music, sport and extra-curricular activities.	Moderate	1,2,37,39,40,41,42,44,45,47,48,49	Acceptable	Director of Music and Director of Sport, Activities Coordinator
	Large group lessons , assemblies or performances not following Covid-safe measures.	Moderate	45,46	Acceptable	Head/Bursar
	Disruption to pupils' education due to temporary closure of all or part of the School.	Moderate	38	Acceptable	Head/Deputy Head
	FIRST AID & MEDICAL RESPONSE				
	No specific COVID-19 procedures to prevent spread	Moderate	7,9,10,11,31,32	Acceptable	Head/Bursar/ School Nurse

	of infection or deal with medical response. Insufficient first-aid staff or dedicated space. Lack of PPE supplies.				
	Lack of decision regarding use of PPE.	Moderate	7,31,32	Acceptable	Head/Bursar
	No procedures to safeguard vulnerable staff and pupils who are particularly susceptible to COVID-19.	Substantial	33,34	Moderate	Head/Bursar/ School Nurse
	Symptoms go undetected for pupils or staff and an infectious person remains at School.	Substantial	35	Moderate	All on-site staff
	BOARDING HOUSE & CHORISTERS				
	Insufficient personal space in dorms.	Moderate	53,57	Acceptable	Housemaster
	Boarders sharing bedding, towels, toiletries or personal items.	Moderate	9,12,53,54,56	Acceptable	Housemaster
	Insufficient ventilation in dorms or common rooms.	Moderate	58	Acceptable	BH Staff
	Boarders sharing toilets, showers, baths and sinks.	Moderate	9,53,54,56	Acceptable	BH Staff
	Boarders sharing snacks.	Moderate	53,61	Acceptable	BH Staff
	Boarders sharing use of boarding house kitchen.	Moderate	61	Acceptable	BH Staff
	Inadequate risk assessment of on-site or off-site activities.	Moderate	62	Acceptable	Housemaster
	Insufficient procedures to deal with first aid or medical response outside of school hours.	Moderate	55,63	Acceptable	Housemaster / Bursar
	Poor ventilation in choir room.	Moderate	25,58,59	Acceptable	Director of Music
	Choristers sharing music, instruments or writing implements.	Moderate	9,10,11,53,60	Acceptable	Director of Music
	Lack of Covid-safe procedures while in Chapel and on College grounds.	Moderate	64	Acceptable	Housemaster and Director of Music
	TESTING OF STAFF AND PUPILS IN YEAR 7 AND 8				
	Staff and parents of pupils not aware of the guidance and information regarding testing.	Moderate	1,2,7,65,66	Acceptable	Head / Bursar
	School unaware of a positive test.	Moderate	67	Acceptable	Head / Bursar
	Insufficient contact tracing.	Substantial	26,68	Moderate	Head / Bursar

CONTROL MEASURES

1	Detailed guidelines regarding the operating procedures of the School for the Michaelmas Term are given to all staff, visiting teachers and parents updating them on current advice, curricular and extra-curricular provision at school, changes to school procedures including the School's response to potential infection and the testing of staff, visiting teachers and pupils in Years 7 and 8. All historical guidelines and emails regarding coronavirus are recorded on School Post.
2	School continues to advise staff, visiting teachers and parents that it is following all government advice, as well as advice from the ISC and BSA, and the School will remain in close contact regarding any updated advice or new procedures deemed necessary. The School has a detailed ' <i>Outbreak Management Plan</i> ' to follow should it be required. The School is applying the guidance in the following publication in implementing the appropriate internal procedures: <u>School Operational Guidance: Updated 17 August 2021.</u>
3	The School's <i>Safeguarding and Child Protection Policy</i> is in effect. Staff and visiting teachers are reminded via the guidelines to report all concerns about pupils via MyConcern. The DSL and Senior Pastoral Team will continue to pay particular attention to any borderline vulnerable pupils. The safeguarding team is contactable at all times either on site or via mobile phone.
4	This risk assessment and internal procedures related to coronavirus are reviewed by the Senior Leadership Team and approved by the Governors. The risk assessment is also displayed on the School Portal and the public website.
5	The Bursar continues to consult with the School insurance broker regarding the coronavirus procedures put in place to minimise risk on the School site to all pupils and staff.
6	All lessons will take place in person on site. The staff rooms (main staff room and additional facilities in Junior Department and downstairs in St. Martin's for VMTs) will be open, however, staff and VMTs are encouraged to take drinks to their working areas and avoid spaces that may become over-crowded. Teaching and support staff have been consulted in the development of the Covid-safe procedures. Staff are reminded that they are able to access mental and emotional health and wellbeing help via the School's policy with SimplyHealth. They are also able to contact the Education Support Partnership at www.educationsupport.org.uk .
7	Covid-safe measures are communicated to staff, visiting teachers and parents at the beginning of term.
8	Pupils, staff and visitors are not required to wear face masks while on-site. Staff and pupils may continue to wear masks at all times if this is their preference. Visitors to the site are encouraged to wear masks when inside any buildings or when social distancing is not possible.
9	Staff will remind pupils to wash hands as often as is reasonably practicable and, at a minimum: on arrival at School, after breaks, between lessons, after using the toilet and before eating.
10	Hand sanitiser is available in all classrooms where staff, visiting teachers and pupils are present, as well as at the entrance to all buildings. Pupils are encouraged to use hand sanitiser anytime hand washing is not feasible. The School will promote a culture of 'Catch it, Bin it, Kill it' and have posted signs around the site as a reminder. Disinfectant wipes are available in all classrooms to be used to clean any equipment or workspaces that will be used between different pods. Staff and visiting teachers will be responsible for ensuring this occurs at appropriate times.
11	The School has ample supply of hand sanitiser and disinfectant wipes. The Bursar will reassess the stock on a continual basis.
12	The School housekeeping staff will take extra care with anti-bacterial cleaners in the cleaning of all frequently used surfaces such as door knobs and codes, hand rails, telephone receivers and drinking fountains to prevent the spread of the virus.
13	Staff are reminded not to share equipment wherever possible.
14	External School gates are locked with access only via a staff keycard. The main pedestrian gate will be open during drop-off and pick-up for Years 3-8. The pedestrian gate on Grange Road will be open during drop-off and pick-up for parents of Pre-Prep pupils. Parents will collect on foot from either Front Pitch for pupils in Years 3-8 or the Pre-Prep playground for Pre-Prep pupils in the afternoon via a one-way system in both locations. There is no parent parking on-site. Deliveries continue as normal and gate security assists with this control when pupils are present.
15	All visitors must sign in and out via the School Office and are accompanied by a member of staff at all times. Visitors are encouraged to wear face masks when social distancing is not possible or when inside any buildings.
16	The School's <i>Safer Recruitment Policy</i> remains in effect. New staff inductions, training and appropriate DBS checks will take place as normal.
17	New pupil registration carries on as per normal procedures via the School Registrar. Site visits and School tours may occur.
18	The School's Single Central Register continues to be maintained as normal.
19	The School's facilities are maintained by the Clerk of Works and the caretaking team. All utilities checks continue to be completed as per the normal schedule. The School's facilities are open to external users subject to risk assessment.
20	Gate access, site security and CCTV continue to be monitored as normal by the Bursar and Clerk of Works.

21	The School minibuses will operate normally for morning pick-up. Pupils are required to use hand sanitiser upon boarding the minibus Minibus drivers and all pupils will be required to wear face masks for the duration of the journey.
22	Parents are notified of the correct procedures for drop-off and pick-up. Parents are asked to allow pupils to make their own way onto the School site as much as possible at drop-off. Parents may wait on Front Pitch at pick-up time for pupils in Years 3-8. Parents should enter the site via the main pedestrian gate and exit via the gate by the cricket nets to establish a one-way system. Parents collecting Pre-Prep pupils only should enter via the Grange Road gate and wait in the Pre-Prep Playground. Parents are not permitted past the Front Pitch waiting area; face masks should be worn when social distancing is not possible.
23	The School will take registration every morning as normal.
24	Pupils in Years 3-8 will bring their own pencil cases and should not share equipment with other pupils.
25	Classroom windows will be opened between lessons and during break times, as often as possible, and outside space will be used as much as is practicable. Classroom windows may be opened during lessons weather depending and ensuring a minimum temperature so that pupils and staff are comfortable. All staff are encouraged to pay particular attention to ensuring rooms are well-ventilated.
26	The School will operate a normal timetable; pupils will be mainly taught in form rooms but may move rooms to enable academic sets to continue. Use of classrooms will remain under review. Pupil's in Years 5-8 may store their belongings in lockers. The School has the ability to identify pupil and staff close contacts via class registrations and classroom locations. The School is able to quickly assist in identifying close contacts to assist NHS Test and Trace should it be necessary.
27	Break time will operate as normal; outside play spaces will be used as much as possible.
28	The School will provide all catering for pupils in the Dining Hall with pupils accessing the space mainly via year group as normal; pupils should only line up when their year bell rings. Lunchtime procedures are posted outside the dining areas. Staff are able to eat their lunches in the Dining Hall, Sports Pavilion or at their desks. A screen is used in the main servery to shield catering staff and food from pupils and other staff. Dining tables are wiped clean frequently.
29	The School's fire evacuation procedures remain intact and all pupils and staff are aware of the fire assembly point (Front Pitch). New pupils will be made aware of the fire evacuation procedures by teachers. Pupils will assemble on Front Pitch in forms as normal.
30	Residential staff are able to self-isolate in their private residences on the School site irrespective of the School remaining open or closed.
31	The School maintains close links with the local authority and health protection team over testing and results and actively engages with NHS Test and Trace. The School Surgery will be staffed from 0800-1800 on School days as normal. The old boys' changing room will be the dedicated isolation space should a pupil present COVID-19 symptoms and need isolating while awaiting collection. There is a designated toilet for the use of any pupil awaiting collection. The member of staff providing first aid will wear appropriate PPE which will be changed and disposed of properly between each pupil treated. Parents have been informed not to send in any pupil displaying symptoms of COVID-19; a PCR test should be arranged straightaway.
32	The School Nurse will maintain stocks of PPE for use by staff who wish to wear it.
33	School will take all reasonable measures to safeguard pupils who could be more susceptible to a virus outbreak. The School will adhere to all current guidance and will take all reasonable precautionary measures to safeguard these pupils.
34	The School will take all reasonable measures to safeguard staff with conditions that could make them more susceptible to a virus outbreak. All staff are encouraged to get fully-vaccinated. The School maintains health risk assessments on certain members of staff regarding their working environment. Reasonable adjustments may be made.
35	Staff are reminded to be vigilant regarding potential COVID-19 symptoms in pupils or colleagues; in particular a new, persistent cough, fever, and loss or change to sense of taste or smell.
36	The School's pastoral system remains in place. The Senior Pastoral Team meets regularly to discuss any concerns. The School's <i>Policy for Good Behaviour</i> and <i>Anti-Bullying Policy</i> remain in effect and any issues are reported to the Deputy Heads. Any safeguarding concerns are reported via MyConcern or directly to the DSL.
37	The School is offering a full curriculum to all pupils on-site via the normal timetable. Learning support lessons will continue as normal. After school clubs and prep sessions are offered to pupils; the School site will close at 6pm.
38	The School is prepared to move to the Home Learning Platform should any part or all of the school need to close to deal with an outbreak. Pupils who are required to self-isolate due to Covid-19 will be provided with access to live-streamed lessons and work via Firefly.
39	The School continues to follow all government guidance for the performing arts, sport and extra-curricular activities which may be found in the DfE School operational guidance: School Operational Guidance: 17 August 2021
40	One to one music lessons may continue on site. Visiting Music Teachers (VMTs) are not required to wear face masks but may do so should they wish to. Music rooms are cleaned once every 24 hours by the housekeeping team; windows and doors

	should remain open as much as possible. The School provides door stops to be used during lessons, however, these must be removed when the room is unoccupied due to fire procedures. The School provides anti-bacterial wipes; teachers should wipe surfaces and piano keyboards at the beginning of the day and between lessons.
41	Pupils will not share musical instruments as far as possible; instruments that are borrowed from the School's stock will be cleaned between users.
42	VMTs may collect and return pupils to and from lessons as normal.
43	The School provides hand sanitiser for VMTs. Supplies are available in the Music Office. VMTs should supply their own masks / gloves. The Music Office will have supplies of extra masks when needed.
44	All music ensembles and choirs will operate normally, however, the ability to quickly move to smaller groups will be maintained in case it is necessary.
45	Live performances and concerts are allowed indoors and outdoors according to the <u>guidance for performing arts</u> ; performances will be subject to risk assessment.
46	School assemblies will take place in person in the SCC for a limited number of year groups at a time on a weekly rota; year groups who do not attend in person will join via Zoom. Smaller assemblies may take place in appropriate rooms subject to risk assessment.
47	The School will provide a full Games curriculum. School fixtures may occur; flexibility regarding travel and hosting of other schools will be maintained in case further restrictions are required.
48	Changing rooms may be used for Games lessons; pupils will wear school uniform and bring games kit in on days it is required.
49	Sporting equipment will be cleaned on a regular basis; pupils are reminded to wash hands before and after games sessions. The Head of Housekeeping and Director of Sport will ensure this occurs at appropriate intervals.
50	Staff will be vigilant to any poor behaviour or bullying regarding circumstances surrounding the pandemic. Message will be reinforced to pupils via PSHCE lessons.
51	Any poor behaviour regarding the pandemic and procedures at School either on site or via social media is unacceptable and will be dealt with in accordance to School's <i>Policy for Good Behaviour</i> and in line with expectation of parental behaviour as stated in the School's <i>Terms and Conditions</i> .
52	The Boarding House will be open as normal for choristers, probationers, weekly and flexi-boarders (boys and girls).
53	Hand washing stations are spread out around the Boarding House. Boarders are encouraged to wash or sanitise hands before all meals or snacks.
54	The housekeeping team will pay particular attention with anti-bacterial / viral cleaners to bathrooms, showers and toilets in their cleaning routine. Boarders continue to shower or bath on a rota via year group.
55	The House is fully staffed on a rota and boarders will know who is on duty and where to find a member of staff on duty for help at all times, including overnight.
56	Boarders use their own bedding, towels and toiletries and do not share with other boarders.
57	Boarders are reminded to stay in their own personal bed space and not to enter others' as much as possible.
58	Windows and doors in the dorms are opened as much as possible to promote good ventilation.
59	Choir practice takes place in the music block in C1. Choristers have their own music position and stand 'side by side' not 'face to face.' Staff in the room during rehearsals should wear a face mask whenever social distancing is not possible. Windows and doors remain open as much as possible.
60	Each boarder has their own music practice room and does not share musical instruments.
61	Boarders do not share tuck in the evenings. Use of the Boarding House kitchen is by staff only.
62	All Boarding House games and sporting activities that occur on-site as well as off-site visits are risk assessed; current assessments are available for viewing in the Boarding House folder on the staff drive. Activities take place outside as much as possible and weather depending. The Boarding House uses dedicated sporting equipment that is not shared across the school.
63	All Boarding House staff are vigilant for symptoms of COVID-19 and the House follows the same procedures as the rest of the school should a pupil present with symptoms. If a boarder presents with symptoms outside of school hours, Boarding House staff isolate the pupil in sick bay until parents are able to collect them as soon as possible. The House will follow the Schools's Outbreak Management Plan should there be a positive case in the House.
64	Choristers and staff on duty will follow all guidelines set by College regarding the use of face masks in Chapel and on College grounds.
65	Staff, visiting teachers and parents of Years 7 and 8 have been sent information regarding the lateral flow testing regime and self-test kits; pupils in Years 7 and 8 and staff will continue to test themselves twice a week until further notice.
66	Staff, visiting teachers and parents are notified about the procedures for self-testing and how to collect self-test kits. They are reminded that any positive result requires a confirmatory PCR test which should be arranged as quickly as possible.


67	Staff, visiting teachers and parents are reminded to notify the School regarding any positive test result from a self-test kit and / or PCR test.
68	The School will follow all guidance and procedures from NHS Test and Trace regarding contact tracing should there be a confirmed positive test result. Any pupil or member of staff who tests positive on a lateral flow test must isolate and arrange a PCR test as soon as possible. If the PCR test is positive, then the pupil or staff member must isolate for 10 days according to current guidance. Close contacts, including members of the same household, of anyone who tests positive do not need to isolate (if they are fully-vaccinated or under 18 years old) unless they develop symptoms themselves; the following flowcharts from Cambridgeshire County Council Education Group outline current procedures for schools and for parents .

Risk Assessment completed by:


Signature: 

Meredith Trueman, Compliance Officer

Authorised by:

Signature: 

Julia Purser, School Bursar

Signature: 

Yvette Day, Head and Master over the Choristers