



COVID-19 Re-opening Boarding Risk Assessment and Action Plan OWNER: DIRECTOR OF BOARDING

DATE: 29th August, 2020

Purpose of this document:

This Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of some boarding houses to provide quarantine accommodation for international students flying into the UK.

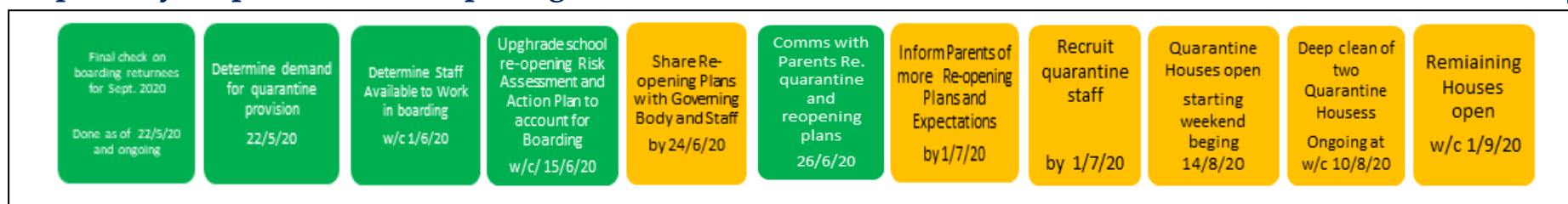
Existing school policies and external guidance continue to apply alongside the actions within this document, including but not limited to:

- Cranbrook School COVID-19 Re-opening Risk Assessment and Action Plan (RAAP), 6/6/20
- Cranbrook School Reopening – Standard Operating Procedure (SOP), 8/6/20
- 4.04 Health and Safety Policy
- 1.39 First Aid Policy
- 4.02 Emergency Planning
- 1.07 Safeguarding and Child Protection Policy
- 1.02 SEN Disability Policy SEN Information Report
- 3.02 IT Security Policy
- 1.37 General Medical Policy
- DFE Guidance relating to COVID19 at <https://www.gov.uk/coronavirus/education-and-childcare>
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'



This document must be read by all staff in conjunction with the school's **Reopening Standard Operating Procedure**.

Preparatory Steps towards Re-opening



Risk Assessment/ Action Plan Sections:

1. Preparing Houses (KB/KR)	3
2. Emergency evacuation (KB).....	3
3. Cleaning and waste disposal (KB/KR)	4
4. Catering provision (KR)	6
5. Staffing (KB/KR).....	6
6. Safeguarding (KB/MAS)	7
7. Training of all boarding staff (KB)	7
8. PPE (KR)	8

9. Response to suspected/ confirmed case of COVID19 in school (JIW/KMB)8

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Quarantine provision only						
1. Preparing Houses (KB/KR)	Premises and utilities have been health and safety checked and boarding houses are compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<i>Estate Manager absent</i>	H	<i>Site Manager can cover. A member of the Estate Team un-furloughed to support</i>		L
			H	<i>All checks have been completed, and recorded on Zurich RA Documentation (Appendix A)</i> <i>External company has checked all water tanks and supplies.</i> <i>Boilers have been switched back on and hot water at required temperature before boarders return</i> <i>Fire alarms have been checked along with door alarms</i>		L
2. Emergency evacuation (KB)	Evacuation routes are confirmed, and signage accurately reflects these.	<i>Boarding house evacuation could cause groups of people to come into contact.</i> <i>Those with reduced mobility need extra support</i>	M	<i>Any students who need extra support identified and made known to staff.</i>		L

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.					
3. Cleaning and waste disposal (KB/KR)	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	<i>Absence of Site Manager.</i>	H	<p><i>Enhanced cleaning schedule implemented throughout the boarding houses, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by member of staff on duty and cleaning staff.</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Where possible year groups to be assigned set showers blocks where facilities permit.</i></p>		L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Inflexible furlough arrangements.</i>	H	<p><i>Houses are cleaned Mon-Fri Additional surface wipes provided in bathrooms/sanitiser spray. Plan to provide additional thorough cleaning at the weekends</i></p>	KR to budget this/employment of further cleaners	L
	<p>Adequate cleaning supplies and facilities around the boarding house are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>Hand sanitiser at all entrances to boarding houses</i></p> <p><i>Face masks for those staff working in boarding houses during isolation following a suspected case</i></p> <p><i>Gloves/aprons for cleaners</i></p> <p><i>Low supply of soap? Gloves?</i></p>	M	<p><i>Hand sanitiser available at all entrances to boarding houses, these should be the automatic variety to prevent cross contamination</i></p> <p><i>Cleaners advised to wear gloves and face masks when</i></p>		L

				<p><i>dealing with house laundry and working in bathrooms</i></p> <p><i>Each boarding house has anti-bacterial wipes and sprays.</i></p> <p><i>Lidded bins need to be purchased for kitchens and bathrooms</i></p> <p><i>Disposable tissues in each boarding house (additional in rooms?) to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order</i></p>		
	Sufficient time is available for the enhanced cleaning regime to take place before boarders arrive		M	<i>Cleaners in a week before arrival. House area cleaned Mon-Fri</i>	<i>Further cleaning needs to be implemented at weekends</i>	L
	Waste disposal process in place for potentially contaminated waste.		M	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours (if there is suspected case)</i></p> <p><i>Waste collections made in agreement with Site Manager</i></p>		L
	shared surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	<i>No COVID19 information posters currently in place.</i>	M	<i>Kitchen usage: boarders informed of the need to thoroughly clean surfaces in the kitchens after use as well as door handles and toilet seats in bathrooms</i>		

	Information posters are displayed in all communal areas, at the main entrance and bathrooms.	<i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i>	M	<i>Covid information posters put up in all boarding houses</i>		L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.		M	<i>Each boarding house to have a designated room as sick bay</i>		M
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).		M	<i>Duty staff and matrons advised to wash clothes after every shift.</i>	Ongoing	L
4. Catering provision (KR)	Arrangements for when each group will take lunch (and supper) are in place so that children do not mix	<i>Safety measures not thought-through or adhered to, increasing risk of contact.</i>	M	<i>Breakfast and lunches will be taken in the individual boarding houses. Evening meals will be taken in the dining hall with a staggered rota of every 10 minutes. Houses to clean all tables/chairs used before the next boarding house can enter the dining hall. Enter via the main door but leave via the fire exits on Waterloo road.</i>		L
5. Staffing (KB/KR)	All matrons and duty staff briefed on the changes made due to Covid 19	<i>Lack of suitable supervision</i>	M	<i>Ensure suitably experienced staff during the day. All staff trained in the protocol of suspected case.</i>		L

				<i>Flow chart of what to do if a suspected case</i>		
6. Safeguarding (KB/MAS)	Individual students' welfare needs/care plans are understood.	<i>Failure to align pastoral and academic opportunities presented by re-opening.</i>	M	<i>Ensure houses have been given any welfare plans, my concerns updates or medical conditions before students arrive.</i>		L
7. Training of all boarding staff (KB)	Approaches for meetings and staff training in place.		M			L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.		M	<i>Staff are aware through written communication of available support and advice and encourage to contact LG or CHF (P2B) if concerned or anxious. MAS and staff wellbeing team to continue to promote wellbeing awareness & will offer support and direction towards further support when they can. Teams asked to look out for each other to ensure no staff member is isolated. Website directs staff and families towards support.</i>		L
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		M	<i>The school is registered to be able to make referrals for testing. Return to work guidance is reiterated with each written communication.</i>		L

8. PPE (KR)	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Late arrival/non-supply of safety items. Lack of clarity about school expectations (due to unclear external guidance).</i>	H	<i>All boarding houses to have a supply of face masks, face screens, aprons, gloves, digital thermometer</i>		M
9. Response to suspected/ confirmed case of COVID19 in school (JIW/KMB)	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	<i>Lack of clearly communicated procedure and appropriate medical advice.</i>	H	<i>DOB/Headmaster to be informed. Student to be given a disposable face mask and sent to designated sick bay Member of staff place boarder in designated room, student to wear face mask Staff to wear face mask, face shield, apron and gloves when dealing with student. Student temperature to be checked, if persistently coughing or high temperature parents will be contacted and student can be isolated in the house Staff to follow SOP and arrange for testing by calling 112. Household to potentially start isolation</i>		L
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Approach to relocating students away from certain parts of the boarding house to clean, if possible Cleaning procedure in place Arrangements for informing parent community in place 	<i>Lack of focussed response – actions and comms.</i>	H	<i>Full clean of all areas including fogging if available See SOP.</i>		L