

**CRANBROOK SCHOOL: COVID-19 Risk Assessment and Action Plan for use Boarding Houses and lateral Flow Testing from March 8<sup>th</sup> 2021**

**OWNER: LEADERSHIP GROUP**

**DATE: February 25<sup>th</sup> 2021**

**Purpose of this document:**

This Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for use of the school boarding houses by staff and students) and Lateral Flow Testing from January 4<sup>th</sup> 2021 during the 'national lockdown' and to ensure that boarding continues to operate safely.



Activity	Hazard	Risk Level Pre-Action	Control Measures/Action Required	Action Completed Date	Risk Level Post-Action
Boarders and Boarding staff returning to houses after lockdown	Risk/spread of infection	H	<ol style="list-style-type: none"> <li>1. Any boarders or boarding staff still residing/working in boarding houses should have LFT before entering boarding houses. If this is not possible, they should be separated from all other students by over 2m and wear a mask continuously and placed in an isolation room until such time a test can be administered.</li> <li>2. Boarders will continue to be tested weekly whilst residing in boarding houses</li> <li>3. Students and staff must wear face coverings when entering the dining hall for meals and should adhere to the safe use of face coverings issued by the government. They may take off the face covering when they are sat down to eat. Each house will be allocated an arrival time to the dining hall to reduce number of boarders in the dining hall.</li> <li>4. During the day boarding houses will increase ventilation by opening windows and fire doors if necessary.</li> <li>5. Students must sanitise their hands when entering the boarding houses. They must wash their hands thoroughly for 20 seconds after using the toilet.</li> <li>6. Year groups will be allocated bathrooms to minimise the need to isolate the whole house.</li> <li>7. Boarders are permitted to visit town once during the week (Mon-Fri) in a maximum of 2 and no others may visit town if some are already signed out. Boarders will also have an option to visit town once over the weekend, same rulings apply in terms of numbers in town.</li> <li>8. If using shared equipment such as computers, antibacterial wipes are to be used to clean afterwards, will be visible in prep rooms, duty rooms and kitchens</li> <li>9. Information posters about Covid 19 precautions are displayed in the boarding houses.</li> <li>10. To protect house bubbles the use of the gym and sportshall is done so on a rota to minimise the risk of infections.</li> <li>11. Face masks must be worn for house roll calls or when the whole house comes together indoors or the room size prevent 2m distancing</li> </ol>	25/02/21	L
Use of the school site by staff			<ol style="list-style-type: none"> <li>1. Staff must wear face coverings when moving around the site and buildings and should adhere to the safe use of face coverings issued by the government. They may take off the face covering when they are sat down at work as long as they are not within 2 metres of anyone.</li> </ol>		

	Risk/spread of infection	M	<ol style="list-style-type: none"> <li>2. All staff using the site (including boarding houses) should be given an LFT once a week.</li> <li>3. Staff will, as much as possible, remain 2m from each other or minimise the time spent within 2m of another person.</li> <li>4. If using shared equipment such as duty room computers, antibacterial wipes are to be used to clean afterwards.</li> <li>5. Staff must sanitise their hands when entering boarding houses and whenever they move around to a different area.</li> <li>6. Tea breaks for matrons and cleaners should no take place in the duty room.</li> <li>7. Cleaners must wear masks when working in the boarding house</li> </ol>	25/02/21	L
<b>Visitors and contractors coming in to the boarding house</b>	Risk/spread of infection	H	<ol style="list-style-type: none"> <li>1. No visitors should visit the boarding houses unless absolutely necessary.</li> <li>2. Parents and other visitors such as contractors should not arrive at school without an appointment and should use alternative methods of communication such as Zoom or Microsoft Teams, wherever possible.</li> <li>3. HOBH will be alerted regarding contractors by the Estates Manager</li> <li>4. Visitors should maintain a 2m distance from others as much as possible while on site.</li> <li>5. All visitors must report to Barham reception.</li> <li>6. A record of all visitors to the school site with sufficient detail to support contact tracing if required by NHS Test and Trace will be kept at Barham reception.</li> </ol>	25/02/21	M
<b>Cleaning and waste disposal</b>	Risk/spread of infection	H	<ol style="list-style-type: none"> <li>1. Enhanced cleaning schedule implemented for areas of the boarding house in regular usage (in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance.</a>) ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>2. Hand towels and handwash are to be checked and replaced as needed by cleaners and duty staff</li> <li>3. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</li> <li>4. Hand sanitiser available at all entrances to boarding houses, communal areas and bathrooms</li> <li>5. Main communal areas (kitchens, bathrooms and social spaces) should be fogged in the evenings and a schedule of cleaning should be visible.</li> <li>6. Any waste from the LF tests in Scott House must be handled, stored and disposed of as per NHS regulations. Cleaners and site staff must be trained as needed.</li> </ol>	25/02/21	L

Emergency evacuations	Confusion and injury	L	<ol style="list-style-type: none"> <li>1. Evacuation routes are confirmed for all staff and students. This will be the same as for normal school procedures. Should any member of a boarding house/year group be isolating they should be suitably spaced outside and away from the remainder of the house.</li> </ol>	25/02/21	L
Lateral Flow Testing at Scott when Hub is closed	Risk of infection/spread due to inaccurate testing procedures	H	<ol style="list-style-type: none"> <li>1. Suitable and competent staff chosen for the various roles including:  <b>Covid-19 Coordinator</b> - Mandy Smart  <b>Team Leaders</b> - Gemma Warburton (medical) Sam Gleadow (admin) Charlotte French (support)  <b>Registration Assistant</b> - Bella  <b>Results Recorder</b> (interchangeable)  <b>Processors</b> - Medical Centre Staff , Kirstie Burnett, Claire Pack, Nadia Nesar, Martha Rogers  <b>Admin and support</b> - Ross Hart, Sophie Mancais, Rachel Piper, Lisa Gregory  Cleaner - onsite day cleaner and after school cleaner</li> <li>2. All staff must be trained for their roles including Reading the NHS Training Guide for Rapid Testing for School and Colleges. They must also according to their role access and complete the online Training Platform (<a href="https://go.tessello.co.uk/TeatDeviceTraining/">https://go.tessello.co.uk/TeatDeviceTraining/</a>).</li> <li>3. The Covid-19 Coordinator must ensure that the 'How to Guide rapid Testing in Schools and Colleges' must be fully adhered to in advance of testing taking place. This will include the following:  Setting up the test site  Training of Staff  Use of PPE  Registering and recording of Results  Testing</li> <li>4. PPE requirement must be supplied to all staff and used correctly including fluid resistant face mask, disposable gloves and apron, and eye protection.</li> <li>5. The Scott conservatory set up as a mobile testing station: tables spaced 2m apart, ventilation provided by keeping some windows open, temperature of room must be kept between 5 and 20 degrees, those being tested must enter individually with the remaining participants waiting outside socially distanced, masks to be worn by all inside building except those being tested, the testing area must have cleaning materials including spays, wipes, tissues and disposable cloths.</li> </ol>	25/02/21	L

			<ol style="list-style-type: none"><li>6. Any waste from the LF tests in the Scott House conservatory must be handled, stored and disposed of as per NHS regulations. Cleaners and site staff must be trained as needed.</li><li>7. Each station must be cleaned thoroughly after each test by the person being tested/tetser.</li></ol>		
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