

COVID19: Return to Boarding – 1/09/2020

SCHOOL NAME: King's College, Taunton

ASSESSORS: JH Griffiths (Head of Boarding)

DATE: 24 August 2020

REVIEWED BY SMT and D Potter (Operations Manager): 24 August 2020



Purpose of this document:

This COVID19: Return to Boarding Risk Assessment and Action Plan document sets out measures put in place to prepare for the return to boarding of pupils at King's College, Taunton and ensure the school continues to operate in a safe way. This document will be reviewed weekly or as required due to a change in circumstances or a significant incident.

Existing policies and guidance continue to apply alongside the action plan and Risk Assessment described in this document, with reference to the following:

- Health and Safety Policy
- Child Protection Policy
- DFE Boarding Schools: National Minimum Standards
- BSA guidance
- BSA COVID-Safe Charter
- 'Blueprint for Boarding' - COVID reopening action plan

This is a dynamic document and is under constant review. The process for updating this RA is to discuss any concerns or risks not identified with JHG/SMT who will then amend as appropriate, and redistribute.

Distribution List: SMT, Operations Manager, Houseparents (HSPs to share with House teams)

Steps of Return to Boarding:



King's College Taunton – Risk Assessment (Covid-19)

Date of Assessment: 20/08/2020

Name of Assessor: JHG

Assessment: Return to Boarding

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| Spot the Hazards | Identify groups of people that may be affected by the hazard. | State what is already being done to reduce the likelihood of harm or make any harm less serious? | What more can be done to reduce the risk of harm? | Action by whom? | Risk Rating Low Medium High |
| Communication to parents/pupils: | <p>Pupils</p> <p>Ignorance of rules and school policies</p> <p>Disarray around travel procedures</p> <p>Fears and anxieties around returning to school environment</p> <p>Extra measures of safety required during Covid pandemic</p> | <p>Clear written instruction to all boarding parents/pupils on arrival procedures, including restrictions for entering the building</p> <p>Confirmation letter giving arrangement for overseas pupils who require school organised transport</p> <p>New routines and safety arrangements will be fully explained to boarders on their arrival to House</p> <p>Full induction process for new boarding pupils</p> <p>Houseparents will encourage pupils to contact home shortly after arrival</p> <p>Pupils will have an opportunity to discuss their fears, worries and concerns with house staff</p> <p>Whole school Covid 19 specific risk assessments made available on the school website</p> <p>Under no circumstances can anyone displaying symptoms of COVID-19 attempt to enter the boarding houses. This information will be included in the letter to parents prior to boarding provision opens</p> <p>Parents advised that pupils may, at some stage be required to wear face coverings - to be decided on as per government guidelines and should therefore ensure their child brings some to school</p> | <p>New changes of routines and safety arrangements fully explained to pupils at induction process</p> | Houseparent/ School letter | Low |
| Arrival to the House | <p>Boarding pupils/Boarding house Staff:</p> <p>Risk of communicating Covid-19 by droplet inhalation or surface contamination</p> <p>Pupils lack of comprehension around Covid safe rules</p> <p>Pupils anxious and unsure of where to go</p> | <p>Arrival of boarders staggered to allow for the safe arrival of all</p> <p>Houseparents have invited parents to book an arrival time on an hourly appointments system</p> <p>New boarders to arrive on 1/09/20 existing boarders to arrive 2/09/20</p> <p>Before arrival parents requested to park in allotted spaces and await collection by house staff</p> <p>Parents of existing boarders asked not to enter houses</p> <p>Parents of new boarders who wish to escort their child into their house will be asked to wear a face covering and to observe social distancing regulations. Rules of 'bubbling' explained to pupils/parents</p> | <p>Signage with written information on Covid-19 rules</p> <p>Constant reminding of pupils to social distance at least 2m, hand hygiene, cough and sneeze hygiene.</p> <p>House staff to check that pupils are settled in and comfortable</p> <p>Hand sanitiser located at entrances of each boarding house</p> | Houseparents Deputies Matron | Low |

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| | | <p>Pupils instructed to adopt a social distance of 2m from people who aren't in their bubble</p> <p>Pupils and parents to use the hand sanitiser on entry to house</p> <p>Pupils will be informed of their house bubble</p> <p>Houseparents/Deputies/Matrons will be present to welcome pupils on arrival and direct them to their rooms and associated facilities</p> <p>Bedrooms/study rooms/bathrooms/social areas/kitchens clearly labelled</p> | Use of hand sanitiser required upon entry to boarding houses | | |
| Boarding Environment: | <p>Boarding pupils/Boarding staff/ Cleaning staff</p> <p>Contraction of Covid-19 from contaminated surface or transmission of virus due to large groups of pupils in boarding houses</p> | <p>Day pupils will temporarily be removed from the boarding environment so as to reduce traffic flow around the boarding houses</p> <p>Occasional boarding will be temporarily suspended until infection rate has been reduced and it is felt safe to be reintroduced</p> <p>Boarding bubbles have been established to reduce contact between groups of pupils. Bubbles are based on either year groups or layout of the building</p> <p>Only pupils in their designated bubble will be placed in the same dorm</p> <p>Wherever possible bubbles will have their own shower/toilet/kitchen/social facilities. Where this is not possible (KA) a schedule for the bubbles will be organised to mitigate use of facilities</p> <p>Cleaning: Enhanced twice daily cleaning procedures in the boarding houses</p> <p>Although SD rules do not apply in a bubble staff to instruct pupils to take additional Covid related precautions (keep 1m+ wherever possible, enhanced hand hygiene, cough & sneeze etiquette, not shouting, etc)</p> <p>Between bubbles current SD regulations and government advice to be adhered to, see Social Distancing regulations</p> <ul style="list-style-type: none"> ▪ To avoid close face to face contact ▪ To minimise time spent within 1m of pupils ▪ To walk on the left hand side in communal areas | <p>Generally, in the boarding houses junior boarding pupils are in dorms and Senior pupils are in individual or twin room</p> <p>Houseparent/ Matrons to liaise with domestic teams re. cleaning schedules</p> <p>Daily checks on levels of soap, paper towels and sanitiser conducted in boarding houses</p> <p>Pupils reminded about hand hygiene</p> <p>Pupils reminded to socially distance as much as possible outside the bubble - 2 m+ - though if not feasible at pinch points eg. stairwells, then 1m plus to be practised, with mitigating behaviours</p> | <p>Houseparents</p> <p>Matrons</p> <p>Houseparents /Matrons/ Domestic staff</p> | Moderate |

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| | | <p>Only pupils within their own bubble will be placed in the same dorm</p> <p>A clearly labelled isolation area has been established in each house to be used for pupils who show symptoms, if requested by Health Centre/ PHE</p> <p>Hand sanitiser to be available at entry points to houses which all pupils/ staff/ visitors to house must use before gaining entry</p> | House staff to check the levels of sanitiser and contact Domestic Services if level below 25% | | |
| Staffing of Boarding houses: | <p>Pupils/ Staff</p> <p>Contraction of Covid 19</p> <p>Pupil behavioural issues</p> | <p>All staff must social distance from pupils in the boarding environment</p> <p>Ideally this should be 2m or a '1m+' although this will not always be possible such as when passing in communal area. (See above)</p> <p>Where meetings with pupils must be organised in the boarding environment, spaces used must be well ventilated using natural ventilation where possible</p> <p>Cleaners will only work in houses when pupils are not within (they will need to know pupil timetables regarding break times)</p> <p>Staff to bring in their own water bottles/drinks when on duty</p> <p>Covid specific training can be undertaken with MAH (Health centre nurse).</p> <p>An 'ill pupil' plan has been distributed by Health Centre</p> <p>A staff 'crash pad' facility has been created in each house to accommodate staff who can cover in the event of a house staff member becoming ill</p> <p>Matrons will be on duty in House during morning break</p> <p>Duty House Staff will be in House at lunchtime</p> | <p>See SD link above.</p> <p>Maximise ventilation by opening windows and propping open doors. Doors may be propped open to avoid them being touched frequently. This is only permitted where the room is occupied - doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes</p> <p>All staff to be familiar with and follow the Health Centre 'ill pupil' plan</p> <p>Pocket sized bottles of hand sanitiser available for duty staff – HSPs to request replenishing when required</p> | House staff/ Matrons | Low |

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| Visitors to boarding houses: | Pupils/Staff/Visitors Contraction of Covid-19 from contaminated surfaces or inhalation of virus | Minimise visitors to the house Meetings held remotely where possible Visitors to houses (including parents) will be by appointment only Hand sanitiser to be available at entry points for all visitors to use Pupils will be instructed that they must only enter their own houses Day pupils will not be allowed in the boarding houses In an emergency situation where access is required urgently to undertake maintenance, appropriate hygiene and social distancing arrangements must be followed | House tours will be put on hold for the time being – virtual tours to be encouraged Signage to be displayed as reminders | Houseparent/ duty staff/visitors to house | Low |
| Communal areas in houses: | Pupils Spread of Covid between bubbles | A new cleaning schedule is in operation to ensure enhanced cleaning More frequent cleaning of common rooms/ shared areas that are used by different bubbles Frequently touched surfaces being cleaned more often than normal | Domestic staff will come in twice daily Pupils reminded to wash hands after using communal spaces and avoid touching face/ eyes until hands cleaned | Domestic staff/House staff | Low |
| Weekend Exeats: | Boarding staff/Pupils Intermingling between households means greater risk of spreading Covid-19 to boarding environment | Weekend exeats will not be allowed for the first two weeks Weekend exeats, when allowed, will be restricted to home leave only (parents to collect and drop off). No friends to be taken home for a weekend | Parents to be informed by letter | RRB/SMT | Moderate |
| Town Time Exeats: | Pupils/Staff Extra risk of bringing Covid-19 back to boarding environment | Town leave will not be permitted initially Town time restrictions can be considered (eg. by year group and/ or allotted time schedules) Pupils requiring essential supplies will be encouraged to order online | Reviewed weekly. Parents and pupils to be informed beforehand House staff can help facilitate this | SMT House staff | Low |
| Boarders Free Time: (After prep/ in- house times/weekends) | Pupils Overcrowding/ intermingling spreading the virus | Common rooms identified for each boarding house bubble Encourage socialising out of doors whenever possible Year groups to socialise as year group bubbles even when out of doors | Verbal reminders to social distance Signage reminders on SD | House staff | Moderate |

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| | | Ensuring that a clear message is given to pupils about their general socialising behaviour i.e. not congregating in large groups, etc | | | |
| Activities: | Pupils becoming bored/ Mental health issues | Programme of 'Covid Safe' weekend activities organised by CGP - to be reviewed half termly Any in- house activities (eg Tuckshop) will require a 'local' risk assessment | House staff to help with coordination wherever possible | CGP/ house staff | Low |
| Lessons: | Pupils Risk of contracting Covid 19 | Organised in year group bubbles (with day pupils in school) Boarders timetabled for study periods in school so that cleaners can have access to rooms and not mix with pupils. | Pupils reminded to check timetable | JJBL | Low |
| House meetings: | Pupils/ Staff Risk of breaking social distancing rules and contracting Covid 19 | Pupils' house bubbles will be kept apart – HSPs will avoid large gatherings such as house meetings in communal indoor areas Each house bubble can meet together without social distancing though further bubbles will have to SD from each other Staff need to SD from each of the bubbles- 2m+ Outdoor meetings can be arranged if weather permits – possibility to hold whole house meetings (including day pupils) with current social distancing rules in place | Microsoft Teams can be used to communicate with the whole house including day pupils. | Houseparents | Low |
| Pupil showing symptoms of Covid 19: Keeping the herd safe | Rest of the bubble, Boarding House Staff, Whole school community Risk of contracting and transmitting Covid-19 | House staff trained in the recognition of Covid symptoms (a new continuous cough or a high temperature, loss of taste or smell). Any unwell pupil will be initially triaged by phone, and will be cared for in the Health Centre. Covid Testing will be arranged (see HC plan) If the ill pupil is tested positive, the rest of that bubble will quarantine in their bubble area for 14 days (as per gov guidelines) Bubbles may be asked to isolate before test result known, if told to do so by HC. Advice will be sought from Public Health England House staff will need to co-operate with PHE in provision of rooming lists, bubble lists, family details etc for 'Track and Trace'. | Health Centre plan created to cover this eventuality House staff keep emergency supply of PPE and cleaning products in a medical bag. All staff attending to ill pupil must wear face mask. Ill pupil to be given one to wear. Parents to be informed Any illness or Injury still needs to be reported in the same manner using the Incident Form and sent to pjmusgrove@kings-taunton.co.uk | House staff First Aiders/ House staff Health centre H&S Officer | Low |

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| | | If multiple cases identified PHE will provide on-site testing Staff showing symptoms will need to self-isolate and get tested as per gov guidelines. | T:\Health and Safety\INCIDENTS & ACCIDENTS\Incident and Near-Miss Forms\ | | |
| First Aid and Other illnesses | All boarders and staff Risk of other illness escalation and neglect of severe injury | All injuries, illnesses to be reported to health centre and dealt with there. Ill pupils to be phone triaged before going to HC If pupil feels ill at night, they must go to their HSPs door and ring the bell. HsP to contact nurse on duty for triage then escort pupil to HC (Face mask and SD in place) | All staff have First Aid training. This can be updated by the 'Educare' online 1 st aid course. All staff to have read the First Aid Policy and Health Centre ill pupil plan. Attending staff complete Incident Form (see above link) | HsP/ Deputy | Low |
| Wellbeing, Mental Health and Safeguarding. | Staff Pupils Children/ parents and staff may feel alienated and confused in this new 'Covid-19' environment and suffer anxiety and worry. | Pastoral Systems Strong pastoral support exists with the houseparent and tutor being the first lines of support for boarders Opportunities during tutor times to discuss any anxieties and concerns. House Staff are sensitive to pupils' needs and worries, and act accordingly Staff The school has a professional duty of care for staff and members requiring support can be referred to HR | Pupils and Staff to be reminded of the importance of wellbeing House staff can listen to pupil, offer support and refer to DSL if concerned about wellbeing The DSL will liaise closely with Head of Learning Strategies to determine what additional support is available for pupils who are suffering with their wellbeing and mental health The DSL / deputies will ensure that pastoral care is in place to support pupils and staff who require it Any Safeguarding issues are managed in line with the Child Protection and Safeguarding Policy | House Staff Tutors Health centre staff | Low |

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| Contamination of the fabric of the boarding houses: | Pupils/ boarding staff/ domestic staff Risk of cross contamination from pupils' possessions and other surfaces | Pupils to be responsible for clearing their bedroom/study floor and surfaces so domestic staff can vacuum and clean without touching clothes/ other possessions Laundry regime as per Domestic team advice – TBA Cleaning teams have enhanced cleaning protocols Pupils to deposit their phones/ devices into their 'bubble box' at night and collect it from here the following morning to avoid staff touching devices | Pupils will be informed and reminded regularly Duty house staff could disinfect door handles/ light switches in high footfall communal areas Duty staff to supervise this | House staff Domestic staff | Low |
| Emergency Evacuation in the Event of Fire: Burns, Smoke Inhalation, crush Injuries, slip trip and falls. Risk of communicating Covid-19 by droplet inhalation or surface contamination | Staff/Pupils | Pupils to be informed by houseparent that they are to gather in bubbles at the muster point Pupils need to be informed of Fire Drill and hear the sound of the alarm Pupils to be shown route to muster area | Note - In the event of emergency the priority is getting out of the building calmly regardless of social distancing All new house to be made familiar with house fire evacuation procedure | HsPs H&S Officer | Low |

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| Useful References | |
|--|--|
| Government Boarding advice | https://www.gov.uk/government/publications/-covid-19-guidance-on-isolation-for--educational-schools/-covid-19-guidance-on-isolation-for--educational-schools#boarding https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings |
| Government guidance on staying safe outside your home | https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home |
| Government guidance for secondary school provision from July 2020: | https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools |
| Home Office guidance on quarantine | https://www.gov.uk/uk-border-control |
| Infection Control | https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control |
| Cleaning and disposal of waste | https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#cleaning-and-disposal-of-waste |
| Social Distancing | https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing |
| PHE guidance | https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection |
| Government advice on COVID-19: | https://www.gov.uk/coronavirus |
| Boarding Schools NMS 2015: | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416186/20150319_nms_bs_standards.pdf |
| Safeguarding and KCSiE Sep 2019: | https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers |

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