

## Stowe School Risk Assessment



### RISK ASSESSMENT For: Stowe School COVID-19 RA ('Step 4' Government Road Map 2021)

Date of Assessment: 16 August 2021

Date of Review: 27<sup>th</sup> August (start of term) 2021

The following generic assessment has been created for the School during the pandemic Covid-19 (following 'Stage 4') of the revised regulatory controls through Government guidance.

To ensure compliance, the risk assessment sets out current Covid-19 hazards and controls measures. To ensure 'best practice' the School will ask all site users follow the Government guidance issued. As this is unprecedented times, this risk assessment can change (possibly daily) as the Government send out updated guidance and advice to reduce the spread of Covid-19.

All of the current workplace activity risk assessments will still apply; this document is in addition to these. 'Site users' for the purpose of this document are: Residents, Stowe Colleagues, Visitors, and Contactors.

The Department of Education Covid-19 Helpline (0800 046 8687 option (1) for advice and guidance) will be contacted following two confirmed case within the School. Public Health England will also be notified following this.

The following groups of people identified as close 'contacts' will no longer be required to self-isolate.

- double-vaccinated adults: those who received their final dose of an MHRA-approved vaccine in the UK vaccination programme at least 14 days prior to contact with a positive case
- children and young people: those under the age of 18 years. Those turning 18 will be treated in the same way as children until the age of 18 years and 6 months, to allow them time to get vaccinated
- clinical trial participants: those who have taken part in – or are currently taking part in – an MHRA-approved COVID-19 vaccine clinical trial. Those who received their final dose of an MHRA-approved vaccine in the UK vaccination programme, at least 14 days prior to contact with a positive case.
- medical exemptions: those who can evidence that they cannot be vaccinated for medical reasons.
- as with double vaccinated adults, children under 5 who are close contacts of a positive case will instead be advised to take a PCR test. If the PCR test is positive they will need to self-isolate, as any other positive case
- children who are aged under 5 years old who are identified as close contacts would only be advised to take a PCR test if the positive case is in their own household

If their self-isolation period began before 16 August and was due to end after 16 August, they will be able to leave self-isolation on 16 August.

Activity/ Process/ Operation	What are the Hazards to Health and Safety	What Risks do they pose and to whom?	Risk Level H/M/L	What existing control measures are in place to reduce the risk?	Risk Level Achieved H/M/L	What further action / control measures are still required to reduce the risk	Date to complete further action
Site arrival and working on site	Contact with someone suffering from Covid-19	Risk to all site users  Risk to first aid staff	H/M	<ul style="list-style-type: none"> <li>• Colleagues and visitors are asked not come onto the School site if they are feeling unwell with the known signs and symptoms of COVID19.</li> <li>• The risk assessment for departments and various working areas of the School are aimed at reducing the risk of anyone being in contact with someone suffering from Covid-19.</li> <li>• Where Colleagues use public transport, they are advised to use face coverings and follow the requirement of the transport network.</li> <li>• Contractors will be asked to produce Covid-19 risk assessments before coming on to site.</li> <li>• Colleagues are still encouraged to undertake the LFT twice a week, and record the results.</li> </ul>	M/L		
				<ul style="list-style-type: none"> <li>• Colleagues driving fleet vehicles. All drivers and passengers are advised to wear a face covering and have the windows open. This includes open gaytors and golf buggies.</li> <li>• All Site arrivals must do so via the Security cabin.</li> <li>• On arrival at site all Colleagues will be encouraged to wash hands, and/or use sanitiser before they start work.</li> <li>• First aid staff are advised to wear a mask, and also ask the patient to wear a mask during treatment. This is stated by the Resuscitation Council UK</li> </ul>			

Living/ working/ visiting the site daily	Spreading infection due to touch, sneezes, coughs  Poor personal hygiene (Hands and respiratory)	Increased cases of Covid-19  Risk to all site users	M	<p><b>Hygiene:</b></p> <ul style="list-style-type: none"> <li>Reminders are in place throughout the site on posters for Colleagues and visitors to practice good hand hygiene and to follow the ‘<b>Catch it! Bin it! Kill it!</b>’ protocol in relation to coughs and sneezes.</li> <li>Good hand washing guidance will also be a reminder on posters in all areas where sinks and washrooms are located.</li> </ul> <p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>Cleaning and hygiene measures will be in line with Government Guidance.</li> <li>There will be daily cleaning of frequently touched surfaces; a checklist will be signed off by the Housekeeping and House Staff teams once this is completed. Purozo and Zoono products are being used as an enhanced cleaning method.</li> <li>Hand sanitiser stations are available on entrances to buildings.</li> <li>Additional pop-up hand washing stations have been installed to the side of StoweBucks, at the back of the Vanbrugh classroom block, the Roxburgh, outside the rifle range and the Equestrian centre.</li> <li>Colleagues and visitors will be encouraged to clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</li> <li>Purozo stations are located around the site for Colleagues to access the daily supply.</li> </ul>	L		
				<ul style="list-style-type: none"> <li>Stocks of cleaning and hygiene equipment will be regularly reviewed and replenished when necessary.</li> <li>Supply of disposable tissues will be readily available in each All spaces will be well ventilated, where possible, (windows open to create air flow – this does not have to be wide open).</li> <li>Fire Doors must not be permanently propped open due to fire regulations. Any wedges permitted to avoid using handles must be removed when Colleagues leave the room, <u>these must be agreed in the department risk assessment.</u></li> </ul>			

Living/ working/ visiting the site daily	Spreading infection through close contact lack of social distancing	Increased spread of Covid-19 Risk to all site users	<b>M</b>	<ul style="list-style-type: none"> <li>• Signage to remind everyone to follow social distancing is still in place, and it is advised that SD is still undertaken where possible.</li> <li>• Where the nature of the building allows one-way systems or designated entrance and exits, these will be used.</li> <li>• Separate risk assessments exist for individual events, outside lets and SHPT.</li> </ul>	<b>L</b>		
Living/ working/ visiting the site daily	Spreading through circulation of Colleagues (e.g. Cleaners, Estates, and Security etc.)	Risk to all site users	<b>M</b>	<ul style="list-style-type: none"> <li>• Separate risk assessments are in place for each of the Operations department. Where possible, work will be avoided in areas where Stoics are working/live.</li> <li>• Emergency work (Estates/ Security). Each team have been issued face coverings, these are advised to be worn where social distancing cannot be achieved in residential properties</li> </ul>	<b>L</b>	Estates policy for visiting residential properties has been updated	
Living/ working/ visiting the site daily	Mismanagement of a confirmed case of Covid-19	Increased spread of Covid-19 Risk to all site users	<b>H</b>	<ul style="list-style-type: none"> <li>• If a colleague has a positive LFT then they should not come to work (or go home). A PCR test should then be taken and the line manager informed immediately of the results.</li> <li>• Those who have been deemed as a contact with the person who has proved positive will follow the guidance below.</li> </ul>	<b>M</b>	The Track and Trace QR code is be available in a variety of locations where members of the public access the site they can use this if required	
Living/ working/ visiting the site daily	Multiple contact points and surfaces and daily use by all site users	Risk of Covid-19 spreading on surfaces or remaining on surfaces for a period of time Risk to all site users	<b>M</b>	<p>See above re cleaning.</p> <ul style="list-style-type: none"> <li>• Clear and comprehensive procedures are in place to ensure regular cleaning of surfaces, handles, touch points, phones, desks, light switches. Individual Colleagues are also responsible for cleaning their own areas/desk and workspace.</li> <li>• See above re pop-up hand-washing stations on site.</li> <li>• Good hand hygiene is encouraged throughout to mitigate the risk when a surface has been touched.</li> <li>• Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. All Colleagues should report where they feel products are running low.</li> </ul>	<b>M/L</b>	Regular monitoring on the standards of cleaning will be overseen by the Housekeeping and House Staff team.	

Living/ working/ visiting the site daily	Poor working environment lack of air circulation Air condition and air movement equipment	Risk of poor ventilation in areas making the spread of the virus more likely  Risk to all site users	<b>M</b>	<ul style="list-style-type: none"> <li>Windows should be opened and (where possible) to increase ventilation. Colleagues and Stoics will be asked to dress accordingly for this.</li> <li>Fire doors must not permanently be propped open as this is against fire regulations.</li> <li>Air condition units must only be used if they vent to fresh air.</li> <li>Air circulation in areas (Swimming pool/Science/Queens &amp; Stanhope/Cobham/Roxburgh/Music Auditorium) have all been checked and will vent to fresh air.</li> </ul>	<b>L</b>		
Living/ working/ visiting the site daily	Known medical conditions and additional evidence of personal sensitivity to Covid-19	Risk of Colleagues member who is clinically vulnerable (CV) or extremely clinically vulnerable ECV) contracting the virus	<b>H/M</b>	<ul style="list-style-type: none"> <li>Colleagues who are classed as ECV will be offered an individual risk assessment through the Schools Occupational Health Provider.</li> </ul>	<b>L</b>		
			<b>H/M</b>	<ul style="list-style-type: none"> <li>Colleagues who are CV will discuss their needs with their Line Manager as an individual assessment of need during the RTW process. Whenever a positive or suspected case is known, the list of vulnerable Colleagues should be consulted as a matter of urgency.</li> <li>The Director of Operations and Head of HR oversees the support Colleagues and the Deputy Heads oversee the teaching Colleagues.</li> </ul>	<b>L</b>		
Living/ working/ visiting the site daily	Delaying in getting PCR tested and spreading Covid-19 in the School	Risk that Colleagues do not access testing  Risk to all site users	<b>M</b>	<ul style="list-style-type: none"> <li>All Colleagues are eligible for testing if they become ill (i.e. not to eliminate asymptomatic close contacts). Colleagues are encouraged to continue to follow the twice weekly Lateral Flow Testing.</li> <li>A record of Colleagues who have been absent with symptoms will be held with HR as part of the Schools Absence Policy. Colleagues who have been for a test are asked to submit both negative and positive results.</li> <li>The School does have some LFT kits, however colleagues are encouraged to collect from a local outlet, or order on line.</li> </ul>	<b>L</b>	The School Absence policy has been updated with this information	

Living/ working/ visiting the site daily	Poor communication with all users re Covid-19	Risk of visitors entering the site without information  Risk to all site users	<b>M</b>	<ul style="list-style-type: none"> <li>Visitors should not come onto the School site without a prior appointment, the process for which will help prepare them for their visit to the School. It is the visitor's option to wear a face covering, this will be encouraged where SD cannot be achieved, specifically indoors and circulation spaces. Good hand hygiene will be encouraged.</li> <li>Operations HoDs have been requested to contact all contractors and delivery drivers to advise that they wear face coverings whilst working/delivering in site.</li> <li>SHPT will undertake an RA for their house visitors.</li> </ul>	<b>L</b>		
Living/ working/ visiting the site daily	Safety of the buildings for use	Risk of inadequate preparation of premises  Risk to all site users	<b>H</b>	<ul style="list-style-type: none"> <li>The Director of Operations and Estates has been reviewing all necessary compliance checks. These are all being undertaken as per normal working business requirements.</li> <li>The site is now operating as normal with all the required emergency procedures and monitoring in place.</li> <li>All at the evacuation points social distancing will be encouraged.</li> </ul>	<b>L</b>		
			<b>M</b>	<ul style="list-style-type: none"> <li>Colleagues are encouraged to receive the vaccine available to all over 18 years.</li> <li>Colleagues who display adverse side effects from receiving the vaccine should follow the School Absence policy and inform their line manager.</li> </ul>	<b>L</b>		
Living/ working/ visiting the site daily	Large gatherings external lets, Colleagues and lets groups mixing  SHPT house opening	Additional spread of Covid-19  Risk to all site users	<b>M</b>	<ul style="list-style-type: none"> <li>Government guidance for public gatherings has been relaxed and there are now no restrictive numbers. However, organisers should still be mindful to allow space and good hand hygiene throughout</li> <li>SHPT have created separate RA's for the House opening following government guidance.</li> <li>SEL events will have separate RA's in place for each activity/ event. The Government guidance on weddings has been revised and individual RA's will be in place looking at both inside or outside settings.</li> </ul>	<b>L</b>		
Living/ working/ visiting the site daily	Sharing of any equipment and electronic devices	Devices/ Resources: Risk of spreading the virus by sharing of resources or devices  Risk to all site users	<b>M</b>	<ul style="list-style-type: none"> <li>All users should continue the good practice of cleaning down areas once they have been used.</li> <li>Good hygiene will be encouraged</li> </ul>	<b>L</b>		

Living/ working/ visiting the site daily	<b>Food Services for Stoics. Delivery of b'fast/ lunch and supper in the allotted times</b>	Risk of social distancing not being maintained.  Risk of the virus being passed on by a Food Services/ Colleagues to Stoics and vis versa  Poor hygiene on shared areas spreading Covid-19  Risk to all site users	<b>M</b>	<ul style="list-style-type: none"> <li>• A Rota has been established to ensure staggered meal times are used for the lets and staff service.</li> <li>• The Food Services Department have risk assessments, floor plans, cleaning processes and timetables worked out to ensure that a (reduced menu) service can be provided.</li> <li>• Staff to be encouraged to use hand sanitiser on the entrance and a face coverings will be respectfully requested to collect food at self-service.</li> <li>• Multiple venues will be used for meal times, including the Dining room/Snug.</li> <li>• Areas will be cleaned down between each service.</li> <li>• Use of Zoono and Purozo in all Food Services areas.</li> <li>• Hand hygiene to be encouraged (Hand sanitising stations on entry to dining rooms).</li> <li>• Tables set out to limit numbers/additional space has been maintained.</li> <li>• All normal protocols surround allergies and non-Covid-19 illnesses will be followed by the Food Service teams.</li> <li>•</li> </ul>	<b>L</b>		
Daily use of cleaning products for an enhanced cleaning regime	Running out of cleaning stock  Additional cleaning not being carried out	Risk of not having access to cleaning products  Risk of Covid-19 spreading  Risk to all users	<b>M</b>	<ul style="list-style-type: none"> <li>• The Operations department will ensure ongoing supplies of all cleaning materials/sanitiser etc are in place.</li> <li>• Purozo stations are located around the site; this product will be made daily and dispatched.</li> <li>• Key people have responsibility for monitoring supplies and ensuring that there is always enough in stock and on order.</li> <li>• All Colleagues are responsible for requesting cleaning material used in their areas (classrooms and offices) if they are running low (before they run out).</li> <li>• Designated Colleagues from various departments (Science/ Sports/ Estates/ Food services) have been allocated the task to collect a supply of Purozo daily from the filling stations.</li> <li>• Classrooms will be supplied with a daily supply (Mon – Sat) with Purozo. Stations will be accessible for those Colleagues needing a further supply for the weekend.</li> <li>• Supplies of Purozo are left out in the Boarding Houses after the Domestic teams have left for the day so that it can be used by Matrons and Duty Colleagues.</li> </ul>	<b>L</b>	If the daily supply of the Purozo (number of bottles) is not enough then further bottles should be requested from the Housekeeper, so that more can be collected.  Additional larger containers have been supplied to some department to reduce the MH task of collection and increase supply to the area/ dept.	

Business decisions and ongoing monitoring of procedures	Lack of information to ELT and the Governing Body	Lack of understanding to change and alterations of the guidance	<b>M</b>	<ul style="list-style-type: none"> <li>An assessment fore the start of term will be required. SLT will need to be involved in this before the end of August 2021 to give clarity of the required controls</li> <li>Relevant staff will need to meet to update the RA.</li> </ul>	<b>L</b>		
				<b>Signature</b>	<b>Date</b>		
Director of Operations MK							

Related documentation: Stowe School Sickness and Absence Covid-19 Policy and Procedures, Enhanced cleaning program. All original relevant department risk assessments are still applicable and the building fire risk assessments.

**Social Distancing is still advised.** this is classed as being able to achieve 2m away from another person, with no physical contact.

**Or 1 Metre (plus)**

- Windows should be open to create a good flow of air. Colleagues and Stoics should dress accordingly for this. Fire doors must not be held open, this contravenes the Fire Regulations.
- Good hand washing hygiene (see below)
- Good respiratory hygiene (Catch it, Bin it, Kill it)
- Use of PPE (face covering/mask)
- Stoics to respect personal space as much as possible for themselves and others

**Hand Washing Guidance is still advised**

- Wash your hands with soap and water often – for at least 20 seconds
- Wash your hands as soon as you get home
- Cover your mouth and nose with a tissue when you cough or sneeze (Good Respiratory Hygiene **Catch it! Bin it! Kill it!**)
- Put used tissues in the bin immediately and wash your hands (no not put in Blue recycling bins)
- Not touch your face if your hands are not clean

**Colleagues must not attend work if they or a member of their family (or their immediate support bubble) are displaying signs and symptoms of Covid-19. They must have a test as soon as possible (visiting a test centre). They must observe the isolation guidance until the results have been received. Colleagues must follow the Covid-19 School Absences and Positive Test Policy and Procedure.**



**The main symptoms of Covid-19 are:**

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Stay at home (self-isolate) and get a test.

**Test and Trace**

Anyone in England with **Covid-19 symptoms** should **get a test through the NHS 111 system**. If it's positive you'll be contacted by text, email or phone and asked to log on to the **NHS Test and Trace** website – **you must do this yourself it is not automatic**.

There you will be asked for personal information including:

- Name, date of birth and postcode
- Who you live with
- Places you visited recently
- Names and contact details of people you have been in close/direct contact\* within the 48 hours before your symptoms started

\*Close/direct contacts are:

- anyone who lives in the same household as someone with (COVID-19) symptoms or who has tested positive for (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for (COVID-19) with a PCR or LFT test:
- face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- sexual contacts
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- travelled in the same vehicle or a plane

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Contacts of a person who has tested positive for COVID-19 need to self-isolate at home because they are at risk of developing symptoms themselves in the next 10 days and could spread the virus to others before the symptoms begin.

The contact must have taken place between two days before and up to seven days after symptoms appeared.

No one contacted as a result of you testing positive for Covid-19 will be told your identity.

Though the government will be making changes after the 16<sup>th</sup> August for anyone who has been double vaccinated, currently colleagues within Stowe are not exempt from isolation.

**What if I am contacted by the tracers?**

Anyone deemed at risk of infection will be told to stay at home. This time should start from the last time they had contact\* with the person for 10 full days thereafter.

If they show signs and symptoms of Covid-19 then they must follow the School's Sickness and Absence Reporting Procedure and undertake a test.

You will be asked to **self-isolate**, even if you do not have symptoms, to stop you from unknowingly spreading the Covid-19.

This means that you should not leave your home for any reason. If you need food or medicine, you should order it online or by phone, or ask friends and family to drop it off on your doorstep. If you have symptoms then you must get a test.

**What are the self-isolation rules?**

If the people you live with have not been contacted (or in close/direct contact\* with the positive person) they will not have to self-isolate, unless they also develop symptoms, but they must take extra care around you regarding social distancing and hand washing.

To ensure that anyone within the School can be traced, it is important that colleagues stick to allocated duties/ timetables and rooms, and only swap these with the understanding of their line manager. Colleagues must ensure that they contact their Line Manager and the HR department **as soon as** they (or a member of their family) have symptoms of Covid-19. The School will then follow a similar investigation to others within the community who may have had contact, as Test and Trace above (as they may not have been, or there may be a delay in contact by the Government service).