

Stowe School Risk Assessment



RISK ASSESSMENT For: Stowe School reopening 8th March 2021

Date of Assessment: 24 Feb 2021

Date of Review: 29th April 2021

The following generic assessment has been created for the Whole School reopening during the pandemic Covid-19 (following 'lockdown 3'). The revision followed the update to the Government guidance (Schools Coronavirus (Covid-19) Operational Guidance Feb. 2021. This document is to be operational from 8th March 2021).

At this time the sporting facilities remain closed to the public and colleagues, though will be open as part of the time table/ curriculum for Stoics.

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, Parents, Stoics (boarding and day), Stowe Colleagues, Visitors, and Contactors.

The Department of Education Covid-19 Helpline (0800 0468687 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.

From the 8th March 2021 the School will be following the Government Guidance as 'best practice' on Lateral Flow Testing (LFT). This is an additional control measure to identify and control Covid-19 to ensure the welfare of Colleagues and Stoics on site. Although this is a control measure, it does not override the required existing controls (Hands, Face, Space and the NHS vaccination program) which will remain in place until further Government guidance are received for such controls to be relaxed.

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 Home to School transport Transport of offsite activities	Risk to all site users	H/M	<ul style="list-style-type: none"> • Precautions will be made to ensure that those who are unwell do not come onto the School site. A central component of this is communication to Stoics, Parents and Colleagues to highlight government guidance that anyone with any symptoms of Covid-19 must not attend. They will be asked to follow medical and self-isolation advice. • 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. • Colleagues and Stoics are encouraged not to use public transport unless necessary to get to site on a daily basis. Colleagues and Stoics are directed to the government guidance on precautionary measures to take if use of public transport is necessary, such as wearing a face covering and observing where possible social distancing. School transport will operate under this guidance for face masks and where possible social distancing and good ventilation if bubbles are mixed. • Contractors will be asked to produce Covid-19 risk assessments before coming on to site. • Off site trips (School related) should be postponed where this is not essential travel until further guidance from the Government has been received. 	M/L	<p>Review RA if any cases have been confirmed</p> <p>All trips (including planning for later in the term) must be assessed individually and be agreed with ELT before they leave site. This must include sporting fixtures. Essential travel restrictions currently apply March 29th 21</p>	

			<ul style="list-style-type: none"> • School supplied transport (home to School) will be risk assessed by the transport provider. All Stoics will need to wear face coverings, and should sit in seats with space besides them where this allows. Year groups can mix, but they must have face coverings and sit in separate seats where possible. • Transport procedures have been sent out to all Colleagues. This includes any Matrons/chaperons taking Stoics off site for routine appointments. • Colleagues driving fleet vehicles. All drivers and passengers must wear a face covering and have the windows open. This includes open gaytors and golf buggies. • Chaperones will need to follow the RA and Covid-19 measure put in to place for this activity. • All arrivals must do so via the Security cabin. Temperature testing at the Security cabin will take place for all persons entering the site (See Temperature testing guidance document). • On arrival at site all Colleagues and Stoics will be encouraged to wash hands, and/or use sanitiser before they start work or leave the Boarding House. 		<p>It is advised that colleagues, parents and visitors open their windows along the drive. Driving with heaters on in the vehicles can give an increased temperature reading.</p> <p>Transport Manager to send out the updated Home to school RA</p> <p>Chaperone RA to be reviewed March 21</p>	
--	--	--	--	--	--	--

Living/ working/ visiting the site daily	<p>Spreading infection due to touch, sneezes, coughs</p> <p>Poor personal hygiene (Hands and respiratory)</p>	<p>Increased cases of Covid-19</p> <p>Risk to all site users</p>	M	<p>Hygiene:</p> <ul style="list-style-type: none"> Reminders are in place throughout the site on posters for Stoics, Colleagues and visitors to practice good hand hygiene and to follow the ‘Catch it! Bin it! Kill it!’ protocol in relation to coughs and sneezes. Good hand washing guidance will also be a reminder on posters in all areas where sinks and washrooms are located. <p>Cleaning:</p> <ul style="list-style-type: none"> Cleaning and hygiene measures will be in line with Government Guidance. 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. Hand sanitiser stations are available on entrances to Boarding Houses and classroom blocks. Signage will be in place to remind all Colleagues and Stoics to use these. Purozo can be used to sanitise hands. Academic hygiene stations are located in each classroom. Some offices have also been included in this provision. 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. Stoics and Colleagues 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. Purozo stations are located around the site for Colleagues to access the daily supply. Sports Colleagues will collect a supply of Purozo which is left in the North front Pavilion for members of their team to collect daily for various activities. The Drayson Hall also has a station. Additional Colleagues have been trained in the use of the Purozo storm equipment to allow larger areas (Chapel/ Roxburgh/dining rooms) to be misted between events, services and user group’s/bubbles. 	L	<p>All Colleagues must check that any posters that have been removed are replaced.</p> <p>Regular reminders verbally should be given by Houseparent’s/ Matrons</p> <p>All dept risk assessment will outline that every member of Colleagues has a responsibility to carrying out additional cleaning duties in their area.</p> <p>RA’s will be requested to be reviewed for 08/03/2021 across the site</p> <p>Reminders sent out to all Colleagues through Common Room, tool box talks for Hands, Face, Space and cleaning their own work space (Emails to be sent March 21)</p>	
--	---	--	---	--	---	--	--

				<ul style="list-style-type: none"> • Stocks of cleaning and hygiene equipment will be regularly reviewed and replenished when necessary. • Supply of disposable tissues will be readily available in each classroom along with waste bins (removed daily). • All spaces will be well ventilated, where possible, (windows open to create air flow – this does not have to be wide open). • 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> • High traffic areas will be thoroughly cleaned during the day (door handles, handrails, shared toilets etc. will also be protected with Zoono.) A checklist will be signed off by the Housekeeping and House Staff to record this. All Colleagues will have access to cleaning products (wipes or Purozo) and should sanitise areas down between lessons and equipment use. 			
Living/ working/ visiting the site daily	Spreading infection through close contact lack of social distancing Academic Colleagues seeing different bubbles	Increased spread of Covid-19 Risk to all site users	M	<p>A large number of measures have been put in place to ensure that effective social distancing takes place. These include:</p> <ul style="list-style-type: none"> • Educating Staff and Colleagues about the importance of observing social distancing at all times, not just in School. • Creating year group 'Bubbles'. • Effective signage to remind everyone to follow social distancing. • Where the nature of the building allows one-way systems or designated entrance and exits, these will be used. • Separate risk assessments exist for activities such as Sport, Music, Drama and DT, where close contact may otherwise take place. The Heads for these Departments must look and work with all current guidance from any overseeing bodies, as well as the School procedures for Covid-19. 	L	Colleagues must not create workplace bubbles, they should keep the distance of 2m or 1m + when around other colleagues – reminders sent out in emails and Common room	

Classrooms and Boarding \Houses	throughout the working day			<ul style="list-style-type: none"> Separate risk assessments exist in Boarding Houses to manage the capacity of bedrooms, the use of shared spaces and the use of bathrooms/toilets. Classrooms will have clear 2 metres distance for Colleagues space. The Stoics will be in year group bubbles and tables/ chairs will be moved where possible to increase space. In accordance to Government guidance, full classes should be achieved. Each classroom will have a sanitising station. Face coverings will be worn in areas where social distancing can not be achieved (academic circulation spaces/ corridors/ staircases) by Stoics and Colleagues. 		Face coverings to be worn inside classrooms under Current guidance.	
Living/ working/ visiting the site daily	Spreading through circulation of Colleagues (e.g. Cleaners, Estates, and Security etc.)	Risk to all site users	M	<ul style="list-style-type: none"> Support Colleagues will have limited access to the Stoics. Designated Housekeepers will stay in their own areas of the House to prevent moving around other areas. 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. Emergency work (Estates/ Security). Each team have been issued face coverings to be used. Face coverings will be requested to be worn in areas where social distancing cannot be achieved (academic circulation spaces/ corridors/ staircases) by Stoics and Colleagues. It is recommended that support Colleagues wear a face covering when accessing, entering a boarding house to undertake works. 	L	<p>Estates policy for visiting residential properties has been updated</p> <p>Individual RA's must be in place for anyone who may not wear a face mask for individual reasons</p>	

Living/ working/ visiting the site daily	Mismanagement of a confirmed case of Covid-19	Increased spread of Covid-19 Risk to all site users	H	<p>Very clear protocols are in place for the management of a suspected or confirmed case, following the government guidance on this scenario. These include:</p> <ul style="list-style-type: none"> • Isolating that person as soon as possible, and calling the Medical Centre so that a medically-trained professional deals with the case. (Follow the Medical Covid-19 procedures/flow chart). • A symptomatic/unwell person who goes to the Medical Centre will be admitted to the 'Hot Hub' • Whilst Stoics/Colleagues await the test result, they must follow the government guidance on self-isolation, as must their Household. (No one should return to School until their test has been confirmed as negative). <p>In the case of a symptomatic Stoic who needs to be supervised before being picked up by a parent:</p> <ul style="list-style-type: none"> • If a distance of 2m cannot be maintained, supervising Colleagues will wear a fluid-resistant surgical mask. • If contact is necessary, supervising Colleagues will also wear disposable gloves and a disposable apron. • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, eye protection should be worn. 	M	<p>Procedures for the administration to the Medical Centre will be reviewed with any changing numbers. LC/MPR will continually reviewing this need for additional space with the Senior nurse.</p> <p>The Track and Trace QR code is be available in a variety of locations where members of the public access the site (Drayson/Bourbon/Golf course/ Estates & main reception)</p>	
--	---	--	----------	---	----------	---	--

Living/ working/ visiting the site daily	Mismanagement of a confirmed case of Covid-19	Increased spread of Covid-19 Risk to all site users	H	<ul style="list-style-type: none"> • If a Stoic or a Colleagues (working with Stoics tests positive for Covid-19) the rest of their 'Bubble' will need to be tested and self-isolated (as will any Colleagues who had contact with them in School while they were symptomatic). • If other cases are detected at School, the Local Health Protection Team from Public Health England will be contacted to advise on appropriate action, such as asking more people to self-isolate. • If there is a positive result, close contacts of the Stoic or Colleagues will be established, and contacted, and Government guidance will be followed relating to self-isolation. • The Medical Centre Team/Health, Safety and Compliance Manager will continue to liaise with Public Health England/ DfE helpline, who may in certain situations conduct a 'rapid investigation' 'in some cases a larger number of other children may be asked to self-isolate – perhaps the whole House, year group bubble, or site.' • In the event of a positive case in a Boarding House, guidance will be taken from our medical team/MDGW/LC on which Stoics are required to self-isolate. • Government guidance on self-isolation will be followed for all Stoics and Colleagues, as appropriate. 	L	Updated the Positive Test Results Procedure to be circulated LC/MDGW action internal track and trace for controlling the bubble affected (same procedures followed for previous cases)	RD/ MK
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	M	<p>See above re cleaning.</p> <ul style="list-style-type: none"> • 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 teaching areas/desk and workspace. • Colleagues and Stoics are asked to carry their own bottle of hand sanitizer. Additional sanitiser will be stationed on entrances to buildings (Purozo in classrooms that can be used on hands). • See above re pop-up hand-washing stations on site. • Good hand hygiene is encouraged throughout to mitigate the risk when a surface has been touched. • 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. 	M/L	Regular monitoring on the standards of cleaning will be overseen by the Housekeeping and House Staff team. Colleagues have been reminded not to remove the bottles of Purozo from their classrooms as this has taken place.	

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	M	<ul style="list-style-type: none"> Windows should be opened and (where possible) to increase ventilation. Colleagues and Stoics will be asked to dress accordingly for this. Fire doors must not permanently be propped open as this is against fire regulations. Air condition units must only be used if they vent to fresh air. Air circulation in areas (Swimming pool/Science/Queens & Stanhope/Cobham/Roxburgh/Music Auditorium) have all been checked and will vent to fresh air. 	L	If the weather is colder opening doors and windows may not be achievable, Colleagues should be reflective within this during lessons times and only open them to create a through draft not wide open. This is still a recommendation from the Health and Safety Executive to ensure air movement.
Living/ working/ visiting the site daily	Known medical conditions and additional evidence of personal sensitivity to Covid-19	Risk of a Stoic or Colleagues member who is clinically vulnerable (CV) or extremely clinically vulnerable ECV) contracting the virus	H/M	<ul style="list-style-type: none"> The government guidance and definitions of those who are CV or ECV provide the basis of the School's actions. All Colleagues will be asked on their return to work (RTW) if they have been classed under the Government guidance as either CV, ECV, or they will be invited to declare any another vulnerability which may not appear in the government lists. Colleagues should also be encouraged to declare if they lived with someone who is CV or ECV. The Government guidance for those who are ECV will be followed. Colleagues who are classed as ECV will be offered an individual risk assessment through the Schools Occupational Health Provider. 	L	Line manager LM/ HoDs should keep good communication with their team members to ensure that they feel safe in their working area. As required additional advice will be sought from the School Occupational Health Provider.
Living/ working/ visiting the site daily	Known medical conditions increasing the severity of Covid-19	Risk to Stoics and Colleagues who have been instructed to isolate from the Government	H/M	<ul style="list-style-type: none"> 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 Stoics and Colleagues should be consulted as a matter of urgency. Colleagues and Stoics who are required to remain at home due to a particular vulnerability will be included within the School community, either through the House Pastoral Team (Stoics) or their line manager (Colleagues). The Director of Operations and Head of HR oversees the support Colleagues and the Deputy Heads oversee the teaching Colleagues. 	L	LM and HoD should keep good levels of communication with their team members.

Living/ working/ visiting the site daily	Additional evidence of personal sensitivity to Covid-19	Risk to some groups of Colleagues and Stoics (BAME/ Age/ Gender) may be at higher risk of contracting the virus in accordance to Government statistics	M	<p>There are a range of different risk factors which are emerging as research into Covid-19 becomes more established and more accurate.</p> <ul style="list-style-type: none"> Individual needs will be discussed with the member of Colleagues and their LM as part of their department risk assessment/ RTW procedures. The School is following the Government guidance to control the risk to all users of the site. The main generic controls for good hand hygiene/good respiratory hygiene/enhanced cleaning/ social distancing and availability of PPE will be in place. Where Colleagues outline a concern the Schools Occupational Health provider will be asked to assist and advise on any further, where relevant. 	L	LM and HoD should keep good levels of communication with their team members.
Living/ working/ visiting the site daily	Delaying in getting PCR tested and spreading Covid-19 in the School	<p>Risk that Colleagues or Stoics do not access testing</p> <p>Risk to all site users</p>	M	<ul style="list-style-type: none"> All Stoics and Colleagues are eligible for testing if they become ill (i.e. not to eliminate asymptomatic close contacts). A testing program will be in place for weekly Lateral Flow testing. It is recommended under the Government Guidance that Stoics and Colleagues follow this. The Medical Centre will ensure that they or parents follow up any symptomatic child or a positive LFT with a test appointment as an urgent priority; the School's GP and surgery will also support the provision of this, for all full boarders. A log of Stoics that have been tested will be kept with the outcome recorded. 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. The Government will supply the School with all the required testing kits. 	L	<p>The School Absence policy has been updated with this information</p> <p>Any deviation from the government guidance for LFT will need to be considered in a personal RA.</p> <p>MDGW to oversee numbers of testing kits available</p>

Living/ working/ visiting the site daily	Poor communication with all users re Covid-19	Risk of Stoics/Colleagues entering the site without information Risk to all site users	M	<p>Various members of ELT have been consulting throughout the term to discuss measures and procedures that remain in place.</p> <ul style="list-style-type: none"> • Pre-term emails and information sent to Parents, Stoics and Colleagues before the term commences. • RTW documents updated and shared with Line Managers and staff. • LM will cover this on the return to work documentation. • Appropriate Stoic training on how to wash hands and avoid spreading the virus. Houseparent's/Matrons encouraged to regularly remind Stoics for good hand washing. • Communication with Colleagues and parents will take place to highlight measures taken and changes in force via Head/Houseparent's/ MDGW as applicable. <p>See also Visitors:</p> <ul style="list-style-type: none"> • 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. • Current travel restrictions are still in place for essential travel only (Government review 29th March 21) • Visiting parents will be encouraged to pre-arrange a site visit through the Houseparent's and not just arrive on site. Visiting parents must observe social distancing in the Boarding House. • Operations HoDs have been requested to contact all contractors and delivery drivers to ensure that they wear face coverings whilst working/delivering in site. • Visitors will be expected to wear a face covering in the designated circulations spaces as noted above. 	L	Designated members of Colleagues will keep lines of communication going out to all parties (i.e. Headmaster for Parents/ HP for Stoics/ Direct of Operations and Estates)	
--	---	---	----------	--	----------	---	--

Living/ working/ visiting the site daily	Poor lines of communication	Risk that communication is not effective, clear or is out-of-date Risk to all site users	M	<p>Stoics:</p> <ul style="list-style-type: none"> Health and Safety procedures; Behavioral expectations clearly communicated to Stoics via Houseparent's and all Colleagues around the site where layout or entrances/exits may have changed. <p>Parents:</p> <ul style="list-style-type: none"> Protective steps in place have been communicated to parents before School opens. There will be clear communication that no one must enter School if showing Covid-19 symptoms. Significant updates will be communicated to parents promptly and clearly as required. <p>Colleagues:</p> <ul style="list-style-type: none"> Regular updates for Colleagues to be sent out. All Colleagues be asked to go through and sign a 'Covid Return to Work' document, which highlights the changes to routine and mitigation strategies to limit the risk. 	L	The Headmasters office will send out an email to parents outlining the requirements for delivering Stoics to site.
Living/ working/ visiting the site daily	Poor instruction (visual)	Risk that signage is not clear or helpful; risk that signage causes anxiety Risk to all site users	M	<p>Key Colleagues are working to ensure that plans and preparations were being made for the re-opening of the School. Specific attention was given to the preparation of the site, including:</p> <ul style="list-style-type: none"> Signage to direct behaviour, movement flow throughout the buildings and social distancing and hygiene reminders. Signage is following the Government guidance (blue and white) and has been adapted for the School. The preparation of classrooms, dining areas, Boarding Houses, offices will all be undertaken before the start of the term. These areas should still be set out as required for Covid-19 precautions in Michaelmas term 2020. 	L	<p>All staff are asked to check signage in their rooms and inform RD if additional is required.</p> <p>RD has requested 24/2/21 for Domestic and House Staff to check all areas (washrooms) for signage.</p>

Living/ working/ visiting the site daily	Large gatherings Class size	Risk that the site capacity is exceeded Risk to all site users	M	<ul style="list-style-type: none"> • Rooms will have tables and chairs facing forwards (if this is an exception in must be noted in the dept RA e.g. Science labs/DT workrooms) with a clear 2 metre space for Colleagues to deliver teaching. • Stoics will attend lessons in year group 'bubbles'. Tables will be moved to give as much additional space within the rooms as possible. • The timetable will be considered and where required, adjusted with regards to Assemblies and House meetings and transition between lessons. • Government guidance to be followed for performances in the Theatre. Currently no events will involve parents or additional visitors within an audience. • Colleagues will be encouraged to continue with remote Department meetings where possible 'Teams'. 	L	Large school events for the Michaelmas term have been cancelled (fireworks etc) Alternative event for remembrance Sunday to be arranged. Current travel restrictions still apply to essential travel only Further guidance will be followed for larger gatherings later in the year (Leavers ball/Speech day) as this is received
Living/ working/ visiting the site daily	Safety of the buildings for use	Risk of inadequate preparation of premises Risk to all site users	H	<ul style="list-style-type: none"> • The Director of Operations and Estates has been reviewing all necessary compliance checks to ensure they are completed before the site is opened to Stoics. These have been ongoing throughout the 'lock down' period and are all in place. • Estates team will be on site before the Stoics return to ensure all buildings are operational. 	L	
Living/ working/ visiting the site daily	Poor adaptation to emergency procedures Fire First aid	Risk that Emergency Evacuation Procedures are not updated for the re-opening Risk to all site users	H	<ul style="list-style-type: none"> • Fire procedures and Boarding House fire drills will be planned in week 1 of return to site - keeping the same assembly points. Colleagues will manage safe distancing between Stoic bubbles along the evacuation route and at the assembly point; In a real fire/emergency, the guidance is clear – people do not have to observe social distancing if it is <u>unsafe to do so.</u> • Stoics and Colleagues are reminded of fire procedures on return to site. • Checks to the buildings will be done to make sure the School is up to health and safety standards before reopening. • Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed. First aiders were emailed with regards to adapted protocols in Sept 20. This will go back out as it remains the same. First Aid training is being monitored for requalification as required. Training will take place under separate Covid-19 RA. 	L	Additional first aid information to be sent to all Colleagues RD 8th March First aid boxes should be checked by the first aiders for additional stock RD to Email 8 March 21

Returning to site to work/live/Boarding	Safeguarding		M	<ul style="list-style-type: none"> The DSL regularly reviews and updates the School's safeguarding policy, including an Appendix to cover all Covid-19 related guidance and best practice. The policy also outlines (if required) remote working and on-line policy. The safeguarding policy is reviewed by our Governing Body. 	L		
	Increased anxiety and mental health issues from being at home/away from School/work/the pandemic/ having suffered Covid-a9 and any long term affects /loss and bereavement	Risk to all Colleagues and Stoics Risk that Stoics do not receive effective reorientation when School re-opens	M	<ul style="list-style-type: none"> Colleagues and parents are regularly reminded of the safeguarding team's contact details to report any issues. A member of the safeguarding team is on site each day. School Councillors are available for Colleagues and Stoics. Line Managers should be considerate and open with their teams to allow/discuss any concerns during the return to work process re Mental Health and Wellbeing. If required the School will consult/refer to the Occupational Health Team for further support. Stoics are aware that they can talk to any member of Colleagues if they feel unsafe. Colleagues are reminded of the safeguarding procedures and what to do if they have a concern (KCSIE Sept 2020). Particular attention was paid (and communicated to Colleagues, Parents and Stoics) to online safety during the lockdown period. Houseparent's will continue to have regular interaction with Stoics/meetings and year group 'bubbles'. This will cover any concerns and anxiety relating to returning to site and Covid-19. 	L	RD to liaise with various colleagues/professional bodies to send out wellbeing information to all colleagues on their return	
	Staff receiving the Covid-19 vaccine (time away from site due to appointments and possible side effects)	Ill health/ side effects	M	<ul style="list-style-type: none"> Colleagues are encouraged to receive the vaccine if/when this is offered to them. They will also be asked to send this information to the HR department so that a record can be kept. Colleagues who display adverse side effects from receiving the vaccine should follow the School Absence policy and inform their line manager. 	L		

Working/ visiting the site daily	Visitors accessing the site	<p>Risks exist if visitors are unwell and they do not follow School expectations on Health & Safety or Safeguarding. If they are not clear on expectations If they come into contact with the virus in School</p> <p>NT walkers and additional members of public using the footpaths to exercise</p> <p>Risk to all site users</p>	M	<p>See also Admissions RA</p> <ul style="list-style-type: none"> • External visitors to the School during School hours are limited and should only come into School with a prior appointment. • It is advised that daily visitors traveling to the site are reduced if this is not urgent as current travel restrictions are in place. Colleagues must consider if the visit or the meeting can be taken in any other form (via Zoom/Teams) then this is advisable. • Temperature testing will take place at the Security cabin on entry. This allows confirmation to be received that they are not showing any symptoms and if they are showing a high temperature, where relevant, that no recent travel has taken place which might raise the risk of them having the virus. • Parents should come into School buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable). • Visitor protocol for Admissions is held by the Admissions department, but wherever possible online meetings will take place. • An additional rope fence has been placed on the South front to give some distance for NT walkers and Colleagues/ Stoics walking along the pathway. 	L		
Living/ working/ visiting the site daily	<p>Poor attendance due to concerns of returning to School or restricted travel implications</p>	<p>Risk that attendance is not accurately measured and not in line with government requirements</p> <p>Risk to all site users</p>	M	<ul style="list-style-type: none"> • Daily returns will be completed using ISAMS. ELT will regularly review numbers in the School. • Attendance register will continue as it has been during remote learning period. • Stoics who have symptoms will be logged by the Medical Team. Stoics and the pastoral team will regularly follow up with these Stoics/families. • Pastoral links will be made to Stoics who have not returned to School to include them in the community. • Blended/remote learning will still be available as required. 	L		

Daily events Living/ working/ visiting the site daily	Start and end of the day, traffic volume increases causing delays and build up of groups	Risk of large numbers of people arriving at the same place at the same time Risk of large gatherings taking place in a School room. Risk to all site users	M	<ul style="list-style-type: none"> • All visitors to site must come through the security entrance. • School Colleagues stagger on site from 06:00hrs, this varies from department to department. • The parent drop-off is a limited time, however the drop off point is open with enough space to park/ drop off then leave. • Day Stoic arrival on buses is staggered arrival. • If required, due to numbers of cars leaving the Security team will elect to use Nelsons walk as an additional exit. • Due to the size of the site the risk of this should be reduced, however key times and pinch points will be monitored by Security. 			
Living/ working/ visiting the site daily	Large gatherings with bubbles, Colleagues and Stoics mixing SHPT house opening	Additional spread of Covid-19 Risk to all site users	M	<ul style="list-style-type: none"> • Government guidance for public gatherings should be applied. The updated guidance outlines that as a School and workplace there is an exemption, however, individual risk assessments must be undertaken for such events where large and mixed groups, including Parents may take place. If members of the public and people outside the schools designed 'bubbles' are invited then the Government guidance does apply. • Assemblies and Chapel services will be delivered in 'bubbles' or remotely in-House rooms with tutors/HP etc. • Split assembly in Chapel/Roxburgh/Music School is also possible reducing numbers/ not mixing bubbles. • ICT equipment has been installed in the classrooms to assist with remote learning. • Additional ICT equipment has been installed in Boarding Houses to assist with remote communication. • SHPT will not be undertaking any internal public tours until Government guidance changes (possibly 19th may) this will be reviewed. • SEL have no external club users on site at this point. This will be revised as the 'lockdown road map' is updated. 	L	Sports facilities are available for Stoics timetables activities only. RA's are the responsibility of the Director of Sports. The facilities are currently not open to residents or colleagues.	

Stoics living/ working on site daily	Inappropriate behavior by Stoics taking place, not following the rules	Additional spread of Covid-19 Risk of poor hand washing and hygiene Risk to all site users	M	<ul style="list-style-type: none"> • Colleagues will be briefed on helping Stoics re-establish School 'normality' in terms of dress code and behavior. • Colleagues and senior Stoics (Prefects) will be asked to model expected behavior and approach to social distancing/hygiene at all times. • The high Stowe standards of courtesy and kindness will be reiterated regularly. • Unkind or bullying behavior will not be tolerated. • Stoics will be expected to dress smartly and for their hair and uniform to be in line with School uniform expectations. Stoics will follow School instructions on good hygiene, such as hand washing and sanitising. • Stoics will follow instructions that they should only socialise in year group 'bubbles' in all areas of the School. • Moving around the School as per specific instructions (for example, one-way systems, out of bounds areas, queuing) will be in place where possible. This will be communicated through emails, verbally and signage in place. 	L		
			M	<ul style="list-style-type: none"> • Expectations will be enforced about sneezing, coughing, tissues and disposal ('Catch it, Bin it, Kill it') and avoiding touching your mouth, nose and eyes with hands, bins will be available in each classroom. • Stoics must tell a member of staff immediately if they are experiencing symptoms of Covid-19. • Regular reminders will be given about not sharing any equipment or other items including drinking bottles. • Amended expectations will be communicated about break times, including where Stoics may or may not make food or socialise. • Signage will be in place in all shared toilets enforcing social distancing and hygiene measures. • Rewards and sanction systems will be in place as normal. • Colleagues should be aware that Stoics may be under additional pressure/anxiety as a result of the situation and consideration should be taken when dealing with Stoics on return. 	L		

Moving around the site at break time and going back to House/ next lesson	Large gatherings outside rooms Free time and Stoics gathering	Risk of too many Stoics gathering or being released for break at the same time	M	<ul style="list-style-type: none"> The School timetable will provide staggered times for lunch; some arrivals/departures; evening activities/meals/prep for the boarding community. The School shop will have a separate risk assessment in place reducing numbers. All users must wear a face covering. StoweBucks will be used in year group bubbles. Bubbles can share the space (in larger buildings) as long as there is a risk assessment to outline sufficient space to achieve this and that the two groups can be separated and that good hygiene requirements are met after each user group. Stoics will be reminded to social distance outside the Boarding House and lessons. Boarding House - Stoics will have their own bubbles/ common rooms areas. Break times back in House will be monitored as part of the House risk assessment. Kitchens may have Toasters/Microwaves/Kettles with good training and hygiene measures in place. If this is not achievable by the Stoics then kitchens may be closed as per normal kitchen procedures. Assemblies will be in year groups. Stance and House meetings will be limited to year groups, or in space large enough for them to take place with social distancing. Year group bubbles should be 2m apart. Face coverings are to be worn following the Government Guidance by all Colleagues and Stoics in internal circulation spaces (and in boarding house in accordance to the house RA) unless stated in the department RA) classrooms and external spaces around the academic/areas (from the Leoni entrance arch to the front of the Science block. From the back of the science block around the back of the Art block to the back of the Chapel. Along the Vanbrugh/Gibbons/ Adams block entrances to the door to the Dobinson Passage Zone 1 & Zone 2 from the service road opposite Stanhope around the DTE/ Roxburgh/Music School and back round the front of the building to the road opposite Stanhope House. Spare disposable faces masks will be available to staff, though they have been supplied with these they should already have their own. Face visors/shields are not recommended as the only means of face covering. Masks are what the School will recommend. 	L	<p>Matrons to remind Stoics of Kitchen fire safety</p> <p>Some Kitchens will not be able to be locked as they need to be accessed to allow Stoics to get drinking water</p> <p>Map of the zones to be distributed to Colleagues MDGW 8 March 2021</p> <p>Any exemptions for face coverings (including shields and visors) must be considered under separate RA's to ensure the safety of other site users and that further controls measures are followed (2m social distancing) if these are not worn.</p>	
Living/ working/ visiting the site daily	Timetabled additional activities drawing large groups	Risk to all site users					

Working in classrooms	Over sized groups in rooms	<p>Risks of having too many Stoics(people) in any one class</p> <p>Risk of social distancing not being adhered to. Risk of incorrectly configured rooms</p> <p>Risk to Colleagues and Stoics</p>	M	<ul style="list-style-type: none"> • The audit of spaces established the capacity for each room, based on bubbles, social distancing, and that the rooms are used by the same bubble at a time. Not all tables can fully achieve 1m additional space between chairs but will be achieved where possible. • Seating will be facing the front of the class with Stoics side by side. • Teachers will not be permitted to rearrange the classroom configuration. • Rooms will be set out to indicate at least 2m between the teacher and the Stoics, and for some rooms this distance will be more than 2m. Face coverings have been made available for Colleagues for closer working. Where it has been identified in specific assessments, PPE may be worn by Colleagues, for close one to one work. Limited time of 15 minutes is recommended for this. This should also be side on or from behind (not face to face). • Stoics and Colleagues are strongly encouraged to use the hand sanitiser on entry to the building. 	L	<p>Colleagues to be reminded to ensure that the Stoics table plans for each room are in place to assist with the internal track and trace system. (JP 8 March 2021)</p>	
-----------------------	----------------------------	--	----------	---	----------	---	--

Working in classrooms	Over sized groups in rooms Colleagues accessing the common room (Pigeon holes)	Risk of social distancing not being adhered to. Risk of incorrectly configured rooms Risk to Colleagues and Stoics	M	<ul style="list-style-type: none"> • Windows in classrooms will be open where possible to create some ventilation (this does not have to be wide open and high-level ventilation is better). • Stoics will use an electronic device and as many online resources as possible to minimise books/class books being carried. • Stationery will not be shared by anyone. Stoics must bring their own. • The adult user of the classroom will be asked to wipe down tables after each 'Bubble' use. • The Anti Library will not be used for the current time as an area to study due to the location and logistics of entering Grenville and Chandos houses by various year group bubbles. The Library will have an updated RA to ensure the process for collecting books and study in the room ensures Covid-19 precautions. • Remote address where possible to be given by the Headmaster. The common room will not be used for break notices. • The common room will have some tables and chairs removed and Colleagues should not to gather in this area. Some the PCs will be removed from the common room. Colleagues should remain 2m as work department bubbles have not been created. • The Chapel will be used for Colleagues meetings. Chairs will be marked out to ensure social distancing between each Colleagues member. 	L	Colleagues must maintain 2 metres social distancing The common room has additional facilities for Colleagues to make drinks, so they can then leave the room with them.	At all times.
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	M	<ul style="list-style-type: none"> • Stoics will not be allowed to share any personal resources or stationery. • Electronic devices should not be shared by Stoics. Where this is not possible, then after each use they must be wiped and cleaned. • Work should be set electronically to ensure there is no need to transfer books. • Stoics and teachers must clean/wipe down desks/devices/any resources which are present. • Individual risk assessments will be in place for subjects such as Art, DT, PE and Music where equipment may be required. • Headphones/audio equipment must not be shared. 	L	The ICT departments will have a cleaning station that will allow ICT equipment to be wiped down between each user bubble. Colleagues 'hot desks' should be avoided; this should be outlined in the department risk assessments, with adequate controls if due to equipment and location it has to take place.	

Living/ working/ visiting the site daily	Food Services for Stoics. Delivery of b'fast/ lunch and supper in the allotted times	<p>Risk of social distancing not being maintained.</p> <p>Risk of the virus being passed on by a Food Services/ Colleagues to Stoics and vis versa</p> <p>Poor hygiene on shared areas spreading Covid-19</p> <p>Risk to all site users</p>	M	<ul style="list-style-type: none"> • A Rota has been established to ensure staggered meal times are used for the year group bubbles. • 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. • Multiple venues will be used for meal times, including the Dining room/Snug/Marble Hall/Music Room. • Social distancing reminders and Colleagues supervision will ensure Stoics and Colleagues observe social distancing. • Year group bubbles will have their own cutlery. • Areas will be cleaned down between each year bubble use. • Daily cleaning before and after each service. • Use of Zoono and Purozo in all Food Services areas. • Colleagues Food Services. The Music Room is a collection point for Colleagues lunch service. Colleagues can take food back to their offices and departments if required. • Hand hygiene to be enforced (Hand sanitising stations on entry to dining rooms). Gloves must be worn using service utensils. • Tables set out to limit numbers/additional spaces (Marble Hall/Music room) will be used for dining. Tables of 3 will be available for Colleagues to eat in (Music rooms & Marble Hall) when not in use by Stoics. These must not be moved. • All normal protocols surround allergies and non-Covid-19 illnesses will be followed by the Food Service teams. • Colleagues can use the Common room to make drinks and then take away. If they are using the room to sit 2m must be achieved. Tables computers and chairs should not be moved. <u>Every one is responsible for cleaning the area after use.</u> 	L	<p>Food Services managers will review this week to week.</p> <p>Colleagues will have an allotted time for supper to collect a takeout meal that has been pre-booked through the Food Services team.</p>	
--	---	---	----------	---	----------	--	--

Stoics on site daily and Boarding	Visiting the Medical centre Matrons and Colleagues administering first aid	Risk of a symptomatic Stoic infecting others in the Hot Hub (HH) who are there for injuries/non- CV illnesses	H	<ul style="list-style-type: none"> • Nurse to put on PPE outside the hot hub area, and then open the door to allow Stoic admission. Stoic to be clinically assessed in one of the rooms and kept there for isolation. LFT to be undertaken. They will then remain in isolation until the result is clear and further treatment has been discussed. • Nurse to remove PPE before leaving hot hub, wash hands and leave as per Government guidelines. • Deep clean to be performed by Housekeeper when Stoic leaves MC as per Government guidelines. • All other Medical Centre policies will continue to apply. • If a Stoic requires immediate, emergency attention, the emergency services should be called and the Medical Centre alerted without delay. • First aiders have been emailed with the current Government Guidance for administering first aid. • First aiders are responsible for checking their first aid kits to ensure that they have sufficient supply of face coverings/gloves/aprons etc. 	M/L	Medical team to ensure that the GP's and other Colleagues are aware of any cases that are in the hot hub Health, Safety and Compliance Manager to send the email outlining the guidance for first aid.	
		Risk to all site users					
			H	<p>Colleagues in the MC</p> <ul style="list-style-type: none"> • All Colleagues will wear hospital scrubs at work. These must be removed before leaving the MC. Clean scrubs can be worn to work only. • Coverings to be worn in the MC – if alone in an office this can be removed. • Only one person to enter the kitchen at a time. • All surfaces to be wiped after using the kitchen area. <p>Cleaning in the MC</p> <ul style="list-style-type: none"> • Daily cleaning with Purozo and high touch areas (e.g. door handles, computer keyboards) to have a 14-day application of Zoono (trilogy system). • Cleaning with a hypo chloride solution is required for any high-risk decontamination (refer to cleaning schedule). 	L	Medical team will continue to communicate with each other and follow the best practice for the NHS guidance on Covid-19.	

Games and activities	Mixing Stoic Bubbles	Increasing the risk of a spread of the virus. Larger groups need to isolate if an outbreak did happen Risk to all site users	H	<ul style="list-style-type: none"> Stoics will be given clear guidance before any session begins. Sports Colleagues will follow the current governing bodies' guidance and create their own risk assessment for each of the activities. Groups could be mixed as long as they are established early on in the term. Sports trips off site should be fully assessed and discussed before they are undertaken. Currently travel restrictions apply for essential travel only. Some activities (due to being outside, with space allowing) will allow several bubbles/groups to take part at one time; this will be socially distanced, with each group having their own equipment and space. 	M/L	Stoics will need to be monitored in all areas, as when they are out of sight of Colleagues they may mix.	
Uniform/ work clothing and PPE	Wearing contaminated clothes/ PPE	Possible risk of spreading Covid-19 Risk to all users	M	<ul style="list-style-type: none"> Uniforms will be washed regularly. Uniforms and sports kit should not be shared. Good personal hygiene should be maintained as normal. Colleagues should try to wear clothes which do not need to be dry cleaned, and can be laundered easily. PPE worn by Colleagues who may have been in contact (or working in the hot hub) will be disposed of as single use equipment. 	L	Colleagues to be aware that face coverings should be washed and recommended to be worn no longer than 4 hours without changing to a new one.	
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	M	<ul style="list-style-type: none"> The Operations department will ensure ongoing supplies of all cleaning materials/sanitiser etc are in place. Purozo stations are located around the site; this product will be made daily and dispatched. Key people have responsibility for monitoring supplies and ensuring that there is always enough in stock and on order. All Colleagues are responsible for requesting cleaning material used in their areas (classrooms and offices) if they are running low (before they run out). 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. 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. 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. 	L	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 to the normal School day	M	<ul style="list-style-type: none"> Governing body meetings (full board and committee) have continued (remotely) allowing updates and continuity of roles to be in place. Governors and ELT are kept regularly up to date with any changes to risk assessments and policies, in addition to their regular scrutiny and approval of all ISI School policies. 	L	A request has been made that continued meetings still take place now that the School has opened to ensure that issues and concerns are discussed and resolved as a collective.	
Future local/country lock down	Local Lock down Colleagues living in lockdown area Stoics living in lockdown area Buckinghamshire going into further lock down/Tier restrictions	The School having to close Some Stoics unable to attend the site for Education Reduce members of Colleagues to safely operate the School	M	<ul style="list-style-type: none"> The Government Road map to come out of the current restrictions will be followed. If this is extended or in any way changes the School will follow Government advice for this time. 	L	Additional meetings of the ELT will take place as required for a local incident/ additional lockdown if required	
			Signature	Date			
Headmaster							
Chair of Governors							
Deputy Head MDGW							
Deputy Head JAP							
Head of Boarding LC							
Director of Operations MK							

Related documentation: All related Government guidelines DfE on Schools Coronavirus (Covid-19) operational guidance. Boarding House risk assessments, classroom and department Covid-19 risk assessments. Medical Centre policies and procedures for suspected/ confirmed Covid-19 cases, Stowe School Sickness and Absence Covid-19 Policy and Procedures, Temperature Testing Procedures, Enhanced cleaning program, Child Protection and Safeguarding Policy. All original relevant department risk assessments are still applicable and the building fire risk assessments.

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 remain in their year group 'bubbles'. Bubbles should be separated by 2m or more where possible and a good cleaning protocol in place between 'bubbles'

Hand Washing Guidance

- 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** can now **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.

A parent or guardian will need to give permission for a call with under-18s to continue.

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).

