

Cobham Hall Risk Assessment - Coronavirus

Function	Bursar's Office
Date originated	01/09/20
Date updated	09/11/20, 13/01/21, 08/03/21, 13/04/2021, 15/06/21, 26/08/21, 04/01/2022
Venue	Cobham Hall
Process/Area Reviewed	Coronavirus

	Risk Description	Inherent Risk/Score	Control(s)	Residual Risk/Score
1	Cobham Hall leadership management of a COVID 19 secure environment.		<ul style="list-style-type: none"> Leadership have familiarised themselves with guidance from professional bodies and have signed up to the BSA COVID Charter. https://www.boarding.org.uk/userfiles/bsa/pdf/Advice%20and%20Guidance/82902%20BSA%20COVID%20V2.pdf Risk assessment and policies are regularly reviewed considering current Government advice and that of professional bodies including the Independent Schools Council and the Independent Schools' Bursars Association. 	
2	Risk of contracting the virus at School through close contact with an infected individual.		<ul style="list-style-type: none"> At the start of the spring term students will have the opportunity to be tested by the School using Lateral Flow Tests. Students and staff provided with testing kits and encouraged to test twice a week and report test results to the School nurse and NHS. Anyone testing positive will be required to isolate at home and arrange for PCR test. Mask wearing is required throughout the School. Labelled bins are provided throughout the School for disposal of masks. Posters are displayed detailing advice to limit the spread of COVID-19 e.g. coughing and sneezing procedures. Staff and students reminded to stay at home if they feel unwell and to request testing or to self test if have COVID-19 symptoms. Parents and staff are requested to advise the School of a positive covid test result. Staff, students and parents have been advised of the symptoms of COVID-19 and posters are displayed around the School. If anyone displays COVID-19 type symptoms at School, they will be sent home and advised to follow Government guidance. Day students will be kept in a separate room until collected and boarders will be quarantined in House. Line managers will maintain regular contact with staff members and Tutors will maintain regular contact with students. If advised that a member of staff, student, parent or visitor has developed Covid-19 and were recently on our site, a member of LT will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ 	
3	Spread of coronavirus due to touching an infected surface.		<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place throughout student and staff accessed areas. Drying of hands with disposable paper towels. Stringent hand washing taking place in accordance with Government guidance. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Posters around the School detailing handwashing procedures. Gel sanitisers in any area where washing facilities not readily available e.g. reception, outside the dining rooms and on School minibuses. <p>Cleaning</p>	

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			<ul style="list-style-type: none"> • Covid specific cleaning regimes have been introduced for Domestic staff. Hours have been adjusted to ensure that domestic staff are on site all day to carry out regular cleaning of toilets and frequently touched surfaces. • Staff on site are provided with appropriate sanitiser to enable them to clean and sanitise objects and surfaces that are touched regularly, such as door handles, light switches, reception area, occupied classrooms • All students are encouraged have a hand sanitiser for regular use. 	
4	Spread of coronavirus due to poor personal hygiene.		<ul style="list-style-type: none"> • Staff and students regularly reminded about handwashing and sneezing or coughing into their sleeve. • Staff and students reminded regularly about basic infection control. • Posters up around the School to remind students about control measures. • PPE government guidelines followed. 	
5	Spread of coronavirus due to poor ventilation		<ul style="list-style-type: none"> • Staff to ensure that rooms are adequately ventilated. Windows and doors should be open where possible. Please note that fire doors should not be propped open. 	
6	Risk of contracting coronavirus when on trips outside of School		<ul style="list-style-type: none"> • All trips and sports activities are separately risk assessed. • Government guidance on school trips and sports activities followed. 	
7	Poor Mental Health and Wellbeing.		<ul style="list-style-type: none"> • Line Managers will monitor their staff and encourage engagement on mental health issues. • Tutors will engage with tutees on and off site to promote and raise awareness of mental health and wellbeing • Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress https://www.nhs.uk/every-mind-matters/ • Staff reminded that they have access to an online counsellor through the School's insurer. • School counsellor available remotely for students. 	
8	Students and staff do not follow control measures outlined in the RA.		<ul style="list-style-type: none"> • LT will reinforce expectations with staff. • Students, staff and parents encouraged to report any concerns they have about COVID secure measures that they believe pose a heightened risk to themselves or others. • Leadership will monitor reports of concerns and breaches on a dynamic basis to ensure protocols are effective and adhered to by staff and students. • Leadership will introduce new protocols, if necessary, led by collected data. 	
9	Change to safeguarding risks.		<ul style="list-style-type: none"> • Safeguarding policy and procedures reviewed by Pastoral Team. See safeguarding addendum. • Where students are working remotely, parents required to discuss online user agreement with students and agree to the terms. 	
10	Reduction in the quality of education for students working online		<ul style="list-style-type: none"> • Students who test positive for Covid and are in quarantine attend lessons online if well enough to do so. • Heads of Faculty will monitor lessons to assess quality of delivery and engagement of blended learners. • Heads of School regularly liaise with tutors to monitor learning 	