

COVID-19

ISSUE: 1/LENT 2021

To be read in conjunction with the [Rossall Covid-19 Educational Settings Risk Assessment](#) and [Rossall Covid-19 Risk Assessment for Boarding](#) implemented to facilitate the full re-opening of Rossall School in September 2020.

KEY Pupils 0-18 years
 Staff All employees of Rossall School
 Parents of any pupil on roll
 Visitors attending the school by invitation

What are the hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Review Date
Failure to update policies, procedures and practises	Pupils Staff Parents Visitors	Headmaster keeps the Chair of Council and Governors fully briefed SLT Weekly Covid-19 meetings. Director of Covid-19 Response has been appointed to oversee national and regional updates, monitor all school policies and procedures, together with our track and trace data collection. Covid-19 is an agenda item on the weekly Operations / Estates meeting Weekly bulletins, newsletter and website highlights any changes the school introduces.	ONGOING - Risks related to Covid-19 is an ongoing process of monitoring, reviewing and amending	-	-	22/02/21
		SAFEGUARDING New policy written in line with new KCSIE document Safeguarding training - Level 2 for all staff delivered August 2020 On-going training throughout the year	ONGOING - Overseen and reviewed by DSL - ELW	-	-	22/02/21

<p>Maintaining Social Distancing (SD)</p>	<p>Pupils</p>	<p>Movement around campus is kept to a minimum, with defined areas for bubbles, staggered class and activity times to prevent bottlenecks and clearly defined and separated travel routes inside and outside buildings. Locker allocation, cloak rooms and indoor spaces have been taken into account so that groups are not compromised when they are being used.</p> <p>Pupils are restricted to year group bubbles or boarding house bubbles. Classroom furniture has been rationalised and desks all facing forwards with limited occupancy</p> <p>One way systems exist in each building.</p> <p>JUNIOR SCHOOL remains in year group bubbles.</p> <p>PRACTICAL SUBJECTS In Senior School pupils continue to use specialist facilities in DT, Science and Art but to a limited extent.</p> <p>MEAL TIMES Separate venues for the respective bubbles within day & boarding, observing SD within each dining space following the Dining Hall Covid-19 Protocol.</p> <p>https://docs.google.com/document/d/1sYwVREVL6SBT24WA8MGcNKDiOr3Nnpdqk7rhcLGchC8/edit</p> <p>Arrangements comply with guidance for food businesses on coronavirus (COVID-19).</p> <p>ASSEMBLIES and year group meetings are virtual</p> <p>SCHOOL TRANSPORT has reduced capacity and SD seating. Consistent travel bubbles</p>	<p>ONGOING - through various meetings and collated by the DoCovid-19</p> <p>Review and monitor all aspects of interaction between pupils and staff, day and boarding, resident and non resident.</p> <p>Boarding risks are monitored by the Director of Boarding and Houseparents.</p>	<p>-</p>	<p>-</p>	<p>22/02/21</p>
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		<p>TRANSPORT all members of the community strongly discouraged from using public transport or car sharing.</p> <p>MUSIC -.Limit on group sizes of ensembles and singing with rehearsals taking place in large spaces.</p> <p>DRAMA - lessons and rehearsals will take place in the PAC and other large open spaces</p> <p>SPORT, PE, GAMES continues to reflect guidance given by the individual National Governing Bodies.</p> <p>Elite sports coaching outside of the school setting - golf/football/hockey - students identified and protocols put in place in conjunction with the sports clubs .</p> <p>Co-CURRICULAR activities are restricted to year groups in the Senior School. Groups are well SD and if necessary track and trace wristbands enable tracking of contact outside of year group bubbles</p> <p>BOARDING - single room occupancy unless sharing with a sibling or with prior agreement between school and parents.</p> <p>Supervised use of social areas (dayrooms, kitchens, IT rooms and music rooms) by Houseparents -</p>	<p>See specific Music RA hyperlink 2. Music, Peripatetic Provision Risk Assessment Nov. 2020</p> <p>See specific Drama RA hyperlink 3. Drama Department Covid RA</p> <p>See specific Sport RA hyperlink Rossall School Risk Assessment Sports Under Covid.docx</p> <p>See specific CCF RA hyperlink 7. Rossall School Risk Assessment CCF Under Covid.docx</p> <p>See specific RA hyperlink - Food prep & nutrition 4. Risk Assessment for Food Preparation and Nutrition.docx</p> <p>ONGOING - All activities are regulated and monitored by the Deputy Head and Director of Sport.</p> <p>ONGOING - monitored by Director of Boarding & HoP's</p>			
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	<p>Staff</p> <p>maximum occupancy signs displayed on the door of each social area. No boarder's allowed in each other's bedrooms during the quarantine period.</p> <p>All staff remain in department bubbles with much reduced face to face contact and are allocated work areas within a consistent group of staff. School duty teams remain consistent throughout. Meetings generally are virtual however face to face meetings will only take place where necessary and in a controlled environment. Where Admin staff are unable to work from home, office spaces have been arranged to avoid 'hot desking', screens fitted where necessary and staff asked to strictly adhere to SD guidance</p> <p>BOARDING STAFF DUTIES - non residents are restricted to ground floor.</p> <p>PERMITTED Support staff into boarding houses should wear PPE at all times</p> <p>VISITORS are not permitted into boarding houses.</p>				
	<p>Parents / Visitors</p> <p>Parent/carer pick up and drop off protocols have been developed to minimise adult to adult contact and avoid gatherings. Staggered arrival times have been introduced across the</p>	<p>Member of SLT monitor the situation at drop off and pick up</p>			

		<p>school. Staggered departure time occurs naturally due to various after school activities. JS has staggered arrival and departure times</p> <p>Parents wishing to visit the School shop will be by appointment only</p> <p>Parents Evening meetings are undertaken by telephone or internet.</p> <p>Number of visitors to the site is limited and controlled. All contact details are taken (including address and mobile phone number).and complete a health questionnaire. All visitors will be escorted on campus and will respect policies and procedures in regard of Covide-19</p> <p>All deliveries are managed and a pre-arranged drop off point arranged at the Sports Centre.</p> <p>Notification in advance of which entrances and exits to use, vehicle movement and parking.</p> <p>Specific arrangements such as areas of the premises that are and are not suitable for use</p> <p>Action to take if they cannot keep away from others</p>	<p>Arranged by the School, Director of External Communications, Estates Manager or Catering Manager.</p>			
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<p>Maintaining good hygiene</p>	<p>Pupils /Staff</p>	<p>Enhanced cleaning is in operation across all areas of the school, classrooms scheduled before lessons begin and the Boarding Houses when the pupils are in lessons. All bathrooms are cleaned twice daily and Log/check sheet is displayed. Dining Halls and the school kitchens use specific cleaning liquid which evaporates to enhance the cleaning of surfaces.</p> <p>BOARDING HOUSES bathrooms and toilets santisized twice daily at weekends All boarding bedrooms are cleaned daily during the week..</p> <p>Groups of children allocated to specific bathrooms. Maximum capacity signage for using the facilities are clearly displayed.</p> <p>Additional washing facilities/ hand sanitisers have been located throughout the school</p> <p>Fire door stoppers and door push pads have been installed</p> <p>Pedal bins have been installed to encourage use of tissues and appropriate disposal</p> <p>Staff issued with protocols and equipment for sanitising shared work spaces - keyboard/mouse/desk/chairs. They will not share equipment such as board markers/board erasers.</p>	<p>ONGOING - Daily inspections plus spot checks on cleaning staff on a rolling basis across all areas of the school Continual stock checks of equipment and stock. Regular review of new products on the market to continue to improve hygiene and cleaning.</p> <p>Regular review to monitor usage and reduce touch surfaces.</p>	<p>-</p>	<p>-</p>	<p>22/02/21</p>
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	Parents /Visitors	<p>Students and staff will make use of individual devices - iPads - where possible.</p> <p>Equipment in Nursery and Infants is supervised at all times. All outdoor play equipment is wiped down after use by each bubble, in the Nursery setting. Any use of play equipment such as balls, will be sanitised after use and will remain within each bubble.</p> <p>Juniors will be allocated separate play areas for each bubble. Multiple groups do not use outdoor play equipment at the same time.</p> <p>Houseparents issued with cleaning materials to wipe down IT facilities/remotes after each use.</p> <p>On entry into the Sports Hall, sanitisers are available for visitors</p>	<p>To be monitored regularly by Junior, Infant and Nursery staff</p> <p>To be monitored by Junior staff</p>			
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<p>Maintaining the health needs of pupils and staff</p>	<p>Pupils Staff</p>	<p>All pupils and staff have been issued PPE. Face mask or visor obligatory for all except under 11's indoors.</p> <p>Clear guidance given regarding good hand hygiene verbally and posters around the campus. An additional outdoor sink provided for junior aged children</p> <p>'School Shield' a bluetooth operated track and trace system to provide specific data in the event of a positive case</p> <p>Any pupils or staff with specific health conditions will be offered an individual care plan and operate in accordance with a personalised risk assessment..</p> <p>Thermal imaging cameras for all entering the site. Boarding community use thermal camera each mealtime in Dining hall</p> <p>Online Medical questionnaire for day pupils Online Medical questionnaire for staff.</p> <p>Windows and doors are open to increase ventilation where it is safe and appropriate</p> <p>Clear guidance and protocols for health and wellbeing for all pupils and staff in relation to Covid</p>	<p>Regular checks to ensure appropriate PPE is being worn.</p> <p>Regular checks to ensure posters are placed in corridors and wash rooms</p> <p>Ongoing checks to ensure fitbits are synchronized and pupils wear them daily</p> <p>Endeavour will be made to make adjustments to accommodate individuals with specific needs.</p> <p>Submitted daily by parents Submitted each Monday.</p> <p>All staff and pupils' wellbeing and mental health to be monitored and reviewed by Director of Health and Wellbeing, SLT and HR</p>	<p>-</p>	<p>-</p>	<p>22/02/21</p>
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	Visitors	<p>Any necessary SEND adjustments required will be arranged and monitored by the LD department</p> <p>Only one lift in the School (Sports Centre) will only be used by someone with a disability - and their carer(s). Sanitizers locked at each door</p> <p>A risk assessment will be carried out for all educational visits as and when permitted.</p> <p>Health questionnaires for any visitors</p> <p>To leave the setting immediately if they develop symptoms, no matter how mild.</p>	<p>Close liaison between the LD and the Executive committee</p> <p>To be completed at point of entry to school ie Reception</p>			
Testing - individual testing and mass testing	Pupils Staff	<p>Individual testing Should a pupil present with a Covid-19 symptom then Section A of the Rossall School Testing Protocol will be immediately enacted.</p> <p>Mass testing The procedure for the mass testing of asymptomatic pupils is covered in Section B of the Rossall School Testing Protocol</p>	See hyperlink Rossall School Testing Protocol and Risk Assessment	-	-	18/01/21

<p>Maintaining good communication</p>	<p>Pupils Staff Parents</p> <p>Visitors</p>	<p>Regular communication and collaboration between pupils, staff and parents via assemblies, email, website, social media and Headmasters Q&A session</p> <p>In the event of a positive case or pupil illness the Rossall School Testing Protocol will come into action</p> <p>Clear signage on all points of entry: Sports Centre, Main Barrier, South Drive, Back of Golf Academy.</p> <p>Appointments and visits must be prearranged and report directly to the Sports Centre Notices regarding social distancing and wearing masks clearly displayed.</p>	<p>Weekly review of all communication leaving the site at the Covid-19 update meeting</p> <p>See hyperlink Rossall School Testing Protocol</p> <p>Regularly reviewed and notices replaced, updated or removed if necessary.</p>	<p>-</p>	<p>-</p>	<p>22/02/21</p>
<p>Emergency provision</p>		<p>Suspected COVID-19 case to enter through Porritt Hall with advance notification of arrival to Medical Team. Follow COVID-19 procedure</p> <p>MEDICAL CENTRE /FIRST AID Non Covid issues to attend through the main entrance of the Medical Centre.</p> <p>FIRE & EVACUATION DRILLS Assembly points have been reviewed to reflect SD</p>	<p>Immediate notification to Headmaster In case of positive test advice to be taken from the local health protection team in liaison with the Headmaster.</p> <p>Immediate notification to Housekeeping to ‘Fog’ suspected contaminated areas. Scrutinise Trace and Trace data. Identify and isolate persons at risk Action online learning where appropriate</p>	<p>-</p>	<p>-</p>	<p>22/02/21</p>

		<p>Drills carried out encourage SD</p> <p>COMPLIANCE</p> <p>All operational health and safety routines such as PAT testing, Fire Alarm testing and legionella testing continue.</p>				
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CHAIR OF COUNCIL

SIGNATURE: _____

HEADMASTER

DATE: 22nd January 2021

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