



**Bosworth  
Independent  
College**

**Latest version: 20<sup>th</sup> January 2021**

## **COVID-19 Risk Assessment for Bosworth (based on Group RA)**

### **Introduction**

The COVID-19 outbreak is dynamic, changing rapidly, and there are now many agencies providing information almost to the point of information overload.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

Regular updates to this document will be produced and circulated by the local Principals. Changes will be highlighted and dated. Please check the updated document regularly to ensure you are aware of changes (updated versions will be issued every time there is a necessity to update it).

### **Rationale**

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the schools have for their whole community: governors, staff, parents and pupils and visitors.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *Cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

### **The School – States of Operation**

For the purposes of this risk assessment, a number of stages of operation for the schools have been considered:

1. Fully Open      Business as usual: no travel or trip restrictions.
2. Open            Business as usual: with caveats – no visitors or trips.
3. Open T         In transition: some teaching in school and some remotely.
4. Open B         In transition: with boarders and Open K (below).
5. Open K         Key staff and vulnerable children in school. All other teaching remote.
6. Open R         Teaching is all achieved remotely.
7. Fully Closed    No one on site except residents, security and maintenance staff.

### **Running the School - Assessing the Risk**

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?

- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Are there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, handrails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments, art and sports equipment) hygienic?
- J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- M. What SD rules have the school decided? Are they different for various activities (play, games, music) and locations (classroom, social spaces, boarding house) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
  - a. Masks;
  - b. Gloves;
  - c. shields (for face or lecterns, desk separators, staff desks);
  - d. sanitisers (gel and tissues).
- O. Medical. Who has:
  - a. Pre-existing medical conditions and are they fully declared?
  - b. Have all vulnerable pupils, parents and staff been identified and recorded?
  - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
  - d. Come into contact with anyone tested positive to COVID-19?
  - e. Travelled where: other than home and school? (via app or written diary).
  - f. Been sent home with COVID-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell)?
- P. Have all adhered to the external socialising rules set by the school such as:
  - a. shopping;
  - b. parties;
  - c. games and play;
  - d. travel (other than home to school and return).

Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, control measures and outcomes, is at Annex A.

**Conclusion**

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents.

The Executive and Senior Leadership teams must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and we hope to be able to bring the right information at the right time to schools to allow informed decisions and changes that reflect a safe and secure school environment.

## Overall Risk Assessment in the COVID-19 Environment

	<b>Risk/Hazard</b>	<b>Who may it affect/ harm</b>	<b>Control Measures</b>	<b>Current risk rating L/M/H</b>	<b>Risk Rating after Control measures L/M/H</b>	<b>Responsible Person(s)</b>	<b>Remarks / Re-assessment</b>
A	Is government advice being regularly accessed, assessed, recorded and applied?	Staff, Pupils, Parents, Visitors & Contractors	<p>Cues to check advice are contact from the BSA.</p> <p>BBC is checked daily followed by reference to the DfE website for confirmation and clarification of necessary changes in procedures.</p>	M	L	Principal & Vice Principal	<b>BOBRA:</b> SLT, College Nurse & DSL meet daily M – F and virtually at weekends to ensure Government advice and statutory and other valid advice and guidance are understood and reacted to.
B	Are changes regularly communicated to staff, pupils, parents and governors?	Staff, Pupils, Parents, Visitors & Contractors	<p>Risk Assessment (RA) to be reviewed regularly, as and when necessary or when legislation dictates and at least every fortnight.</p> <p>Any changes to the RA need to be documented, highlighted and signed off by the Exec Team/Governors and dated. Once approved, they need to be produced and provided to all staff, pupils, parents and governors.</p>	M	L	Principal Vice Principal Head of Boarding	Connection with Governors is ensured (at least) weekly the by Safeguarding Governor who attends the College at least twice weekly in term-time.

			<p>Changes to be informed at the weekly staff briefings.</p> <p>BOBRA meetings ensure discussion, action and communication of necessary changes, arrangements or details.</p> <p>Messages sent by email to all stakeholder groups as required.</p>				
C	Are changes reviewed by governors?	Staff, Pupils, Parents, Visitors & Contractors	Exec team/Governors to see all changes and sign off before general circulation and implementation of RA	M	L	Principal Vice Principal Head of boarding	Connection with Governors is ensured by (at least) weekly by the Safeguarding Governor who attends the College at least twice weekly in term-time.
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	Staff, Pupils, Parents, Visitors & Contractors	<p>Visitors –</p> <ul style="list-style-type: none"> <li>• Visitors controlled as required by current statutory/government advice.</li> <li>• Normal visitor control procedures remain in force.</li> <li>• Parents not allowed at student induction.</li> <li>• Results Days interaction by virtual meeting only this year.</li> <li>• Parent – teacher meetings virtual only.</li> <li>• try to minimise the number of visitors to site. Pre-book as many visitors in reception and stagger</li> </ul>	H/M	L	BOBRA  Boarding staff  Reception staff  Teaching staff  Estates & Pete Boylan (Estates Manager)	<p>College closed. Therefore, visitors include only deliveries and contractors. Social distancing and workplace measures enforced.</p> <p>Visitor occasions include Results Day, admissions interviews and Results Days. As at 16.5.20, all these meetings are virtual.</p>

			<p>where possible. Where the visitor can be dealt with via a phone or conference call this method should be used</p> <ul style="list-style-type: none"> <li>• Visits to be at times when contact with students can be avoided whenever possible</li> <li>• where essential works need to be attended to ideally a pre-arranged time should be booked and where possible can the works be undertaken in the quieter hours</li> <li>• entry for all visitors is via the main reception door</li> <li>• visitors sanitize hands on first entering the building</li> <li>• Temperature of individual taken</li> <li>• details of visitor to be documented at reception.</li> <li>• Visitors to use their own pen for signing in when possible. Where they use the college pen, Receptionist to disinfect the pen used for signing in after every use</li> <li>• Visitor briefed as to what our Covis-19 policy is.</li> </ul> <p>Staff –</p>				<p>Infra-red thermometers already ordered.</p> <p>16.5.20. New visitor procedures will be published in card form (as per current procedures) one visits are allowed again.</p> <p>Hand sanitisers were installed February 2020. Extensive refill supplies on order for contemplated September start.</p>
--	--	--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>• entry for all staff is via the main reception door to the building.</li> <li>• Staggered arrival times of staff occurs naturally due to high proportion of part time staff.</li> <li>• Staff to sanitize hands as soon as they enter the building</li> <li>• Temperature of individual taken</li> </ul> <p>Students –</p> <ul style="list-style-type: none"> <li>• entry for all students is via the main reception door to the buildings</li> <li>• Stagger arrival times of students</li> <li>• sanitize hands as soon as they enter the building.</li> <li>• temperature of individual taken</li> </ul>				
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	Staff, Pupils, Parents, Visitors & Contractors	<p>Where possible, reasonable and practicable the 1 metre for SD is to be applied, where this is not possible the necessary PPE is to be provided. Everyone should be made aware that they should sanitize their hands on arrival at the college, prior to taking a meal and regularly throughout the day</p> <ul style="list-style-type: none"> <li>• Provide necessary signage in key areas to remind everybody in the building of the need to SD.</li> </ul>	H/M	L/M	Principal Vice Principal Head of Boarding  All teachers (led by CDs and HoDs) and boarding staff.	<p>Rules for different groups reinforced by posters, published codes, email reminders and staff vigilance.</p> <p>In Bosworth Teaching, boarding restaurant &amp; communal areas have been individually inspected (15.5.20) to work out room use to enable SD. To be included in TT</p>



			<ul style="list-style-type: none"> <li>• Introduce floor markers highlighting the required distance.</li> <li>• Spare chairs in classrooms to be removed so as to assist the SD.</li> <li>• Desks to face forwards.</li> <li>• Teachers to maintain distance from students, staying at the front of the classroom where possible.</li> <li>• Spare tables and chairs in dining/communal areas to be removed so as to assist the SD.</li> <li>• Increase the number of hand sanitizing units (these should be on all main entrances, in all teaching rooms, in the canteen as well as other strategic locations throughout the building and should be sufficient for all to access them. These units need to be checked on a regular basis during the day to ensure that they have not run out.</li> <li>• Students to be informed of the rules prior to arriving at the school as well as during the arrival routine process.</li> </ul>			<p>planning and adapted suitably for start of year with ref to control measures needed then.</p> <p>Further checks carried out December 2020 for TT preparation for January 2021. Some classes changed rooms for better SD.</p>
--	--	--	--	--	--	---

			<ul style="list-style-type: none"> <li>Each student and teacher to have supplies of alcohol-based wipes to clean tables, keyboards and seats they have used when they leave. Staff to supervise this.</li> </ul>				
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	Staff, Pupils, Parents, Visitors & Contractors	<ul style="list-style-type: none"> <li>Signage to be visible in all key locations throughout the building to remind all about the SD and Hygiene rules.</li> <li>Key staff in the catering areas, reception/main entrance areas and Boarding Houses to verbally remind all to both SD and sanitize.</li> <li>Where safe distancing cannot be maintained PPE to be worn.</li> </ul>	M/H	L/M	SLT All Staff	SLT to monitor staff and student adherence to rules.  Cleaning & catering staff have been following these rules since March 2020. Refreshers needed in September.
G	Are there sufficient supplies of hygiene materials and are they well placed?	Staff, Pupils, Parents, Visitors & Contractors	<p>Daily and hourly checks during the day to be undertaken of all hygiene consumables and any issues reported to the Operations Team.</p> <ul style="list-style-type: none"> <li>Teams to ensure that sufficient supplies and storage areas are available in each building for hygiene consumables</li> <li>Accessibility of supplies to be ensured, especially evenings and weekends.</li> </ul>	M/H	L	Ordered through BOBRA or Office Manager  Operational Managers, Head Chefs, Chefs, domestic Supervisors	

			<ul style="list-style-type: none"> <li>Supplies used are safe but capable of destroying Covid-19 virus.</li> </ul>				
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, handrails and regularly used hard surfaces?	Staff, Pupils, Parents, Visitors & Contractors	<p>Cleaning regime modified to ensure that bedrooms are cleaned as normal, but additional attention is given to high risk areas.</p> <p>Additional day time support to the college by the domestic team to ensure that regularly used areas and hard surfaces are regularly sanitized and cleaned.</p> <p>Boarding cleaning staff apply complementary measures.</p> <ul style="list-style-type: none"> <li>wipe down of bannisters</li> <li>door handles</li> <li>light switches</li> <li>toilets</li> <li>bins</li> </ul> <p>Evening support in the boarding houses by the House Parent team to ensure that regularly used areas and hard surfaces are cleaned.</p> <ul style="list-style-type: none"> <li>wipe down of bannisters</li> <li>door handles</li> <li>light switches</li> </ul>	M/H	L	<p>Operational Managers</p> <p>Domestic Supervisors</p> <p>Head of Boarding</p> <p>Team Leaders</p> <p>Head of Boarding</p> <p>Jackie Adams.</p>	Extra day-time cleaning staff will be employed to clean – this has been the norm since April 2020

			<ul style="list-style-type: none"> <li>• toilets</li> <li>• bins</li> </ul>				
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Teachers, students, lab technicians and cleaners.	<p>In lessons requiring use of equipment other than students' and teachers' personal property students will be required to sanitise their hands before and after use.</p> <p>Same procedures to apply to handing out paper in lessons.</p> <p>Sanitising wipes to be left in classrooms and music practice rooms for student to wipe down items of equipment under the supervision of the teacher</p>	M/H	L	<p>BOBRA to assess and instruct. All staff to implement and assure.</p> <p>Teachers</p>	
J	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	Staff, Pupils, Parents, Visitors & Contractors	<p>Additional attention is given to high risk areas.</p> <ul style="list-style-type: none"> <li>• Additional day time support to the colleges by the domestic team to ensure that toilets, door handles, switches, handrails and regularly used hard surfaces. Waste bins to be emptied regularly during the daytime. Records of these actions are to be documented as and when the happen.</li> <li>• Evening support in the boarding houses by the House Parent team</li> </ul>	M/H	L/M	<p>BOBRA members will do regular checks without warning.</p> <p>SMT</p> <p>HOB</p> <p>Team Leaders</p>	Staff and students will be encouraged to report concerns to members of BOBRA via Any questions email.

			to ensure that toilets, door handles, switches, handrails and regularly used hard surfaces.				
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	Students, staff and parents.	<p>Transition to greater levels of opening will be planned and progressed appropriately.</p> <p>See above for regular electronic communication to stakeholders. Parent and other bulletins will be used.</p> <p>Based on experience during the summer term the College has the capacity to rapidly switch to remote learning if a local lockdown was introduced.</p>	L/M	L	Principal and SLT.	<p>Current (16.5.20) plans at Bosworth are for a fluid return to full opening. Lessons will nearly all be live broadcast and students unable to join invited (required) to attend. Returns will be allowed once travel rules and travel history make this possible. Bosworth will accommodate appropriately and safely, students needing isolation on entry to the UK. These plans are all subject to risk-assessed availability of accommodation and space.</p> <p>4<sup>th</sup> Jan – The college will go fully online for the week to allow BOBRA to properly implement our Covid testing programme. We expect hybrid lessons from Monday 11<sup>th</sup> January 2021.</p>
L	Are all the risks identified properly mitigated and regularly re-assessed?		All risks, issues that are identified, to be remedied quickly and then documented	M	L	BOBRA	<p>BOBRA meets on a regular basis.</p> <p>Concerns identified can be sent to Any questions email address.</p>

			in the RA, highlighted, dated and shared with the necessary audience.  Risk to be constantly assessed and reviewed weekly/fortnightly initially, or as significant change requires it			All Staff	
--	--	--	---	--	--	-----------	--

### Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Who may it affect/ harm	Control Measures	Current risk rating L/M/H	Risk Rating after Control measures L/M/H	Responsible Person(s)	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, Facebook etc		Are communication channels working and being reviewed? Email, text, Facebook etc  BOBRA meets three times weekly and, if needed, virtually at weekends.	L/M	L	Everyone  BOBRA & Vice Principal	BOBRA (see above) consists of Principal, Vice Principal, Assistant Principals, Head of Boarding, College Nurse & DSL/Counsellor.
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Potential arrival of students for whom the Colleges are unable to provide a safe environment without	Staff, students and parents.	Staff, students and parents with concerns or comments are invited to use the Any questions	L/M	L	BOBRA & Vice Principal

		compromising the safety of others.		email already set up when the emergency began.			
3	If there is a governor and/or officer for the school/department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Students, staff parents.	No individual member of staff required. Contact for stakeholders is clear. Senior relevant staff meet regularly. Single person neither required nor appropriate to structures and procedures in place at Bosworth.	L/M	L	BOBRA.	
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Students, staff parents	ISG is an international organisation, as such its line of communication extend over a near full range of time zones and must consider the levels of English available in each of the households with which it communicates.  a) Suitable members of sales team delegated to do this.  b) Kept updated by BOBRA and invited to ensure	L/M	L	BOBRA ALI Lewis	Existential reputation impact that may undermine recruitment efforts  Current (16.5.20) plans at Bosworth are for a fluid return to full opening. Lessons will nearly all be live broadcast and students unable to join invited (required) to attend. Returns will be allowed once travel rules

			<p>parents/students' questions reach BOBRA.</p> <p>c) VP Ali Lewis oversees.</p> <p>d) Means of communication are electronic.</p> <p>e) Group inspired literature about anti-infection, student-care and teaching measures used and referred to.</p>				<p>and travel history make this possible. Bosworth will accommodate appropriately and safely students needing isolation on entry to the UK. These plans are all subject to risk-assessed availability of accommodation and space.</p> <p>Updated 3<sup>rd</sup> January 2021. BIC will be part open as some students cannot return early due to cancellation of flights into the UK from host countries. Some boarding students will return once flights re open.</p>
5	Who has travelled where: other than home and school? (via app or written diary).	Students & staff	<p>No exeats are allowed, unless exceptional circumstances.</p> <p>Students allowed out of houses for very limited periods daily.</p> <p>Students required to remain at Bosworth for half-term.</p>	M/H	L	There is a potential need for this to be tested. Survey?	Responses to communications suggest that messages are being read and understood, though it is difficult assess whether this is universally the case.



			Travel histories for necessary journeys or new arrivals checked by Nurse.			Head of Boarding & boarding staff	Students who have travelled outside of the UK for Christmas holidays are quarantined for 5 days on arrival into boarding and subject to our new testing programme. All were encouraged to apply for the Government Test to release scheme.
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Staff, Pupils, parents	Use of sanitisers on entry to all buildings (including boarding houses) and before eating.  Cleaning of desks, keyboards, desk phones, and work surfaces used by all students using available cleaning wipes at the end of every lesson. Staff and students to sanitise hands between lessons.  1 metre distancing required.	M/H	L	BOBRA  VP  Head of boarding  All staff and middle managers	The precise level of these measures will be determined prior to September re-opening depending on DfE requirements and the Group RA at the time. Group and BIC level meetings ensure dynamic reasibility of this

			<p>Masks to be worn in lessons and mealtimes (except when sat at tables).</p> <p>Use of available social areas is limited by numbers.</p>				
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff, students	<p>Staff expected to follow staff-specific rules, viz.</p> <ul style="list-style-type: none"> <li>a) Number limits on staff work and social facilities.</li> <li>b) Using wipes to clean working and teaching areas when they have finished.</li> <li>c) Rules known and published on what symptoms to report to College Nurse and to send student to see her.</li> <li>d) Boarding staff to be aware of anti-infection and PPE procedures to apply if needed in areas designated for isolation of students.</li> </ul> <p>Staff given training prior to September re-opening to understand anti-infection control</p>	M/H	L/M	BOBRA SLT	

			<p>reasons for staff and student procedures (see Risk 6 above).</p> <p>Parents not permitted to visit the college currently except by prior appointment agreed to and conducted in rooms of sufficient size for SD.</p>				
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	Students and staff	<p>Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?</p> <p>are currently (16.5.20) not allowed.</p> <p>There is no Bosworth transport provided for day-students.</p>	N/A	N/A	N/A	<p>This feels like an intervention that would assess the risk above</p> <p>This risk will be adjusted if BOBRA sanctions changes to the situation.</p>
9	How is registration throughout the day managed including temperature / health checks?	Students, staff and parents.	<p>Registration at Bosworth is in every lesson on the Document Management System in Engage and regularly in the evening in boarding houses.</p> <p>Register will be used to provide lists for morning check of boarders and day-students.</p> <p>Students will be issued with wrist bands once tested. Any student</p>	M/L	L		As of January 2021, all registers are kept by the Data and Attendance manager in liaison with the teaching staff who register at the beginning of every lesson.

			<p>seen not wearing a wrist band has not been tested.</p> <p>Students told it is their responsibility to be checked.</p>				
10	<p>Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?</p>		<p>If there is a governor and/or officer for the school/department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?</p> <p>a) One-way system in operation in teaching buildings and restaurant. This will be reinforced with the necessary signage and visual aids.</p> <p>b) Boarding accommodation adjusted to one per room and to ensure SD in communal areas like common rooms, shower rooms and laundries.</p> <p>c) Communal socialising areas enlarged with limits of numbers placed on each one.</p>	L/M	L	<p>BOBRA</p> <p>APP John Bromilow</p> <p>Vice Principal</p> <p>Timetabler</p>	<p>Why do we need this – this is a leadership challenge, creating a ‘shadow’ organisation is entirely inappropriate. This is H&amp;S/Safeguarding issues and should be managed accordingly.</p> <p>Bosworth - All teaching areas surveyed and measured (15.5.20).</p> <p>Checks re done December 2020.</p>

			<p>d) Restaurant sittings adjusted to ensure number of people eating and waiting in queues enables SD.</p> <p>e) Contact sports and use of relevant areas temporarily not allowed. Alternative sports occupations allowed will be non-contact and observe SD.</p> <p>Sports equipment thoroughly cleaned between each use by different individual groups</p> <p>f) SD rules also apply to staff areas.</p> <p>g) Teaching facilities assessed to ensure numbers in classes enable SD.</p> <p>h) Larger rooms may be re-designated to include &gt; smaller groups able to SD.</p>				
11	Are learning and games spaces configured to SD rules?	Staff, students	<p>Is there a system to communicate with parents and sf that have not returned to school for fear of infection?</p> <p>Not as at 16.5.20.</p>	L/M	L	BOBRA	Yes – though this needs to reflect the fact that it may be the fear of others that inhibits return to school – border restrictions, concerns about the

			<p>Survey completed, however (see Risk 10) so that arrangements put in place ready for re-opening.</p> <p>Regular meetings of BOBRA assess number of students and configuration of teaching groups for satisfactory advance planning and implementation.</p>				<p>implications of quarantine when crossing borders</p> <p>Bosworth All teaching areas surveyed and measured (15.5.20).</p> <p>Re checked December 2020.</p>
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Students	<p>Who has travelled where: other than home and school? (via app or written diary).</p> <p>Planning and provision are not age specific. BIC is Y9-Y13+. Infection vulnerability and control for all these groups is identical.</p> <p>NB. Vulnerable students (e.g. asthmatics) identified by College Nurse. Planning for them is discrete and appropriate, including attendance online only if needed.</p>	M/H	L/M	BOBRA College Nurse	Our normal process and data collection mean that we have home address and travel details

13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Students, staff	<p>What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?</p> <p>Current pastoral provision is satisfactory. Specific anxieties related to Covid-19 are dealt with by Safeguarding Committee including support for students and staff caring for them from College Nurse and DSL.</p>	M	L	BOBRA	<p>From January 2021 we have a DSL and counsellor on the staff.</p> <p>VP. All are part of BOBRA.</p>
----	--	-----------------	---	---	---	-------	---

### Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Who may it affect/ harm	Control Measures	Current risk rating L/M/H	Risk Rating after Control measures L/M/H	Responsible Person(s)	Remarks / Re-assessment
1	Have safeguarding, code or practice, and staff handbook policies been updated, regularly reviewed and shared?	Students, staff.	Yes, reviewed in accordance with guidelines	M	L	<p>DSL(s)</p> <p>BOBRA</p> <p>BTSO</p>	'FAQs' is the Bosworth Staff Handbook. There is also a 'Boarding Staff Handbook' which is adjusted accordingly.

			<p>a) DfE supplement to all schools' SG policies in effect and made known to staff since publication.</p> <p>b) FAQs adjusted accordingly.</p> <p>c) Staff will receive – like students and parents – an agreed publication detailing policies, procedures and reasons for them.</p> <p>d) Staff training (September 7th September and before) will cover Covid-19 procedures and responsibilities in full.</p>				
2	Is the DSL and ADSL easily contacted and their contact information known to all?	Students, staff.	<p>Yes – e-mail, phone</p> <p>Normal required safeguarding procedures apply.</p> <p>New staff will be trained, and details of procedures will be revised for September restart. Also, refresher training for current staff.</p>	L/M	L	DSL	
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Students, staff, parents, visitors	<p>Being developed</p> <p>The Policy format is not dynamic or consumable by stakeholder groups.</p> <p>Covid-19 is met at BIC by appropriate application of the following policies:</p> <p>a) Safeguarding Policy</p>	M/H	L	BOBRA	The Control Of Infectious Diseases is informed by the Covid-19 RA, meetings of BOBRA, traffic to and from stakeholders via anyquestions.



			<p>b) Health Policy</p> <p>c) Health &amp; Safety Policy</p> <p>d) Admissions Policy</p> <p>e) Staff Code of Conduct</p> <p>f) Student Behaviour Policy</p> <p>Coherence, efficient management and communication are ensured via the Covid-19 Information Document</p>				As at 16.5.20 still to be agreed by CW & JL.
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	Students, staff parents.	<p>Approach being developed</p> <p>Bosworth Control Of Infectious Diseases and GROUP-inspired documentation sent to families (current and new) at appropriate stages.</p> <p>Information supplied to all new students' families, including BIC support for any pre-term isolation required.</p> <p>Online teaching up and running including remote participation in taught lessons.</p> <p>Risk-assessed admissions interviews in place.</p>	M	L	BOBRA	
5	Are sporting, play and SD rules clear to staff and pupils?	Students, staff parents.	They are as clear as the government guidance	L/M	L	Vice Principal	

			<p>Bosworth has no sports facilities. Sports equipment at external venues must be thoroughly cleaned between each use by different individual groups</p> <p>Alternative provision will be non-contact and observing SD.</p> <p>SD rules will apply to games facilities like snooker tables etc.</p> <p>Students informed and staff monitoring.</p>			Head of Boarding	
6	Are drama, dance and music activities applying SD rules?		<p>Will be developed once 5 is in place.</p> <p>Such activities all pursued according to SD rules.</p> <p>Singing, wind and brass playing should not take place.</p> <p>Spaces available organised to ensure SD.</p>	M/H	L	BOBRA	Signage around the college is clear and visible at all times.
7	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Staff	<p>Protocol in protocols document.</p> <p>SD rules enforced.</p> <p>Furniture and resources organised accordingly</p> <p>Staff required to wipe areas and keyboards they have used after they have finished.</p>	L/M	L	BOBRA	

			<p>Disposable gloves available for use of staff kitchens/other common areas for those staff who wish.</p> <p>Rule that all utensils used must be cleaned in the dishwasher.</p>				
8	Are security, CCTV and access systems regularly checked, updated and where necessary re-coded?	Staff, students, parents.	Normal standard procedures. Currently assessing use of card entry to replace keypad operation of main doors.	L/M	L	BOBRA	
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Staff, students, parents	<p>Being developed</p> <p>a) Rules for students and staff explained, restated subject to RAs and updated appropriately.</p> <p>b) Adapted visitor procedures made known and applied (including in emails confirming by appointment only meetings).</p> <p>c) BIC estate allows no ingress by parents' vehicles.</p>	M/H	L/M	BOBRA CDs	
10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Students, Staff, parents	<p>One-way systems needed</p> <p>a) One-way system in operation in teaching buildings and restaurant.</p> <p>b) Boarding accommodation adjusted to one per room and to ensure SD in communal areas</p>	M/H	L	BOBRA All staff	

			<p>like common rooms, shower rooms and laundries.</p> <p>c) Communal socialising areas enlarged with limits of numbers placed on each one.</p> <p>d) Restaurant sittings adjusted to ensure number of people eating and waiting in queues enables SD.</p> <p>e) Contact sports and use of relevant areas temporarily not allowed. Alternative sports occupations allowed will be non-contact and observe SD.</p> <p>Sports equipment thoroughly cleaned between each use by different individual groups</p> <p>f) SD rules also apply to staff areas.</p> <p>g) Teaching facilities assessed to ensure numbers in classes enable SD.</p> <p>Larger rooms may be re-designated to include smaller groups able to SD.</p>				
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Students, staff	<p>Protocols being developed</p> <p>All measures and adjustments will be made ready for September re-opening.</p>	M/H	L	BOBRA Estates	

			BOBRA, RA adjustment and reviews all kept up during academic years 2019-20 and 2020-21 to ensure all is as required in September 2020.				
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	Staff, students	<p>Yes, but will depend on government guidance and volume of student returnees.</p> <p>a) Demands carefully managed</p> <p>b) Managers asked to support and also offered support themselves</p> <p>c) Training to be provided for online teaching needed from Sept 2020</p> <p>d) Student and parental response to provision is monitored.</p>	L/M	L	BOBRA VP & APs	The necessarily unplanned start of online teaching in March led to some workload-related anxiety and other issues. Planning for September 2020 can be in advance, consultative and appropriate.
13	Are mealtimes de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Staff students	<p>Seating plans to be revised with chairs and tables removed as required to ensure SD. Seating spaces highlighted by a sticker on the table saying “Sit here please”.</p> <p>Staggered serving times will mean a longer lunchtime period, but will allow time for cleaning of surfaces between groups of students</p> <p>Coffee bar opened for longer shifts to help with the serving times.</p>	M	L	VP & APs & HoB	

			<p>Protective vision screens with slot to be installed for the serving areas</p> <p>Tables and chairs to be sanitised between each sitting.</p> <p>One entrance/exit system to be installed where possible.</p> <p>Subject to PHE, DfE and group RA assessments and requirements prior to re-opening in September, following measures will be applied:</p> <p>a) Students divided into 4 or more sittings to ensure numbers in restaurant permit SD (including in any queue).</p> <p>b) Serving faster than usual by more staff and/or fewer choices.</p> <p>c) Picnic style meals to be taken away to socialising areas in Bos Hall rather than use of restaurant.</p> <p>d) Staff supervision to ensure SD rules and effective tidying up afterwards.</p>				
--	--	--	---	--	--	--	--

## Medical Risk Assessment in the COVID-19 Environment

	<b>Risk</b>	<b>Who may it affect/ harm</b>	<b>Control Measures</b>	<b>Current risk rating L/M/H</b>	<b>Risk Rating after Control measures L/M/H</b>	<b>Responsible Person(s)</b>	<b>Remarks / Re-assessment</b>
1	Is there anyone in addition supervising the normal medical staff?	Nurses	Head of Boarding (Line Manager)	N/A	L		
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Students/Nurses/ Staff	Additional help required across all sites This has been discussed and will be implemented. NHS 111 to be used at weekends to get initial advice.	M	L	Nurses Health Care Assistants House parents	
3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Staff	All staff to follow all infection control procedure as per current medical policy	M	L		
4	Is the medical room(s) properly equipped?	Nurses/Students	No extra equipment needed To ensure that equipment that is in place is used safely according to national guidelines	L	L		
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	Nurses Students House Parents	College MUST provide appropriate PPE  Gowns Face mask Gloves Disposal Aprons	H	L		

			Goggles Hair nets				
6	Is the school aware of all pre-existing medical conditions?	Students	<p>The college must be aware of all pre-existing past medical history</p> <p>The college must encourage students/parents to declare all pre-existing acute and chronic medical condition.</p> <p>We can only be aware of what has been declared to us by students/parents</p> <p>Students to complete a COVID status Questionnaire on arrival to college.</p> <p>Review and re-assess regularly.</p> <p>Diagnosed students and staff with COVID symptoms will be isolated (if possible, to a room where they can be isolated behind a closed door) immediately as per national guidelines. They should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The area used by the person with symptoms must be cleaned with normal household bleach after they have left to</p>	H	L		



			reduce the risk of passing the infection on to other people.				
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	No current cases	<p>Students and staff to complete a COVID status Questionnaire on arrival to college and all forms will be files in a secured unit</p> <p>Review and re-assess regularly.</p> <p>Diagnosed students and staff with COVID symptoms will be isolated (if possible, to a room where they can be isolated behind a closed door) immediately and barrier nursed as per national guidelines. They should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The area used by the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p> <p>Staff to be encouraged to engage with NHS Test and Trace.</p>	H	L		

			<p>College to contact PHE to enable engagement with NHS Test and Trace for any student who tests positive.</p> <p>Staff and students to be informed that if someone in their household has symptoms, or have tested positive in the last 7 days, they must not attend College.</p>				
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	No current cases	<p>None at the moment but if a student or staff member comes into contact with anyone tested Covid-19 positive, it will be recorded appropriately</p> <p>Students to complete a COVID status Questionnaire on arrival to college and this will be recorded</p> <p>Review and re-assess regularly.</p> <p>Diagnosed students with COVID symptoms will be isolated and barrier nursed immediately as per national guidelines. They should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The area used by the person with symptoms must be cleaned with normal</p>	H	L		

			household bleach after they have left to reduce the risk of passing the infection on to other people.				
9	Who has been sent home with COVID-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell)?	Students Staff	None at the moment  Staff who presents with COVID symptoms will be sent home and will be advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).	H	M/L		NB- Bosworth has had 'dry run' with both day and boarding students post Feb half term with COVID symptoms. Isolation/sent home as appropriate- deemed to be effective
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Students Staff	N/A  None at the moment; but there need to be regular communication if student/staff are isolated at home or in college	M	L		Regular check ins from HoYs  SLT have been in contact on a regular basis with staff who have been isolating
11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Students/Staff/ Visitors	Isolation rooms / areas are separate, easily identified and must be cleaned after use.	H	L		Signage around the campus

			<p>Boarders checked prior to leaving boarding house (a.m.) and again during the evening (minimum)</p> <p>Day students and Staff to be checked on arrival to college</p>				
12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Students Staff	<p>Temperature testing must be safe and recorded appropriately to ensure confidentiality</p> <p>Forehead infra-red thermometers to be used to prevent infection.</p> <p>Temperatures are documented/recorded as per usual college procedure</p>	M	L		
13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Students Staff Emergency Services	<p>As per college policies</p> <p>A delegated staff member must stand at the main entrance and direct the emergency crew in and out</p>	M	L		
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	All Staff	<p>All Staff and students need to be trained</p> <p>Reinforcement to ensure implementation</p>	M	L		
15	If essential work is required on site are contractors properly registered,	All Visitors	All contractors/visitors are registered and inducted on arrival	M	L		

	inducted supervised and temperature checked?	All contractor workers All temporary workers	Universal temperature testing for all entering college site				
16	Do medical staff have the appropriate PPE, cleaning materials and training?	Medical staff House Parents	All colleges must have appropriate training, PPE, Cleaning material Bosworth- will need to look at- have partial PPE	M	L		Medical staff House Parents
17	What is the policy on washing school clothes so as to prevent infection?	Students	All clothes washed above 60C to kill Coronavirus	M/H	L		Students

### Boarding Risk Assessment in the COVID-19 Environment

	Risk	Who may it affect/ harm	Control Measures	Current risk rating L/M/H	Risk Rating after Control measures L/M/H	Responsible Person(s)	Remarks / Re-assessment
1	Are all security and access systems regularly checked, updated and re-coded?	Staff / Pupils	Regular check in place & conducted by duty boarding staff during shift. Card access system being evaluated. "Tailgating" issue to be briefed early.	L/M	L	Boarding staff	Procedures to be communicated to staff returning to work post Furlough.

2	Are boarding policies and procedures updated, regularly reviewed and communicated?		Key policies reviewed over summer break & adapted as required.  Boarding “start-up” meeting to brief staff on relevant changes. (e.g. temporary changes to exeats, time offsite, curfews, use of laundry etc.)			HoB Heid/Emma	
3	Do boarding staff have the appropriate PPE, cleaning materials and training?	Staff / Pupils	PPE equipment to be made available to all boarding staff, weekly stock checks to be implemented to ensure stock levels are maintained, training to be conducted & recorded with all boarding staff on usage and disposal. Access to cleaning materials in place, training on usage to be undertaken & recorded by all boarding staff.	<b>M/H</b>	<b>L/M</b>	<b>HoB, College Nurse</b>	PPE equipment to be checked for compliance and training conducted by the college nurse prior to student arrivals. Training of staff on usage of cleaning materials to be overseen by the COSHH prior to student arrivals.
4	Are separation and socialising rules adhered to in the boarding house?	Staff / Pupils	Plan to use all 6 houses to help with SD & potential isolation/lockdown measures.  SD compliance of students to be monitored & enforced by boarding staff in communal spaces at all times during boarding hours. During high traffic periods staff are available and in place to oversee that SD is adhered to. Senior House students to be treated as Day Students.	<b>L/M</b>  <b>M/H</b>	<b>L</b>  <b>L/M</b>	HoB  Boarding staff	Kitchen access limited to 2 students at a time and rota communicated to students.  Use of laundry rota.
5	Are fire instructions and new procedures reviewed, understood and rehearsed?	Staff / Pupils	Student induction to be implemented on arrival clear fire evacuation procedures explained within this	<b>M</b>	<b>L</b>	<b>All boarding staff</b>	Potential 2-week isolation period to be completed

			process. Rehearsed drill to be implemented once all arrival checks have been completed and regular drills thereafter. Staff to ensure all students are SD as far as possible during the evacuation process.				before any evacuation drill is rehearsed.
6	Are there sufficient rooms to isolate pupils (and staff)?	Pupils / Staff	Students and/or staff to follow government residential educational settings <u>guidance</u> if a student or residential staff is symptomatic.  Corridors / Clusters to be designated as isolation space. Students to be roomed intermittently where possible.	<b>M/H</b>	<b>L/M</b>	<b>HoB / College Nurse</b>	Students to be aware this will impinge upon their choice of room at least in the short term.
7	Does the staff to pupil ratio reflect SD rules? This should include medical and emotional support.		Counsellor available – room to be checked/swapped to maintain SD. Nurse office adjusted to ensure SD. Only 1 or 2 staff on duty at any time.	M	L	HoB Nurse	
8	If bed space has been reconfigured are there still sufficient bathroom facilities?	Pupils	Ratio complies under usual circumstances, but care needs to be taken in planning accommodation for the Sep/Nov/Jan intakes.	<b>L</b>	<b>L</b>	HoB	
9	Are all clothes and bed linen washed regularly and at appropriate setting (65°)?	Staff / Pupils	Gov cleaning guidelines now issued & will be briefed to cleaners. Students to be briefed thoroughly by boarding staff, laundry booking system to be in place, staff not to handle student laundry.	<b>M</b>  <b>L/M</b>	<b>L/M</b>  <b>L/M</b>	<b>Emma Boarding staff</b>	

10	Are boarders equipped with authorised equipment to stay-in touch with parents?	Staff, Pupils, Parents.	Pre-arrival information provided to students / parents. Laptop & mobile phones are essential. Checks completed during the induction process ensuring that all students have a working mobile.	L/M	L/M	boarding staff	
----	--	-------------------------	---	-----	-----	----------------	--

### Support Staff Risk Assessment

	Risk	Who may it affect/ harm	Control Measures	Current risk rating L/M/H	Risk Rating after Control measures L/M/H	Responsible Person(s)	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Staff & their teams	Managers, Supervisors & team leaders to set up regular meetings with their respective teams to discuss any changes once practices are in place	M	L/M		
2	Do support staff have the appropriate PPE, cleaning materials and training?	Staff	Staff to be issued with PPE: <ul style="list-style-type: none"> <li>• Catering-with disposable gloves, aprons &amp; masks</li> <li>• Cleaners with disposable gloves, masks and tabards</li> <li>• Estates- with disposable gloves masks, overalls and goggles where necessary</li> </ul>				
3	Are cleaning regimes reviewed and inspected	Staff, Pupils, Parents, Visitors & Contractors	Domestic: An enhanced cleaning regime to be introduced to include a more frequent and thorough cleaning of				Additional daily disinfecting to be provided in teaching buildings.



	regularly and conforming to revised hygiene rules?		<ul style="list-style-type: none"> <li>• door handles</li> <li>• light switches</li> <li>• surfaces in all communal areas</li> <li>• emptying of bins more regularly to prevent overflowing (WC's, communal &amp; outside)</li> <li>• Closed top bins to be placed throughout College buildings</li> </ul> <p>Catering: to be responsible for enhanced regular daily cleaning process &amp; checks to include:</p> <ul style="list-style-type: none"> <li>• sanitising all trays after every use</li> <li>• sanitising every table and chair after each sitting</li> <li>• <b><u>No options for-self service</u></b></li> <li>• issue cutlery wrapped up in serviette to individuals</li> <li>• Fruit and bread to be issued by a member of staff</li> </ul>				
4	Are all security and access systems regularly checked, updated and re-coded?	Staff, Pupils, Parents, Visitors & Contractors	<p>All staff to ensure robust 'opening &amp; locking up' procedures of all buildings</p> <p>Salto locks &amp; card system being evaluated where appropriate</p> <p>CCTV &amp; alarms- repaired when there is an issue</p>				

5	Have reconfigured areas, zones and routes hampered fire exits and routes?	Staff, Pupils, Parents, Visitors & Contractors	Reconfigured areas to allow for SD will not be permitted to compromise fire exits muster points, points of egress or access routes.				Tables & chairs from classrooms, studios and canteen areas will be taken out where necessary to allow for SD
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Staff, Pupils, Parents, Visitors & Contractors	Estates staff & boarding will continue to do their daily checks as per usual, paying particular attention to the newly reconfigured areas.				Any faults or issues spotted to be reported verbally if urgent and will be dealt with accordingly

### Facilities Management Risk Assessment

	Risk	Who may it effect/ harm	Control Measures	Current risk rating L/M/H	Risk Rating after Control measures L/M/H	Responsible Person(s)	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Staff, Pupils, Parents, Visitors & Contractors	<ul style="list-style-type: none"> <li>• annual service contracts in place with certified engineer</li> <li>• 24 hr call out response contract</li> <li>• annual gas certification</li> <li>• back up portable heaters in store on site</li> </ul>				

2	Gas supply, venting and valves?	Staff, Pupils, Parents, Visitors & Contractors	A certified gas engineer looks after & services the college's boilers on an annual basis in the smaller properties, & a certified team of engineers are deployed on the bigger properties.				
3	Have air conditioning ducts and units been checked and reviewed?	Staff, Pupils, Parents, Visitors & Contractors	Part of PPM contracts for larger buildings which includes 6 monthly servicing of the Air- con units				
4	Electrical tests up to date including emergency lighting and PAT?	Staff, Pupils, Parents, Visitors & Contractors	<ul style="list-style-type: none"> <li>• annual PAT testing service in all buildings</li> <li>• monthly emergency electrical lighting carried out</li> <li>• 5-year Periodic hard wiring testing carried out</li> </ul>				
5	Water testing for temperature, flow and legionella in date for test?	Staff, Pupils, Parents, Visitors & Contractors	<ul style="list-style-type: none"> <li>• monthly temperature testing &amp; recordings in all buildings</li> <li>• weekly 'flushing' in all unoccupied rooms &amp; outlets not being used</li> <li>• termly de-scaling of shower heads</li> <li>• Legionella risk assessment every 2 years</li> <li>• annual chlorination &amp; cleanout of tanks</li> </ul>				
6	Fire alarm panel, system and extinguishers in date and serviced?	Staff, Pupils, Parents, Visitors & Contractors	<ul style="list-style-type: none"> <li>• Bi- annual servicing of fire alarm &amp; emergency lighting by a certified contractor</li> <li>• annual servicing of the fire extinguishers</li> </ul>				

			<ul style="list-style-type: none"> <li>• daily fire equipment checks by Boarding staff</li> <li>• weekly testing of the fire alarm panel/call points</li> </ul>				
7	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Pupils & Staff (Boarding staff)	<p>Service contract in place with a 24 hour call out service response.</p> <ul style="list-style-type: none"> <li>• Washing tablets supplies ordered by domestic team and held with the Boarding team to give out on request.</li> <li>• PPE (gloves) will be worn by the duty HP's when handing out tablets.</li> <li>• Students are allocated with washing slots so that they know they will have a guaranteed 'booking' to do their washing</li> </ul>				
8	Have waste procedures been reviewed?	Pupils	Arrangements to be in place to ensure that waste contractor visit at times when there is little or no people's traffic (early mornings) and will be restricted to the waste compound area which is out of bounds to everyone else				
9	Are pest control services recorded, deficiencies identified and actioned?	Staff, Pupils, Parents, Visitors & Contractors	Service agreement with external contractors for pest control services for the canteen every 6 weeks and additional locations as required.	L/M	L	Head-Chef; Operations Manager	

			<p>Fortnightly</p> <ul style="list-style-type: none"> <li>• Increased cleaning and emptying of bins to be deployed</li> <li>• Reporting procedure for any Health &amp; Safety incidents</li> </ul>				
10	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Staff	<ul style="list-style-type: none"> <li>• MOT, Tax &amp; insurance on annual basis</li> <li>• daily safety vehicle checks</li> <li>• vehicles to be provided with PPE in the form of gloves, masks, anti- bacterial wipes/sanitiser with cloths to wipe down.</li> <li>• provision of small waste bin with lid for used cloths / wipes &amp; to be kept in the boot and emptied regular</li> <li>• clear directive to be given to the person who is driving that it will be their responsibility to sanitise the vehicle before use and wear the necessary PPE when applicable</li> </ul>				