



Covid-19 Secure: ISC Risk Assessment and Action plan

This risk assessment is based upon the current guidance from the Government of the UK, Department of Education, Health & Safety Executive, and Department for Business, to ensure that our students, staff, host school staff and members of the wider community are kept as safe as possible. This risk assessment is regularly reviewed in line with Government updates and reviews of national and local Covid-19 restrictions.

Essential safety measures as outlined by the UK Government:

- a requirement that if a person has Covid symptoms they should stay at home
- strict hand and respiratory hygiene
- Catch it, bin it, kill it, posters to be placed around the site
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practical. How contacts are reduced will depend on the school's circumstances and will (as much as possible) include: grouping children together, avoiding contact between groups arranging classrooms with forward facing desks, staff maintaining distance from pupils and other staff as much as possible.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms or have had contact with someone with a positive Covid test self-isolates and does not attend classes, activities, excursions. Meals are to be delivered to the person's room where they are self-isolating.
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)
- 7) wear masks/face coverings in communal areas and on-board school transport (as per 17 May guidance). Numbers 1-4 & 7 must be in place in all schools, all the time. Number 5 must be carefully considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice Numbers 7 to 9 must be followed in every case where they are relevant.



Covid-19 Secure: Risk Assessment and Action Plan

Contents

- | | |
|---|--|
| 1. Cleaning – General | 17. Teachers' Room |
| 2. Cleaning – Symptomatic Individuals on Site | 18. Classes and Moving Around Campus |
| 3. Hygiene | 19. Residences |
| 4. Dealing with Symptomatic Individuals | 20. Dining Hall and Cafe |
| 5. Organisation of students using a 'bubble' approach | 21. Heating, Ventilation and Air Conditioning |
| 6. First Aid | 22. Critical Systems |
| 7. Mental Health | 23. Fire Evacuations |
| 8. Staffing | 24. Sports and Activities |
| 9. Entrances/Exits | 25. Music |
| 10. Corridors/Stairwells | 26. Excursions |
| 11. Offices | 27. Provision of Classes |
| 12. Main Office/Reception | 28. Data Protection |
| 13. Deliveries and collections | 29. Use of QR Codes and Track & Trace |
| 14. Infection from External Sources | https://create-qr-code-poster.service.gov.uk/createposter/contact-
details?_ga=2.33937889.1370218755.1618487658-833372170.1613497952 |
| 15. Language Testing | |
| 16. Inductions | |

<i>Risk area</i>	<i>What is the risk?</i>	<i>Who may be at risk?</i>	<i>What are you doing?</i>	<i>Actions</i>	<i>By when?</i>
Cleaning - general	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Frequent cleaning of keyboards, mouse, light switches, boarding house access keypads, door handles, desks, chairs, whiteboards, smart boards, shared teaching resources. • Ensure antibacterial wipes, hand sanitizer, hand soaps, disinfectants, paper towels, tissues, rubber gloves, toilet rolls are readily available on campus. • Commonly touched surfaces, light switches, door handles and equipment touched by students/staff to be cleaned at the end of each lesson/activity session by staff. Gloves must be worn. • Separate tissue/used cleaning materials bins emptied each day. 	<p>Purchase & stockpiling of cleaning provisions & extra tissue bins</p> <p>Set up cleaning stations with antiseptic spray and paper towels in classrooms, offices, arts and the sports hall.</p> <p>Provide induction training on cleaning measures.</p>	<p>July 2021</p> <p>1-3 August 2021</p> <p>1-3 August 2021</p>
Cleaning - in cases of symptomatic individuals on site	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Areas where symptomatic individuals have been held will be closed to others then cleaned and disinfected by cleaning staff. • Surfaces which symptomatic individuals have been in contact with will be cleaned and disinfected. • Areas where symptomatic individuals have passed through will be cleaned. • When cleaning contaminated areas disposable gloves and aprons must be worn. These should be double bagged, stored securely for 72 hours then thrown 	<p>Provide induction training on dealing with a symptomatic individual</p>	<p>1-3 August 2021</p>

			<p>away in the regular rubbish after cleaning is finished.</p> <ul style="list-style-type: none"> • In the event of a blood/bodily-fluid spill, students and staff will be kept away from the area, which will be closed for deep cleaning. If an area has been heavily contaminated with bodily fluids, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. • No cleaning of a symptomatic individual's room should take place while they are isolating. • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. • Any cloths and mop heads used must be disposed of and should be put into waste bags. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. • During shifts, cleaning staff will wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. 		
Hygiene	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Staff and students will be reminded to wash their hands for 20 seconds and more frequently than normal, including on arrival, before and after eating, before and after classes/activities and after sneezing or coughing • Antibacterial hand sanitiser and cleaning stations will be provided throughout the school. • Staff will clean workspaces after each class/activity session. • Toilets are to be flushed with lids down to prevent faecal-oral transmission. 	<p>Provide induction training on Covid prevention measures</p> <p>Send students, staff and group leaders Covid guidance</p>	<p>1-3 August 2021</p> <p>May, June & July 2021</p>

			<ul style="list-style-type: none"> • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (posters, daily reminders). • Separate bins to be provided in classrooms, office spaces, arts and sports hall for used tissues and cleaning materials. • Advise against face touching, especially if masks are worn. • 17 May guidance – masks only to be worn in high-traffic and communal areas. No longer required in lessons nor outdoor activities/PE/sports. • Face masks are to be worn in offices where staff are public facing/would meet with people not in their bubble. <p>Best Practice Hand Washing Best Practice Hand Rubbing</p>	<p>prior to course</p> <p>Inform students and group leaders of hygiene measures during induction</p> <p>Set up hand sanitising stations at entrances/exits to boarding houses, classroom block, dining hall, office, sports hall, swimming pool and communal areas</p> <p>Set up cleaning stations in classrooms, offices, arts and the sports hall.</p> <p>Provide adequate PHE signage around campus & in boarding houses</p>	<p>Course welcome talks, house meetings & group leader meetings 1-16 August 2021</p> <p>1 August 2021</p> <p>1 August 2021</p> <p>1-3 August 2021</p>
--	--	--	---	---	---

Dealing with symptomatic individuals	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Visitors 	<p>If someone becomes unwell on the premises, and they have been in contact with, or are connected to someone who has Covid-19 or symptoms, they should:</p> <ul style="list-style-type: none"> get at least 2m away from others; go to a separate well-ventilated room/area behind a closed door avoid touching anything cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow use a separate bathroom, where possible the areas/classroom that the individual has spent time must be cleared and disinfected – see <i>Cleaning in cases of Symptomatic Individuals on Site</i> <p>If possible, they should use their own mobile phone to call either:</p> <ul style="list-style-type: none"> for NHS advice: 111 to book a test: 119 for an ambulance, if they're seriously ill or injured or their life is at risk: 999 <p>They should tell the operator:</p> <ul style="list-style-type: none"> their symptoms which country they have come from in the last 14 days <p>The nominated 'Responsible Person' (Al Dadge) can call NHS 111/119 on the student's behalf if necessary. They should also inform Bloxham School's Covid lead and contact the local Public Health Protection team on 119.</p> <p>Under 18s</p> <ul style="list-style-type: none"> If the person is a child, a staff member will be asked to volunteer to supervise the child (probably be the person who 	<p>Organise a designated first aid area for symptomatic individuals – meeting space in Thompson building</p> <p>Induction training to be provided on the procedure for dealing with a symptomatic individual</p> <p>Inform students & group leaders of what they should do if they have symptoms</p> <p>Send students, staff and group leaders Covid guidance prior to course</p>	<p>July 2021</p> <p>1-3 August 2021</p> <p>Course welcome talks, house meetings & group leader meetings 1 – 16 August 2021</p> <p>May, June & July 2021</p>
--------------------------------------	--------------------	--	---	---	---

			<p>has spent most time with the child that day)</p> <ul style="list-style-type: none"> • The Responsible Person (Al Dadge) will contact NHS 119 to arrange a test (or 999 in emergencies) on behalf of the child and also contact parents. • The child will use a separate bathroom which will be cleaned after use¹. • The member of staff who has assisted the student showing symptoms does not need to isolate unless they develop symptoms themselves. The individual tests positive or they are instructed to do so by PHE. • They will wash their hands thoroughly for 20 seconds with normal household products after any contact with an unwell student or colleague². • If there is a confirmed case of Covid-19 during provision, guidance will be taken from the local Public Health Protection team. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions or precautions that need to be taken. • You may need to report to HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences). <p>Accommodation</p> <p>Where a student/staff member in residential accommodation shows symptoms of coronavirus:</p> <ul style="list-style-type: none"> • A test should be booked immediately to confirm whether the resident has coronavirus. Where a test is returned 		
				<p>Inform Heads of Houses of Covid safety measures during initial training</p>	<p>1 August 2021</p>

¹[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

²[Coronavirus \(COVID-19\): guidance for educational settings - GOV.UK](#)

			<p>positive, the local health protection team should be informed.</p> <ul style="list-style-type: none"> • The student will need to isolate in the room (if private bathroom facilities are available) or Palmer Health/Park Close. • Meals and extra linens should be brought to the room. • Cleaning should not take place in the room during the self-isolation period. • Extra bin bags should be provided for the student. • They should use a separate bathroom which should be cleaned after use. • If the student has been using shared facilities (e.g. kitchen, bathroom) all students in the designated area will need to self-isolate. <p>Self-Isolation</p> <ul style="list-style-type: none"> • Any individuals who is symptomatic, has a positive test result, or who has been in close contact with such an individual, should self-isolate. • Self-isolation is when a person does not leave their accommodation because they do, or might, have coronavirus. • The self-isolation period includes the day a person was last in contact with a person who has tested positive and the next ten days (or longer if the symptoms persist) and should maintain social distancing, high standards of hygiene and wear face coverings when using common areas, e.g. kitchens, corridors • Students need to self-isolate after they have been in close contact with a symptomatic individual (e.g. in a 'bubble') or with someone who has tested positive, even if they are not showing symptoms. Close contact is defined as: - anyone who lives in the same household as another person who has 		
--	--	--	---	--	--

			<p>Covid-19 symptoms or has tested positive for Covid-19</p> <ul style="list-style-type: none"> - anyone who has had face-to-face contact, including being coughed on or having a face-to-face conversation within one metre - been within one metre for one minute or longer without face-to-face contact - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) - or travelled in the same vehicle or a plane <p>Lockdown/Closure</p> <ul style="list-style-type: none"> • Where centres are observing guidance on infection prevention and control, which will reduce the risk of transmission, closure of the whole setting will not generally be necessary. • It is possible that a class or group would need to return to their accommodation and self-isolate for 10 days, that a residential block may be asked to self-isolate, or that an entire site may be locked down. • In the event of a positive Covid test, the Covid lead must share records of class groups (bubbles) and details of any close contact between groups with PHE. • The Covid lead & directors must notify all parties of a partial/full lockdown or closure including students, parents, staff, agents, host school, Accreditation UK, English UK and the local authority. • The Covid Lead should discuss whether any mitigation measures are possible, such as: 	<p>Maintain registers, class and coach lists which detail close contact between individuals on campus.</p>	<p>July-August 2021</p>
--	--	--	--	--	-------------------------

			<ul style="list-style-type: none"> - Delivering provision as normal but with additional cleaning/ social distancing measures in place - Delivering tuition online, totally, or partially (e.g. a 'blended' model) - Partially opening the centre to a limited number of students. 		
Organisation of students using a 'bubble' approach.	Virus Transmission	<ul style="list-style-type: none"> • Students • Group Leaders • Staff 	<ul style="list-style-type: none"> • Use of an 'extended bubble approach' will be used to mitigate risk. The bubble will be formed of 2 classes and consist of a younger and older age group and 2/3 nationalities. • Bubbles will take classes, activities and go on excursions together. • Dedicated teachers and activity monitors will be assigned to a bubble. Consistent pairing of staff must be maintained throughout the courses. This also applies to group leaders. • The school's sports, drama and arts facilities will be organised into zones to ensure interaction is avoided between bubbles. • The students in bubbles will share the same corridor and shared facilities within a boarding house. • Meal and break times will be staggered to avoid interaction between bubbles. • Whole school activities will be conducted remotely or within bubbles. 	<p>Provide induction training on Covid prevention measures.</p> <p>Send students, staff and group leaders Covid guidance prior to course.</p> <p>Maintain registers, class and coach lists which detail close contact between individuals on campus.</p>	<p>1-3 August 2021</p> <p>May, June & July 2021</p> <p>July & August 2021</p>
First Aid	Virus Transmission	<ul style="list-style-type: none"> • First Aiders • Students • Group Leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Adequate first aid cover will be arranged. • A separate first aid area for symptomatic areas to be provided (Thompson building). • Check for the following Covid symptoms: <ul style="list-style-type: none"> - Influenza-like illness (fever >37.8°C and at least one of the following respiratory symptoms, which must be 	Organise two designated areas for non-symptomatic & symptomatic individuals	1 July 2021

			<p>of acute onset: persistent cough (with or without sputum), hoarseness, nasal discharge or congestion, shortness of breath, sore throat, wheezing, sneezing;</p> <ul style="list-style-type: none"> - new continuous cough and/ or - high temperature and/ or - loss or change to sense of taste or smell <ul style="list-style-type: none"> • PPE (face mask, shield/goggles, apron and gloves) is to be worn for any first aid given to symptomatic individuals. • For non-symptomatic individuals PPE is not required, however the first aider must wear a face covering and gloves. • In the event of a symptomatic individual in need of resuscitation, first responders will follow guidance from the UK government COVID-19: guidance for first responders - GOV.UK <p>April 2021 – It is currently recommended that you do not perform mouth-to-mouth ventilation on adults and perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</p> <p>However, cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</p> <p>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.</p> <p>If you perform mouth-to-mouth ventilation, no additional actions need to</p>	<p>in the Thompson building.</p> <p>Ensure there is an adequate number of staff that are first-aid trained.</p> <p>Induction training on first aid to include current Government guidance.</p>	<p>July 2021</p> <p>1-3 July 2021</p>
--	--	--	---	--	---------------------------------------

			be taken other than monitoring yourself for symptoms of possible Covid-19 over the following 14 days, unless the individual had been confirmed to be positive for SARS-CoV-2 in the last 10 days.		
Mental Health	Harm to educational progress Harm to mental health of students and staff	<ul style="list-style-type: none"> • Students • Group Leaders • Staff 	<ul style="list-style-type: none"> • Staff training to cover mental health issues related to the pandemic. Staff and students to made to feel comfortable in asking for help or talking to line managers/directors about their worries/anxieties. • Staff to be made aware of signs of mental health issues. If students are fearful, withdrawn, aggressive and excessively clingy, they may need individual support. 	Induction and welcome talks to include additional information on positive mental health.	1-3 July 2021
Staffing	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • A separate risk-assessment and safety measures to be put in place if staff are expectant mothers and classed as clinically vulnerable. • The minimum level of staff needed to deliver provision will be onsite at any one time. • Consistent pairing/bubbles of staff are to be maintained throughout the courses. • Staff to be advised to keep to a 2-metre social distancing rule with other adults. • Staff to be advised on increased hand washing, and the need to wash hands thoroughly throughout the day. • Staff to be advised to take increased care over cups, drinks, shared areas. • Staff to only use the Adams room to access refreshments rather than take breaks. Breaks to be taken in own classrooms/houses. • Staff meetings to be taken in large, well-ventilated spaces to allow for social distancing or held virtually. • Staff who are showing symptoms of coronavirus must not work. • Equipment will be provided for employees to work in classrooms (e.g. laptops, own stationery). 	<p>Inform staff of Covid safety measures during induction and pre-induction remote training</p> <p>Send staff Covid guidance prior to course.</p>	<p>July and August 2021</p> <p>May, June, July 2021</p>

			<ul style="list-style-type: none"> Where there is 'a single point of failure' and a person is unable to do their job as they are working from home or self-isolating a suitable staff member will be identified to fill the role. This applies to Fire Marshals, the Designated Safeguarding Lead, the Health and Safety Officer, First Aiders and Heads of Houses. Adequate cover will be provided for teachers/activity monitors self-isolating. Arrangements to be made if residential staff have to self-isolate. Provide equipment for employees to work from home safely and effectively, for example laptops. Where staff have laptops, encourage them to 'sync' at least daily when in the office and to take laptops home with them at the end of the working day. Safer recruitment will be in place for staff and accommodation providers in regulated activity. Covid safety measures to be discussed at interview. Staff to work overtime if necessary. This is to be discussed at interview. Staff to be informed of Covid safety measures prior to course. 		
Entrances/Exits	Virus transmission	<ul style="list-style-type: none"> Students Group Leaders Staff Visitors 	<ul style="list-style-type: none"> Arrival / departure times will be staggered to reduce crowding in and out. Lunch times/break times will also be staggered to reduce contact between students within the school. One-way flow routes will be implemented throughout the school . Separate entry and exit points will be implemented. Hand cleaning facilities will be provided at entry and exit points. Extra cleaning to take place of high-touch items such as light switches, door handles and house keypads. Face masks to be worn when moving around campus. 	<p>Provide students and staff with clear daily timetables</p> <p>Provide adequate signage and hand sanitising stations at entrances/ exits</p>	<p>3 August 2021</p> <p>1 August 2021</p>

Corridors/Stairwells	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Stairwells to be for separated use – i.e. one way up, one way down in the boarding houses and classroom block. • One-way flow routes to be implemented throughout the school. • Face masks to be worn when moving around campus. 	<p>Provide adequate signage for one-way systems</p> <p>Notify students and staff of one-way systems during induction and house meetings</p>	<p>1-3 August 2021</p> <p>1-3 August August 2021</p>
Offices	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Online meeting tools will be used to avoid face-to-face meetings. • If face-to-face meetings take place, there should be social distancing, good ventilation and meeting times must be limited. Try to use outdoor spaces. • Office layouts and processes will be reviewed to help maintain social distancing. • Employees will be assigned specific rooms to reduce contact. • Employees in bubbles will work side-by-side or facing away from each other. • Floor tape will demarcate areas to help employees keep to a 2m distance. • Hot desking will be avoided. • Shared office equipment (staplers, pens, tape, calculators, etc.) use will be limited, with additional equipment provided for staff. • Hand sanitiser will be provided in offices and meeting rooms. • Extra cleaning of high-touch items such as light switches, photocopiers, door handles. • Consistent pairing/bubbles of staff to be maintained in offices. 	<p>Ask Bloxham re screens for office areas</p> <p>Inform students and staff of office safety measures during induction</p> <p>If necessary, organise induction training, meetings and welcome talks to take place remotely</p> <p>Set up offices in light of</p>	<p>July 2021</p> <p>1-3 August 2021</p> <p>July 2021</p> <p>1 August 2021</p>

			<ul style="list-style-type: none"> • Face masks to be worn in offices. 	current safety measures	
Main Office/Reception	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • A 'Virtual Reception' will be implemented if necessary. Possibly for rooming requests. • Document/pocket money requests will be staggered. Disposable gloves to be used for handling such items. • A one in, one out queuing system will be used for the office/reception to restrict numbers. • Perspex screens are to be erected at contact points. • Face masks are to be worn in offices. • Outside areas will be used for queuing (where weather conditions allow) • Clear guidance will be provided to students on arrival. • Restrict visitors to school to essential visits which are required for the good running of the school. • Temperature checks for visitors at Bloxham's and ISC's reception. • Maintain visitor register. • All visitors and visiting staff to adhere to the control measures outlined in this Risk Assessment. • All contractors at Bloxham are to book in and out through the bursary using the lanyard system. Contractors are not to send staff if they show symptoms or have Coronavirus in accordance with PHE guidance. • Contractors are to wear masks and any further PPE their own company policy requires. • If a visitor has a temperature or symptoms, they should be asked to give their name and phone number to reception, along with the address of their employer and asked to arrange for a test. Their employer should be contacted to inform them that they were not allowed 	<p>Review need for 'Virtual Reception'</p> <p>Inform staff, group leaders and students of safety measures during induction</p> <p>Senior management to receive training on office specific Covid safety measures prior to the courses</p> <p>Liaise with Bloxham re external contractors procedure and RA</p>	<p>July 2021</p> <p>1-3 August 2021</p> <p>1 August 2021</p> <p>July 2021</p>

			on site and have been advised to get a Covid test.		
Deliveries/Collections	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff Visitors 	<ul style="list-style-type: none"> Times will be scheduled for the collection of goods. Interaction to be minimised with driver. Disposable gloves to be worn when handling deliveries. Contact will be minimised during any exchange of documentation. 	Liaise with Bloxham on designated collection points	July 2021
Infection from external sources	Virus Transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Students and staff arriving from overseas (green or amber countries) are to provide a negative Covid PCR test 72 hours prior to departure. Students, group leaders (GLs) and staff arriving from green countries must book and pay for a Covid PCR test to be taken on or before day 2 of arrival in the UK. They must also complete a passenger locator form within 48 hours prior to arrival in the UK using the UK government website, which includes the booking reference number for the day 2 Covid test and ISC's phone number and centre address. The form must be printed and presented before boarding. Students, GLs and staff arriving from amber countries must book and pay for two Covid PCR tests to be taken on or before day 2 of arrival in the UK and on or after day 8 of a ten-day quarantine period. They must also complete a passenger locator form within 48 hours prior to arrival in the UK using the UK government website, which includes the booking reference numbers for the day 2 and day 8 Covid tests and ISC's phone number and centre address. The form must be printed and presented before boarding. Anyone arriving from an amber country must travel directly to their quarantine location on arrival. 	<p>Send students, staff and group leaders Covid guidance prior to course</p> <p>Liaise with Bloxham School regarding quarantine house and procedures</p> <p>To provide training on Covid safety measures during staff induction</p>	<p>May, June & July 2021</p> <p>July 2021</p> <p>1-3 August 2021</p>

			<ul style="list-style-type: none"> • Students from amber countries should also use the Test-to-Release scheme and book and pay for an additional private Covid-19 test on or after day 5 of their quarantine period. A negative result means that the individual can end their quarantine period at that point. However, they still need to take their pre-booked day 8 test. • Amber quarantine guidance (English UK, DHSC & DfE - 4 June) states that young/adult learners arriving from amber countries (within three days of each other) and attending residential summer programmes can quarantine within an extended bubble/single household and take classes, meals and activities together. • Amber students, GLs and staff must not leave campus during their quarantine period unless there is a medical emergency. • A (free) NHS PCR test must be taken if anyone exhibits one or more of three Covid-19 symptoms: high temperature, new or continuous cough, loss of taste/smell. • If anyone tests positive for Covid-19, the individual must self-isolate for ten days from that point. ***Note for amber arrivals that if the day 2 test is positive, the individual does not need to take the day 8 test. • Students, GLs and staff from green countries must not mix with anyone quarantining from amber countries on campus. Green and amber students to take separate programmes with separate teaching and activity staff until the quarantine period ends. 		
--	--	--	--	--	--

			<ul style="list-style-type: none"> • Students may need a return Fit-to-Fly negative Covid PCR test result 72 hrs prior to departing the UK. This depends on each country's individual travel requirements. • Staff advised to limit interactions in the days leading up to employment. • Staff with Covid symptoms are asked to stay at home and not travel to Bloxham. • Parents/group leaders are to be reminded they are not to bring their child/student to Bloxham if they are aware that they/anyone in their family is showing signs symptoms of Covid 19. They should immediately seek a test. Where appropriate agents are asked to notify parents. • Temperature checks for staff and students on arrival. If their temperature is high, the temperature will be taken again. If it is still high, they will be isolated. A further temperature check to be taken that day to indicate whether a test should be sought. If the test were positive, the Bloxham Covid lead and local health authorities would be contacted for further advice. Consent from staff and students needed. • Government lateral flow tests for staff. Staff take a pre-arrival test, test on arrival and two times per week. • Park Close to be used for quarantined individuals. Catering to be delivered to Park Close. Staff visiting the quarantine house to support students will sanitise, wear PPE and socially distance in accordance with this full risk assessment. A visitor list will be maintained. 		
--	--	--	---	--	--

Language Testing (and tutorials)	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Tests to be completed prior to arrival. If face-to-face tests have to take place, 2m distance will be maintained between tables/desks. Tests will be staggered and staff and students to sit at 90-degree angles. No speaking tests to be completed fact-to-face. 	<p>Review level testing procedure</p> <p>Inform staff and students of testing procedure prior to course</p> <p>Provide training during induction on updated testing procedure</p>	<p>June 2021</p> <p>July 2021</p> <p>1-3 August 2021</p>
Inductions	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Social distancing in to be implemented in common spaces where presentations/ inductions take place. Welcome talks for students will be given in bubbles in separate venues. Demos and CCQs will be used in induction training and welcome talks to convey Covid safety information. Desks/chairs will be spaced 2m apart Social distancing guidelines will be included in induction - these will be demonstrated, and concept checked Electronic paperwork will be used where possible (eg. collecting student emergency contact details). Disposable gloves will be used when collecting passports/identity cards. If possible, avoid handling student luggage. If students need assistance, disposable gloves should be used. 	<p>Great Hall, Chapel and Music Room to be set up for inductions to allow adequate social distancing</p> <p>To provide training on relaying Covid safety measures to language learners during staff induction</p>	<p>Notify Bloxham July 2021 re 1 August set up</p> <p>1-3 August 2021</p>

				Send students, staff and group leaders Covid safety measures prior to course	May, June & July 2021
Teachers' Room	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • 2m distance will be maintained between desks/tables/chairs. • Social distancing will be maintained during teacher meetings. • Face masks to be worn in offices. • Limits will be put on shared resources e.g. teachers only to use coursebooks appropriate to the level that they are teaching. Gloves must be used to handle books. • Teachers prepare lessons in their classrooms. Printing is available throughout campus. • Sharing of stationery and other equipment will be reduced. Teachers to take allocated stationery to classrooms. • Shared materials and surfaces (e.g. printer, scanner, tables, guillotine handles, photocopier) to be frequently cleaned. • Disposable gloves must be worn for handling shared resources and equipment. • Returned course books will be kept separate from other books for at least 72 hours. • Extra cleaning of high-touch items such as photocopiers, guillotines etc. • Teachers will be designated their own laptop for the duration of the course. 	<p>Induction training to cover teaching room safety measures.</p> <p>Send Covid safety measures to staff prior to course</p>	<p>3-5 July 2021</p> <p>May, June & July 2021</p>
Classes & Moving Around Campus	Virus transmission	<ul style="list-style-type: none"> • Students • Staff • Visitors 	<ul style="list-style-type: none"> • Class sizes will be reduced. • Break times will be staggered to reduce crowding. • Students will be kept in the same 	Induction training to Cover safety	1-3 August 2021

			<p>groups/bubbles.</p> <ul style="list-style-type: none"> • A teacher will be assigned to each class. • Classes will be allocated to a specific classroom. • Students will be assigned a specific table. • Sitting positions will be 2m apart. • Some lessons will be held outdoors (where weather conditions allow). • Antibacterial gel 'Cleaning Stations' will be available in class. • Students to bring and use own stationery. • Face coverings are to be worn on school premises, in high-traffic areas on campus. • Whole school assemblies may only happen remotely or within bubbles. • Classroom doors normally to be kept open to allow ventilation. • Classrooms and larger venues to be ventilated when unoccupied to 'purge' the air. • DfE advice (6 April 2021) states there is very little risk of transmission from the use of air conditioning. This can be used when necessary. • Antiseptic spray and paper towels to be supplied to staff in classrooms for use by staff & students, on door handles, commonly touched surfaces, and any equipment touched by students at the end of each lesson. • Face masks with a transparent window to be supplied to teachers, to make understanding easier, if they have hearing impaired children in their classes. • Classrooms to be re-ordered to have all desks facing the front, with suitable distancing from the teacher and one another. • Classrooms to be kept clear to enable regular cleaning. • Enhanced cleaning programme 	<p>measures in class and on campus.</p> <p>Send Covid safety measures to staff, GLs and students prior to course</p> <p>Set-up hand sanitising stations & distribute cleaning provisions</p> <p>Ensure adequate signage for one way systems around campus</p>	<p>May, June & July 2021</p> <p>1 August 2021</p> <p>1 August 2021</p>
--	--	--	---	---	--

			<p>instigated.</p> <ul style="list-style-type: none"> • All classroom surfaces to be clear of debris to enable regular cleaning. • Staff to monitor movement around site between lessons. • Appropriate one-way/keep left systems will be indicated in the main building, Great Hall, Thompson Building and other school buildings. One-way systems are to be adhered to within in the building and monitored by staff. • Hand sanitisers are to be used on entering and leaving the buildings/classrooms. • Tissues and used cleaning materials to be discarded in separate bins. • Attendance at all lessons and activities to be strictly monitored and recorded to allow for accurate engagement with local authorities if necessary. 		
Residences	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Guidelines will be provided for students – e.g. rotas to reduce contact in kitchen and bathrooms. • Crowded reception areas will be managed - stagger check-in and check-out times, maintain 2m distance. • Hand sanitiser will be provided in reception areas, bathrooms, kitchens and at lifts. • Groups of students will be restricted to certain floors and use designated kitchens and bathrooms. • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (posters, daily reminders). • Throws that can be cleaned to cover sofas or chairs that cannot be disinfected to be used if possible. • Supply anti-viral spray and paper towels to Houses for use in communal areas. • Staff & students to regularly wash hands & sanitise hands. • Advise against face touching, especially if masks are worn. Masks not expected to be used within bedrooms in boarding 	<p>Staff induction training to Cover safety measures in residences.</p> <p>Heads of house to receive Covid safety training during induction</p> <p>Send Covid safety measures to staff, GLs and students prior to course</p>	<p>1-3 August July 2021</p> <p>1 August 2021</p> <p>May, June & July 2021</p>

			<p>houses, except if sharing with a student from another country within their bubble.</p> <ul style="list-style-type: none"> • If a student who is boarding is found to have symptoms they are to self-isolate in room/Palmer health centre/Park Close boarding house. • Maintain notices and personal advice on “catch it, bin it, kill it”, hand washing, not touching face and social distancing). • Social distancing to be maintained as far as possible to maintain integrity of groupings. • Students to bring their own hand sanitiser for use in bedrooms. • Clear Covid guidelines to be provided in Head of House training and house welcome talks. 	<p>Set-up hand sanitising stations & distribute cleaning provisions</p> <p>Students and group leaders to be informed of Covid safety measures during induction and house meetings</p> <p>Ensure adequate signage in houses</p>	<p>1 August 2021</p> <p>3 August 2021</p> <p>1-3 August 2021</p>
Dining Hall & Café	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach (posters, daily reminders) . • Supply hand gel/sanitizers in the catering area for use after masks have been removed. • Insist staff & students sanitise hands. • Advise against face touching, especially if masks are worn. • Staff are to monitor queues to insure social distancing. • Masks to be worn for queuing. • Rota mealtime arrivals in groups. • A red and green card system to be used for dining and cleaning of tables. • Tables in the dining hall to be arranged facing forward in an exam style formation. • Queuing area to be marked out for social distancing. • Staff to monitor queuing system. 	<p>Staff induction training to Cover safety measures.</p> <p>Send Covid safety measures to staff, GLs and students prior to course</p> <p>Set-up hand sanitising stations & distribute cleaning provisions</p>	<p>1-3 August 2021</p> <p>May, June & July 2021</p> <p>1 August 2021</p>

			<ul style="list-style-type: none"> • Break times will be staggered to reduce crowding. • Students will be kept in the same small groups. • Hand sanitisation stations will be in use in the café. • A take-away service only will be available from the café. • Kitchen access will be restricted to as few people as possible on catering team. • Interaction between kitchen staff and other staff will be restricted. • Access to walk-in pantries, fridges and freezers will be restricted to one person at a time. • Contactless card payments will be used in the café. • Take away service only in the café and 'one in, one out' system and queuing in operation. 	<p>Students and group leaders to be informed of Covid safety measures during induction</p> <p>Ensure there is adequate signage in the dining hall</p>	<p>6 July – 16 August 2021</p> <p>3-5 July 2021</p>
Heating, Ventilation & Air Conditioning Systems	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Visitors 	<ul style="list-style-type: none"> • Systems will be assessed prior to reopening to ensure sufficient ventilation • Filters will be replaced where necessary • Windows will be kept open during school hours to aid ventilation • Doors will be propped open where this does not compromise fire safety or safeguarding. • 	Provide induction training on ventilation of school buildings	1-3 August 2021
Critical Systems	Virus transmission Health & safety risk Fire	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Fire extinguishers will not be used to prop open doors • Fire doors will not be propped open • The school will be deep cleaned prior to the start of the course. 	<p>Induction training to include fire safety briefing</p> <p>Students and group leaders to have fire safety briefing during induction</p>	<p>1-3 August 2021</p> <p>3 August 2021</p>

				and house meetings	
Fire Evacuations	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Social distancing will be maintained at assembly points 	<p>Induction training to include fire safety briefing</p> <p>Students and group leaders to have fire safety briefing during induction and house meetings</p>	<p>1-3 August 2021</p> <p>3 August 2021</p>
Sports & Activities	Virus transmission	<ul style="list-style-type: none"> Students Group leaders Staff 	<ul style="list-style-type: none"> Any equipment e.g. tennis rackets, arts materials, handles, balls, goalkeeper gloves, etc. will be cleaned after each session. If equipment cannot be cleaned/washed e.g. fancy dress costumes, it must not be in use for 48 hours/72 hours for plastic. Students to participate in activities in their assigned bubbles. Indoor areas to be ventilated as much as possible. The sports hall changing rooms will be unavailable. Students should get ready for activities in their own houses. Students will be advised not to expectorate on pitches/ playing surfaces (the threat of not being able to participate will be used as a deterrent). Students will be advised not to high five/ embrace after scoring, after games etc. Social distancing of 2m will be in place where possible. Students will be kept in the same groups as classes for activities. The fitness suite will be well-ventilated. 	<p>Induction training to include Covid safety measures during sports</p> <p>Students and group leaders to be informed of Covid safety measures during induction and at the start of activity sessions</p>	<p>1-3 August 2021</p> <p>3 August 2021</p>

			<ul style="list-style-type: none"> • The changing rooms at the swimming will remain out of use. Students to arrive at the pool beach ready and use showers in own houses. • Use of swimming pool is permitted for bubbles of students. • Designated zones to be used for bubbles of students in sports/activities to restrict interaction. • Under current DfE guidance face masks are not required for sports/PE (April 2021). • Sage advises risk of infection outside is significantly lower than indoors. This must be factored into risk-assessments of activities and sports. 		
Music	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff 	<ul style="list-style-type: none"> • Students will not use instruments, especially where a mouthpiece is involved. • Music equipment will be cleaned appropriately before/after use - piano keys, keyboards and microphones. • The music room will be well ventilated. • Staff and students will avoid sitting directly opposite students playing instruments or singing, maintaining a 2m distance. 	Induction training and welcome talks to cover Covid safety measures	1-3 August 2021
Excursions	Virus transmission	<ul style="list-style-type: none"> • Students • Group leaders • Staff • Coach drivers • Members of wider community 	<ul style="list-style-type: none"> • Venue risk assessments and social distancing measures will be acquired prior to a visit and factored into our own risk assessment and guidance for staff and students. • Risk-assessments to be acquired from third-party transport companies and factored into our own risk assessment and guidance for staff and students. • Discussions will be held with your transport supplier on their social distancing and cleaning measures. • Masks to be worn on coaches and in indoor spaces. 	<p>Liaise with museums/theatres and Windsor boats re safety measures</p> <p>Acquire venue Covid risk assessments</p>	<p>Monthly during 2021</p> <p>July 2021 & check for updates before each course</p>

			<ul style="list-style-type: none"> Students will be advised to sanitise hands before and after using school transport. Travel will be scheduled to limit exposure to large crowds and rush hours. Pick-up and drop-off will be reviewed to reduce crowding at one point. Staff will not share face masks with each other or with students (e.g. where a face mask is required to enter a venue and a student or colleague does not have one). Social distancing on coaches to be practised as far as is practically possible, and seating to reflect bubbles. Hand sanitizer to be available and utilised. Queuing to be orderly and socially distanced. Receive full Covid19 RA from partner taxi, coach/transport companies in advance of usage. Extra face masks to be made available before boarding coaches. Excursions to take place in the second week of the course to allow those in quarantine to participate. Staff, group leaders and students to be reminded of Covid safety measures on trips in excursion meetings and preparation lessons. 	<p>Liaise with Cheneys & Cheetah coaches re Covid safety measures</p> <p>Induction training to cover Covid safety measures on excursions</p> <p>Students and group leaders to be informed of Covid safety measures during induction</p> <p>Induction training on Covid safety measures to be provided to staff</p> <p>Send Covid safety measures to students and group leaders prior to course</p> <p>Request RA from partner transport companies</p>	<p>July 2021</p> <p>1-3 August 2021</p> <p>3 August 2021</p> <p>1-3 August 2021</p> <p>May & July 2021</p> <p>June & July 2021</p>
--	--	--	---	---	--

Provision of classes	Harm to Educational Progress	<ul style="list-style-type: none"> Students 	<ul style="list-style-type: none"> If students/bubbles are in isolation, where possible provide remote teaching. Ensure students have own mobile phone/device to access online classes. To support NHS Test and Trace registers of attendance to be taken in all lessons and seating plans created and strictly adhered to. 	<p>Send Covid safety measures to students and group leaders prior to course</p> <p>Provide staff training on online teaching during induction</p>	<p>July 2021</p> <p>1-3 August 2021</p>
Data Protection	Sensitive 'health' data not processed/ stored correctly	<ul style="list-style-type: none"> Students Staff Group leaders 	<ul style="list-style-type: none"> Consent is needed to take a staff member's or student's temperature. Any information recorded should be treated as sensitive health data and processed and stored in compliance with GDPR regulations. Any data regarding a symptomatic individual or positive test result must be processed and stored in compliance with GDPR regulations. 	Pre-arrivals: inform staff, students and agents of Covid-safety procedures and the need for consent for temperature checks.	July 2021
Use of QR Codes and Track & Trace	Virus Transmission	<ul style="list-style-type: none"> Students Staff Group Leaders 	<ul style="list-style-type: none"> All students, staff, group leaders and visitors to download and use the NHS Test and Trace app. NHS Test and Trace or DHSC will take steps to enforce quarantine, including daily phone calls and occasional site visits. They can issue fines of up to £10,000 for non-compliance. There are penalties of up to £2000 for not taking the day 2 and day 8 tests, and £500 for not completing a pre-departure test. 	To incorporate download and use of NHS app in staff and student induction.	1- 3 rd August 2021