

Framlingham College Prep School Boarding House Risk Assessment for operating under COVID-19 restrictions

List of Amendments with date:

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This is an annex to the main Framlingham College Boarding Risk Assessment and its purpose to assess the risks posed by the current layout and provision of the boarding House at Framlingham College Prep School under the threat of COVID-19. Once assessed control measures and action points, duly signed off and dated, will be put in place to help prevent the spread of COVID-19 in the boarding House environment at Framlingham College Prep School.

THIS RISK ASSESSMENT IS COVID-19 SPECIFIC FOR BOARDING HOUSES AND WORKS IN CONJUNCTION WITH THE WHOLE SCHOOL RISK ASSESSMENT ALREADY CARRIED OUT.

Below is a summary of the main impact these measures will have on the boarding environment.

These health and safety measures will be taken:

- A risk assessment of all areas
- Regular and deep cleaning of all areas
- Pupils will be encouraged to socially distance where they can and maintain excellent hygiene practice
- No access to boarders' rooms by parents, friends or other visitors
- Restricted headcount/maximum occupancy in communal shower/toilet facilities
- Extra supplies of hand sanitiser
- Daily temperature checking and recording of all pupils and staff
- Clearly displayed reminders about good hygiene
- Clearly displayed protocol for anyone displaying symptoms
- A fire drill under social distancing conditions
- Single direction stairwells where possible and left-side traffic in corridors
- Evening snack time will be staggered and toast and cereal will be distributed by the member of staff

And these additional measures will apply to the School's boarding provision:

- No visiting of other boarders' rooms
- No sitting on roommates' beds/chairs (only your own)
- Use of School facilities after 5pm under supervision
- Evening activities will be offered under supervision

* A House group will consist of all pupils in that House (full, weekly or flexi), as well as the Head of Boarding, Boarding Tutors, their spouses/partners and family, the matron and cleaning staff.

	Identified areas of risk under current boarding layout and provision	Risk before implementation of COVID-19 measures	Risk Level Pre-Action	Required control measures for COVID-19 prevention	Action Required/Decision Made	Action Completed	Head of Boarding signature and notes	Risk Level Post-Action
Movement around the common areas of the House	Currently pupils and staff are able to move freely around the House. The regular contamination of surfaces such as door handles can easily take place.	Pupils and staff can easily pass germs between one another.	H	<p>The flow of pupils and staff movement around the House will follow a one way system in corridors and on stairs where possible. A 'keep-left' policy will be adhered to and signage will be used to enforce this.</p> <p>Pupils will not be able to enter other pupils' rooms and living spaces and they will not be able to touch doors leading to those spaces.</p> <p>Pupils will endeavour to social distance where possible. If social distancing is not possible, staff and pupils will wash hands thoroughly after any contact with one another or shared resources/equipment.</p> <p>Surfaces that are commonly touched will be regularly disinfected (see cleaning and waste disposal below)</p> <p>Much more regular hand-washing will be necessary.</p> <p>All pupils and staff will be temperature checked on arrival each evening and this will be recorded (see below) daily.</p>	<p>Pupils will be briefed on arrival in the boarding House.</p> <p>Hand washing materials will be available in key areas around the House.</p> <p>Signage will be provided in Houses by Operations and will include the following:</p> <p>Coronavirus symptoms Hand washing Cough manners Social distancing Keep left/One way Proper disposal of PPE Emergency evacuation procedures No Visitors</p>	<p>This will be completed on the arrival of pupils into the boarding House.</p> <p>Hand washing stations to be made available in necessary areas.</p> <p>Head of Boarding to sign-off once completed. DATE COMPLETED:</p> <p>Date Signage received from Operations:</p>		M
Visitors to the boarding House.	Currently parents, pupils from other Houses, as well as visitors are permitted to visit the Houses.	This flow of visitors in and out of Houses poses a potential risk to the spread of Coronavirus.	H	No parents, day pupils or general visitors will be allowed into the Houses to ensure that all Houses are able to remain within their own 'group'.	Parents and Pupils have been notified of this by the School in the Stage One and Two Opening Plan letters they have received. Head of Boarding also reiterated message in separate letter.	<p>Pupils will be briefed on this on their return to the House.</p> <p>DATE COMPLETED:</p> <p>Date Signage put up:</p>		L

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					Signage will be provided.			
Boarders' Rooms	At the moment boarders can move freely around rooms and sit where they like – often chatting in each other's spaces.	Coronavirus germs can spread easily under these conditions.	H	Boarders must maintain the recommended 1m social distance where possible in any shared boarding rooms and rooms will be adjusted accordingly to accommodate social distancing.	Head of Boarding will audit all rooms to make sure that this is possible.	DATE COMPLETED:		M
Emergency Evacuations	Currently boarding House is evacuated in compliance with Fire Regulations.	All risks associated with emergency evacuation.	L	As any change to normal emergency procedures may pose a greater threat to life than COVID-19 itself pupils will evacuate the boarding House as normal – not observing social distancing. Once outside they will line-up socially distanced.	Pupils will be briefed about evacuating the building as per usual without social distancing. Social distancing will reapply when lining up for roll calls. Signage will be provided to Boarding House.	This will be completed on the arrival of pupils into the boarding House at House meetings. Head of Boarding to sign-off once completed. DATE COMPLETED: Date signage put up:		M
Cleaning and disposal of waste	Houses are regularly cleaned, bins emptied under current conditions.	Coronavirus germs can easily spread in between cleans. Coronavirus germ-loaded waste, such as tissue paper poses a risk if not properly disposed of.	H	Communal areas in House will be more regularly cleaned during the day. Signage will be used to identify Covid cleaned spaces, fixtures and fittings. Signage will be used to inform pupils how to dispose of waste properly. Pupils will be briefed on these actions and signage will be in place to encourage best practice.	Domestic staff will be given a specific regular schedule of cleaning specific areas. Timetable to be given to Head of Boarding by Head of Housekeeping Signage to be provided.	Domestic Staff briefed on DATE COMPLETED: Date signage put up:		M
Common Rooms	Currently common room space has various board games, soft furnishings, DVDs, books and shared resources. They also contain mini football table for free use by all pupils.	High risk of spread if resources shared.	H	All smaller communal items including bean bags and freestanding cushions will be removed or cordoned off by Head of Boarding, but table football may still be used, but pupils will need to wipe them down pre and post usage to kill germs.	Head of Boarding will remove designated items and will sign-off as such. Disinfectant sprays and cloths will be placed by each area that may be used. Signage will be provided.	DATE COMPLETED: Date signage put up:		L
Bathrooms and Toilets	Currently bathrooms and toilets are used freely by any pupil	Very high risk of spread of the	H	A maximum occupancy policy will be implemented for all of these facilities and, where possible, these	Disinfectant spray to be provided. Maximum	items placed in these areas and details. DATE COMPLETED:		M

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	and as many pupils as there are facilities.	virus in these settings		will be managed by Year Group specific usage as well. These facilities will be cleaned after all identified heavy usage times (morning/post games/evening). Pupils will also be given disinfectant spray to spray down these areas once used.	Occupancy signage will be provided.	Date signage put up:		
Food	Food is only allowed in the dining room, except for on Wednesdays when tuck is available.	Food poses a risk especially if it is shared and eaten by hand.	M	Food consumption will be monitored. No food is to be stored in communal areas. Tuck to be eaten outside or in the dining room only.	Head of Boarding to brief pupils. Signage to be provided.	DATE: Date signage put up:		L
Temperature checking and recording	Currently temperature checks are not undertaken in the school unless a pupil presents with symptoms of fever at the medical centre.	The presence of a pupil with a temperature poses a potential risk at this time with COVID-19 prevalent in our society	H	Temperature checks will be undertaken for every pupil every day. Day pupil temperatures will be recorded on entry to the boarding House after prep and before dinner and boarders on their way to breakfast. These temperatures will be recorded by the House staff. In the case of a temperature over 37.8 degrees celsius that pupil or member of staff will be sent to the medical centre. Staff will also be briefed to observe for other possible symptoms (including but not limited to: persistent cough, shortness of breath and change of taste when eating food). If there is a suspected case then staff will follow the protocol laid out in the whole school risk assessment document for suspected cases.	Housemasters/mistresses will be provided with hand held non-contact forehead thermometers, and will use a spreadsheet for recording temperatures. They will also be briefed about the protocol for handling suspected cases. Signage of symptoms to look out for will be provided and put up.	Date of receipt of thermometer and sheet construction: Date signage put up:		L
Maintenance staff and porters in Houses	Currently maintenance personnel and porters are allowed access to the House in order to carry out works.	This poses a risk of bringing Coronavirus into the boarding House and introducing it to members of a House 'group'.	H	Maintenance staff and porters will undergo a disinfecting process after each job and prior to entering the House. They will also remain socially distanced and undertake regular handwashing while in the House. Only works deemed to be an	Operations will brief and make the necessary arrangements to manage the flow of maintenance staff and porters moving in and out of the house.	Operations to arrange and a log of works and personnel entering House is to be kept.	N/A	L

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				emergency or essential will be carried out at this time.				