

## **Framlingham College Senior School Boarding House Risk Assessment for operating under COVID-19 restrictions**

List of Amendments with date:

.....

.....

This is an annex to the main Framlingham College Senior School (FCSS) Risk Assessment and its purpose to assess the risks posed by the current layout and provision of the boarding Houses at Framlingham College Senior 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.

This document covers the following Houses at Framlingham, and in all cases Housemasters and Housemistresses will consider all elements of risk pertaining to their specific House, and will implement all stated control measures under with the support of the Deputy Head Pastoral and the Director of Operations:

Garrett

Kerrison

Moreau

Pembroke

Rendlesham

Stradbroke

Victoria

In each case the Housemaster and Housemistress will be required to sign off against all control measures and action points under each category of risk for their own House. There may also be adjustments made to each House risk assessment in light of the differing nature of each House.

**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 in all Houses:**

- A risk assessment of all areas
- Regular and deep cleaning of all areas
- Continuous supervision of pupils' social distancing
- Socially distanced seating in House common rooms
- No access to boarders' rooms by parents, friends or other visitors.
- Restricted headcount/maximum occupancy in communal shower/toilet facilities
- The use of House and Year Group 'groups' (see below a House 'group' definition). \*
- Extra supplies of hand sanitiser
- Mask and waste products disposal bins in House common rooms
- 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

**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)
- Meals will be conducted in Year Group ‘groups’
- No communal snacks (e.g. loaves of bread); boarders may bring their own nut-free snacks but may not share any that involve communal handling (e.g. two boarders sharing a pack of crisps is forbidden)
- Use of School facilities after 4.30pm under supervision and social distancing conditions
- Evening activities will be offered under supervision and social distancing conditions

\* A House group will consist of all pupils in that House, as well as, Housemasters/mistresses, their spouses/partners and family, House tutors (resident and non-resident), 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	HM signature and notes	Risk Level Post-Action
<b>Movement around the common areas of the House</b>	Currently pupils and staff are able to move freely around the House without any measures in place to allow them to socially distance and stay away from other people, bar the allocation of rooms to individuals or groups of individuals. The regular contamination of surfaces such as door handles can easily take place.	Pupils and staff can easily pass germs between one another. Day pupils and some staff come and go from the House daily.	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 only be able to meet in communal areas observing social distancing.</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</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 Maximum Occupancy of common areas including shower and toilet blocks. Emergency evacuation procedures No Visitors</p>	<p>This will be completed on the arrival of pupils into the boarding House at House meetings.</p> <p>Hand washing stations to be made available in necessary areas.</p> <p>HM to sign-off once completed. DATE COMPLETED:</p> <p>Date Signage received from Operations:</p>		M

	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	HM signature and notes	Risk Level Post-Action
				each day and this will be recorded (see below) daily.				
<b>Visitors to the boarding House.</b>	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, pupils from other Houses 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. Signage will be provided.	Pupils will be briefed on this on their return to the House.  DATE COMPLETED:  Date Signage put up:		L
<b>Boarders' Rooms</b>	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 at all times in any shared boarding rooms and rooms will be adjusted accordingly to accommodate social distancing.	Housemasters/mistresses will audit all rooms to make sure that this is possible.	DATE COMPLETED:		M
<b>Emergency Evacuations</b>	Currently boarding Houses are evacuated in compliance with House risk assessments and 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 Houses.	This will be completed on the arrival of pupils into the boarding House at House meetings. HM to sign-off once completed. DATE COMPLETED: Date signage put up:		M
<b>Cleaning and disposal of waste</b>	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 Houses 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 HM by Matron.  Signage to be provided.	Domestic Staff briefed on DATE COMPLETED:  Date signage put up:		M
<b>Registrations and House meetings</b>	Currently these are done in the House Common Room with pupils in close proximity.	Coronavirus germs can easily spread when the whole House is in one place.	H	These will be staggered in Houses from 0700-0815 afterwards to allow for social distancing in the Common Rooms.	Adjustments to start of the day timings need to be made. To be placed on House notice boards.	Pupils to be informed of this in start of term briefing. DATE COMPLETED:		M

	<b>Identified areas of risk under current boarding layout and provision</b>	<b>Risk before implementation of COVID-19 measures</b>	<b>Risk Level Pre-Action</b>	<b>Required control measures for COVID-19 prevention</b>	<b>Action Required/Decision Made</b>	<b>Action Completed</b>	<b>HM signature and notes</b>	<b>Risk Level Post-Action</b>
<b>Common Rooms</b>	Currently common room spaces have various board games, soft furnishings, DVDs, books and shared resources. They also contain Pool Tables, Table Tennis and Pianos 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 Housemasters/Mistresses, but Table Tennis, Pool and Pianos may still be used, but pupils will need to wipe them down pre and post usage to kill germs.	Housemasters and Housemistresses 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
<b>Bathrooms and Toilets</b>	Currently bathrooms and toilets are used freely by any pupil and as many pupils as there are facilities.	Very high risk of spread of the virus in these settings	H	A maximum occupancy policy will be implemented for all of these facilities and, where possible, these 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.	Disinfectant spray to be provided. Maximum Occupancy signage will be provided.	items placed in these areas and details. DATE COMPLETED:  Date signage put up:		M
<b>Boot rooms and Locker Rooms</b>	Currently boot rooms and locker rooms are used freely by any pupil and as many pupils as there are facilities.	Difficulty maintaining social distancing in these areas.	M	Pupils will have to be supervised by House duty staff when entering and exiting these areas. Hand washing will be encouraged.	Pupils will be briefed on importance of handwashing. Signage will be provided.	DATE COMPLETED:  Date signage put up:		L
<b>Staffing</b>	Houses currently have a resident Housemaster/mistress and another resident member of staff. There are also tutors who visit the House for academic or boarding purposes. There are day matrons in all Houses and each House has a cleaner.	All pupils are regularly registered and supervised throughout the School day. Staff will not operate within Year Group or House 'group', but they will adhere to social distancing.	M	Houses will need to provide constant supervision in Houses to make sure that pupils, as far as is humanly possible, are supervised at all times – particularly in communal areas.  Staff will be briefed by their Housemaster/mistress regarding how to spot possible Coronavirus symptoms in line with government advice.	Housemasters/mistresses to allocate staff to supervision of these areas.	DATE COMPLETED:		L

	<b>Identified areas of risk under current boarding layout and provision</b>	<b>Risk before implementation of COVID-19 measures</b>	<b>Risk Level Pre-Action</b>	<b>Required control measures for COVID-19 prevention</b>	<b>Action Required/Decision Made</b>	<b>Action Completed</b>	<b>HM signature and notes</b>	<b>Risk Level Post-Action</b>
<b>Food</b>	Food is currently allowed to be consumed as pupils wish.	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.	Housemasters/mistresses to brief pupils. Signage to be provided.	DATE: Date signage put up:		L
<b>Cutlery, plates and Utensils</b>	Currently cutlery and utensils are provided and shared in House kitchens.	This poses a serious risk of cross-contamination.	H	All cutlery, plates, cups and general utensils for shared cooking/eating are to be removed from House kitchens.	Housemasters/mistresses to remove all such utensils and pupils are required to bring in their own for personal use. Signage will be provided.	DATE: Date signage put up:		L
<b>Temperature checking and recording</b>	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 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
<b>Maintenance staff and porters in Houses</b>	Currently maintenance personnel and porters are allowed access to the Houses 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 each House. They will also remain socially distanced and undertake regular handwashing while in the Houses. Only works deemed to be an emergency or essential will be carried out at this time.	Operations will brief and make the necessary arrangements to manage the flow of maintenance staff and porters moving between Houses.	Operations to arrange and a log of works and personnel entering Houses is to be kept.	N/A	L