

IMPORTANT - This is a live document and it must be continuously reviewed alongside the latest Covid-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for each area.

For purposes of Isolation all pupils will be split into a bubble as per government guidelines. They will be encouraged to social distance where possible and will not mix bubbles.

- Pre Prep will form a bubble (Maximum of 20)
- Pre prep 1 & 2 will form, a bubble (Maximum of 30)
- Pre Prep 3 & 4 will form a bubble (Maximum of 30)
- Prep 5 & 6 will form a bubble (Maximum of 35)
- Form 1 & 2 will form a bubble (Maximum of 60)
- Form 3 & 4 will form a bubble (Maximum of 60)
- Form 5 will form a bubble (Maximum of 60)
- 6<sup>th</sup> Form will form a bubble (Maximum of 60)

For the purpose of our Houses (Pollard, Ruddle, Thorne & Way) within the senior school pupils will stay within their bubble and each house has a maximum of 60.

Please report **suspected or confirmed cases of COVID-19** to Public Health England (PHE) via our local Health Protection Team on **0300 303 8162** or [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk)

This will enable you to discuss the outbreak control measures that are needed and the information to be communicated to others.

Covid-19 - Shebbear College - Whole school reopening – September 2020 – Version 4					
<b>Persons at Risk :</b>	Staff, students, visitors, contractors				
IDENTIFIED HAZARDS	SEVERITY	PROBABLE FREQUENCY	RISK SCORE	YES/NO	Controls
	Enter a no.	Enter a no.	Severity	Scores of 9	

	from 1 to 6 1 Negligible 2 Minor injury 3 Major injury 4 Single death 5 Multi-death 6 Multi-offsite	from 1 to 6 1 Improbable 2 Possible 3 Occasional 4 Fairly frequent 5 Frequently 6 Certainty	multiplied by Frequency	or above further immediate assessment needed	
Suspected case of covid-19 in the school setting	4	2	8	No	<p>All pupils, staff and visitors must check for symptoms of covid-19 on a daily basis. Regular communication will be sent to remind staff and pupils to check for symptoms and posters displayed around school. If they answer yes to any symptoms they must not come into Shebbear College and must report their absence. They must then follow government guidelines (1) and get a test completed. If a positive test for Covid-19 is confirmed they will need to follow the governments stay at home guidance for households (2) and stay at home to self-isolate for the 10 days minimum or until symptoms have eased after the 10 days. Their household will need to self-isolate for 14 days and they must ensure they assist with the NHS Test and Trace system. The staff/pupil will be supported to work remotely if they are well enough to do so. If a negative test is given then they can come out of isolation and return to school. They must inform the school straight away if a positive test comes back and Public Health England (PHE) will be notified. PHE will then give guidance to the school through the test and trace system if bubbles need to self-isolate.</p> <p>If a pupil has signs of Covid-19 whilst at school they must immediately be isolated and put in a well ventilated room and emergency contacts contacted to collect them. If a member of staff or visitor has signs of</p>

					<p>Covid-19 whilst at Shebbear College, they must inform their line manager and go home straight away. In all cases they must follow government guidelines and get a test completed.</p> <p>A full clean down of the area in use by that person will need to be completed wearing PPE following government guidelines (3). All staff will have received training on safe use of cleaning equipment and donning and doffing PPE (4) &amp; (5)</p>
Medical Care for pupils who are unwell	4	2	8	No	<p>Our Health and wellbeing centre is managed by our Lead school nurse.</p> <p>We also have first aid trained staff across the site that have been given updated guidance on giving first aid in Covid-19 conditions.</p> <p>In the Health and wellbeing centre and boarding houses a record of any temperatures taken and any medication given is recorded. Emergency contacts will be contacted to collect a child if they are not well enough to stay in school.</p> <p>When in close contact with a student who has a suspected case of Covid-19, staff will need to wear PPE which staff will be provided with.</p>
Staff/pupils previously shielding.	4	2	8	No	<p>Shielding ended on 1<sup>st</sup> August 2020 for people who have an increased risk from coronavirus (COVID-19), vulnerable and extremely vulnerable people and pregnant people. Risks have been assessed and measures put in place to minimise risk across site. Staff and pupils are invited to discuss any concerns with their Housemaster/Housemistress or Line Manager.</p>
Pupils with SEND	4	2	8	No	<p>Support plans will be put in place for any pupils that need them. Challenging behaviours or social or emotional challenges arising as a response to the</p>

					lockdown will be assessed and additional support and phased returns will be put in place where needed.
Cleaning and reducing contamination	4	2	8	No	<p>All necessary cleaning of the whole school site will have been completed before reopening in September. An enhanced cleaning programme is in place by the Housekeeping team. Additional housekeeping staff will be on a rotation to clean frequently used areas around site including keypads, doors, handrails and toilets. Government guidance is followed (3). Deep cleaning once a term by our housekeeping team will be completed and recorded to reduce the risks of contamination.</p> <p>Cleaning equipment will be available to all staff on site and full training on the safe use given to staff. PPE will also be issued. Classrooms will have desk areas cleaned after a change in bubble usage and this will be recorded.</p> <p>Pedal bins with lids will be placed around site to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and disposal of used PPE. These will be emptied daily.</p> <p>In the case of a suspected case of PPE, used PPE will be stored in a bag for 72 hours before disposing of with our normal waste.</p> <p>Hand sanitizer is available on all outside doors before entering buildings around site along with posters to remind them to use it. Pupils will be reminded and encouraged to wash hands more frequently and more thoroughly than normal. Posters will be displayed around site.</p> <p>To maximize good ventilation, where possible, windows will be opened and doors will be propped open if they are not fire doors.</p>

Laundry	4	2	8	No	Any laundry taken to the main school laundry will be washed and returned and any equipment used for transporting will also be cleaned before returning. Laundry for those that have a suspected or confirmed case of Covid-19 will need to be collected from isolation areas by a designated person and PPE will need to be worn. A separate washing machine for the items and a full clean of the machine used will be carried out before the next use. This will be recorded. Dirty laundry is not to be shaken to minimise the possibility of dispersing virus through the air. Government guidance followed (3).
Provision of food	4	2	8	No	At lunch time the catering department will operate a rotating timetable with sessions for up to two bubbles to eat at a time. The dining hall has been divided into two and pupils will need to sit within their bubbles and staff will also be socially distanced. After each session, the catering department will clean down used areas ready for the next session to start. The catering team will wear PPE and will set up social distancing markers for seating. Staff will be given a 2 week menu to order a packed lunch from which will be delivered to the staff common room for collection on a daily basis. All crockery is put through the dishwasher. Waste to be disposed of as per government guidelines. Individual kitchens around site will be closed for pupil use and all pupils must bring in a named reusable water bottle which they are responsible for each day. They will have access to drinking water. This is to be communicated to all pupils before the start of term. Staff should bring in their own water bottles and mugs. They will need to ensure they are cleaned out by themselves daily.

Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination.	4	2	8	No	The Catering department will follow usual food safety and hygiene procedures and Government guidance for catering establishments (6). They will ensure Health and Safety policies are followed.
Travelling to and from school	4	2	8	No	Pupils using our school bus service to get to and from school will need to wear face coverings. They will need to ensure they have a face covering for both journeys. Washable face coverings will need to have a named wipeable storage bag/container to store it in during the day. Bins will be provided for the safe disposal of any disposable face coverings. Hand sanitizer will also be available when getting on and off of the buses. All pupils and staff will have had communicated to them before the start of term the process for removing face coverings at school. Pupils will be instructed not to touch the front of their face covering during use or when removing them and to wash their hands before and after use. Prep school pupils will be assisted if necessary to ensure they are on correctly at the end of the day before travelling home. Anyone that cannot wear a face covering because they are exempt will communicate this to their Housemasters/Housemistresses or the Head of prep school. This is to be communicated to all pupils before the start of term along with the relevant guidance (10). For any pupils or staff not using our bus service they should travel within households where possible. If travelling by public transport they will need to follow government guidelines (11). Although our school is in a remote village, walking or cycling would be the best method of travel if this is an option.

Use of school minibuses	4	2	8	No	<p>Pupils and staff using our own school mini buses will need to wear face coverings. Clear plastic barriers will be fitted between the driver and passengers. They will need to ensure they have a face covering for both journeys. Washable face coverings will need to have a named wipeable storage bag/container to store it in during the day. Bins will be provided for the safe disposal of any disposable face coverings. Hand sanitizer will also be available when getting on and off of the buses. They will be reminded of the process for removing face coverings and will be instructed not to touch the front of their face covering during use or when removing them and to wash their hands before and after use. Prep school pupils will be assisted if necessary to ensure they are on correctly before travel. Anyone that cannot wear a face covering because they are exempt will communicate this to their Housemasters/Housemistresses. Housekeeping will clean Mini buses after each use and maintenance will deep clean them once a week.</p>
Visitors and limiting flow of people in reception	4	2	8	No	<p>All visitors will need to maintain infection prevention and control, including social distancing, hand and respiratory hygiene and wear appropriate PPE where needed. They will be reminded of this when signing in. Visitors will be by appointment only and will need to stay in their car until their appointment time. Staff need to arrive to reception on time to greet their visitor.</p> <p>New pupils with parents greeted by admissions through appointment only.</p> <p>Signing on and off of buses needs to be done through Housemasters/Housemistresses who will inform reception.</p>

					<p>Pupils signing out to go to the village will be limited to lunch time only.</p> <p>All boarders post to be collected by Housemasters or Matrons.</p> <p>Staff not living on site to not have personal deliveries sent to the school.</p> <p>Printer use to be limited to staff working in the area.</p> <p>Teaching staff to use printer in the staff common room or prep school.</p> <p>Areas marked out for 2 metre distancing and furniture has been rearranged to maintain social distancing.</p> <p>Signing in and out record has been moved to the entrance. Reception staff will clean down pens after each visitor has used it.</p> <p>Visitors to our uniform shop are only allowed in one family at a time. Face coverings must be worn and a measuring guide is given out in advance to get the correct sizing. Any items not bought are kept separate for 48 hours before putting back into stock to be sold.</p>
Office use	4	2	8	No	<p>Areas are marked out for 2 metre distancing and furniture has been rearranged.</p> <p>Staff given their own individual area to work from where available so that it limits multiple use. Enhanced cleaning programme in use.</p>
Social distancing	4	2	8	No	<p>Pupils will be put into bubbles for mixing within school to limit the amount of contact with the rest of the school.</p> <p>In corridors all pupils, staff and visitors need to keep left and in single file and maintain social distancing. One way systems have been put in place where it is possible to do so. Signs will be displayed and regular communication will be given to remind everyone. In</p>



					<p>offices and classrooms, a 2 metre distance will be kept for adults by having a space marked on the floor. 2 metres outside bubbles will be maintained where possible. If this is not possible then 1 metre with risk mitigations can be used. For example back to back or side by side working. Each work area is assessed individually and a record kept to put the correct social distancing procedures in place. All pupils, staff and visitors will be reminded about the governments Stay alert message through posters displayed around site.</p>
Classroom usage	4	2	8	No	<p>Pupils will be split into bubbles to have lessons and move around site.</p> <p>Pupils will be seated side by side and facing forwards where possible and unnecessary furniture will be removed from classrooms into storage.</p> <p>Staff will clean desk areas after each bubble use and frequently touched areas and record this. Staff will have their 2 metre area marked on floors and should keep to this distance where possible.</p> <p>A daily record will be kept by teaching staff of anyone that they have come into close contact with.</p> <p>Pupils have been given a stationary list of items to bring in to avoid sharing. School equipment will either be kept specific for each bubble or wiped down by staff after use if it cannot be cleaned between uses then a 48 hour period (72 hours for plastics) will be kept before the next bubble usage.</p>
Pupils taking part in Sport	4	2	8	No	<p>Pupils will take part in sport on site within their bubbles and where possible will be outside. Indoor areas will only be used if ventilation can be provided by opening up doors and windows. Pupils will change in designated changing areas that are only used within their bubble.</p> <p>Organised team sports outdoors can take place subject</p>

					to the relevant sport's guidance being published and staff following the specific guidance. Any equipment used will either be kept specific for each bubble or wiped down by staff after use. The indoor gym will currently not be in use but the weights room will be. Equipment may be moved to a different area on site providing social distancing and ventilation can be maintained. Government guidance will be followed (8 & 9). The outdoor play area in the prep school will only be used by designated bubbles and if it cannot be cleaned between uses then a 48 hour period will be kept before the next bubble usage.
Pupils taking part in musical activities	4	2	8	No	Group sizes are to be limited to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Physical distancing and playing outside wherever possible. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. (further DforE guidance is being issued shortly which will be followed).
Large Gatherings	4	2	8	No	Where possible any large gatherings will take place outside and pupils will remain in their bubbles. House common rooms, the assembly hall and the memorial hall will be used but pupils will sit within their bubbles and staff will ensure there is good ventilation in the room by having windows and doors open where possible. The Chapel will not be in use for whole school chapels. In the event of the fire alarm sounding pupils will assemble in their tutor groups which are already within their bubble, staff will need to maintain social distancing where possible.
Communication with Parents	4	1	4	No	The Head/Housemaster's/Housemistress will ensure regular communication with parents. Pupils must follow

					our mobile phone policy and will have opportunity to contact parents if given permission during the school day. Personal devices are not to be shared and pupils will be reminded of this in house meetings.
Mental wellbeing and anxiety	4	2	8	No	Staff are familiar with government guidelines. (7). They encourage pupils to take daily exercise and are encouraged to talk about the current situation in house meetings with their tutors and ask questions. Posters are displayed around site of “who can help me” so that they know the support available. The school has a clinical psychologist on site that pupils can book appointments with through their Housemasters/Housemistress. The school also has trained mental health first aiders on the pastoral team. Covid-19 Guidance is displayed around the site. Training modules of mental health and wellbeing are used in school.
Managing Pupil behaviour	4	2	8	No	Staff will follow our own school behaviour policy. Behaviour plans will be put in place to support any pupils that may need it.
Completed by:- Laura Clewley					Date:- 21/08/2020

- (1) <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- (2) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- (3) <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- (4) [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/878677/PHE\\_11606\\_Putting\\_on\\_PPE\\_062\\_revised\\_8\\_April.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf)
- (5) [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/878678/PHE\\_11606\\_Taking\\_off\\_PPE\\_064\\_revised\\_8\\_April.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf)

- (6) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>
- (7) <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>
- (8) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
- (9) <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation>
- (10) <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- (11) <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>