

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 boarding house.

For purposes of Isolation Ruddle is classed as 1 household, Pollard is classed as 1 household.

Ruddle household will hold a maximum of 33 girls and 5 members of staff/staff household (Housemaster/Housemasters wife/Matron plus Housemasters 2 children) The household has capacity for 2 bubbles with a maximum of 18 girls upstairs (1 bubble) and 15 girls downstairs (1 bubble).

Pollard household will hold a maximum of 45 boys and 3 members of staff/staff household (Housemaster/Housemasters wife/Matron) The household has capacity for 4 bubbles with a maximum of 12 in Dorm 32 (1 bubble), 10 in top tower (1 bubble), 10 in lower tower (1 bubble), 13 in dorm 16 (1 bubble).

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 return to Boarding at Shebbear College – Ruddle Boarding House – version 6					
<b>Persons at Risk :</b>	Staff, students, visitors, contractors				
IDENTIFIED HAZARDS	SEVERITY	PROBABLE FREQUENCY	RISK SCORE	YES/NO	Controls
	Enter a no. from 1 to 6 1 Negligible 2 Minor injury 3 Major injury 4 Single death 5 Multi-death 6 Multi-offsite	Enter a no. from 1 to 6 1 Improbable 2 Possible 3 Occasional 4 Fairly frequent 5 Frequently 6 Certainty	Severity multiplied by Frequency		
Catching Covid-19 from another	4	2	8	No	The Housemaster will split boarders into bubbles within the house based on their room location and bathroom usage. Boarders will be allocated a bathroom and their

member of the household					<p>bubble upon arrival and are to only use their designated bathroom.</p> <p>Boarders will be encouraged and reminded in house meetings to wash hands more regularly and maintain a 1 metre+ distance where possible. Signs will be displayed around the houses. House meetings and roll calls will be staggered in their bubbles within the house to limit the risk of coming into contact with others.</p> <p>In common areas in house, boarders should wear a face covering to help minimize the risk of spreading Covid-19. They will be encouraged to wash hands regularly and to social distance following government guidelines (11). Hand sanitizer will be available at all times in the common room in Ruddle. The kitchen in Ruddle will be out of use to students except to get drinking water. All meals and snacks will be provided by our catering department on site.</p>
Suspected case of covid-19 in a boarding House	4	2	8	No	<p>All household members will need to go into isolation as per the government guidelines (1). Staff accommodation within Ruddle will also be counted as the household for this purpose. A test will need to be carried out and if positive, resident staff and boarders will need to follow the government isolation process.</p> <p>There is a designated area upstairs in Ruddle for any students that have a suspected case. This is kept separate from the rest of the household. A separate bathroom will be used. Anyone entering this area to help care for any students or to clean the area will need to wear PPE. Ideally, a window should be open to allow for ventilation. Drinking water will be readily available.</p> <p>All staff to receive training on putting on and taking off correct PPE as per the government guidelines (2) (3).</p>

					Signs will be displayed, and boarders will be told to not enter the area unless they have to isolate themselves. If a boarder has symptoms or has a positive test then they will need to remain in this area for the 10 days minimum or until symptoms have eased. A member of staff will be designated by the Housemaster at all times to oversee them.
Medical Care for boarders who are unwell	4	2	8	No	<p>There is always a First aid trained member of staff on site who has also completed an on-line Medicines awareness course. Over the counter medicines are available and are all recorded onto ISAMS. A record of any temperatures taken is kept.</p> <p>During the school day there is assistance from the medical centre on site if needed. During boarding hours, staff can ring NHS 111 for advice or 999 in an emergency.</p> <p>Boarders know how to contact staff overnight if necessary and will be allowed their phones overnight for this purpose when they are in isolation.</p> <p>When in close contact with a student who has suspected Covid-19 or a confirmed case, staff will need to wear PPE.</p> <p>Boarders will be tested if they have symptoms and placed in a separate area specifically for this purpose in Ruddle. If a positive test for Covid-19 is confirmed they will need to remain in this area for the 10 days minimum or until symptoms have eased. A member of staff will be designated by the Housemaster at all times to oversee them. The rest of the household will follow government guidance and go into isolation for 14 days (1).</p> <p>If a negative test is given then they can come out of isolation. If there are no other suspected or confirmed</p>

					cases of Covid-19 within the house then the house can come out of isolation. The Housemaster will have agreed with Parents/Guardians if they wish their child to go home during any isolation period and collection arrangements before returning to boarding. Housemasters will contact Parents/Guardians if this is the case.
Cleaning and reducing contamination	4	2	8	No	All necessary cleaning of the boarding house will be completed before boarders return. An enhanced cleaning programme is in place by the Housekeeping team. Areas in houses, once cleaned will be recorded to confirm they have been cleaned each day. Government guidance followed (4). Additional cleaning will be completed at weekends in house by staff and recorded. Deep cleaning once a term by our housekeeping team will be completed to reduce the risks of contamination. Cleaning equipment will be available to all staff in Ruddle. Training for safe use given to staff.
Laundry	4	2	8	No	Laundry to be taken to main school laundry in bags or bins. These will be cleaned once laundry has been completed. 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 to be worn. Housekeeping to use a separate washing machine for this purpose and clean down before and after use. Government guidance followed (4). Washing machines in houses will need to be used for emergency use only and will be overseen by staff to ensure the area is cleaned before and after each use.
Provision of food	4	2	8	No	All meals will remain to be provided in the dining hall with snacks provided in houses. The catering team will set up social distancing markers for safe serving. Each

					<p>house (including staff) will need to sit in their households and not mix with other households. Staff will be in the dining hall at meal times to ensure this is happening. Boarders will be told upon arrival.</p> <p>If a house is in isolation. All 3 meals will need to be provided by the catering team over to the main common room for that house. Disposable plates will be used and disposed of according to government guidelines. (4) Staff are to take food to individual rooms of those with a suspected or confirmed case of COVID-19. PPE to be worn as per government guidance.</p> <p>Any serving dishes or items which are not disposable are to be bagged up and collected after use and put through the dishwasher separately. Areas will need to be cleaned before and after. Waste to be disposed of as per government guidelines. PPE to be worn.</p> <p>Only staff will have use of the kitchens within house to prepare snacks and drinks. Boarders will have access to drinking water. This is to be communicated to all boarders. Crockery should go through the dishwashers in houses.</p> <p>Boarders should bring their own water bottles into boarding to use. They will need to ensure they are cleaned out by themselves daily and will be reminded at house meetings.</p>
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 (5). They will ensure Health and Safety policies are followed.
Visitors	4	2	8	No	Under current government guidelines of a household multiple visitors will not be allowed into house. This will

					<p>include Parents. Therefore, if you wish to visit into the household, you will need to make an appointment with the Housemaster before arrival. Before arrival boarders should not enter the house if they or their current household have shown any of the Covid-19 symptoms. See guidance (7). The Housemaster will make contact with all Parents before arrival to reassure and answer any questions.</p> <p>Staff that do not live within the building but need to work within the building will need to maintain infection prevention and control, including social distancing, hand and respiratory hygiene and wear appropriate PPE where needed. Staffing needs to remain constant where possible. See government guidance (5). All staff entering the house that do not live on site will need to sign in so that there is a record of them being in house. Housemasters will be responsible for all visitors and will need to ensure duty rotas are consistent.</p>
Boarders social distancing	4	2	8	No	<p>Government guidance currently does not allow households to mix indoors in large numbers. Therefore, Boarders will be told about the governments Stay alert message and guidance (8). Boarders will be allowed to mix with other households outdoors only. They must maintain a 1 metre+ distance and not gather in groups of more than 6. This will be communicated to all boarders upon arrival and reminded during house meetings. All boarders must let staff know where they are at all times and staff will assess on an individual basis if it is safe for them to go out of the boarding house to socialise with others. Ruddle boarders will not be able to visit Pollard Boarding house and Pollard boarders will not be able to visit Ruddle boarding house.</p>

					<p>Communal areas inside around site (that are not part of the house) will not be able to be used under current government guidance. Any areas that are used by households, staff will need to ensure are thoroughly cleaned both before and after use.</p> <p>Current guidance allows a household to only mix with one other household at a time so it is not possible for multiple households to mix. We have had to make the decision that we cannot allow boarders to travel between households as any individual households visited would then become linked. Overnight stays away from the boarding house will not be permitted. Day visits can happen providing that when meeting friends and family, even in venues like restaurants, pubs, places of worship or community centres, you should follow the guidance on gatherings and:</p> <ul style="list-style-type: none"> <li>• Only meet indoors in groups up to 2 households – this includes when dining out or going to the pub</li> <li>• Only meet outdoors in a group of no more than 2 households or in a group of up to 6 people from different households</li> <li>• You should, wherever possible, socially distance from people you do not live with and take particular care to maintain excellent hygiene - washing hands and surfaces - when using shared facilities like bathrooms.</li> </ul>
Communication with Parents	4	1	4	No	<p>The Housemaster will ensure regular communication with Parents and allow boarders to contact Parents. Parents will be informed of the best times to contact boarders and will also be given the House phone number should they need to make contact with staff. Housemasters will take into consideration time zones in different countries and allow boarders access to phones to communicate with Parents accordingly. Devices are</p>

					not to be shared and boarders will be told upon arrival and reminded of this in house meetings.
Staffing	4	2	8	No	<p>The Housemaster is responsible for ensuring there is staff covering the house at all times. This includes when the house is self-isolating. In the event that a member of staff has to take a boarder to a hospital, the Senior Deputy Head and other members of SLT are able to assist in a house until staff can come in and cover. The Senior Deputy Head and the Head live on site.</p> <p>See government guidance on Covid-19 isolation for residential educational settings.(6)</p> <p>The staff to pupil ratio is 1 per 33. This is managed by the staff living within the Household and additional tutors coming into the household to assist with duties. Duty rotas will be displayed in houses.</p> <p>An additional member of staff will be brought in to look after any boarders who have a suspected or confirmed case of COVID-19. They will be First Aid trained and have training on government guidance (1). Any boarders with a suspected or confirmed case of Covid-19 will have a member of staff assigned to them at a staff to pupil ratio of 1 to 15.</p>
Mental wellbeing and anxiety	4	2	8	No	<p>Housemasters are familiar with government guidelines. (9). They encourage boarders to take daily exercise and are encouraged to talk about the current situation in house meetings and ask questions. Boarders are supported in house by Housemasters and tutors. As part of their induction they are given a who can help me list so that they know the support available. The school has a clinical psychologist on site that boarders can book appointments with through their Housemasters. The school also has trained mental health first aiders on the pastoral team. Covid-19 Guidance is displayed</p>



					around the houses and routines are kept to help aid sleep. Boarders have internet access so that they can contact family or friends via phone or email at any point. The Housemaster has the training modules of mental health and wellbeing to use in house.
Completed by:- Laura Clewley, Fran Lovett, Jamie Sanders					Date:- 21/08/2020

- (1) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- (2) [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)
- (3) [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)
- (4) <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- (5) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>
- (6) <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>
- (7) <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- (8) <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>
- (9) <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>
- (10) <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>