

Ludgrove School Trust Limited
COVID-19 Risk Assessment
6th September 2021
Assessed by Maura Brittain

Area/Activity	Risk	Risk Management Plan
General	Adverse impact on education if a significant number of cases is detected	<ul style="list-style-type: none"> • The school will follow the Government system of controls. Essential measures include: <ul style="list-style-type: none"> ○ Ensuring good hygiene for everyone. ○ Maintaining appropriate cleaning regimes. ○ Keeping occupied spaces well ventilated. ○ Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19. • In general the use of face coverings is no longer required except in enclosed and crowded spaces where people may come into contact with people they don't normally meet. If there is a substantial increase in the number of positive cases in the school a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms.
Drop-off/pick up	Transmission of Covid - 19	<ul style="list-style-type: none"> • Return to fortnightly boarding • Staggered drop off/pick up times at multiple drop off points Parents to be reminded that boys are not to return if they, or anyone in the household, is displaying symptoms of Covid-19 • Parents advised that the school expects them to adhere to government guidance re: Covid-19 when the boys are at home • Parents to limit the time spent in the school buildings • Medical drop-off to take place in the Theatre to reduce bottleneck upstairs • Hand sanitiser and signage at all points of entry • Toilet facilities for parents dropping off boys are available in the Sports Hall & Theatre • Parents' meetings are continuing to take place remotely
Teaching	Transmission of Covid - 19	<ul style="list-style-type: none"> • Sanitiser to be placed in all teaching areas and boys to sanitise before each lesson • Cleaning materials to be provided in classrooms • Classroom desks to be forward facing and spaced as far apart as possible • Teacher's desk to be 2m away from nearest boy where possible.

		<ul style="list-style-type: none"> • Windows and doors to be kept open (bearing in mind fire safety) to maximise ventilation • Playing instruments in groups is now permitted • Singing and Drama activities can now take place; performance areas should be well ventilated. • Assemblies and chapel services to be held as normal with maximum ventilation. • External matches will be resumed this term and parents will be permitted to attend home matches but will be required to follow prevailing government guidance re: face coverings, distancing, group sizes etc whilst on school premises Yes • Any refreshments served to visiting boys to be individually wrapped and consumed outdoors.
	Staff shortage	<ul style="list-style-type: none"> • There are sufficient members of staff to cover all lessons in the event that a small group of teachers becomes unwell or is forced to self –isolate
	Whole/partial school closure	<ul style="list-style-type: none"> • Virtual Ludgrove is ready to be re-introduced at short notice in the event that a significant number of boys are sent home.
Boarding	Transmission of Covid - 19	<ul style="list-style-type: none"> • The School is keeping government guidance under review and will comply at all times
	Boys struggling/feeling anxious	<ul style="list-style-type: none"> • There are six full-time matrons, plus the nurses, a team of evening matrons, JGJP-H, VEP-H and SLB who all have pastoral care duties along with duty staff on rota. Additionally we have the school counsellor who is here weekly. • Matrons' accommodation is close to boys in case of night time issues • Boys will be placed in dorms with friends where possible • Normal pastoral care arrangements will be in place which should be more than sufficient to deal with boys' anxieties •
	Issues with laundry provider	<ul style="list-style-type: none"> • The school uses two laundry providers so can transfer work between them if required. • The school could manage all essential laundry in-house for a short period if necessary.

Safeguarding	Normally robust processes fail	<ul style="list-style-type: none"> All staff tasked with leading on safeguarding continue to be engaged
	Normal processes fail to account for Covid-19 issues	<ul style="list-style-type: none"> Regular updates on changes in safeguarding in general and specifically linked to Covid-19 are received from Farrer & Co, ISBA, BSA, AGBIS etc and the school responds accordingly The safeguarding policy has been updated to account for Covid-19 The DSL, both deputy DSLs and the Head of IT are on site to support staff and boys All the staff on-hand to support the boys are very experienced and appropriately trained. ISI guidance on re-checking staff to cover period of closure has been followed All staff have undertaken Safeguarding Refresher and Mental Health training online
Bathrooms	Transmission of Covid - 19	<ul style="list-style-type: none"> Additional evening matrons have been recruited
Hygiene	Transmission of Covid - 19	<ul style="list-style-type: none"> Boys reminded daily of importance of hygiene Appropriate signage in place Handwashing/sanitising before and after eating, between lessons, after games and before bed School will promote 'Catch it, kill, it, bin it'. Staff and boys should sneeze/cough into a tissue and then immediately sanitise. Sanitisers to be provided in classrooms, music rooms, games room, lecture room, library, common room, nurses room and upstairs generally. Adequate supplies of tissues and lidded bins to be placed in all areas of the school. Doors and windows to be left open as much as possible to facilitate circulation of fresh air In the event that a boy or staff member develops symptoms through cleaning of any area visited by that person must be undertaken
Games/other activities	Transmission of Covid-19	<ul style="list-style-type: none"> Boys should wash hands after playing games that involve shared equipment eg climbing wall, monkey house, snooker cues, table tennis bat and tables, balls, board games etc Shared equipment to be wiped down regularly Anti-viral wipes, hand sanitisers, tissues and lidded bins to be provided in all common rooms areas

		<ul style="list-style-type: none"> • Staff should refer to the current guidance put in place by the relevant sporting governing bodies to ensure compliance with up to date regulations
Transport	Transmission of Covid-19	<ul style="list-style-type: none"> • Where practical windows to be kept open • London minibuses will continue to run but boys and staff must wear face coverings in line with public transport guidance • Face coverings, gloves and cleaning materials to be in bus • Face coverings to be worn when on the bus • Boys should sanitise hands before boarding buses and again on disembarking • Driver to carry sanitiser but not to be left in bus as flammable • Dashboard, steering wheel, gearstick, window controls and door handles to be cleaned by the driver before returning the bus
		<ul style="list-style-type: none"> •
Medical	Transmission of Covid - 19	<ul style="list-style-type: none"> • A member of the school nursing team is on duty at all times between 7am and 9pm • Appropriate PPE provided for medical staff • Safe disposal of Covid affected items to be arranged • Any boy or staff displaying symptoms to be isolated in the counsellor's room. School to arrange LFD test and boy to remain isolated until the results of the test are known. Staff supervising to be gloved, wearing face coverings and aproned. The area should be well ventilated. PPE to be safely disposed of, double bagged and quarantined in bin located behind the pool. The boys should use only the allocated bathroom facilities which must then be cleaned along with the rest of the area. • In the event that a boy tests positive the school will arrange a PCR test and request that he is collected by his parents to isolate at home until the result is known. In the event of a positive result the boy must remain at home for the government isolation period in force at the time. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the boy can return to school, as long as he doesn't have COVID-19 symptoms. Close contacts to be tested using LFD tests daily for five days following their last contact with the affected boy. Examples of 'Close contact' include: <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre ○ having been within 1 metre for 1 minute or longer without face-to-face contact

		<ul style="list-style-type: none"> ○ having been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ having travelled in the same vehicle ● The following could be regarded as close contacts - this will be confirmed by local PHE representatives: boys in the same div, in the same dorm, who sit at the same dining table, who have been driven in the same minibus in the previous 48 hours. The matron responsible for that year group and the relevant division master may also be considered close contacts. The matron and division master will also be asked to provide details of any other boys or staff with whom they believe the unwell boy has had close contact during the previous 48 hours. ● All staff to be trained in safe use and disposal of PPE ● All staff to be reminded of Covid symptoms and of procedures if a boy presents with any of the recognised symptoms ● Regular checks to ensure staff and pupil compliance with government guidance ● Boys returning from overseas will be subject to whatever government quarantine regulations are in place at the time. ● A testing site has been set up at the school in line with the government guidance. Boys are tested twice weekly by fully trained staff wearing appropriate PPE and following approved procedures. ● All staff are testing at home twice weekly.
	Insufficient medical provision	<ul style="list-style-type: none"> ● School nurse on duty between 7am and 9pm ● The school has three nurses to call on ● The school has access to medical provision at Wokingham Medical Centre ● Sufficient additional available staff are first aid trained
	Disruption caused by illnesses being mistaken for Covid-19	<ul style="list-style-type: none"> ● All boys that were eligible will receive 'flu jabs ● All staff will be offered 'flu jabs
Cleaning	Transmission of Covid - 19	<ul style="list-style-type: none"> ● Deep clean of all areas to be used to be undertaken at the start of every term ● One member of staff dedicated to cleaning high touch points with appropriate cleaning materials several times daily. Also common room, staff rest room, staff toilets, music block toilet, boys' telephones

		<ul style="list-style-type: none"> • Appropriate PPE to be made available to all cleaning staff • Cleaning staff to be updated with changes in recommended procedures as they are announced • Pool has re-opened and should be cleaned daily • Daily re-stocking of sanitiser, cleaning materials and tissues
	Staff shortages	<ul style="list-style-type: none"> • All but two members of the team work part time and could be asked to do longer hours if required
Catering	Transmission of Covid - 19	<ul style="list-style-type: none"> • Covid-19 signage to be displayed in kitchen, pantry and dining room • Hand to be washed/sanitised before all meals
	Illness caused by food hygiene issues	<ul style="list-style-type: none"> • School kitchen deep cleaned as usual prior to start of term • School food stocks inventoried and date checked as part of on-going food hygiene processes • School kitchen has 5 stars for hygiene • All staff have appropriate food hygiene training
	Staff shortages	<ul style="list-style-type: none"> • Most members of the team have capacity to take on some extra hours. • Non-kitchen staff to be instructed in the use of key kitchen equipment and food hygiene techniques so that they can provide short term cover if required. • Pantry staffing and processes have been reviewed to minimise number of close contacts Alternative staff members who could take over responsibility for this work if a number of members of pantry staff have to self-isolate have been identified.
	Supply chain issues	<ul style="list-style-type: none"> • Food is sourced from multiple suppliers - a mixture of national and local businesses - and we could easily switch if we had an issue with one of them

Maintenance	General safety	<ul style="list-style-type: none"> • All water systems to be flushed through • All legionella testing up to date • All fire safety testing up to date • All gas safety testing up to date • All lightning conductor testing up to date • All vehicles checked and servicing, insurance , MOT etc up to date • Check buildings are hazard free • Fire drills to be held regularly
	Transmission of Covid-19	<ul style="list-style-type: none"> • Staff work singly and often outdoors. Staff to take breaks in their workshops in small groups.
Staff	Transmission of Covid-19	<ul style="list-style-type: none"> • Staff will be reminded to observe the rules and get a PCR test if they, or a member of their household, displays symptoms • Staff should refer to government guidance on how to manage risk in a classroom setting • Anti-viral wipes and hand sanitiser to be located by printers/copier along with signage reminding staff to observe good hygiene • Daily staff meetings will happen in the theatre • Cleaning staff restroom has been re-located to the old DT block to provide greater space for distancing. • Grounds and maintenance staff to take breaks in their workshop areas • PPE to be made available where appropriate • Staff should not share equipment without first cleaning it down. This includes all staff - teaching, domestic, pastoral, estates and admin.
	Adverse impact on well-being	<ul style="list-style-type: none"> • Appropriate measures will be put in place to support staff • Risk Assessments and relevant government guidance documents to be shared with all staff to reassure that appropriate risk management procedures are in place.
Governance and Admin	Admissions	<ul style="list-style-type: none"> • Prospective parents will are now able to visit the school without wearing face coverings inside buildings and be served coffee in the drawing room.

	Senior Management	<ul style="list-style-type: none"> In the event that any member of SMT/SLT is required to self-isolate arrangements are in place for them to work from home. If any of them become seriously unwell other member of the team can assume responsibility for their management duties. In the event that SWTB becomes seriously unwell GWM would assume responsibility for the running of the school supported by the SMT/SLT
	ICT	<ul style="list-style-type: none"> If the Head of IT or the Network Manager are required to self-isolate arrangements are in place for them to work from home. If either becomes seriously unwell the other can cover the majority of duties. If both are unwell then Connect Systems can take over running the network. Virtual Ludgrove 2021-22 has been set up to allow for a seamless move from the physical to the virtual school in the event of a partial or full lockdown. Once set up, further input from members of the Ludgrove IT team will not be required The admin network is run by Sycom. There are three technicians who manage the school's account. We are required to call on them very infrequently and with three different people providing support all of whom are working from home the likelihood of support failing is very limited.
	Finance and HR	<ul style="list-style-type: none"> If the Bursar or Assistant Bursar are required to self-isolate arrangements are in place for them to work from home. If either becomes seriously unwell the other can cover the majority of duties. The exception being the payroll which the Bursar is preparing well in advance each month in case she becomes incapacitated. In a worst case scenario staff can be paid by cheque based on the pay figures for the previous month with any adjustments made at a later date
	General Admin	<ul style="list-style-type: none"> If the School Secretary or Headmaster's PA are required to self-isolate arrangements are in place for them to work from home. If either becomes seriously unwell the other can cover the majority of duties.
	Safeguarding	<ul style="list-style-type: none"> Ensure SCR is updated for new staff joining during the period of closure Safeguarding and IT policies have been updated to take account of government guidance in these area

	Government advice changes	<ul style="list-style-type: none"> • School leaders receive and read regular updates from the BSA, AGBIS, ISBA etc • All staff - teaching and support - to receive regular updates on any changes
	Insufficient governor involvement	<ul style="list-style-type: none"> • Covid-19 Sub Committee has been set up and communicates regularly via e-mail and using Zoom. School frequently consults with and updates committee member
	Transmission of Covid-19	<ul style="list-style-type: none"> • Board and sub-committee meetings carried out using Zoom. This is allowed by the Articles of Association
Parent relations	Parents dissatisfied with any aspect of school provision	<ul style="list-style-type: none"> • Feedback via the normal channels
	Parents want more contact with sons	<ul style="list-style-type: none"> • Regular communication from SWTB, SLB and div masters on progress • Regular social media updates • Plenty of opportunities to contact boys - phone, FaceTime etc • Additional div mobiles to be purchased
	Parents concerned about Covid	<ul style="list-style-type: none"> • Detailed risk assessment