

# COVID-19 Risk Assessment

## ISCA Summer Programme 2023

08/07/23 – 30/07/23

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**Cranleigh School**

Horseshoe Lane

Cranleigh

Surrey

GU6 8QQ

For 41 years we have prided ourselves on providing an exceptional experience for students and their families. To provide you with peace of mind, we have put together a package of measures to minimise the risk of COVID-19 transmission when your child joins us on the ISCA Summer Programme.

As you are aware, the situation is dynamic in the UK, meaning guidance constantly evolves and changes in line with the scientific data. The guidance and measures outlined here has been prepared so that we could deliver our programme within current COVID-19 mitigation requirements. Please be assured that we shall carefully respond to the latest government guidance, and prioritise the wellbeing, safety and learning of all students and staff at all times throughout the programme.

Thank you again for all of your support,

Luke, Freya and the ISCA Team

## Risk Ranking

The following quantitative method has been designed as a measure of the total risk evident:

**RISK = LIKELIHOOD OF OCCURANCE AND SEVERITY OF RISK**

### Likelihood of Risk

1. Improbable
2. Remote
3. Occasional
4. Probable
5. Frequent

### Severity of Risk

1. Negligible
2. Marginal
3. Critical
4. Severe

### Overall Risk

1. Low Risk
2. Moderate Risk
3. Medium Risk
4. High Risk

## Risk Assessment: Flights

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission in the airport, on the plane and on arrival into the UK	All members of party	<ul style="list-style-type: none"> <li>Nearer the time of departure, ISCA will make a decision on whether everyone will need to take an antigen test before departure. This is dependent on the requirements of transit countries.</li> <li>We recommend that everyone should wear face coverings on the aeroplane and in the airport. However, it is not a requirement to wear a face covering on the flight to enter the United Kingdom.</li> <li>It is recommended face coverings are changed regularly throughout the journey.</li> <li>Physical distancing between passengers who travel on an aeroplane is not required, but it remains important to be cautious and exercise personal responsibility when moving around the airport. Participants should be supported to understand that, where possible, it is safer to keep a distance from other people.</li> <li>Airlines have implemented important mitigations including: ventilation and improved cleaning regimes including regular and thorough cleaning of surfaces between flights.</li> <li>Prior to the trip, ISCA will encourage students to wash their hands regularly throughout the flight, especially before/after eating and after going to the toilet.</li> <li>Where hand washing is not possible, hand sanitiser should be used regularly throughout the journey, in particular before/after eating and after performing any tasks that involve touching a surface that may have been touched by someone else.</li> <li>Hand sanitising will be recommended for everyone after they disembark from the aeroplane.</li> <li>All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	2	3	2

### Risk Assessment: Arrival at London Heathrow Airport or London Gatwick Airport

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>Hand sanitiser stations and handwashing facilities are located throughout the airport for students and staff to use on arrival.</li> </ul>	1	3	2

### Risk Assessment: Arrival at the campus

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>Hand sanitiser stations and handwashing facilities are located throughout the boarding houses for students and staff to use on arrival.</li> <li>All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	1	3	2

## Risk Assessment: Accommodation

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
<p>COVID-19 Transmission on the campus</p>	<p>All members of party</p>	<ul style="list-style-type: none"> <li>• Enhanced hygiene and environmental cleaning is carried out throughout the campus. These include:               <ul style="list-style-type: none"> <li>○ Hand sanitiser stations and handwashing facilities are located throughout the campus.</li> <li>○ Cranleigh cleaning staff will clean touchpoints and other surfaces throughout the day, but as an added measure, ISCA staff will also sanitise touchpoints and other surfaces twice a day.</li> </ul> </li> </ul> <p>ISCA precautions include:</p> <ul style="list-style-type: none"> <li>• ISCA will have our own dedicated space within the campus for dining and activities to minimise contacts with other groups on the campus.</li> <li>• All students and staff will stay in their own boarding houses to minimise contact with other guests on campus.</li> <li>• There will be certain areas of the campus which will be out of bounds to all staff and students to minimise contact with other guests on campus.</li> <li>• ISCA staff and students will be encouraged to wash/sanitise hands for 20 seconds and dry thoroughly. This will always occur when entering/leaving the boarding houses, before/after eating, before/after activity and after using the toilet.</li> <li>• Doors will be wedged open (other than fire doors), where appropriate to increase fresh air and reduce touchpoints.</li> <li>• To increase ventilation, ISCA will partially open doors and windows to provide ventilation where possible.</li> </ul>	<p>1</p>	<p>3</p>	<p>1</p>

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission on campus	All members of party	<ul style="list-style-type: none"> <li>Careful consideration will be given to the layout of the ISCA dedicated space to allow for social distancing, if needed.</li> <li>Students and staff will be encouraged to use cutlery to eat their meals.</li> <li>Students and staff should not share food.</li> <li>All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	1	3	1

## Risk Assessment: Restaurants and Food Venues

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>• ISCA staff will supervise lunch options to ensure the venue is not overcrowded.</li> <li>• Students and staff can wear face coverings when entering a restaurant if they would like, but it is not a necessity.</li> <li>• All students and staff will be encouraged to use hand sanitiser when entering the restaurant, before and after eating at the restaurant and when leaving the restaurant.</li> <li>• All restaurants and food venues have been chosen prior to the programme and have been granted the COVID-19 Industry Standard 'We're Good To Go', in recognition of following the government and public health guidelines, by ensuring processes are in place to maintain cleanliness and safety at all times.</li> <li>• Students and staff will be encouraged to use cutlery to eat their meals.</li> <li>• Students and staff should not share food.</li> <li>• Packed lunches will be provided when we cannot ensure socially distanced, COVID-secure food venues.</li> <li>• Staff will carry appropriate resources to support good personal hygiene (e.g. spare tissues, hand sanitiser and a waste bag).</li> <li>• All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	2	3	3



## Risk Assessment: Private Coach Journeys

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>• Our private bus company, Safeguard Coaches, have been accredited as 'We're Good to Go' by Visit England.</li> <li>• The coaches are deep cleaned every day before the start of service, using virucidal fogging. This process permeates the entire vehicle air-conditioning system to reduce the chance of any infection recirculating.</li> <li>• Drivers clean touchpoints and exposed surfaces throughout the day.</li> <li>• All students and staff to wear face coverings on the bus.</li> <li>• Social distancing is not required on the bus, but students and staff should be aware that it is safer to keep a distance from the bus driver. As a precautionary measure, we recommend that 1m+ distancing between driver and ISCA should be observed where possible.</li> <li>• Hand sanitising is required for everyone on entry and exit of the bus. All students and staff are encouraged to use hand sanitiser regularly.</li> <li>• Drivers, adults and students should follow general hygiene guidance throughout the journey, in particular during toilet and eating stops.</li> <li>• No food or drink to be consumed on the bus, except for water.</li> <li>• Students will remain seated at all times during transit.</li> <li>• Staff will carry appropriate resources to support good personal hygiene (e.g. spare tissues, hand sanitiser and a waste bag).</li> <li>• All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	1	3	1

## Risk Assessment: Site Visits & Shops

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>• ISCA staff will have the final say on entry to retail outlets, ensuring social distancing can be observed and overcrowding avoided.</li> <li>• Students and staff may wear face coverings when walking around an indoor site and in all shops if they would like.</li> <li>• All students and staff will be encouraged to use hand sanitiser when entering and when leaving the indoor site or shop.</li> <li>• Every indoor site and shop we visit has been granted the COVID-19 Industry Standard 'We're Good To Go', in recognition of following the government and public health guidelines, by ensuring processes are in place to maintain cleanliness and safety at all times.</li> <li>• Entrance to sites and shops will be staggered to reduce queueing and to maintain social distancing measures.</li> <li>• All students and staff will be encouraged to keep a 2-metre distance from other people in sites and shops.</li> <li>• All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	1	3	1

## Risk Assessment: Wicked Theatre Trip

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>Students and staff may wear face coverings throughout the theatre performance if they would like.</li> <li>The ISCA group will be sat altogether in one area of the theatre and will encourage social distancing with other theatre goers and theatre staff.</li> <li>ISCA will follow on-the-day guidance around social distancing, appreciating that this could all change at the last minute.</li> <li>All students and staff will be encouraged to use their hand sanitiser regularly.</li> <li>All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	1	3	2

## Risk Assessment: Walking Journey/Trip

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>Students and staff may wear face coverings when entering an indoor location and when walking in a busy outdoor location if they would like.</li> <li>The ISCA Group will be split into smaller groups with designated group leaders for each group.</li> <li>Students must remain with the group at all times.</li> <li>All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	1	3	1

## Risk Assessment: Public Bathrooms

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<ul style="list-style-type: none"> <li>All students and staff may wear face coverings when entering a public bathroom if they would like.</li> <li>All students and staff will be encouraged to wash their hands thoroughly for at least 20 seconds with soap and water after going to the bathroom.</li> <li>All students and staff will be encouraged to use hand sanitiser when entering and when leaving the bathroom.</li> <li>Staff will carry appropriate resources to support good personal hygiene (e.g. spare tissues, hand sanitiser and a waste bag).</li> <li>All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	1	3	2

## Risk Assessment: COVID-19 Transmission within the ISCA Group

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission	All members of party	<p>ISCA have implemented measures to ensure all participants arrive onto the programme without being infectious with COVID-19:</p> <ul style="list-style-type: none"> <li>Nearer the time of departure, ISCA may recommend that each participant takes a self-administered antigen test before arriving at the airport. This may be required for participants who are transiting through certain countries.</li> <li>ISCA staff will take a self-administered antigen test on arrival at the campus, before entering the ISCA Bubble with a negative result.</li> </ul> <p>ISCA have implemented the following measures to ensure that the risk of transmission is reduced in the event that a participant tests positive during the programme:</p> <ul style="list-style-type: none"> <li>Hand sanitiser stations and handwashing facilities are located throughout the campus for students and staff to use throughout the programme.</li> <li>Staff and students may wear face coverings throughout the programme if they would like.</li> <li>All staff and the majority of students will be vaccinated against COVID-19.</li> </ul>	1	3	2
COVID-19 Transmission - Symptom Vigilance	All members of party	<ul style="list-style-type: none"> <li>Everyone should be vigilant for the symptoms of COVID-19, and to understand what actions they should take if someone develops them, either on campus or off campus.</li> <li>Daily symptom surveillance (asking the questions) with low threshold for isolation and testing will be implemented.</li> <li>The most common symptoms (taking into account the new Omicron variant) are: <ul style="list-style-type: none"> <li>New continuous cough</li> </ul> </li> </ul>			

		<ul style="list-style-type: none"> <li>○ Sore throat</li> <li>○ Runny nose</li> <li>○ Fever/high temperature</li> <li>○ Loss of, or change in, sense of smell or taste (anosmia)</li> <li>● Guiding principles to support the response to COVID-19 symptoms: <ul style="list-style-type: none"> <li>○ Everyone will be encouraged to inform a member of ISCA staff if they feel unwell with symptoms of COVID-19.</li> <li>○ Physical distancing is maintained – 2m plus wherever possible.</li> <li>○ The symptomatic person will wear a face covering wherever possible.</li> <li>○ Those displaying symptoms should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin.</li> <li>○ A member of staff will be available to support an affected individual where required.</li> <li>○ Staff will liaise to find somewhere safe for a symptomatic person to sit which is at least 2 metres away from other people.</li> <li>○ If on campus, a separate bathroom will be designated for the individual to use.</li> <li>○ Individuals should wash their hands thoroughly and with soap for at least 20 seconds after any contact with someone who is unwell.</li> </ul> </li> <li>● An antigen test will be administered to an individual who presents COVID-19 symptoms. In the event of a positive result our case outbreak and management plan will be implemented.</li> </ul>	1	3	2
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## Risk Assessment: Medical Emergencies

Hazard	Who is affected?	Control Measures	Likelihood of Risk	Severity of Risk	Overall Risk
COVID-19 Transmission - Guidance for First Aiders	All members of party	<ul style="list-style-type: none"> <li>• First aiders should still consider the precautions set out in this guidance to reduce the risk of COVID-19 infection.</li> <li>• PPE should be worn if at all possible.</li> <li>• Try to assist at a safe distance from the casualty as much as you can. Minimise the time you share a breathing zone.</li> <li>• Although treating the casualty properly should be your first concern, you should instruct them to do things for you if they are capable.</li> <li>• Remember the 3P model - Preserve Life, Prevent Worsening, Promote Recovery.</li> <li>• Staff must never move between students in PPE or wear PPE moving around the campus.</li> <li>• You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.</li> </ul>	1	3	1
COVID-19 Transmission - CPR	All members of party	<ul style="list-style-type: none"> <li>• Call 999 immediately - tell the call handler if the patient has any COVID-19 symptoms</li> <li>• Ask for help. If a portable defibrillator is available, ask for it.</li> <li>• Before starting CPR, use a cloth or towel to cover the patient's mouth and nose. This should minimise the risk of transmission while still permitting breathing to restart following successful resuscitation.</li> <li>• If available, you should use:               <ul style="list-style-type: none"> <li>○ A fluid-repellent surgical mask</li> <li>○ Disposable gloves</li> <li>○ Eye protection</li> <li>○ Apron or other suitable covering</li> </ul> </li> </ul>	1	4	1

		<ul style="list-style-type: none"> <li>○ Only deliver CPR by chest compressions and use a defibrillator (if available) - don't do rescue breaths</li> </ul>			
COVID-19 Transmission - After delivering any first aid	All members of party	<ul style="list-style-type: none"> <li>• Make sure you discard disposable items safely and clean reusable ones thoroughly.</li> <li>• Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</li> <li>• Staff must never go between students in PPE or wear PPE moving around the campus.</li> </ul>	1	3	1



## Case Outbreak and Management

In the event of a positive case of COVID-19, ISCA will take the following measures.

For the individual who has tested positive:

- Any suspected cases will immediately be isolated from others within the group. Under current UK guidance, the person who tests positive does not have to isolate on the onset of symptoms. At ISCA, we will isolate students for a minimum of 3 days.
- The individual affected will be designated a single room, toilet and non-shared facilities. If the individual is already in a single room which can be isolated from their group, it will not be necessary to move them.
- Two members of ISCA staff, wearing PPE, will check up on the individual throughout the day and will provide them with food and drink. These members of staff will also be able to assist the participant with entertainment options, health advice and accessing online learning (if required).
- The mental health and wellbeing of our students is a priority. With this in mind, ISCA will provide a number of activities for individuals to do whilst isolating, including ensuring the individual has access to their school's online learning; reading books; and watching films. If they feel up to it, the student will also be allowed to go for a walk each day on the campus with a member of staff. They will not be in contact with anyone else on these daily walks.
- ISCA will monitor physical symptoms and contact the parent / guardian to discuss the medical management of symptoms and prescription of over-the-counter medication (paracetamol and ibuprofen) if required. ISCA has a remote Doctor on call 24/7 in the event of more severe symptoms developing and will take further steps as required.
- In the event of a family member wishing to fly over to England to look after their child, ISCA will help facilitate this.
- If a student contracts COVID-19 at the end of the programme, flights home will be rebooked for the individual once their 3-day isolation is over.
- Luke and Freya Liddle will organise alternative accommodation if the 3-day isolation period occurs at the end of the programme and will look after the individual.

Measures for the rest of the group after a positive case:

- Cleaning staff will clean the area in which the suspected/confirmed case has been and clean any shared facilities.
- If the participant who tests positive was sharing a room with another participant they will be required to take twice daily tests. This reflects the fact that they are at a greater risk of contracting COVID-19 due to close proximity.

## Implementation of Further Restrictions

If a new, more infectious variant becomes prevalent, we should be prepared for further restrictions to be introduced, without such restrictions leading to a full lockdown. If this occurs a hybrid approach of the mitigations set out below will be implemented.

## Lockdown Plan

In the event of the British government imposing a lockdown during our trip, ISCA will communicate two options to parents (depending on timing of any such announcement):

1. We can follow the timeline of the trip but focus on activities that remain open and accessible.
2. Arrange immediate transport home.

Remaining on the trip / awaiting return flight to home country:

- An amended programme that does not rely on sites being open has been created, with a 'Plan B' for each of our days in London. This includes touring sites that require outdoor only exploration, such as The Cotswolds, beach visits and trips to national parks.
- Our coach company, Safeguard Coaches, will transport our group to and from places (as planned) as they will remain operational as a transport provider in the event of a lockdown. A 50% capacity limit will be imposed on coaches, meaning we will use a larger coach for our group.
- The campus will remain open and students and staff will be able to socialise in the ISCA boarding houses with food and drink available.
- ISCA will provide a number of activities for everyone to get involved in.

Returning participants to their home country:

1. Our Travel Director will change flights for students to be able to return home at an earlier date.
2. Safeguard Coaches, the private bus company ISCA will use, will get everyone to the airport safely without the need to use public transport.

