



COVID-19 MANAGEMENT – POLICY AND PROCEDURE

Rikkyo School in England
Guildford Rd
Rudgwick
Horsham
RH12 3BE

Issue 2: 20 August 2020

Statement of Policy and Procedure

Trust and senior management undertaking

Rikkyo Japanese School Senior Management recognises that it has a responsibility for the protection of stakeholders from all foreseeable hazards within its activities and undertakings. The advent of the COVID-19 pandemic in 2020 presents a significant health threat to all stakeholders: its workforce; pupils; suppliers of services and goods; and all other people in contact, including all those who may be indirectly infected.

The aim of Rikkyo School in England (hereafter 'the school') is to produce a leading UK educational COVID-19 management system that aims at zero infections. Where this cannot be achieved, the school will efficiently isolate all infections to a rate as low as practicably achievable. It is the school's intention to achieve not only the aims of UK Government and health department guidance, but to exceed those requirements in pursuit of the best possible outcome for all stakeholders.

The school operates a compliance management system to achieve UK/EU regulatory principles which includes the Health and Safety at Work etc Act 1974 and, particularly appropriate for COVID-19, the Management of Health and Safety at Work Regulations 1999 (MHSWR) and Control of Substances Hazardous to Health 2002 (COSHH). In compliance with MHSWR the school has carried out a suitable and sufficient risk assessment to establish COVID-19 risks and the control measures needed to protect all stakeholders.

Competent independent assistance

In recognising the potential harm of this disease and complexity of the control measures required, and in accordance with MHSWR Regulation 7, the school has commissioned the advice of chartered health and safety professionals experienced in creating policy and supporting workplace arrangements to provide the school with impartial, independent advice and support in complying with its duties.

Committee for COVID management

In accordance with regulation, the school has formed a COVID management committee comprising of the Trust-nominated director for Health Safety and all senior management and departmental heads. The committee with the support of its independent advisors has created a COVID-19 risk assessment to identify and provide information on the scope of its COVID-19 risk. The committee has used the risk assessment to identify reasonably practicable control measures that are appropriate to eliminate or control against that risk within a reasonably practicable system of management and required school resources.

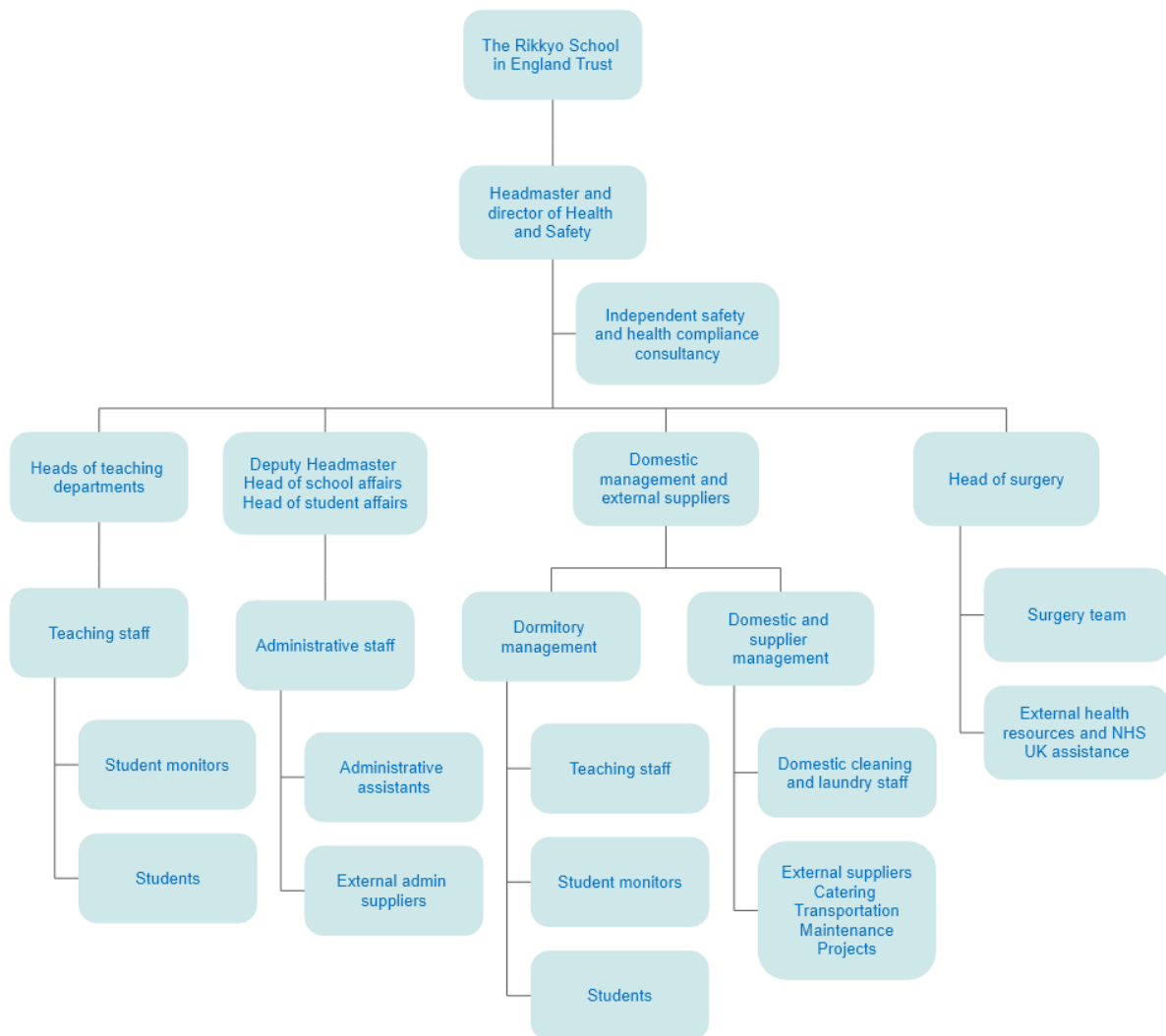
Signed on behalf of the Trust

Dr Toru Okano

Trust appointed director for Health, Safety, and Environmental Affairs

COVID-19 Management Organisation Chart

The organisation has been examined to create a focused structure of COVID-19 management. The diagram below outlines the structure which illustrates the cross-school involvement of all departments and external suppliers and resources.



Organisation

Headmaster, Chair of the COVID-19 Management Committee

Dr Toru Okano (Headmaster) is responsible to the board for all health, safety, and environmental compliance matters. Dr Okano has formed and leads the COVID-19 management committee. Specifically, Dr Okano's duties are:

- To advise the board of trustees on the creation of this policy and the aspects which affect the school or require resources of finance or other provisions sufficient to maintain a safe and healthy environment primarily aimed at prevention of the ingress of COVID-19.
- To appoint sufficient suitably qualified internal staff to assist him to undertake the roles appointed and to provide training and information on the requirements they must fulfil.
- To appoint suitably competent external independent compliance consultants to provide competent advice on compliance duties on the school in respect to COVID-19 management.
- To ensure that a policy is in place to manage all aspects of risk factors associated with COVID-19 infection to immediate stakeholders such as staff and pupils, and also all areas of potential safety compromise such as during transportation to and from the school from family households.
- To direct all stakeholders' input into the primary COVID-19 risk assessment and the creation of the resulting safe operating procedures sufficient to eliminate or sufficiently control all individual areas of risk.
- To ensure that provisions of personnel and equipment and external resources such as COVID-19 advisors required to achieve the aims of the school COVID-19 management policy are sufficient and in place at all times.
- To review this policy organisation and arrangements on a regular basis and to make sure that it remains a policy that is updated to meet changing levels of requirements on the school and the Trust.

Deputy Headmaster and Compliance Officer

Dr Okano is assisted by Tak Okuno (Deputy Headmaster), and Kristine Amann (Compliance Officer) and heads of department. Mr Okuno and Mrs Amann facilitate the forward planning of the C-19 management committee.

Specifically, their duties are:

- To create a schedule of agenda-based meetings of the management committee sufficient to enable the successful implementation of the principal aims of the school COVID-19 management policy.
- To document the meetings, including keeping minuted records of discussions and the outcomes of those discussions including the allocation of duties and to ensure that the actions are allocated to appropriate teaching or other staff or external people.

- To monitor the requirements set out for those given duties such as teaching and other staff and to ensure they are completed in a timely manner sufficient to ensure the progress of a successful implementation of a healthy environment.
- To manage all arising needs for leadership or other measures and needs for materials or equipment. Where such needs create the requirement for an independent competent advice resource, to seek information from its independent advisors.
- To monitor the progress of the committee and to provide resources suited to the pace of progress for those tasked with duties. This will include training and help with awareness of requirements and where this is given, to document the arrangements.

Departmental Heads

- To support the needs of committee decisions in the use of risk assessment and the production of safe working procedures for all tasks that have been identified as having the potential to infect people or contaminate surfaces with COVID-19.
- To contribute to all committee arrangements and to report shortfalls of any sort in the implementation to the committee immediately. Where necessary, take steps to immediately prevent any behaviour, task or school action that may result in a breach of COVID-19 procedural management.
- To contribute to the risk assessment process for all tasks and to communicate with line staff and teaching staff to gain sufficient information about those tasks.
- To support the endeavours of staff to comply with all COVID-19 instructions and assist and cooperate with other departmental heads in pursuit of creating or coordinating procedures that control risks to a level sufficient to create and control all tasks carried out within their departments.

All other staff

- To support and contribute to the requirements of the school procedures and to follow such procedures at all times.
- Where necessary, take all reasonable steps to immediately prevent and report any behaviour, task or school action that may result in a breach of the school COVID-19 procedural management.
- To encourage and support the pupils in every way to achieve a safe working environment for the school as a whole.
- Where shortfalls or improvements in the management arrangements are identified, to immediately bring this to the attention of the departmental head or other senior manager.

Arrangements

Risk assessment

A significant and comprehensive risk assessment as required under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 has been carried out in several phases. The risk assessment was initially created by the school's independent health and safety practitioners who have been appointed to guide and support the school through its COVID-19 management process.

The area in which the school is located is one of the lower COVID-19 infection rate areas in the UK. Local NHS medical services are available in the area, and therefore it can be declared as a low-risk area even for those who encounter infection. In addition there is no evidence of current COVID-19 infection conditions, nor history of infection at the school.

The September school return period includes many pupils and some staff returning to the school from Japan and some from other countries on aircraft and other forms of transport.

It cannot be known whether the returning pupils and staff will be infected and therefore risk management requires the school to remain on maximum precautions until this can be validated by monitored data and measurement which may evidence a 14-day absence of symptoms.

Risk of infection from pupils and staff returning to the school

At the time of the return of pupils and staff, the school will have gathered information on their social activities by the use of pre-return questionnaires. Based on the risk assessment created, the school will have issued a guidance document instructing how to travel as safely as possible to where the school transportation will collect them. The same risk assessment will have identified necessary precautions in place for the transportation.

On their return, the children will immediately be separated into safe, controlled groups (bubbles), distanced from other groups (bubbles) to prevent any cross contamination. These bubbles are specifically allocated according to educational and age-related needs and will be permanently fixed for each term. All pupils will then receive an induction. Immediate and thereafter daily temperature monitoring will give an indication of personal health factors and be used in data collection by the surgery team.

Daily COVID-19 temperature checks will be carried out on pupils and staff each day, and night-duty staff will be prepared to carry out immediate temperature checks on those expressing symptoms of illness.

The environment around the pupils' activities has been considered and subjected to risk assessment examination and control measures put in place. Wherever a task is undertaken, there will be a procedure to cover the COVID-19 cautionary requirements and the accompanying staff will protect the children and themselves by the use social distancing and personal protective equipment.

During this initial 14-day period extra precautionary procedures will be in place for teaching, sports and recreation, eating and other activities. At the end of the 14-day period of separation and control, an assessment will be carried out by the committee to conclude whether it is appropriate that the individual groups of pupils are assumed to be without virus infection, and therefore whether exertive sports and other activities may be added to the curriculum

Surgery - medical and management procedures

The Surgery and Medical Centre has been included in the schools' risk assessment. The staff have comprehensively assessed the aspects of managing those who may express symptoms. This includes the control of all medical aspects such as the use of surgery treatment facilities, and the designated buildings to be used as isolation rooms.

All surgery staff are competent in carrying out medical procedures and are well resourced to assess and control the progress and successful outcome of COVID-19 infections. Staff are well placed to manage a remote IT based assessment of suspected cases to limit the travelling across the site of unwell students and assessment, wherever practicable, will be carried out in the dormitory containing the unwell person. All staff with responsibility to manage children will be able to access medical staff advice on a 24-hour basis.

Pupil or staff expressing typical COVID-19 symptoms

In the event of symptoms expressed by any person at the school that indicate suspected COVID-19 infection, an assessment will be carried out by the surgery team following immediate isolation of the bubble to which the person belongs. Should the surgery consider it appropriate they will take the suspected person to the male or female separated isolation unit.

The individual will then be tested by the health service for COVID-19 infection. At that time the rest of the bubble will move into isolation until a COVID-19 test result is issued. Should the test result be positive, the bubble will remain in isolation for a period deemed suitable to assess the COVID-19 cross infection amongst the rest of the bubble.

School COVID-19 procedural precautions

The proximity of students during their time in the living accommodation dormitory areas mean that the virus can be passed easily within the proximity of another person. Washrooms, sleeping areas, shared spaces and storage of personal items all present the possibility of contamination by an infected person.

The protective bubbles which the pupils are allocated will be permanent and they will remain in these groups until the school term finishes. During the term the pupils will eat and attend all activities together. Each bubble will be segregated from all other bubbles. Each bubble will be further divided into female and male "householdsⁱⁱ" for sleeping, changing into clothing, and washroom activities in separate secured areas of accommodation dormitories.

Staff and pupils will be inducted on their initial attendance at the school before being allowed to access other areas of the school in COVID-19 awareness. They will be given sufficient knowledge to help achieve the aim for zero infection, or to limit any infection to the achievable minimum. This will include the issue to all people of personal gel sprays and class-issued cleaning and sanitizing equipment. This will support teaching staff who will have overall responsibility for opening and securing classroom doorways, controlling switches and common equipment and facilities to ensure they are sanitised before and after use.

The staff and pupils will ensure social distancing at all times as the most effective way of staying uninfected. Where this cannot be achieved, such as in classrooms, they will be provided with individual PPE and RPE as appropriate to the needs of their tasks and environment; such equipment will be anti-bacterial/virus inhibiting hand-gel or wipes, visors, masks and gloves. Sanitising or washing of hands between arriving and leaving teaching areas is a mandatory requirement for all staff and students.

Medical staff and any teaching or other staff such as domestic staff entering the isolation area will be given augmented personal equipment such as FFP3 respirators and increased briefing and training in specific procedures.

Plane and transportation travel to the school

The potential hazards of travelling by aircraft identified by risk assessment were also identified within other forms of transport such as trains and buses. These include: contact with contaminated seats and equipment such as tables and magazine racks; use of toilets; and purchasing food and drink using coins/notes currency to pay for goods and services at the stations or retail units.

Airborne COVID-19 infection was identified during assessment of people breathing and talking in the personal vicinity to travellers, and this included air service assistants, driver operators, and station staff and those in retail units.

To protect those travelling and those entering or already at school, there are several documents to assess the state of vulnerability to COVID-19 and a questionnaire to assess the history of those coming to the school. There is also a document explaining what sort of equipment students will require and use together with key facts about the school's requirements and current COVID-19 knowledge.

Dormitory activities

The risk assessment identified there are several critical aspects in managing dormitories to prevent the cross-infection of COVID-19 to the pupils.

Only members of the "household" are authorised to access their dormitory which will otherwise be secured at all times.

To reduce any other contact, sanitisation of the dormitory will be carried out during the time that pupils are in lessons. The cleaning staff and pupils will not have any contact and the dormitories and sanitaryware such as toilets and showers will be cleaned and dried by the time the pupils return from school.

The dormitory must be cleaned and sanitised daily together with its toilets, sinks and showers. It is important that wet surfaces are not allowed to remain and therefore student showers will be permitted only during early evening, ensuring that the surfaces have fully 24 hours to dry, decreasing the ability for COVID-19 that can only survive in a moist environment, to survive.

All maintenance activities such as decoration or repairs will only be allowed to access the secured dormitories under a school permit to work system. No work will take place until all aspects of COVID-19 pupil protection and cleaning of the areas changed or affected has been suitably and sufficiently planned.

Sports activities procedures

Due to the increased exertion in sports activities, enclosed areas where significant increases in perspiration or exhaled air creates a contamination potential. Sports activities have several challenging aspects including:

- the exhalation of breath in increased aerosol quantities
- contact with other people including skin contact
- potential for contact with contaminated perspiration
- excess sweat lying on surfaces

The school facilities and sports science teachers have opportunities to combat some of these issues. Primarily this will be achieved through risk assessment, where the department has identified sports activities that will have a lower likelihood of creating the increased danger of breath or perspiration.

Further increases in protection from virus contamination can be achieved by using sports programmes that can make use of the very large volume of air in the gymnasium during internal or covered activities.

The exposure in air can also be reduced significantly by the use of the considerable sports area in the grounds of the school where running can be carried out in safety.

Music lessons and activities

Some music lessons and activities will be available to students such as those involving string instruments such as violins and cello or keyboards instruments such as piano, or some percussion instruments such as timpani or drum kits. Social distancing and PPE will be sufficient, with cleaning regimes in place to sanitise music stands etc

Lessons and practices involving singing and wind instruments have been affected significantly by COVID-19. Singing causes significant aerosol vapour to be produced from the lung of those singing and if infected will cause a lasting cloud or water droplets containing virus. This cloud of vapour will be dangerously infectious, leaving a virus layer where it lands on surfaces and infecting people who breathe the vapour.

The use of wind instruments such as brass or woodwind instruments may cause up to ten times the vapour infection in air as a person singing and therefore even more dangerous if the person is infected. Singing and the use of wind instruments will not be permitted as part of the music department facilities until further information is available.

Monitoring and Review

This policy and its associated procedures will be reviewed weekly and in the event of any change in advice, information and / or guidance from any official body.

Results of daily monitoring will be reviewed weekly and action taken accordingly.

Staff will be required to monitor behaviour and effectiveness of procedures. This will be reviewed weekly.

ⁱ Bubble: a group of students allocated by age and educational needs. They will be taught together. Bubbles will not mix with other bubbles.

ⁱⁱ Household: a group of students who share a dormitory and washing facilities. They are segregated into male and female households. Two households (male and female) will mix during school hours to form a bubble.

POLICY CHANGE LOG

Version #	Date of issue	Details of change
1	20 August 2020	
2	20 August 2020	Correction of spelling of Dr Okano

