

# Pre-prep - Operating during Covid- 19

## Summer Fields Health & Safety Manual

### Risk Assessment

Assessed by: Jo Chapman	Date of assessment: 18.06.2020	I certify that the assessment for this activity covers all the significant hazards applicable	Signature: Jo Chapman
Position: Head of Pre-prep	Review date: 06.07.2020		

Please list any reference documents and / or any associations whose advice has been used in carrying out this risk assessment:

GOV.UK – COVID SECURE Guidelines & Working Safely during Coronavirus

Department for Education – Actions for Education and Childcare settings to prepare for opening from 1<sup>st</sup> June 2020. & Implementing Protective Measures in Education & Childcare settings

IBSA- Independent Boarding School Association

Health & Safety Executive & Health & Safety at Work Act 1974

PHE – Public Health England

Summer Fields Policy – Working on Site During Covid-19 Pandemic

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This assessment is to ensure the Health and Safety of the Summer Fields Staff, Pupils and Community and to reduce the risk to the lowest level practicable by following the Governments guidelines

#### **Further mitigation actions include –**

Increasing the frequency of hand washing and surface cleaning.

Keeping any involved activity as short as possible

Using back to back or side to side working rather than face to face

Reduce the number of people that each person has contact with by using fixed teams or partnering

If people have to work face to face for a sustained period with more than the small group of fixed partners then it should be assessed if the activity can safely go ahead

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There will be no Breakfast Club or After School Club at the moment

Part A Identified Hazards		Who may be harmed?					Risk Assessment		Risk Rating – see matrix below	Required controls	Are Controls implemented ?	
No.	Description	Pupils	SF Staff	Authorised visitors	Contractors	School Reputation	Probability	Severity			Yes	No
1.	<b>Staff, Pupils, Visitors &amp; Contractors arriving at Summer Fields</b>	✓	✓	✓	✓	✓	2	5	10-Medium	Staff, Pupils, Visitors or contractors must not come to the school if: <ul style="list-style-type: none"> <li>○ they are feeling unwell</li> <li>○ they have a persistent cough</li> <li>○ they have a temperature</li> <li>○ a member of their family is showing symptoms of Covid-19</li> </ul>	✓	
2.	<b>Children arriving by car</b>	✓	✓			✓	1	5	5-Medium	<ul style="list-style-type: none"> <li>○ To allow for social distancing, arrival and collection times will be staggered for Reception, Year 1, Year 2 and Year 3.</li> <li>○ Parents are to drive through the normal drop off system but must remain in their cars</li> <li>○ The pupil will get out of the car, once a member of staff is there to take him into school</li> </ul>	✓	

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										<ul style="list-style-type: none"> <li>○ Staff will check with the parent that the child is well</li> <li>○ For collection, on arrival the parent will wait in their car and a member of staff will take the pupil to the car</li> </ul>	✓	
3.	<b>Children arriving on foot</b>	✓	✓			✓	1	5	5-Low	<ul style="list-style-type: none"> <li>○ Arrival times and departure times will be staggered</li> <li>○ Parents bringing their child to school on foot will wait outside the Pre-prep gates until the school is open</li> <li>• Parents will be asked to respect social distancing during the handover system</li> <li>○ The pupil will be met by a member of staff to take the pupil into school</li> <li>○ Parents will be asked if the pupil is well</li> </ul>	✓	
4.	<b>Entering the School</b>	✓	✓	✓	✓	✓	1	5	5-Low	<ul style="list-style-type: none"> <li>○ Hand sanitising facilities will be provided at main entry and exit points (for Reception, Year 1/2 and Year 3 entry points)</li> <li>○ Reception and Year one/two and Year 3 will use different entry and exit points</li> <li>○ Pupils will be taken to wash their hands as soon as they come into school (sinks in their classrooms)</li> </ul>	✓	

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										<ul style="list-style-type: none"> <li>○ When entering from outside hands should be washed</li> <li>○ Staff will be aware of all vulnerable children whilst schooling during the Covid-19 outbreak</li> </ul>	✓	
5.	<b>Social Distancing</b>	✓	✓	✓	✓	✓	2	5	10-Medium	<ul style="list-style-type: none"> <li>○ The Government guideline of keeping a distance of 2 metres apart should be followed at all times.</li> <li>○ The ground floor of the Pre-Prep school will be used for Reception and Year 1, whilst the upstairs will be used by Year 2 and 3. The library, staff room and Hazel class room are for teachers working remotely, or not based in a class.</li> <li>• Staff should work in their designated work area, anyone concerned about their designated work area should talk to the Head of Pre-Prep</li> <li>○ Pupils will remain in their classes, and the classes will not mix.</li> <li>○ Each classroom downstairs has an outdoor space which will be open as much as possible.</li> <li>○ Organise classrooms and other learning environments to allow for the social distancing rules.</li> <li>○ Reception will use the child loos downstairs, with limited numbers going at once. Year one</li> </ul>	✓	✓

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										<p>will use the disabled downstairs loos so they do not cross with Reception.</p> <ul style="list-style-type: none"> <li>Year two and three will share the upstairs loos, ensuring that children use the loos at different times where possible. Handwashing should take place in classrooms.</li> </ul>		
6.	<b>Personal hygiene</b>	✓	✓	✓	✓	✓	2	5	10-Medium	<ul style="list-style-type: none"> <li>Encourage pupils not to touch their nose, mouth or eyes</li> <li>Pupils to be encouraged to catch their coughs and sneezes in a tissue <b>“Catch it, Bin it, Kill it”</b></li> <li>Frequent hand washing will take place throughout the day</li> <li>Children are to come to school dressed in their PE kits. Parents will be asked to wash this kit overnight before children return to school</li> <li>Children will not be able to take home or bring in any resources to school, including toys, books or book bags,</li> <li>Pupils will be given their own equipment/resources for lessons (such as pencils, whiteboards etc.) This should avoid cross-contamination between pupils</li> </ul>	✓	✓

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7.	<b>High foot fall areas</b>	✓	✓	✓	✓	✓	1	5	5-Low	<ul style="list-style-type: none"> <li>○ The children will remain in their designated classrooms in Pre-prep, at opposite ends of the building.</li> <li>○ When entering and exiting the building to use outside spaces, they must do so via their designated doors to limit footfall.</li> <li>○ Timetable changes to reduce small groups of pupils using the corridors at the same time</li> <li>○ Break and lunch times will be staggered</li> <li>○ Lunchtimes will take place either outside or in Sports hall if the weather is not suitable</li> </ul>	✓	
8.	<b>Cleaning</b>	✓	✓	✓	✓	✓	1	5	5-Low	<ul style="list-style-type: none"> <li>○ Each morning the Pre-Prep school will be thoroughly cleaned and sanitised before the school day</li> <li>○ Arrangements will be made with the Head of Pre-Prep to sanitise classrooms and equipment used by the pupils regularly during the day</li> <li>○ Cleaning routines increased during the day, especially at breaks and lunch times</li> <li>○ All class rooms will be sanitised frequently during the day where ever practicable</li> </ul>	✓	

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										<ul style="list-style-type: none"> <li>○ All touch surfaces sanitised throughout the day</li> <li>○ Toilets steam cleaned daily and sanitised frequently during the day</li> <li>○ Removal of items from classrooms which are difficult to disinfect, soft toys, soft furnishings etc.</li> <li>○ Play equipment will be sanitised after use</li> <li>○ Books will be sanitised daily</li> </ul>	✓	✓
9.	<b>Hobsons</b>	✓	✓			✓	2	5	10-Medium	<ul style="list-style-type: none"> <li>○ There is a nurse on duty in Hobsons during working hours</li> <li>○ If a member of staff is concerned about themselves or a pupil they should consult the nurse</li> <li>○ If someone starts to show signs of being unwell PPE will be available, face shields, face masks, gloves ,aprons in Pre-Prep</li> </ul>	✓	✓
10.	<b>Meetings</b>		✓		✓	✓	1	5	5-Low	<ul style="list-style-type: none"> <li>○ All meetings that take place will be either on Zoom or in a space large enough to accommodate the social distancing guidelines</li> </ul>	✓	
11.	<b>Staff Facilities</b>		✓			✓	1	5	5-Low	<ul style="list-style-type: none"> <li>○ There will be no hot meals offered during the first phase of back to work operating</li> </ul>	✓	

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										<ul style="list-style-type: none"> <li>○ The Staff Room should not have more than two people in there at any one time.</li> <li>○ Staff are able to get fresh water and hot beverage's, but they <b>must</b> observe the social distancing rules</li> <li>○ Staff should take their breaks in their designated working area.</li> </ul>	✓	
12.	<b>Safeguarding</b>	✓				✓	1	5	5-Low	<ul style="list-style-type: none"> <li>○ Has safeguarding policy been updated, regularly reviewed and shared?</li> <li>○ Is the DSL and ADSL easily contacted and their contact information known to all?</li> </ul>	✓	✓
13.	<b>Staffing</b>	✓	✓				5	1	5 - Low	<ul style="list-style-type: none"> <li>○ Where a job share exists in both Reception and Year 1 , working groups will consist of teachers associated with the class</li> <li>○ At no time will both job share teachers/TAs be present with the class teacher.</li> <li>○ No other specialist staff will have contact with the Pre-prep children</li> </ul>	✓	✓



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**Summary of risk** – please review the risk measured, and the controls and then select and tick the appropriate risk summary statement

A The assessment reveals that the potential risk to health from the activity is not currently significant

B The assessment reveals that the potential risk to health from the activity is significant, however controls are in place which reduce the risk to acceptable levels

C The assessment reveals that the potential risk to health from the activity is significant, despite the current controls which are in place. Further assessment and control measures must be considered to remove or reduce the risk to acceptable levels

### Part B: Hazard Identification and Control Measures

Have any further significant hazards been identified?

Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)	Further action / controls required (transfer to action plan at Part C below:
1.				
2.				
3.				
4.				
5.				

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Part C: Action Plan:						
No.	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
1.						
2.						
3.						
4.						
5.						
Part D: Authorisation						
<p>Is any equipment used for this activity, subject to safety inspections?                      If YES, please list equipment to be checked and by whom:</p>						
Equipment				Date of the Last Inspection:	Next inspection due:	Inspection carried out by:

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Have there been any incidents of persons being injured, since this risk assessment was last reviewed? If YES, how many?	
<b>Date:</b>	<b>Accident</b>
What, if any, additional safety measures need to be put in place? 1. This assessment will be reviewed if other year groups are allowed to return in September 2. 3.	
Authorised by Head of Pre-prep– Signature: Joanna Chapman And Operations Director– Signature: James Kirk	Date: 18 <sup>th</sup> June 2020  Date: 18 <sup>th</sup> June 2020

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### Risk Assessment

#### Residual Risk-Level Calculator

##### Probability or Likelihood Rating/Criteria

- |   |                 |  |
|---|-----------------|--|
| 1 | Highly unlikely | → No known history. Has potential to occur, but probably never will.                 |
| 2 | Unlikely        | → Could eventually happen.   |
| 3 | Possible        | → Would be unusual but could happen occasionally.                                    |
| 4 | Likely          | → Probably will occur in time.   |
| 5 | Very likely     | → Probably certain to occur, if not immediately, then within a short period of time. |

##### Severity or Outcome Rating/Criteria

- |   |                    |  |
|---|--------------------|--|
| 1 | Negligible injury  | → No medical treatment or damage.  |
| 2 | First Aid          | → First aid level treatment, noticeable, minor cuts, bruises, bumps or damage to property.             |
| 3 | Casualty treatment | → Minor (usually reversible) injury or illness resulting in days off work or minor damage to property. |
| 4 | Serious injury     | → Severe injury of illness resulting in days off work, or major damage to property.                    |
| 5 | Fatality           | → Death or loss of property/facility.  |

##### Control Hierarchy

The controls below, should be followed, in the order given, to reduce and/or remove any identified risks:

- |   |                                     |  |
|---|-------------------------------------|--|
| A | Elimination                         | Is the activity or task really necessary?                              |
| B | Substitution                        | Is there less hazardous alternatives which could be successfully used? |
| C | Isolation                           | E.g. restrict access to the activity/task/area?                        |
| D | Engineering                         | E.g. trolleys to move loads, or guards on machinery                    |
| E | Administration                      | E.g. Training, signage, safe work procedures                           |
| F | PPE – Personal Protective Equipment | E.g. gloves, safety glasses, masks                                     |

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The **RESIDUAL RISK LEVEL SCORE** (between 1 & 25) is calculated by multiplying the **PROBABILITY RATING** (between 1 & 5) by the **SEVERITY RATING** (between 1 & 5) based upon the criteria above. This assumes that **all** the controls identified in the risk assessment above, together with any generic ones which are referred to, are already in place.

Probability or Likelihood score	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
Severity or Outcome score						
	1	2	3	4	5	

1 to 6 = Low	This indicates a managed risk, usually requiring little action or response, simple control required.
8 to 15 = Medium	This indicates a medium risk to be controlled, requiring effective action or response. The level of severity may indicate that greater control is required. Consult H&S advisor to discuss control measures.
16 to 25 = High	This indicates a high risk and that full control and response is required. Specific and detailed management and impact of controls is necessary. Always consult Line Manger and Health & Safety adviser to discuss control measures.

#### Review of Risk Assessments should always take place:

- When time expired (six-monthly or annually)
- Whenever there is a change or operation, procedures or equipment
- Whenever there is a change of personnel involved in the process
- In the event of a near miss, incident, or accident