

Summer Fields Health & Safety Manual

Prep School - Operating during Covid-19

Risk Assessment

Assessed by: David Woolley	Date of assessment: 26.06.2020	I certify that the assessment for this activity covers all the significant hazards applicable	Signature:
Position: Deputy Head	Review date: 01.09.2020		

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 1st 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

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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Part A Identified Hazards		Who may be harmed?					Risk Assessment		Risk Rating – see matrix below	Required controls	Are Controls implemented ?	
Description	Pupils	SF Staff	Authorised visitors	Contractors	School Reputation	Probability	Severity	Yes			No	
1.	Staff, Pupils, Visitors & Contractors arriving at Summer Fields	✓	✓	✓	✓	✓	2	5	10-Medium	Staff, Pupils, Visitors or contractors must not come to the school if: they are feeling unwell they have a persistent cough they have a temperature a member of their family is showing symptoms of Covid-19	✓ ✓ ✓ ✓	
2.	Children arriving at school	✓	✓			✓	2	5	10-Medium	To allow for social distancing, parents bringing children to school by car are to drive to the prep school entrance ; all other occupants of the car must remain in their vehicles at all times whilst their sons disembark; vehicles should then exit via the prep school's one-way system (exiting via the gates by Savage's and Borva and on to the Banbury Road by M&S) . Pupils will be met by a member of staff who will direct them through to the Boot Room Corridor entrance or the Main Music Room entrance . Pupils will enter the prep school via the Boot Room corridor entrance; a member of staff will be at the entrance to the Boot Room corridor to ensure boys maintain social distancing as they enter the school; the member of staff will check with each boy that they feel well as they arrive at school.	✓ ✓ ✓	

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										For collection at the end of the school day, the working groups pupils are organised in will be dismissed at staggered departure times; if inside they will exit the school via the Boot Room corridor and if they are outside they will return to their outdoor shoes to the Boot Room corridor and wash their hands before departure. A member of staff will be by the Boot Room corridor door to ensure social distancing is maintained on departure. The member of staff will direct pupils to the croquet lawn where they will wait before being called forward to enter their car. All occupants of the car will wait in their vehicle and the member of staff will direct each pupil to the car picking them up.	✓		
3.	Children arriving on foot	✓	✓			✓	1	5	5-Low	<p>Pupils arriving on foot will be directed to the prep school entrance; children and carers will be asked to respect social distancing during arrival.</p> <p>Pupils will be met by a member of staff who will direct them through the to the Boot Room Corridor entrance.</p> <p>Pupils will enter the prep school via the Boot Room corridor entrance or the Macmillan entrance to the Main Music Room; a member of staff will be at the entrance to the Boot Room corridor to ensure boys maintain social distancing as they enter the school; the member of staff will check with each boy that they feel well as they arrive at school.</p> <p>For collection at the end of the school day, the working groups pupils are organised in will be dismissed at staggered departure times; if inside they will exit the school via the Boot Room corridor and if they are outside they will return to their outdoor shoes to the Boot Room corridor and wash their hands before departure. A member of staff will be by the Boot Room corridor door to ensure social distancing is maintained on departure. The member of staff will direct pupils to the croquet lawn where they will wait before being called forward to enter their car. All occupants of the car will wait in their vehicle and a member of staff will direct pupils to their parents.</p>	✓	✓	✓

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4.	Entering the School	✓	✓	✓	✓	✓	1	5	5-Low	<p>Hand sanitising facilities will be provided at the Boot Room corridor entrance and the Macmillan entrance to the Main Music Room.</p> <p>Pupils will be directed to wash their hands as soon as they come into school (using the sinks in the changing rooms or the toilet facilities in Macmillan).</p> <p>When entering from outside hands should be washed</p> <p>Staff will be aware of all vulnerable children whilst schooling during the Covid-19 outbreak.</p>	✓	
5.	Social Distancing	✓	✓	✓	✓	✓	2	5	10-Medium	<p>The Government guideline of keeping a distance of 2 metres apart should be followed at all times by adults and continuously reinforced with pupils.</p> <p>The area to the left of the Boot Room corridor (towards the games room and Dining Room) will be cordoned off and will not be accessible to pupils except the main toilet facilities.</p> <p>Specified ground floor classrooms in Bolton and the Main Music Room will be used by pupils attending school ONLY – the use of other classrooms/facilities is prohibited.</p> <p>Pupils will be organised into working groups and these working groups will not mix.</p> <p style="color: green;">In the event that it is necessary for a pupil to cease membership of one working group and join another, there must be a minimum period of six days' absence from the school site – during which time they must remain Covid-19 symptom free - between leaving one group and commencing membership of another.</p> <p>Where and when possible, outdoor spaces will be used (e.g. break time and lunch time).</p> <p style="color: green;">Where formal sports coaching is undertaken, the guidelines published by the relevant governing body</p>	✓	

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										<p>shall be followed (e.g. FA for football, RFU for rugby, ECB for cricket), with guidance provided by the Director of Sport.</p> <p>Where physical play is undertaken as an educational activity – and this physical play does not fulfil the definition of formal sports coaching - the activity shall be planned with reference to social distancing guidelines.</p> <p>Classrooms and other learning environments will be organised to allow for social distancing rules to be observed.</p> <p>Supervision of pupils will be arranged to ensure that contact with different members of staff is kept to a minimum.</p> <p>Pupils will use the toilet facilities in Wavell (next to the Des Res), Macmillan and the main toilet block only. The different working groups will have specified toilet facilities to use and there will signage to indicate this on the toilet cubicles (co-ordinated with the colour assigned to each working group).</p> <p>The entrances to the Wavell and main toilet facilities will be wedged open to prevent touching of surfaces (individual cubicles will be used only, nor urinals, of these facilities).</p>	✓	
6.	Personal hygiene	✓	✓	✓	✓	✓	2	5	10-Medium	<p>Pupils will be encouraged not to touch their nose, mouth or eyes.</p> <p>Pupils will be encouraged to catch their coughs and sneezes in a tissue “Catch it, Bin it, Kill it”.</p> <p>Frequent hand washing will take place throughout the day.</p> <p>Pupils will not be able to take resources home or bring them in to school, including books and pencil cases.</p>	✓	

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										Pupils will be given their own equipment/resources for lessons (such as pencils, whiteboards etc.) This should avoid cross-contamination between pupils.	✓					
7.	High foot fall areas	✓	✓	✓	✓	✓	1	5	5-Low	<p>Entrance to - and exit from - classrooms will be staggered to ensure there that corridors are not over-filled.</p> <p>Break and lunch times will take place outside; areas will be designated for each working group of pupils when they are outside in which they must stay for the duration of the break/lunch time.</p> <p>Lunch will be eaten outside or in the Sports Hall if the weather is not suitable)</p>	✓	✓	✓			
8.	Cleaning	✓	✓	✓	✓	✓	1	5	5-Low	<p>Each morning the prep school will be thoroughly cleaned and sanitised before the school day</p> <p>Arrangements will be made to sanitise classrooms and equipment used by pupils regularly during the day</p> <p>Cleaning routines increased during the day, especially at breaks and lunch times</p> <p>All class rooms will be sanitised frequently during the day wherever practicable</p> <p>All touch surfaces sanitised throughout the day</p> <p>Toilets will be steam cleaned daily and sanitised frequently during the day</p> <p>Items will be removed from classrooms which are difficult to disinfect (e.g. soft furnishings).</p>	✓	✓	✓	✓	✓	✓
9.	Hobsons	✓	✓			✓	2	5	10-Medium	There is a nurse on duty in Hobsons during working hours	✓					

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										<p>If a member of staff is concerned about themselves or a pupil they should consult the nurse</p> <p style="color: green;">In the event that a consultation of a pupil needs to be undertaken in the medical centre, a member of staff will escort the boy/s in question through the out of bounds corridors to Hobson's. When the consultation is complete, a member of Hobson's staff will escort the boys back through the out of bounds corridors to where their working group is located (or arrange for another member of staff to do so).</p> <p>If someone starts to show signs of being unwell PPE will be available (face shields, face masks, gloves, aprons, etc.) whilst the pupil is removed to Hobson's.</p>	✓	
10.	Meetings		✓		✓	✓	1	5	5-Low	All meetings that take place will be either on Zoom or in a space large enough to accommodate the social distancing guidelines	✓	
11.	Staff Facilities		✓			✓	1	5	5-Low	<p>There will be no hot meals offered during the first phase of back to work operating</p> <p>The Staff Room should not have more than two people in there at any one time.</p> <p>Staff are able to get fresh water and hot beverage's, but they must observe the social distancing rules</p> <p>Staff should take their breaks in their designated working area.</p>	✓	
12.	Safeguarding	✓				✓	1	5	5-Low	<p>Has safeguarding policy been updated, regularly reviewed and shared?</p> <p>Is the DSL and ADSL easily contacted and their contact information known to all?</p>	✓	

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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? No

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.				

Part C: Action Plan:

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No.	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed
1.						
2.						
3.						
4.						
5.						

Part D: Authorisation

Is any equipment used for this activity, subject to safety inspections?
 If YES, please list equipment to be checked and by whom:

Equipment	Date of the Last Inspection:	Next inspection due:	Inspection carried out by:

Have there been any incidents of persons being injured, since this risk assessment was last reviewed?
 If YES, how many?

Date: _____ **Accident** _____

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What, if any, additional safety measures need to be put in place?

- 1.
- 2.
- 3.

Authorised by Headmaster – Signature: David Faber

Date: 19 June 2020

And

Operations Director – Signature: James Kirk

Date: 19 June 2020

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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 or 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.

5 4 3 2 1	Probability or Likelihood score	5	10	15	20	25	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1 to 6 = Low</td> <td>This indicates a managed risk, usually requiring little action or response, simple control required.</td> </tr> <tr> <td style="text-align: center;">8 to 15 = Medium</td> <td>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.</td> </tr> <tr> <td style="text-align: center;">16 to 25 = High</td> <td>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.</td> </tr> </table>	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.
		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.										
		4	8	12	16	20							
3	6	9	12	15									
2	4	6	8	10									
1	2	3	4	5									
		Severity or Outcome score											
		1	2	3	4	5							

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