

Summer Fields Health & Safety Manual

Summer Fields - Covid-19

Risk Assessment

Assessed by: James Kirk	Date of assessment: 01.09.2020	I certify that the assessment for this activity covers all the significant hazards applicable	Signature:
Position: Operations Director	Review date: 01.10.2020		

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

BSA- Boarding Schools' Association

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

PHE – Public Health England

Coronavirus COVID-19 for education settings

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

Guidance for full opening: schools, Updated 28 August 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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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 –

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

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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	
<p>1. Covid-19 – General</p> <p>Staff, Pupils, Visitors and contractors (particular attention will be given to those classed as vulnerable)</p> <p>How COVID-19 is spread:</p> <p>From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Droplets produced when an infected person coughs or sneezes containing the virus are the main means of transmission.</p> <p>There are two main routes by which people can spread COVID-19:</p> <ul style="list-style-type: none"> • Infection can be spread to people who are nearby (within 2 metres) such that droplets could be inhaled into the lungs. • it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such 	✓	✓	✓	✓	✓	2	5	10-Medium	<p>Staff, Pupils, Visitors or contractors must not come to the school if:</p> <ul style="list-style-type: none"> • they are feeling unwell • they have a persistent cough • they have a temperature • a member of their family is showing symptoms of Covid-19 <p>Summer Fields is reviewing and updating information on the school's website on a regular basis to keep abreast of the situation.</p> <p>Advice is being taken from the Government, Public Health England, DfE and other authorities.</p> <p>The following measures are in place to reduce the risk to staff and Pupils, including:</p> <ul style="list-style-type: none"> • Advice on regular and thorough handwashing for all staff and boys; • Provision of soap and hand sanitiser; • Increased signage to encourage people to wash their hands; • Provision of signage to emphasise key messages and the flow around the school • Regular information updates to all employees; • Requiring staff to report if they are unable to attend work with reasons why • Appropriate training on return to work 	✓		

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	<p>as touching doorknob or shaking hands then touching own face)</p> <p>Signs and symptoms of COVID-19 The following symptoms may develop:</p> <ul style="list-style-type: none"> • a high temperature or fever • a new continuous cough • loss or difference of taste and smell <p>Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.</p>									<ul style="list-style-type: none"> • Enhanced cleaning with a focus on sanitization and appropriate change of products ✓ • Appropriate training plans prior to school return in September ✓ • It may be necessary to make changes to operating procedures as a result of advice received, or changes in circumstances. In this instance, further updates will be provided. ✓ <p>The relevant mitigations Summer Fields will introduce in their risk assessment are:</p> <ul style="list-style-type: none"> • Increase the awareness for hand and respiratory cleanliness ✓ • Use of outdoor space where possible ✓ • Improved ventilation where possible ✓ • Re-organisation of rooms so that desks face away from each other, or to the front in classrooms ✓ • Expectation of working side by side rather than face to face where possible ✓ • Change working patterns and welfare breaks to encourage social distancing ✓ • Use of PPE and face coverings where required ✓ • Use of protective screens where required ✓ 	
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2.	Covid-19 – Spread of Infection	✓	✓	✓	✓	✓	2	5	10-Medium	<p>A number of mitigation/ control measures to reduce/ minimise the risk of spreading the infection will be in place as follows:</p> <ul style="list-style-type: none"> • Clearly defined expectations on social distancing. ✓ • Posters that encourage hand and respiratory hygiene at the entrances to the School's buildings, corridors, general areas, etc. ✓ • Provision of soap and waste bags, ✓ • Clearly defined expectations on "Catch it – Bin it – Kill it" ✓ • Instructions given for staff and pupils to clean their hands frequently, to wash their hands with soap and hot water for at least 20 seconds or use an alcohol-based hand sanitiser that contains at least 60-95% alcohol. ✓ • Provision of soap and water and alcohol-based gel dispensers throughout the site. ✓ • A good supply and a reliable source for PPE requirements and hand sanitiser, ✓ • Management of enhanced cleaning stock. ✓ • Routine and enhanced cleaning and additional measures to tackle the spread of infection, such as cleaning door handles, doorknobs, etc. ✓ • Clear guidance that any member of staff who becomes unwell while at work with symptoms of COVID-19 should go home, either contact 111 on-line, or phone 119, and follow their advice. This includes being tested for COVID-19. Government Covid-19-stay-at-home-guidance ✓ 		
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3.	If you have Coronavirus symptoms	✓	✓	✓	✓	✓	2	5	10-Medium	<p>For the latest information, visit the following link: http://www.gov.uk/coronavirus</p> <p>If you have Coronavirus symptoms: You must organise a test. You must contact NHS 111 online coronavirus service. Only call 111 if you cannot get help online.</p> <p>You should stay at home if you have coronavirus symptoms or stay at home if you have either:</p> <ul style="list-style-type: none"> • A high temperature – (37.8 degrees c or above) you feel hot to touch on your chest or back. • A new, continuous cough – this means you have started coughing repeatedly. • A loss or difference of smell or taste. <p>Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 to tell them you're staying at home. Should you test positive you must follow the government guidelines</p> <p>Test and Trace</p> <p>If you have to stay at home with others, try to keep separate as much as possible.</p> <p>NHS advice about staying at home.</p> <p>Use the NHS 111 online coronavirus service if:</p> <ul style="list-style-type: none"> • You feel you cannot cope with your symptoms at home • Your condition gets worse • Your symptoms do not get better after 7 days 	✓	
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4.	<p>If a member of staff or the public with confirmed COVID-19 has recently been in Summer Fields</p>	✓	✓	✓	✓	✓	2	5	10-Medium	<p>Automatic closure of the workplace is not recommended and will only happen if PHE advise this is the safest action.</p> <p>Summer Fields will be contacted by the PHE local Health Protection Team to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.</p> <p>A risk assessment of each setting will be undertaken by the Health Protection Team with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment. The Health Protection Team will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.</p> <p>Advice on cleaning of communal areas such as offices or toilets will be given by the Health Protection Team, until the advice is provided the area will be closed and isolated.</p> <p>If a confirmed case is identified in your workplace, the local Health Protection Team will provide the following people with advice. Anyone who has:</p> <ul style="list-style-type: none"> • been in close face-to-face or touching contact • been in conversation with the confirmed case or been coughed on for any length of time • cleaned up any bodily fluids of the confirmed case been part of a close friendship group or workgroup with the confirmed case • been living in the same household as a confirmed case <p>Summer Fields will immediately engage with the local Health Protection Team (HPT) who will carry out a rapid risk assessment.</p> <p>Summer Fields and HPT will identify and notify 'close contacts'. The School will send home those people</p>	✓		
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										<p>who have been in close contact with the affected child and they should self-isolate for 14 days.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts (face to face contact with an infected individual for any length of time, within 1 metre) • Proximity contacts (extended close contact –within 1 to 2 metres for more than 15 minutes) • Travelling in a small vehicle, like a car or minibus, with an infected person <p>Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others. If the person tests positive they will be subject to Test and Trace</p>					
5.	Hygiene protocols	✓	✓			✓	1	5	5-Low	<p>A number of mitigation/ control measures to reduce/ minimise the risk of spreading the infection will be in place as follows:</p> <ul style="list-style-type: none"> • All staff and boys – boarders and day – will have their temperature taken each morning on arrival at school via the new technology being installed which provides an instant reading. The medical centre (Hobson's) will be automatically alerted to any high temperatures. • Each boy will be expected to wash their hands very regularly for at least 20 seconds. • Pre-prep pupils will use classroom supplies of hand sanitiser when required. • Prep school pupils will be expected to bring a pocket-sized bottle of hand sanitiser that can be refilled for their personal use. They will be expected to carry it at all times. Refill stations will be available in school and the lodges. • Training of all the boys will take place from the start of (and throughout) the Michaelmas term on a variety of areas related to hygiene, social distancing and logistics. 	✓	✓	✓	✓	✓

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4.	Hobson's	✓	✓			✓	2	5	10-Medium	<p>Hobson's will be staffed 24-hours a day as normal; the nursing team have a plentiful stock of PPE equipment and appropriate isolation facilities (should these be required).</p> <ul style="list-style-type: none"> • Hobson's staff will automatically be alerted to any high temperatures recorded as pupils / staff arrive at school each morning. ✓ • In a suspected case of Covid-19, the pupil / member of staff in question will be asked to wear a mask and will be isolated in the Hobson's isolation room which has been prepared and equipped in line with Public Health England guidance. Nurses will 'barrier nurse', wearing full PPE for any contact. ✓ • Parents or guardians will immediately be asked to come to collect their child from school as soon as possible. The staff member will be sent home. ✓ • The pupil in question will be required to self-isolate for at least 10 days. ✓ • If a boy develops symptoms of the illness and needs to self-isolate, we will arrange for an antigen test to check for the presence of the virus. These tests are conducted by taking a swab of the inside of the nose and the back of the throat using a long cotton bud. We are exploring options through the NHS and private healthcare providers to ensure a quick turnaround of any test results. ✓ • In the event of a SUSPECTED case of Covid-19, staff who have helped the pupil in question – or pupils who have been in close contact with them - DO NOT need to self-isolate unless they develop symptoms themselves OR they have been requested to do so by NHS test and trace. ✓ • In the event of a CONFIRMED case of Covid-19, the pupil in question must not attend school. All the members of their 		
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											'bubble' may (as directed by the HPT) be required to self-isolate for 14 days and parents or guardians will immediately be asked to come to collect their child from school as soon as possible.	✓	
5.	Expectant women at work and pregnancy		✓	✓	✓	✓	2	5	10-Medium	<p>According to the Royal College of Obstetricians and Gynaecologists, pregnant women do not appear to be more severely unwell if they develop COVID-19 than the general population.</p> <p>Some useful FAQ's are available from this link: Pregnancy during Coronavirus</p> <p>If you are breastfeeding, a risk assessment can be conducted with your line manager /HR where you can discuss any concerns.</p> <p>For further advice: Information for expectant women</p>			
6.	Vulnerable persons People classed as Clinically Vulnerable or Clinically Extremely Vulnerable as defined by the Public Health England/NHS/Government.	✓	✓	✓	✓	✓	2	5	10-Medium	<p>If you have particular health conditions, you may be clinically vulnerable, meaning you could be at higher risk of severe illness from coronavirus. The following document gives details: People at Higher Risk from Coronavirus</p> <p>COVID-19 guidance for vulnerable people must be followed with regard to social distancing. For further information on the latest shielding guidance please click on the following link Shielding Advice</p> <p>If you have an underlying health condition, you should talk to the HR Manager. hrmanager@summerfields.com</p>			

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8.	<p>Mental Health</p> <p>If you are struggling with mental health or have other concerns</p>		✓			✓	1	5	5-Low	<p>The Mental Health Foundation provide some useful information</p> <p>https://www.mentalhealth.org.uk/publications/looking-after-your-mentalhealth-during-coronavirussoutbreak</p> <p>The employee assistance programme can provide help and guidance on a whole range of topics. It is a service that Summer Fields provides, free of charge, to all employees. It is completely confidential and is always available (0800 107 6147).</p> <p>You may also contact the HR Manager hrmanager@summerfields.com</p>	✓								
9.	<p>Cleaning</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms and shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal • toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it <p>Public Health England has published revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case.</p>	✓	✓	✓	✓	✓	1	5	5-Low	<p>House Keeping responsible for ensuring that suitable procedures are in place, suitable personal protective equipment (PPE) is made available, and suitable training is provided to ensure that it is worn/taken off and stored correctly.</p> <p>The Domestic Bursar will need to keep up to date on the latest Government guidance COVID-19: cleaning in non-healthcare settings as this may be subject to change.</p> <p>Refresher training will need to be provided to House Keeping staff following any changes to the guidance.</p> <p>Cleaning in a Non Healthcare Setting</p> <p>Control measures:</p> <ul style="list-style-type: none"> • Each morning the prep school will be thoroughly cleaned and sanitised before the school day • Arrangements will be made to sanitise classrooms and equipment used by pupils regularly during the day • Cleaning routines increased during the day, especially at breaks and lunch times 	✓	✓	✓						

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										For further information click on the following links. Cleaning in the workplace and Cleaning and Decontamination						
10.	<p>Catering</p> <p>Spread of infection through multiple touch-points at the servery and dining hall. There is currently no evidence that food is a source of Coronavirus (COVID-19) and it is very unlikely it can be transmitted through the consumption of food, according to EFSA (European Food Safety Authority). The main transmission route of the virus is assumed direct human-to-human contact or surface transmission.</p> <p>Based on what we know about similar viruses, the virus would be inactivated through thorough cooking and the disinfection of food preparation surfaces using appropriate methods (source: Food Standards Scotland, 24/03/2020).</p>	✓	✓			✓	2	5	10-Medium	<p>Holroyd Howe manage the catering provision are responsible for ensuring that suitable procedures are in place to minimise the risk of infection and that suitable training is provided.</p> <p>Refresher training will need to be provided to staff undertaking food preparation following any changes to the guidance. Control measures:</p> <ul style="list-style-type: none"> • Review and identify multiple touch-points of service at serveries and drinks stations and either eliminate, or reduce where possible. For example, food and drinks could be served as opposed to self-service. Where this is not possible, then cleaning regimes to be increased (e.g. regularly cleaning push buttons on drinks machines, water fountains etc.). • Review and increase cleaning regimes for areas where food is prepared and consumed. • Use of Perspex screens to separate tables • There will be no refreshments/buffets for events or meetings. • Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals. • Ensure that staff responsible for preparing food are aware of and follow the latest Government guidance by providing regular refresher training (N.B. appropriate record keeping should be maintained for all training). • Holroyd Howe will not be using agency employees unless they are working exclusively for Summer Fields. This will be subject to ongoing review. • Meals will only be prepared for students and those staff on duty. • Temporary suspension of meals for all visiting teachers during Michaelmas term (until it is 	✓	✓	✓	✓	✓	✓

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										assessed as operationally practical and safe to extend food provision to all staff).		
11.	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	✓	
12.	Staff Facilities		✓			✓	1	5	5-Low	The Staff Room should not have more than two people in there at any one time. Staff are able to get fresh water and hot beverage's, but they must observe the social distancing rules Staff should take their breaks in their designated working area.	✓	✓
13.	Visitors, Contractors, Parents, Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site	✓	✓	✓	✓	✓	2	5	10-Medium	Control measures: <ul style="list-style-type: none"> • Undertake a review of persons expected to attend site and determine those that are non-essential (e.g. visitors, contractors, lettings etc.). • Inform non-essential persons that they must not attend the site until further notice. • Contractors to provide relevant insurance details, acknowledgement of school policies and a separate COVID-19 risk assessment. • All visitors to sign in at reception and to be provided with a site briefing containing relevant COVID-19 measures in operation by the host. • Each Department is responsible for recording visitor on the Inventory system to enable contact in the event of a person testing positive for COVID-19. • Review any lettings arranged during the current lockdown period and notify hirers of cancellation. 	✓	✓

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										<ul style="list-style-type: none"> • Parental visits to be confirmed with notification to relevant persons. ✓ • Only authorised Summer Fields employees may enter boarding lodges, unless emergency action is required. ✓ • Visitors are by pre-arranged appointment only. No Appointment – No Entry. ✓ • Dog walkers on the school grounds will be reminded of their responsibilities. ✓ 	
14.	<p>Safeguarding</p> <p>Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, keeping children safe in education.</p> <p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</p> <p>Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.</p>	✓			✓	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.				

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If YES, how many?	
Date:	Accident
What, if any, additional safety measures need to be put in place?	
1.	
2.	
3.	
Authorised by Headmaster – Signature: David Faber	Date: 01 September 2020
And	
Operations Director – Signature: James Kirk	Date: 01 September 2020

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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 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.

Probability or Likelihood score	5	5	10	15	20	25	Severity or Outcome score	1	2	3	4	5	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	4	8	12	16	20									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.
	3	3	6	9	12	15										
	2	2	4	6	8	10										
	1	1	2	3	4	5										
													1 to 6 = Low	This indicates a managed risk, usually requiring little action or response, simple control required.		

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