

Summer Fields Health & Safety Manual

Summer Fields - Covid-19

Risk Assessment

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| Assessed by: James Kirk | Date of assessment: 23.02.2021 | I certify that the assessment for this activity covers all the significant hazards applicable | Signature: |
| Position: Operations Director | Review date: 01.04.2021 | | |

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 setting
- 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 the Covid-19 Pandemic
- Guidance for full opening: schools, Updated 26 November 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Education and childcare settings: New National Restrictions from 5 November 2020 <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>
- Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Updated 2 December 2020 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- Guidance Local restriction tiers: what you need to know. Sets out the local restriction tier system that will be in place from Wednesday 2 December, including what you can and cannot do in each tier. 30 November 2020 <https://www.gov.uk/guidance/new-national-restrictions-from-5-november#education-school-college-and-university>
- Actions for schools during the coronavirus outbreak
- What all schools will need to do during the coronavirus (COVID-19) outbreak from the start of the autumn term.- Updated 07 January 2021 <https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021#schools-with-secondary-age-pupils>
- Guidance - Coronavirus (COVID-19) asymptomatic testing in schools and colleges – Updated 21 January 2021 <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges>
- Department for Education – Schools coronavirus (COVID-19) operational guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963509/Schools_coronavirus_operational_guidance.pdf

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

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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.

System of controls

We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

Further mitigation actions include –

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

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

This RA reflect the local restriction tiers and the school will adhere to the restrictions.

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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. | <p>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 as touching doorknob or shaking hands then touching own face) | ✓ | ✓ | ✓ | ✓ | ✓ | 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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| 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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| | | | | | | | | | | <ul style="list-style-type: none"> The symptomatic person subsequently tests positive They develop symptoms themselves (in which case, they should arrange to have a test) They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>If someone with symptoms tests negative for COVID, then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case when they will need to self-isolate for 10 days from the date of that contact.</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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| | | | | | | | | | | <p>effective in reducing the spread of coronavirus (COVID-19). Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</p> | ✓ | |
| | | | | | | | | | | <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> | ✓ | |
| | | | | | | | | | | <p>Exemptions</p> <p>Some individuals are exempt from wearing face coverings . This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties | ✓ | |
| | | | | | | | | | | <ul style="list-style-type: none"> speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate | ✓ | |
| | | | | | | | | | | <p>Any coverings must be disposable or if reusable cloth/fabric-types they should be plain coloured and should be washed daily either at home or in the lodges.</p> | ✓ | |
| | | | | | | | | | | <p>In the event of new local restrictions being imposed, Summer Fields will communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.</p> | ✓ | |
| | | | | | | | | | | <p>Safe wearing and removal of face coverings:</p> <ul style="list-style-type: none"> Summer Fields will have a process for removing face coverings when those who use face coverings arrive at school, and when | ✓ | |

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| | | | | | | | | | | | <ul style="list-style-type: none"> increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> | ✓ | |
| 6. | <p>Minimising contact between individuals and maintaining social distancing wherever possible</p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> children's ability to distance the lay out of the school the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>It is likely that for younger children the emphasis will be on separating groups and for older children, it will be on distancing. For children old enough, they should also be</p> | ✓ | ✓ | ✓ | ✓ | ✓ | 2 | 5 | 10-Medium | <p>How to group children</p> <ul style="list-style-type: none"> Summer Fields will maintain distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. They should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. <p>Measures within the classroom</p> <ul style="list-style-type: none"> It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. A boundary line will be marked on the floor where teachers and boys do not cross. When working with the Pre-prep, if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. | ✓ | ✓ | |

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| | | | | | | | | | | <p>Other considerations</p> <ul style="list-style-type: none"> Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. | ✓ | | | |
| 7. | 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. | ✓ | ✓ | ✓ | ✓ |

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| | | | | | | | | | | <ul style="list-style-type: none"> 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 '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. | ✓ | | | | |
| 8. | <p>Asymptomatic Testing</p> <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.</p> <p>For secondary school staff and pupils the guidance is moving to a home testing model (for pupils, following the first 3 onsite tests).</p> <p>The lateral flow devices used have received regulatory approval from the MHRA for self-use.</p> <p>Home test kits will be available for all staff on return. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.</p> | | ✓ | ✓ | ✓ | ✓ | 2 | 5 | 10-Medium | <p>Testing on-site through an Asymptomatic Testing Site (ATS)</p> <p>Summer Fields will offer pupils testing at an on-site ATS from 8 March. Testing and return of pupils can be phased during the first week to manage the number of pupils passing through the test site at any one time.</p> <p>3 tests, 3 to 5 days apart will be offered.</p> <p>The priority will be vulnerable children and children of critical workers should return to face-to-face education following their first negative test result.</p> <p>Pupils not undergoing testing should attend school in line with the phased return arrangements.</p> <p>Hobsons will lead the testing programme. The Head Sister will draft in additional help from the whole school staff as required.</p> <p>The sports hall, marquee or Hobsons will be the locations for the testing programme.</p> | ✓ | ✓ | ✓ | ✓ | ✓ |

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| | | | | | | | | | | <p>The Head Sister will have discretion on how to test boys over that week as they return to the classroom. will communicate the procedure to all staff and boys.</p> <p>Summer Fields will offer regular twice weekly testing to their staff. Testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged.</p> <p>Summer Fields will continue to undertake risk assessments and implement the system of controls set out in the actions for schools during the coronavirus (COVID-19) outbreak.</p> <p>How schools administer tests Summer Fields will ensure that the testing programme is managed in line with the system of controls. That includes maintaining social distancing where possible, good hand and respiratory hygiene and keeping occupied spaces well ventilated.</p> <p>Testing will be done with lateral flow device tests. If the first test is positive, they should immediately self-isolate. If the first test is negative, they should be tested again ideally 3 days later. If this test is positive, they should self-isolate.</p> <p>Summer Fields will encourage testing and ensure participants are aware of the benefits. Ultimately participation is optional.</p> <p>Staff in primary schools will continue to test with LFDs twice a week at Hobsons, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>Primary age pupils will not be tested with LFDs.</p> <p>Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. We will review this approach in the light of any emerging evidence.</p> | <p>✓</p> <p>✓</p> <p>✓</p> | |
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| | | | | | | | | | | Hobsons remain as an on-site ATS on site so they can offer testing to pupils who are unable or unwilling to test themselves at home. | | |
| 9. | 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> | | |
| 10. | 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 Further guidance to the clinically extremely vulnerable is available.</p> <p>If you have an underlying health condition, you should talk to the HR Manager. hrmanager@summerfields.com</p> <p>For both of these sections the school shall assess each individual so that they are able to complete their work activity. Where appropriate, individuals will be referred</p> | ✓ | |

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| | | | | | | | | | | <p>to Occupational Health to facilitate a safe return to the workplace. If you have any concerns about your health contact your GP, or call NHS Direct on 111 (England, Wales, Scotland)</p> <p>Staff who are clinically extremely vulnerable</p> <p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</p> <p>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p> <p>This guidance is for everyone in England who has been identified as clinically extremely vulnerable. If you are in this group, you will previously have received a letter from the NHS or from your GP telling you this. You may have been advised to shield in the past.</p> <p>This guidance applies to clinically extremely vulnerable individuals only. Others living in a household with someone who is clinically extremely vulnerable are not advised to follow this guidance. They should instead continue to attend work and school in accordance with the general advice and regulations set out in the national restrictions guidance from 5 November.</p> <p>Children who are clinically extremely vulnerable</p> <p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised by Hobsons to speak to their child's GP or specialist</p> | ✓ | ✓ |
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| | | | | | | | | | | <p>clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>Parents of clinically extremely vulnerable children will be receiving a letter from the Government confirming this advice.</p> <p>Staff and Children who are clinically vulnerable</p> <p>Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.</p> <p>Clinically vulnerable staff can attend school. While in school they should follow measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social</p> <p>Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> | ✓ | |
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| 11. | <p>Return to Work</p> <p>Employees returning to work after furloughing/holidays/working from home will require re-training and knowledge of measures taken by the school to reduce the spread of COVID-19.</p> <p>Employees may be required to undertake training due to being requested to undertake different roles than previously required.</p> | ✓ | ✓ | ✓ | 2 | 5 | 10-Medium | <ul style="list-style-type: none"> • Employee briefings completed. ✓ • Communicate COVID-19 policies and other measures to all employees. ✓ • Complete and record induction and 'return to work' forms with all returning staff. ✓ • Update staff who are returning, especially those who may be completing different workplace tasks or using new/additional substances. ✓ • Consultation regarding returning to work with those members of staff identified as vulnerable. ✓ • Review current practices and additional measures in place for safety in workplace. ✓ • Provide training on the use and wearing of any PPE required. ✓ • Input and consultation into risk assessments and workplace practices. ✓ • Information regarding changes to building layouts, welfare facilities, hand sanitising stations. ✓ • Breaks and lunch periods staggered. ✓ • Start times may be staggered to enable staff to avoid travelling on public transport during peak periods. ✓ • Workplace practices introduced. ✓ • Discussions with staff still working from home. ✓ • Staff returning to ensure they read the risk assessment. HR to provide a summary sheet which will refer staff to the full risk assessment ✓ <p><u>Working Safely Offices</u></p> <ul style="list-style-type: none"> • Requirement to keep up to date on the latest Government guidance as this may be subject to change. ✓ | ✓ | ✓ |
| 12. | <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><u>https://www.mentalhealth.org.uk/publications/looking-after-your-mentalhealth-during-coronavirussoutbreak</u></p> | ✓ | ✓ |

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| | | | | | | | | | | <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> | ✓ | | | | |
| 13. | <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 • All class rooms will be sanitised frequently during the day wherever practicable • All touch surfaces sanitised throughout the day | ✓ | ✓ | ✓ | ✓ | ✓ |

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| 14. | Catering | ✓ | ✓ | | | ✓ | 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 (until it is assessed as operationally practical and safe to extend food provision to all staff). | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
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| 15. | 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 | ✓ | |
| 16. | Staff Facilities | | ✓ | | | ✓ | 1 | 5 | 5-Low | <p>The Teacher's common room should not have more than five people in there at any one time. This includes the teachers who have this space designated as their place of work.</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> <p>Visiting teachers should not enter main school classrooms, the common room or the dining areas.</p> | ✓ | ✓ |
| 17. | Visitors, Contractors, Parents, Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site | ✓ | ✓ | ✓ | ✓ | ✓ | 2 | 5 | 10-Medium | <p>Control measures:</p> <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. No parents are allowed in the main school buildings. Toilet facilities at the Red Pavilion are the only ones to be used by parents. ✓ • 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. ✓ • A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace. This will be via the Inventory system ✓ • Any recruitment process should have a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible. ✓ • Given the lockdown impacts on an individual's ability to leave their house, and to travel, no visits from prospective parents will take place during this lockdown period. ✓ | |
| 18. | <p>Transport and Travel</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and pupil groups will tend to be consistent under return to school measures. Therefore wider transmission risks are likely to be lower.</p> <p>Social distancing should still be put in place within vehicles wherever possible. This will help to both minimise disease transmission risks and maintain consistent reinforcement</p> | ✓ | ✓ | ✓ | ✓ | 2 | 5 | 10-Medium | <p>It is important, wherever it is possible, that:</p> <ul style="list-style-type: none"> • social distancing should be maximised within vehicles ✓ • children either sit with their 'bubble' on school transport, or with the same constant group of children each day ✓ • children should clean their hands before boarding transport and again on disembarking ✓ • additional cleaning of vehicles is put in place ✓ • organised queuing and boarding is put in place ✓ | | |

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| | of public health messaging to children and staff, particularly at the point where they are leaving school and heading back into the community each day. | | | | | | | | | <ul style="list-style-type: none"> through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents <p>In accordance with advice from PHE, boys aged 11 and over should wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport. More information on this can be found at the safer travel guidance for passengers.</p> <p>Travel in or out of local areas should be avoided, and parents, carers and staff should look to reduce the number of journeys they make - but travelling to deliver and access education is still permitted.</p> <p>Staff, children and their parents and carers are encouraged to walk or cycle when travelling to and from school where this is possible, and to plan ahead and avoid busy times and routes on public transport. This will allow social distancing to be practised.</p> <p>Residential providers and boarding schools</p> <p>Residential providers should support students to reduce travel between home and educational accommodation unless absolutely necessary. Where students normally travel between their boarding school and home during term time for the purpose of education, this is allowed.</p> | ✓ | |
| 19. | <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</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> <p>Where staff are teaching live in the classroom and being streamed to children at home the camera should not focus on the children in class unless it is an important part of the lesson. The main purpose of cameras in classrooms is to film content delivery or demonstrations given by the teacher. Boys should not</p> | ✓ | | |

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

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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 |
| | 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