

Summer Fields Health & Safety Manual

Prep School - Operating during Covid-19

Risk Assessment

Assessed by: David Woolley Position: Deputy Head	Date of assessment: 07.09.2021 Review date: 07.09.2021 (or when government guidance is updated, whichever is earlier)	I certify that the assessment for this activity covers all the significant hazards applicable	Signature:
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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 & 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.

Maximising the use of outdoor spaces.

Controlling access to the school site by those who are not employees or pupils of the school.

Maintaining a skeleton of staggered timings/routines in the event that a return to 2020-21 restrictions in educational settings is required.

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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	<p>No member of Staff nor any Pupil should come to 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 ○ They have tested positive for COVID-19 on a lateral flow test device and are isolating whilst awaiting a confirmatory PCR test <p>Hands-free temperature checking machines and hand sanitising facilities will be provided at the main and Mayfield (Lower Bolton) entrances to the school. All people entering the main school building (Staff and Pupils) must have their temperature taken using the machines provided; be assessed by the medical centre if they return an abnormal temperature reading; and sanitise their hands before entering the premises.</p> <p>Visitors shall be allowed into the school buildings by appointment, including parents.</p>	✓	

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2.	Day Boys arriving at school	✓	✓			✓	2	5	10-Medium	<p>Day boys will have a specified arrival time of 7.45am to 8.05am.</p> <p>Parents bringing day boys to school by car are to drive to the main prep school entrance; all other occupants of the car are encouraged to remain in their vehicles 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).</p> <p>Day boys arriving by bicycle or on foot will enter the school via the pedestrian gate in the main school car park.</p> <p>Day boys will be registered and allowed into school by the member of staff on drop-off duty.</p> <p>Day boys will enter the school by the main entrance where they will take their temperature as they arrive. Any abnormal temperature readings are followed up immediately by the medical team in Hobson's. Day boys entering the school will sanitise their hands on arrival.</p>	✓									
3.	Boarders arriving at school from boarding houses	✓	✓			✓	2	5	10-Medium	<p>Boarders will have specific (staggered) arrival times at breakfast.</p> <p>All Boarders will enter the school via the main entrance (Borva, Savage's, Upper House and Front Lodge) or the Mayfield entrance to Lower Bolton (Cottage and Mayfield). All boarders will take their temperature as they arrive, ensuring that any abnormal temperature readings are followed up immediately by the medical team in Hobson's. Boarders entering the school will sanitise their hands on arrival.</p>	✓									
4.	Movement around the school	✓	✓			✓	2	5	10-Medium	<p>A one-way system of movement through corridors deemed likely to be congested will be in operation.</p>	✓									

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										Staircases will be either 'up' or 'down' – consistent with the one-way system of movement – in Bolton, the main teaching area.	✓	
										Where corridors and staircases cannot be used in one direction only, i.e., at the front end of school, a 'stay left, single file' procedure of movement will operate.	✓	
5.	Classroom operation	✓	✓			✓	2	5	10-Medium	A 'teacher-only' zone will be marked in each classroom; teachers have the opportunity to stay in this zone and ensure that pupils do not enter it.	✓	
										Teaching spaces including science labs; the DT workshop; and art rooms will be exempt from the imposition of a 'teacher-only' zone to allow for the safe conduct of lessons and specialist equipment. Teachers have the opportunity to maintain social distancing from pupils if they choose.	✓	
										Seating plans will be maintained in all classrooms for the purpose of contact tracing (when required).	✓	
7.	Operation of the Dining Room	✓	✓			✓	2	5	10-Medium	Breakfast and supper are meal times for Boarders principally; day boys may only attend either of these meal times by prior agreement organised through the day boy liaison.	✓	
										Attendance at breakfast will be through staggered arrival times (starting at 7.25am and then at 5 minute intervals for each year group).	✓	
										Period 6 will finish at different times for each year group to achieve staggered arrival times (starting at 12.35pm and then at 5 minute intervals for each year group).	✓	
										Attendance at supper will be through staggered arrival times (starting at 5.55pm and then at 5 minute intervals for Year 4, Year 5 and Year 6 and then at 6.35pm and 6.40pm for Years 7 and 8).	✓	
										Year groups will eat meals on tables together in order to make contact tracing easier (if and when required). Tables will have signs on them to indicate which year group will eat at each table.	✓	

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										<p>The school caterers will prepare and serve food in line with the requirements detailed in the risk assessments of Holroyd Howe.</p> <p>Adults may sit with boys; however, the dais area in the Dining Room will be reserved for adults only for those who wish to remain socially distanced from others.</p> <p>Break snacks and little tea will be served outside when possible in order to limit crowds indoors.</p> <p>Match tea for boys will take place outdoors when possible to mitigate against indoor crowding.</p> <p>Match tea for parents will take place outdoors when possible to mitigate against indoor crowding.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
8.	Organisation of time outside (including organised sport)	✓	✓			✓	2	5	10-Medium	<p>Where and when possible, free time will be spent outside.</p> <p>The adventure playground and Astro turf will each be available for the use of one year group each day of the week on a periodic rota.</p> <p>Where formal sports coaching is undertaken, the guidelines published by the relevant governing body shall be followed (e.g. FA for football) with guidance provided by the Director of Sport.</p> <p>Use of the changing rooms will be partially staggered and supervised to limit crowding indoors; Year 4 will use the away changing rooms to aid in this endeavour.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
9.	Curriculum	✓	✓			✓	2	5	10-Medium	<p>To enable subject specialist teaching, movement around the school will be allowed.</p> <p>Teachers will follow any relevant government guidelines on the provisions and sharing of resources. At the start of the 2021 Michaelmas term there are no special considerations in this area.</p> <p>Peripatetic staff will continue to support the delivery of the curriculum, namely in the areas of;</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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										<ul style="list-style-type: none"> ○ Learning Support – timetabled individual lessons (including EAL) ○ Sport – tennis, golf and fencing within and supporting the games curriculum ○ Music – timetabled individual music lessons ○ Drama – timetabled individual LAMDA lessons ○ Languages – timetabled individual lessons in Mandarin and Russian <ul style="list-style-type: none"> - All individual timetabled lessons occur within the normal, daily schedule. - The work of peripatetic staff is integral to the school day and the delivery of our curriculum. It supports the all-round education of pupils, benefiting their academic, physical and creative development. 				
10.	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 be given their own equipment/resources for lessons and encouraged to have all their own equipment.</p>	✓	✓	✓	✓
11.	Cleaning	✓	✓	✓	✓	✓	1	5	5-Low	<p>Each morning the prep school will be thoroughly cleaned and sanitised before the school day and appropriate cleaning protocols will be undertaken throughout the day (as required).</p>	✓			
12.	Hobsons	✓	✓			✓	2	5	10-Medium	<p>There is a nurse on duty in Hobsons at all times when the boys are in school.</p> <p>If a member of staff is concerned about themselves or a pupil they should immediately consult the nurse on duty.</p>	✓	✓		

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13.	Meetings		✓			✓	1	5	5-Low	The Monday staff meeting will take place on Zoom. The Thursday staff meeting will take place in person in the Salata Pavilion.	✓	
14.	Staff Facilities		✓			✓	1	5	5-Low	The staff room has a recommended capacity of five people at any one time.	✓	
15.	Safeguarding	✓	✓	✓	✓	✓	1	5	5-Low	The safeguarding policy has been reviewed, updated and shared. All staff are aware that the Headmaster is the acting DSL; that James Aldred is a Deputy DSL; and that Jo Chapman is a Deputy DSL.	✓	✓

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):

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

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Operations Director – Signature: James Kirk

Date: 7 September 2021

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:

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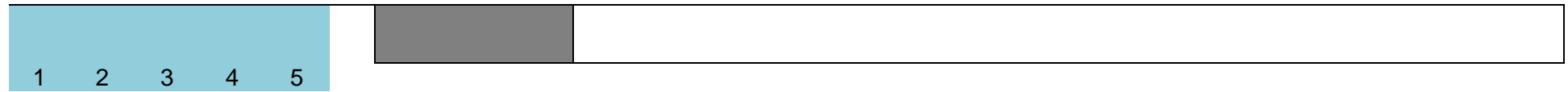
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- | | | |
|----------|-------------------------------------|------------------------------------------------------------------------|
| A | Elimination | Is the activity or task really necessary? |
| B | Substitution | Is there less hazardous alternatives 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 |

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	Probability or Likelihood score	5	10	15	20	25			
		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 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.					

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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