

Pre-prep - Operating during Covid- 19

Summer Fields Health & Safety Manual

Risk Assessment

Assessed by: Jo Chapman Position: Head of Pre-prep	Date of assessment: 10.09.2021 Review date: 14.10.2021	I certify that the assessment for this activity covers all the significant hazards applicable	Signature: Jo Chapman
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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

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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 –

- 1. Ensure good hygiene for everyone – maintain good levels of hand washing and sanitising where necessary**
- 2. Maintain appropriate cleaning regimes.**
- 3. Keep occupied spaces well ventilated and maximise the use of outdoor spaces**
- 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

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Part A Identified Hazards		Who may be harmed?					Risk Assessment		Risk Rating – see matrix below	Required controls	Are Controls implemented ?	
No.	Description	Pupils	SF Staff	Authorised visitors	Contractors	School Reputation	Probability	Severity			Yes	No
1.	Staff, Pupils, Visitors & Contractors arriving at Summer Fields	✓	✓	✓	✓	✓	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 ○ They have tested positive for COVID-19 on a lateral flow test device and are isolating whilst awaiting a confirmatory PCR test <p>Visitors shall be allowed into the school buildings by appointment, including parents.</p> <p>The arrival of Pre-prep pupils will be between 8.15 – 8.30am. This allows for a natural stagger to reduce the number of people at any one point.</p> <p>Parents arriving by car are asked to stay in their car and children are escorted into the building by Summer Fields staff. No parents are allowed into the school in the morning.</p> <p>Parents arriving by foot or by bike are asked to remain on the grass near the entrance of Pre-prep to drop-off their children.</p> <p>Children have their temperature read on arrival at school</p>	✓	

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										and any abnormal temperatures are alerted to Hobsons and dealt with immediately.		
2.	Entering the School	✓	✓	✓	✓	✓	1	5	5-Low	<ul style="list-style-type: none"> ○ Hand sanitising facilities will be provided at main entry and exit points (for Reception, Year 1/2 and Year 3 entry points) ○ Reception and Years 1/2/3 will use different entry and exit points. ○ When entering from outside hands should be washed 	✓	
3.	High foot fall areas	✓	✓	✓	✓	✓	1	5	5-Low	<ul style="list-style-type: none"> ○ When using corridors or stairs at busy times, children are reminded to stick to the left ○ Observe the one-way systems when moving through the Prep school ○ Remain vigilant of children mixing in the Peg room as this is a smaller space and stagger the times they use it 	✓	
4.	Use of dining room, Salata and Macmillan	✓	✓	✓	✓	✓	1	5	5-Low	<ul style="list-style-type: none"> ○ Children to mostly be seated in their year groups with minimal mixing ○ Staff who work with associated year groups to sit with them ○ All tables have signs on them to show which year groups sit where ○ Stagger arrival and departure from the dining room so not all year groups at once ○ 	✓	

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5.	Personal hygiene	✓	✓	✓	✓	✓	2	5	10-Medium	<ul style="list-style-type: none"> ○ Encourage pupils not to touch their nose, mouth or eyes ○ Pupils to be encouraged to catch their coughs and sneezes in a tissue “Catch it, Bin it, Kill it” ○ Frequent hand washing will take place throughout the day 	✓	
6.	Time outside	✓	✓			✓	1	5	5-Low	<ul style="list-style-type: none"> ○ Where and when possible, break times and ASC will be spent outside. ○ 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. ○ There will be a rota for the areas to be used outside and year groups can mix but in open spaces 	✓	
7.	Curriculum	✓	✓	✓	✓	✓	2	5	10-Medium	<ul style="list-style-type: none"> ○ Each classroom downstairs has an outdoor space which will be open as much as possible. ○ EYFS and Year 1 classrooms will operate with continuous provision in place. ○ Peripatetic staff will continue to support the delivery of the curriculum, namely in the areas of; <ul style="list-style-type: none"> ○ Learning Support – timetabled individual lessons 	✓	

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										<ul style="list-style-type: none"> ○ Sport – tennis and gymnastics within and supporting the games curriculum ○ Music – timetabled individual music lessons and curriculum lessons ○ Drama – timetabled individual LAMDA lessons ○ Language – timetabled class French lessons ○ The risks associated with the use of peripatetic staff have been discussed and assessed. ○ 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. 		
8.	Hobsons	✓	✓			✓	2	5	10-Medium	<ul style="list-style-type: none"> ○ There is a nurse on duty in Hobsons during working hours ○ If a member of staff is concerned about themselves or a pupil they should consult the nurse ○ If someone starts to show signs of being unwell PPE will be available, face shields, face masks, gloves aprons in Pre-Prep 	✓	
9.	Meetings		✓		✓	✓	1	5	5-Low	<ul style="list-style-type: none"> ○ All meetings that take place will be in a space large enough to accommodate the numbers attending 	✓	

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										<ul style="list-style-type: none"> Extra attention will be made to ensure good ventilation 		
10.	Staff Facilities		✓			✓	1	5	5-Low	<ul style="list-style-type: none"> It is recommended that there are not more than 6 people in the staff room at any one time 	✓	
11.	Safeguarding	✓				✓	1	5	5-Low	<ul style="list-style-type: none"> 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. 	✓	✓

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

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

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

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

Part B: Hazard Identification and Control Measures

Have any further significant hazards been identified?

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

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

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Have there been any incidents of persons being injured, since this risk assessment was last reviewed?	
If YES, how many?	
Date:	Accident
What, if any, additional safety measures need to be put in place?	
1. This assessment will be reviewed if other year groups are allowed to return in September	
2.	
3.	
Authorised by Head of Pre-prep– Signature: Joanna Chapman	Date: 18 th June 2020
And	
Operations Director– Signature: James Kirk	Date: 18 th June 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 of illness resulting in days off work, or major damage to property. |
| 5 | Fatality | → Death or loss of property/facility. |

Control Hierarchy

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

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

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

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

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

Review of Risk Assessments should always take place:

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