



St Edmunds College & Prep School – Risk Assessment

Department(s):	Prep School	Name of Assessor:	S Cartwright / H Gledhill
Purpose of RA:	Operating during Covid-19 Pandemic	Date Assessed:	12 th February 2021
References: St Edmund's College & Prep School Policies:	H&S Policy (2020/21) Fire Safety Policy (2020/21) Annex A (May 2020) First Aid Accident Reporting Illness Policy (2020/20) Medicines Policy (2020/21)	Review Date:	Constant
Other guidance (click on link to view):			
<i>Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (last updated 7 January 2021)</i> <i>Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (last updated 12 January 2021)</i> <i>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (last updated 14 December 2020)</i> <i>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable (last updated 11 January 2021)</i>			



Serial	Activity / Location	Hazards Identified	Existing Controls	Level of Risk/Is Risk Acceptable	Additional Control Measures	Level of Residual Risk/Is Risk Acceptable
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Risk of infection	<p>Hazard: Contamination from COVID-19.</p> <p>Affecting: All</p> <p>How: Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time at St Edmund's Prep School.</p>	<ul style="list-style-type: none"> • Adherence to government instructions regarding restricted access to onsite schooling for vulnerable children and children of critical workers only (online learning for all others). • Regular handwashing/sanitising must be undertaken. • Thorough daily cleaning regime. • Continue educating children on how to manage coughs and sneezes. • Control measures currently are in line with national guidelines for Infection control, cleaning, waste disposal, PPE and guidance on rigorous handwashing. • Ventilation – windows kept open where possible. • Sanitiser units in strategic places. • Dettol wipes and hand sanitiser gel in all classrooms and many other locations. • Form group bubbles implemented. • Limited, controlled access between the Prep school and the College** • Swimming pool closed. • Form 5 and 6 squad training cancelled. 	High/No	<p>This Risk Assessment has broken down the hazards in an attempt to reduce the risk to a level As Low As Reasonably Practicable (ALARP). While all attempts are being made to address every eventuality, this list cannot be seen as exhaustive.</p> <p><i>**Access to the Prep School and College is limited to Headmaster (MM), Headmaster (Prep) (SC), Deputy Head (FM), HR Director(s), Domestic Service Manager (SC) and her delegated staff, Safety Officer (HG) Holroyd Howe delegated staff and emergency maintenance staff under the direction of the Building Project Manager (IT) and Mr Hull under direction of SC or FM.</i></p> <p><i>All other visits are under strict invitation of Prep School Headmasters</i></p>	Low/Yes



	Risk of infection continued...		<ul style="list-style-type: none"> Regular voluntary Covid testing of staff with direct access to Prep children (Lateral Flow Test). 			
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2	Social Distancing guidance not adhered to.	<p>Hazard: While supporting children in managing their behaviour i.e. to remove objects from their mouths or picking them up if they have fallen, need comforting or approached by a child leaving staff vulnerable to contracting infection.</p> <p>Affecting: This is more of a problem in Early Years but may affect ALL</p> <p>How: Children' lack of understanding for the need to social distance, this may mean they get closer than the 2m to other children or staff.</p>	<ul style="list-style-type: none"> Staff will work from home where they can (in agreement with Prep Headmaster). Class sizes will not exceed 20 children. Classrooms that have been selected are spread across the school site. Staff aware of the distinct areas that they can and cannot use. Each group to use a different outdoor recreational area and be outside as much as possible. Stagger break / lunch timings. Children will observe social distancing guidelines wherever practicable around their designated dining area at lunchtime. All HH serving staff to continually maintain social distancing where possible. All HH serving staff are provided with PPE including gloves, aprons, hairnets and face mask. (This is not Government or PHE guidance for school staff but an additional precaution). 	Med/Yes	<p>'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 1 metre Plus apart from each other or staff. Schools should therefore work through the hierarchy of measures set out above:</p> <ul style="list-style-type: none"> avoiding contact with anyone with symptoms frequent hand cleaning and good respiratory hygiene practices regular cleaning of settings minimising contact and mixing <p>Staff are advised on arriving home that they remove their clothes and place them in a bag or pillowcase, wash them and have a shower after being in school (this is not government guidance for school staff but an additional precaution).</p>	Med/Yes



	Social Distancing guidance not adhered to continued...	<p>Hazard: Staff members not maintaining social distancing.</p> <p>Affecting: All</p> <p>How: Complacency, lack of knowledge of the 2m rule</p>	<ul style="list-style-type: none"> Visual cues to support children in understanding the 2m rule to be used, including floor markings and signs. Marker tape and/or Perspex-type screens for offices available upon request from the Health and Safety Officer Staff to hold meetings using virtual platforms such as Teams, Zoom where possible. Work areas re-arranged as necessary upon request to the Health and Safety Officer One way systems in place and marked when and where required. Staff members working flexibly during lockdown periods, thus staggering start and end times. Working from home where possible. 	Med/Yes		Med/Yes
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3	Contamination through poor	Hazard: Cross contamination, resulting in	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding children, staff and visitors to wash 	High/No	<ul style="list-style-type: none"> Implementation of GoJo type hand sanitisers at reception area 	Med/Yes



	hygiene, respiratory, touch.	introduction of COVID-19, leading to illness or death. Affecting: All	<p>their hands, e.g. before entering and leaving the school and at regular intervals throughout their time on site.</p> <ul style="list-style-type: none"> • Pre-recorded tannoy announcements periodically remind children and staff of protective measures. • Children, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 70% alcohol) and follow infection control procedures in accordance with the DfE/PHE. • Sufficient amounts of soap (or hand sanitiser where applicable), warm clean water and paper towels are supplied in all toilets and Common Room areas. • Prep school children are supervised by staff when washing their hands to ensure it is done correctly and regularly. Domestic staff are carrying out a thorough cleaning programme daily that follows and is compliant with COSHH and the Health and Safety Policy. • Domestic staff will remain on standby to address any emergency clean-ups. PPE has been made available for this eventuality. • Children in Forms 3-6 and staff wear face coverings when moving about the school and in public areas. • Teachers & Teaching Assistants wear face coverings if they are unable to maintain 2m 		<p>for use by visitors, staff and children.</p> <ul style="list-style-type: none"> • Hand sanitisers mounted outside specific entrances to ensure staff and visitors can disinfect before entry. • Programme of wipe down procedures of 'multi-touch' surfaces such as door handles, handrails etc morning before arrival, and after lunch break. (Under constant review). • Prep School have implemented cleaning of soft play areas. Outdoor sandpits have been removed from use. • A steam cleaner is available in the Prep to assist in the daily cleaning of toys. • The Domestic Services Manager monitors all cleaning work. • Holroyd Howe (HH) will produce a Health & Hygiene Risk Assessment highlighting their cleaning measures. • Avoid touching your nose, mouth or eyes with your hands! 	
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	Contamination through poor hygiene, respiratory, touch continued...		<p>from children during lessons, if appropriate.</p> <ul style="list-style-type: none"> • Non-teaching staff wear face coverings when moving around the school. • Length of school day reduced (no Breakfast or Tea Time Clubs). • Staff work from home where possible • Ensure all information / documentation is passed between individuals by electronic means wherever possible. • Drop zones in place where appropriate, for example incoming mail quarantined before distribution. 			
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4	Health issues or signs and symptoms	<p>Hazard: Possible infection /suspected contamination of Coronavirus.</p> <p>Affecting: All</p>	<ul style="list-style-type: none"> • All staff are vigilant to the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, lack of smell or taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of the virus. • All Clinically Extremely Vulnerable (CEV) members of staff and children are identified and in regular consultation with HR / H&S officer. • Pregnant members of staff are to liaise with Head of Department and refer to adjacent 	Med/Yes	<ul style="list-style-type: none"> • Staff advised not to enter the Prep School if they are feeling unwell or have been in close contact with any person who is unwell. <p>**Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).</p>	Med/Yes



	Health issues or signs and symptoms continued...		<p>guidance**</p> <ul style="list-style-type: none"> Any child who displays signs of being unwell such as having a cough, fever, difficulty in breathing, lack of smell or taste will be referred to the Infirmary or Prep School nurse immediately. Any staff member who displays signs of being unwell, such as having a cough, fever, lack of smell or taste difficulty in breathing should immediately self-isolate in accordance with government guidelines. Ensure that any unwell children are moved to a quieter area of the Prep, away from others and are supervised at all times until collected. The relevant member of staff calls for emergency assistance immediately if children's symptoms worsen. A relevant member of staff informs the parents of unwell children as soon as possible and of the situation and symptoms. Where contact with a child's parents cannot be made, appropriate procedures are followed while remaining within Government Guidelines. Areas used by unwell staff and children who need to go home are appropriately cleaned and aired once vacated. If unwell children and staff are waiting to go 		<p>The Royal College of Obstetrics and Gynaecology (RCOG) has published <u>occupational health advice for employers and pregnant women</u>.</p> <ul style="list-style-type: none"> The HR Department will address these in the first instance. In the first instance Prep School staff should notify the Prep Infirmary Nurse who will isolate the individual until collected (area in Tea Time club with own toilet facilities). The Nurse must wear full PPE while dealing with staff or children suspected of showing COVID-19 symptoms. Public Health England is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). 	
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	Health issues or signs and symptoms continued...		<p>home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</p> <ul style="list-style-type: none">• Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents, the parents are advised to contact NHS 111 immediately or call 999/112 if the child or others in their household becomes seriously ill or their life is at risk.• Any members of staff who display signs of infection are sent home immediately and are advised to contact immediately or call 999 if their symptoms worsen or their life is at risk. <u>NHS-Test and Trace</u>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, will be administered in accordance with the Medications Policy.			
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5	Spread of infection.	<p>Hazard: Possible cross contamination of Coronavirus.</p> <p>Affecting: All</p>	<ul style="list-style-type: none"> Social Distancing rules must be adhered to. A distance of 2 metres should be maintained wherever possible. Sport, Drama & Music are permitted only in line with current guidance from relevant authorities. Parents are informed not to bring their children into school or onto the school premises if they develop a new continuous cough or temperature. Spillages of bodily fluids, e.g. respiratory and nasal discharges, faeces or blood are cleaned up immediately by staff using the necessary PPE. Staff and children do not return to school before the minimum recommended quarantine period (or the 'self-isolation' period) has passed, in line with the local and national guidance (currently 10 days as at 12th January 2021). Children who are unwell should not attend trips or be permitted into public areas used for teaching. Parents notify the Prep nurse if their child has an impaired immune system or a similar 	Med/Yes	<p>Whilst every effort is made to ensure social distancing is maintained, it must be pointed out that in many areas, such as the Prep School and early years children cannot be expected to remain 2 metres apart.</p> <ul style="list-style-type: none"> Bio-Hazard Spills kits are held at the Domestic Managers office (bags also held in Reception areas). These should only be used by domestic cleaning staff. All potential Bio waste will be double bagged, quarantined for 72hrs and then safely disposed of by the Domestic Services department. <p>** In the case of an impaired immune system, it may be the Prep's recommendation that the individual remain in self-isolation.</p>	Med/Yes



	Spread of infection continued...		<p>medical condition**</p> <ul style="list-style-type: none"> The Infirmary, in liaison with the individuals' medical professionals where necessary, reviews the needs of children and staff who are vulnerable to infections. The Headmaster or Deputy Head, in liaison with the child's parents and H&S Officer, put any additional provisions for children who are extremely vulnerable to infections in place, where necessary. Disposal of potentially contaminated materials/waste is in place. 			
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6	Infectious virus poor management	<p>Hazard: Possible contamination of Coronavirus leading to illness or death.</p> <p>Affecting: All</p>	<ul style="list-style-type: none"> Everyone should be responsible for monitoring themselves and others. They should be vigilant for signs of similar symptoms should a child or staff member be sent home with suspected coronavirus. Staff should report concerns about their own, a colleague, or a children's symptoms to the Infirmary, their line manager or their own chain of command immediately. The school must be consistent in its approach to the management of suspected cases of coronavirus. 	Med/Yes	All communication with the press or other outside agencies should be directed through the Headmaster in the first instance.	Med/Yes



	Infectious virus Poor Management continued...		<ul style="list-style-type: none"> A parent must inform the Head via the school office when their child returns to school after having coronavirus. The Prep nurse will keep a confidential record of these. Staff will inform the Headmaster, Deputy Head and HR, when they plan to return to work after having coronavirus. The Prep Headmaster will in turn advise the Senior Deputy Head at the College. The Domestic Service Manager monitors cleaning standards around the school. Regular reviews of all cleaning and hygiene procedures to ensure compliance with government guidance. 			
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7	Normal medical needs	<p>Hazard: Children requiring any prescribed or emergency medication, such as inhaler's, Epi-Pen.</p> <p>Affecting: All</p>	<ul style="list-style-type: none"> Staff and children with any of these needs must be identified on the staff and child rota. Vulnerable children and staff should be assessed and categorised as either, Clinically Vulnerable, or Clinically Extremely Vulnerable. CEV staff and children will be given the option to leave the Prep during suspected infection until either a negative or positive test are confirmed. Staff / children who were previously shielding, on returning to college. The college 	Low/Yes	<ul style="list-style-type: none"> All medication will be under the guidance and supervision of the Prep School nurse. <p>Staff who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not 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, most recently in November 2020.</p>	Low/Yes



	Normal medical needs continued...		<p>will discuss arrangements / concerns with individuals to provide assurance and consultation of possible control measures.</p> <ul style="list-style-type: none">• Individuals under the care of specialist health professionals are recommended to discuss care at their next planned clinical appointment before returning.		<p>Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that 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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8	Emergency action	Affecting: All	<ul style="list-style-type: none"> All staff and children' emergency contact details are up-to-date, including alternative emergency contact details, where required. Children' parents are contacted as soon as practicable in the event of an emergency. Staff and children' alternative contacts are notified where their primary emergency contact cannot be contacted. The school has an up-to-date First Aid Policy in place that outlines the management of medical emergencies. Medical emergencies are managed in line with this policy. 	Low/Yes	<ul style="list-style-type: none"> Staff and Parents must ensure that the Prep is notified immediately of any changes to their contact details. 	Low/Yes
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9	Classrooms, General Prep & College buildings or grounds.	<p>Hazard: Fire. The effects of smoke or fire leading to smoke Inhalation or death.</p> <p>Affecting: All</p>	<ul style="list-style-type: none"> Specific fire risk assessments for each part of the College and the Prep School. Regular fire drills. All staff current on fire actions. Changes have been made to Fire Assembly Points to aid social distancing. 	Low/Yes	<ul style="list-style-type: none"> PAS 79 fire risk assessment with specific (temporary) Annex for changes due to the current needs in place for COVID-19. A Fire Practice will take place within the first few days of a new term to ensure that, all understand temporary changes. 	Low/Yes
10	Vehicle Pick up and drop off throughout	Hazard: Collision with children or other pedestrians leading to injury	<ul style="list-style-type: none"> All Prep school children will be escorted into the school by a member of staff. 	Low/Yes	<ul style="list-style-type: none"> Ensure the correct drop off and pick-up point is identified before 	Low/Yes



	College and Prep.	<p>or death.</p> <p>Risk of cross contamination during drop off and pick up's.</p> <p>Affecting: All</p>	<ul style="list-style-type: none"> • All vehicles should drop off at soft-drop areas wherever possible. • All parents/carers should remain behind barriers/visual cues while satisfying the social distancing rules. • The 5mph speed limit on College ground. 		<p>arriving on Prep grounds to reduce congestion.</p>	
11	Wellbeing of staff and children	<p>Hazard: Possible distress leading absence due to mental stress.</p> <p>Affecting: All</p>	<ul style="list-style-type: none"> • Access to various mental wellbeing websites. • Access to college listeners, HoD, Gareth West, HR, Paula Pierce. 	Med/Yes	<ul style="list-style-type: none"> • The Prep well-being page, on our website, here. • NHS, Every Mind Matters, here. • Mind, the mental health charity, here. • The Mental Health Foundation's website, here. 	Med/Yes
12	Visitors to the Prep School	<p>Hazard: Possible cross contamination</p> <p>Affecting: All</p>	<ul style="list-style-type: none"> • All visits to the Prep are pre-arranged through the front office and school staff are made aware of the date of the visits. These dates are restricted to as few as possible. • Masks to be worn by all visitors in communal areas. • Government advice with regards to hygiene measures, variants etc is adhered to at all times. • Specific rooms allocated to visitors on the day – Library, Meeting Room and IT Room. These will be clearly marked. Separate toilet facilities for visitors. • Cleaning - Rooms (including toilets) cleaned before and after visit. Alcohol gel, tissues and wipes placed in rooms for use throughout. 	Med/Yes	<ul style="list-style-type: none"> • 	Med/Yes



			<ul style="list-style-type: none">• Staggered arrival times.• Clear entrance and exit points in and out of Prep (Prep front door and Meeting Room respectively).• Refreshments and food provided will be packaged individually.• Staff to sanitise hands prior to handling any documentation provided by parents/student applicants.			
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Risk Rating: **Low** **Med** **High**

This is not an exhaustive risk assessment. The user should add to their specific environments needs, any control measure that they believe would reduce the risk of hazard in their own role to ALARP.

Please use the 5 step guide below or contact The H&S Officer on 4289 or email: hgledhill@stedmundscollege.org for further guidance.

	Name	Position / Role	Date	Signature
Existing & additional controls agreed	H Gledhill	H&S / Fire Officer	25 th August 2020	
Additional controls implemented: Risks and control measures re-assessed and updated.	S. Cartwright	Headmaster of Prep School	13 th January 2021	
Additional controls implemented: Risks and control measures re-assessed and updated.	S. Cartwright	Headmaster of the Prep School	8 th February 2021	
Additional controls implemented: Risks and control measures re-assessed and updated.	S. Cartwright	Headmaster of the Prep School	12 th February 2021	

Staff Signatures				
5 Step Guide to Risk Assessment Step1: Identify the hazards Step2: Decide who might be harmed and how Step3: Evaluate the risks and decide on precautions Step4: Record your findings and implement them	Name	Position / Role	Date	Signature



Step5: Review your assessment and update if necessary				
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