

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):

Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (last updated 7 January 2021)

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (last updated 12 January 2021)

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) (last updated 14 December 2020)

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable (last updated 11 January 2021)

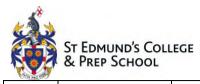


Serial	Activity / Location	Hazards Identified	Existing Controls	Level of Risk/Is Risk Acceptable	Additional Control Measures	Level of Residual Risk/Is Risk Acceptable
(a)	(b)	(c)	(d)	(e)	(f)	(g)
	Risk of infection	Hazard: Contamination from COVID-19. Affecting: All How: Potentially all adults and children are at risk of catching the virus and/or spreading the virus during their time at St Edmund's Prep School.	 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	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. **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. All other visits are under strict invitation of Prep School Headmasters	Low/Yes



	Risk of infection continued		 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.	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. Affecting: This is more of a problem in Early Years but may affect ALL 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.	 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	'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: • avoiding contact with anyone with symptoms • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing 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).	Med/Yes

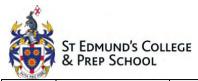


Social Distancing guidance not adhered to continued		risual cues to support children in nderstanding the 2m rule to be used, ncluding floor markings and signs.	
	Hazard: Staff members not maintaining social distancing.	Marker tape and/or Perspex-type screens for offices available upon request from the Health and Safety Officer	Med/Yes
	Affecting: All	Staff to hold meetings using virtual platforms such as Teams, Zoom where possible.	
	How: Complacency, lack of knowledge of the 2m rule	Nork 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 ockdown periods, thus staggering start and end times. Working from home where possible.	

Se	rial	Activity / Location	Hazards Identified	Existing Controls	Level of Risk/Is Risk Acceptable	Additional Control Measures	Level of Residual Risk/Is Risk Acceptable
	3	Contamination through poor	Hazard: Cross contamination, resulting in	Posters are displayed throughout the school reminding children, staff and visitors to wash	High/No	Implementation of GoJo type hand sanitisers at reception area	Med/Yes



hygiene,	introduction of COVID-19,	their hands, e.g. before entering and leaving	for use by visitors, staff and	
respiratory,	leading to illness or death.	the school and at regular intervals	children.	
touch.		throughout their time on site.	Hand sanitisers mounted outside	
	Affecting: All	Due recorded to a recorded	specific entrances to ensure staff	
		Pre-recorded tannoy announcements	and visitors can disinfect before	
		periodically remind children and staff of	entry.	
		protective measures.	Programme of wipe down	
		Children, staff and visitors are encouraged to	procedures of 'multi-touch'	
		wash their hands with soap or alcohol-based	surfaces such as door handles,	
		sanitiser (that contains no less than 70%	handrails etc morning before	
		alcohol) and follow infection control	arrival, and after lunch break.	
		procedures in accordance with the DfE/PHE.	(Under constant review).	
		procedures in accordance with the Die/Phe.	Prep School have implemented	
		Sufficient amounts of soap (or hand sanitiser	cleaning of soft play areas.	
		where applicable), warm clean water and	Outdoor sandpits have been	
		paper towels are supplied in all toilets and	removed from use.	
			Common Room areas.	A steam cleaner is available in the
			Prep to assist in the daily cleaning	
		Prep school children are supervised by staff	of toys.	
		when washing their hands to ensure it is		
		done correctly and regularly.Domestic staff	The Domestic Services Manager	
		are carrying out a thorough cleaning	monitors all cleaning work.	
		programme daily that follows and is		
		compliant with COSHH and the Health and	Holroyd Howe (HH) will produce a	
		Safety Policy.	Health & Hygiene Risk Assessment	
		a Domostic staff will remain on standby to	highlighting their cleaning	
		Domestic staff will remain on standby to	measures.	
		address any emergency clean-ups. PPE has		
		been made available for this eventuality.	Avoid touching your nose, mouth	
		Children in Forms 3-6 and staff wear face	or eyes with your hands!	
		coverings when moving about the school		
		and in public areas.		
		Teachers & Teaching Assistants wear face		
		coverings if they are unable to maintain 2m		

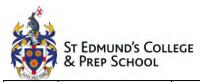


Contamination through poor hygiene, respiratory, touch continued	 from children during lessons, if appropriate. Non-teaching staff wear face coverings when moving around the school. Length of school day reduced (no Breakfast or Tea Time Clubs). Staff work from home where possible 	
	 Ensure all information / documentation is passed between individuals by electronic means wherever possible. Drop zones in place where appropriate, for example incoming mail quarantined before distribution. 	

Serial	Activity / Location	Hazards Identified	Existing Controls	Level of Risk/Is Risk Acceptable	Additional Control Measures	Level of Residual Risk/Is Risk Acceptable
4	Health issues or signs and symptoms	Hazard: Possible infection /suspected contamination of Coronavirus. Affecting: All	 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	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. **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).	Med/Yes



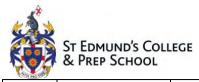
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Health issues or	guidance**	The Royal College of Obstetrics and
signs and	Any child who displays signs of being unwell	Gynaecology (RCOG) has
symptoms continued	such as having a cough, fever, difficulty in	published <u>occupational health advice</u> for employers and pregnant women.
continued	breathing, lack of smell or taste will be	ioi empioyers and pregnant women.
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	referred to the Infirmary or Prep School	The HR Department will address
	nurse immediately.	these in the first instance.
	Any staff member who displays signs of	
	being unwell, such as having a cough, fever,	In the first instance Prep School
	lack of smell or taste difficulty in breathing	staff should notify the Prep
	should immediately self-isolate in	Infirmary Nurse who will isolate
	·	the individual until collected (area in Tea Time club with own toilet
	accordance with government guidelines.	facilities). The Nurse must wear
	Ensure that any unwell children are moved	full PPE while dealing with staff or
	to a quieter area of the Prep, away from	children suspected of showing
	others and are supervised at all times until	COVID-19 symptoms.
	collected.	
		Public Health England is clear that
	The relevant member of staff calls for	routinely taking the temperature of children is not recommended as
	emergency assistance immediately if	this is an unreliable method for
	children' symptoms worsen.	identifying coronavirus (COVID-
	A relevant member of staff informs the	19).
	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.	
	Government duidennes.	
	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	



			home, they are instructed to use different		
1	Health issues or		toilets to the rest of the school to minimise		
	signs and		the spread of infection.		
	symptoms		·		
	continued	•	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.		
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		•	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.		
			NHS-Test and Trace		
		•	Any medication given to ease the unwell		
			individual's symptoms, e.g. paracetamol, will		
			be administered in accordance with the		
			Medications Policy.		

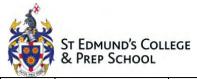


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5	Spread of infection.	Hazard: Possible cross contamination of Coronavirus. Affecting: All	 Social Distancing rules must be adhered to. A distance of 2 metres should be maintained wherever possible. Sport, Drama & Music are permitted only in line with 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. 	Med/Yes	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. 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.	Med/Yes
			 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 		** In the case of an impaired immune system, it may be the Prep's recommendation that the individual remain in self-isolation.	



Spread of infection continued	 medical condition** 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	Hazard: Possible contamination of Coronavirus leading to illness or death. Affecting: All	 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' 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	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. 	

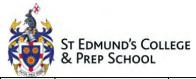
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7	Normal medical needs	Hazard: Children requiring any prescribed or emergency medication, such as inhaler's, Epi-Pen. Affecting: All	 Staff and children with any of these needs must be identified on the staff and child rota. Vulnerable children and 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	All medication will be under the guidance and supervision of the Prep School nurse. 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.	Low/Yes



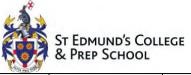
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Normal medical needs continued	will discuss arrangements / concerns with individuals to provide assurance and consultation of possible control measures. Individuals under the care of specialist health professionals are recommended to discuss care at their next planned clinical appointment before returning.	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. 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.	



Serial	Activity / Location	Hazards Identified	Existing Controls	Level of Risk/Is Risk Acceptable	/Is Risk Additional Control Measures	
8	Emergency action	Affecting: All	 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	Staff and Parents must ensure that the Prep is notified immediately of any changes to their contact details.	Low/Yes
Serial	Activity / Location	Hazards Identified	Existing Controls	Level of Risk/Is Risk Acceptable	Additional Control Measures	Level of Residual Risk/Is Risk Acceptable
9	Classrooms, General Prep & College buildings or grounds.	Hazard: Fire. The effects of smoke or fire leading to smoke Inhalation or death. Affecting: All	 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	 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	All Prep school children will be escorted into the school by a member of staff.	Low/Yes	Ensure the correct drop off and pick-up point is identified before	Low/Yes



Company	College and Prep.	or death. Risk of cross contamination during drop off and pick up's. Affecting: All	 All vehicles should drop of 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. 		arriving on Prep grounds to reduce congestion.	
11	Wellbeing of staff and children	Hazard: Possible distress leading absence due to mental stress. Affecting: All	 Access to various mental wellbeing websites. Access to college listeners, HoD, Gareth West, HR, Paula Pierce. 	Med/Yes	 The Prep well-being page, on our website, <u>here</u>. NHS, Every Mind Matters, <u>here</u>. Mind, the mental health charity, <u>here</u>. The Mental Health Foundation's website, <u>here</u>. 	Med/Yes
12	Visitors to the Prep School	Hazard: Possible cross contamination Affecting: All	 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		Med/Yes



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		 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. 		



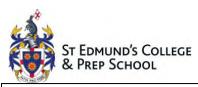
Risk Rating: Low Med High

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	Name	Position / Role	Data	Signaturo		
Step1: Identify the hazards	Name	Position / Role	Date	Signature		
Step2: Decide who might be harmed and how						
Step3: Evaluate the risks and decide on precautions						
Step4: Record your findings and implement them						



Step5: Review your assessment and update if necessary