

# STAINES PREPARATORY SCHOOL



## COVID-19 Medical Risk Assessment

<b>Review Procedure:</b>	Reviewed daily prior to School opening on 1 <sup>st</sup> September 2020.
<b>Persons Responsible: Business Manager</b>	Jon Philpott
<b>Reviewed</b>	14.9.20
<b>Approved by: Headmistress</b>	Samantha Sawyer

## 1<sup>st</sup> September COVID-19 Medical Risk Assessment – All year groups

<b>Location / Site</b>	Staines Preparatory School 3 Gresham Road, Staines-Upon-Thames TW18 2BT.
<b>Activity / Procedure</b>	Reopening up to whole school
<b>Assessment date</b>	24 <sup>th</sup> August 2020 until opening – constant review

This Risk Assessment has been created and updated reflecting the latest Government guidance available on the following website:

<https://www.gov.uk/coronavirus/education-and-childcare>

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Our normal medical procedures will apply</li> <li>2. Each area will have a full stocked First Aid Kit</li> </ol>			

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Posters are in place and rules communicated to pupils</li> <li>2. Sealed bins in classroom for tissues</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>No / insufficient staff supervising / supporting normal medical staff</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All staff on-site and are first aid trained – EYFS and Lower School Staff are paediatric trained</li> <li>2. First aid boxes on-site across the site</li> <li>3. Teaching Staff will administer basic first aid and inform Welfare Office, who will follow procedures in line with Welfare Policy. Pupils where necessary will be asked to self-administer very basic first aid</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All staff first aid trained</li> <li>2. Two isolation and monitoring rooms for suspected COVID -19 cases</li> <li>3.</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Insufficient First Aid trained personnel (ratio) for pupils in school</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All staff trained in first aid</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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<b>Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. First Aid will be delivered in classroom for basic level first aid– normal procedures are followed.</li> <li>2. Higher level First aid treatment will be administered in the Welfare room by TC</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Medical room improperly equipped.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Checked by medical staff prior to closure – usage will be monitored.</li> <li>2. Reception/Welfare staff conduct weekly stock take and Learning Support Assistants to check individual first aid boxes for to re-order as necessary.</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Pupils not wearing PPE</li> <li>2. Disposal of PPE will be double bagged and placed in clinical waste bin situated in Welfare room</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Sickness management rules and the “don’t come to work if you are ill” not understood or observed</b>			

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Standard school policy applies			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Different age groups with different risk profiles for each group of staff and pupils not risk assessed?</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Individual children are risk assessed</li> <li>2. Medical records are cross referenced with pupils attending and medicine checked</li> <li>3. Early years have access to outside area</li> <li>4. Classroom risk assessments</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>School unaware of any staff and pupil pre-existing medical conditions.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. All staff completed questionnaire and expected to declared any pre-existing medical conditions which meets the vulnerable or critically vulnerable guidelines</li> <li>2. Parents informed not to send children if shielding or vulnerable household member</li> <li>3. Individual families contacted to seek medical advice before child returns to school</li> <li>4. Home School Agreement</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).</b>			

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff, Parent &amp; pupil survey sent out on 27<sup>th</sup> of May and responses received.</li> <li>2. New Home School Agreement for September 2020 has been signed.</li> <li>3. eSchools – all current government guidance added to the General Information page.</li> <li>4. Office are contacting parents who do not provide sufficient information when calling in to report an absence.</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Staff, Parent &amp; pupil survey sent out on 27<sup>th</sup> of May and responses received.</li> <li>2. New Home School Agreement for September 2020 has been signed.</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. This will be recorded by the Welfare Office on a daily basis</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.</b>			

<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Normal school communication procedures apply			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Insufficient proof of shielding and individual conditions?</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. The school will request if required.			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>No separate area for holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Separate entrances and exits and holding area with social distancing markers</li> <li>2. Welfare room used for isolation of pupils if display symptoms prior to parents picking up</li> <li>3. Additional rooms include Boardroom and Library. All rooms have separate risk assessment and are included in the Welfare Policy.</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
1. Normal procedures apply	

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
1. School would prefer these are not scheduled in school time.			

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Learning Support Assistants monitor visits to toilets and more frequent trips to the toilet</li> <li>2. Reminders and training for handwashing each day and supervised within the classroom</li> </ol>			

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
<b>Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.</b>			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Wherever possible contractors are not allowed on site during school time.</li> <li>2. If this is required due to existing or emergency works process will be managed by the Facilities Manager</li> </ol>			



<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. PPE &amp; cleaning material supplied by school</li> <li>2. Cleaning materials are COSH assessed where required</li> <li>3. Stock take of cleaning products</li> </ol>			

<b><u>Identify hazard</u></b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Pupils and staff clothing should be kept clean at all times and children should wear a clean shirt every day. It is not expected that uniforms are cleaned more often than usual, however, children should always come to school looking smart, wearing clean uniform</li> <li>2. New Home school agreement September 2020</li> </ol>			