

STAINES PREPARATORY SCHOOL



Pupil, Parent & Staff Risk Assessment All year groups

Review Procedure:	Reviewed daily prior to School opening on 1st September 2020.
Persons Responsible: Business Manager	Jon Philpott
Approved by: Headmistress	Samantha Sawyer 24th August 2020

Pupil, Parent & Staff Risk Assessment – All year groups

Location / Site	Staines Preparatory School 3 Gresham Road, Staines-Upon-Thames TW18 2BT.
Activity / Procedure	Reopening up to whole school
Assessment date	20 th 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>

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Communication channels not working and not being reviewed. (Email, text, facebook etc).			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All communication channels are following normal school procedures 2. Class teachers providing updates to pupils 3. Regular review on-going 			

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All communication channels are following normal school procedures 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Business Manager assigned to be COVID-19 Officer 2. SLT will review processes weekly 3. Contact details available for staff & Governors 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
No system to communicate with parents and staff that have not returned to school for fear of infection.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Will continue to use same school communication channels 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of knowledge of where pupils / staff have travelled from (other than home and school)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Home School agreement requires pupils parents to adhere to school guidance 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards			

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> 1. COVID 19 Behaviour policy Addendum. 2. Posters located throughout school 3. Daily communications from Teachers to pupils 4. Home School agreement 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Symptoms of COVID-19 displayed around the school to staff. Continue to update as Government guidance is revised. 2. Staff training provided on the 1st September 2020 3. Risk Assessments provided to all school staff 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Schools own transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. No school transport being used for trips or activities 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
At drop-off and pick-up parents adhere to social distancing and allocated drop off and pick-up times and SD outside gates and entrances			

Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. Parents are required to park and walk and stay within the SD markers when dropping off their children at designated time			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Wherever possible we will still operate a one way systems in busy areas of corridors and where we are able to do so. Where this is not possible, corridors and stairs will be labelled ‘Keep Left’ or ‘Keep Right’. Considerations for children moving around the school will be reviewed and monitored. 2. Playgrounds/outside space allocated to bubbles 3. Year groups have different entrance and exit to building 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Learning and recreational spaces not configured to SD rules.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1. School has created separate guidance and risk assessment for Social Distancing			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.			
Existing level of risk		Consider current level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Teaching from normal plan for Year Groups 2. School day shorter than normal when allowing for drop offs and pick-ups 3. Early Years and Year 1 have outdoor provision available directly from classroom 			

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
No system in place to deal with bereavements, trauma, anxiety, behavioural issues.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. We have an ELSA on-site and teachers will have circle time each day to give pupils an opportunity to discuss what is going on in their lives 2. Staff trained on bereavement 3. School has a bereavement policy 			