

# STAINES PREPARATORY SCHOOL



## **Pupils and Staff Safety Risk Assessment All year groups**

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

## 1<sup>st</sup> September Re-opening Pupils & Staff Safety 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>Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.</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. Safeguarding policy has an addendum created for COVID-19 by DSL. Available on website.</li> <li>2. Sufficient staffing levels on site to operate effectively in the new COVID-19 re-opening set-up.</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>DSL and DDSL not easily contacted and their contact information not known to all.</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. DSL is Hannah Miles, all DDSLs can be contacted by phoning the school office or e-mail (parents), Staff to follow normal procedures</li> </ol>			

2. DDSLs are Samantha Sawyer, Kazem Modaberi, Kerry-Anne Du Toit, Andrea Reader & Kelly Roberts. All can be contacted using normal procedures
3. DSL will report with S.Sawyer weekly and on individual referrals

<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 COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.</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. All of the above are covered by the SPS phased return to school policy published on our website and the associated Risk Assessments			

<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>Fire drills, routes and assembly points not rehearsed</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. Routes and Assembly points remain unchanged 2. Fire drill will take place in September 2020			

<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>Needs of each age group and class not considered separately in terms of support, activities and facilities.</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. Early Years have outdoor provision available directly from classroom 2. All other years groups have access to sinks and constant handwashing 3. Each year group is allocated separate toilets 4. Teaching from normal plan for Year group			

5. Vulnerable children are placed with class teacher wherever possible

<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 new staff and pupil induction. Registration and recruitment processes not adapted or compliant.</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. New staff recruited for Autumn term using updated COVID-19 policy</li> <li>2. School following Safer Recruitment 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>SCR and required documents not properly verified or recorded.</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. New staff recruited for autumn term using updated COVID-19 policy, original copies of documents will be verified before starting role in September.</li> <li>2. School following Safer Recruitment 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>Plans to working and learning outside not fully considered</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. Outdoor learning will be planned following timetable allocation</li> <li>2. Planned PE activity time</li> <li>3. Each Year group will be allocated different outside play areas.</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>Opportunities for non contact sport, adventure play, Forest School, gardening etc. not regulated or considered</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. Forest School will follow existing Risk Assessment and this is timetabled for this term</li> <li>2. Active time is timetabled across all of the school each day which can be taken outside.</li> <li>3. Sports Lead will provide a non-contact activity list which takes into consideration social distancing</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>Sporting, play and SD rules unclear to staff, pupils, parents and visitors.</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 social distancing Govt. guidelines will apply– staff are having training day on 1<sup>st</sup> September and these will be communicated to parents and pupils.</li> <li>2. Bubble rules still apply on any outside activities</li> <li>3. Markings on floor and one way systems where possible</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>Drama, dance and music activities not applying SD or hygiene rules</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW ( activities at home)</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. School has a separate music risk assessment</li> <li>2. Dance comes under active time</li> <li>3. Limited drama activity and this will be contained within each bubble</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>Risk assessment for sport, play, drama, dance and music activities not properly formulated</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. Risk Assessment to be carried out by PE lead for all outdoor sporting activities			

<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>Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc.) timings, SD and purpose.</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>Staff to receive training on 1<sup>st</sup> September 2020 regarding the use of staffroom/communal rooms, photocopiers etc.</li> <li>Staff will have designated times to use these facilities.</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>Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.</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. All maintenance programs have been continued through closure and equipment has been serviced as per our annual schedule.			

<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>Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood 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. These routes have been communicated via e-mail</li> <li>2. Signs will be placed around the school</li> <li>3. Contractors to come via main reception as per our contractors on site policy</li> <li>4. No visitors permitted in school without Headmistress’s permission</li> <li>5. All visitors must wear a face mask unless exempt</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>Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.</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. Playgrounds/outside space allocated to bubbles</li> <li>2. Year groups have different entrance and exit to building</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>Classrooms do not reflect SD layout, PPE, screening and regular cleaning rules.</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. Classroom have been set up with Government recommended distances and markings on floor</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>Minimising contact and mixing not effective in the classroom and during breaks</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 timings for breaks and lunch</li> </ol>			

2. Children are reminded daily with regard to SD

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>No regular breaks for handwashing during the school day.</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>Control measures</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. Classrooms in use have sinks and paper towel dispensers</li> <li>2. Training will be given at the start of each day on how to wash hands for 20 seconds</li> <li>3. Posters in classrooms, bathrooms and around the school</li> <li>4. Classrooms will be provided will alcohol hand sanitizer</li> </ol>			

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.</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>Control measures</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. Hand sanitiser at each entrance point</li> <li>2. Classroom will have hand sanitiser</li> <li>3. Children will wash and dry hands with disposable paper towels</li> <li>4. Closed lidded bins used for tissues and paper towel disposal</li> <li>5. Wall mounted hand sanitisers placed in corridors</li> </ol>			

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<b>Hygiene stations not stocked, checked and cleaned regularly.</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>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
1) Facilities Manager will keep an inventory and re-order as appropriate			



<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>Unnecessary items not removed from classrooms and other learning environments</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. All soft furnishing and resources and books not required, stored safely elsewhere			

<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>Soft furnishings, soft toys and items that are hard to clean not removed and stored securely</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. All soft furnishing and resources and books not required are either stored safely elsewhere or sealed			

<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>Staff unable to manage, whilst in the transition phase, both in school and remote learning</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	
2. Kept same timetable and curriculum for on-site and on-line teaching 3. Upper and lower school staff meetings weekly to highlight any concerns 4. Daily SLT call will monitor staff feedback/welfare			

<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>Assemblies, break times, drop-off and collection times not sufficiently well staggered</b>			
<b>Existing level of risk</b>		Consider current level of risk	

HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. No assemblies or group meetings</li> <li>2. Drop off and pick-ups by Year Groups</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>Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. Each Year Group has a designated eating time</li> <li>2. Cleaning between each session</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 advice for vulnerable staff and children not being followed and insufficient support both at school / home.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<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. Parents have been e-mailed, risk assessments will be created as appropriate</li> <li>2. Children with medical conditions parents have been contacted and asked to seek medical advice</li> <li>3. Staff have also been contacted to ascertain if they are vulnerable – no staff under this category will be in school</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>Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.</b>			
<b>Existing level of risk</b>		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<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. Sarah Pearce providing staff support as appropriate as she is mental health first aider</li> <li>2. Pupils will have PSHEE lessons on mental health and well-being</li> <li>3. PSHEE coordinator and ELSA to provide additional recourse if required</li> <li>4. Health Assure program in place for all staff</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>Re-scheduling of activities not operating efficiently or safely due to SD rules and timings</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. Reviewed by SLT on a daily basis</li> </ol>			