



St Edmunds College & Prep School – Risk Assessment

Department(s): College

Name of Assessor: H. Gledhill / M. Mostyn

Purpose of RA: Revised RA for the re-opening of the College & Prep School following (COVID-19) shutdown

Date Assessed: 4th March 2021.

References: St Edmund's College & Prep School Policies:

Review Date: **Constant**

- H&S Policy (2020/21)
- Fire Safety Policy (2020/21) Annex A (May 2020)
- First Aid Accident Reporting Illness Policy (2020/21)
- Medicines Policy (2020/21)

[Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](#) (updated 30 December 2020)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) (1 June 2020)

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

[Schools coronavirus \(COVID-19\) operational guidance \(February 2021\)](#)

[Guidance: Schools and Childcare Settings: Return in January 2021](#) (17 December 2020)

Serial	Activity / Location	Hazards Identified	Existing Controls	Is Risk Acceptable Yes/No	Additional Control Measures	Residual Risk Acceptable Yes/No
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Risk of Infection College	<p>Contamination from COVID-19</p> <p><i>Potentially all adults and pupils are at risk of catching the virus and/or spreading the virus during their time at St Edmund's Prep School.</i></p> <p>Affecting: All</p>	<ul style="list-style-type: none"> • Regular handwashing/sanitising must be undertaken. • Thorough daily cleaning. • Contact points (e.g. door handles) cleaned every few hours • Ventilation – windows kept open where possible • Continue educating the pupils on how to 	MED YES	<p>This Risk Assessment will break down the hazards in an attempt to reduce the risk to a level As Low As Reasonably Practicable (ALARP).</p> <p>While all attempts are being made to address every eventuality, this risk assessment cannot be seen as exhaustive.</p> <ul style="list-style-type: none"> • Pupils, staff and other adults will not be allowed into the school if: <ol style="list-style-type: none"> 1. they have one or more 	YES LOW



			<p>manage coughs and sneezing.</p> <ul style="list-style-type: none"> Control measures currently are in line with National Guidelines for Infection control, cleaning, waste disposal, PPE and guidance on rigorous handwashing. Limited controlled access between the Prep school and the College. Implementation of Year bubbles Sanitiser units in strategic places Dettol wipes and hand sanitiser gel in all classrooms and many other locations Staff regularly remind pupils to wash hands / sanitise 	<p>MED YES</p>	<p>coronavirus (COVID-19) symptoms</p> <ol style="list-style-type: none"> a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms they are required to quarantine having recently visited countries outside the Common Travel Area they have had a positive test. <ul style="list-style-type: none"> Access to the College by members of the Prep School is limited to Headmaster (Prep) (SC), Deputy Head (FM), and Chris Hull, under direction of SC 	<p>YES LOW</p>
<p>2</p>	<p>Social Distancing Guidance not adhered to</p>	<p>While supporting pupils in managing their behaviour i.e. inspecting work or one on one supervision, leaving staff vulnerable to contracting infection.</p>	<ul style="list-style-type: none"> Class sizes will not exceed 24 children. Classrooms that have been selected are spread across the school site. Classrooms have been laid out to facilitate social distancing. Each group to use a different outdoor recreational area and be outside as much 	<p>YES MED</p>	<p><i>'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 1 metres Plus apart from each other or staff. Schools should therefore work through the hierarchy of measures set out above:</i></p> <ul style="list-style-type: none"> avoiding contact with anyone with symptoms 	<p>YES LOW</p>



		<p>Affecting: ALL due to: Pupils' lack of understanding for the need to social distance, this may mean they get closer than the 2m to other pupils or staff.</p>	<p>as possible.</p> <ul style="list-style-type: none"> • One-way systems are in place around the buildings to reduce passing in corridors. • Stagger lunch timings. • Pupils will observe social distancing guidelines wherever possible around their designated dining area at lunchtime. • Lines to mark out 2 & 1m distancing in queues will be visible at the hotplates and monitored. • All HH serving staff to continually maintain social distancing where possible. • All HH serving staff to be provided with PPE including gloves, aprons, hairnets and face mask. (This is not Government or PHE guidance for school staff but an additional precaution). • Implementation of splash screens on hotplates • Visual cues to support pupils in understanding the 2m rule to be used, including floor markings and signs. • All water fountains are replaced to bottle fill only spouts and foot operated • Screen installed in Reception • Pupils and staff wear face coverings when moving about the school and in 	<p>YES MED</p>	<ul style="list-style-type: none"> • frequent hand cleaning and good respiratory hygiene practices • regular cleaning of settings • minimising contact and mixing <p>As well as the measures above, secondary schools and colleges should:</p> <ul style="list-style-type: none"> • aim to practise social distancing in line with the measures the government is asking everyone to adopt in public and in workplaces, including keeping pupils 1 metres + apart from each other where possible. • <i>allow sufficient distancing between pupils (this may vary due to individual school circumstances)</i> <p><i>Public Health England (PHE) is clear that if early years settings and schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</i></p> <p>Implementing protective measures in education and childcare settings (1st June 2020)</p> <p>All staff are advised that on arriving home they remove their clothes and place them in a bag or pillowcase, wash them and have a shower after being in school.</p> <p><i>(This is not Government guidance for school staff but an additional precaution (best practice) suggestion).</i></p>	<p>YES LOW</p>
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			<p>'public' areas.</p> <ul style="list-style-type: none"> Teachers wear face masks/coverings if they are unable to maintain 2m from pupils during lessons. <p>Face shields should not be worn as an alternative to masks / face coverings.</p>			
3	Social Distancing	Staff members not maintaining social distancing.	<ul style="list-style-type: none"> Marker tape and/or Perspex-type screens for offices available upon request from the Health and Safety Officer Staff to hold meetings via Teams/Zoom where possible. Additional rest/workspace has been made available through use of the library for all staff. 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. 	<p>YES</p> <p>LOW</p>		
4	Contamination through poor hygiene, Respiratory, touch.	Cross contamination, resulting in introduction of COVID-19, leading to illness or death.	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school and at 	<p>YES</p> <p>MED</p>	<ul style="list-style-type: none"> Implementation of GoJo type hand sanitisers at main receptions for use by visitors, staff and students. Hand sanitiser, tissues and viral 	<p>YES</p> <p>LOW</p>



	<p>Contamination Cont.</p>	<p>Affecting: ALL</p>	<p>regular intervals throughout their time on site.</p> <ul style="list-style-type: none"> • Pre-recorded tannoy announcements periodically remind pupils and staff of protective measures. • Ensure all information / documentation is passed between individuals by electronic means wherever possible. • Drop zone in place where appropriate, for example laundry, boarding cleaning products and incoming mail quarantined before distribution. • Pupils, 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 and PHE's. • Sufficient amounts of soap (or hand sanitiser where applicable), warm clean water and paper towels are supplied in all toilets and Common Room areas. • College students and staff are reminded to wash their hand regularly. • Domestic staff are carrying out a thorough cleaning programme daily that follows and is compliant with COSHH 		<p>wipes will be available in all classrooms</p> <ul style="list-style-type: none"> • Butler Hall cardio and multi gym areas supplied with open top bins, blue rolls and anti-viral sprays. • 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). • A steam cleaner will be placed in the Prep to assist in the daily cleaning of toys • The Domestic Services Manager and her assistant(s) monitor all cleaning work. • Holroyd Howe (HH) will produce a Health & Hygiene Risk Assessment highlighting their cleaning measures. <p>X avoid touching your nose, mouth or eyes with your hands!</p>	
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			<p>and the SEC Health and Safety Policy.</p> <ul style="list-style-type: none"> • Domestic staff will remain on standby to address any emergency clean-ups and PPE has been made available for this eventuality. • Staff working from home where/when possible. 	<p>YES MED</p>		<p>YES LOW</p>
5	<p>Health issues or signs and symptoms</p>	<p>Possible infection /suspected contamination of Coronavirus</p> <p>Affecting: ALL</p>	<ul style="list-style-type: none"> • Lateral Flow Testing now in place and offered twice weekly to all staff in line with government guidance. • Both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing. • 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 	<p>YES MED</p>	<p>X Do not enter the College or Prep School if you are feeling unwell or have been in close contact with any person who is unwell.</p> <ul style="list-style-type: none"> • Any pupil or staff member who displays symptoms will In the first instance: <ol style="list-style-type: none"> 1. Notify the Infirmary Nurse 4234 who will isolate the individual in a suitable location until collected. (The Nurse must wear full PPE while dealing with staff or children suspected of showing COVID-19 symptoms). 2. The Infirmary nurse will remain with the individual until collection. 3. Staff or pupils in boarding will be relocated to isolation area in St Clare's, if required. 4. Individuals should be tested immediately through the NHS 	<p>YES MED</p>



	<p>Health issues or signs and symptoms. Cont:</p>		<p>transmission of the virus.</p> <ul style="list-style-type: none"> • Staff members, parents and carers will need to: <ul style="list-style-type: none"> • book a test if they or their child has symptoms - the main symptoms are: <ol style="list-style-type: none"> 1. a high temperature 2. a new continuous cough 3. a loss or change to your sense of smell or taste. • self-isolate immediately and not come to school if: <ol style="list-style-type: none"> 1. they develop symptoms. 2. they have been in close contact with someone who tests positive for coronavirus (COVID-19) 3. anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) 4. they are required to do so having recently travelled from certain other countries. 5. they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation. • provide details of anyone they have been 	<p>YES MED</p>	<p>Test and Trace process; NHS-Test and Trace</p> <p><i>See Government guidelines in Sect 7</i></p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p><i>Guidance for full opening: Schools (27 July 2020)</i></p>	<p>YES MED</p>
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	<p>Health issues or signs and symptoms. Cont:</p>		<p>in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <ul style="list-style-type: none"> • All Clinically Extremely Vulnerable (CEV) members of staff and pupils are identified and in regular consultation with HR / H&S officer. CEV staff are advised not to attend the workplace. • Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this. • Pregnant members of staff are to liaise with Head of Department and refer to adjacent green guidance. • Individual Risk Assessments will be offered for pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, as they may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater 	<p>YES MED</p>	<p>Staff who are clinically vulnerable</p> <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.</p> <p>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>	<p>YES MED</p>
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			<p>risk of severe illness if they catch coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Any pupil 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 or difficulty in breathing should immediately self-isolate in accordance with Government Guidelines. • Ensure that any unwell pupils are moved to a quieter area of the College, away from others and are supervised at all times until collected. • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • A relevant member of staff informs the parents of unwell pupils as soon as possible and of the situation and symptoms. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed while remaining 		<p>You will need to follow the specific guidance for pregnant employees https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees because pregnant women are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice: https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-</p>	
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			<p>within Government Guidelines.</p> <ul style="list-style-type: none"> • Areas used by unwell staff and pupils who need to go home are appropriately cleaned and aired once vacated. • If unwell pupils or staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils 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 pupil or others in their household becomes seriously ill or their life is at risk. • Boarders will undertake their isolation period on their boarding corridor, along with all other members of that corridor pending a test. • Any members of staff who display signs of infection are sent home immediately and advised to contact NHS-Test and Trace immediately or call 999/112 if their symptoms worsen or their life is at risk. • Anyone who displays symptoms of coronavirus (COVID-19) can and should 		<p>guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding</p> <p><i>Schools coronavirus operational guidance, February 2021</i></p>	
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			<p>get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <ul style="list-style-type: none"> • Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, will be administered in accordance with the Medications Policy. 			
6	<p>Spread of infection.</p>	<p>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, temperature, lack of smell or taste or difficulty in breathing. • Staff use the appropriate PPE clean up spillages of bodily fluids, e.g. respiratory and nasal discharges, faeces or blood 	<p>YES MED</p>	<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 movement around the college. Pupils cannot be expected to remain 2 metres apart.</p> <p>See Serial 2</p> <ul style="list-style-type: none"> • Bio-Hazard Spills kits are held at the Domestic Managers office Ext 4259. 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>YES MED</p>



	<p>Cont: Spread of infection</p>		<p>immediately.</p> <ul style="list-style-type: none"> • Staff and pupils 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. • Pupils who are unwell should not attend trips or be permitted into public areas used for teaching e.g. pools. • Parents notify the College Infirmary if their child has an impaired immune system or a similar medical condition. • The Infirmary, in liaison with the individuals' medical professionals where necessary, reviews the needs of pupils and staff who are vulnerable to infections. • The, Senior Deputy Head, in liaison with the pupil's parents and H & S Officer, puts any additional provisions for pupils who are extremely vulnerable to infections in place where necessary. • Disposal of potentially contaminated materials/waste is in place. 	<p>YES MED</p>	<ul style="list-style-type: none"> • face coverings should be worn by pupils in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. • In the case of an impaired immune system, it may be the College's recommendation that the individual remain in self-isolation. • Bio-Hazard bags are available in all reception areas or through Domestic Services manager on Ext 4259 	<p>YES MED</p>
<p>7</p>	<p>Infectious virus Poor Management</p>	<p>Possible contamination of Coronavirus Leading to illness or</p>	<ul style="list-style-type: none"> • Everyone should be responsible for monitoring themselves and others. They 			



		<p>death</p> <p>Affecting: ALL</p>	<p>should be vigilant for signs of similar symptoms should a pupil or staff member be sent home with suspected coronavirus.</p> <ul style="list-style-type: none"> • Staff should report concerns about their own, colleagues', or a pupil'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. • A parent must inform the infirmary when their child returns to school after having coronavirus – the infirmary must then inform the relevant staff. • Staff will inform the Headmaster, Senior Deputy Head and HR, when they plan to return to work after having coronavirus. • The Domestic Service Manger monitors cleaning standards around the school. • Regular review of all cleaning and hygiene procedures to ensure compliance with government guidance. 	<p>MED YES</p>	<p>ALL COMMUNICATIONS WITH PRESS OR OTHER OUTSIDE AGENCIES SHOULD BE DIRECTED THROUGH THE HEADMASTER IN THE FIRST INSTANCE</p>	<p>MED YES</p>
8	Normal Medical Needs	Pupils requiring any prescribed or emergency medication, such as inhaler's, Epi-Pen	<ul style="list-style-type: none"> • Staff and pupils with any of these needs must be identified on the staff and pupil register. 		<p>All Medication will be under the guidance and supervision of the Infirmary/Prep School nurse</p>	



		Affecting: All	<ul style="list-style-type: none"> Staff / students who were previously shielding, on returning to college. The college will discuss arrangements / concerns with individuals to provide assurance and consultation of possible control measures. <p><i>Individuals under the care of specialist health professionals are recommended to discuss care at their next planned clinical appointment before returning.</i></p>	YES LOW		
9	Emergency Action	Affecting: All	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' 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. 	YES LOW	Staff and Parents should ensure that the college is notified immediately of any changes to their contact details.	
10	Classrooms, General Prep & College	Fire The effects of smoke or fire leading to smoke	<ul style="list-style-type: none"> Specific fire risk assessments for each part of the College and the Prep School 	YES	PAS 79 fire risk assessment with specific (temporary) Annex for changes due to the current needs in place for COVID-19	



	buildings or grounds	Inhalation or death Affecting: ALL	<ul style="list-style-type: none"> Regular fire drills (logged) All staff are up to date with latest fire actions. Changes have been made to Fire Assembly Points to aid social distancing. 	LOW	A Fire Practice will take place on the first day of the planned return, to ensure that, all understand temporary changes.	
11	Vehicle Pick up and drop off throughout College and Prep	Collision with children or other pedestrians leading to injury or death. Risk of cross contamination during drop off and pick up's Affecting: ALL	<ul style="list-style-type: none"> All parents/carers should remain behind barriers/visual cues while satisfying the social distancing rules. The 5mph speed limit on College ground. Face coverings will be worn at all times during journey to and from College on College or Public Transport. All college vehicles, coaches will be cleaned and disinfected after each journey 	YES LOW	Ensure the correct drop off and pick up point is identified before arriving on College grounds to reduce congestion.	
11	Well-being of staff and pupils	Possible distress leading to absence due to mental stress Affecting: All staff, pupils and visitors	<ul style="list-style-type: none"> Access to various mental well-being websites Access to college listeners, HoH, HoY, Gareth West, Paula Pierce, Helen Duffy. 	YES MED	<ul style="list-style-type: none"> The SEC 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 	YES MED

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
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Existing & Addition Controls Agreed	H Gledhill	H&S / Fire Officer	4 th March 2021	
Additional Controls Implemented (Risks and control measures updated)	M. Mostyn	Headmaster	4 th March 2021	

Staff Signatures				
5 Step Guide to Risk Assessment	Name	Position / Role	Date	Signature
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				
Step5: Review your assessment and update if necessary				