

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM – Building and YEAR 6 – COVID 19

**Transmission of Covid-19 – via bodily contact, fluid contact (sweat, sputum, saliva, nasal, urine & faeces)
via touch on school surfaces, of all objects & furniture.**

ASSESSOR(S): TERRY HOBROUGH	DATE OF ASSESSMENT: 21/5/20 for 1 st June 2020
SCHOOL ENVIRONMENT – pupils & staff	
REVIEWED BY: Anne Stonell & Terry Hobrough Norma McCance – Chair of Governors	REVIEW DATE: Weekly - 11/6/20 18/6/20 25/6/20 2/7/20

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES	LIKELIHOOD	SEVERITY	RISK RATING
1	Transmission of Covid-19 – Entering playground	Parents, pupils, staff	1. Notice informs parents to be 2 metres apart outside gate 2. Parents stop at gate and send children into the premises. 3. Member of staff in playground – 2 metre rule 4. Staff member reminds pupils of the rules - 5. Children use the hand sanitiser (just inside the gate) to sanitise their hands.	Unlikely	Major	Medium
2	Transmission of Covid-19 – Entry into the building	Year 6 staff and pupils	1. Children enter the building via the KS2 staircase door, remove coats & put them in bag 2. Sanitise hands before entering the building 3. All doors left open so door handles are not used.	Unlikely	Major	Medium
3	Transmission of Covid-19 – Year 6 bubble Cleanliness of building	Year 6 staff and pupils	1. DAILY Sanitising clean: KS2 stairwell, all doors, top floor corridor, toilets and hall. 2. Year 6 classroom. Chairs, tables, doors, light switches, handles. 3. Teacher to clean own desktop. 4. Pupils clean their resources, books, pencils, i-pads etc	Unlikely	Major	Medium
4	Transmission of Covid-19 – Cleaning of Hot use area's daily Office,	All staff and children.	1. Doors will be propped open to minimise contact 2. Lights will be on and not needed to be touched. 3. Dining room entrance – Sanitise Gel to use before using Digi-lock 4. Dining floor to be wiped daily (by kitchen staff)	Unlikely	Major	Medium

	Entrance via dining room, Staff room (Y6 only) Entrance into EYFS DH room		<ol style="list-style-type: none"> 5. All toilets to be sanitised – EYFS, Disabled, staff toilets, daily and when used by individual staff or children with a wipe 6. Entrance to office reception sanitise x 2 7. Tables and other hot use areas will be routinely sanitised throughout the day 8. Drinks for staff will be made in dining room 9. Drinks for Y6 staff & DH will be made in staff room. 			
5	Transmission of Covid-19 – surfaces and utensils, resources. Surfaces	All staff and children.	<ol style="list-style-type: none"> 1. All surfaces are to be kept free of items to facilitate cleaning – checked by premises officer at end of day 2. All fabric resources, chairs etc. to be stored or sectioned off 3. Own tables, desks, keyboard areas will be sanitised x 2 per day and by cleaners daily. 	Unlikely	Major	Medium
6	Transmission of Covid-19 – Individual's lack of hygiene and self-awareness.	All staff and children.	<p>Reminders of rules</p> <ol style="list-style-type: none"> a) Social distance of 2 metres at all time. Do not touch face. b) Teacher reminds pupils of self-monitoring at least x 2 daily. No headache, temperature, cough, body aches, or feeling of sickness c) Remind pupils to tell someone if they do d) Staff inform HT if they are feeling unwell before school- using school absence procedures. e) Staff inform School Lead if they feel unwell during day f) Frequent hand washing: BEFORE entering building, classroom, after external play, before & after external lunch. End of day – when leaving building. g) There must be hourly washing of hands. 	Unlikely	Major	Medium
7	Transmission of Covid-19 – Ill – health If a child or staff member, vomits, has a temperature or is incontinent	All staff and children.	<ol style="list-style-type: none"> 1. A PPE bag is located on teacher's desk in Yr6, EYFS & Skl Office Please see the following for method of donning and doffing https://www.youtube.com/watch?v=-GncQ_ed-9w 2. Staff member puts on PPE (full body) and escorts child out of the area via the KS2 stairs to KS1 block. 3. A separate room has been set up as an isolation room and the child/staff member will be evacuated to this area (KS1 external block) to await collection. A member of staff who is wearing PPE will remain in proximity to this child. 	Unlikely	Major	Medium

			<ol style="list-style-type: none"> 4. Adult collecting child will be informed that child needs to self-isolate and that they may want to get their child tested for Covid 19. 5. Remaining children to leave room immediately 6. Children 1st wash hands thoroughly and face afterwards. <ol style="list-style-type: none"> 1. If no contact, physically or by fluids with any humans, then evacuate to designated classroom (Y6 to Y3) 2. Remaining children & staff will then exit the building via a different route (fire exit next to Y6) 3. All parents informed & asked to collect children. These children will also be requested to self-isolate for a week. 4. Incident form identifying pupils, staff and environment & event that occurred. A record of who and what the fluids had touched. 5. If contact made with another person, inform parents & give incident form. 6. Southwark Council to be informed of change to register & incident. 7. Daily checks on all individuals via telephone or email to monitor health condition. 			
8	<p>Transmission of Covid-19 –</p> <p>Room/Environment suspected of Covid- 19 contamination</p>	All staff and children.	<ol style="list-style-type: none"> 1. Area that is contaminated to be closed. A sign “Do Not Enter” on connecting doors to area until environment has been properly cleaned and disinfected, then left unoccupied for a week. 2. Area that has been contaminated & surrounding areas to be closed to all humans. e.g. school office, a corridor. 3. Vomit in the toilet area. The toilet area to be secured off and the other toilet to be used instead as a mixed use toilet. Room will then be properly cleaned and disinfected, then left unoccupied for a week. 	Unlikely	Major	Medium

Further Control Measures and Actions Required are detailed on the next page

TOWNSEND PRIMARY SCHOOL - RISK ASSESSMENT FORM (ACTION PLAN)

ASSESSOR(S): TERRY HOBROUGH & A. Stonell	DATE OF ASSESSMENT:
REVIEWED BY: A.Stonell & Terry Hobrough Norma McCance – Chair of Governors	REVIEWD DATE: (see Above)

Hazard No.	Action/Further Control Measures	Actionee(s)	Deadline	Completed (Name/Sig)
	N/A			

	LIKELIHOOD			
SEVERITY	Unlikely	Likely	Highly Likely	Inevitable
Trivial	Low	Low	Low	Medium
Minor Injury	Low	Medium	Medium	High
Significant Harm	Low	Medium	High	High
Major Injury/Death	Medium	High	High	High

Unlikely – has not occurred before
Likely – has occurred previously
Highly Likely – Is possible to occur
Inevitable – Will happen

Trivial – minor cuts, abrasions and bruising
Minor Injury – Serious muscle damage, such as strain, ache or pain, Lacerations, Likely to result in 1-3 days off work.
Significant Harm – Concussion, Fractures, and dislocations, likely to result in over 3 days away from work.
Major Injury/Death – Fatality, long term injuries /illness

Low – A risk rating of low indicates that the control measures in place are generally effective and should be maintained at the current level. Review of the assessment should be undertaken annually, unless there are significant changes in, for example working practices or personnel undertaking the activity.

Medium – The level of risk is higher, so the aim here is to review the current control measures and seek improvement so as to reduce the risk. Additional control measures identified in the Action Plan should be given realistic deadlines reflecting the urgency of the action required. Where the solutions are of a practical nature and could be actioned immediately, this should be done. Overall, the actions identified should not take more than 3 months to complete, including arrangements for provision of appropriate training and instruction for staff. A review date for this assessment should be set at no more than 6 months.

High – Immediate suspension of this activity is necessary whilst a complete review of current control measures is undertaken. The review should take account of any relevant documentation, e.g. accident/incident and near miss investigation/reports, research, case studies, HSE guidance etc. The Action Plan for this level of risk ought to reflect timescales set for both temporary and permanent control measures, the temporary measures being put in place within 7 days (at which point work may resume if it is safe to do so) and the permanent within one month. A review of this assessment should be undertaken every month to ensure the effectiveness of the additional control measures. Any staff (or contractors) likely to be affected by the risk assessment must be informed of the outcomes and provided with any appropriate instruction and training required, with adequate supervision where identified.