

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM — COVID 19

Transmission of Covid-19 – via bodily contact, fluid contact (sweat, sputum, saliva, nasal, urine & faeces)

ASSESSOR: Rose Robinson SCHOOL OFFICE	DATE OF ASSESSMENT: 15 th May 2020 - for 1 st June
REVIEWED BY: Anne Stonell, HT, Terry Hobrough Premises Officer Norma McCance – Chair of Governors	REVIEWD 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 – In office environment	Office Staff Social Distancing	<ol style="list-style-type: none"> 1. Social distance of 2 metres at all time 2. All staff communicate well-being. No headache, temperature, cough, body aches, or feelings of sickness 3. Timetabled rota for all staff – weekly assessment informs change 4. Staff adhere to designated areas - computers, phones and entry phones 5. Staff use only their equipment i.e. pens, staplers etc, and store them away at the end of each day 	Unlikely	Major	Medium
2	Transmission of Covid-19 – Communicating with school staff Adhering to social distancing – All staff	All Staff	<ol style="list-style-type: none"> 1. Only designated office staff can enter school office. All doors closed 2. Whenever possible, in school communication, is restricted to the telephone 3. Face to face communication between staff and office staff will be restricted to the hatch opening located in the main lobby. 4. Office reception hatch is covered with plastic. 5. HT/DH permitted to enter the office – prior warning giving office staff time to move 2 metres away. 6. NO staff are permitted to enter the office during school hours. 7. No staff printing to go to school office. 8. Key worker group print to staffroom Y6 staff print to PPA room 9. HUB staff will have a station set up in the dining room for making tea/coffee 10. PPE will be stored in uniform cupboard in office. 11. Staff requiring to use the school phone will do so in SALT room . 	Unlikely	Major	Medium
3	Transmission of Covid-19 –	Office staff	<ol style="list-style-type: none"> 1. All efforts will be made to ensure the 2-metre rule is adhered to 	Unlikely	Major	Medium

	Contact with Pupils <i>Full PPE= Full gown, gloves, face shield</i>		<ol style="list-style-type: none"> 2. In instances of unavoidable contact with a pupil, staff will complete handwashing immediately and avoid touching eyes, nose and mouth 3. Full PPE must be worn if dealing with a child who has fallen ill 4. When administering medication, Admin team must wear gloves and mask/visor. Where possible the child will self-administer under adult supervision 			
4	Transmission of Covid-19 – - Contact with parents/visitors Adhering to social distancing	Office Staff Leadership staff	<ol style="list-style-type: none"> 1. Parents are not permitted to enter the school premises without prior appointment being made 2. Adults policing the gate will ensure parents do not enter the premises 3. If parents need face to face – office staff meet them in playground with face visor & gloves. 2-metre distance 4. Emergency access only - into the office -Parents/visitors wait outside until staff have visor/gloves on. 5. On entry to the building, parents/visitors are asked to use the hand sanitiser and stand within the safe zone marked on the floor 6. Visitors will sign into the Inventory system. Visitors will be asked to use sanitising wipes to wipe the screen directly after use 7. Confidential booked one to one meetings, will take place in the back office ensuring the 2 metre rule is applied. These meetings are restricted to SLT only. 8. Admin Assistants are not to engage with one to one meetings in confined areas. 	Unlikely	Major	Medium
5	Transmission of Covid-19 – Contact with General Public/deliveries Adhering to social distancing	Office staff	<ol style="list-style-type: none"> 1. In the event of an unexpected visitor Staff must clarify their enquiry and ask them to wait at the gate or ask them to call the school to explain their enquiry further. 2. If office staff have to go to the gate, social distancing rule must apply. Do not allow the person onto the premises without a valid reason 3. To avoid possible cross contamination, gloves must be worn when accepting post and deliveries. 4. Items must be wiped down with disinfectant solution or anti-bacterial soap and water on receipt 5. Outer packaging i.e. envelopes and boxes must be disposed of quickly into either recycle bins located in the office or the car park. 6. Post for staff will be put in their pigeonholes 	Unlikely	Major	Medium
6	Transmission of Covid-19 –		<ol style="list-style-type: none"> 1. Personal work areas must be wiped down, with anti-bacterial wipes at the end of each day, including computer, keyboard, mouse, phone, intercoms, franking machines and small equipment 2. If phones and intercom handsets are used by anyone else, they must be wiped with anti-bac at the time of usage 	Unlikely	Major	Medium

	Via office furnishings and resources		<ul style="list-style-type: none"> 3. Door handles and door plates must be wiped at 12 mid-day & end of day 4. Regular handwashing each hour must be observed 5. Avoid touching eyes, nose and mouth 6. Before and after dealing with visitors or staff, use hand gel or wash hands 			
7	<p>Transmission of Covid-19 –</p> <p>Accessing/leaving the office/building</p>		<ul style="list-style-type: none"> 1. ALL staff MUST access the building via Mason Street, car park, only. 2. Use hand gel prior to using entry door, to building. Gel is located on wall opposite the door, below entry system in the dining room 3. Both entry doors to the office must remained locked throughout the day 4. Office staff must remain in the office area as much as possible 5. If staff have to visit other rooms, they must wear gloves, or following handwashing guidance and avoid touching, eyes, nose and mouth 6. If staff live with vulnerable family members, they must change clothes before departing the building 	Unlikely	Major	Medium

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

TOWNSEND PRIMARY SCHOOL - RISK ASSESSMENT FORM (ACTION PLAN)

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Hazard No.	Action/Further Control Measures	Actionee(s)	Deadline	Completed (Name/Sig)
1 - 7	None/Monitoring	Rose Robinson	Ongoing	

	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.