

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM – Environment with Hub, Yr1 and Y6 onsite.
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): T. Hobrough, A.Stonell SCHOOL ENVIRONMENT – Y6, Y1 & Y5 & Hub	DATE OF ASSESSMENT: 21/5/20 (updates see previous docs) Re-Written 22/6/20 updated 29/6/2020
REVIEWED BY: Anne Stonell & Terry Hobrough Norma McCance – Chair of Governors	REVIEW DATE: daily/weekly

***** PLEASE READ THE CRIB SHEET – UPDATED WEEKLY *****

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES – entrance KS2 Year 6 – Y6 classroom via fire escape stairs – unless raining. 29/6 KS2 playground & KS2 stairs Use the KS2 stairs Year 1 – y1 classroom via KS1 playground & KS1 stairs Hub - Super 6 classroom via Mason Street through EYFS Year 5 – enters KS2 at 9.15am & leaves at 3pm 29/6 Staff in EYFS to clean & tidy All bubbles starting – see Crib Sheet.	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. School lead goes outside ensuring parents & pupils line up 2 mtrs apart – 3. Tape on wall identifies the distance of 2mtr for parents. Notices on gate & wall informing parents. 4. Parents stop at gate and send children into the premises. 5. Member of staff in playground & outside – 2 metre rule 6. Staff remind pupils & parents of the rules - 7. Children use the hand sanitiser in playground to sanitise their hands.	Unlikely	Major	Medium
2	Transmission of Covid-19 – Entry into the building	Year 6 staff and pupils Year 1 staff & pupils	1. Y6 Children enter the building via the fire staircase door, remove coats & put them in bag 2. Yr1 enter via KS1 playground door & staircase. 3. Hub children enter via Mason St- WALK THROUGH TO SUPER 6 4. Year 5 to enter via KS2 stairs at 9.15am & leave 3pm 29/6 5. Staff to accompany them. (if late staff member comes to get them from entrances)	Unlikely	Major	Medium

		Hub staff & pupils	6. Sanitise hands before entering the building 7. All doors left open so door handles are not used.			
3	Transmission of Covid-19 – bubbles Cleanliness of building		1. DAILY Sanitising clean: KS2 & KS1 stairwell, all doors, top floor corridor, toilets and hall. 2. All classrooms in use get a thorough sanitising of chairs, tables, doors, light switches, handles. 3. Teacher to clean own desktop & keyboards 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, Entrance via dining room, Staff room Entrance into EYFS DH room	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 4. Digi-lock 5. Dining floor to be wiped daily (by kitchen staff) 6. All toilets to be sanitised – EYFS, Disabled, staff toilets, daily and when used by individual staff or children with a wipe 7. Entrance to office reception NOT to be used. 8. Tables and other hot use areas will be routinely sanitised throughout the day Drinks for staff – Please see Crib sheet for all bubbles – to ensure distancing.	Unlikely	Major	Medium
5	Transmission of Covid-19 – surfaces and utensils, resources. Surfaces		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.		Reminders of rules Hub uses toilets on ground floor Y1 uses toilets on Middle floor Y5 uses toilets on top floor marked Y5 Y6 uses toilets on top floor – marked Y6 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 feel unwell 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	Unlikely	Major	Medium

			<p>f) Frequent hand washing: BEFORE entering building, classroom, after external play, before & after external lunch. End of day – when leaving building.</p> <p>g) There must be hourly washing of hands.</p>			
7	<p>Transmission of Covid-19 –</p> <p>Ill – health If a child or staff member, vomits, has a temperature or is incontinent</p>		<ol style="list-style-type: none"> 1. A PPE bag is located on teacher’s desks in Yr6, Yr1 EYFS & SKI 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 stairs SALT room 3. SALT room is the isolation room and the child/staff member will be evacuated to this area to await collection. A member of staff who is wearing PPE will remain in proximity to this child. 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 – Yr1 to hall – Hub to SALT room) 2. If contact has been made - Remaining children & staff will then exit the building via a different route (fire exit next to Y6 – KS2 stairs for Yr 1 & Hub) 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. 	Unlikely	Major	Medium

8	Transmission of Covid-19 – Room/Environment suspected of Covid-19 contamination		<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 gender toilet. Room will then be properly cleaned and disinfected, then left unoccupied for a week. 	Unlikely	Major	Medium
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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: - See Above
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.