

**TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM – HUB– 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): A.Stonell, T.Hobrough A. Prestwich**  
**Provision for Pupils in school – (Reception)**

**DATE OF ASSESSMENT: 25/6/20**

**REVIEWED BY: T.Hobrough, K. Collins, A. Prestwich**  
**Norma McCance – Chair of Governors**

**REVIEWD DATE Daily / Weekly September 2020**  
**Daily / weekly 29.6.20 updated.**

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES	LIKELIHOOD	SEVERITY	RISK RATING
			Enter building through Mason Street via EYFS Reception door <b>Staff breaks</b> in SALT room – Use designated toilet – ground floor <b>Lunches:</b> see Crib sheet for routines <b>Toilets:</b> pupils only to use nursery floor toilets <b>Photo-copying</b> to be picked up from office. They will slide under covering in reception area.			
1	Transmission of Covid-19 – Entrance to building		Staff set up room for days learning. 8.55am all staff collect pupils from Mason Street nursery entrance. – Welcome at 2mtr distance – encourage parents to distance 2mtrs outside entrance.	Unlikely	Major	Medium
2	Transmission of Covid-19 – Lack of understanding by staff & pupils	All Staff All children	<b>Remind pupils of (a) to (h) below. Every morning &amp; after lunch</b> - <b>Circle time at beginning &amp; end of AM &amp; PM</b> a) Social distance of 2 metres at all time. Do not touch face. b) Teacher reminds pupils of their health through self-monitoring at least x 2 daily. Are they feeling well?( 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 <b>f) Frequent hand washing at least hourly for pupils &amp; staff:</b> g) Handwashing or Gel BEFORE & AFTER entering building, classroom, playtimes, lunch, leaving the building. h) Ensure gel covers the hand fully	Unlikely	Major	Medium

			i) Circle times discussing why we have to distance – covid -19 & pupils feelings.			
2	<b>Transmission of Covid-19 – large social groups</b>	Staff and children	<ol style="list-style-type: none"> <li>1. Group ranges from 4 – 9 pupils each session</li> <li>2. 2-metre distance between each child during time in and out of classroom. Lining up, eating lunch, going in and out of the building. When walking with friends</li> <li>3. Tables are 2 metres apart &amp; activities to be 2 metres apart.</li> <li>4. Outer doors are closed when pupils inside.</li> <li>5. hall doors are closed but use Gel on hands before opening the door.</li> </ol>	Unlikely	Major	Medium
3	<b>Transmission of Covid-19 – On surfaces, resources, furniture and clothes.</b>	Staff and children	<ol style="list-style-type: none"> <li>1. Removal of all cloth &amp; soft furnishings, fabric items.</li> <li>2. Items not in use, removed from classroom</li> <li>3. All surfaces are cleared of items &amp; left bare</li> <li>4. Daily sanitising of all surfaces that are touched during the day.</li> <li>5. Anti-bacterial wipes to be used by staff &amp; pupils to clean own tables, IT resources x 1 daily through the day.</li> <li>6. Classroom is thoroughly sanitised before the start of the next day.</li> <li>7. Pupils wear a top &amp; bottoms – cotton or light weight material which needs to be washed each night.</li> <li>8. Clean clothes to be worn each day.</li> </ol>	Unlikely	Major	Medium
4	<b>Transmission of Covid-19 – Learning &amp; teaching resources</b>	Staff and children	<ol style="list-style-type: none"> <li>1. Each child has own bucket containing learning resources.</li> <li>2. Each child’s bucket must be stored in the same place – always 2 metre distance to be followed for collecting bucket.</li> <li>3. Resources changed once a week – or twice if needed.</li> <li>4 Resources are washed thoroughly &amp; stored for 72 hours</li> <li>5 Train pupils to wipe handles with wipe at end of day.</li> <li>6. i-pad cleaned at end of day or during use. Stored securely</li> <li>7. Thursday – end of day &amp; the week – buckets &amp; toys to be wiped/washed ready for the next week.</li> <li>8. i-pads to be put into charging holder AFTER being fully Cleaned, – ready for next day/week.</li> </ol>	Unlikely	Major	Medium

			<p>9. Own paper or books in a clear wallet in own bucket. 10. If you use telephone in nursery – wipe after each use.</p> <p>OUTSIDE RESOURCES:</p> <ol style="list-style-type: none"> <li>1. Slide – still in use – wipe down regularly (hourly if in constant use)</li> <li>2. Bikes to be wiped when needed – train pupils up to do a ‘bike wash’ garage. Pupils use water &amp; soap to wash bikes at the end of the day. (role-play)</li> <li>3. All large resources that are out for use - ensure they are wiped hourly when in constant use.</li> <li>4. SAND – none in place</li> <li>5. Water – with soap suds in every session. Remind to not touch face.</li> </ol>			
	Transmission of Covid-19 – Teaching	Staff and children	<ol style="list-style-type: none"> <li>1. Pupils sit on carpet for whole class sessions – split into 2 groups one in reception, other in nursery. Ensure distancing in place. If not able to distance at least 2 metres then arrange the 2 groups into 3 groups.</li> <li>2. Both groups are to be mixed ability.</li> </ol>			
5	Transmission of Covid-19 –  Ill – health If a child or staff member, vomits, has a temperature or is incontinent		<ol style="list-style-type: none"> <li>1. A PPE bag is located on teacher’s desk in Recp, &amp; Skl Office Please see the following for method of donning and doffing <a href="https://www.youtube.com/watch?v=-GncQ_ed-9w">https://www.youtube.com/watch?v=-GncQ_ed-9w</a></li> <li>2. Staff member puts on PPE (full body) and escorts child out of the area to the playground PDC room.</li> <li>3. A separate room (PDC) has been set up as an 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.</li> <li>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.</li> <li>5. Remaining children to leave room immediately</li> <li>6. Children 1<sup>st</sup> wash hands thoroughly and face afterwards and moved to SALT room.</li> </ol> <p><b>Next Stage</b></p>	Unlikely	Major	Medium

	Ill health		<ol style="list-style-type: none"> <li>1. If no contact, physically or by fluids with any humans, then evacuate to designated classroom</li> <li>2. If contact has been made - Remaining children &amp; staff will then exit the building via a different route – EYFS playground</li> <li>3. All parents informed &amp; asked to collect children. These children will also be requested to self- isolate for a week.</li> <li>4. Incident form identifying pupils, staff and environment &amp; event that occurred. A record of who and what the fluids had touched.</li> <li>5. If contact made with another person, inform parents &amp; give incident form.</li> <li>6. Southwark Council to be informed of change to register &amp; incident. Daily checks on all individuals via telephone or email to monitor health condition.</li> </ol> <p><b>Cleaning of room or area – see building risk assessment</b></p>			
5	<p><b>Transmission of Covid-19 –</b></p> <p>Playground routines &amp; Equipment</p> <p>Drinking water</p>	Staff and children	<ol style="list-style-type: none"> <li>1. <b>Follow weekly timetables &amp; Crib sheet for times etc.</b></li> <li>2. <b>Playground routines and expectations shared with pupils</b></li> <li>3. WATER FOUNTAINS – taped off</li> <li>4. Individual bottles of water for each child.</li> <li>5. Clean with sanitising gel before bringing into the building.</li> <li>6. Pupils and staff discuss playground safety rules before each session in playground &amp; in outdoor area.</li> <li>6. Pupils allocated one piece of play equipment to be used that week. Storage of personal outdoor area needs to be the same every day. Ensure storage is known to child &amp; 2 metre distance from others kept to.</li> <li>7. Equipment sanitised by pupils after each day/week if not touched by anyone else.</li> <li>8. All equipment to be deep cleaned at end of week – stored for 72 hours.</li> </ol>		Major	Medium
7	<p><b>Transmission of Covid-19 –</b></p> <p>Child and adult hygiene</p>	Staff and children	<ol style="list-style-type: none"> <li>1. Follow Safety Rules: as in sect 1 – posters around class &amp; school</li> <li>2. Frequent hand washing:(hourly)</li> <li>3. Handwashing or Gel BEFORE &amp; AFTER entering building, classroom, playtimes, lunch, leaving the building.</li> </ol>	Unlikely	Major	Medium

			<ol style="list-style-type: none"> <li>4. Ensure gel covers the hand fully.</li> <li>5. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – wash hands</li> <li>6. Spray with anti-bacterial spray after each child uses toilet. Train pupils to inform adult to spray toilet.</li> <li>7. Toilet – 1<sup>st</sup> anti-bacterial wipe use to wipe door &amp; toilet handle – wipe seat. Put in bin.</li> <li>8. Toilet – 2<sup>nd</sup> anti-bacterial wipe to wipe toilet handle, door &amp; tap. Bin &amp; wash hands.</li> </ol>			
8	<p><b>Transmission of Covid-19 – Entering &amp; leaving school</b></p> <p>(see building risk assessment)</p>	Staff and children	<ol style="list-style-type: none"> <li>1. Staff use car park entrance via side gate into EYFS playground &amp; entrance</li> <li>2. Pupils enter via Mason St. collected by staff at 8.55am (earlier if need be) &amp; walked into learning areas.</li> <li>3. Coats placed in bag before entrance– no pegs used.</li> <li>4. Gel hands</li> <li>5. Bags left in corridor on pegs at 2 metres apart</li> <li>6. Gel hands on entering classroom</li> <li>7. Always sit at same place when entering or do the same routine.</li> <li>8. End of day pupils taken into EYFS playground &amp; parent collect them – at 2 metres apart.</li> </ol>	Unlikely	Major	Medium
9	<p><b>Transmission of Covid-19 – Movement around the school</b></p>	Staff and children	<ol style="list-style-type: none"> <li>1. EYFS toilets to be used by EYFS pupils only.</li> <li>2. All doors to be left open to avoid handles being used.</li> <li>3. Children to maintain distance from each other when walking in and around the school / classroom (2 metres)</li> <li>4. Staggered entrance to &amp; leaving the classroom – 2 metres</li> <li>5. Playtimes to be scheduled – see Crib sheet</li> </ol>	Unlikely	Major	Medium
10	<p><b>Transmission of Covid-19 – larger crowds</b></p>	Staff and children	<ol style="list-style-type: none"> <li>1. Children stay in bubble (own environment &amp; group.) They do not engage or visit other staff or children on site</li> </ol>	Unlikely	Major	Medium
12	<p><b>Transmission of Covid-19 – Mental well-being through</b></p>	Staff and children	<ol style="list-style-type: none"> <li>1. Covid-19 teaching – what it is – how it spreads</li> <li>2. Daily feelings chart to record worries/positives</li> <li>3. Circle time to discuss own events since lockdown both happy &amp; sad.</li> <li>4. Weekly discussion re: feelings</li> <li>5. Staff on-line video meeting</li> </ol>	Unlikely	Major	Medium

	differing curriculum		<p>6. Refreshed curriculum – inspiring &amp; fun!</p> <p>7. Outside learning to take place as much as possible</p> <p>8. Pupils learning bucko take equipment trays with them and sit two metres apart.</p> <p>10. Work to be completed on google classroom via i-pad</p> <p>12. If staff want to mark books, they wear apron &amp; wear gloves.</p>			
13	Lunch	Staff and children	<p>1. <b>Menu sheet to be left outside EYFS door each day. Completed – then put on shelf on ground floor. (crib sht)</b></p> <p>2. Children staggered going to the toilet &amp; sinks in toilets</p> <p>3. EYFS staff take chosen packed lunches to area.</p> <p>4. Hub staff member collects Year 1 and Hub lunch bags.</p> <p>5. Put on table in playground. – pupils sit 2 metres apart.</p> <p>6. Names on bags.</p> <p>7. Pupils put own lunch in bin.</p> <p>8. If raining – pupils eat lunch in class – 2 metres apart</p> <p>9. Gel hands</p> <p>10. Lunchtime staff keep 2 mtrs distance.</p> <p>11. All pupils play with own equipment – 2 mtrs apart.</p>	Unlikely	Major	Medium

**TOWNSEND PRIMARY SCHOOL - RISK ASSESSMENT FORM (ACTION PLAN)**

<b>ASSESSOR(S): A.Stonell, T. Hobrough. A. Prestwich</b>	<b>DATE OF ASSESSMENT: see above</b>
<b>REVIEWED BY: Anne Stonell T. Hobrough, K.Collins Norma McCance Chair of Governor</b>	<b>REVIEWD DATE: see above</b>

	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.