

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM – YEAR 6 CLASS – 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): Karen Collins & Terry Hobrough Provision for Pupils in school – (Year 6)	DATE OF ASSESSMENT: 21/5/2020 (updated regularly – see docs) Re-written 22.6.20
REVIEWED BY: Anne Stonell Norma McCance – Chair of Governors	REVIEWD DATE: On-going

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES - Read Crib sheet & Rota daily/weekly	LIKELIHOOD	SEVERITY	RISK RATING
	Transmission of Covid - 19 Distancing – Toilets Resources Breaks		Enter building through car park & then through KS2 entrance Updated – 29/6/2020 up the fire escape into class – UNLESS it is raining & slippery. Up KS2 stairs after Y5. Y6 classroom & IT room Staff to meet class in KS2 playground - 8.55am Staff breaks in Staff room – Use designated toilet in middle floor Toilets: pupils only use top floor toilets only – Y5 one Y6 the other Photo-copying to be picked up from PPA room			
1	Transmission of Covid-19 – Lack of understanding by staff & pupils	All Staff All children	Remind pupils of (a) to (h) below. Every morning & after lunch - Make Posters for around school, - Class discussions at beginning & end of AM & PM 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 f) Frequent hand washing: g) Handwashing or Gel BEFORE & AFTER entering building, classroom, playtimes, lunch, leaving the building.	Unlikely	Major	Medium

			h) Ensure gel covers the hand fully			
2	Transmission of Covid-19 – large social groups	Staff and children	<ol style="list-style-type: none"> 1. Year 6 – split into 2 groups of 7 and TA & Teacher swap. 2. Y6 classroom & IT room. 3. 2-metre distance between each child during time in and out of classroom. Lining up, collecting lunches, going in and out of the building. When walking with friends 3. Tables are 2 metres apart, child always sits at same table 	Unlikely	Major	Medium
3	Transmission of Covid-19 – On surfaces, resources, furniture and clothes.	Staff and children	<ol style="list-style-type: none"> 1. Removal of all cloth & soft furnishings, fabric items. 2. Items not in use, removed from classroom 3. All surfaces are cleared of items & left bare 4. Daily sanitising of all surfaces that are touched during the day. 5. Anti-bacterial wipes to be used by staff & pupils to clean own tables, IT resources x 1 daily through the day. 6. Classroom is thoroughly sanitised daily by cleaners. 7. Deep clean of classroom each Friday. 8. Pupils wear a top & bottoms – cotton or light weight material which needs to be washed each night. 9. Clean clothes to be worn each day. 	Unlikely	Major	Medium
4	Transmission of Covid-19 – Learning & teaching resources	Staff and children	<ol style="list-style-type: none"> 1. Each child has own tray containing learning resources. 2. Tray stays on child’s table – sanitise table & chair if new or moved to different table. 3. Cleaned with a wipe during & end of the day 4. i-pad to be left in tray – cleaned at end of day. 5. Door locked at end of day -security 6. Trays to be wiped by pupil & stored in classroom. 7 i-pads to be cleaned by staff on a Friday wearing rubber gloves & charged daily or weekly 	Unlikely	Major	Medium
5	Transmission of Covid-19 – Ill – health If a child or staff member, vomits,		<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 	Unlikely	Major	Medium

	has a temperature or is incontinent		<p>block) to await collection. A member of staff who is wearing PPE will remain in proximity to this child.</p> <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. <p>Next Stage</p> <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. If contact has been made - 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. <p>Daily checks on all individuals via telephone or email to monitor health condition.</p> <p>Cleaning of room or area – see building risk assessment</p>			
5	<p>Transmission of Covid-19 –</p> <p>Playground routines & Equipment</p> <p>Drinking water</p>	Staff and children	<ol style="list-style-type: none"> 1. WATER FOUNTAINS – taped off 2. Own bottles to be used & wiped with sanitiser each day on entrance to school. 3. Pupils and staff discuss playground safety rules before each session in playground. 4. Pupils allocated one piece of play equipment to be used that week. 5. Equipment sanitised by pupils after each session. 6. All equipment to be deep cleaned at end of week 7. 2 mtr distancing at all times. 	Unlikely	Major	Medium
7	Transmission of Covid-19 –	Staff and children	<ol style="list-style-type: none"> 1. Follow Safety Rules: as in sect 1 – posters around school 2. Frequent hand washing:(hourly) 	Unlikely	Major	Medium

	Child and adult hygiene		<ol style="list-style-type: none"> 3. Handwashing or Gel BEFORE & AFTER entering building, classroom, playtimes, lunch, leaving the building. 4. Ensure gel covers the hand fully. 5. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – wash hands 6. Toilet – 1st anti-bacterial wipe/ spray use to wipe door & toilet handle – wipe seat. Put in bin. 7. Toilet – 2nd anti-bacterial wipe to wipe toilet handle, door & tap. Bin & wash hands. 			
8	Transmission of Covid-19 – Entering & leaving school (see building risk assessment)	Staff and children	<ol style="list-style-type: none"> 1. Pupils to be met at 8.55am in KS2-Only use KS2 entrance 2. Coats placed in bag before entrance– no pegs used. 3. Gel hands 4. Bags left in hall. 2 metres apart 5. Group split into 2 groups Grp1 in IT suite/Grp2 in class 6. Gel hands on entering classroom 7. Always sit at own desk. 8. End of day at 3.15pm go downstairs – use Gel when leaving building 	Unlikely	Major	Medium
9	Transmission of Covid-19 – Movement around the school	Staff and children	<ol style="list-style-type: none"> 1. Minimal movement – to toilet & playground ONLY 2. All doors to be left open to avoid handles being used. 3. Children to maintain distance from each other when walking in and around the school (2 metres) 4. Children walk in the middle of the stairs to avoid touching the banister. 5. Children walk in middle of hall when going to toilet 6. Children stay in seat throughout time in class. 7. Staggered entrance to & leaving the classroom – 2 metres 	Unlikely	Major	Medium
10	Transmission of Covid-19 – larger crowds	Staff and children	<ol style="list-style-type: none"> 1. Children stay in bubble (own environment & group.) They do not engage or visit other staff or children on site 	Unlikely	Major	Medium
12	Transmission of Covid-19 – Mental well-being through	Staff and children	<ol style="list-style-type: none"> 1. Covid-19 teaching – what it is – how it spreads 2. Daily diary or feelings chart to record worries/positives 3. Circle time to discuss own events since lockdown both happy & sad. 4. Weekly on-line questionnaire re: feelings 	Unlikely	Major	Medium

	differing curriculum		<ul style="list-style-type: none"> 5. Staff on-line video meeting 6. Refreshed curriculum – inspiring & fun! 7. Learning to take place outside as much as possible. 8. Children to take equipment trays with them and sit two metres apart. 9. Only use KS2 stairs in the building 10. Work to be completed on google classroom via i-pad 11. Work in books no MLJ's & pupils self-mark. 12. If staff want to mark books, they wear apron & wear gloves. 			
13	Lunch	Staff and children	<ul style="list-style-type: none"> 1. Children staggered going to the toilet & sink in classroom to wash hands. 2. Lunch taken outside on long dining table. 3. Lunch supervisors bring named lunch bags out. 4. Pupils & staff sit 2 mtrs apart & bin rubbish at the end. 5. If raining heavily – lunch to be eaten in classroom. 6. Gel hands after eating 7. Gel hands when entering classroom 8. Lunchtime supervision – adults in KS2 monitor pupils from 2 metres away. 	Unlikely	Major	Medium

TOWNSEND PRIMARY SCHOOL - RISK ASSESSMENT FORM (ACTION PLAN)

ASSESSOR(S): Karen Collins & Terry Hobrough	DATE OF ASSESSMENT: see above
REVIEWED BY: Anne Stonell Norma McCance Chair of Governor	REVIEWD DATE: see above

	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.