

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM – BREAKFAST CLUB – COVID 19

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

ASSESSOR(S): Terry Hobrough	DATE OF ASSESSMENT: Updated from dining hall risk assessment. 11/03/21 Review 07/06/2021
REVIEWED BY: Anne Stonell	REVIEW DATE: Weekly -

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES – see appendix at the end of this document.	Likelihood	SEVERITY	RISK RATING
1	Transmission of Covid-19 – Entering building	Staff Children	Breakfast staff to enter building through the dining room external door (Follow handwashing guidance) Children enter through KS2 playground gate and into the building through main reception, along the corridor and into the dining room (Follow handwashing guidance) (All to use sanitising hand gel on entry to the dining room. Outside entrance & inside the dining room entrance, below entry phone system in the dining room)	Low	Major	Medium
2	Transmission of Covid-19 Social distancing Breakfast service. 8.45 start.	Children Staff	Children to be seated at separate tables in a year groups. 6 pupils as from 15.03.21 Sanitise all tables. a. They Wash their hands and apply hand gel before entering the dining room b. Visors are worn during service and the setting up of the dining room c. Gloves are worn during set up and serving children d. Handwashing guidance, and gloves are replaced for each setting e. Know the number of children per table f. One set of cutlery per child 2 metre distancing to be adhered to or 1mtr + Children to read or play games until 8.25, when they enter the playground. These are to be wiped with sanitising wipes. Both breakfast employees wear face shields in the playground.	Low	Major	Medium
4	Transmission of Covid-19 End of service		Areas used to be cleaned and sanitised in preparation for next service. Staff and children to re-sanitise before leaving the dining room. Children to be taken back out following route of entry and to socially distance in the playground or other designated area.	Low	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		DATE OF ASSESSMENT: 11/03/21		
REVIEWED BY: A.Stonell T. Hobrough		REVIEW DATE: Weekly		
Hazard No.	Action/Further Control Measures	Actionee(s)	Deadline	Completed (Name/Sig)
	None/Monitoring		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.

Appendix 1

General hand washing times (many of these fit standard food safety practices)

- On leaving home
- On arrival at work
- On entering the kitchen
- Between any processes
- Before handling ready-to-eat food
- After handling raw food
- After clearing a table
- After touching anything that pupils or diners may have contaminated
- After touching hand contact surfaces e.g. door handles, handrails, tray racks etc
- **Always** after using the toilet or entering the toilet area
- After cleaning
- After breaks
- After handling refuse or recycling
- After handling money (where appropriate)
- After opening packages/deliveries
- After removing gloves and before putting fresh gloves on (or other PPE)
- Any time when hands could become contaminated
- After removing face masks or coverings