

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM –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.

<p>ASSESSOR(S): Headteacher, Deputy, Premises Manager Provision for Pupils in Class</p>	<p>DATE OF ASSESSMENT: 27/07/2020 for the 4th September 2020 updated 14/9/2020 – 30/9/2020 23/11/2020 01/03/2021 Review 07/06/2021</p>
<p>REVIEWED BY: Anne Stonell – Terry Hobrough & Staff Norma McCance – Chair of Governors</p>	<p>REVIEWD DATE: Weekly / new initiatives shared with HT</p>

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES	LIKELIHOOD	SEVERITY	RISK RATING
1	<p>Transmission of Covid-19 – Lack of understanding by staff & pupils</p>	<p>All Staff All children</p>	<p>Remind pupils of (a) to (k) below. Every morning & after lunch - Class discussions at beginning & end of AM & PM a) Teacher reminds pupils of self-monitoring at least x 2 daily. No headache, temperature, cough, body aches, or feeling of sickness b) Remind pupils to tell someone if they do feel unwell c) Teach children how to sneeze into a tissue and then put it in the bin and wash their hands. d) Teach children to wash hands after using a tissue to blow their nose. e) Teach children to cough into their elbow. f) Encourage children to refrain from touching each other. g) Staff inform HT if they are feeling unwell before school- using school absence procedures. h) Staff inform School Lead if they feel unwell during day i) Frequent hand washing: hourly j) Handwashing or Gel BEFORE & AFTER entering building, classroom, playtimes, lunch, leaving the building. k) Ensure gel covers the hand fully</p>	<p>Unlikely</p>	<p>Major</p>	<p>Medium</p>

2	Transmission of Covid-large social groups	Staff and children	1. All pupils and staff in each year group remain as one 'Bubble' and do not interact within the school premises with any other 'Bubbles'. Every class stays within the remit of their class pathways.	Unlikely	Major	Medium
3	Transmission of Covid-19 – On surfaces, resources, furniture and clothes.	Staff and children	<p>1. Classroom is thoroughly cleaned by cleaners each morning. 2. All chairs cleaned weekly 3. Limit the amount of resources available for self-selection. 4. Rotate resources and storing for at least 72 hours as follows:</p> <p>Reading Area change / wipe books weekly</p> <p>Classroom All seats are arranged to promote learning. 01.03.2021 Adults try to keep 1 metre distance. Adults can wear face shields whilst in their bubble. 01.03.2021 ** All staff must wear face masks outside of bubble*** 01.03.2021 Pupils have their own plastic bag with resources. Put bag on chair at the end of each evening. Bags are wiped at the end of each week by the children. Keep windows open to ensure free flow of air. Read free-flow information for impact on preventing Covid-19 done September 2020</p>	Unlikely	Major	Medium
4	Transmission of Covid-19 – Learning & teaching resources	Staff and children	<p>1. IWB to be cleaned regularly during the day with antibacterial wipes. 2. iPad to be cleaned after use with antibacterial wipes. 3. Clean individual whiteboards and pens at the end of each day (when they have been in use).</p>	Unlikely	Major	Medium
5	Transmission of Covid-19 – Ill – health If a child or staff member, vomits, has a temperature or is incontinent		<p>1. A PPE kit is in each class. If a child is unwell, staff put on an apron, gloves & visor. If the child has bodily fluids escaping, is vomiting staff put on the full body protection, visor, gloves. 2. Staff member puts on PPE (full body) and escorts child out of the area if appropriate. 3. Take the child to the outside area under the shed for KS1 & Y3. KS2 shed for rest of school. Wait for adult to collect child. A member of staff who is wearing PPE will remain in proximity to this child. 4. Adult collecting child will be informed that child needed to self-isolate and that they may want to get their child tested for Covid 19 5. Remaining children to leave class room immediately 6. Children 1st wash hands thoroughly and face afterwards.</p>	Unlikely	Major	Medium

	Ill health		<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 – to Super 6 2. Inform Premises Manager 3. Remaining children & staff will then exit the building via a different route 4. Monitor symptoms of other pupils in the bubble before action being taken. 5. DFE guidelines to be followed – parents informed. 6. Incident form identifying pupils, staff and environment & event that occurred. A record of who and what the fluids had touched. 7. If contact made with another person, inform parents & give incident form. 8. Southwark Council to be informed of change to register & incident. <p>Cleaning of room or area – see building risk assessment</p>			
6	Transmission of Covid-19 – Drinking water	Staff and children	<ol style="list-style-type: none"> 1. WATER FOUNTAINS – taped off 2. Children each bring their own water bottle clearly named. 3. If not, water is provided by urns – these are changed each day & wiped with anti-bacterial wipes daily. 	Unlikely	Major	Medium
7	Transmission of Covid-19 – Child and adult hygiene	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) 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 	Unlikely	Major	Medium
8	Transmission of Covid-19 – Entering & leaving school (see building risk assessment)	Staff and children	<p>Parents do not enter the building, unless prior agreement has been made</p> <ol style="list-style-type: none"> 1. Different times to start – see map & different times to finish. Adult welcomes each child at gate and they then go into the designated area of playground. 2. Sanitise hands before entering the classroom 3. End of day at 3.15 pm hand sanitise when leaving building 4. Parents line up outside the gate, following map - adult calls child whose parent is first in line. 	Unlikely	Major	Medium
9	Transmission of Covid-19 – Movement around the school	Staff and children	<ol style="list-style-type: none"> 1. Minimal movement – around the school and each bubble stays in designated area or assigned toilet. 2. All doors to be left open to avoid handles being used. 3. Children encouraged to maintain distance from each other when walking in and around the environment 	Unlikely	Major	Medium

10	Transmission of Covid-19 –larger crowds	Staff and children	<ol style="list-style-type: none"> Children & staff stay in bubble (own environment & group.) They do not engage or visit other staff or children on site Staff have own staff room & use designated toilet. All staff to wear face shields when sending children home or meeting a parent 	Unlikely	Major	Medium
11	Transmission of Covid-19 – Mental well-being through differing curriculum	Staff and children	<ol style="list-style-type: none"> Covid-19 teaching – what it is – how it spreads Support children’s understanding and language development related to their feelings by sharing a range of story books about feelings. Provide regular opportunities for children to talk about their feelings. Regularly model the use of language related to feelings. Use Colour chart Circle time to discuss own events since/during lockdown both happy & sad. 	Unlikely	Major	Medium
12	Lunch See separate risk assessment	Staff and children				
13	Singing	Staff and children	<ol style="list-style-type: none"> Singing is permitted outdoors only Children encouraged to sing softly and sit/ stand in a line or if facing one another have at least 2 metres distance between them. 	Unlikely	Major	Medium

TOWNSEND PRIMARY SCHOOL - RISK ASSESSMENT FORM (ACTION PLAN)

ASSESSOR(S): Headteacher, Premises Manager.	DATE OF ASSESSMENT: 2/9/2020 14/9/2020 23/11/2020 24/2/2021 On-going update with changes.
REVIEWED BY: Anne Stonell Norma McCance Chair of Governor	REVIEWD DATE: On-going each half-term

HOW LONG DO CORONAVIRUSES* LIVE ON SURFACES?

SURFACE	EXAMPLES	DAYS OR HOURS
Metal	Doorknobs, Jewelry, Silverware	5 Days
Glass	Drinking glasses, Mirrors, Windows	UP TO 5 Days
Ceramics	Dishes, Pottery, Mugs	5 Days
Paper	Newspaper, Magazines	UP TO 5 Days
Wood	Furniture, Decking	4 Days
Plastics	Milk bottles, Bus seats, Elevator buttons	2-3 Days
Stainless Steel	Refrigerators, Pots/pans, Sinks, Water bottles	2-3 Days
Cardboard	Shipping boxes	1 Day
Aluminum	Soda cans, Tinfoil, Water bottles	2-8 Hours
Copper	Pennies, Teakettles, Cookware	4 Hours
Food/Water	Doesn't seem to spread through food, and has not been found in water.	



WHAT YOU CAN DO: Disinfect all surfaces and objects in your home daily with a household cleaning spray or wipe. Wash hands for at least 20 seconds with soap and warm water, especially after visiting the supermarket or bringing in packages.

*Coronaviruses are a family of viruses that includes the SARS-CoV-2, the virus that causes COVID-19. This information is for your reference only and is changing constantly.

Sources: CDC, FDA, Medical Review: Brunilda Nazario, MD, 03/24/2020.

SEVERITY	LIKELIHOOD			
	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

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.

Inevitable – Will happen

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.