

TOWNSEND PRIMARY SCHOOL – RISK ASSESSMENT FORM – Environment whole school return.
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 –Spring term 2021	DATE OF ASSESSMENT: 14/9/20 (updates see previous docs) Re-Written 14/9/20 24/10/2020 23/11/2020 08.03.2021 Review 07/06/2021
REVIEWED BY: Anne Stonell & Terry Hobrough & Staff	REVIEW DATE: daily/weekly

***** PLEASE READ THE DIARY FOR UPDATES *****

No.	HAZARD	WHO IS AT RISK	CURRENT CONTROL MEASURES – Entrance to school	LIKELIHOOD	SEVERITY	RISK RATING
1	Transmission of Covid-19 – Entering playground	Parents, pupils, staff	<ol style="list-style-type: none"> 1. Staggered entrance times for class groups to enter playgrounds. 2. Notice informs parents to be 2 metres apart outside gate 3. School lead goes outside ensuring parents & pupils line up socially distancing. 4. Notices on gate & wall informing socially distancing needed. 5. Parents stop at gate, met by adult, child sent into playground. 6. Class group goes to their separated hold area. 7. Member of staff in playground & outside – 2 metre rule 8. Staff remind pupils & parents of the rules - 9. Children use the hand sanitiser/wash hands – (see crib sheet) in playground (cold weather inside) to sanitise their hands. 	Unlikely	Major	Medium
2	Transmission of Covid-19 – Entry into the building Y1 8.45 1st Y2 8.50 2nd Y3 8.50 1st Y4 8.50 2nd Y5 8.50 2nd Y6 8.40 1st	Staff and pupils	<ol style="list-style-type: none"> 1. Y6 & Y5 Children enter the building via the external fire escape staircase door, remove coats & put them in bag 2. Y3 & 4 enter via KS2 playground door & staircase. 3. Y1 & Y2 enter via KS1 playground door & staircase 4. Year groups are sent in at allocated time by morning duty staff – be aware – they will arrive after 8.45 & staggered. 5. Staff & pupils sanitise / before entering the building. Wash hands inside building in allocated toilets. 6. All entry routes have been supplied with a sanitising station 7. All doors left open, so door handles are not used. 8. Staff to enter and exit building by same routes as class groups to limit possible tactile cross contamination 	Unlikely	Major	Medium

3	<p>Transmission of Covid-19 – Cleanliness of building</p> <p>****One designated member of staff – sanitises telephone on floor or in class**** DAILY or after each use.</p>	Staff and pupils	<ol style="list-style-type: none"> 1. DAILY Sanitising clean: All classrooms switches, door handles, tables etc in use get a thorough sanitising. Chairs wiped x 1 per week. wipe the nearest telephone that you use. 2. WINDOWS TO BE LEFT OPEN RE: FRESH AIR – SEE AIR FLOW CHART. 3. Teacher to clean own desktop & keyboards 4. Pupils have own resources & use those only – clean holder x 1 per week. 5. ipads, laptops are cleaned by child before and after use 6. Daily sanitising clean: All toilets are deep cleaned and sanitised daily. 7. All staff have been allocated a toilet to use. 8. Staff toilets have all been supplied with sanitising spray for personal use before and after use. 9. Children’s toilets have been split off for separate class group usage. 10. All toilets supplied with antibacterial soap and paper hand towels. 	Unlikely	Major	Medium
4	<p>Transmission of Covid-19 – Cleaning of Hot use areas daily</p>	All staff and children.	<ol style="list-style-type: none"> 1. Doors will be propped open to minimise contact 2. Lights will be on and not needed to be touched. 3. Dining room outdoor entrance – Sanitise Gel to use before using 4. Digi-lock 5. Dining floor to be wiped daily (by kitchen staff) 6. Entrance to office reception NOT to be used 7. Tables and other hot use areas will be routinely sanitised throughout the day 8. Each year group has a designated staffroom for breaks. THERE IS NO NEED TO CROSS BUBBLES. 9. Playgrounds have been divided into separate play areas for class groups. 	Unlikely	Major	Medium
5	<p>Transmission of Covid-19 – surfaces and utensils, resources. Surfaces</p>		<ol style="list-style-type: none"> 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 daily if clear. 	Unlikely	Major	Medium

6	<p>Transmission of Covid-19 – Individual’s lack of hygiene and self-awareness.</p>		<ol style="list-style-type: none"> 1. Social distance of 2 metres at all time. Do not touch face. 2. Teacher reminds pupils of self-monitoring at least x 2 daily. 3. remind morning and afternoon - no headache, temperature, cough, body aches, or feeling of sickness 4. Remind pupils to tell someone if they do feel unwell 5. Procedures if staff or child unwell – see attached sheet. 6. Staff inform HT if they are feeling unwell before school- using school absence procedures. 7. Staff inform School Lead if they feel unwell during day 8. Frequent hand washing: 	Unlikely	Major	Medium
7	<p>Transmission of Covid-19 – 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 in each classroom & Office. Mask, full gown, gloves are to be worn if child has discharged any bodily fluids. Afterwards these are taken off with the gloves on and garment is used to pull gloves off without touching anything with bare hands. Then these are binned in outside bins & hands washed for at least 2 minutes. 2. Staff member puts on PPE (full body) and escorts child out of the area via the stairs to the outside shelter. 3. This is the isolation area 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 they need to phone 111 or 119 with the child’s symptoms. They will then be told if they need to have a test or not. They need to phone the school with any updates. – see guidelines. 5. Incident form identifying pupils, staff and environment & event that occurred. A record of who and what the fluids had touched. All incidents of absence are recorded on school’s system with actions taken. 6. Parents to inform school if test is positive or negative. If positive the school must phone DfE’s helpline on 0800 046 8687. Select England and then option 1 for reporting a positive case. The line will be open Monday to Friday from 7am to 11pm. 7. Still contact Southwark if they are confirmed positive. publichealth@southwark.gov.uk, 	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. 2. 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. 	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: - On-going – see above.
REVIEWED BY: A.Stonell & Terry Hobrough – All Staff 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

Trivial – minor cuts, abrasions and bruising
Minor Injury – Serious muscle damage, such as strain, ache or pain,

Highly Likely – Is possible to occur
Inevitable – Will happen

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.