



# Wouldham All Saints Church of England Primary School

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## Covid 19 Risk Assessment Document

Created 14<sup>th</sup> May 2020 By C Fitter (updated August 2020)

### Key Principles

**Minimise Contact** : Maintain effective social distancing wherever possible. Avoid unnecessary mixing and sharing of resources and areas.

*Think : Is this group essential? Can they be spaced out more? Can this meeting/gathering take place outside? Is PPE a good idea? Does this resource need to be shared with others? Is it essential that this resource is left in the open?*

**Cleaning and Hygiene Routines** : Frequent hand washing/sanitising and cleaning of contact surfaces. Enhanced cleaning routines.

*Think : When did I last wash my hands? Is this item clean? Can I sanitise before touching? How many others may have touched this surface? Have I cleaned up behind me? Do I cough and sneeze into tissue/elbow?*

**Watch for symptoms** : Awareness of own health as well as others. Test to be sure!  
Track back for contacts.

*Think : Do I feel well? Have I/you got a cough? Temperature? Have I/you lost taste or smell? Who have I been in close contact with? Can I trace my movements over the past two weeks?*

Perceived Risk								
Person to person transmission of virus								
Affected groups/individuals				Children, staff, volunteers, parents				
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
<p>Details on community transmission not clear. Child to child thought to be unlikely with mild illness if caught.</p> <p>Adult to adult transmission reported as more likely than child to adult.</p>								
Mitigation & control								
<p>Minimal contact wherever possible. Aim for minimum of 1m distance and avoid physical contact between people (eg touching hands).</p> <p>Classes operate as 'bubbles' and kept separate from other bubbles.</p> <p>Staff movement between and across classes only where essential.</p> <p>No visitors/additional teaching (eg musical instruments) unless unavoidable.</p> <p>Withdrawal groups only where no alternative for the activity – eg speech therapy</p> <p>Shared areas (eg staff room) low occupancy numbers (signed where appropriate)</p> <p>Face masks optional for staff and children – not advised by DFE but school supports personal choice. Must be worn properly and kept clean – guidance given as needed.</p> <p>Parents not allowed on site unless dropping/collecting at non-standard times. (see arrival/dismissal section)</p> <p>Staff meetings kept to as low as possible numbers – no whole school meets.</p> <p>Appropriate rooms used with suitable distancing.</p> <p>Coughs and sneezes caught and binned! Encourage packed tissues from home.</p>								
Review date				25/9/2020				

Perceived Risk								
Transmission of virus from resources/environment								
Affected groups/individuals				Children, staff, volunteers				
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Virus has to be present in a person to be left through droplets on surfaces or in air. Virus longevity varies with surface types.								
Mitigation & control								
<p>Good hygiene should greatly reduce contamination of surfaces. Reminders to all about good hygiene and non-essential contact.</p> <p>Surfaces getting regular contacts from different people need frequent cleaning – eg door handles – cleaning materials in all rooms.</p> <p>Regular hand washing and sanitising throughout the day.</p> <p>Avoid hand contact with surfaces/equipment wherever possible.</p> <p>No unnecessary resources/equipment/furniture left out in open. If its not there you can't touch it!</p> <p>Good ventilation inside – roof vents and windows open as much as possible.</p> <p>Essential equipment can be shared within a bubble – kept to a minimum and use 'individual' allocated equipment where possible.</p> <p>New or exchanged resources 'quarantined' for 72 hours before next use.</p> <p>Equipment and surfaces cleaned before and after use – spray and wipe. Completed by individuals using (excl children) so know has been done.</p> <p>Only essential items brought into school (especially by children).</p> <p>Staff better to use individual bottles/cups/plates etc rather than communal stock. Must be cleaned and kept separate from others.</p> <p>Children use individual water bottle (named and supplied from home)</p>								
Review date				25/9/2020				

Perceived Risk								
Crowding at start and end of schoolday								
Affected groups/individuals				Parents, children				
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Largest numbers of people around schoolsite occur at start and finish times.								
Mitigation & control								
<p>Staggered start and finish times with separate access points used. 3 different entrances. Parents kept off site between 8:30 and 3:30 – only essential visits to office. Timings allow for flow into school in the morning. Children have hands sanitised at the point of entry.</p> <p>EYFS/KS1 use service yard entrance. KS2 use Hall Rd or front pedestrian gate. Nexus access from car park.</p> <p>Communication with parents to encourage compliance. Respond to issues globally or individually as appropriate. Review procedures after evaluating congestion/pinch points.</p> <p>Punctuality of year groups/classes to exit points to avoid groups overlapping – teachers hold group back if needed.</p> <p>Families with several times/locations can have all children together at latest drop off time and earliest pick up time/point.</p>								
Review date				25/9/2020				

Perceived Risk								
Crowding at lunchtimes (especially meals)								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Hall meal service is traditionally hectic. Normal playtimes see mixing of children of all ages.								
Mitigation & control								
<p>Meals – timed slot to report to hall. Direct to servery and only allowed into queue when space allows.</p> <p>KS1 will attend as a class (pack ups or cooked meals).</p> <p>Long table with seating all on same side (back to windows) for a class at a time.</p> <p>Tables cleared and cleaned before next group uses.</p> <p>KS2 children can choose outside eating – only sharing tables with same class.</p> <p>KS2 packed lunches eaten in classroom. Dinners in hall at set times. Lunchtime staff all in hall for meal supervision (KS2 corridor and queue supervision needed)</p> <p>Meals collected from servery with queue managed by lunchtime staff. Quick service needed. Cutlery put onto trays by serving staff.</p> <p>Class 'freetime' managed by classroom staff. 30 minute window to eat and play.</p> <p>Restricted areas to be used outside – managed by supervising staff.</p>								
Review date				25/9/2020				

Perceived Risk								
Crowding and mixing on playground areas (playtimes)								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Outside transmission is less likely than indoors so external play encouraged.								
Mitigation & control								
<p>No whole school breaktimes.</p> <p>30 minute timetabled lunchtime – staggered across school.</p> <p>Classes/families co-ordinate breaks to avoid crowding at toilets/doorways.</p> <p>Outside areas determined by teachers. Outside activities supervised by classroom staff.</p> <p>Harry's playground on rota.</p> <p>Class groups to be kept separate from other class groups. Any equipment used to be kept within the bubble.</p>								
Review date				25/9/2020				

Perceived Risk								
Transmission between child and adult during first aid/personal care								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Personal care is an everyday part of school life. High quality care is a priority for our school– children's needs must be met.								
Mitigation & control								
<p>Classroom staff responsible for ensuring effective personal care needs met.</p> <p>First aid kits in each family with PPE (gloves, masks, visors, aprons) kept alongside.</p> <p>Minimum number of adults possible to attend to the individual need (eg first aid treatment, changing)</p> <p>Complete personal intervention outside where possible.</p> <p>Indoor interventions with door/window open if privacy not an issue.</p> <p>Hands washed and sanitised before and after.</p> <p>PPE used where close contact for more than 2 minutes needed.</p> <p>Waste materials disposed of correctly (bagged, sealed and binned).</p> <p>Surfaces and equipment sanitised before and after use.</p> <p>Children presenting with symptoms of virus to be isolated (ideally in medical room) and sent home. Return to school following negative test.</p> <p>Adults presenting with symptoms during the day to leave immediately. Return to school following negative test.</p>								
Review date				25/9/2020				

Perceived Risk								
Mixing of groups/bubbles in wrap around care/activities								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Childcare services cover all ages across school. Important service to maintain.								
Mitigation & control								
<p>Child care services have to be pre-booked.</p> <p>Group sizes limited to max 15 children. At least one adult with a group.</p> <p>Groups established to limit mixing – school family groups based in classrooms for breakfast club.</p> <p>EYFS and KS1 may mix for as club (but remaining less than 15)</p> <p>KS2 may mix as one group in AS club (less than 15)</p> <p>Staff bubble may mix across the school (but keeping below 15)</p> <p>Extended afterschool care one group with 15 maximum – run in WASPs room.</p> <p>Activities to limit contact within the group. Available resources to be cleaned after use.</p> <p>Latest Breakfast arrival is 8:30am.</p> <p>Parents can collect from after school care anytime from 3:30. Collection from main reception area – parents to wait outside after reporting to office.</p>								
Review date				25/9/2020				



Perceived Risk								
Transmission of virus from contact during activities								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Virus transmission most likely if infected person in close contact (<1m) for at least 5 minutes and especially indoors.								
Mitigation & control								
<p>Staff to consider appropriateness of chosen activities – can contact be lessened?  Consider space, equipment, independent management, outdoor options.  Shared resources being used only if essential and no alternative. Cleaned effectively after use.  Behaviour management needs timely intervention. (as normal!)  Regular reminders to children about social distancing needs.  Individual support/exclusion from activities if appropriate.</p>								
Review date				25/9/2020				

Perceived Risk								
Virus remains active within school environment								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Virus longevity depends on surface resting on.								
Mitigation & control								
<p>Maintain good ventilation and air flow throughout school – windows, roof lights, doors open where security allows.</p> <p>Cleaning frequency as high as possible (3x cleaners in school each afternoon plus 1 morning plus caretaker)</p> <p>Cleaning materials suitable for virus elimination</p> <p>Fogging of disinfectant in all high-usage areas at least once per week (recorded on door)</p> <p>Disinfectant/cleaning materials available in all classrooms and shared areas (excluding toilets)</p> <p>Daytime cleaning carried out during school day – priority for toilets and high contact surfaces (handrails, door handles etc)</p> <p>Resources and equipment packed away unless absolutely essential for regular use.</p>								
Review date				25/9/2020				