



# 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 Nov 2021)

### Key Principles

**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. Regular LFD testing. PCR confirmation. Track back for contacts.

*Think : Do I feel well? Test at home regularly and report results. 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 and contacts over the past four days?*

**Contingency Measures : 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?*

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:								
Transmission rates changing with new variants. Adults likely to be vaccinated and so at lower risk of illness. Children not vaccinated so more likely to pick up and transfer.								
Mitigation & control								
<p><i>Normal School Operation</i></p> <p><i>Enhanced cleaning and good ventilation.</i></p> <p><i>Vigilant for signs and symptoms of illness – isolate and send home.</i></p> <p><i>Adults encouraged to home test with lateral flow kits twice each week.</i></p> <p><b><u>Several cases recorded within an area.</u></b></p> <p><i>Tighten operations with 'bubbling' classes, move worship to Zoom, reduce dinner hall numbers by eating packed lunches in classrooms (Yr2 and older), operate separate playtimes in segregated areas.</i></p> <p><i>Encourage use of face masks.</i></p> <p><i>Consider cutting meetings, visitors, activities and visits as well as extending arrival time and staggering finish times.</i></p> <p><i>See additional contingency plan.</i></p>								
Review date				31/12/2021				

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. Daytime cleaning staff in operation. Regular hand washing and sanitising throughout the day.</p> <p>Avoid hand contact with surfaces/equipment wherever possible.</p> <p>Limit 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><u>During 'bubble' operation</u></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 48 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				31/12/2021				

Perceived Risk								
Crowding at start and end of school day								
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 school site occur at start and finish times.								
Mitigation & control								
<p>Normal School Operation :</p> <p>Gates open at 8.50 but no parents allowed onto site beyond gate.</p> <p>Parents allowed to enter playground to collect from classroom or other set points at 3.10pm.</p> <p>Parents encouraged to space out in collection lines.</p> <p><b><u>Several cases recorded within an area.</u></b></p> <p><i>Consider separate hometime/location for affected group.</i></p> <p><i>If more widespread consider extending start time to 9:15 to allow less crowding.</i></p> <p><i>Consider staggering hometime and locations.</i></p> <p><i>See additional contingency plan.</i></p>								
Review date				31/12/2021				

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				31/12/2021				

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><i>Normal operation:</i></p> <p><i>Child care services have to be pre-booked.</i></p> <p><i>Latest Breakfast arrival is 8:30am.</i></p> <p><i>Parents can collect from after school care anytime from 3:30.</i></p> <p><i>Collection from WASPs Room – parents to wait outside after reporting to door.</i></p> <p><i>After-school activity groups pre-booked and paid for.</i></p> <p><b><u>Several cases recorded within an area.</u></b></p> <p><i>Groups established to limit mixing as much as practical – within school families.</i></p> <p><i>Extended afterschool care one group – run in WASPs room. Activities to limit contact within the group. Available resources to be cleaned after use.</i></p> <p><i>Consider limiting group sizes and only having childcare club if high case numbers.</i></p>								
Review date				31/12/2021				

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				31/12/2021				

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 and weather allows.</p> <p>Cleaning frequency as high as possible (1x cleaner in school each morning; 3x each evening plus caretaker)</p> <p>Cleaning materials suitable for virus elimination</p> <p>Regular fogging of disinfectant in all high-usage areas - aim for once per week (recorded on door)</p> <p>Disinfectant/cleaning materials available in all classrooms and shared areas.</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				31/12/2021				



Perceived Risk								
Transmission resulting from travelling in minibuses								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
School activities requiring off site transportation are invaluable and a key part of what our school is about. Travelling in our minibuses is a more cost efficient way of getting to essential places.								
Mitigation & control								
Normal operation – ensure ventilation and keep same class groupings where possible.								
<b><u>Several cases recorded within an area.</u></b>								
Cancel trips for affected groupings.								
Review date				31/12/2021				

Perceived Risk								
Virus being brought into school by visitors								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
<p>The school has a variety of outside people calling for a variety of reasons. Some visitors are essential for the efficient operation of the school (eg building contractors, professionals)</p>								
Mitigation & control								
<p>Is the visitor essential? Is it urgent? Can it be delayed to later in the year?  Can the business/activity be conducted remotely? Does the visitor need to go beyond the entrance lobby?  Only essential visits permitted. Visitor requirements on front page of website and at sign in point.  Sign in must be completed on 'entry sign' screen with contact details recorded for track and trace purposes.  Any Covid symptoms or contact with covid cases – not to enter school.  Minimum contact with people and places and resources whilst in school.  Professionals working with children – eg therapists, specialists to remain in one place and ensure good ventilation and social distancing.</p>								
Review date				31/12/2021				

Perceived Risk								
Usage of LFD Covid 'test at home' kits								
Affected groups/individuals								
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
Mitigation & control								
<p>Unopened test kits locked in server room to avoid over-heating – one open box to be kept in office kitchen area but not directly placed on heated floor.</p> <p>Recommendation to complete in morning and twice a week.</p> <p>A negative result doesn't mean not infected and so normal safety guidance and precautions still apply.</p> <p>A positive result means self-isolation of the household and a confirmatory PCR should be arranged. If the PCR test is negative then can return to work.</p> <p>Replacement kits ordered when one full box remaining.</p>								
Review date				31/12/2021				