



# 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 April 2021)

### 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 and contacts over the past four days?*

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><i>Normal School Operation (still applies in reduced attendance times):</i></p> <p><i>Minimal contact wherever possible. Aim for minimum of 1m distance and avoid physical contact between people (eg touching).</i></p> <p><i>Classes operate as 'bubbles' and kept separate from other bubbles during school time.</i></p> <p><i>Possible joining of classes from 10<sup>th</sup> May and whole 'families' from 24<sup>th</sup> May.</i></p> <p><i>Staff movement between and across classes only where essential.</i></p> <p><i>Withdrawal groups only where no alternative for the activity – eg speech therapy</i></p> <p><i>Shared areas (eg staff room) low occupancy numbers (signed where appropriate)</i></p> <p><i>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.</i></p> <p><i>Parents not allowed on site unless dropping/collecting at non-standard times. (see arrival/dismissal section)</i></p> <p><i>Staff meetings kept to as low as possible numbers – no whole school meets.</i></p> <p><i>Appropriate rooms used with suitable distancing.</i></p> <p><i>Coughs and sneezes caught and binned!</i></p>								
Review date				6/6/2021				

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>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 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				6/6/2021				

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><i>Normal School Operation :</i></p> <p><i>Staggered start and finish times with separate access points used. 3 different entrances.</i></p> <p><i>Parents kept off site between 8:40 and 2:50 – only essential visits to office.</i></p> <p><i>Timings allow for staggered flow into school in the morning. Children have hands sanitised at the point of entry.</i></p> <p><i>EYFS/KS1 use service yard entrance. KS2 use Hall Rd or front pedestrian gate. Nexus access from car park. Only one parent to accompany children into drop off area.</i></p> <p><i>Communication with parents to encourage compliance. Respond to issues globally or individually as appropriate. Review procedures after evaluating congestion/pinch points.</i></p> <p><i>Punctuality of year groups/classes to exit points to avoid groups overlapping – teachers hold group back if needed.</i></p> <p><i>Families with several times/locations can have all children together if asking through office.</i></p>								
Review date				6/6/2021				

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><i>Normal Operation:</i></p> <p><i>Meals – timed slot to report to hall. Direct to servery and only allowed into queue when space allows.</i></p> <p><i>KS1 will attend as a class (pack ups or cooked meals).</i></p> <p><i>Long table with seating all on same side (back to windows) for a class at a time.</i></p> <p><i>Tables cleared and cleaned before next group uses.</i></p> <p><i>KS2 children can choose outside eating – only sharing tables with same class.</i></p> <p><i>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 may be needed)</i></p> <p><i>Meals collected from servery with queue managed by lunchtime staff. Quick service needed. Cutlery put onto trays by serving staff.</i></p> <p><i>Class 'freetime' managed by classroom staff.</i></p> <p><i>Restricted areas to be used outside – managed by supervising staff.</i></p>								
Review date				6/6/2021				

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>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>Bubble groups to be kept separate from others. Any equipment used to be kept within the bubble.</p>								
Review date				6/6/2021				

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				6/6/2021				

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>Lockdown requirements may mean just one group from across school.</i></p> <p><i>Group sizes limited to max 30 children. At least one adult with a group.</i></p> <p><i>Groups established to limit mixing as much as practical – within school families.</i></p> <p><i>Extended afterschool care one group with 20 maximum – run in WASPs room.</i></p> <p><i>Activities to limit contact within the group. Available resources to be cleaned after use.</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. Collection from WASPs Room – parents to wait outside after reporting to door.</i></p>								
Review date				6/6/2021				



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				6/6/2021				

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				6/6/2021				

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								
<p>Only essential trips requiring transport – is there an alternative? Journey of less than 10 minutes – can we walk?</p> <p>Minibuses are able to accommodate a maximum of 15 children, driver and escort. Have minimum occupancy to allow greater spacing – take more vehicles if possible. Drivers and escorts to be from same bubble groups as child groups but where this is not possible then avoid re-mixing adults into other bubbles – eg don't drive, drop off then return to different class bubble.</p> <p>Adult escort to be seated in an individual seat rather than shared – Transit best at back row. Maxus as normal.</p> <p>Passenger list completed to record all people travelling in an individual vehicle. Where more than one vehicle in use then must use same vehicle throughout the activity.</p> <p>Vehicles to be 'fogged' after use. Only one group to use a vehicle each day unless fogged and left for at least 45 minutes.</p> <p>Facemasks to be worn (optional for driver but recommended) when more than 8 pupils being carried.</p> <p>All people within vehicle together considered as 'close contact' should anyone develop proven coronavirus case within 48 hours of journey.</p>								
Review date				6/6/2021				

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.  Meetings taking place to be outside whenever weather and temperature allow.  Hand gel to be used on entry.  Face masks must be worn if nature of business involves visiting several places in one day.  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				6/6/2021				

Perceived Risk								
Vulnerable staff catch virus as a result of increased school contacts								
Affected groups/individuals				Clinically Extremely Vulnerable (CEV) and Clinically Vulnerable (CV) adults				
Possible severity				Likelihood of happening				
Mild	Medium	Severe	Fatal	Very low	Low	Likely	Certain	Unknown
Notes:								
The school has a number of staff who were advised to 'shield' earlier in the year.								
Mitigation & control								
<p>Individuals identified as CEV and CV to attend work but take extra care. Personnel in this category should...</p> <p>Avoid mixing beyond established bubble (ie year group)</p> <p>Not attend meetings or use staff room.</p> <p>Only use one WC facility – not close to staff room.</p> <p>Avoid direct contact with individual children – eg first aid treatment, personal care.</p> <p>Face masks to be worn if desired. (Personal preference)</p> <p>Individualised risk assessments created if needed – following consultation/request from staff member.</p>								
Review date				6/6/2021				

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>Test kits 'signed for' on collection with confirmation of using correct instruction booklet.</p> <p>Central register of kits given out and date managed by DR. Space to record any 'issues' with kits and testing procedures.</p> <p>Test results recorded on separate register.</p> <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>Staff share results with DR as well as reporting to NHS track and trace.</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>								
Review date				6/6/2021				