



WEST DEAN C.E.PRIMARY SCHOOL

RISK ASSESSMENT, MINIMISATION and MANAGEMENT

ACTIVITY: Managing the risks of viral spread, and risks associated with viral spread, in school, in particular Covid-19

LOCATION : throughout school and our community

DATE : Spring Term 2021 5th January 2021 (lockdown)

HANDS - FACE - SPACE

Updated 24.02.21 - Lateral Flow Tests

Return to School for all Children - Monday 8th March 2021

<p>LIST HAZARDS HERE</p> <p>What will we need to be careful of?</p>	<p>List people who are especially at risk from the identified hazards</p> <p>Who will have to be extra careful?</p>	<p>How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.</p> <p>How can we make everyone safe? What will we have to do? Who will do this?</p>
<p>Rationale: the virus poses a small but real and serious threat: we must remain cognisant of this in all we do. It is vital that we minimise and manage the risk, with the health & safety of our community a priority, alongside the provision of outstanding education. Where specific activities are beneficial for pupils, they should be individually risk assessed by staff and pupils with this in mind. If we can continue safely, with minimal risk, this should be our approach. Wherever doubt remains, staff and pupils (& parents), should consult the Headteacher, who will consult the Governors if necessary, but will advise and reassure appropriately. The school had highly successful practices in place during the Spring and Summer terms, and continued in this vein, during the Autumn. Now that we are in full lockdown again and only to critical worker and vulnerable children, we will continue with current health and safety and risk management provision in and around school, with additional vigilance based on current advice regarding second strain of virus being more easily transmitted. School adults will model a positive approach to our lives throughout this period: we continue to enjoy school, strive for excellence in all we do and embed skilled risk assessment into everyday life.</p> <p>A Community Information Letter sent to all families, staff and governors prior to school re-opening on 8th March 2021, see attached.</p> <p>DfE, WSCC and Diocesan up to date guidance is followed and built into our risk assessments.</p>		
<p>Anxiety and mental health issues</p>	<ol style="list-style-type: none"> Staff Pupils Parents 	<ol style="list-style-type: none"> Staff meetings (virtual and in person), individual support, realistic and clear expectations re pupil progress, assessment, etc. individual adaptations where required. Open door policy of communication. Bespoke support. Team building a priority.. <i>GB, HT and SBM. Staff concerns taken into consideration and individual vulnerabilities and situations.</i> Support via website, zoom sessions (individual and group), reassurance on newsletters, adults aware and vigilant, encouraged to talk to staff, close relationship between school and home, realistic expectations and clear messages about this in Spring term's learning. External support available if necessary. <i>Remote learning in place for the first half of Spring term during Lockdown - Google Classrooms, trialled during the Autumn Term.</i> Newsletters - signalling and signposting support. Messages of reassurance. Clear information and advice. Regular updates. Photos. Signposting of formal support outside school.
<p>Mixing of people - groups inside and outside school - various forms of viral transmission</p>	<p>All Elderly and infirm members of the wider and school community</p>	<ul style="list-style-type: none"> Drop off and pick up are staggered - timings amended 08/03/2021 Parents and adults spaced out on playground <i>Anyone entering the school site will be required to wear a face covering. Staff and governors are being asked to challenge non-compliance.</i> 3 bubbles/groups of pupils - separate for eating, playing and learning Adults move from one bubble to another but take precautions re handwashing, sanitising, distancing - this adult mixing kept to a minimum but required to educate and supervise effectively (<i>visors and facemasks to be worn by staff crossing bubbles, school to provide</i>) Adults wear face coverings in shared spaces eg: corridors/staff room/office and in classrooms other than their bubble room. NB: for teaching in other classes. Office staff may remove protection at work stations. No coverings necessary outdoors, but may be worn as a sensible precaution, eg at 3pm when dismissing pupils (<i>visors and facemasks to be worn by staff crossing bubbles, school to provide</i>) Restrict after school clubs to prevent bubble mixing - each to be risk assessed separately (No after school clubs during lockdown period and until after Easter Holiday earliest No meetings/activities which cross these bubbles, eg: no Pupil Parliament meetings, unless virtual Children not allowed in office or the classrooms of others.

		<ul style="list-style-type: none"> Children's use of corridors very limited - eg: lunchtime KS2 pupils collect hot meals and return to classroom in one journey, classes use their outdoor doors to access outdoor area (Chestnut Class through hall and corridor as this is the only route out) Communication by phone and email when possible. Face coverings if eg: parents 'pop in' with a query. Office window and door remain closed - handles sanitised. Visitors restricted - prospective parents' tours managed by HT - virtual only unless exceptional circumstances
Main Office	Office Team All	<ul style="list-style-type: none"> Office team will stagger working days so only 1 person working in the office at a time. Other team member will work at home. Office team and HT will meet regularly virtually Anyone entering the office will be asked to wear a face mask and should only do so if essential Photocopier will remain outside of the office to reduce mixing Anti-bac wipes provided by the photo-copier, for sanitisation before and after use Children will not be permitted to enter the office Only 1 other person at a time to enter the office These measures will minimise the risk of HT and office team isolating or being unwell at the same time
Viral surface transmission	All	<ul style="list-style-type: none"> Frequent reminders to all Monitoring and checking - GM, MS, governors Temperatures taken and recorded for all staff, pupils and visitors - policy followed if symptoms including a high temperature are observed (sent home to be tested) Systems of handwashing before playtimes, lunchtimes, home time, as well as on arrival in the morning and returning from playtimes Outside environment used as much as possible/practical/effective for learning Antibac spray used - left on for at least ten seconds before wiping Paper towels instead of towels Pedal bins for paper towels Automatic hand dispensers in each classroom Tables and benches in hall sanitised before and after use every day
Pupils' handling resources	Pupils and staff	<ul style="list-style-type: none"> Restrict sharing of resources where possible eg: pencil cases for KS2 pupils (Now have chair back tidies to reduce this) Removal of other resources from learning environment- decluttering Sanitising of resources where possible Own water bottles for older pupils
Tables, chairs, door handles - touch points	Pupils and staff	<ul style="list-style-type: none"> Sanitisation before entry to school, at playtimes, after eating or activities where surfaces have been touched a lot Activities which require more contamination in this way are done before a playtime to allow timely sanitisation of surfaces
Person to person transmission	Pupils and staff	<ul style="list-style-type: none"> Touching of other people minimised - only if necessary to reassure/calm/make a child safe. No hugging/kissing etc. Distancing - Staffroom use staggered and staff avoid a crush of people ????? to be used as additional staff work/rest space during lockdown period. As above re visitors and timings etc
Viral airborne transmission	All	<ul style="list-style-type: none"> Frequent reminders to all Monitoring and checking - GM, MS, governors Masks for visitors and adults, in entrance area and corridors - as above Social distancing wherever possible
In classrooms and hall	Pupils and staff	<ul style="list-style-type: none"> Workspaces/lunch tables spaced out and facing forwards/not directly facing one another Social distancing encouraged Ensure sufficient ventilation - high airy rooms are well ventilated - Maple classroom: windows open (& staffroom if heavy occupancy) Minimise movement of groups, crushing of people in small spaces through rotas, routines, turn taking etc Staff and pupils notified of increased need for ventilation and advised to wear extra base layers of clothing
Increased risk during singing	Pupils and staff	<ul style="list-style-type: none"> Important in Collective Worship and for learning in music and other subjects, so children remain facing forwards and all remain at a distance - nearby surfaces sanitised frequently to remove airborne virus which may settle Most singing to be in outside collective worship/singing sessions
In adult meetings/offices/staffrooms etc	Staff and adult visitors	<ul style="list-style-type: none"> Alternatives to face to face meeting used where appropriate eg: HT meetings via Zoom, parent info via letter and Zoom sessions, Microsoft teams etc GB meetings will continue to be held virtually with increased frequency for H&S meetings as necessary. Where this is necessary, precautions such as distancing, masks and sanitising are in place

Safeguarding - potential risk of harm during 'lockdown'	Pupils and families at home	<ul style="list-style-type: none"> • DSL and DDSL aware • Ensure grounds and building are secure • Staff advised to be vigilant re changes in behaviour etc in pupils • Emotional, financial strain etc are 'on our radar' when communicating with parents and pupils • Agencies consulted whenever needed. KCSiE 2020 in place. Staff aware. • Open communication lines and pro-active approach from all staff, within school and between school and families
Financial Risk and Business Continuity Impact	School as an organisation - all at risk	<ul style="list-style-type: none"> • Constant review of finances. GB aware. • Lack of fundraising and income from clubs etc mostly balanced by reduced costs for resourcing etc - careful use of time and resources to enable positive outcomes eg: painting and decoration during lockdown, parents supporting with grounds/fences etc • Awareness of additional sources of DfE income, Covid grants etc, outside of original budget, this coupled with unusual, additional expenditure is likely to distort our finances.
Isolation and Fragmentation of the school as a team and for individuals, and for the local community /families	All	<ul style="list-style-type: none"> • Focus on keeping the team tight and positive • Focus on following shared goals as a whole school staff team • Focus on shared elements of learning for pupils - eg: Whole School learning focus • Whole School Assemblies outside or via Zoom from a different class each time: twice per week - foci are 'Thought for the week' and 'celebrating successes'. • Community events eg Virtual quiz nights • Videoing and sharing of events and art galleries etc • Enabling 'bubbles' to be visible to one another, celebrating & worshipping together etc
Lateral Flow Testing for Staff	All	<ul style="list-style-type: none"> • From w/c 25th January staff are requested to carry out Lateral Flow Tests (LFT) at home. Staff have been issued with detailed guidance and a link to Youtube for further guidance. This is optional and staff who have opted to take the tests have signed to receive their kits and accepted the GDPR privacy notice. • If staff receive a positive LFT they must book a PCR Covid-19 test immediately and self isolate. • Closure of Bubbles - tbc, dependant upon member of staff and location/work space in school
School Partial Closure/Local Lockdown and disruption to learning and staffing	All	<ul style="list-style-type: none"> • Preparation in place to use the website, and now Google Classrooms, as previously done for distance learning • Communication systems in place for parents, vulnerable groups and individuals • Staffing structures drafted out in case of closure, along the lines of March - July GB systems for monitoring, challenge and support in place using electronic systems etc • Staff training for google classrooms completed during Autumn term and now in place and in use by children. • Staff movement between bubbles minimised in case of the need to close to one or more groups

