



### 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 : Autumn Term 2020

#### LIST HAZARDS HERE

What will we need to be careful of?

List of groups of people who are especially at risk from the significant hazards you have identified  
Who will have to be extra careful?

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.  
How can we make everyone safe? What will we have to do? Who will do this?

**Rationale:** the virus poses a small but real and serious threat. 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 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 will continue in this vein.

Anxiety and mental health issues	1. Staff 2. Pupils 3. Parents	1. 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. GB, HT and SBM 2. 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 Autumn term's learning. External support available if necessary. 3. Newsletters - signalling and signposting support. Messages of reassurance. Clear information and advice. Regular updates. Photos. Signposting of formal support outside school.
Mixing of people - groups inside and outside school - various forms of viral transmission	All Elderly and infirm members of the wider and school community	<ul style="list-style-type: none"><li>Drop off and pick up are staggered</li><li>Parents and adults spaced out on playground</li><li>3 bubbles/groups of pupils - separate for eating, playing and learning</li><li>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</li><li>No clubs after school</li><li>No meetings/activities which cross these bubbles, eg: no Pupil Parliament meetings</li><li>Children not allowed in office or the classrooms of others.</li><li>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)</li><li>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.</li></ul>
Viral surface transmission	All	<ul style="list-style-type: none"><li>Frequent reminders to all</li><li>Monitoring and checking - GM, MS, governors</li><li>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)</li><li>Systems of handwashing before playtimes, lunchtimes and home time, as well as on arrival in the morning and returning from playtimes</li><li>Outside environment used as much as possible/practical/effective for learning</li><li>Antibac spray used - left on for at least ten seconds before wiping</li><li>Paper towels instead of towels</li><li>Pedal bins for paper towels</li></ul>

Pupils' handling resources	Pupils and staff	<ul style="list-style-type: none"><li>Restrict sharing of resources where possible eg: pencil cases for KS2 pupils</li><li>Removal of other resources from learning environment- decluttering</li><li>Sanitising of resources where possible</li><li>Own water bottles for older pupils</li></ul>
Tables, chairs, door handles and other frequently touched surfaces	Pupils and staff	<ul style="list-style-type: none"><li>Sanitisation before entry to school, at playtimes, after eating or activities where surfaces have been touched a lot</li><li>Activities which require more contamination in this way are done before a playtime to allow timely sanitisation of surfaces</li></ul>
Person to person transmission	Pupils and staff	<ul style="list-style-type: none"><li>Touching of other people minimised - only if necessary to reassure/calm/make a child safe. No hugging/kissing etc.</li><li>Distancing - Staffroom use staggered and staff avoid a crush of people</li><li>As above</li></ul>
Viral airborne transmission	All	<ul style="list-style-type: none"><li>Frequent reminders to all</li><li>Monitoring and checking - GM, MS, governors</li><li>Masks for visitors in entrance area and corridors</li><li>Social distancing wherever possible</li></ul>
In classrooms and hall	Pupils and staff	<ul style="list-style-type: none"><li>Workspaces/lunch tables spaced out and facing forwards/not directly facing one another</li><li>Social distancing encouraged</li></ul>
Increased risk during singing	Pupils and staff	<ul style="list-style-type: none"><li>Minimise movement of groups, crushing of people in small spaces through rotas, routines, turn taking etc</li><li>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</li></ul>
In adult meetings/offices/staffrooms etc	Staff and adult visitors	<ul style="list-style-type: none"><li>Alternatives to face to face meeting used where appropriate eg: HT meetings via Zoom, parent info via letter and Zoom session</li><li>Where this is necessary, precautions such as distancing, masks and sanitising are in place</li></ul>
Safeguarding - potential risk of harm during 'lockdown'	Pupils and families at home	<ul style="list-style-type: none"><li>DSL and DBSL aware</li><li>Staff advised to be vigilant re changes in behaviour etc in pupils</li><li>Emotional, financial strain etc are 'on our radar' when communicating with parents and pupils</li><li>Agencies consulted whenever needed. KCSIE 2020 in place. Staff aware.</li><li>Open communication lines and pro-active approach from all staff, within school and between school and families</li></ul>
Financial risk and Business Continuity Impact	School as an organisation - all at risk	<ul style="list-style-type: none"><li>Constant review of finances.</li><li>GB aware.</li><li>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</li></ul>
Isolation and fragmentation of the school as a team and for individuals	All	<ul style="list-style-type: none"><li>Focus on keeping the team tight and positive</li><li>Focus on following shared goals as a whole school staff team</li><li>Focus on shared elements of learning for pupils - eg: Whole School learning stimulus "Here We Are" book by Oliver Jeffers</li><li>Whole School Assemblies via Zoom from a different class each time: twice per week - foci are 'Thought for the week' and 'celebrating successes'.</li></ul>
School Partial Closure/Local Lockdown and disruption to learning and staffing	All	<ul style="list-style-type: none"><li>Preparation in place to use the website as previously done</li><li>Communication systems in place for parents, vulnerable groups and individuals</li><li>Staffing structures drafted out in case of closure, along the lines of March - July 2020</li><li>GB systems for monitoring, challenge and support in place using electronic systems etc</li></ul>

