

Full opening of schools - September 2020

RISK ASSESSMENT

SCHOOL NAME: St Peters Junior  
Number on roll:242

Current document version: 8

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	13/7/2020 – 21/7/2020
Headteacher completion	21/7/2020
H&S Manager sign off	18/8/20
CEO Sign Off	19/08/20
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	H&S Manager	CEO	Board
1 <sup>st</sup> October	2 - Amy Harvey	24/9/20	05/10/20	
1 <sup>st</sup> November	3 – Amy Harvey	26/10/20	27/10/20	
1 <sup>st</sup> December	4- Amy Harvey	02/12/20	04/12/20	
10 <sup>th</sup> January 2021	5 – Amy Harvey	11/1/21		
10 <sup>th</sup> February 2021	6 – Amy Harvey	10/2/21		
25 <sup>th</sup> February 2021	7 – Amy Harvey	26/2/21		
16 <sup>th</sup> April 2021	8 – Amy Harvey	16/4/21 KC approved		

Note – each Risk Assessment has been amended using track changes, so that there is a documented history of all changes made.

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[www.demat.org.uk](http://www.demat.org.uk)

**DEMAT Office Address:**

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

**The Diocese of Ely Multi-Academy Trust (DEMAT)**

Company limited by guarantee Number 08464996. Registered in England & Wales.  
Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX



## Introduction

Following government instructions to reopen schools fully in September 2020, we will do all we can to make them as safe as possible for our communities. This period of time needs to be used for leaders to carry out a complete assessment of their capacity and ability to open in September 2020 to all pupils.

Each DEMAT school is required to complete the following Risk Assessment and each school's circumstances will be considered individually and signed off by the Chief Executive who will inform the Trust Board. Headteachers are required to use the Risk Assessment to ensure that all building, sites and health and safety risks are considered and addressed before the school can be opened.

## Risk Assessment Monitoring and Review Requirements

Headteachers will be required to complete this Risk Assessment in full using the most recent [Government guidance](#) and DEMAT guidance to support the controls and any actions required. Headteachers will be required to review this Risk Assessment monthly throughout the Autumn term. This Risk Assessment covers all DEMAT schools including all school-run pre-schools and nurseries.

**The DEMAT Risk Assessment is divided into four sections, as follows:**

1. Pre-opening
2. Staffing communication, and compliance with procedures
3. Management of site
4. Safeguarding and mental health

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The following measures have been determined by the Government as part of the [Guidance for the full opening of schools](#) as being central to implementing a full opening of schools. The associated DEMAT guidance provides local context and advice for schools to follow.

#### **Preventative and Response measures upon which the risk assessment is based**

##### **Prevention**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

*Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.*

##### **Response to infection (all actions compulsory)**

- 1) engage with the NHS Test and Trace process
- 2) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 3) contain any outbreak by following local health protection team advice

DEMAT Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## DEMAT Risk Assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

[Guidance for the full opening of schools](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

<b>School name:</b>	St Peter's Junior School	<b>Assessment conducted by – name:</b>	Amy Harvey		
<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers	<b>Assessment conducted by – job title:</b>	Head Teacher		
<b>Assessment date:</b>	10/07/2020	<b>Review interval:</b>	1 month	<b>Date of next review:</b>	01/07/2021

**Note:** Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident.

### Related documents

#### Trust/Local Authority documents:

[DEMAT guidance](#)

#### Government guidance:

[Government guidance](#) – main link

[Guidance for the full opening of schools](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\) Jan 2021](#)

Ref	Area for concern	Risk rating prior to action (Severity x likelihood)	Control measures	In place? (Yes/No)	Additional school measures / comments	In place? (Yes/No)	Residual risk rating (Severity x likelihood)
1	Pre-opening	<b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>					
1.1	Pupils are allowed to return in the same structure as was in place in September 2020	3x3=9	<ul style="list-style-type: none"> <li>School to determine appropriate use of protective bubbles</li> <li>Either class-based bubbles OR</li> <li>Year group bubbles OR</li> <li>Key stage bubbles (smaller schools)</li> <li>Pupils informed about importance of remaining within their bubble</li> </ul>	Yes	There will be four key worker/vulnerable children bubbles, one for each year group with two classes per year group. Each year group area will be separated within the building from other year groups by a locked corridor door (not fire exit). Access to central parts of the school will be through external doors only. Staff will stay within their bubbles with the exception of PPA staff and Office staff. HT and office staff to avoid entering bubbles, communications by internal phones.	Yes	2x2=4
1.2	Policies have not been adapted to adhere to new Government guidelines	2x2=4	<ul style="list-style-type: none"> <li>Review existing policies where the COVID clause was inserted in May 2020 to ensure continued compliance with Government guidance issued on 2<sup>nd</sup> July 2020.</li> </ul>	Yes	Continued compliance to Covid clauses within policies.	Yes	2 x 2 = 4
1.3	Control measures not effective because people not aware of infection control requirements	3x3=9	<ul style="list-style-type: none"> <li>DEMAT Defender posters to be displayed in reception, classrooms and other areas used.</li> <li>Letters to parents to be sent reminding them of the importance of the essential hygiene measures and adherence to engagement with track &amp; trace.</li> <li>Reinforce to staff as part of on-going training - Refer to and ensure all staff are aware of guidance and requirements.</li> </ul>	Yes	Posters will continue to be in prominent places around the school. Also displayed in Polish, Russian and Bulgarian due to EAL community in foyer. Daily assemblies in classrooms will remind children. Behaviour policy will be re-shared with parents and children with the addendum of regular handwashing as part of expected behaviour. Regular parent updates via first return letter then weekly newsletters. Staff reminded of risk assessment requirements at every staff meeting. Staff sign to say they have read and understood RA at each amendment.	Yes	2 x 2 = 4

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1.4	Risk assessments are not regularly assessed	3x3=9	<ul style="list-style-type: none"> <li>Risk assessments updated and reviewed monthly – sent to Joanne Patterson, Compliance Officer</li> <li>Fortnightly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer</li> </ul>	Yes	To continue as is happening now monthly updates to Joanne Patterson	Yes	2 x 2 = 4
1.5	Weak Governance control of risk	3x4=12	<ul style="list-style-type: none"> <li>Use of Health &amp; Safety Trustee group to provide feedback when required</li> <li>Chief Executive delegated to approve Risk Assessments before reporting to Trust Board</li> <li>Fortnightly return by all schools of compliance to RA/guidelines.</li> <li>Local governor updates by Headteacher utilising appropriate forms of communication</li> </ul>	Yes	Governing body to be kept informed of September plans and any future amendments. The school is clear of the actions and process occurring at Trust level with the Executive and the Trustees. The LGB will hold virtual LGB meetings to keep up to date on school matters. Governor's meeting planned for after half term. In the meantime, HT will be in contact with CoG weekly.	Yes	2x2=4
1.6	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated Safeguarding Leads puts children's safety at risk	4x2=8	<ul style="list-style-type: none"> <li>Ensure there are the appropriate number of First Aiders, Paediatric First Aiders for under 5's and Designated Safeguarding Leads available and at school, and their training is up to date.</li> </ul>	Yes	<p>First aiders in every bubble.</p> <p>If a bubble does not have a first aider at any point and first aid is needed a first aider will be called for.</p> <p>DSLs up to date in training, will complete any virtual updates given by Sara Rogers.</p> <p>Staff safeguarding training within first three weeks to include Annex H and Safeguarding quiz on The Key.</p> <p>Records kept of who have completed the training within Google drive</p> <p>Jan 2021 updated safeguarding policy from Sara Rogers shared with staff, governors and placed on website.</p>	Yes	2 x 2 = 4

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1.7	Medical and isolation rooms are not adequately equipped or designated to maintain infection control	4x3=12	<ul style="list-style-type: none"> <li>Ensure sufficient supplies of medical equipment and PPE are in place</li> <li>Ensure appropriate signage is in place to designate difference between isolation and medical rooms</li> <li>Ensure medical room is tidy and suitably equipped should it need to be used.</li> <li>Continue to undertake PPE training for relevant staff in school.</li> </ul>	Yes	Guidelines will be followed, and child will be isolated in the isolation room until parents/carers can collect. The child to be escorted by member of the bubble team. In addition, the headteacher will ensure guidance issued from Government is communicated amongst staff and followed. Sufficient supplies of medical equipment and PPE will be available at all times. PPE training will be provided on-going as required.	Yes	2x2=4
1.8	Provision for PPE for staff is not in line with Government guidelines	3x3=9	<ul style="list-style-type: none"> <li>Only use Trust or LA recommended suppliers for PPE</li> </ul>	Yes	The school is in receipt of PPE equipment and guidance has been sent. If it is used, more will be obtained.	Yes	2x2=4
1.9	Cleaning capacity is reduced and inadequate supplies for soap/hand sanitiser mean staff/pupils unable to maintain hygiene	4x3=12	<ul style="list-style-type: none"> <li>Review cleaning rotas or liaise with contractors to determine availability of staff</li> <li>Implement daily monitoring of supplies</li> <li>Contact the Trust Central Team if finding it difficult to source cleaning products for support.</li> </ul>	Yes	Orders have been placed to increase quantities. Already have provision in school. Site Manager to monitor needs and report requirements for ordering. Cleaning rotas reviewed and adequate staff available	Yes	2x2=4
1.10	Cleaning practices are not carried out effectively	3x3=9	<ul style="list-style-type: none"> <li>Headteacher to ensure all cleaning staff used are fully aware of the cleaning requirements and guidance and arranged for daily checks to be carried out.</li> </ul>	Yes	Ensure number of staff cleaning have specific duties and stay with cleaning bubble and Site Manager does checks and reports to HT or DHT daily. Additional hours given to cleaners for cleaning in between hall sessions by different bubbles. An additional large waste bin from Veolia has been ordered to accommodate the rise in waste, due to covid cleaning practices.	Yes	2 x 2 =4



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2	Staffing, communication, and compliance with procedures			<b>RETURN TO TOP OF RISK ASSESSMENT</b>			
2.1	Poor communication to stakeholders	2x3=6	<ul style="list-style-type: none"> <li>Schools to inform parents about procedures for opening before the end of July</li> <li>At least monthly updates to parents to be sent by schools over Autumn term</li> <li>Statutory liaison with relevant LAs to be maintained.</li> <li>Central DEMAT best practice guide to be produced in line with feedback received prior and updated post opening on a fortnightly basis.</li> <li>Parental questions answered promptly by the school.</li> </ul>	Yes	Regular communications with all stakeholders from leadership team. Communication through email and Whatsapp group for staff. Staff allowed phones on person whilst in class in case of emergencies. HT delivered staff meetings clearly explaining the school's procedures and guidance and prepared a video/written message for parents and carers in July 2020. Updated changes will be shared in newsletters home for potential re-opening. Weekly to staff, Weekly to parents and governors. When responses required to external agencies HT and DHT available for parental questions out of hours. Office able to answer questions in school time.	Yes	2 x 2 = 4
2.2	Prolonged absence of employee due to self-isolation and/or repeated symptoms	2x6=6	<ul style="list-style-type: none"> <li>Employees are strongly advised to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to school senior management.</li> <li>Track &amp; trace to be engaged with by all staff</li> </ul>	Yes	In this scenario, expectation is that staff will self-isolate and will take part in government testing and advise SLT of results – we can provide tests if needed. Also, Clarkson infant school will be informed if government guidance is to do so if a positive test received DEMAT HR will be contacted if HR advice/guidance needed	Yes	2 x 3 = 6
2.3	Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should anyone display symptoms of COVID-19	3x3=9	<ul style="list-style-type: none"> <li>Letter to parents and staff reminding them of the school's procedures to be sent in Aug/Sep</li> <li>Information on displayed on Trust and school websites.</li> <li>DEMAT Defender posters to be displayed in school.</li> <li>Display DEMAT Flowcharts in school.</li> <li>Staff training to be held in INSET days</li> <li>Reminders that if you are ill, stay at home and get tested</li> <li>Promote engagement with Track and Trace</li> </ul>	Yes	HT delivered staff meetings clearly explaining the school's procedures and guidance and prepared a video/written message for parents and carers in July 2020. Re-iterated in March re-opening  In addition to this, communication with all stakeholders is open and consistent, DEMAT Defender posters and flow charts are displayed around the school.  Track and trace in place for all visitors, ensuring name and a contact number is taken	Yes	2 x 2 = 4

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2.4	Measures not effective because of lack of compliance by pupils or parents	2x3=6	<ul style="list-style-type: none"> <li>Letters to parents explaining school expectations to keep children and adults as safe as possible – parents and children not prepared to adhere to these expectations will not be allowed in school because of the risk posed to others.</li> <li>Clear instructions displayed around the school highlighting robust hand and respiratory hygiene measures</li> </ul>	Yes	Staff to remind children regularly - daily Parents reminded in weekly newsletter Parents will be expected to clean their lunchboxes and water bottles daily, if they are intending on having a packed lunch. These boxes will remain within the bubble. Children will wear PE kit on their PE day to limit the need to change and further items being brought into the building. Parents will be reminded to wash uniform daily.	Yes	2 x 2 = 4
2.5	Child is sent to school with a temperature or coronavirus symptoms of which school is not aware, or in a household where symptoms are present	3x3=9	<ul style="list-style-type: none"> <li>Follow the flow charts contained in the DEMAT guidance</li> </ul>	yes	Guidelines will be followed, and child will be isolated in the isolation room until parents/carers can collect.	Yes	2 x 3= 6
2.6	Lack of adult capacity within a bubble to provide adequate supervision if the teacher or child is ill and needs to be isolated or needs the toilet or some other issues	3x2=6	<ul style="list-style-type: none"> <li>Ensure that the school cover system is active so that spare adults can be moved into the class as required</li> <li>Changes in the 2<sup>nd</sup> July guidance show that adults can move between bubbles</li> </ul>	Yes	Staff to take turns having breaks from within their bubble, a rota for use of staffroom and cookery room is in place to reduce chances of cross contamination. Duty rotas to be formulated within each bubble.  Lunchtimes <a href="#">the hall will be divided by benches 2m apart with seating for 2 bubbles on either</a> One year group bubble will enter through one door and sit on one side of the hall, when they have collected lunch and started eating, the next year group will enter the other doors and do the same. First year group will leave, tables to be cleaned and third bubble to come in, repeated on the other side for fourth bubble. Cleaning to take place in between and after each bubble have eaten.	Yes	2 x 2 = 4

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					Children will be seated in their bubbles and chairs will be placed as far apart as possible to meet the 1m-2m distance apart. Children will have their backs to children from other bubbles.		
2.7	Child is displaying symptoms and parent cannot be reached to collect	4x3=12	<ul style="list-style-type: none"> <li>Child is isolated away from other children and adults.</li> <li>Supervising adult wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect.</li> </ul>	Yes	Emergency contact details confirmed and amended for all pupils accessing provision on a fortnightly basis. Child will be isolated and supervised by adult wearing appropriate PPE until parent/carer collects	Yes	2x2=4
2.8	Possible spread of infection from a pupil, visitor or member of staff carrying the virus where there is no reason to suspect they are infected with the virus	4x3=12	<ul style="list-style-type: none"> <li>Basic infection controls should be followed as recommended by the government and the DEMAT guidance.</li> <li>DEMAT Defenders posters to be displayed on every door.</li> <li>Governors' meetings to be held remotely until further notice.</li> <li>Good practice to help eliminate the spread of infection is included in the Government guidance and DEMAT guidance.</li> <li>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</li> </ul>	Yes	<p>DEMAT &amp; Government guidelines will be followed in relation to infection control.</p> <p>DEMAT Defenders posters are displayed on every door. Governors' meetings will be held remotely until further notice.</p> <p>In addition, the headteacher will ensure guidance issued from Government for Track and Trace is communicated amongst staff and followed.</p> <p>Lateral flow tests take place amongst staff team at their homes on Sunday and Wednesday evenings. Reporting on a google form for school purposes, and on the gov.uk link. Procedures in place with school covid co-ordinator</p> <p>Adults should wear facemasks when in communal areas of the school if effective social distancing cannot be achieved.</p> <p>If a positive result is notified, school will follow PHE advice on how to manage the school setting If a child is isolating because of a family member having symptoms there isn't a requirement to close the whole bubble unless that child has a confirmed positive test. If the</p>	Yes	3 x 3 = 9

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					<p>child is isolating work will be completed using Google Classroom.</p> <p>Equipment that is shared between multiple bubbles (such as sports equipment, Chrome books, Library books and musical instruments) will be cleaned after each use and prior to being put away.</p> <p>To limit spread of infection through clothing changes, children are requested to wear PE kit on their PE day, this will stop the need to change.</p> <p>Doors and windows opened during lunch and break to allow fresh air to travel through the rooms and in the hall during lunchtimes and indoor PE.</p>		
2.9	Staff members do not minimise periods of contact	2x4=8	<ul style="list-style-type: none"> <li>Limit the number of staff who can use a staffroom at any one time</li> <li>Provide other facilities for staff to have break periods</li> <li>Use online meeting facilities to conduct larger meetings</li> <li>Reduce the movement of staff between bubbles where possible</li> </ul>	Yes	<p>All other staff are being used to support bubbles excl Headteacher and Office staff. The full staff team will adhere to the entry and exit points of their bubble during the day, breaktime rotas in place to ensure staff room and office spaces have space for socially distanced interactivity. Staff are strongly advised to wear masks when moving around the communal areas of school and may wear them in class if they wish.</p> <p>Staff asked to read the guidance on mask wearing as per this link:  <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#how-to-wear-a-face-covering">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#how-to-wear-a-face-covering</a></p> <p>PPA on Thurs/Fri. External/internal PPA staff will work with one bubble on each day but remain at least 2m from children and teach 'from the front'. If child needs closer support, a TA will be on hand.</p>	Yes	2 x 3 = 6

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					During PPA staff will be expected to upload planning slides to Google classroom as well as in planning folder so that access from home for anyone off school is available.		
2.10	Staff coming into work who are more at risk of infection	5x4=20	<ul style="list-style-type: none"> <li>Where the measures detailed in the RA are applied fully, including all prevention and response measures listed on page 3, the risk is mitigated significantly, and these staff should be able to return to work</li> <li>Liaise with DEMAT HR team for specific cases or for further advice</li> <li>Discuss with individuals the need for a personal risk assessment and ensure it is completed</li> </ul>	Yes	Bubbles are closed to all but those in the year group bubbles, with the exception of during PPA sessions, which is outlined above with strict adherence to social distancing. Personal risk assessments for those who have been shielding will be offered and completed by NH if staff request them.	Yes	3 x 3 = 9
3	<b>Management of site</b> <span style="float: right;"><u>RETURN TO TOP OF RISK ASSESSMENT</u></span>						
3.1	Classrooms are set up in a manner that allows children to face one another for extended periods of time	3x4=12	<ul style="list-style-type: none"> <li>Arrange classrooms with forward facing desks so that pupils do not face one another</li> </ul>	Yes	Rooms re-arranged so desks face forwards with exit access points and sinks left clear. All classrooms are in use.	Yes	2x1=2
3.2	Due to staff absence a large number of supply teachers or visiting specialists are on site	3x3=9	<ul style="list-style-type: none"> <li>Try to accommodate cover arrangements internally where possible, including using TAs under the instruction of a qualified teacher.</li> <li>Where agency staff are to be used ensure, they are aware of all site procedures</li> <li>Consider booking agency staff for longer assignments to minimise the number of other schools they visit.</li> </ul>	Yes	Each year group bubble has an extra adult for Thrive and interventions. This means if there is staff absence, they can cover. If, however, another adult is required to teach, or in the case of PPA cover, the new adult will adhere to strict 2m or more social distancing rules and the TA within bubble will do any closer work with children who need it. Staff will be informed, no new staff movement except on a Monday after 48-hour bubble closure to reduce risk of cross-contamination, unless exceptional circumstances and this will be approved by the HT or DHT first. If HT and DHT are off simultaneously AMW (Y6 Maths lead) will be responsible for behaviour management and NB	Yes	2 x 2 = 4

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					Senco for Pastoral will be responsible for pastoral and parent contact		
3.3	After school club has a mixture of year groups attending	2x3=6	<ul style="list-style-type: none"> <li>In the first instance maintain pupils in the bubbles they are in during the school day</li> <li>If this is not possible then place pupils in small, consistent groups</li> <li>Consider delaying the opening of after school club to some year groups to cater for the bubbles in greatest demand</li> </ul>	Yes	After school and before school clubs will take place within bubbles in the first instance.	Yes	2 x 2 = 4
3.4	The number of pupils and staff on site creates too many opportunities for Government guidance to be breached	3x4=12	<ul style="list-style-type: none"> <li>Minimise the number of external visitors to the site as much as possible</li> <li>All visitors to be recorded to adhere to track &amp; trace guidance</li> <li>No large gatherings such as assemblies, parents' evenings or performances</li> </ul>	Yes	<p>The full staff team will adhere to the entry and exit points of their bubble during the day, breaktime rotas in place to ensure staff room safety. Only office staff to enter office spaces. Anyone else must be 2m away.</p> <p>Only members of the same bubble allowed into the staff room at one time. Lunches to be collected and taken to classrooms.</p> <p>Staff expected to wipe all high touch points in staffroom kitchen area with appropriate cleaning products after use, and wash hands/sanitise before and after use, Cleaner on-site during lunchtime to ensure the staffroom and toilets are cleaned thoroughly between bubbles, staff still required to clean down after they use any high touch point/s</p>	Yes	2 x 2 = 4
3.5	Pupil's behaviour on the return to school does not comply with school guidelines	3x3=9	<p>Clear messaging to pupils on the importance and reasons for control measures is reinforced throughout the school day by staff and through posters. For young children this is done through age-appropriate methods such as stories and games.</p> <ul style="list-style-type: none"> <li>Staff model behaviour consistently.</li> <li>The movement of pupils around the school is minimised.</li> </ul>	Yes	<p>Behaviour policy reviewed.</p> <p>Staff training given regarding STEPS and Thrive during September INSET.</p> <p>Expectations made clear for parents and pupils.</p> <p>New classes have received a letter from new teacher which includes behaviour guidelines and expectations.</p>	Yes	2 x 2 = 4

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			<ul style="list-style-type: none"> <li>Break times and lunch times are structured to support maintenance of bubbles and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with measures and this has been communicated to staff, pupils and parents.</li> <li>Senior leaders monitor areas where there are breaches of measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of the measures are sent by the school.</li> </ul>				
3.6	Movement around the site results in social distancing breaches	3x4=12	<ul style="list-style-type: none"> <li>Movement to be restricted within bubble areas or classrooms</li> <li>Wider movement around the school to be supervised</li> <li>Where movement of bubble groups cross paths ensure pupils remain at opposite edges of corridor</li> </ul>	Yes	<p>We have a specific entry and exit plan for each room- all classrooms in use.</p> <p>PE, Music and Library times will be specifically timetabled to ensure bubbles are not cross-contaminating within the same day.</p> <p>A temporary Year 3 cloakroom created within the year 3 bubble to ensure children do not need to infringe on other bubbles toilet areas and the doors between year group bubbles can be the boundary to ensure social distancing is adhered to.</p> <p>Staff will wear face coverings when in communal areas eg corridors, staffroom (removing to eat and drink) but should still adhere to 2m distance see 2.9 for full details</p>	Yes	2 x 2 = 4
3.7	Lunch and break times provide social distancing breaches as pupils circulate	3x4=12	<ul style="list-style-type: none"> <li>Either stagger lunch breaks to reduce risk of bubbles merging OR</li> <li>Zone off areas of the playground and/or field to give each bubble space to occupy</li> <li>Dining room can be used but not for more than one bubble at a time – if used tables must be cleaned between bubbles</li> </ul>	Yes	<p>Staggered and zoned play and lunch areas, Each KW/V bubble has a separate midday supervisor or TA to support in the hall</p> <p>Staff room and staff toilets will be cleaned either before or during lunch to ensure reduced risk of contamination between staff bubbles.</p> <p>Use of outside spaces are designated and play equipment (in buckets) assigned. Use of field and playground in rotation as noted in the timetable. Trim trail equipment will now be available for playing on with one year group using it each day.</p>	Yes	2x2=4

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3.8	Toilet queues and handwashing queues breach bubbles	3x4=12	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing.</li> <li>Pupils know that they can only use the toilet one at a time.</li> <li>Pupils are encouraged to access the toilet throughout the day to help avoid queues.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	Yes	<p>Each bubble is assigned a block of toilets, 1 bubble to each facility. Children and staff are briefed and adhere to strict hand washing and use of sanitation gel guidelines.</p> <p>Staff toilets – already only one member of staff allowed in at a time. Virus spray put into bathrooms, and high touch points sprayed after each use by the user</p>	Yes	2x2=4
3.9	Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines	3x4=12	<ul style="list-style-type: none"> <li>Stagger arrivals OR</li> <li>Use separate entrances OR</li> <li>Line pupils up in zones across playground before entry to school OR</li> <li>School based method of minimising congregation of people outside the school</li> </ul>	Yes	Entries and exits are designated all children able to come in from 8.30 and leave at 3.15 with separate entry and exit points and reminders to be socially distanced in place with sprayed lines on playground for two bubbles entering large gates. Letters to be sent with the children/families personalised plan on.	Yes	2x3=6
3.10	Fire procedures are not appropriate to cover new arrangements	5x4=20	<ul style="list-style-type: none"> <li>Headteacher to review fire procedure protocol and amend in line with current school arrangements.</li> <li>Fire drill must take place within 3 days of all pupils being in school full time</li> </ul>	Yes	<p>Fire procedure protocol amended and shared with staff</p> <p>Each bubble has own fire exit, line up on playground in socially distanced areas and 2m apart.</p> <p>Practice drill to take place in first week back to show children where to line up.</p> <p>fire drills took place in September and January.</p>	Yes	2x2=4
3.11	Building statutory compliance checks (as set out in the DEMAT Premises	4x3=12	<ul style="list-style-type: none"> <li>Review the compliance checklist contained within DEMAT guidance</li> <li>Contact Rachel Lamb with queries</li> </ul>	Yes	All compliance checks are in place - SBM checking with site manager and reporting to HT, any queries will be raised with Rachael Lamb	Yes	2 x 2 =4



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	Guidance) have not been completed							
3.12	Contractors working on site may pose social distancing risk	3x3=9	<ul style="list-style-type: none"> <li>All works that take place, must be coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team or have been approved in advance.</li> <li>Ensure all essential visits by contractors are aware of the school's opening arrangements and carry out a risk assessment prior to any visit.</li> </ul>	Yes	Essential contractor visits only = in line with DEMAT advice. Track and trace in place and name and telephone number taken as required under government guidance	Yes	2 x 2 = 4	
4	<b>Safeguarding, and mental health</b>						<b>RETURN TO TOP OF RISK ASSESSMENT</b>	
4.1	Pupil's mental health has been adversely affected during the period of closure	4x3=12	<ul style="list-style-type: none"> <li>All staff to be made aware of the Government guidance – Guidance for the public on the mental health and well-being aspects of coronavirus.</li> <li>Refer to additional support within the DEMAT guidance</li> <li>Liaise with Dense Woodhouse for specific guidance</li> </ul>	Yes	<p>Children who are identified as having Thrive needs will be assigned activities to complete in their bubbles, use of extra adult in the bubble to support.</p> <p>Lead practitioners to be in two of the bubbles, and to direct two other TAs to lead Thrive within the other two bubbles.</p> <p>Staff must not work together with another adult, either with children or on paperwork in Thrive Hive. Room must be sprayed clean between use by the adult using it</p>	Yes	3 x 3 = 9	
4.2	Members of staff's mental health has been adversely affected during the period of closure	4x3=12	<ul style="list-style-type: none"> <li>Explicitly and formally acknowledge that this may have happened.</li> <li>Open channels of communication between staff and senior leaders so that staff know how they may communicate needs and are encouraged to do so.</li> <li>Review access to professional services and signpost these where available.</li> <li>Collaborate with Trust Central Team to know what is available within Local Authorities and work with Trust leads to establish good practice.</li> </ul>	Yes	<p>Thought has been taken regarding timetabling, those with higher levels of mental anxiety (via staff survey) have been directly spoken to and wishes considered in the planning and execution of the opening plans.</p> <p>Staff have been reminded and provided with information in relation to the trust wide EAP, and school currently has a subscription with APL.</p>	Yes	3 x 2 = 6	

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			<ul style="list-style-type: none"> <li>Staff have been reminded and provided with information in relation to the trust wide EAP.</li> </ul>				
4.3	Staff have not received updated safeguarding training for the new year	3x3=9	<ul style="list-style-type: none"> <li>All staff to receive basic safeguarding updates at the September INSET</li> <li>KCSIE 2020 to be distributed to all staff; All staff have signed to say they have read, understood and will abide by Part One and Annex A</li> <li>Safeguarding policies to be updated in line with updated KCSIE 2020 &amp; COVID-19 Appendix updated with any temporary amendments to the annual policy</li> </ul>	Yes	<p>New and updated Safeguarding guidelines to be shared including the changes to KCSIE 2020 (annexe A) and January 2021 updates</p> <p>Updated training to took place in September including completing The Key safeguarding quiz.</p> <p>DSLs receive updates via Sara Rogers, including any update briefings via Zoom.</p> <p>Updates have been shared and signed off by staff</p>	Yes	2 x 2 = 4