

Full opening of schools - September 2020

RISK ASSESSMENT

SCHOOL NAME: Ely St Mary's CofE Junior School

Number on roll: 371

Current document version: 8

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	10 th July 2020
Headteacher completion	21 st July 2020
H&S Manager sign off	29 th July 2020
CEO Sign Off	17 th August 2020
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	H&S Manager	CEO	Board
1 st October	2	25/09/20	5/10/20	
1 st November	3	23/10/20	27/10/20	
1 st December	4	03/12/20	03/12/20	
6 th January 2021	5	20/1/21		
7 th February 2021	6	07/02/21		
24 th February 2021	7	25/2/21		
16 th April 2020	8	22/4/21		

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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The Diocese of Ely Multi-Academy Trust (DEMAT)

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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](#)

School name:	Ely St Mary's CofE Junior School	Assessment conducted by – name:	Rebecca Ireland-Curtis		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers	Assessment conducted by – job title:	Headteacher		
Assessment date:	10/07/2020	Review interval:	1 month	Date of next review:	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		<u>RETURN TO TOP OF RISK ASSESSMENT</u>				
1.1	Pupils are allowed to return in the same structure as was in place in March 2020	3x3=9	<ul style="list-style-type: none"> School to determine appropriate use of protective bubbles Either class based bubbles OR Year group bubbles OR Key stage bubbles (smaller schools) Pupils informed about importance of remaining within their bubble 	Yes	<p>Year group bubbles to be used based on the following rationale:</p> <ul style="list-style-type: none"> Logistics of operating timetables for breaks, lunches and start/end of the day. Logistics around use of interventions and support programmes for children Continuity of curriculum delivery over 3 or 4 classes where staff may be either new to the school or Year group Pupil and staff wellbeing (wider socialisation) <p>Additional measures to keep bubbles separated:</p> <ul style="list-style-type: none"> Dedicated entrances and exits for Year groups (Lower and Upper school share entrances and exits but transitions and contact between bubbles is limited). Staggered entrance times into school to encourage a steady trickle of arrivals over a 20-minute entry time. Staggered end of day at 3:10pm year 3 and Year 4, 3:15pm Year 5 and 3:20pm Year 6 lower Parents now wait directly outside the classroom which will disperse the 135 families over the whole site. The risk of parents and siblings waiting on site and not adhering to social distancing is considerably less than when allowing them to wait across the whole site. Gates open 3:00pm and parents are allowed to wait either in the car park or playground areas until the end of school. This is to prevent the queue of parents on the road outside where social distancing was hard to 	Yes	3x2=6

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					<p>maintain. Parents are discouraged from being on site early but parents collecting children from 2:55pm from the feeder school next door now have a safer place to wait.</p> <ul style="list-style-type: none"> • Parents are reminded regularly about expectations when on site • Dedicated walkways around site to minimise contact • Dedicated toilets for each year group • Dedicated zones for break and lunch • Dedicated times and areas for hot dinners and packed lunches within different venues for each Year gp (where Year gps have to share the venue (at different times), tables and chairs are cleaned in-between sittings) • Areas of school blocked by year group so minimising contact • Dedicated staffroom times for each Year gp so no mixing of staff bubbles • Staffrooms closed first thing in the morning and after 3:30 to avoid mixing of staff groups • Parents are supported in wearing face coverings whilst on site • Parents and visitors to wear masks when in school • Staff supported wearing PPE as part of their own risk assessments • Staff are strongly advised to wear face coverings when in communal areas in line with government guidance. • Staff are expected to remain 2m from other staff • Staff on duty at the beginning and end of the day wear visors/ face coverings due to the number of 		

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					<p>interactions with children and parents across bubbles.</p> <p>Cleaning and hygiene</p> <ul style="list-style-type: none"> • Cleaning rotas are maintained as cleaning staff levels are been reinstated. • Procedures and protocols in place for shared equipment e.g. PE/Computing • Increased cleaning now in communal areas such as staffrooms <p>Heating and Ventilation</p> <p>Heating has been turned on and advice given to staff is to open windows (and doors if appropriate) at break and lunchtimes to get a change of air. Where possible windows to remain open during the lessons as long as pupils are not directly next to them and if this would cause health issues. Pupils and staff advised to wear additional layers of clothing. As the weather gets warmer teachers are encouraged to keep classroom doors open as much as possible.</p> <p>Doors remain open in the main areas of the school allowing a flow of air.</p> <p>PE</p> <p>PE lessons occur outside whenever possible but when weather is inappropriate the hall and theatre are used. There is full ventilation and surfaces are cleaned in-between bubbles. Children wash their hands at the start and end of every lesson.</p> <p>Information</p>		

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					<ul style="list-style-type: none"> • DEMAT defender posters displayed in school • Bubble information posters outlining areas such as play zones, key staff and systems on display. • Staff and pupils reminded regularly of expectations for H&S through briefings and newsletters • Risk assessments for children with High needs have been revised 		
PP1.2	Policies have not been adapted to adhere to new Government guidelines	2x2=4	<ul style="list-style-type: none"> • Review existing policies where the COVID clause was inserted in May 2020 to ensure continued compliance with Government guidance issued on 2nd July 2020. 	Yes	Key policies updated Staff training completed and compliance checks signed by all staff (June 2020) Safeguarding Policy updated Sept 2020 with further changes and training issued to staff remotely. KCSIE Part 1 Jan 2021 updated given to staff to read and sign. Lockdown appendix revised Jan 2021 Behaviour Policy to include appendix 'What good behaviour looks like' – Sept 2020 Staff handbook updated March 2021 to ensure all staff receive a consistent message about expectations and procedures within school.	Yes	2x1=2
1.3	Control measures not effective because people not aware of infection control requirements	3x3=9	<ul style="list-style-type: none"> • DEMAT Defender posters to be displayed in reception, classrooms and other areas used. • Letters to parents to be sent reminding them of the importance of the essential hygiene measures and adherence to engagement with track & trace. • Reinforce to staff as part of on-going training - Refer to and ensure all staff are aware of guidance and requirements. 	Yes	Staff informed using: Briefings Posters Signage Floor markings Video briefings Online training (e.g. COSHH if needed) Staff handbook Weekly briefings have a focus on Covid-19 control measure updates as well as safeguarding and other related H&S	Yes	3x2=6

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					Staff are strongly advised to wear face coverings when in communal areas . Periodically remind staff of control measures through briefings and training Parent newsletters remind community of expectations		
1.4	Risk assessments are not regularly assessed	3x3=9	<ul style="list-style-type: none"> Risk assessments updated and reviewed monthly – sent to Joanne Patterson, Compliance Officer Fortnightly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer 	Yes	Clear expectations and criteria in place to guide school to ensure RAs are updated. Led by Headteacher and in the event of illness will be picked up by the Deputy. Updated every month and RA monitoring on a daily basis by SLT. Classroom risk assessments written with a focus on Covid – 19 control measures for each area Kitchen, cleaning and visitor risk assessments also in place.	Yes	3x2=6
1.5	Weak Governance control of risk	3x4=12	<ul style="list-style-type: none"> Use of Health & Safety Trustee group to provide feedback when required Chief Executive delegated to approve Risk Assessments before reporting to Trust Board Fortnightly return by all schools of compliance to RA/guidelines. Local governor updates by Headteacher utilising appropriate forms of communication 	Yes	Virtual meetings and regular Gov updates already in place. Governor monitoring of key areas using information videos and web-based meetings	Yes	3x2=6

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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"> 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. 	Yes	<p>4 DSLs 47 trained First Aiders across all staff groups, with 3 Paediatric First Aiders (although PFA not required as only KS2). 2 FAW trained first aiders</p> <p>We currently have enough first aiders to allow for first aid to be completed in each year group bubble. Only the most severe cases e.g. nose bleeds go the office for first aid meaning that contact across the bubbles is limited. Staff have been given visors and face coverings to wear if working in close contact with children e.g. facial injuries. First Aid resources have been moved to further reduce crossing of bubbles within the office space.</p>	Yes	3x1=3
1.7	Medical and isolation rooms are not adequately equipped or designated to maintain infection control	4x3=12	<ul style="list-style-type: none"> Ensure sufficient supplies of medical equipment and PPE are in place Ensure appropriate signage is in place to designate difference between isolation and medical rooms Ensure medical room is tidy and suitably equipped should it need to be used. Continue to undertake PPE training for relevant staff in school. 	Yes	<p>Medical aid room and isolation room are different due to medical room being directly next to the main admin suite. Isolation room is separated from rest of school with own toilets and communication - staff made aware that symptomatic people go to isolation not medical rooms. Systems are in place to clean the room thoroughly after use, and unless required the room can be closed for 72 hours after any incident without disruption to the rest of the school.</p>	Yes	4x2=8
1.8	Provision for PPE for staff is not in line with Government guidelines	3x3=9	<ul style="list-style-type: none"> Only use Trust or LA recommended suppliers for PPE 	Yes	<p>Stocks of PPE purchased through recognised suppliers. PPE for suspected cases of Covid-19 have been sourced either through DEMAT or County.</p> <p>BAME (Black, Asian and Minority Ethnic) risk assessments completed</p> <p>Individual staff risk assessments sent out to all staff at start of year to keep up to date with changes in circumstances. Updated April 2021</p> <p>CEV/CV (Clinically Extremely Vulnerable/Clinically Vulnerable) risk assessments completed –where PPE is</p>	Yes	3x2=6

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					identified as being needed staff given information about where to locate. Review meetings for CV and CEV completed monthly or as guidance changes Sneeze guards in place for reception and for serving areas for hot food. Staff are strongly advised to wear face coverings when in communal areas		
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"> Review cleaning rotas or liaise with contractors to determine availability of staff Implement daily monitoring of supplies Contact the Trust Central Team if finding it difficult to source cleaning products for support. 	Yes	4 cleaners and site manager completing 2.5 hours cleaning a night for 15 classrooms and other areas, 2 members of staff working around a cleaning rota during the day to clean fomites. Middays re deployed (as part of rota of duties) to provide cleaning cover at for toilets and areas of high use. Kitchen staff to clean own area including toilets Full deep clean completed over the Christmas Holidays. Installation of under sink heaters completed in October half term . Site manager working with cleaning supervisor to ensure adequate stocks of cleaning materials stored in school (dedicated locked storage in place to hold amount needed).	Yes	4x2=8
1.10	Cleaning practices are not carried out effectively	3x3=9	<ul style="list-style-type: none"> 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. 	Yes	Revised separate Risk assessment produced and cleaning overview (one page) developed for cleaning staff Site Supervisor responsible for monitoring in cleaning supervisors absence. New members of staff to receive enhanced induction and training to ensure standards are maintained at the highest level.	Yes	3x2=6
2	Staffing, communication, and compliance with procedures				<u>RETURN TO TOP OF RISK ASSESSMENT</u>		

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)
2.1	Poor communication to stakeholders	2x3=6	<ul style="list-style-type: none"> Schools to inform parents about procedures for opening before the end of July At least monthly updates to parents to be sent by schools over Autumn term Statutory liaison with relevant LAs to be maintained. Central DEMAT best practice guide to be produced in line with feedback received prior and updated post opening on a fortnightly basis. Parental questions answered promptly by the school. 	Yes	<p>Clear communication strategy developed within the school so all SLT are aware and this can continue in the absence of HT/DHT</p> <p>Parent pack including the following was sent to parents at the end of term and again on the 3rd September. This included:</p> <ul style="list-style-type: none"> FAQ page Information on Track and Trace Attendance expectations Copy of the Behaviour Policy Details on Entrances and Exits into school Class Dojo sign up Microsoft 365 log in (if Teams being used for remote learning) <p>Contact details for contact for safeguarding and general enquiries (worried@esm.school or office@esm.school) – sent to parents at end of each term</p> <p>Staff received training pack at end of Summer term including:</p> <ul style="list-style-type: none"> Week1 and 2 timetables including Staggered break and lunchtime rotas New one-way system maps Updated evacuation procedures Curriculum overviews and provision map FAQ sheet on expectations Expectations on planning for remote learning <p>Half termly updates to staff handbook put in place to reflect current situation.</p>	Yes	2x2=4

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2.2	Prolonged absence of employee due to self isolation and/or repeated symptoms	2x3=6	<ul style="list-style-type: none"> Employees must to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to school senior management. Track & trace to be engaged with by all staff 	Yes	<p>Use of testing to get employee back in as soon as possible. Short term absence to be covered either by HLTA or supply. Track and Trace information sent out to staff on 17th July briefing and displayed in school.</p> <p>Track and Trace practice completed on 25th September to ensure data collected is fit for purpose and that 3 staff are trained to manage the situation if it arises. Track and Trace procedure pack collated and kept by the Head/Deputy Head</p> <p>Use of County testing facilities and education portal if needed.</p> <p>Home tests available if there are any issues getting to a testing centre.</p> <p>Use of EAP to help staff with wellbeing if repeatedly experiencing symptoms and advice on receiving further investigations if needed.</p>	Yes	2x2=4
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"> Letter to parents and staff reminding them of the school's procedures to be sent in Aug/Sep Information on displayed on Trust and school websites. DEMAT Defender posters to be displayed in school. Display DEMAT Flowcharts in school. Staff training to be held in INSET days Reminders that if you are ill, stay at home and get tested Promote engagement with Track and Trace 	Yes	<p>Parent briefings</p> <p>Newsletter</p> <p>Video training</p> <p>Use of social media to remind key messages</p> <p>Track and trace information sent out to parents and regularly updated as guidance changes.</p> <p>Staff presence at the beginning of the day to reinforce expectations:</p> <p>2m distance between families</p> <p>Follow one way systems</p> <p>Support wearing face coverings for adults on site</p> <p>Use of hand sanitiser when needed</p>	Yes	3x2=6
2.4	Measures not effective because of lack of compliance by pupils or parents	2x3=6	<ul style="list-style-type: none"> 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. Clear instructions displayed around the school highlighting robust hand and respiratory hygiene measures 	Yes	<p>Clear guidance presented</p> <p>Staff visibility at key times to ensure parental adherence to rules</p> <p>Vulnerable children identified so school can be proactive in approach – e.g. lack of clean clothes – can offer a change of clothes and clean uniform on site for the next day.</p>	Yes	2x2=4

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					Updates sent to parents regularly and a proactive approach taken by staff to speak to those who are not complying with the rules put in place.		
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"> Follow the flow charts contained in the DEMAT guidance 	Yes	Continued education on symptoms given to teachers and support staff. Wellbeing checks undertaken including temperature checks as part of first aid procedures. Regular updates given to parents about symptoms and not sending children into school.	Yes	2x2=4
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"> Ensure that the school cover system is active so that spare adults can be moved into the class as required Changes in the 2nd July guidance show that adults can move between bubbles 	Yes	Using Year group bubbles means that we have adequate support staff and additional adults within the school in order to facilitate short notice cover.	Yes	3x1=3
2.7	Child is displaying symptoms and parent cannot be reached to collect	4x3=12	<ul style="list-style-type: none"> Child is isolated away from other children and adults. Supervising adult wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect. 	Yes	Systems in place and allocated isolation room identified. Adequate PPE held within school. Contact numbers checked for all children as part of admission process. Data sheets updated as part of start of year procedures. Our expectation is that someone will be contactable to collect the child if poorly will be communicated to parents	Yes	4x2=8

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					(this remains an immediate member of the household at the time of writing). Child remains in isolation room until collected.		
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"> Basic infection controls should be followed as recommended by the government and the DEMAT guidance. DEMAT Defenders posters to be displayed on every door. Governors meetings to be held remotely until further notice. Good practice to help eliminate the spread of infection is included in the Government guidance and DEMAT guidance. 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. 	Yes	<p>Expectations set in staff briefings. DEMAT posters widely available. Meetings held remotely if they are longer than 15mins and/or participants cannot socially distance. Parents to not enter school unless in an emergency and then highest level of hygiene followed. Routes into school discourage unannounced visitors. Any timetabled visitors reminded of expectation at time of booking the meeting. Separate risk assessment for where and how visitors will work in school shared before coming to school Visitors required to complete a Track and Trace sheet if working with a child. These will be kept for 3 weeks and then securely disposed. Staff are strongly advised to wear face coverings when in communal areas Jan 2021 – LFD testing introduced twice a week for staff and regular visitors in school.</p>	Yes	4x2=8
2.9	Staff members do not minimise periods of contact	2x4=8	<ul style="list-style-type: none"> Limit the number of staff who can use a staffroom at any one time Provide other facilities for staff to have break periods Use online meeting facilities to conduct larger meetings Reduce the movement of staff between bubbles where possible 	Yes	<p>Lunches have been staggered so that only the staff within the set year group will be in one of the 2 staffrooms at any one time. Staff reminded that they must not break bubbles before or after school . Staff are strongly advised to wear face coverings when in communal areas</p>	Yes	2x2=4

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					<p>Staff not appointed to a bubble are requested to take their lunches outside the main hours if possible (between the hours of 12 and 2pm)</p> <p>PPA room provided so that staff do not work in the staffroom</p> <p>PPA limited to 2 teachers at a time to minimise periods of contact.</p> <p>Meetings and CPD to be conducted remotely.</p> <p>Staff from different bubbles not to share transport or have close contact less than 2m.</p> <p>Office area has been shut to staff in other bubbles to limit contact</p> <p>Staff reminded not to use the photocopier within the office area</p> <p>SLT (Head and Deputy) meet via Zoom if meetings to be over 15mins. 2m distance kept at all times.</p> <p>Staff periodically are reminded of control measures through briefings and updates. Verbal reminders also given.</p>		
2.10	Staff coming into work who are more at risk of infection	5x4=20	<ul style="list-style-type: none"> 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 Liaise with DEMAT HR team for specific cases or for further advice Discuss with individuals the need for a personal risk assessment and ensure it is completed 	Yes	<p>Additional Risk assessments completed looking at CV/CEV and BAME staff. updated 22nd February 2021</p> <p>Measures put in and staff redeployed where needed/changed hours if needed</p> <p>PPE available if needed</p> <p>HR team consulted with for several cases</p> <p>Review meetings held monthly going forwards</p>	Yes	4x1=4
3	Management of site				RETURN TO TOP OF RISK ASSESSMENT		

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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"> Arrange classrooms with forward facing desks so that pupils do not face one another 	Yes	<p>Excess furniture has been removed from rooms and careful consideration has been given to ensure fire exits have adequate access.</p> <p>Systems for entering the classroom and seating have been considered.</p> <p>Teachers and support staff are being supported in adapting their teaching to move away from group work which would encourage face to face interactions unless children are in a space where they can socially distance.</p>	Yes	3x2=6
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"> Try to accommodate cover arrangements internally where possible, including using TAs under the instruction of a qualified teacher. Where agency staff are to be used ensure they are aware of all site procedures Consider booking agency staff for longer assignments to minimise the number of other schools they visit. 	Yes	<p>Discussions in place with key agency to look at longer term assignments if needed.</p> <p>Use of teachers on casual contract arrangements who work between 1 or 2 local schools (usually teaching siblings of our children). HLTA to cover wherever possible (increasing hours so that they offer consistency).</p> <p>Visiting specialists timetabled to avoid too many people onsite or remote meetings arranged if needed.</p>	Yes	3x2=6
3.3	After school club has a mixture of year groups attending	2x3=6	<ul style="list-style-type: none"> In the first instance maintain pupils in the bubbles they are in during the school day If this is not possible then place pupils in small, consistent groups Consider delaying the opening of after school club to some year groups to cater for the bubbles in greatest demand 	Yes	<p>No after school sports clubs being run until further notice</p> <p>Wraparound care provider will form their own bubble which has to be prebooked. This allows for their own bubble to be created. Advice given that the larger group is split into smaller groups to minimise contact.- separate risk assessment in place. Group size is smaller than expected so it is proposed that they form one bubble after school (in line with childcare guidance). In the event of needing to use track and trace the whole bubble would be considered as close contacts (this mirrors the situation for the school bus).</p>	Yes	2x2=4

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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"> Minimise the number of external visitors to the site as much as possible All visitors to be recorded to adhere to track & trace guidance No large gatherings such as assemblies, parents evenings or performances 	Yes	<p>Collective Worship – videoed by staff and the shown in classes. Parents Evenings will be completed remotely during lockdown. Performances e.g plays to be filmed and shared with parents via link Messy Church to be resourced and completed remotely</p> <p>Visitors to come on site using appointment only system Reception to only hold 1 visitor at a time</p> <p>Track and Trace forms to be completed by every visitor entering the school itself and these will be kept for 3 weeks.</p>	Yes	3x3=9
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"> Staff model behaviour consistently. The movement of pupils around the school is minimised. Break times and lunch times are structured to support maintenance of bubbles and are closely supervised. The school's behaviour policy has been revised to include compliance with measures and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of measures and arrangements are reviewed. Messages to parents reinforce the importance of the measures are sent by the school. 	Yes	High need pupils have had their Personal Risk Plans updated and staff have been given scripts to avoid behaviour escalation. Break out rooms/areas or strategies have been identified for each individual child with a PRP.	Yes	3x2=6

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3.6	Movement around the site results in social distancing breaches	3x4=12	<ul style="list-style-type: none"> • Movement to be restricted within bubble areas or classrooms • Wider movement around the school to be supervised • Where movement of bubble groups cross paths ensure pupils remain at opposite edges of corridor 	Yes	<p>Movement around school using internal corridors restricted to the following times:</p> <ul style="list-style-type: none"> • Lunchtime • Taking coats and bags to and from the cloakroom • Going to the toilet <p>School has a one-way system, and this has been adapted so groups get their own corridors. Where this is not possible, lunchtimes and breaktimes have been staggered to avoid cross over of bubbles.</p> <p>Children will no longer visit the library, instead books will be brought to the class each week so they can be changed.</p>	Yes	3x2=6
3.7	Lunch and break times provide social distancing breaches as pupils circulate	3x4=12	<ul style="list-style-type: none"> • Either stagger lunch breaks to reduce risk of bubbles merging OR • Zone off areas of the playground and/or field to give each bubble space to occupy • Dining room can be used but not for more than one bubble at a time – if used tables must be cleaned between bubbles 	Yes	<p>Staggered lunches and zones in place.</p> <p>Both the theatre and the hall will be used for eating lunches.</p> <p>Bubbles have their own separate lunch times and bubbles do not mix at any time.</p> <p>There is a 5 minute window between each sitting so the tables and chairs can be cleaned.</p> <p>Tables are set up in the theatre so that children will only sit on one side facing the adults. In the hall to ensure we have enough capacity we have reduced the number of seats from 8 per table to 4 and these are staggered to ensure no-one sits opposite each other.</p> <p>Children enter in alphabetical order and sit on class tables to avoid mixing of classes. Video recording of each sitting allows for full track and trace.</p>	Yes	3x2=6

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					<p>Children remain in their dining venue until all children have finished and they are walked out onto the playground avoiding all other bubbles.</p> <p>Children are encouraged to go to the toilet before and after lunch and there will be no unsupervised entry into the building during lunchtime.</p> <p>Lunchtimes have been cut to 45 mins (with a 15 minute break in the afternoon) to give 20 mins eating and 20 mins play (5 mins transition) to limit behaviours etc.</p>		
3.8	Toilet queues and handwashing queues breach bubbles	3x4=12	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet throughout the day to help avoid queues. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	No	<p>Year 6 girls have both boys and girls toilets Year 6 boys use the Year 5 boys toilets by GR's class Year 5 boys use the toilets near the courtyard Year 5 girls have access to both Year 5 loos Year 4 have access to the Year 4 loos and Year 3 by the group room Year 3 to access both sets of Year 3 loos Urinals are now used Toilets by the music room are not to be widely used Female staff continue to use the loos by the staffroom Male staff continue to use the loos by the office The disabled loos by the theatre and café are now unisex The disabled loo by the office is a designated first aid area and should not be used.</p>	Yes	3x3=9
3.9	Start and end of the school day provides opportunities for parents to congregate and	3x4=12	<ul style="list-style-type: none"> • Stagger arrivals OR • Use separate entrances OR • Line pupils up in zones across playground before entry to school OR 	Yes	<p>We operate a system of an entrance time 8:40-9am to encourage a trickle of arrivals. There are separate entrances and exits for lower and upper school and a one-way system to avoid congestion. We have worked with the feeder school to open a one-way system between the schools to facilitate the families with the youngest children to move safely between</p>	Yes	3x2=6

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	breach social distancing guidelines		<ul style="list-style-type: none"> School based method of minimising congregation of people outside the school 		schools. Only ESM parents are allowed to use the route therefore maintaining numbers allowed on site School finishes at between 3:10 AND 3:15 lower school and 3:15-3:20 upper school with parents dispersed around to site to avoid congregations.		
3.10	Fire procedures are not appropriate to cover new arrangements	5x4=20	<ul style="list-style-type: none"> Headteacher to review fire procedure protocol and amend in line with current school arrangements. Fire drill must take place within 3 days of all pupils being in school full time 	Yes	Fire exits remain as identified within the Fire Risk Assessment. Bubbles line up using appointed places on top playground with a 3m corridor between each bubble. Fire drill completed each half term which allows classes to walk through the plans beforehand.	Yes	4x1=4
3.11	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed	4x3=12	<ul style="list-style-type: none"> Review the compliance checklist contained within DEMAT guidance Contact Rachel Lamb with queries 	Yes	Reopening checks to be completed after every holiday and signed off by Headteacher Weekly meetings identify any issues Essential works completed Rachael Lamb and Keith Curtis to offer guidance on any emergency works identified	Yes	4x2=8
3.12	Contractors working on site may pose social distancing risk	3x3=9	<ul style="list-style-type: none"> All works that take place, must be coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team or have been approved in advance. Ensure all essential visits by contractors are aware of the school's opening arrangements and carry out a risk assessment prior to any visit. 	Yes	Hazard File to be completed and works to be arranged for out of school hours. Essential works to be carried out in isolation with no school staff mixing with contractors unless strict social distancing can be observed.	Yes	3x2=6
4	Safeguarding, and mental health				<u>RETURN TO TOP OF RISK ASSESSMENT</u>		
4.1	Pupil's mental health has been adversely affected during the period of closure	4x3=12	<ul style="list-style-type: none"> All staff to be made aware of the Government guidance – Guidance for the public on the mental health and well-being aspects of coronavirus. Refer to additional support within the DEMAT guidance Liaise with Dense Woodhouse for specific guidance 	Yes	Children's support worker, Pastoral support worker and SENCo to liaise with DSLs and teachers to identify any areas of support needed. PSHE curriculum has been rearranged to ensure key aspects are taught and covered as the children return to school.	Yes	4x2=8

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					5 youth mental health first aiders on site Student social worker completing placement in school to assist pastoral team.		
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"> Explicitly and formally acknowledge that this may have happened. Open channels of communication between staff and senior leaders so that staff know how they may communicate needs and are encouraged to do so. Review access to professional services and signpost these where available. Collaborate with Trust Central Team to know what is available within Local Authorities and work with Trust leads to establish good practice. Staff have been reminded and provided with information in relation to the trust-wide EAP. 	Yes	2 adult mental health first aiders on site EAP information given to all staff Risk Assessments completed for all staff who we have identified as being vulnerable. Communication opportunities for all staff to be able to discuss with SLT any concerns. Staff wellbeing survey conducted and actions in place after analysis of results eg improved communication, additional PPA rooms, additional cleaning in staffrooms	Yes	4x2=8
4.3	Staff have not received updated safeguarding training for the new year	3x3=9	<ul style="list-style-type: none"> All staff to receive basic safeguarding updates at the September INSET 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 Safeguarding policies to be updated in line with updated KCSIE 2020 & COVID-19 Appendix updated with any temporary amendments to the annual policy 	Yes	Training completed for all stakeholders Induction for new members of staff includes safeguarding Policies updated (Sept 2020 and Jan 2021)	Yes	3x2=6