

Full opening of schools - September 2020

RISK ASSESSMENT

SCHOOL NAME: Thriplow

Number on roll: 139

Current document version: 4

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	21.07.20
Headteacher completion	30.07.20
H&S Manager sign off	19.08.20
CEO Sign Off	19.08.20
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	H&S Manager	CEO	Board
1 st October	2	01/10/20	08/10/20	
1 st November	3	26/10/20	27/10/20	
1 st December	4	02/12/20	03/12/20	

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:	Thriplow	Assessment conducted by – name:	Victoria Penty		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers	Assessment conducted by – job title:	Headteacher		
Assessment date:	23/07/2020	Review interval:	1 month	Date of next review:	01/02/2021

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](#)

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 	Y	School will operate 6 class bubbles Pupils will continue to be reminded of the importance of remaining within their bubbles (posters on every classroom and office door)	Y	2x2=4
1.2	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. 	Y	Staff and governors continue to review policies with COVID clause	Y	1x1=1
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. 	Y	DEMAT defender posters in evidence around the school. Parents reminded in letters from school of the importance of essential hygiene. Test and Trace adherence communicated to parents and staff. DEMAT defender posters updated and distributed	Y	2x2=4
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 	Y	SLT update and review risk assessments at least every month. Communicated to staff via staff meetings and wider staff via email. All updates to be sent to Joanne Patterson	Y	2x2=4

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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 	Y	HT communicates with C of G weekly and with FGB half termly.	Y	2x3=6
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. 	Y	One member of staff has First Aid at Work and two members of staff are Paediatric First Aiders. First aid training up to date Currently one DSL. Second DSL's training delayed due to pandemic. Rescheduled for September 2020 .AHT has now trained as DSL	Y	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. 	Y	No medical room in school but a room is designated as an isolation area. Enough PPE in school. All control measures will be met	Y	3x2=6

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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 	Y	All in place for September	Y	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"> 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. 	Y	All control measures listed are in place Cleaning agency in regular contact with Office Manager	Y	2x2=4
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. 	Y	Control measures listed are in place for September	Y	2x2=4
2	Staffing, communication, and compliance with procedures				<u>RETURN TO TOP OF RISK ASSESSMENT</u>		
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. 	Y	All control measures listed are in place Parents informed of procedures for September on 10 th July. Reminder will be sent out on 3 rd /4 th September. Weekly update to parents throughout lockdown; these will continue in September. Weekly updates to parents continuing, plus letters have been sent about accessing tests and information about symptoms.	Y	2x1=2

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2.2	Prolonged absence of employee due to self isolation and/or repeated symptoms	2x6=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 	Y	Staff aware they must take part in the governments testing if they show any signs of COVID-19, they will let SLT know the results as soon as they are received and will engage with Test and Trace	Y	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 	Y	Communication to parents planned for Inset days in early September. Teachers to be reminded on Inset days and all other staff on first day of term. All control measures listed are in place Latest poster from PHE shared with school community	Y	3x1=3
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 	Y	All staff to be observant of parents not complying with measures and engage in positive dialogue as early as possible. Hedge at the front of school has been cut back to maximise visibility to enable parents to pick up and drop off their child efficiently.	Y	2x1=2
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 	Y	Flowcharts available in each classroom and the office	Y	2x2=4

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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 	Y	No spare teaching adults available, however admin staff and TAs can cover in event of short supervision (eg toilet). Supply cover will need to be used in the event of staff illness. Planning for September ensures staff do not move between more than two bubbles. If working with children from a different main bubble to their own, staff expected to social distance as much as possible.	Y	2x2=4
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. 	Y	Control measures listed are In place for September and staff are aware of what they are required to do.	Y	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"> 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. 	Y	Measures shared with staff, parents and pupils. All staff will teach and model protective measures and changes in behaviour and posters displayed in every room. Prospective parents are invited to school for a socially distanced tour. No classrooms will be entered and the tour will take place outside as much as possible. Several tours have now taken place successfully with visiting adults complying with measures	Y	3x2=6
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 	Y	Two people at a time allowed in the staffroom. Another room is designated as a break out room. Staff meetings to continue via zoom. No member of staff will work in more than two bubbles.	Y	2x2=4

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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 	Y	All members of staff who fall into a category have had a conversation with the HT and offered a personal risk assessment. So far all have declined. HR team has been consulted.	Y	3x3=9
3	Management of site RETURN TO TOP OF RISK ASSESSMENT						
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 	Y	All classrooms 1 – 6 have forward facing desks. EYFS set up to minimise risk of infecti KS1 class now has tables in group formations due to layout of classroom. Children still facing each other at more than 1 metre apart	Y	2x2=4
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. 	Y	SLT to talk to TAs in early September. If necessary, non-teaching staff (HT/AHT to cover).	Y	2x3=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 	Y	ASC moved into school site (from on site playgroup). Small numbers in consistent groups from September. They will spend as much time as possible outside.	Y	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 	Y	<p>All control measures listed are in place.</p> <p>Plans for online parents' evenings already in discussion. Zoom parents' meetings have begun and are proving successful</p>	Y	2x2=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"> 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. 	Y	Whole school focus in September around the Rights of the Child will allow discussions around positive behaviour. The whole school community is engaged with The Rights of the Child	Y	3x2=6
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 	Y	Cramped school site makes keeping bubbles apart difficult. As much as possible, movement around the site will avoid the central corridor and take place outside.	Y	3x3=9
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 	Y	<p>Lunch time system in place to ensure bubbles keep apart. Tables will be cleaned between bubbles.</p> <p>Field and playground zoned off to allow two bubbles to be outside at one time.</p>	Y	2x3=6

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			<ul style="list-style-type: none"> Dining room can be used but not for more than one bubble at a time – if used tables must be cleaned between bubbles 		<p>Dining room will be used by two bubbles at one time but the bubbles will enter hall separately and will be kept apart when in the hall.</p> <p>Hot food will be provided from after half term.</p> <p>Supervision will continue as before.</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. 	Y	<p>Due to cramped nature of the building, zoning areas is impossible.</p> <p>Classes are allocated toilets. Children are allowed to access toilets throughout the school day to minimise congestion. Two classes have access to toilets with more than one cubicle/urinal; children access these one at a time whenever possible.</p> <p>This system has been in place throughout lockdown and has worked well.</p> <p>All classrooms bar one have sinks for handwashing. The class without a sink has 14 children and they access toilets at set times to wash their hands.</p>	Y	3x3=9
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"> Stagger arrivals OR Use separate entrances OR Line pupils up in zones across playground before entry to school OR School based method of minimising congregation of people outside the school 	Y	<p>Arrivals and departures staggered to minimise breaching social distancing guidelines</p> <p>Hedge cut back to maximise visibility</p> <p>As the clocks change and winter arrives, the current system of dismissing the children needs to change as parents are currently expected to queue on the narrow pavement, and there is congestion on the lane outside the school. We propose to invite one parent per family on to the site at the end of the day, wearing a mask and moving one way around the perimeter of the school building in order to collect their child/ren from outside their classroom(s). Parents will not be allowed into the</p>	Y	2x2=4

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					building and they will be expected to socially distance and keep moving.		
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 	Y	Fire drill for Years 1 to 6 to take place in first week of term. Fire procedures will be explained to Early Years children during the first week and a full Fire Drill will take place when they are in school full time during week beginning 28 th September. All staff aware of the fire procedure.	Y	3x3=9
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 	Y	All in place by September.	Y	2x2=4
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. 	Y	Essential visits planned for August. All contractors/visitors aware of need for risk assessment prior to attending site and if visit during school hours is unavoidable will adhere to school RA	Y	2x2=4
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 	Y	Whole school focus on Rights of the Child will allow for talk about mental health. All staff aware of the need to be vigilant. No MHFA staff in school but pastoral care a strength of the school. We have planned a PSHE focus around the	Y	3x3=9

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					Rights of the Child for the whole school for the first few weeks, or for as long as necessary.		
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. 	Y	<p>Staff have all returned to work successfully. Everyone has had the chance to feedback on plans for September.</p> <p>EAP advertised in the staffroom. Staff team united and social. Plans in place to mitigate for the lack of opportunity for meeting inside ie eating lunch together outside while the weather allows. Active WhatsApp group for all staff</p>	Y	3x3=9
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 	Y	<p>All control measures listed are in place and will be delivered as follows:</p> <p>Inset days for teachers planned for 3rd and 4th September. All remaining staff to receive training/updates in week beginning 7th September.</p> <p>Teachers have received safeguarding update and all staff have been asked to read and understand KCSIE. TAs and other staff to receive safeguarding update during week beginning 5th October</p> <p>Safeguarding update took place in the week beginning 5th October.</p>	Y	2x2=4

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					A safeguarding review was carried out by the LA on 16th October.		