

# Wider Opening of Schools - June 2020

## RISK ASSESSMENT (including associated guidance)

Headteacher completion: 21st May  
CEO sign off: 22<sup>nd</sup> May  
H&S Trustee sign off: 22<sup>nd</sup> May  
Approved by Trust Board: 28th May

**SCHOOL NAME: ST ANDREWS CofE PRIMARY SCHOOL**  
Version 2  
Total Pupils = 459

N	R	I	6	KW	Staff req	Staff avail	Bubble
21	26	21	42	24	26	35	11

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01353 656760  
[www.demat.org.uk](http://www.demat.org.uk)

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The Diocese of Ely Multi-Academy Trust (DEMAT)  
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Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX



**SCHOOL NAME:**



## Introduction

Schools should continue operating as childcare facilities up until the 1st June 2020 for critical workers and vulnerable children. Following government instructions to reopen schools, 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 on June 1st to a wider group of pupils. It is this information that the DEMAT CEO and Trustees will use to make a final decision as to whether to open and/or which year groups to open with.

Each DEMAT school is required to complete the following Risk Assessment and each school's circumstances will be considered individually and signed off by DEMAT Trustees. 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. The responsibility and liability of school openings lies with the DEMAT CEO and Trustees, and the Trust's priority is to ensure that schools are safe to our children and staff, first and foremost. If the level of risk is too high, schools will not be allowed to open. The Trust's principles for all DEMAT schools are Safety first, followed by Sustainable practices, Prioritised curriculum and Raising standards.

**Please refer to Page 36 of the DEMAT guidance document for details of the [COVID-19 Governance Risk Assessment Accountability Framework](#).**

## Risk Assessment Monitoring and Review Requirements

Headteachers will be required to complete this Risk Assessment in full using the Government Guidance and DEMAT Guidance to support the controls and any actions required. Please pay specific attention to the assessment and completion of the severity and likelihood of the risks, as this data will be used by the Trustees in assessing the level of overall risk and decide whether or not each school can open (Refer to 'DEMAT Risk/Priority Indicator Key' at the end of the Risk Assessment). Headteachers will be required to review this Risk Assessment every two weeks and submit a return on a weekly basis to demonstrate the risk assessment is being followed, kept up to date and is compliant. The process for this monitoring and review will be issued tomorrow. This Risk Assessment covers all DEMAT schools including all school run pre-schools and nurseries. Where this applies please consider the Risk Assessment principles where applicable.

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

- [1. Establishing a process of partial opening, including social distancing](#)
- [2. Health & safety practice, policy and equipment](#)
- [3. Maximising social distancing in schools](#)
- [4. Operations](#)
- [5. Mental Health](#)

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## 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 Coronavirus Risk Assessment for Schools

Location/Dept: DEMAT COVID-19 Risk assessment

Date Assessed: 21/5

Assessed by: Mike Harrison

Task/Activity: Dealing with coronavirus

Review Date: 15/6

### Related documents

- [DfE: Coronavirus, guidance for educational settings](#)
- [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak - actions for educational providers and other partners](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [DfE: Planning guide for primary schools](#)
- [Guidance for the public on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#)

### DEMAT Guidance is

- Supplementary Guidance & Support Issued 13 May
- Supplementary Guidance Update Issued 18 May but updated by guidance issued on 20 May detailed below
- Supplementary Guidance & Support updated and issued 20 May

### The basis on which this Risk Assessment has been completed is as follows and will be reviewed every two weeks by the Trust

- Minimise the number of staff and pupils on site as far as possible whilst adhering to Govt Guidance, prioritising provision offer based upon 2-week review
  - N, R, 1, 6 if not possible then
  - N, R, 1 if not possible then
  - N, R
  - If not possible then speak to Trust
- No member of staff can go from one bubble to another therefore each bubble will require at least two members of staff. Unless going outside, bubbles stay in their allocated room. Bubbles do not change rooms and a room must not be used for e.g. one bubble on a Tuesday and a different bubble on a Thursday.
- As individual year groups return to school, provision for learning at home will not be required. If children from those year groups are not attending school, they may be directed to the government –supported provision of Oak National Academy. However, it is important that any resources to which children are directed are checked and clear guidance is provided.
- For those learning at home, the setting of online work and resources (or alternative measures in some schools) will continue.
- Schools will be closed for 1 day during the week to enable schools to carry out a deep clean and support further planning BUT will remain open for key worker and vulnerable pupils.

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional actions/comments from schools
<b>1</b>	<b>Establishing a process of partial opening, including social distancing</b>						
1.1	Available capacity of the school is reduced when social distancing guidelines are applied	Pupils and Staff	<ul style="list-style-type: none"> <li>Agree number of pupils who can safely attend on any given day</li> <li>Confirm timetable arrangements for pupils and staff</li> <li>Minimise the number of people on site</li> </ul> <p>[Refer to DEMAT Guidance]</p>	2	3	6	Pupil surveys identify how many pupils need space. Bubbles in R, 1, KW as a result
1.2	Classroom sizes will not allow adequate social distancing	Pupils and Staff	<ul style="list-style-type: none"> <li>Net capacity review</li> <li>Removal of all unnecessary furniture</li> </ul> <p><a href="#">[Refer to Gov Guidance 3 above]</a></p> <ul style="list-style-type: none"> <li>Rooms used must be suitable for establishing the principle of distancing even if it is difficult to maintain.</li> </ul> <p>[Refer to DEMAT Guidance]</p>	3	3	9	Largest classrooms identified – most children will not be in their usual classroom as a consequence.
1.3	Room capacity could exceed the maximum allowed if multiple bubbles are allowed in a large space, contrary to guidance.	Pupils and Staff	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing</li> </ul> <p>[Refer to DEMAT Guidance]</p>	1	1	1	Will not use large spaces
1.4	The number of staff who are available is lower than that required to teach classes in school and operate home learning	Pupils and Staff	<ul style="list-style-type: none"> <li>The health and availability of every member of staff to work from school or home is known and is regularly updated so that deployment can be planned via DEMAT Central survey collection</li> </ul>	3	3	9	Parent survey has sought to establish those who will be sending children on 1 <sup>st</sup> June, those who would consider accessing later in term and those who wish to keep their children off

			<ul style="list-style-type: none"> <li>• Full use is made of those staff who are self-isolating or shielding but who are well enough to plan lessons online.</li> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>• Full use is made of testing to inform staff deployment.</li> <li>• A blended model of home learning and attendance at school is utilised until wider opening is deemed safe.</li> </ul> <p>[Refer to DEMAT Guidance]</p>				<p>until September. Initial responses indicate only 50% (approx) for 1<sup>st</sup> June. Gradual increase of pupil numbers over course of term can be managed depending on staffing capacity.</p>
1.5	The continued provision of educare for vulnerable pupils and the children of key workers will create additional 'bubbles' when schools reopen	Pupils and Staff	<ul style="list-style-type: none"> <li>• Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>• Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>• Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>• A plan is in place for the phasing in of the other cohorts in line with risk assessment review periods</li> </ul>	1	5	5	Ongoing Key Worker provision will be maintained in mobile classrooms detached from main school building.
1.6	Policies are no longer fit for purposes	Pupils, Staff, Governors, Parents, Visitors	<ul style="list-style-type: none"> <li>• COVID-19 clause inserted into policies to account for changes required</li> <li>• DEMAT to issue wording for Behaviour, Attendance and Safeguarding policies.</li> </ul>	2	1	2	Relevant policies have addendum attached. Behaviour Policy finalised.

1.7	Measures not effective because people not aware of infection control requirements	Staff, Visitors, Pupils	<p><a href="#">[Refer to Gov advice 4 above]</a></p> <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 reinforcing requirements.</li> </ul> <p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> <li>• Reinforce to staff as part of training - Refer to and ensure all staff are aware of guidance and requirements.</li> </ul>	5	2	10	All staff have already undertaken relevant online preparation concerning hygiene and safe practice in reducing risk of infection during period of school closure.
1.8	Risk assessments are not regularly assessed	Pupils, Staff, Governors, Parents, Visitors	<ul style="list-style-type: none"> <li>• Risk assessments updated and reviewed fortnightly – sent to Joanne Patterson, Trust Compliance Officer</li> <li>• Weekly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer</li> </ul> <p><a href="#">[Refer to Risk Assessment Monitoring and Review requirements – page 1 of RA document]</a> Further details of the Risk Assessment monitoring and Review process will be issued shortly.</p>	4	1	4	DEMAT has outlined explicit timescales for risk assessments reviews which will be adhered to.
1.9	Weak Governance control	Staff, Pupils, Trustees	<ul style="list-style-type: none"> <li>• Review delegations to ensure clarity of decision making and communicate these clearly.</li> <li>• Use of Health &amp; Safety Trustee group to make recommendations to Board.</li> <li>• Trust Board to approve re-opening of schools based on Risk Assessments.</li> <li>• Weekly return by all schools of compliance to RA/guidelines.</li> </ul>	4	2	8	Regular correspondence with Trust via email, telephone and video conferencing ensures school is kept abreast of Trust wide developments. Delegated responsibilities and timescales in which they are to be completed are explicit and manageable. Governor updates via zoom

			<ul style="list-style-type: none"> <li>Local governor updates by Headteacher via video conference facilities, including virtual Governor meetings where possible.</li> </ul>					
1.10	Poor communication to stakeholders	Parents, Staff, external agencies	<ul style="list-style-type: none"> <li>Trust guidelines of staff training for re-opening distributed to Headteachers and Governors via GovernorHub.</li> <li>Pupil and parental expectations designed by Trust to be sent out by schools.</li> <li>Statutory liaison with relevant LAs to be maintained.</li> <li>Central DEMAT FAQs 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>	3	1	3	Communication is frequent between Trust and schools. Guidance is explicit and support available to enable schools to deliver. Parent liaison as per main controls	
1.11	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated Safeguarding Leads puts children's safety at risk	Pupils, Staff, Governors, Parents, Visitors	<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> <p>[Refer to <a href="#">Gov Guidance 1</a> and <a href="#">Guidance 2</a> above]</p>	4	2	8	School has sufficient Emergency First Aiders and is able to timetable a Paediatric First Aider on site for each day of the week. Additional staff members will be trained to Paediatric level as soon as possible to alleviate responsibility on those existing at our disposal.	
<b>2</b>	<b>Health &amp; Safety practice, policy, and equipment</b>						<b><a href="#">RETURN TO TOP OF RISK ASSESSMENT</a></b>	
2.1	Measures not effective because of lack of compliance by pupils or parents	Staff, Visitors, Contractors Pupils	<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</li> </ul>	4	3	12	Expectations made explicit to both parents and pupils. Staff aware of these so as to ensure they are adhered	

			prepared to adhere to these expectations will not be allowed in school because of the risk posed to others.				to and hold perpetrators to account. Behaviour policy with addendum to be finalised to support and formalise these actions. Discussions already taking place between school and social care regarding alternative provision for identified pupils who have not adhered to health and safety despite efforts to accommodate them during school closure.
2.2	Child is sent to school with a temperature or coronavirus symptoms of which school is not aware, or in in a household where symptoms are present	Staff, Visitors, Contractors Pupils	[Refer to Gov Guidance 4 above] [Refer to DEMAT Flowchart p.37-Unwell Child in Education or Childcare setting]	4	3	12	Pupils with identified symptoms will isolate immediately and remain under supervision of staff member equipped with advised PPE. Records maintained of attendance to ensure self-isolation protocol advised by Government is adhered to.
2.3	Only 1 adult in a classroom means young children may not have adequate supervision if the teacher or child is ill or needs the toilet or some other issues	Staff, Pupils	[Refer to DEMAT Guidance] <ul style="list-style-type: none"> <li>1 adult to a room may not be feasible with the youngest children. In this case, the principle of minimal contact and maximum spacing between adults (Refer to RA Supplementary Guidance) must still be adhered to.</li> <li>Second member of staff allocated to each bubble but not necessarily present in room to support teacher.</li> </ul>	4	2	8	Staffing has been deployed to ensure there is two adults allocated to each bubble for pupils in Nursery, Reception and Year 1. Current staffing capacity means we can accommodate three bubbles in each of these year groups. Current demand for 1 <sup>st</sup> June

							indicates 2 will be needed initially.
2.4	Child is displaying symptoms and parent cannot be reached to collect	Staff, Pupils	<ul style="list-style-type: none"> <li>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.</li> </ul>	4	1	4	Emergency contacts confirmed and emended for all pupils accessing provision on fortnightly basis. This system has been running since school closure in March.
2.5	Child is sent to school independently on the wrong day and parent says has no childcare available	Staff, Pupils	<ul style="list-style-type: none"> <li>If child has symptoms, then refer to 2.4 controls above.</li> <li>Check we have up to date contact details for all children.</li> <li>If a child does not have symptoms, accommodate supervision of child within Keyworker/Vulnerable group.</li> </ul>	1	1	1	It is assumed all children accessing provision will do so on a full-time basis. This means their allotted space with their bubble is secure whether they are in school or not.
2.6	Cleaning capacity is reduced and inadequate supplies for soap/hand sanitiser mean staff/pupils unable to maintain hygiene	Staff, Visitors, Pupils	<p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> <li>Contact the Trust Central Team if finding it difficult to source cleaning products for support.</li> </ul>	1	1	1	Sufficient staff to maintain usual cleaning regime prior to school closure. Reduced number of classrooms used means those that are in use can be cleaned more rigorously within existing contracted cleaning hours.
2.7	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	Staff, Pupils, Contractors, Visitors	<p>[Refer to Gov Guidance 3 above]</p> <p>[Refer to DEMAT Guidance]</p> <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> </ul>	4	3	12	Strict adherence to DEMAT and DfE guidelines on minimising risk of infection and controlling new pathogens entering school building.

			<ul style="list-style-type: none"> <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>				
2.8	Prolonged absence due to self-isolation		<ul style="list-style-type: none"> <li>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to school senior management.</li> </ul>	3	3	9	Small number of staff members continue to be shielding (including Headteacher) but have capacity to work from home. Specific job lists have been created for teachers and TAs working from home to ensure school continues to work effectively in supporting all families in community. This does not impact upon staffing capacity in school at present to fulfil DEMAT partial reopening guidelines.
2.9	Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should anyone display symptoms of COVID-19		<p><a href="#">[Refer to Government guidance 4]</a></p> <ul style="list-style-type: none"> <li>Letter to parents explaining the school's procedures.</li> <li>Information on Trust and school websites.</li> <li>DEMAT Defender posters to be displayed in school.</li> <li>Display DEMAT Flowcharts in school.</li> </ul>	3	1	3	Constant, open lines of communication are maintained with all stakeholders via email, Facebook, SMS and telephone.

			<ul style="list-style-type: none"> <li>• Staff training to be held via video conferencing and training videos.</li> </ul>				
2.10	Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<p><a href="#">[Refer to Government Guidance 4]</a></p> <ul style="list-style-type: none"> <li>• Letter to parents explaining the school's procedures.</li> <li>• Information on 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 via video conferencing and training videos</li> </ul>	3	2	6	Communication with all stakeholders is open and consistent. The only obstacle would be that outlined in 2.4. Admission procedures and fortnightly contact maintenance should mitigate this, however we do have small number of parents who cannot access communications sent out. To overcome this we have weekly telephone contact to ensure they are aware of developments within school.
2.11	Medical rooms are not adequately equipped to maintain infection control		<ul style="list-style-type: none"> <li>• The Trust Central team is procuring PPE equipment to all DEMAT schools in the event of a child or adult displaying symptoms.</li> <li>• School to ensure medical room is tidy and suitably equipped should it need to be used.</li> <li>• Trust to undertake PPE training for relevant staff in school.</li> <li>•</li> </ul>	2	2	4	DEMAT and local order received
2.12	Provision for PPE for staff is not in line with Government guidelines		<ul style="list-style-type: none"> <li>• The Trust Central team is procuring PPE equipment to all DEMAT schools in line with Government guidance.</li> </ul> <p><a href="#">[Refer to Government advice 3 above]</a></p>	2	2	4	DEMAT and local order received

2.13	Cleaning practices are not carried out effectively		<p>[Refer to DEMAT Guidance]</p> <p>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.</p>	5	1	5	<p>Stringent cleaning expectations are made explicit to cleaning staff. Daily checks will be undertaken to ensure environments have been cleaned to required standard. All cleaning staff (and support staff undertaking systematic cleaning procedures during course of day) will have refresher COSH training delivered by Caretaker prior to school re-opening.</p>
<b>3 Maximising social distancing in schools</b>			<a href="#">RETURN TO TOP OF RISK ASSESSMENT</a>				
3.1	The number of pupils and staff on site creates too many opportunities for social distancing to be breached		<p>Minimise the number of staff and pupils on site as far as possible whilst adhering to Govt Guidance</p> <ul style="list-style-type: none"> <li>• Review staff/accommodation availability</li> <li>• Prioritise provision offer based upon 2-week review</li> <li>• N, R, 1, 6 if not possible then</li> <li>• N, R, 1 if not possible then</li> <li>• N, R</li> <li>• If not possible then speak to Trust</li> <li>• Ensure staff and pupils are allocated to bubble and single room and these remain intact.</li> </ul> <p>[Refer to DEMAT Guidance]</p>	4	2	8	<p>Number of pupils is dictated by staff availability. School will continue to provide online learning which mirrors that delivered in school so as enable parents to make an informed decision as to whether they send them into school or not. Bubbles created have dedicated staff and there is no cross over between any of these. Classroom allocation, toileting facilities (for both staff and pupils) and breaks in learning have all been planned to maintain integrity of bubbles and</p>



							eliminate any potential cross-overs.
3.2	Pupil's behaviour on the return to school does not comply with social distancing guidelines		<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> </ul>	4	2	8	See 1.6 Behavioural expectations, and daily routines to support these, are reinforced by all staff and shared with all stakeholders. Logistical set up of school, staffing and routines are centred on maintaining social distancing. Effectiveness of this will be reviewed daily to identify areas where risk exceeds that of what is acceptable. Immediate action will be taken to reduce this.

			<ul style="list-style-type: none"> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> <li>• Additional guidance for schools on reviewing and implementing a reviewed behaviour policy attached within the DEMAT guidance.</li> </ul>				
3.3	Movement around the site results in social distancing breaches		[Refer to DEMAT Guidance]	3	2	6	Classrooms to be utilised to accommodate designated bubbles have been chosen on basis of size (to support social distancing) and location in relation to other bubbles distributed across the school. Each classroom can be accessed and vacated without entering other 'bubble'. This also compliments drop off and collection points and break and lunch rota.
3.4	Lunch and break times provide social distancing breaches as pupils circulate		[Refer to DEMAT Guidance]	4	2	8	Children will only be able to interact with pupils in their bubble within designated outdoor space. Each bubble will have break and lunchtimes staggered so as to reduce risk of 'mixing'. Adult supervision for each bubble will further reduce this risk.
3.5	Toilet queues and handwashing queues breach social distancing		<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> </ul>	4	2	8	Designated toilets for each specific bubble greatly reduces pupil: toilet ratio. This will reduce risk of

			<ul style="list-style-type: none"> <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>				<p>queuing. School has also ordered portable sinks so as to support rigorous handwashing routine through day and reduce risks of queuing once more.</p>	
3.6	Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines		<p><a href="#">[Refer to Gov Guidance 3 above]</a> [Refer to DEMAT Guidance]</p>	3	3	9	Two separate entrances to school site to be used by parents. Parents accessing site at any one time will be reduced further by staggered start and end times according to year group. Signs upon entrance to grounds and outside classrooms will remind adults of social distancing and will be enforced by staff member of 'duty' outside (who will also maintain social distancing)	
<b>4</b>	<b>Operations</b>						<b><a href="#">RETURN TO TOP OF RISK ASSESSMENT</a></b>	
4.1	Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> <li>Headteacher to review fire procedure protocol and amend in line with current school arrangements.</li> </ul>	5	1	5	Addendum to Fire Drill protocol to be finalised to encompass any deviation from existing policy. Based upon identified classrooms, there is little to change, other than need to familiarise pupils with new	

							fire exits within their bubbles. This will be practiced shortly after pupils return and reinforced in revised fire drill schedule. Fire drill in wk 2.
4.2	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed		[Refer to DEMAT Guidance]	3	1	3	Staffing capacity means this process will continue as normal with no negative impact on revised school routines.
4.3	Contractors working on site may pose social distancing risk		[Refer to DEMAT Guidance] <ul style="list-style-type: none"> <li>Only essential works to take place, coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team.</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>	3	1	3	Contractors will not come on site during school hours. Only work approved by Trust will be undertaken.
<b>5</b>	<b>Mental health</b>						<a href="#">RETURN TO TOP OF RISK ASSESSMENT</a>
5.1	Pupil's mental health has been adversely affected during the period of closure		<ul style="list-style-type: none"> <li>All staff to be made aware of Government guidance - Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</li> </ul> [Refer to DEMAT Guidance]	4	3	12	School will continue to utilise Learning Platforms for all pupils across school irrespective of whether their year group is in or not. Safe & Well Checks for pupils identified as vulnerable will continue to be conducted by named staff across the school. Regular additional

							correspondence and resources will be shared to support families – this will include links to external professionals within the community.
5.2	Members of staff's mental health has been adversely affected during the period of closure		<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> <li>• Ensure communication of very clear structures and routines, including a published risk assessment and guidance.</li> </ul>	4	3	12	<p>School has endeavoured to maintain close contact with all staff through WhatsApp, Facebook, emails and Zoom. The school continues to support those unable to come onto site and all are able to contribute to the provision either being in school or prevising learning opportunities through Learning Platforms and social media interactions. Online CPD opportunities have been shared and teaching staff have had opportunity to draft end of year teacher comments for reports, complete subject leadership tasks to compliment pending revised curriculum for 2020-21 academic year. Informal dialogue concerning individuals specific circumstances have also been encouraged and the school has sought to</p>



## DEMAT School Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		[NAME]	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		[NAME]	
Identified and implemented the (new) recommended control measures		[NAME]	