

# Wider Opening of Schools - June 2020

## RISK ASSESSMENT (including associated guidance)

**SCHOOL NAME: Guyhirn CofE Primary and Pre-school, PE13 4ED**  
**Number on roll = 84 + 15 pre-school**

**Current Document Version: 4 5**

1 Additional pupils could be accommodated in existing bubbles but no additional bubbles possible

### Quality Assurance Cycle

RA V3 for School Opening on 1 June <u>(RA went through a review process with Executive and Trustees before being approved for school to open)</u>	Dates
Headteacher completion	21 May 2020 19 <sup>th</sup> June 2020
CEO Sign Off	22 May 2020
H&S Trustee Sign Off	22 May 2020
DEMAT Board Approval	28 May 2020

### Fortnightly RA Review Cycle

Review Date	Version No	Exception Report	H&S Sign Off
11 June	4	Yes	12 June 2020
25 June	5	Yes	
9 July			

### Current Overview of Bubbles

R	Preschool reception and year 1	12	6 + year 5	KW	Staff required	Staff available	Total Bubbles

01353 656760

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

#### DEMAT Office Address:

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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

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	<b>Opening new bubble from 29<sup>th</sup> June</b>					
- 1 preschool 3 reception and 4 year 1 <b>TOTAL 8</b>	-Year 2 =7 children <b>TOTAL = 7</b>	- 4 x year 6 and 4 x year 5 <b>TOTAL = 8</b>	9 max 7 per session 12 in Key worker bubble varying days with max of 7 per session	10 as p.t 11 as PTime	11	- 4

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



## 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 and support 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	Original RA Completed Date: 21st May 2020 V3	Completed by: Karen Milnthorpe
Task/Activity: Dealing with coronavirus	Headteacher Updated : 1st June 2020 V3 Updated Date: 9th June 2020 V4 19/6/20 V5	

### 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	2	4	<p>Year 1 will be in a bubble together as Pre-school room does not permit social distancing and only one child 1 child of TA will attend mon/Tue 1 child of other TA will attend Wed Thurs (Reception children in with Year 1 bubble) Bubble 1 will have a preschooler , 3 reception (1 reception comes in Mon/ Tues another reception comes in Wed/ Thurs and 4 year 1 . So max children in bubble per day =7</p> <p>-</p> <p>4 bubbles</p> <p>Bubble 1 – preschool R and Year 1</p> <p>Bubble 2 – Year 2</p> <p>Bubble 3 - Year 5 and 6</p> <p>Bubble 4 keyworkers</p> <p>Teaching assistant staff hours reduced to cover breaks only and minimise staff on site</p>

							Classroom sizes are small and therefore limit children to 6-10per class using 2m social distancing and allowing for staff. -, Year 1 year 6 + keyworkers will in school Mon to Thursday with Friday for key workers, Lunches will be eaten in classes as dining hall will be in use by key worker children
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>	1	1	1	Furniture and tables have been removed to allow social distancing within the classroom at present Preschool room is not being used due to size and these children have been combined with r-year 1 and also staff reception children Principles of social distancing will be used although difficult with pre-school and reception children
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	Hall can permit 12 children used for key worker children Currently class sizes will be a maximum of -- 8 in preschool , reception and Year 1 combined.



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> <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>	2	3	6	<p>Teaching assistants are on reduced timetable to cover breaks only.</p> <p>Social distancing staff have been allocated jobs within their own bubbles and with their own children</p> <p>Teachers will continue to plan weekly timetables with work and links</p> <p>Staff are aware of testing availability to them if they show symptoms</p>
1.5	The continued provision of educate 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>	2	2	4	<p>Weekly timetables are emailed to parents on Sunday with links and work. Website and Facebook are updated with resources and online learning</p> <p>Keyworker, vulnerable and SEND children are in one bubble together.</p> <p>Additional children have ben added from 29<sup>th</sup> June -</p>
1.6	Policies are no longer fit for purposes	Pupils, Staff, Governors,	<ul style="list-style-type: none"> <li>COVID-19 clause inserted into policies to account for changes required</li> </ul>	1	1	1	<p>Polices will be adjusted in light of Covid 19</p>



		Parents, Visitors	<ul style="list-style-type: none"> <li>• DEMAT to issue wording for Behaviour, Attendance and Safeguarding policies.</li> </ul>				
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>	2	2	4	Letter sent to parents re safety measures Posters around school and entrance and exits Staff to remind children throughout the day Staff read and sign for safety measures in place Weekly reminders Regular communication with parents to remind
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>	1	1	1	Risk assessment will be assessed fortnightly in accordance with DEMAT guidelines
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> </ul>	1	1	1	Weekly updates to governors through Zoom meetings (attendance recorded by clerk) and emails Governor meetings to be planned weekly so as further support can be offered if necessary

			<ul style="list-style-type: none"> <li>Weekly return by all schools of compliance to RA/guidelines.</li> <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>	1	1	1	<p>Head teacher meeting with staff and governors prior to opening</p> <p>Good communication with parents</p> <p>Pupil expectations set out clearly on first day and reminded continually</p> <p>Head teacher will follow up any unanswered questionnaires</p> <p>Head Teacher to complete building safety training week beg 18/05/20</p> <p>Parents will be encouraged to email or phone school.</p> <p>Arrangements can be made for Zoom meetings with parents</p> <p>Weekly Zoom meetings are held between teacher, TA and pupils from year group. Parents are present in calls</p>
1.11	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and	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</li> </ul>	1	1	1	Safeguarding lead or deputies on site everyday

	Designated Safeguarding Leads puts children's safety at risk		available and at school, and their training is up to date.  [Refer to <a href="#">Gov Guidance 1</a> and <a href="#">Guidance 2</a> above]				8/11 staff are paediatric trained and Minimum of 2 (Friday) on site
<b>2</b>	<b>Health &amp; Safety practice, policy, and equipment</b>						<b>RETURN TO TOP OF RISK ASSESSMENT</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 prepared to adhere to these expectations will not be allowed in school because of the risk posed to others.</li> </ul>	1	1	1	All parents will be given guidance and will be reminded weekly
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	<a href="#">[Refer to Gov Guidance 4 above]</a> [Refer to DEMAT Flowchart p.37-Unwell Child in Education or Childcare setting]	2	1	2	Pupils temperature -are tested on entrance to school and during day and further if it is suspected they have symptoms
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	<a href="#">[Refer to DEMAT Guidance]</a> <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>	1	1	1	Pre-school child will combine with –Reception Year 1 + TA child children (reception children). Numbers are low – adequate for one member of staff Teaching assistant to cover breaks per bubble Each bubble will have a phone with direct contact to head teacher or office
2.4	Child is displaying symptoms and parent	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,</li> </ul>	2	2	4	Pre-school room will be used as isolation room

	cannot be reached to collect		until parent/carer can be contacted to collect.				PPE equipment will be placed in each class and isolation room
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	Communication is clear to all parents at the start and will be reminded and updated weekly All details are relevant and up to date . Use of Pupil asset to Text
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	Additional cleaning products have been purchased including hand sanitiser. Cleaner will complete additional hours to ensure deeper cleaning .
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> <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</li> </ul>	2	2	4	Visitors to school will be limited and essential only. Guidelines will be given and a risk assessment completed. Any meetings will be completed through Zoom. All stakeholders will be reminded of symptoms Additional cleaning will take place daily. Posters around school and at entrance and exit points Hands washed / sanitised on entrance and exit to school

			online, and NOT go to their GP or other healthcare centre.				
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>	1	1	1	Any staff members showing symptoms will attend testing
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> <li>Staff training to be held via video conferencing and training videos.</li> </ul>	1	1	1	Communication will be clear with parents and reminders sent out weekly Posters and flowcharts will be displayed in school. Staff training prior to opening will take place to reiterate key points
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>	1	1	1	Communication will be clear with parents and reminders sent out weekly Clear guidelines will be posted on website and Facebook page
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> </ul>	1	1	1	Isolation room is set up and not used at any part of the day/ week other than for isolation

			<ul style="list-style-type: none"> <li>Trust to undertake PPE training for relevant staff in school.</li> <li></li> </ul>				Equipment including first aid materials will be set up in each bubble	
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>	1	1	1	School has also purchased some PPE equipment	
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>	1	1	1	Staff will clean regularly throughout the day with additional hours given to cleaner to ensure deeper clean daily and deep clean on Friday	
<b>3</b>	<b>Maximising social distancing in schools</b>						<b>RETURN TO TOP OF RISK ASSESSMENT</b>	
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>	2	2	4	<p>-- 4 bubbles;</p> <p>Bubble 1 is Reception Year 1 with 1 pre-schooler and 2 staff reception children who only attend for 2 days each, each week between 10-1pm</p> <p>Bubble 2 = year 2</p> <p>-</p> <p>Bubble 3 is Year 5 and Y6</p> <p>Bubble 4 is --keyworker and Vulnerable Children</p> <p>(Max is - 8 pupils per bubble) Using 3 - classrooms and the hall. If all children were to return</p>	

							we would not be able to limit numbers to 15 per class when additional pupils are invited to attend – with current parent willingness (through parent survey) to send children we should be able to keep class sizes to 15 in future Class sizes will not increase after final survey completed
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> </ul>	2	2	4	Posters Marking on floor Different entrances / exits Different access around school minimise bubbles contact Start and finish times are staggered Playground is set into 2 sections and school field is used Behaviour policy will refer to social distancing Daily feedback will be taken from staff on social distancing measures take place Continual reminders to parents about social distancing for themselves and the children

			<ul style="list-style-type: none"> <li>• Messages to parents reinforce the importance of social distancing.</li> <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>				<p>Markings on entrance to school with a clear path and 2m distance lines</p> <p>No parents permitted in school</p> <p>In reception each child will have an activity table</p>
3.3	Movement around the site results in social distancing breaches		[Refer to DEMAT Guidance]	1	1	1	Pathways will be created to minimise this
3.4	Lunch and break times provide social distancing breaches as pupils circulate		[Refer to DEMAT Guidance]	1	1	1	<p>Segregated areas within the playground</p> <p>Due to low numbers in school and wanting hot dinners packed lunches will be brought in by children-</p>
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> <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>	1	1	1	<p>-Year 6 toilets – boys and girls toilets will not need to be shared - -</p> <p>Boys and girls toilets for Bubble 2 and 3 will be clearly labelled with each year group to access a toilet per year group</p> <p>Bubble 1 will use their own toilet cloakroom</p> <p>-</p> <p>Key worker children will use one toilet next to pre-school.</p> <p>Staff will only allow one person to toilet at a time</p>

							STAFF will use toilets within their bubble as school only has one adult toilet
3.6	Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines		[Refer to Gov Guidance 3 above] [Refer to DEMAT Guidance]	1	1	1	Start and finish times will be staggered and expectations of social distancing will be relayed to parents regularly
<b>4</b>	<b>Operations</b>						
<b>RETURN TO TOP OF RISK ASSESSMENT</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>	1	1	1	<p>Weekly checks take place for fire alarm points and alarm</p> <p>Health and safety checks completed</p> <p>Services etc up to date</p> <p>Exit on leaving school building in emergency will be amended for year -2 and Year 5 and 6 to leave by staff room exit door to ensure no crossing of bubbles</p> <p>Fire drill in week 1</p>
4.2	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed		[Refer to DEMAT Guidance]	1	1	1	All requirements are completed and met. Further checks will be made and assessed as and when service of equipment is needed or emergency work needs to be completed



4.3	Contractors working on site may pose social distancing risk		<p>[Refer to DEMAT Guidance]</p> <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>	1	1	1	<p>Only essential work to be completed</p> <p>Risk assessment completed prior to visit</p> <p>Minimise any time contractors are at school during opening hours.</p>
<b>5</b>	<b>Mental health</b>	<b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>					
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> <p>[Refer to DEMAT Guidance]</p>	2	3	6	<p>Afternoon sessions focus on PSHE and emotional well being – using social stories to support .</p> <p>Additional books have been brought to support this.</p>
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>	2	3	6	<p>Open and regular communication regarding mental health takes place. Mental health leader and support worker check with staff regularly</p> <p>Contact used from DEMAT for all staff</p> <p>Give staff clear notice of changing events and expectations that are realistic, particularly as staff are single parents with young children</p>

## DEMAT School Daily Monitoring Checklist

Ensure that you have:

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