

Full opening of schools - September 2020

RISK ASSESSMENT

SCHOOL NAME: Bury C of E Primary School

Number on roll: 189

Current document version: 4 1/12/2020

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	10-14 July 2020
Headteacher completion	10 July 2020
H&S Manager sign off	22 July 2020
CEO Sign Off	19 August 2020
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	H&S Manager	CEO	Board
1 st October	2	29/9/20	05/10/20	
1 st November	3	23/10/20	27/10/20	
1 st December	4	03/12/20	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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Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX



Introduction

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

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

Risk Assessment Monitoring and Review Requirements

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

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


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

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

Preventative and Response measures upon which the risk assessment is based

Prevention

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

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

Response to infection (all actions compulsory)

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

DEMAT Risk/Priority Indicator Key

Severity (Consequence)

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

Likelihood

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

RISK/PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

Summary

Suggested Timeframe

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

DEMAT Risk Assessment

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

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

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

School name:	Bury C of E Primary School	Assessment conducted by – name:	Emma Heanes		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers	Assessment conducted by – job title:	Headteacher		
Assessment date:	10/07/2020	Review interval:	1 month	Date of next review:	01/02/2021

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 	Yes	3 x bubbles: Bubble A - YR, Y1 & Y2 Bubble B – Y3 & Y4 Bubble C – Y5 & Y6 Children will be grouped in these bubbles in order to manage a staggered timetable. This information has been shared with parents and is continually reinforced with the children now they are back in school.	Yes	3x1=3
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. 	Yes	Policies will continue to be updated to ensure continued compliance with most recent Government guidance.	Yes	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. 	Yes	DEMAT Defender posters are displayed throughout the school. Parents are regularly reminded on newsletters about current guidance.	Yes	3x2=6

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1.4	Risk assessments are not regularly assessed	3x3=9	<ul style="list-style-type: none"> Risk assessments updated and reviewed monthly – sent to Joanne Patterson, Compliance Officer Fortnightly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer 	Yes	We have completed and submitted risk assessments on time since schools closed and will continue to do so.	Yes	3x1=3
1.5	Weak Governance control of risk	3x4=12	<ul style="list-style-type: none"> Use of Health & Safety Trustee group to provide feedback when required Chief Executive delegated to approve Risk Assessments before reporting to Trust Board Fortnightly return by all schools of compliance to RA/guidelines. Local governor updates by Headteacher utilising appropriate forms of communication 	Yes	We have and will continue to follow all DEMAT guidance ensuring we meet all deadlines. Local Governor updates are provided weekly.	Yes	3x1=3
1.6	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated Safeguarding Leads puts children's safety at risk	4x2=8	<ul style="list-style-type: none"> Ensure there are the appropriate number of First Aiders, Paediatric First Aiders for under 5's and Designated Safeguarding Leads available and at school, and their training is up to date. 	Yes	The vast majority of staff are First Aiders with 4 members of staff as Paediatric First Aiders. There are 2 Designated Safeguarding Leads and both of their training is up to date.	Yes	4x1=4

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1.7	Medical and isolation rooms are not adequately equipped or designated to maintain infection control	4x3=12	<ul style="list-style-type: none"> Ensure sufficient supplies of medical equipment and PPE are in place Ensure appropriate signage is in place to designate difference between isolation and medical rooms Ensure medical room is tidy and suitably equipped should it need to be used. Continue to undertake PPE training for relevant staff in school. 	Yes	Medical equipment and PPE in place in PPA Room. Signage in place to designate isolation room. Medical supplies are kept tidy and sufficiently stocked. All staff have undertaken PPE training .	Yes	3x2=6
1.8	Provision for PPE for staff is not in line with Government guidelines	3x3=9	<ul style="list-style-type: none"> Only use Trust or LA recommended suppliers for PPE 	Yes	School will use DEMAT supplied PPE.	Yes	3x1=3
1.9	Cleaning capacity is reduced and inadequate supplies for soap/hand sanitiser mean staff/pupils unable to maintain hygiene	4x3=12	<ul style="list-style-type: none"> Review cleaning rotas or liaise with contractors to determine availability of staff Implement daily monitoring of supplies Contact the Trust Central Team if finding it difficult to source cleaning products for support. 	Yes	All cleaning procedures are in place. If we were unable to source cleaning products we would contact the Trust Central Team.	Yes	3x2=6
1.10	Cleaning practices are not carried out effectively	3x3=9	<ul style="list-style-type: none"> Headteacher to ensure all cleaning staff used are fully aware of the cleaning requirements and guidance and arranged for daily checks to be carried out. 	Yes	Cleaner has undertaken DEMAT training and meets with Headteacher regularly to review processes.	Yes	3x2=6
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. 	No	School is in constant communication with parents , providing regular updates and answering questions promptly. Statutory liaison with Cambridgeshire LA will be maintained.	Yes	2x2=4

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			<ul style="list-style-type: none"> 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. 				
2.2	Prolonged absence of employee due to self isolation and/or repeated symptoms	2x6=6	<ul style="list-style-type: none"> Employees must take part in the government's testing programme for COVID-19 and ensure that the results are communicated to school senior management. Track & trace to be engaged with by all staff 	Yes	It is clearly communicated to all employees that they must engage with testing/track & trace. All staff confirmed they will comply.	Yes	2x2=4
2.3	Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should anyone display symptoms of COVID-19	3x3=9	<ul style="list-style-type: none"> Letter to parents and staff reminding them of the school's procedures to be sent in Aug/Sep Information displayed on Trust and school websites. DEMAT Defender posters to be displayed in school. Display DEMAT Flowcharts in school. Staff training to be held in INSET days Reminders that if you are ill, stay at home and get tested Promote engagement with Track and Trace 	Yes	All relevant communication has and continues to be sent out, put up in school and shared with staff and parents. As a school we will promote engagement with Track and Trace.	Yes	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 	Yes	Communication clearly outlines school expectations. These are displayed around the school.	Yes	2x2=4
2.5	Child is sent to school with a temperature or coronavirus symptoms of which	3x3=9	<ul style="list-style-type: none"> Follow the flow charts contained in the DEMAT guidance 	Yes	The procedures outlined on the flowchart will be followed.	Yes	3x2=6

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	school is not aware, or in a household where symptoms are present						
2.6	Lack of adult capacity within a bubble to provide adequate supervision if the teacher or child is ill and needs to be isolated or needs the toilet or some other issues	3x2=6	<ul style="list-style-type: none"> Ensure that the school cover system is active so that spare adults can be moved into the class as required Changes in the 2nd July guidance show that adults can move between bubbles 	Yes	Staffing levels are sufficient to provide cover where necessary. As per Government guidance, adults are able to move between bubbles and as a result cover will not be an issue.	Yes	2x1=2
2.7	Child is displaying symptoms and parent cannot be reached to collect	4x3=12	<ul style="list-style-type: none"> Child is isolated away from other children and adults. Supervising adult wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect. 	Yes	Isolation procedures including use of PPE will be followed. We would continue to attempt to make contact with parent/carer to collect. School sends out regular reminders to parents to request up to date contact details.	Yes	4x2=8
2.8	Possible spread of infection from a pupil, visitor or member of staff carrying the virus where there is no reason to suspect they are infected with the virus	4x3=12	<ul style="list-style-type: none"> Basic infection controls should be followed as recommended by the government and the DEMAT guidance. DEMAT Defenders posters to be displayed on every door. Governors meetings to be held remotely until further notice. Good practice to help eliminate the spread of infection is included in the Government guidance and DEMAT guidance. Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. 	Yes	All guidance and procedures to be followed. DEMAT Defenders are displayed throughout the school. Governors meetings will be held via Zoom until further notice. If any child is reluctant to come into school and needs reassurance from the teacher, with parental permission the teacher may hold the child's hand and walk them into school. Upon entering the classroom, the child and teacher will wash their hands thoroughly. Christmas cards/gifts will be quarantined before being sent home. Christingle to be held in classrooms. Christingle items will be quarantined and given out in bubbles.	Yes	4x2=8

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2.9	Staff members do not minimise periods of contact	2x4=8	<ul style="list-style-type: none"> Limit the number of staff who can use a staffroom at any one time Provide other facilities for staff to have break periods Use online meeting facilities to conduct larger meetings Reduce the movement of staff between bubbles where possible 	Yes	Staggered timetabling allows for limited interaction in staffroom. Meetings will take place online where possible. Movement of staff between bubbles will be reduced where possible. Necessary movement due to interventions and PPA will be managed carefully and within guidelines.	Yes	2x2=4
2.10	Staff coming into work who are more at risk of infection	5x4=20	<ul style="list-style-type: none"> Where the measures detailed in the RA are applied fully, including all prevention and response measures listed on page 3, the risk is mitigated significantly and these staff should be able to return to work Liaise with DEMAT HR team for specific cases or for further advice Discuss with individuals the need for a personal risk assessment and ensure it is completed 	Yes	We will liaise with DEMAT HR with regards to any member of staff who is more at risk of infection and will complete personal risk assessments where necessary.	Yes	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 	Yes	Classrooms are arranged with tables facing forward. Where children are sat on the floor, they will be allocated a space on the carpet facing forward. Assemblies will take place in classrooms and will not include singing. Windows will be opened during breaks and lunchtime and where other opportunities allow to ensure good ventilation, due to change in weather it is not possible to keep them open all day – PHE have confirmed to DEMAT H&S Manager this is acceptable.	Yes	2x2=4
3.2	Due to staff absence a large number of supply teachers or visiting	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. 	Yes	Where possible, cover arrangements would be met internally. Supply cover will be kept to a minimum and these staff will be made aware of all site procedures.	Yes	2x2=4

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)
	specialists are on site		<ul style="list-style-type: none"> 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. 		Hunts Sports staff attend regularly and have been made aware of all site procedures.		
3.3	After school club has a mixture of year groups attending	2x3=6	<ul style="list-style-type: none"> In the first instance maintain pupils in the bubbles they are in during the school day If this is not possible then place pupils in small, consistent groups Consider delaying the opening of after school club to some year groups to cater for the bubbles in greatest demand 	Yes	External provider of dance/exercise classes will have use of the hall after school on weekdays. All school children will have left before any classes begin. Access to and from the building is limited and no additional adults will be allowed on site. The class leader will be responsible for ensuring all safety measures are followed.	Yes	1x1=1
3.4	The number of pupils and staff on site creates too many opportunities for Government guidance to be breached	3x4=12	<ul style="list-style-type: none"> Minimise the number of external visitors to the site as much as possible All visitors to be recorded to adhere to track & trace guidance No large gatherings such as assemblies, parents evenings or performances 	Yes	External visitors are kept to a minimum and details recorded to adhere to track & trace. Parents advised that there will be no large gatherings for the foreseeable future and when dropping off and picking up, parents will remain outside the gates to limit the number of adults on site.	Yes	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. 	Yes	The school behaviour policy has been revised. This will be shared with staff, pupils and parents. The policy will be applied consistently to ensure high expectations. Senior leaders will monitor where there are breaches and review procedures where necessary.	Yes	2x2=4

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			<ul style="list-style-type: none"> Messages to parents reinforce the importance of the measures are sent by the school. 				
3.6	Movement around the site results in social distancing breaches	3x4=12	<ul style="list-style-type: none"> Movement to be restricted within bubble areas or classrooms Wider movement around the school to be supervised Where movement of bubble groups cross paths ensure pupils remain at opposite edges of corridor 	Yes	Staggered timetabling will restrict movement of children in different bubbles. Children will be supervised when moving around school.	Yes	2x2=4
3.7	Lunch and break times provide social distancing breaches as pupils circulate	3x4=12	<ul style="list-style-type: none"> Either stagger lunch breaks to reduce risk of bubbles merging OR Zone off areas of the playground and/or field to give each bubble space to occupy Dining room can be used but not for more than one bubble at a time – if used tables must be cleaned between bubbles 	No	Staggered lunches and break times will ensure that bubbles do not meet. As part of the staggered timetable, the dining room will only be used for one bubble at a time and thorough cleaning takes place between sittings.	Yes	2x2=4
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. 	Yes	Each bubble has assigned toilets which are not shared across bubbles. Procedures are in place to ensure that there is only one child in the toilet at any given time. Children are regularly reminded about handwashing.	Yes	2x2=4
3.9	Start and end of the school day provides opportunities for parents to congregate and breach social	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 	Yes	Staggered timetable promotes social distancing guidelines. Children in KS2 will line up in their class/bubble on the playground. Children in YR and KS1 will go straight into their classrooms.	Yes	2x1=2

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	distancing guidelines							
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 	No	Headteacher reviewed fire procedures before school re-opened and ensured all staff were aware of any changes. Fire drill took place within first 3 days of children being in school.	Yes,	2x2=4	
3.11	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed	4x3=12	<ul style="list-style-type: none"> Review the compliance checklist contained within DEMAT guidance Contact Rachael Lamb with queries 	Yes	Compliance checklist completed. We will contact Rachael Lamb if any issues arise.	Yes	3x2=6	
3.12	Contractors working on site may pose social distancing risk	3x3=9	<ul style="list-style-type: none"> All works that take place, must be coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team or have been approved in advance. Ensure all essential visits by contractors are aware of the school's opening arrangements and carry out a risk assessment prior to any visit. 	Yes	School will liaise with Rachael Lamb regarding any works taking place. We will ensure any contractors receive guidelines prior to any visit.	Yes	2x2=4	
4	Safeguarding, and mental health						RETURN TO TOP OF RISK ASSESSMENT	
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 Denise Woodhouse for specific guidance 	Yes	All guidance regarding mental health and well-being has and will continue to be shared with staff. We will liaise with Denise Woodhouse as and when specific guidance is required.	Yes	3x2=6	

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4.2	Members of staff's mental health has been adversely affected during the period of closure	4x3=12	<ul style="list-style-type: none"> Explicitly and formally acknowledge that this may have happened. Open channels of communication between staff and senior leaders so that staff know how they may communicate needs and are encouraged to do so. Review access to professional services and signpost these where available. Collaborate with Trust Central Team to know what is available within Local Authorities and work with Trust leads to establish good practice. Staff have been reminded and provided with information in relation to the trust-wide EAP. 	Yes	Channels of communication between staff and senior leaders are clear. Information about professional services has and will continue to be shared with staff.	Yes	3x2=6
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 	No	All staff have received updated basic safeguarding training in September. KCSIE 2020 has been distributed to all staff and they have confirmed they have read, understood and will abide by the guidance. Safeguarding policies have been updated as needed to ensure compliance.	Yes	2x1=2