

# Full opening of schools - September 2020

## RISK ASSESSMENT

**SCHOOL NAME: Babraham Primary School**

**Number on roll: 98**

**Current document version: 2**

### Quality assurance cycle

Initial approvals	Dates
Consultation with staff	17 <sup>th</sup> July 2020
Headteacher completion	22 <sup>nd</sup> July 2020
H&S Manager sign off	29 <sup>th</sup> July 2020
CEO Sign Off	19 <sup>th</sup> August 2020
DEMAT Board informed	

### Monthly RA review cycle

Review date	Version No	H&S Manager	CEO	Board
1 <sup>st</sup> October	2	1/10/20	8/10/20	
1 <sup>st</sup> November				
1 <sup>st</sup> December				

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

*Love*  
*Community*  
*Respect*  
*Trust*  
*Ambition*

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

**DEMAT Office Address:**

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU



## 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](#)

<b>School name:</b>	Babraham Primary School	<b>Assessment conducted by – name:</b>	Sarah Barnes		
<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers	<b>Assessment conducted by – job title:</b>	Assistant Headteacher		
<b>Assessment date:</b>	15/07/2020	<b>Review interval:</b>	1 month	<b>Date of next review:</b>	23/10/2020

**Note:** Risks assessments must be reviewed quarterly, whenever there is a significant change in the activity and following any incident.

Related documents	
<b>Trust/Local Authority documents:</b> <a href="#">DEMAT guidance</a>	<b>Government guidance:</b> <a href="#">Government guidance</a> – main link <a href="#">Guidance for the full opening of schools</a> <a href="#">Coronavirus (COVID-19): guidance for educational settings</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a>

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)
<b>1</b>	<b>Pre-opening</b>	<b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>					
1.1	Pupils are allowed to return in the same structure as was in place in March 2020	<b>3x3=9</b>	<ul style="list-style-type: none"> <li>School to determine appropriate use of protective bubbles</li> <li>Either class based bubbles OR</li> <li>Year group bubbles OR</li> <li>Key stage bubbles (smaller schools)</li> <li>Pupils informed about importance of remaining within their bubble</li> </ul>	<b>Yes</b>	<ul style="list-style-type: none"> <li>Four x Class bubbles, each with 30 chdn max.</li> </ul>	<b>Yes</b>	<b>2x2=4</b>
1.2	Policies have not been adapted to adhere to new Government guidelines	<b>2x2=4</b>	<ul style="list-style-type: none"> <li>Review existing policies where the COVID clause was inserted in May 2020 to ensure continued compliance with Government guidance issued on 2<sup>nd</sup> July 2020.</li> </ul>	<b>No</b>	<ul style="list-style-type: none"> <li>Review Behaviour and Safeguarding &amp; CP policies to ensure continued compliance.</li> <li><i>Online Safety policy to be adopted – check all aspects are still relevant going forward.</i></li> </ul>	<b>Yes</b>	<b>1x2=2</b>
1.3	Control measures not effective because people not aware of infection control requirements	<b>3x3=9</b>	<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 to be sent reminding them of the importance of the essential hygiene measures and adherence to engagement with track &amp; trace.</li> <li>Reinforce to staff as part of on-going training - Refer to and ensure all staff are aware of guidance and requirements.</li> </ul>	<b>Yes</b>	<ul style="list-style-type: none"> <li>Posters remain on display and information sent to all parents prior to end of Sum Term and start of Aut Term.</li> <li>Staff aware of expectations around Test &amp; Trace, as well as changes to /continuation of current guidance for Sept. To be revisited as part of Inset day in Sept.</li> <li>Staff directed towards Cambs frontline education staff covid testing centre to obtain rapid testing and results</li> <li>Parents aware of expectations around Test &amp; Trace via letter sent 15/07.</li> <li>DEMAT Pupil / Parent Expectation posters updated and distributed around school and on school gates</li> </ul>	<b>Yes</b>	<b>1x1=1</b>

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1.4	Risk assessments are not regularly assessed	3x3=9	<ul style="list-style-type: none"> <li>Risk assessments updated and reviewed monthly – sent to Joanne Patterson, Compliance Officer</li> <li>Fortnightly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer</li> </ul>	Yes	<ul style="list-style-type: none"> <li>SLT update and review RA at least every month</li> <li>Communicated to staff via staff meetings and via email</li> <li>Regular feature of weekly staff meetings</li> </ul>	Yes	2x2=4
1.5	Weak Governance control of risk	3x4=12	<ul style="list-style-type: none"> <li>Use of Health &amp; Safety Trustee group to provide feedback when required</li> <li>Chief Executive delegated to approve Risk Assessments before reporting to Trust Board</li> <li>Fortnightly return by all schools of compliance to RA/guidelines.</li> <li>Local governor updates by Headteacher utilising appropriate forms of communication</li> </ul>	Yes	<ul style="list-style-type: none"> <li>HT / AHT to update Gobs prior to school opening and monthly from then on.</li> <li>Virtual LGB meetings planned half termly for 2020-21.</li> <li>Risk assessment shared with governors prior to submission.</li> <li>Parents' and staff team's views sought about success or otherwise of measures before risk assessment reviewed by SLT</li> </ul>	Yes	3x3=9
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"> <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>	Yes	<ul style="list-style-type: none"> <li>DDSL, 2 x PFAs and FA are on site at all times. Other DSL / PFA / FA available on PT basis. All training is up-to-date.</li> </ul>	Yes	2x1=2

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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"> <li>Ensure sufficient supplies of medical equipment and PPE are in place</li> <li>Ensure appropriate signage is in place to designate difference between isolation and medical rooms</li> <li>Ensure medical room is tidy and suitably equipped should it need to be used.</li> <li>Continue to undertake PPE training for relevant staff in school.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Medical equipment and PPE reviewed at end of Summer Term.</li> <li>No specific isolation room due to size of school, however area allocated (outside if weather permitting, blue room if not)</li> </ul>	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"> <li>Only use Trust or LA recommended suppliers for PPE</li> </ul>	Yes	<ul style="list-style-type: none"> <li>PPE supplies adequate at end of Summer Term.</li> <li>Office Manager to ensure appropriate supplies ordered as necessary for September.</li> <li>PPE supplies remain adequate. School supported by Finance team to ensure essential orders are placed.</li> </ul>	Yes	2x2=4
1.9	Cleaning capacity is reduced and inadequate supplies for soap/hand sanitiser mean staff/pupils unable to maintain hygiene	4x3=12	<ul style="list-style-type: none"> <li>Review cleaning rotas or liaise with contractors to determine availability of staff</li> <li>Implement daily monitoring of supplies</li> <li>Contact the Trust Central Team if finding it difficult to source cleaning products for support.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Cleaning Company in regular contact with Office Manager.</li> <li>Issues with inadequate cleaning during September. Cleaning company replaced and permanent cleaner brought in. Standard much improved. Company to supply own cleaning products to begin with.</li> </ul>	Yes	2x2=4
1.10	Cleaning practices are not carried out effectively	3x3=9	<ul style="list-style-type: none"> <li>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.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Headteacher communicates regularly with the Cleaning Company via the Office Manager or directly to ensure that cleaning requirements are adhered to, raising any concerns on a daily basis following daily checks</li> <li>No Office Manager – HT in direct contact with Cleaning Company.</li> </ul>	Yes	2x2=4
<b>2</b>	<b>Staffing, communication, and compliance with procedures</b>				<b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>		



Ref	Area for concern	Risk rating prior to action (severity x likelihood)	Control measures	In place? (Yes/No)	Additional school measures / comments	In place? (Yes/No)	Residual risk rating (severity x likelihood)
2.1	Poor communication to stakeholders	2x3=6	<ul style="list-style-type: none"> <li>Schools to inform parents about procedures for opening before the end of July</li> <li>At least monthly updates to parents to be sent by schools over Autumn term</li> <li>Statutory liaison with relevant LAs to be maintained.</li> <li>Central DEMAT best practice guide 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>	Yes	<ul style="list-style-type: none"> <li>Information for Parents sent to all Babraham Families (inc. new starters) on 15.07 – this includes info on how they can communicate with school come Sept. To be sent out again at start of September.</li> <li>HT will continue to send weekly updates / bulletins to all Babraham families.</li> <li>Parents reminded of key routines, changes, expectations etc, where these arise.</li> </ul>	Yes	1x1=1
2.2	Prolonged absence of employee due to self isolation and/or repeated symptoms	2x3=6	<ul style="list-style-type: none"> <li>Employees must to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to school senior management.</li> <li>Track &amp; trace to be engaged with by all staff</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All staff and parents informed at end of Summer term that they must engage with NHS Test and Trace, and process that must be followed. Message to be repeated in communications at beginning of Sept.</li> </ul>	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"> <li>Letter to parents and staff reminding them of the school's procedures to be sent in Aug/Sep</li> <li>Information on displayed 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 in INSET days</li> <li>Reminders that if you are ill, stay at home and get tested</li> <li>Promote engagement with Track and Trace</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All staff and parents informed as of 15/07 of expectations in Sept, including expected engagement with Test and Trace. Information to be shared again at start of Sept.</li> <li>DEMAT Defenders poster on display around school and on external doors and gates.</li> <li>DEMAT Flowcharts on display.</li> <li>New DEMAT Parent / Pupil expectations to be displayed.</li> </ul>	Yes	2x1=2
2.4	Measures not effective because of lack of compliance by pupils or parents	2x3=6	<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> <li>Clear instructions displayed around the school highlighting robust hand and respiratory hygiene measures</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Information for Parents sent to all Babraham Families (inc. new starters) on 15.07, and to be repeated in Sept.</li> <li>All staff (especially those on duty at the school gates) to be observant of parents not complying with</li> </ul>	Yes	1x1=1

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					measures and engage in positive dialogue as early as possible. <ul style="list-style-type: none"> <li>'Catch it, bin it, kill it' posters will be displayed around the school.</li> <li>Chdn taught effective handwashing and respiratory hygiene measures.</li> </ul>		
2.5	Child is sent to school with a temperature or coronavirus symptoms of which school is not aware, or in a household where symptoms are present	3x3=9	<ul style="list-style-type: none"> <li>Follow the flow charts contained in the DEMAT guidance</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Flow charts on display in staff areas and kept with PPE box in isolation room.</li> </ul>	Yes	2x2=4
2.6	Lack of adult capacity within a bubble to provide adequate supervision if the teacher or child is ill and needs to be isolated or needs the toilet or some other issues	3x2=6	<ul style="list-style-type: none"> <li>Ensure that the school cover system is active so that spare adults can be moved into the class as required</li> <li>Changes in the 2<sup>nd</sup> July guidance show that adults can move between bubbles</li> </ul>	Yes	<ul style="list-style-type: none"> <li>No 'spare' Teaching adults available, however admin staff and TAs can cover in event of short supervision (e.g. toilet).</li> <li>Supply cover will need to be used in the event of staff illness.</li> <li>Planning for September ensures staff do not move between more than two bubbles – staff stick to one Key Stage. If working with chdn from a different main bubble to their own, staff expected to social distance as much as possible.</li> <li>Office staff / SLT to provide relief cover where possible, particularly in EYFS/Y1 class where adult:child ratios are higher</li> </ul>	Yes	2x2=4

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2.7	Child is displaying symptoms and parent cannot be reached to collect	4x3=12	<ul style="list-style-type: none"> <li>Child is isolated away from other children and adults.</li> <li>Supervising adult wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Parents told to keep chdn at home if symptomatic.</li> <li>Parents contact details kept up-to-date.</li> <li>One member of staff to wear PPE and supervise child in isolation room until parent arrives.</li> </ul>	Yes	3x3=9
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"> <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 online, and NOT go to their GP or other healthcare centre.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Range of protective controls in place to minimise the risk of virus spread.</li> <li>Measures shared with staff, parents and pupils.</li> <li>All staff will teach and model protective measures and changes in behaviour, and posters displayed in every room.</li> <li>Half termly LGB meetings via Zoom planned for the Autumn Term - first meeting 07/10/20</li> </ul>	Yes	3x3=9
2.9	Staff members do not minimise periods of contact	2x4=8	<ul style="list-style-type: none"> <li>Limit the number of staff who can use a staffroom at any one time</li> <li>Provide other facilities for staff to have break periods</li> <li>Use online meeting facilities to conduct larger meetings</li> <li>Reduce the movement of staff between bubbles where possible</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Only 2 adults to use the staff room at any one time. Rota to be drawn up if appropriate.</li> <li>Hall <i>may</i> be available as alternative to staff room.</li> <li>Due to lack of space in school, only other options for staff 'breaks' are classrooms or outside (depending on where the children are at that time).</li> <li>Staff meetings to continue to be held in the hall or virtually as appropriate.</li> </ul>	Yes	2x2=4
2.10	Staff coming into work who are more at risk of infection	5x4=20	<ul style="list-style-type: none"> <li>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</li> <li>Liaise with DEMAT HR team for specific cases or for further advice</li> <li>Discuss with individuals the need for a personal risk assessment and ensure it is completed</li> </ul>	Yes	<ul style="list-style-type: none"> <li>No staff with current health concerns that would make them high-risk.</li> <li>Staff to be advised that if they feel they need an individual risk assessment, to speak with SLT in confidence.</li> </ul>	Yes	3x2=6

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<b>3</b>	<b>Management of site</b>		<b>RETURN TO TOP OF RISK ASSESSMENT</b>				
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"> <li>Arrange classrooms with forward facing desks so that pupils do not face one another</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All staff aware of need to arrange tables so chdn sit side-by-side with desks facing forwards</li> <li>Two PD days in September will give staff time for any further classroom organisation needed.</li> <li>Very small / awkward shaped classrooms + desks in rows meant children were very close to one another / teacher. Tables rearranged into small groups; chdn able to have more space between them, more space for moving around room and tables further back from adults.</li> </ul>	Yes	2x2=4
3.2	Due to staff absence a large number of supply teachers or visiting specialists are on site	3x3=9	<ul style="list-style-type: none"> <li>Try to accommodate cover arrangements internally where possible, including using TAs under the instruction of a qualified teacher.</li> <li>Where agency staff are to be used ensure they are aware of all site procedures</li> <li>Consider booking agency staff for longer assignments to minimise the number of other schools they visit.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff limited to working across no more than two bubbles. Therefore short-term absence may need to be covered by TAs under instruction of teacher.</li> <li>Supply cover likely for longer absences – school will try to use same teachers / block booking where possible.</li> <li>Short term absences covered by TAs / AHT .</li> </ul>	Yes	2x2=4
3.3	After school club has a mixture of year groups attending	2x3=6	<ul style="list-style-type: none"> <li>In the first instance maintain pupils in the bubbles they are in during the school day</li> <li>If this is not possible then place pupils in small, consistent groups</li> <li>Consider delaying the opening of after school club to some year groups to cater for the bubbles in greatest demand</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Fun Pack After School Club and Premier Breakfast and After School Sports Clubs will commence in September.</li> <li>Both groups have their own procedures in line with Gov. guidance.</li> <li>Numbers will be limited to ensure groups are kept as small as possible, and chdn will be outside.</li> <li>Enhanced cleaning and hygiene practices in place, as well as communication between clubs and school.</li> </ul>	Yes	2x2=4

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3.4	The number of pupils and staff on site creates too many opportunities for Government guidance to be breached	3x4=12	<ul style="list-style-type: none"> <li>Minimise the number of external visitors to the site as much as possible</li> <li>All visitors to be recorded to adhere to track &amp; trace guidance</li> <li>No large gatherings such as assemblies, parents evenings or performances</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Visitors to site, including parents and contractors, by appointment only</li> <li>External contractors during school day asked to wear a mask</li> <li>Assemblies held via Zoom</li> </ul>	Yes	3x2=6
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"> <li>Staff model behaviour consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Break times and lunch times are structured to support maintenance of bubbles and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with measures and this has been communicated to staff, pupils and parents.</li> <li>Senior leaders monitor areas where there are breaches of measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of the measures are sent by the school.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>DEMAT Behaviour Appendix on school website</li> <li>Info sent to parents on 15/07 and will be resent at start of Sept.</li> <li>Chdn who have returned so far have complied with restrictions and new expectations currently in place.</li> </ul>	Yes	3x2=6
3.6	Movement around the site results in social distancing breaches	3x4=12	<ul style="list-style-type: none"> <li>Movement to be restricted within bubble areas or classrooms</li> <li>Wider movement around the school to be supervised</li> <li>Where movement of bubble groups cross paths ensure pupils remain at opposite edges of corridor</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Children to be restricted to bubbles throughout day.</li> <li>Only movement outside of bubbles = toilets. These will be supervised and chdn instructed to stick to one side of the room / corridor for lockers</li> <li>Arrows to be marked onto floor giving a one-way system.</li> <li>Markers outside toilets for queueing.</li> <li>Lockers will not be used in September as this creates too many opportunities for breaching S/D guidelines. Chdn to keep belongings in classroom.</li> </ul>	Yes	3x3=9

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					<ul style="list-style-type: none"> <li>Lockers being used for storage or irregularly used items such as waterproof trousers. Chdn to access lockers only if hall is empty.</li> </ul>		
3.7	Lunch and break times provide social distancing breaches as pupils circulate	3x4=12	<ul style="list-style-type: none"> <li>Either stagger lunch breaks to reduce risk of bubbles merging OR</li> <li>Zone off areas of the playground and/or field to give each bubble space to occupy</li> <li>Dining room can be used but not for more than one bubble at a time – if used tables must be cleaned between bubbles</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Break times will be spent in designated bubble outdoor space.</li> <li>Kingfisher / Owls to swap outdoor spaces on weekly basis. Kingfisher / Owls sharing field – line drawn down middle.</li> <li>Lunches to be eaten in classrooms / outdoor spaces.</li> </ul>	Yes	2x2=4
3.8	Toilet queues and handwashing queues breach bubbles	3x4=12	<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>	No	<ul style="list-style-type: none"> <li>Queuing / Social distancing markers yet to be put in place – to be done over the summer. Lockers need to be moved to clear corridor. All markers and posters displayed before first day of term.</li> <li>Staff to teach and reinforce toileting regime and to allow chdn to go to toilet as and when they need to. Chdn using toilets as required.</li> </ul>	Yes	3x3=9
3.9	Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines	3x4=12	<ul style="list-style-type: none"> <li>Stagger arrivals OR</li> <li>Use separate entrances OR</li> <li>Line pupils up in zones across playground before entry to school OR</li> <li>School based method of minimising congregation of people outside the school</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Arrival times staggered and separate entrances – organised by school houses to enable families to only make one drop off/ collection and avoid waiting. Staggered entrances / times working well. Discussions over changing times &amp;/or drop off point, but will keep as they are for next month. Review again after half term (once it is getting colder and darker and possibility of more people driving / reduced options for distancing).</li> </ul>	Yes	2x3=6
3.10	Fire procedures are not appropriate to cover new arrangements	5x4=20	<ul style="list-style-type: none"> <li>Headteacher to review fire procedure protocol and amend in line with current school arrangements.</li> <li>Fire drill must take place within 3 days of all pupils being in school full time</li> </ul>	No	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed, two have been written, the main one to take into account the buildings work taking place over the summer once work completed, a second contingency one has been produced</li> </ul>	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)	
					<p>to support the possibility that a replacement door has not been fitted prior to school opening, this one would then be the one used until the door is fitted. These will be shared with staff on the first inset day, then with children when they start. New procedure and map to be drawn up and shared at staff inset day in September in line with the above</p> <ul style="list-style-type: none"> <li>• Fire drill planned for w/c 14<sup>th</sup> September once all pupils in, pupils return on 7<sup>th</sup> September pupils will be made aware of the plan prior to the 14<sup>th</sup></li> <li>• Still awaiting fitting of new fire exit – continuing to use temporary map and procedure.</li> <li>• Planned fire drill was successful, as was unplanned evacuation.</li> </ul>			
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"> <li>• Review the compliance checklist contained within DEMAT guidance</li> <li>• Contact Rachel Lamb with queries</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Checks planned for first day of term – arranged via Cath Conlon. All compliance items have been kept up to date during lock down. All compliance checks up to date. AHT liaising with Cath Conlon in absence of Office Manager.</li> </ul>	Yes	2x2=4	
3.12	Contractors working on site may pose social distancing risk	3x3=9	<ul style="list-style-type: none"> <li>• All works that take place, must be coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team or have been approved in advance.</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>	Yes	<ul style="list-style-type: none"> <li>• Staff to be made aware in advance of planned visits from contractors</li> <li>• Visits to be arranged outside of school hours where possible</li> <li>• Contractors asked to wear a mask where appropriate</li> </ul>	Yes	2x2=4	
4	<b>Safeguarding, and mental health</b>					<b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>		

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)
4.1	Pupil's mental health has been adversely affected during the period of closure	4x3=12	<ul style="list-style-type: none"> <li>All staff to be made aware of the Government guidance – Guidance for the public on the mental health and well-being aspects of coronavirus.</li> <li>Refer to additional support within the DEMAT guidance</li> <li>Liaise with Dense Woodhouse for specific guidance</li> </ul>	Yes	<ul style="list-style-type: none"> <li>DEMAT SEMH guidance to be shared with staff before September.</li> <li>Unknown until chdn return in September</li> <li>Whole school focus on PSHE/ Rights of the Child in September, allowing for greater opportunities to discuss mental health and wellbeing issues</li> <li>Staff aware of need to be vigilant</li> <li>Much time dedicated to supporting chdn back into learning; teaching of rules, routines and behaviour for learning, etc.</li> </ul>	Yes	2x2=4
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"> <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>Staff have been reminded and provided with information in relation to the trust-wide EAP.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff have had successful reopening of school from June.</li> <li>All staff finished the school year positively.</li> <li>All staff are aware of, and have had chance to feedback on, plans for September.</li> <li>Trust wide Employee Assistance Programme – emailed to all staff and displayed on the staff room noticeboard.</li> </ul>	Yes	3x3=9
4.3	Staff have not received updated safeguarding training for the new year	3x3=9	<ul style="list-style-type: none"> <li>All staff to receive basic safeguarding updates at the September INSET</li> <li>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</li> </ul>	Yes	<ul style="list-style-type: none"> <li>KCSIE update planned for September INSET day</li> <li>Basic safeguarding to be provided at Sept INSET?</li> <li>KCSIE to be distributed to staff, with a return signed document saying they have read and understood and will abide by Part one and Annex A</li> <li>Safeguarding Policies to be updated in line with KCSIE 2020 &amp; COVID-19 Appendix updated with any temp amendments to annual policy</li> </ul>	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)
			<ul style="list-style-type: none"> <li>Safeguarding policies to be updated in line with updated KCSIE 2020 &amp; COVID-19 Appendix updated with any temporary amendments to the annual policy</li> </ul>		<ul style="list-style-type: none"> <li>Safeguarding policy updated. Staff received KCSIE update and requested to complete online quiz, Governors too.</li> </ul>		