

Wider Opening of Schools - June 2020

RISK ASSESSMENT (including associated guidance)

Headteacher completion: 21st May

CEO sign off: 22nd May

H&S Trustee sign off: 25th May

Approved by Trust Board: 28th May

SCHOOL NAME: Milton CE Primary, Cambs

382 pupils

Version 3

R	I	6	KW	Staff req	Staff avail	Bubble
21	23	24	8	14	17	7

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www.demat.org.uk

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The Diocese of Ely Multi-Academy Trust (DEMAT)

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Registered Office: Diocesan Office, Bishop Woodford House, Barton Road, Ely CB7 4DX

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Introduction

Schools should continue operating as childcare facilities up until the 1st June 2020 for critical workers and vulnerable children. Following government instructions to reopen schools, we will do all we can to make them as safe as possible for our communities. This period of time needs to be used for leaders to carry out a complete assessment of their capacity and ability to open on June 1st to a wider group of pupils. It is this information that the DEMAT CEO and Trustees will use to make a final decision as to whether to open and/or which year groups to open with.

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

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

Risk Assessment Monitoring and Review Requirements

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

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

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

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DEMAT Risk/Priority Indicator Key

Severity (Consequence)

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

Likelihood

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

RISK/PRIORITY INDICATOR MATRIX

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

Summary

Suggested Timeframe

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

DEMAT Coronavirus Risk Assessment for Schools

Location/Dept: DEMAT COVID-19 Risk assessment

Date Assessed: 21/5

Assessed by: Anna Reeder

Task/Activity: Dealing with coronavirus

Review Date: 15/6

Related documents

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

DEMAT Guidance is

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

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

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

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional actions/comments from schools
1	Establishing a process of partial opening, including social distancing						
1.1	Available capacity of the school is reduced when social distancing guidelines are applied	Pupils and Staff	<ul style="list-style-type: none"> Agree number of pupils who can safely attend on any given day Confirm timetable arrangements for pupils and staff Minimise the number of people on site [Refer to DEMAT Guidance]	3	1	3	Staff availability confirmed and shielding, self-isolating group excluded. Parent survey sent out 20 th May to confirm exact pupils numbers returning. R, 1, 6 currently (2 bubbles of 12 for each) - 7 bubbles in total inc KW (8 pupils)
1.2	Classroom sizes will not allow adequate social distancing	Pupils and Staff	<ul style="list-style-type: none"> Net capacity review Removal of all unnecessary furniture [Refer to Gov Guidance 3 above] <ul style="list-style-type: none"> Rooms used must be suitable for establishing the principle of distancing even if it is difficult to maintain. [Refer to DEMAT Guidance]	3	1	3	15 maximum number. Classes have been assessed and excess furniture removed.
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"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing [Refer to DEMAT Guidance]	3	1	3	Maximum of 15 in large KS2 hall for key worker children of various year groups. If more KW pupils arrive then another classroom will be used. No school large group events will be taking place.

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"> 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 Full use is made of those staff who are self-isolating or shielding but who are well enough to plan lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until wider opening is deemed safe. <p>[Refer to DEMAT Guidance]</p>	3	1	3	Bubble shut if teacher unwell. Part-time staff leading on home learning provision. If it becomes untenable we will revert to Oak Academy distance learning materials. Non-year group staff placed on rota to support KW group 2 staff per bubble
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"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts in line with risk assessment review periods 	3	1	3	Part time staff to plan for this group and available on rota to provide care provision. IM working with individual ECHP families and has provided individualised support re returning to school. ECHP individual risk assessments in place and will be updated if required when children return under new regime
1.6	Policies are no longer fit for purposes	Pupils, Staff, Governors,	<ul style="list-style-type: none"> COVID-19 clause inserted into policies to account for changes required 	3	2	6	Parental and pupil expectation letters sent.

		Parents, Visitors	<ul style="list-style-type: none"> • DEMAT to issue wording for Behaviour, Attendance and Safeguarding policies. 				COVID addendum to behaviour policy.
1.7	Measures not effective because people not aware of infection control requirements	Staff, Visitors, Pupils	<p>[Refer to Gov advice 4 above]</p> <ul style="list-style-type: none"> • DEMAT Defender posters to be displayed in reception, classrooms and other areas used. • Letters to parents reinforcing requirements. <p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> • Reinforce to staff as part of training - Refer to and ensure all staff are aware of guidance and requirements. 	3	2	6	Nb posters on display when school re-opens.
1.8	Risk assessments are not regularly assessed	Pupils, Staff, Governors, Parents, Visitors	<ul style="list-style-type: none"> • Risk assessments updated and reviewed fortnightly – sent to Joanne Patterson, Trust Compliance Officer • Weekly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer <p>[Refer to Risk Assessment Monitoring and Review requirements – page 1 of RA document]</p> <p>Further details of the Risk Assessment monitoring and Review process will be issued shortly.</p>	3	1	3	SLT and governor reviewed doc. Continue to review every two weeks in line with DEMAT guidance
1.9	Weak Governance control	Staff, Pupils, Trustees	<ul style="list-style-type: none"> • Review delegations to ensure clarity of decision making and communicate these clearly. • Use of Health & Safety Trustee group to make recommendations to Board. • Trust Board to approve re-opening of schools based on Risk Assessments. • Weekly return by all schools of compliance to RA/guidelines. 	3	1	3	Review group invited to share updated RA Staff input once school reopens. LGB to continue meeting via Zoom as per the recent meetings. Every 3 weeks.

			<ul style="list-style-type: none"> Local governor updates by Headteacher via video conference facilities, including virtual Governor meetings where possible. 					
1.10	Poor communication to stakeholders	Parents, Staff, external agencies	<ul style="list-style-type: none"> Trust guidelines of staff training for re-opening distributed to Headteachers and Governors via GovernorHub. Pupil and parental expectations designed by Trust to be sent out by schools. Statutory liaison with relevant LAs to be maintained. Central DEMAT FAQs to be produced in line with feedback received prior and updated post opening on a fortnightly basis. Parental questions answered promptly by the school. 	3	1	3	SLT to manage any unexpected arrivals and use key worker group if necessary.	
1.11	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated Safeguarding Leads puts children's safety at risk	Pupils, Staff, Governors, Parents, Visitors	<ul style="list-style-type: none"> 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. <p>[Refer to Gov Guidance 1 and Guidance 2 above]</p>	3	1	3	<p>PPE pack for emergency first aid.</p> <p>Isolation room in place and guidance issued to staff to distinguish between medical and isolation rooms</p> <p>Policy update.</p> <p>Grab bags stocked for bubble.</p> <p>DSL daily rota.</p>	
2	Health & Safety practice, policy, and equipment						RETURN TO TOP OF RISK ASSESSMENT	
2.1	Measures not effective because of lack of	Staff, Visitors,	<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 	3	3	9	Revisit requirements weekly. Letters website etc.	

	compliance by pupils or parents	Contractors Pupils	prepared to adhere to these expectations will not be allowed in school because of the risk posed to others.				
2.2	Child is sent to school with a temperature or coronavirus symptoms of which school is not aware, or in in a household where symptoms are present	Staff, Visitors, Contractors Pupils	[Refer to Gov Guidance 4 above] [Refer to DEMAT Flowchart p.37-Unwell Child in Education or Childcare setting]	3	3	9	Thermometers to take temperature as a guide**parent communication Isolation area
2.3	Only 1 adult in a classroom means young children may not have adequate supervision if the teacher or child is ill or needs the toilet or some other issues	Staff, Pupils	[Refer to DEMAT Guidance] <ul style="list-style-type: none"> 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. Second member of staff allocated to each bubble but not necessarily present in room to support teacher. 	3	3	9	Parallel classes enable supervision of 2 groups from a distance if needed even though 2 staff are allocated per bubble SLT available in emergency
2.4	Child is displaying symptoms and parent cannot be reached to collect	Staff, Pupils	<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. 	4	3	12	Follow the provided guidance, staff informed and will be reminded weekly
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"> If child has symptoms, then refer to 2.4 controls above. Check we have up to date contact details for all children. 	3	2	6	Follow the provided guidance, staff informed and will be reminded weekly

			<ul style="list-style-type: none"> If a child does not have symptoms, accommodate supervision of child within Keyworker/Vulnerable group. 				
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"> Contact the Trust Central Team if finding it difficult to source cleaning products for support. 	3	3	9	Fully stocked and cleaners aware of requirements
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"> 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. 	4	3	12	Follow the provided guidance, staff informed and will be reminded weekly
2.8	Prolonged absence due to self-isolation		<ul style="list-style-type: none"> 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. 	3	1	3	Close bubble and await testing results to re-open.

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>[Refer to Government guidance 4]</p> <ul style="list-style-type: none"> Letter to parents explaining the school's procedures. Information on Trust and school websites. DEMAT Defender posters to be displayed in school. Display DEMAT Flowcharts in school. Staff training to be held via video conferencing and training videos. 	3	2	6	<p>Revisit weekly Read receipt emails</p>
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>[Refer to Government Guidance 4]</p> <ul style="list-style-type: none"> Letter to parents explaining the school's procedures. Information on school websites. DEMAT Defender posters to be displayed in school. Display DEMAT Flowcharts in school. Staff training to be held via video conferencing and training videos 	3	2	6	Parents have been sent the Parental expectations and details about the protocols. This will be repeated weekly.
2.11	Medical rooms are not adequately equipped to maintain infection control		<ul style="list-style-type: none"> The Trust Central team is procuring PPE equipment to all DEMAT schools in the event of a child or adult displaying symptoms. School to ensure medical room is tidy and suitably equipped should it need to be used. Trust to undertake PPE training for relevant staff in school. 	3	2	6	SEN group room allocated as isolation pod. Guidance issued to staff about when to use isolation pod and when to use medical room.
2.12	Provision for PPE for staff is not in line with Government guidelines		<ul style="list-style-type: none"> The Trust Central team is procuring PPE equipment to all DEMAT schools in line with Government guidance. <p>[Refer to Government advice 3 above]</p>	3	1	3	COVID-19: Donning of Personal Protective Equipment (PPE) in Health and Social Care Settings - https://www.youtube.com/watch?v=-GncQ_ed-9w .

							Distributed to all staff, confirmation by email of receipt and undertaking.
2.13	Cleaning practices are not carried out effectively		[Refer to DEMAT Guidance] 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.	3	2	6	Check list – records updated to incorporate heavy used contact points etc Communicated to the cleaning team manager. Will be verified after first clean.
3	Maximising social distancing in schools						RETURN TO TOP OF RISK ASSESSMENT
3.1	The number of pupils and staff on site creates too many opportunities for social distancing to be breached		Minimise the number of staff and pupils on site as far as possible whilst adhering to Govt Guidance <ul style="list-style-type: none"> Review staff/accommodation availability Prioritise 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 Ensure staff and pupils are allocated to bubble and single room and these remain intact. [Refer to DEMAT Guidance]	3	3	9	Allocation of floating adult to a bubble if staffing availability increases to support, especially in early years. In addition to the two staff allocated per bubble. Provides additional back up if required.
3.2	Pupil's behaviour on the return to school does not comply with social distancing guidelines		<ul style="list-style-type: none"> 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- 	3	3	9	Bubble separation in spaces and playtimes. All of the measures detailed in the control column undertaken. Individual risk assessments undertaken for high needs

			<p>appropriate methods such as stories and games.</p> <ul style="list-style-type: none"> • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Additional guidance for schools on reviewing and implementing a reviewed behaviour policy attached within the DEMAT guidance. 				pupils who pose additional risk to social distancing
3.3	Movement around the site results in social distancing breaches		[Refer to DEMAT Guidance]	3	2	6	One way system implemented
3.4	Lunch and break times provide social distancing breaches as pupils circulate		[Refer to DEMAT Guidance]	3	2	6	Staggered lunches and breaks as per the DEMAT guidance

3.5	Toilet queues and handwashing queues breach social distancing		<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. 	3	3	9	Routines set in first week back.	
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]	3	2	6	One parent rule Social distance sign markers on entrance Separate entrance for different year groups	
4	Operations							RETURN TO TOP OF RISK ASSESSMENT
4.1	Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> • Headteacher to review fire procedure protocol and amend in line with current school arrangements. 	3	1	3	First week fire drill to test new routines Policies and procedures reviewed as per the DEMAT guidance	
4.2	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed		[Refer to DEMAT Guidance]	3	1	3	All statutory checks carried out as per the DEMAT guidance	

4.3	Contractors working on site may pose social distancing risk		<p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> • Only essential works to take place, coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team. • Ensure all essential visits by contractors are aware of the school's opening arrangements and carry out a risk assessment prior to any visit. 	3	1	3	SLT aware of planned works and plans in place to ensure social distancing.
5	Mental health						
RETURN TO TOP OF RISK ASSESSMENT							
5.1	Pupil's mental health has been adversely affected during the period of closure		<ul style="list-style-type: none"> • All staff to be made aware of Government guidance - Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) <p>[Refer to DEMAT Guidance]</p>	3	3	9	Mental health cpd attended and curriculum adjusted and resources shared
5.2	Members of staff's mental health has been adversely affected during the period of closure		<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. • Ensure communication of very clear structures and routines, including a published risk assessment and guidance. 	3	3	9	SLT aware of staff needs and available support such as the EAS facility Rotas adjusted where possible to support staff anxiety

DEMAT School Daily Monitoring Checklist

Ensure that you have:

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