

Full opening of schools - September 2020

RISK ASSESSMENT

SCHOOL NAME: Guilden Morden

Number on roll: 50 pupils in school and 21 in pre-school

Current document version: 5

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	14/07/20
Headteacher completion	17/07/20
Compliance officer sign off	20/8/20
CEO Sign Off	21/08/20
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	Compliance officer	CEO	Board
1 st October	2 no changes	30/9/20	05/10/20	
1 st November	3 rvd by SS changes made	05/11/20	05/11/20	
1 st December	4	02/12/20	02/12/20	
6 th January 2021	5	20/1/21		

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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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](#)

School name:	Guilden Morden	Assessment conducted by – name:	Ben Hodson/ Sonia Singh from 4/11/12		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers	Assessment conducted by – job title:	Headteacher		
Assessment date:	13/07/2020	Review interval:	1 month	Date of next review:	11/02/2021

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 Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk) Jan 2021

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	The school has 3 bubbles: Pre-school KS1 KS2 These bubbles cannot mix and are staffed adequately. Pupils do not cross from one bubble to another, staff only cross bubbles if essential and keep 2m distance where possible, SLT enter bubbles only as required to support/carry out learning walks	Yes	2x2=4
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 are appropriate and are continually revised to ensure that all members of staff working in school understand any changes made to working practices.	Yes	2x2=4
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	Posters are in place around the school and staff are aware of them and can refer to them regularly. Updated information is sent to all families regularly so they understand the expectations on everyone in the community to keep everyone safe. Staff to be reminded they are required to follow the track and trace testing procedures if they are symptomatic and the expectations around dealing with a symptomatic child.	Yes	2x2=4

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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	Head to review the risk assessment and send to H&SM. Head and staff to carry out any actions arising following reviews.	Yes	1x1=1
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	Risk assessment sent to H&SM on a monthly basis for review centrally and by the H&S Trustee Group. Actions dealt with as per any feedback given. Chair of LGB kept informed of process via email and Zoom. Risk assessment and the wider opening of school remain an agenda item on each LGB meeting. LGB members have the opportunity to question and make suggestions.	Yes	1x1=1
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	All first aid training and DSL training is up to date. There are sufficient staff in the school who are trained. CPOMS is being used in the school. Training is always pre-booked so that staff certificates never expire.	Yes	2x2=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	<p>The office do a regular stock take on cleaning supplies in school, including in bubbles so there is always enough. Staff are encouraged to communicate with the office if they notice that supplies are getting low.</p> <p>The office are aware to email Tracy Locker for more PPE should supplies run low.</p> <p>The staff toilet is to be used for an isolating child as this is the only space available in the school. The space is cleaned down fully after a symptomatic child has been in there. There is no medical room to use and the child cannot wait in the entrance foyer or the office as this is against the guidance.</p>	Yes	1x1=1
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	<p>There is still enough PPE from the delivery that was sent by Tracy. Staff have Tracy's contact details so that they can contact her should the need arrive. Tracy.locker@demat.org.uk</p> <p>Staff are aware that PPE can be worn during intimate care, when cleaning and when dealing with a symptomatic child. PPE must remain on while cleaning the Isolation room and then double-bagged afterwards. PPE is then kept for 72hours before disposal or if a negative result is received before 72 hours it will be disposed of in the normal way.</p>	Yes	1x1=1
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	<p>Cleaning supplies are monitored, and staff are encouraged to let the office know if more is required. All staff take responsibility for what they need and ensure they have it. Each class bubble has its own 'pack' already for cleaning which is maintained.</p> <p>Staff check their areas and communicate with the head if they feel further attention is needed to address any cleaning concerns. Head liaises with the cleaner to ensure she is ok and is able to maintain a good standard of cleaning. All staff have a responsibility to help maintain good standards in the school.</p>	Yes	2x2=4

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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	Office manager to conduct daily checks of the school. Any concerns are raised immediately with the cleaner to ensure standards are maintained.	Yes	2x2=4
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. 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. 	Yes	<p>Parent letter was sent home to ensure that all parents knew the expectations for September. An 'up-date' letter is sent home on the 1st Friday of each month so there is a regular pattern of communication.</p> <p>Parents are reminded as part of the updates that they can contact teachers via Dojo/Tapestry (this is already very well embedded) or via the office email account. The office answer questions or forward them to the relevant member of staff.</p> <p>Updated letter went out on 31.12.20 outlining further measures that the school has taken for the start of the Spring term as well as reminding parents about existing measures in place already.</p>	Yes	1x1=1
2.2	Prolonged absence of employee due to self isolation and/or repeated symptoms	2x6=6	<ul style="list-style-type: none"> 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. Track & trace to be engaged with by all staff 	Yes	All staff are regularly reminded that they must be tested for Covid-19 if they are symptomatic by engaging with NHS111 to book an appointment at a testing centre. Staff must communicate with the Head and their line manager. Head to also engage with HR should there be prolonged absence from work under the Managing Sickness Absence Policy.	Yes	1x1=1
2.3	Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should	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 on 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	<p>New webpage around Corona-Virus has been created and there is a message for visitors to the site to read around engaging with Track and Trace.</p> <p>Line managers remind staff they must engage with Track and Trace. Staff dealing with symptomatic families remind parents they must get their child tested and inform the school of the results. The office follow up with families of symptomatic children who are off to see how they are and ensure the parents have engaged with testing.</p>	Yes	1x1=1

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	anyone display symptoms of COVID-19				Staff reminded during INSET day about risk assessment and expectations.		
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	Letters and communications to families reinforce expectations and that families not adhering to guidance are not allowed to come to school. Staff refer to posters in school and remind children of the expectations.	Yes	2x2=4
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"> Follow the flow charts contained in the DEMAT guidance 	Yes	Flowchart available to all staff of the procedure should a symptomatic child come to school without the parent informing us. Staff and parents are reminded of the expectations and the symptoms to be aware of.	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"> 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	SLT and office staff are available to support as necessary in the usual way. Every class has a TA to support so there are always two adults in a room to support each other should the need arise. All classes have phones and can dial for the office if they need to.	Yes	1x1=1

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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"> 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	Single staff toilet to be used for isolation which can be completely sterilised after use. Staff who cannot keep 2m distance will wear PPE and stay with the child until parents/carers collect child from school. (Room to be fully cleaned and disinfected afterwards, before removing PPE)	Yes	3x2=6
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	Defender posters are displayed for all to see. No visitors are permitted into school unless it is essential and necessary precautions are taken e.g. plumbers can come in the evenings or at weekends, social workers may need to meet with a child in a secure space which is cleaned afterwards. Contact details are taken for track and trace purposes for all visitors/contractors. Hand sanitiser is available at the office and there is soap at every sink around the school. LGB meetings to continue on Zoom on-going. Staff and pupils clean their hands regularly – staff ensure that pupils equipment is cleaned and dealt with in an appropriate way (e.g. out of circulation for 72 hours).	Yes	3x2=6
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	Only 3 members of staff are permitted in the staffroom at any time so there is adequate space to distance. A supply of cleaning materials are available in the staffroom to clean handles and surfaces. Bubbles are well staffed; any other member of staff that must attend another bubble, does so from the door without going into the bubble unless they have to. Staff who must come to the front of the school need to walk around the outside and ensure that they use the side gate with the entrance code/lock. The school does not have a corridor and so bubbles would be broken if anyone tried to get from one part of the school to another. Class 3 to be used by class 1 if needed as additional space. Class 2 are permitted to access the hall if needed. From the start of the Spring term 2021, staff are to wear face coverings when moving around the school.	Yes	2x2=4

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					Staff are advised to stand back from the classroom doors at drop offs and pick ups to minimise any contact with the parents. The school office remains closed and parents have been reminded to call or email the school if they need to get in touch.		
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	Staff follow the risk assessment and ensure they follow the guidance set out for them. Staff members have had communication from their Dr/NHS/medical team as required on what they should or should not be doing. Staff ask their line manager if they are unsure of anything in order to seek clarification. Individual RAs are completed for staff that are pregnant, have specific medical or other needs	Yes	2x2=4
3	Management of site			<u>RETURN TO TOP OF RISK ASSESSMENT</u>			
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	All staff ensure that desks face forwards.	Yes	1x1=1
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"> Try to accommodate cover arrangements internally where possible, including using TAs under the instruction of a qualified teacher. 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. 	Yes	School has 3 qualified teachers (2 of which are part time and could be used for supply if needed). Likelihood of needing someone external is very low.	Yes	2x2=4

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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	The club afterschool is set up to accommodate each bubble from during the school day, in a different space, so that bubbles still remain in place.	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	Visitors are only allowed into school, adhering to guidance, if absolutely necessary – social worker or emergency. Pictures or videos of assemblies or celebrations are shared rather than inviting parents into school for example.	Yes	1x1=1
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. Messages to parents reinforce the importance of the measures are sent by the school. 	Yes	<p>Staff remind pupils of the expectations on the first morning we are in school and explain in an appropriate way the reasons for this.</p> <p>There are no reasons for pupils to move around the school, unless they are symptomatic and being taken to isolate. Playground is 'zoned' for each bubble to be in with their bubble staff supervising.</p> <p>The hall does not allow for distancing and cleaning and there is an inadequate number of staff – therefore, lunch is wheeled to the classroom bubble each day.</p> <p>Staff and parents are aware that there will be a firm stance on certain behaviours which contradict the safety of others. Examples of such behaviours are communicated with all and staff will ensure that they discuss this with pupils .</p>	Yes	2x2=4

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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	Children will be taught in their classes and there will be no reason for a child, or a group of children to leave their bubbles. Children will exit directly outside, in their bubbles for playtime and lunch time, and for outdoor PE.	Yes	1x1=1
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 	Yes	Areas outdoors will be zoned for each bubble to use. There is more than sufficient outdoor space for distancing bubbles. There is reduced capacity in the hall for cleaning and maintaining social distancing – lunch will be taken to the bubbles.	Yes	1x1=1
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	Staff will remind pupils to use the toilet when they need to rather than waiting. Staff will ensure that only one pupil at a time goes to the toilet and queues are not formed. Pupils will be reminded regularly to wash their hands, younger pupils will be supervised.	Yes	2x2=4
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"> 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	<p>The use of different site entrances and a one-way system will help to ensure that families are given sufficient distance between each other. This has been communicated in a letter to parents, so they are clear on how to enter and leave the site.</p> <p>We have also put floor markings along the one way system so parents can maintain a 2 metre distance throughout. Parents have been asked to only have one parent/carer to drop or collect their child/children.</p> <p>Parents will also be reminded about the wider community and how they conduct themselves as they leave the site and move back onto the public footpath.</p> <p>Parents have been reminded that there needs to be a swift turn around at drop offs and pick ups.</p>	Yes	1x1=1

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					Parents will be encouraged to park their cars further away so there is not a significant congregation of people in one place.		
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 	Yes	Procedure communicated with staff and a practice done, with feedback on how the process went. All staff and pupils in bubbles so they are together and have access to an outside door to use. Lining up on the playground will be done with distancing. A fire drill was held in the first week of term with all children and staff back 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 Rachel Lamb with queries 	Yes	Completed by the office manager and passed to the Head for signing off.	Yes	1x1=1
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	Only essential works will be carried out and contractors will be asked to work outside of school hours in the first instance. Office will communicate with Rachael. Depending on where the contractor needs to be, a dynamic risk assessment will be discussed with the contractor.	Yes	1x1=1
4	Safeguarding, and mental health				<u>RETURN TO TOP OF RISK ASSESSMENT</u>		
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 Dense Woodhouse for specific guidance 	Yes	Staff are familiar with the use of the Boxhall profile – the SENDCo can support staff with this who are less familiar. Risk is minimal as we have a very good system already in place and staff have positive relationships with parents. We know our pupils well in a small school.	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)
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	<p>Staff have good relationships with their line managers and each other as a source of support and can talk to them if needed. Information shared as part of INSET in September to positively support staff should they need it. If support is required, line managers will seek support in order to sign-post staff to the trust-wide Employee Assistance Programme. The Trust wide EAP poster is displayed in the staffroom and toilets.</p> <p>Headteacher does a daily walk around the school and checks in with staff before the start of the school. day Headteacher has an open door policy and staff are aware that they can share their concerns or worries freely. Headteacher opens weekly staff meetings with an opportunity to share any concerns. Headteacher meets fortnightly with support staff and offers the same opportunity to them</p>	Yes	1x1=1
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 	Yes	<p>New KCSiE was circulated to all staff. Records to be kept on personnel files in the usual way and recorded on the SCR. Safeguarding policies updated and shared with staff and the LGB.</p> <p>Focus on safeguarding updates took place in September so all staff aware.</p>	Yes	1x1=1