

Wider Opening of Schools - June 2020

RISK ASSESSMENT (including associated guidance)

SCHOOL NAME: Norman, Norfolk, IP26 5NB

Number on roll = 95

Current Document Version V5

Quality Assurance Cycle

RA V3 for School Opening on 1 June (RA went through a review process with Executive and Trustees before being approved for school to open)	Dates
Headteacher completion	23 May 2020
CEO Sign Off	25 May 2020
H&S Trustee Sign Off	26 May 2020
DEMAT Board Approval	28 May 2020

Fortnightly RA Review Cycle

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

Current Overview of Bubbles

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

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DEMAT Office Address:

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N/R	I	6	KW	Staff required	Staff available	Total Bubbles
	15	6	7	6	6	3

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

Introduction

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

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

Please refer to Page 36 of the DEMAT guidance 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](#)

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

DEMAT Coronavirus Risk Assessment for Schools

Location/Dept: DEMAT COVID-19 Risk assessment

Original RA Completed: 10 June 2020

Assessed by: Owen Rhodes

Task/Activity: Dealing with coronavirus

Updated by Headteacher Date: 10/6/20 V4 24th June 2020 V5

Related documents

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

DEMAT Guidance is

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

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

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

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional actions/comments from schools
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 <p>[Refer to DEMAT Guidance]</p>	3	3	9	Available capacity of the school will be reduced when social distancing guidelines including maximum of 15 pupils in a bubble are applied. We can operate with a maximum of 60 pupils where there are three-year groups up to 15 pupils and one key worker group up to 15. Parental surveys have indicated we can operate with these four groups from 1 June if pupil numbers do not increase, however, staffing will be at full capacity. If pupil numbers increase over 15 in R or 1 then an additional bubble will be required and y6 will close. All teachers will have teaching responsibilities. Timetable arrangements have been confirmed for parents and staff. Teachers will take PPA at home and staff will reduce the number of days in school where possible.
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 <p>[Refer to Gov Guidance 3 above]</p>	3	3	9	Classroom sizes will be adequate to allow social distancing although this is

			<ul style="list-style-type: none"> Rooms used must be suitable for establishing the principle of distancing even if it is difficult to maintain. <p>[Refer to DEMAT Guidance]</p>				recognised to be a particular challenge with younger pupils. Classrooms have been suitably rearranged to maximise space to enable social distancing as far as possible.
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 <p>[Refer to DEMAT Guidance]</p>	4	1	4	Large spaces such as halls will not be used by the pupils. Staff will eat lunch with their pupils in the classrooms. Break times and arrival/ collection times have been staggered.
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	3	9	With 1 staff absent and 1 working from home staffing for the return on 1 June will be at full capacity. Absent staff are phoned regularly to check on health and availability. Those at home are support staff with no teaching responsibility- however CPD has been carried out. Staff with concerns regarding contact or symptoms have carried out home testing. Home learning will continue for those pupils not returning to school.
1.5	The continued provision of educate for vulnerable pupils and the children of key	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. 	4	2	8	Pupils of key workers with no alternative childcare and vulnerable pupils remain a priority. Families

	workers will create additional 'bubbles' when schools reopen		<ul style="list-style-type: none"> 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 				of vulnerable pupils choosing to remain at home receive regular phone contact to check on welfare and home learning. A separate bubble group will continue for vulnerable and key worker pupils up to a maximum of 15. Numbers are indicated to be below this. Monitored by OR.
1.6	Policies are no longer fit for purposes	Pupils, Staff, Governors, Parents, Visitors	<ul style="list-style-type: none"> COVID-19 clause inserted into policies to account for changes required DEMAT to issue wording for Behaviour, Attendance and Safeguarding policies. 	2	2	4	Safeguarding and Child Protection COVID-19 School Arrangements published on website. Behaviour, Attendance and Safeguarding policies will be updated with DEMAT guidance.
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. 	1	3	3	Letters to parents and staff clarify safety measure upon return to school on 1 June. DEMAT posters to be displayed in every classroom, corridor and entrance. Staff aware of guidance and requirements.
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 	1	3	3	Risk assessments and surveys are to be reviewed and updated fortnightly

			[Refer to Risk Assessment Monitoring and Review requirements – page 1 of RA document] Further details of the Risk Assessment monitoring and Review process will be issued shortly.				
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. Local governor updates by Headteacher via video conference facilities, including virtual Governor meetings where possible. 	1	3	3	LGB meetings are continuing via video link. Knowledgeable Chair of Governors maintains regular contact with executive headteacher.
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. 	1	4	4	Communication has been prompt, regular and clear to all stakeholders including staff, parents and governors. All governor information has been placed on Governor Hub. Executive Headteacher has received and passed on Norfolk CC communications to local cluster. Pupil and parents' expectations sent out and displayed and parental questions answered.
1.11	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated	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 	2	3	6	The school currently has paediatric first aiders although they may not be able to be on site every day. However, we would

	Safeguarding Leads puts children's safety at risk		available and at school, and their training is up to date. [Refer to Gov Guidance 1 and Guidance 2 above]				use 'best endeavours', and would have sufficient first aid at work cover on site as well as additional PFAs in the partnership should this happen, in line with Government EYFS Coronavirus Disapplication). There will always be a DSL available.
2	Health & Safety practice, policy, and equipment						RETURN TO TOP OF RISK ASSESSMENT
2.1	Measures not effective because of lack of compliance by pupils or parents	Staff, Visitors, Contractors Pupils	<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. 	4	2	8	Letters have been sent to parents setting out clear expectations to keep children and adults as safe as possible.
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]	5	2	10	Staff are aware of symptoms. Thermometers to be used as part of first aid or sickness procedures. Flowchart shared and accessible.
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	There will be more than one adult for Reception and Y1 bubbles. There will only be one adult for Key Worker and Y6 bubbles. A non-class based additional <u>adult will be assigned to the Year 6 bubble</u>

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	2	8	Room allocated for isolation for pupil displaying symptoms. Adequate PPE held in school. Family members on contact list expected to travel to school immediately to collect pupils.
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. If a child does not have symptoms, accommodate supervision of child within Keyworker/Vulnerable group. 	3	3	9	Surveys indicate bubbles are expected to be under the maximum of 15 pupils. Parents will be contacted if an unexpected pupil takes group over capacity.
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. 	4	2	8	Deep clean to take place over half term holiday. Additional cleaning systems include daily lunchtime clean as well as end of the school day. School is prepared with soap/ hand sanitiser. Monitored by SB.
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. 	5	2	10	Staff, parents and pupils aware of safety expectations and DEMAT guidance. Posters displayed. Governor meetings are being held remotely. Office staff to keep 2m distance rule with visitors and all staff to model this with pupils.

			<ul style="list-style-type: none"> • 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. 				
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. 	4	2	8	Employees displaying symptoms will be 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. This has already taken place with some staff.
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. 	1	4	4	The school will ensure clear communication to staff and parents regarding the school's procedures weekly via newsletter
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 	1	4	4	The school will ensure clear communication to staff and parents regarding the school's procedures weekly via newsletter

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. 	1	4	4	Isolation Room will be separate from medical room. School will have adequate PPE equipment. Isolation rooms will be thoroughly cleaned after use. All first aid will be treated using PPE. Equipment monitored by SB.
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>	1	4	4	The school has been provided with appropriate PPE equipment
2.13	Cleaning practices are not carried out effectively		<p>[Refer to DEMAT Guidance]</p> <p>Headteacher to ensure all cleaning staff used are fully aware of the cleaning requirements and guidance and arranged for daily checks to be carried out.</p>	1	1	1	All cleaning staff used are fully aware of the cleaning requirements an additional daily cleaning including lunchtimes has been arranged inc training. Deep cleans will take place during half term holiday.
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		<p>Minimise the number of staff and pupils on site as far as possible whilst adhering to Govt Guidance</p> <ul style="list-style-type: none"> 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. 	4	2	8	Staff and pupils have been allocated to their bubbles with no cross-over. Break times and start/ end times are staggered. Lunches to be eaten in classrooms. Restrictions in place for using toilets.

			[Refer to DEMAT Guidance]				
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-appropriate methods such as stories and games. • 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. 	3	2	6	Pupils with high needs will have risk assessments by CH checked by OR. Staff will reinforce and model expectations.

			<ul style="list-style-type: none"> Additional guidance for schools on reviewing and implementing a reviewed behaviour policy attached within the DEMAT guidance. 				
3.3	Movement around the site results in social distancing breaches		[Refer to DEMAT Guidance]	3	2	6	<p>DEMAT Defenders posters be clearly displayed around the school.</p> <p>Staggered drop-off and pick-up protocols that minimise adult to adult contact.</p> <p>Break times will be staggered.</p> <p>Adults will model and expect 2m distances in corridors as far as possible.</p> <p>Use of toilets at the same time will be limited.</p>
3.4	Lunch and break times provide social distancing breaches as pupils circulate		[Refer to DEMAT Guidance]	3	2	6	<p>Break and lunch times will be staggered and restricted to bubbles. Social distancing will be encouraged and supported for MSAs, teachers and pupils. No play equipment will be used.</p>
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	2	6	<p>Children will use the toilet during the day with a maximum of 1 pupil at a time from each class to ensure numbers are kept low (below 4 waiting and 1 at a time). Signs in place for queues. Toilets will be separated for different groups at Duchy: Reception/ Y1 girls, Y1</p>

							<p>Hedgehogs boys, Y6-disabled</p> <p>Children will be expected to ask to use the toilet at break and lunch to ensure numbers are kept low (below 4 waiting and one at a time). Children will be expected to wash hands, and there will be handwashing facilities in every classroom.</p>
3.6	Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines		<p>[Refer to Gov Guidance 3 above] <p>[Refer to DEMAT Guidance]</p> </p>	3	2	6	<p>Staggered start and end times for each group. Designated collection points at outside classroom doors. Parents have been asked to travel to school on their own and keep 2m distance in the premises.</p>
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. 	4	1	4	<p>Evacuation procedures for staff and pupils are unchanged as outside exits are used. Children should line up in their bubbles on the field at 2m distance. A new paper fire register to be used by teachers of bubbles, in addition to Pupil Asset registration to ensure quick registration following evacuation. Test in wk 1.</p>
4.2	Building statutory compliance checks (as set out in the DEMAT		[Refer to DEMAT Guidance]	3	2	6	<p>Buildings checklist (p27-29) will be adhered to (and recorded). Checked by SB</p>

	Premises Guidance) have not been completed						
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	Contractors to attend after school unless emergency, in which case safety expectations would be made clear.
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	2	6	Guidance shared with all staff. Emphasis on PSHE, mental health and transition as part of curriculum upon return.
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	Regular communication with staff. School subscribes to confidential Employee Assistance Programme for counselling and support.

DEMAT School Daily Monitoring Checklist

Ensure that you have:

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