

Full opening of schools - September 2020

RISK ASSESSMENT

SCHOOL NAME: The Norman CofE Primary

Number on roll: 104 (including pre-school)

Current document version: 1.2

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	14 July 20
Headteacher completion	20 July 2020
Compliance officer sign off	20 August 2020
CEO Sign Off	21 August 2020
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	Compliance officer	CEO	Board
1 st October				
1 st November				
1 st 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

DEMAT Office Address:

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

The Diocese of Ely Multi-Academy Trust (DEMAT)

Company limited by guarantee Number 08464996. Registered in England & Wales.

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



Introduction

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

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

Risk Assessment Monitoring and Review Requirements

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

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

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

Love
Community
Respect
Trust
Ambition

01353 656760
www.demat.org.uk

DEMAT Office Address:

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



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:	The Norman CofE Primary	Assessment conducted by – name:	Owen Rhodes		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers	Assessment conducted by – job title:	Executive Headteacher		
Assessment date:	14/07/2020	Review interval:	1 month	Date of next review:	01/10/2020

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

Related documents

Trust/Local Authority documents:

[DEMAT guidance](#)

Government guidance:

[Government guidance](#) – main link

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

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

Ref	Area for concern	Risk rating prior to action (severity x likelihood)	Control measures	In place? (Yes/No)	Additional school measures / comments	In place? (Yes/No)	Residual risk rating (severity x likelihood)
1	Pre-opening	<u>RETURN TO TOP OF RISK ASSESSMENT</u>					
1.1	Pupils are allowed to return in the same structure as was in place in March 2020	3x3=9	<ul style="list-style-type: none"> School to determine appropriate use of protective bubbles Either class based bubbles OR Year group bubbles OR Key stage bubbles (smaller schools) Pupils informed about importance of remaining within their bubble 	Yes	<ul style="list-style-type: none"> All pupils will be expected to return to school and will remain in class bubbles with their new classes to reduce contact with other children. There will be 4 class bubbles in total (Reception, Y1-2, Y3-4, Y5-6). Regular handwashing will take place on arrival, after playtimes, before lunch, after PE, after going to toilet. Pupils will be entering and exiting school via outside classroom doors. Although times of the school day will return to normal, we will adopt a 'soft start' to the school day with children coming straight into classes once the gates are open. Staggered break and lunchtimes, and playground will be zoned into two areas for two bubbles at a time. Soft start at the end of break and lunch- no lining up. There will be class assemblies only instead of whole school Collective Worship. Toilets to be used by one pupil at a time, and queuing to be at a suitable distance. Toilets will be used throughout the day, rather than mainly at break times. 	Yes	3x2=6
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	<ul style="list-style-type: none"> Safeguarding and Child Protection COVID-19 School Arrangements published on website. Behaviour, Attendance and Safeguarding policies updated with DEMAT guidance. 	Yes	2x1=2

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)
1.3	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	<ul style="list-style-type: none"> • Letters to parents and staff clarify safety measure upon return to school. • DEMAT posters to be displayed in every classroom, corridor and entrance. • Staff aware of guidance and requirements. • Staff consulted and updated with risk assessments. 	Yes	3x2=6
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	<ul style="list-style-type: none"> • Risk assessments are to be reviewed and updated monthly. • Updated risk assessments to be published on school website. 	Yes	3x1=3
1.5	Weak Governance control of risk	3x4=12	<ul style="list-style-type: none"> • Use of Health & Safety Trustee group to provide feedback when required • Chief Executive delegated to approve Risk Assessments before reporting to Trust Board • Fortnightly return by all schools of compliance to RA/guidelines. • Local governor updates by Headteacher utilising appropriate forms of communication 	Yes	<ul style="list-style-type: none"> • LGB meetings are continuing via video link. • Knowledgeable Chair of Governors maintains regular contact with executive headteacher. 	Yes	3x2=6

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)
1.6	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	<ul style="list-style-type: none"> Norman: 2 x first aid at work, 5 x paediatric first aid, 0 x emergency first aid (updates booked for 2nd April were cancelled and will be re-booked) In the unexpected event of any absence of paediatric first aiders, we would have sufficient first aid at work cover on site as well as additional PFAs in the partnership. The SBM will ensure all first aid qualifications are kept up to date. There are 7 DSLs across the partnership including 1 staff member based full time at Norman, as well as the executive headteacher and executive AHT. 	Yes	4x1=4
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	<ul style="list-style-type: none"> Isolation Room will be clearly identified. School will have adequate PPE equipment. Isolation rooms will be thoroughly cleaned after use. All first aid will be treated using appropriate PPE for the incident. Equipment monitored by SBM. 	Yes	4x2=8
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	<ul style="list-style-type: none"> The school has been provided with appropriate PPE equipment by the trust and will continue to use recommended suppliers 	Yes	3x2=6
1.9	Cleaning capacity is reduced and inadequate supplies for soap/hand sanitiser mean staff/pupils	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	<ul style="list-style-type: none"> Additional cleaning systems include daily lunchtime clean as well as end of the school day. School is prepared with soap/ hand sanitiser (Monitored by SBM). 	Yes	4x2=8

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)
	unable to maintain hygiene						
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	<ul style="list-style-type: none"> All cleaning staff are fully aware of the cleaning requirements and additional daily cleaning expectations. 	Yes	3x2=6
2	Staffing, communication, and compliance with procedures			<u>RETURN TO TOP OF RISK ASSESSMENT</u>			
2.1	Poor communication to stakeholders	2x3=6	<ul style="list-style-type: none"> Schools to inform parents about procedures for opening before the end of July At least monthly updates to parents to be sent by schools over Autumn term Statutory liaison with relevant LAs to be maintained. 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	<ul style="list-style-type: none"> The school informed parents about procedures in the weekly newsletter dated 10 July 2020 (published on website). Parents will be sent regular updates by the headteacher (at least monthly) via the weekly newsletter. 	Yes	2x2=4
2.2	Prolonged absence of employee due to self-isolation and/or repeated symptoms	2x3=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	<ul style="list-style-type: none"> All staff are expected to have returned to work by 1 September 2020. 	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	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	<ul style="list-style-type: none"> The school will ensure clear communication to staff and parents through updating information regarding the school's procedures via weekly newsletter. The school will follow the procedures on the DEMAT flow chart. 	Yes	3x2=6

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)
	symptoms of COVID-19						
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	<ul style="list-style-type: none"> Letters will clearly communicate and clarify safety measures upon return to school. DEMAT posters to be displayed in every classroom, corridor and entrance. Staff, pupils and parents aware of guidance and requirements. 	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	<ul style="list-style-type: none"> All staff will be resent the DEMAT flow chart before the beginning of the autumn term. DEMAT flow charts will be clearly displayed around the school. 	Yes	3x2=6
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	<ul style="list-style-type: none"> The school will be fully staffed in September 2020 with no vacancies. There will be at least 2 adults based in each class. Adults will move between bubbles if this is needed. 	Yes	3x1=3

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)
2.7	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	<ul style="list-style-type: none"> Isolation 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. 	Yes	4x2=8
2.8	Possible spread of infection from a pupil, visitor or member of staff carrying the virus where there is no reason to suspect they are infected with the virus	4x3=12	<ul style="list-style-type: none"> Basic infection controls should be followed as recommended by the government and the DEMAT guidance. DEMAT Defenders posters to be displayed on every door. Governors meetings to be held remotely until further notice. Good practice to help eliminate the spread of infection is included in the Government guidance and DEMAT guidance. Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. 	Yes	<ul style="list-style-type: none"> Staff, parents and pupils aware of safety expectations and DEMAT guidance. Posters displayed. Governor meetings are being held remotely. Staff to keep appropriate distances from visitors. 	Yes	4x2=8
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	<ul style="list-style-type: none"> Break times will be staggered, reducing number of staff in staff room at this peak time. Staff rooms have been rearranged to support suitable distancing. Staff meetings will be through email or video communications where possible. Any staff training will take place in larger spaces such as halls, with smaller groups of staff, and suitably distanced seating. 	Yes	2x3=6
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 	Yes	<ul style="list-style-type: none"> All staff are expected to return to work in September under current guidance and with all control measures in place, these staff should be able to return to work Individual RAs will be created for staff where required. Consideration will be given to alternative working arrangements if this fits with the needs of the school 	Yes	3x3=9

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"> Discuss with individuals the need for a personal risk assessment and ensure it is completed 		and the employee. DEMAT HR will be contacted if advice is needed to support.		
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	<ul style="list-style-type: none"> All teachers emailed with this requirement on 13 July for arranging classrooms ready for September. EYFS pupils do not regularly sit at desks, however, when they do use desks, they will not sit directly opposite one another. 	Yes	3x2=6
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	<ul style="list-style-type: none"> TAs or regular supply teachers will be used to cover staff absence whenever possible. 	Yes	3x2=6
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	<ul style="list-style-type: none"> The school does not provide after-school childcare provision. EHT will meet with Sports Coaching Company to plan after school clubs for single classes in September 2020. 	Yes	2x1=2
3.4	The number of pupils and staff on site creates too many opportunities for Government	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 	Yes	<ul style="list-style-type: none"> A 'soft start' to the school day will be adopted to reduce parental presence on the playground and lining up. There will be restrictions to visitors waiting inside the school entrance. 	Yes	3x2=6

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)
	guidance to be breached		<ul style="list-style-type: none"> No large gatherings such as assemblies, parents evenings or performances 		<ul style="list-style-type: none"> There will be no large gatherings such as performances or assemblies planned. 		
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	<ul style="list-style-type: none"> Pupils with high needs will have risk assessments by CH checked by OR. Staff will reinforce and model expectations. Break times will be staggered, and lunchtimes will be split into two 30 minute sittings with class bubbles using different parts of the hall and playground for each sitting. Behaviour policy will be reviewed and updated with reference to new DEMAT guidance and clearly communicated to staff (during September INSET) and pupils (in the first week). 	Yes	3x2=6
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	<ul style="list-style-type: none"> DEMAT Defenders posters will be clearly displayed around the school. Outside classroom doors to be used for pupil pick up and drop off. 'Soft start' to the school day to enable pupils to walk straight into their classrooms over a 10-minute period before school starts. No lining up. 'Soft start' at the end of break and lunch- no lining up. Parents asked not to congregate on playground. Break times will be staggered. Adults will model and expect 2m distances in corridors as far as possible. 	Yes	3x2=6

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"> Use of toilets at the same time will be limited. 		
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	<ul style="list-style-type: none"> Dining hall be divided into two clear dining areas with floor markings for two bubbles over two 30 minute sittings. Bubbles sizes no more than 26. Only half the usual number of pupils will use the hall at any a time, creating more space to zone off the bubbles and ensure pupils will not be sitting opposite one another. The two bubbles will be sitting way in excess of 2 metres apart. Tables and surfaces to be wiped down between sittings. Playground to be zoned into two areas with two bubbles using the playground at a time during break and lunchtime. Break times will be staggered. Soft start at the end of break and lunch times- no lining up. 	Yes	3x2=6
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	<ul style="list-style-type: none"> Use of toilets will be restricted to one pupil at a time using toilet allocation before lockdown to ensure capacity. Floor markings for queuing will enable social distancing. Pupils will be allowed to use the toilet at intervals throughout the day, rather than at encouraged to wait until break times. Staff will expect children to wash hands. 	Yes	3x2=6

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)	
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	<ul style="list-style-type: none"> Soft start' to the school day to enable pupils to walk straight into their classrooms over a 10-minute period before school starts. No lining up. Parents to be asked not to congregate on playground. 	Yes	3x2=6	
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	<ul style="list-style-type: none"> Evacuation procedures for staff and pupils are unchanged as outside exits are used. Fire procedures were reviewed in the summer term to ensure pupils line up at suitable social distances at the congregation points. Fire drill will take place within 3 days of pupils returning to school. 	Yes	5x2=10	
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	<ul style="list-style-type: none"> Buildings checklist will be adhered to (and recorded). Checked by SBM. 	Yes	4x2=8	
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	<ul style="list-style-type: none"> Contractors to attend after school unless emergency, in which case safety expectations would be made clear. 	Yes	3x2=6	
4	Safeguarding, and mental health						<u>RETURN TO TOP OF RISK ASSESSMENT</u>	

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"> 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	<ul style="list-style-type: none"> Mental health of staff and pupils added to School Development Plan as a priority for 2020-21. Emphasis on PSHE, mental health and transition as part of curriculum upon return. 	Yes	4x2=8
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	<ul style="list-style-type: none"> Mental health of staff and pupils added to School Development Plan as a priority for 2020-21. Regular communication and updated information to the staff from the EHT. Staff encouraged to use the Employee Assist programme. 	Yes	4x2=8
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	<ul style="list-style-type: none"> All staff to receive basic child protection training, safeguarding updates and prevent awareness training in September 2020 (JD). 	Yes	3x2=6