

# Full opening of schools - September 2020

## RISK ASSESSMENT

**SCHOOL NAME: Runcton Holme CofE Primary**

**Number on roll: 36**

**Current document version: 4**

### Quality assurance cycle

| Initial approvals       | Dates                        |
|-------------------------|------------------------------|
| Consultation with staff | 14.7.20 meeting held 20.7.20 |
| Headteacher completion  | 21.7.20                      |
| H&S Manager sign off    | 30.7.20                      |
| CEO Sign Off            | 14.8.20                      |
| DEMAT Board informed    |                              |

### Monthly RA review cycle

| Review date              | Version No   | H&S Manager | CEO      | Board |
|--------------------------|--------------|-------------|----------|-------|
| 1 <sup>st</sup> October  | 2            | 30/9/20     | 5/10/20  |       |
| 1 <sup>st</sup> November | 3 No changes | 23/10/20    | 27/10/20 |       |
| 1 <sup>st</sup> December | 4            | 30/11/20    | 1/12/20  |       |

**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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*Trust*  
*Ambition*

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

**DEMAT Office Address:**

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



## Introduction

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

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

## Risk Assessment Monitoring and Review Requirements

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

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


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

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The following measures have been determined by the Government as part of the [Guidance for the full opening of schools](#) as being central to implementing a full opening of schools. The associated DEMAT guidance provides local context and advice for schools to follow.

### **Preventative and Response measures upon which the risk assessment is based**

#### **Prevention**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

*Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.*

#### **Response to infection (all actions compulsory)**

- 1) engage with the NHS Test and Trace process
- 2) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 3) contain any outbreak by following local health protection team advice

## DEMAT Risk/Priority Indicator Key

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

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

| RISK/PRIORITY INDICATOR MATRIX |   |                        |    |    |    |    |
|--------------------------------|---|------------------------|----|----|----|----|
| LIKELIHOOD                     | 5 | 5                      | 10 | 15 | 20 | 25 |
|                                | 4 | 4                      | 8  | 12 | 16 | 20 |
|                                | 3 | 3                      | 6  | 9  | 12 | 15 |
|                                | 2 | 2                      | 4  | 6  | 8  | 10 |
|                                | 1 | 1                      | 2  | 3  | 4  | 5  |
|                                |   | 1                      | 2  | 3  | 4  | 5  |
|                                |   | SEVERITY (CONSEQUENCE) |    |    |    |    |

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

## DEMAT Risk Assessment

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

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

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

|                                    |                                                  |                                             |             |                             |            |
|------------------------------------|--------------------------------------------------|---------------------------------------------|-------------|-----------------------------|------------|
| <b>School name:</b>                | Runcton Holme CofE Primary                       | <b>Assessment conducted by – name:</b>      | Emma Zeil   |                             |            |
| <b>Covered by this assessment:</b> | Staff, pupils, contractors, visitors, volunteers | <b>Assessment conducted by – job title:</b> | Headteacher |                             |            |
| <b>Assessment date:</b>            | 12/07/2020                                       | <b>Review interval:</b>                     | 1 month     | <b>Date of next review:</b> | 01/12/2020 |

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

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

| Ref      | Area for concern                                                                          | Risk rating prior to action (severity x likelihood) | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                       | In place? (Yes/No) | Additional school measures / comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | In place? (Yes/No) | Residual risk rating (severity x likelihood) |
|----------|-------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
| <b>1</b> | <b>Pre-opening</b>                                                                        | <b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                                              |
| 1.1      | Pupils are allowed to return in the same structure as was in place in March 2020          | <b>3x3=9</b>                                        | <ul style="list-style-type: none"> <li>School to determine appropriate use of protective bubbles</li> <li>Either class based bubbles OR</li> <li>Year group bubbles OR</li> <li>Key stage bubbles (smaller schools)</li> <li>Pupils informed about importance of remaining within their bubble</li> </ul>                                                                                                                              | <b>Yes</b>         | <p>School is split into two bubbles Class One and Class Two Adjust to allow one breakfast club, staff instruction on maintaining social distancing measures between the two groups within the breakfast club.</p> <p>Each bubble has designated space throughout the day and for break/ lunch times.</p> <p>Continued reinforcement with the children regarding movement within school, and need to stay apart when mixing within classes.</p>                                                                                                         | <b>Yes</b>         | <b>3x1=3</b>                                 |
| 1.2      | Policies have not been adapted to adhere to new Government guidelines                     | <b>2x2=4</b>                                        | <ul style="list-style-type: none"> <li>Review existing policies where the COVID clause was inserted in May 2020 to ensure continued compliance with Government guidance issued on 2<sup>nd</sup> July 2020.</li> </ul>                                                                                                                                                                                                                 | <b>Yes</b>         | <p>Safeguarding and Behaviour policies reviewed, shared with Governors, Staff and Parents.</p> <p>Home – school agreement – included within the behaviour policy has been revised, sent to parents/pupils to discuss and sign – end of 1<sup>st</sup> week of September.</p>                                                                                                                                                                                                                                                                           | <b>Yes</b>         | <b>1x1=1</b>                                 |
| 1.3      | Control measures not effective because people not aware of infection control requirements | <b>3x3=9</b>                                        | <ul style="list-style-type: none"> <li>DEMAT Defender posters to be displayed in reception, classrooms and other areas used.</li> <li>Letters to parents to be sent reminding them of the importance of the essential hygiene measures and adherence to engagement with track &amp; trace.</li> <li>Reinforce to staff as part of on-going training - Refer to and ensure all staff are aware of guidance and requirements.</li> </ul> | <b>Yes</b>         | <p>New Posters on every door.</p> <p>Guidance for parents sent within pack of information – mid July, questions can be asked through the office.</p> <p>Guidance for staff sent within pack of information – mid July – questions can be asked through zoom meeting.</p> <p>Reminders included within fortnightly newsletters to parents, weekly briefing notes for staff.</p> <p>Large Banner (supplied by council) now on the school fence – reinforcing social distancing within the parent body</p> <p>Reminders to staff and parents – Jan 21</p> | <b>Yes</b>         | <b>3x1=3</b>                                 |

| Ref | Area for concern                                                                                                                                               | Risk rating prior to action (severity x likelihood) | Control measures                                                                                                                                                                                                                                                                                                                                                                                   | In place? (Yes/No) | Additional school measures / comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | In place? (Yes/No) | Residual risk rating (severity x likelihood) |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
| 1.4 | Risk assessments are not regularly assessed                                                                                                                    | 3x3=9                                               | <ul style="list-style-type: none"> <li>Risk assessments updated and reviewed monthly – sent to Joanne Patterson, Compliance Officer</li> <li>Fortnightly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer</li> </ul>                                                                                    | Yes                | <p>Risk assessments are reviewed each time a change is made – following any guidance given.</p> <p>Plans in place to review as part of SLT meeting.</p> <p>Returns made timely to JP (DEMAT)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes                | 3x1=3                                        |
| 1.5 | Weak Governance control of risk                                                                                                                                | 3x4=12                                              | <ul style="list-style-type: none"> <li>Use of Health &amp; Safety Trustee group to provide feedback when required</li> <li>Chief Executive delegated to approve Risk Assessments before reporting to Trust Board</li> <li>Fortnightly return by all schools of compliance to RA/guidelines.</li> <li>Local governor updates by Headteacher utilising appropriate forms of communication</li> </ul> | Yes                | <p>The review and monitoring of the Health and Safety responsibilities of the school whilst the responsibility of the Head in line with the H&amp;S policy, is monitored by the Trust Central Team. Due to the current COVID-19 circumstances, the Head will carry out all necessary H&amp;S checks and reviews along with the SLT team – fortnightly returns will be made, and policy changes communicated to the S&amp;E governors to have policy changes communicated to them, and regular Heads report regarding current situation in school is communicated.</p> <p>Fortnightly returns to be made regarding compliance</p> | Yes                | 3x3=9                                        |
| 1.6 | The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated Safeguarding Leads puts children's safety at risk | 4x2=8                                               | <ul style="list-style-type: none"> <li>Ensure there are the appropriate number of First Aiders, Paediatric First Aiders for under 5's and Designated Safeguarding Leads available and at school, and their training is up to date.</li> </ul>                                                                                                                                                      | Yes                | <p>Each bubble has at least one first aider, additional available on site. Within each Class One – paediatric first aider available. First Aid update for many staff – 22.10.20-completed</p> <p>4 DSLs available across the Federation – at least one in the school + Office Manager at RH, and HT.</p>                                                                                                                                                                                                                                                                                                                         | Yes                | 4x1=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) |
|----------|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
| 1.7      | Medical and isolation rooms are not adequately equipped or designated to maintain infection control                       | 4x3=12                                              | <ul style="list-style-type: none"> <li>Ensure sufficient supplies of medical equipment and PPE are in place</li> <li>Ensure appropriate signage is in place to designate difference between isolation and medical rooms</li> <li>Ensure medical room is tidy and suitably equipped should it need to be used.</li> <li>Continue to undertake PPE training for relevant staff in school.</li> </ul> | Yes                | <p>V. large supply of PPE and medical supplies available within the school, can be shared across Federation if needed.</p> <p>Signage up to designate isolation room, other medical first aid carried out within office or classroom bubbles.</p> <p>PPE training completed with designated staff – EZ/SF/RT</p>                                                                                    | Yes                | 4 x1=4                                       |
| 1.8      | Provision for PPE for staff is not in line with Government guidelines                                                     | 3x3=9                                               | <ul style="list-style-type: none"> <li>Only use Trust or LA recommended suppliers for PPE</li> </ul>                                                                                                                                                                                                                                                                                               | Yes                | All PPE has been supplied by the Trust, compliance with Trust or LA suppliers.                                                                                                                                                                                                                                                                                                                      | Yes                | 3x1=3                                        |
| 1.9      | Cleaning capacity is reduced and inadequate supplies for soap/hand sanitiser mean staff/pupils unable to maintain hygiene | 4x3=12                                              | <ul style="list-style-type: none"> <li>Review cleaning rotas or liaise with contractors to determine availability of staff</li> <li>Implement daily monitoring of supplies</li> <li>Contact the Trust Central Team if finding it difficult to source cleaning products for support.</li> </ul>                                                                                                     | Yes                | <p>Cleaning provided by Marathon Cleaning Services – been in place throughout. High level of cleaning being carried out. All guidance shared.</p> <p>Staff in bubbles – maintaining regularly wiping of surfaces/ resourcing and emptying bins. Let office staff know if supply of cleaning equipment is running low.</p> <p>Office/ cleaning staff – monitor the supply of cleaning materials.</p> | Yes                | 4x1=4                                        |
| 1.10     | Cleaning practices are not carried out effectively                                                                        | 3x3=9                                               | <ul style="list-style-type: none"> <li>Headteacher to ensure all cleaning staff used are fully aware of the cleaning requirements and guidance and arranged for daily checks to be carried out.</li> </ul>                                                                                                                                                                                         | Yes                | Monitoring of cleaning to be carried out by office staff and HT at different points throughout the day.                                                                                                                                                                                                                                                                                             | Yes                | 3x1=3                                        |
| <b>2</b> |                                                                                                                           |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                                              |



| Ref | Area for concern                                                                                                                                     | Risk rating prior to action (severity x likelihood) | Control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | In place? (Yes/No) | Additional school measures / comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | In place? (Yes/No) | Residual risk rating (severity x likelihood) |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
| 2.1 | Poor communication to stakeholders                                                                                                                   | 2x3=6                                               | <ul style="list-style-type: none"> <li>Schools to inform parents about procedures for opening before the end of July</li> <li>At least monthly updates to parents to be sent by schools over Autumn term</li> <li>Statutory liaison with relevant LAs to be maintained.</li> <li>Central DEMAT best practice guide to be produced in line with feedback received prior and updated post opening on a fortnightly basis.</li> <li>Parental questions answered promptly by the school.</li> </ul> | Yes                | <p>Guidance written and sent to parents – includes all details needed regarding new arrangements, and information for accessing the risk assessment in September. Questions can be asked through the office and responded to promptly. Reviewed guidance with new/ altered arrangements sent – beg Oct.</p> <p>Updates included within the fortnightly newsletter from September.</p> <p>LA communications to be maintained through Stuart Graver if needed.</p> <p>Reminders to staff and parents – Jan 21</p>          | Yes                | 2x2=4                                        |
| 2.2 | Prolonged absence of employee due to self isolation and/or repeated symptoms                                                                         | 2x6=6                                               | <ul style="list-style-type: none"> <li>Employees must to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to school senior management.</li> <li>Track &amp; trace to be engaged with by all staff</li> </ul>                                                                                                                                                                                                                           | Yes                | Staff are advised they must engage in track and trace – could result in closure of a bubble where close contact – limited to 3 members of staff per bubble.                                                                                                                                                                                                                                                                                                                                                              | Yes                | 2x2=4                                        |
| 2.3 | Staff, pupils and parents are not aware of the school’s procedures (including self-isolation and testing) should anyone display symptoms of COVID-19 | 3x3=9                                               | <ul style="list-style-type: none"> <li>Letter to parents and staff reminding them of the school’s procedures to be sent in Aug/Sep</li> <li>Information on displayed on Trust and school websites.</li> <li>DEMAT Defender posters to be displayed in school.</li> <li>Display DEMAT Flowcharts in school.</li> <li>Staff training to be held in INSET days</li> <li>Reminders that if you are ill, stay at home and get tested</li> <li>Promote engagement with Track and Trace</li> </ul>     | Yes                | <p>All staff, pupils and parents are aware of the school’s procedures for anyone displaying symptoms – sent as part of packs in July2020. Reissued with NCC/ NHS letter – 25.9.20 - reiterated in fortnightly newsletters</p> <p>Information is displayed on the website. Flowcharts on display on the door of the isolation room and in the offices.</p> <p>New Defender posters on every door in school.</p> <p>Further training to be held and staff updated on INSET day – Thurs 3<sup>rd</sup> Sept – completed</p> | 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) |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
|     |                                                                                                                                               |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                              |                    | Reminders regarding illness, stay at home, track and trace included in staff briefing notes and in newsletters<br><br>Reminders to staff and parents – Jan 21                                                                                                                                                                                                                            |                    |                                              |
| 2.4 | Measures not effective because of lack of compliance by pupils or parents                                                                     | 2x3=6                                               | <ul style="list-style-type: none"> <li>Letters to parents explaining school expectations to keep children and adults as safe as possible – parents and children not prepared to adhere to these expectations will not be allowed in school because of the risk posed to others.</li> <li>Clear instructions displayed around the school highlighting robust hand and respiratory hygiene measures</li> </ul> | Yes                | Expectations regarding behaviour included within the revised Behaviour policy, including appendix issued. All pupils to take part in sessions regarding behaviour on return to school.<br>Sanctions in place for non-adherence to expectations – staff, parents and pupils aware.<br><br>New Posters displayed on all doors and by sinks.<br><br>Reminders to staff and parents – Jan 21 | 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"> <li>Follow the flow charts contained in the DEMAT guidance</li> </ul>                                                                                                                                                                                                                                                                                                     | Yes                | Guidance issued to parents, and displayed around the school. <u>Reissued with NCC/ NHS letter – 25.9.20</u><br><br><u>Reiterated in newsletters fortnightly to remind parents</u><br>Reminders to staff and parents – Jan 21                                                                                                                                                             | Yes                | 3x2=6                                        |
| 2.6 | Lack of adult capacity within a bubble to provide adequate supervision if the teacher or child is                                             | 3x2=6                                               | <ul style="list-style-type: none"> <li>Ensure that the school cover system is active so that spare adults can be moved into the class as required</li> <li>Changes in the 2<sup>nd</sup> July guidance show that adults can move between bubbles</li> </ul>                                                                                                                                                  | Yes                | Designated staff for supervision of isolation means staff should not need to come out of bubbles and therefore adequate supervision. If designated staff become ill – staffing would need to be adjusted.                                                                                                                                                                                | 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) |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
|     | ill and needs to be isolated or needs the toilet or some other issues                                                                                         |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                                                                                                                                                                                                                                                                                                                                                                                                                            |                    |                                              |
| 2.7 | Child is displaying symptoms and parent cannot be reached to collect                                                                                          | 4x3=12                                              | <ul style="list-style-type: none"> <li>Child is isolated away from other children and adults.</li> <li>Supervising adult wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect.</li> </ul>                                                                                                                                                                                                                                                                                                                                    | Yes                | <p>Child is in isolation room. Supervising adults have availability to PPE and follow the guidance in place.</p> <p>More than one contact is sought from the parents, and parents have been advised regarding the suitability of those contacts.</p>                                                                                                                                                                       | 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"> <li>Basic infection controls should be followed as recommended by the government and the DEMAT guidance.</li> <li>DEMAT Defenders posters to be displayed on every door.</li> <li>Governors meetings to be held remotely until further notice.</li> <li>Good practice to help eliminate the spread of infection is included in the Government guidance and DEMAT guidance.</li> <li>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</li> </ul> | Yes                | <p>All government and DEMAT guidance has been shared and is followed. Updated when new guidance released.</p> <p>New Defender posters displayed on every door</p> <p>Governors meetings to be held via zoom.</p> <p>Guidance regarding suspected symptoms shared with parents and staff.</p> <p>Reminders to staff and parents – Jan 21</p> <p>Parents/ Staff now asked to wear face masks at beginning and end of day</p> | Yes                | 4x2=8                                        |
| 2.9 | Staff members do not minimise periods of contact                                                                                                              | 2x4=8                                               | <ul style="list-style-type: none"> <li>Limit the number of staff who can use a staffroom at any one time</li> <li>Provide other facilities for staff to have break periods</li> <li>Use online meeting facilities to conduct larger meetings</li> <li>Reduce the movement of staff between bubbles where possible</li> </ul>                                                                                                                                                                                                                                                          | Yes                | <p>Staff room has been relocated to allow for larger area – staff can ensure social distancing of 2m.</p> <p>Meetings are held, applying social distancing rules – small staff.</p> <p>As per government guidance allow for flexibility of movement of staff between classes, however kept to a minimum and only where needed as additional support</p>                                                                    | 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) |
|------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------|
| 2.10 | Staff coming into work who are more at risk of infection                                                | 5x4=20                                              | <ul style="list-style-type: none"> <li>Where the measures detailed in the RA are applied fully, including all prevention and response measures listed on page 3, the risk is mitigated significantly and these staff should be able to return to work</li> <li>Liaise with DEMAT HR team for specific cases or for further advice</li> <li>Discuss with individuals the need for a personal risk assessment and ensure it is completed</li> </ul> | Yes                | <p>All staff are returning to school – number of whom have been on vulnerable list or living within someone who is shielding – all measures have been followed in accordance with the guidance released.</p> <p>NO specific cases or additional risk assessments needed.</p> | Yes                | 3x2=6                                        |
| 3    |                                                                                                         |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                                                                                                                                                                                                                                                                              |                    |                                              |
| 3.1  | Classrooms are set up in a manner that allows children to face one another for extended periods of time | 3x4=12                                              | <ul style="list-style-type: none"> <li>Arrange classrooms with forward facing desks so that pupils do not face one another</li> </ul>                                                                                                                                                                                                                                                                                                             | Yes                | All classrooms have forward facing protocols – desks facing forward/ carpet spaces allow for forward facing.                                                                                                                                                                 | Yes                | 3x1=3                                        |
| 3.2  | Due to staff absence a large number of supply teachers or visiting specialists are on site              | 3x3=9                                               | <ul style="list-style-type: none"> <li>Try to accommodate cover arrangements internally where possible, including using TAs under the instruction of a qualified teacher.</li> <li>Where agency staff are to be used ensure they are aware of all site procedures</li> <li>Consider booking agency staff for longer assignments to minimise the number of other schools they visit.</li> </ul>                                                    | Yes                | Cover to be carried out using staff within the school, HLTA/ HT and highly competent TAs can be used to cover bubbles if needed.                                                                                                                                             | Yes                | 3x2=6                                        |
| 3.3  | After school club has a mixture of year groups attending                                                | 2x3=6                                               | <ul style="list-style-type: none"> <li>In the first instance maintain pupils in the bubbles they are in during the school day</li> <li>If this is not possible then place pupils in small, consistent groups</li> <li>Consider delaying the opening of after school club to some year groups to cater for the bubbles in greatest demand</li> </ul>                                                                                               | Yes                | <p>Breakfast club to be run in the hall – each class has a separate table. Staff instruction regarding social distancing measures.</p> <p>After school clubs not currently running – review Oct half term, review again at Christmas</p>                                     | 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) |
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| 3.4 | The number of pupils and staff on site creates too many opportunities for Government guidance to be breached | 3x4=12                                              | <ul style="list-style-type: none"> <li>Minimise the number of external visitors to the site as much as possible</li> <li>All visitors to be recorded to adhere to track &amp; trace guidance</li> <li>No large gatherings such as assemblies, parents evenings or performances</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Yes                | <p>No external visitors unless absolutely needed, and then will be by prior appointment. All guidance made available to visitors. Visitors reminded about the use of PPE, don't enter shared spaces unless absolutely necessary</p> <p>Details kept for Track and Trace if visitors on site.</p> <p>No large gatherings planned, collective worship to be carried out by zoom.</p>                                                                                                                                                                                                   | Yes                | 3x1=3                                        |
| 3.5 | Pupil's behaviour on the return to school does not comply with school guidelines                             | 3x3=9                                               | <p>Clear messaging to pupils on the importance and reasons for control measures is reinforced throughout the school day by staff and through posters. For young children this is done through age-appropriate methods such as stories and games.</p> <ul style="list-style-type: none"> <li>Staff model behaviour consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Break times and lunch times are structured to support maintenance of bubbles and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with measures and this has been communicated to staff, pupils and parents.</li> <li>Senior leaders monitor areas where there are breaches of measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of the measures are sent by the school.</li> </ul> | Yes                | <p>Behaviour policy has been reviewed (also included Covid Appendix), shared with staff, parents – mid July. Expectation of modelling of behaviour by all.</p> <p>Pupils to be involved in behaviour sessions first week back.</p> <p>Movement around school minimal – corridors marked out, toilet system in place,</p> <p>SLT monitoring of behaviour – also to be included within any monitoring carried out in accordance with SDP.</p> <p>Regular communication with parents regarding behaviour.</p> <p>Personal risk reduction plans in place around pupils where needed.</p> | Yes                | 3x1=3                                        |
| 3.6 | Movement around the site results in social distancing breaches                                               | 3x4=12                                              | <ul style="list-style-type: none"> <li>Movement to be restricted within bubble areas or classrooms</li> <li>Wider movement around the school to be supervised</li> <li>Where movement of bubble groups cross paths ensure pupils remain at opposite edges of corridor</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Yes                | <p>Movement around site is heavily restricted – only issue is with the corridor by individuals. All entrances/exits/break/lunch areas are all separate from each bubble</p>                                                                                                                                                                                                                                                                                                                                                                                                          | 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) |
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| 3.7  | Lunch and break times provide social distancing breaches as pupils circulate                                             | 3x4=12                                              | <ul style="list-style-type: none"> <li>Either stagger lunch breaks to reduce risk of bubbles merging OR</li> <li>Zone off areas of the playground and/or field to give each bubble space to occupy</li> <li>Dining room can be used but not for more than one bubble at a time – if used tables must be cleaned between bubbles</li> </ul>                                                                                                                                            | Yes                | <p>Lunch is now eaten in the hall to allow for serving of hot dinners. All children facing forward, both class bubbles separate.<br/>Different sets of equipment used by the children.</p> <p>Only cross over is toilets – individual basis.</p>                                                                                                                                                                                                                                                  | Yes                | 3x1=3                                        |
| 3.8  | Toilet queues and handwashing queues breach bubbles                                                                      | 3x4=12                                              | <ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing.</li> <li>Pupils know that they can only use the toilet one at a time.</li> <li>Pupils are encouraged to access the toilet throughout the day to help avoid queues.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul> | Yes                | <p>Toilet system in place, only one person in toilet at a time, and waiting space available.<br/>Floor markings throughout the corridor.</p> <p>Regular handwashing encouraged, and facilities available within the classrooms.</p>                                                                                                                                                                                                                                                               | Yes                | 3x2=6                                        |
| 3.9  | Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines | 3x4=12                                              | <ul style="list-style-type: none"> <li>Stagger arrivals OR</li> <li>Use separate entrances OR</li> <li>Line pupils up in zones across playground before entry to school OR</li> <li>School based method of minimising congregation of people outside the school</li> </ul>                                                                                                                                                                                                            | Yes                | <p>Staggered arrival and pick ups – each family has a designated arrival and pick up time. .<br/>Different entrances for each bubble<br/>Children can enter school straight away.</p> <p>Parents told not to congregate outside gate or on playground – member of staff on duty to minimise.<br/>Reminders regarding this issued regularly, banner in place as a reminder</p> <p>Reminders to staff and parents – Jan 21<br/>Parents and staff to wear face masks at beginning and end of day</p> | Yes                | 2x2=4                                        |
| 3.10 | Fire procedures are not appropriate to cover new arrangements                                                            | 5x4=20                                              | <ul style="list-style-type: none"> <li>Headteacher to review fire procedure protocol and amend in line with current school arrangements.</li> <li>Fire drill must take place within 3 days of all pupils being in school full time</li> </ul>                                                                                                                                                                                                                                         | Yes                | <p>Fire procedures remain the same, other than the lining up outside – social distanced,</p> <p>Fire drills completed</p>                                                                                                                                                                                                                                                                                                                                                                         | 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) |
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| 3.11 | Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed | 4x3=12                                              | <ul style="list-style-type: none"> <li>Review the compliance checklist contained within DEMAT guidance</li> <li>Contact Rachel Lamb with queries</li> </ul>                                                                                                                                                                                                                                                                                                                                                          | Yes                | Compliance checks are all up to date.                                                                                                                                                                                                                                                                                                    | Yes                | 4x1=4                                        |
| 3.12 | Contractors working on site may pose social distancing risk                                              | 3x3=9                                               | <ul style="list-style-type: none"> <li>All works that take place, must be coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team or have been approved in advance.</li> <li>Ensure all essential visits by contractors are aware of the school's opening arrangements and carry out a risk assessment prior to any visit.</li> </ul>                                                                                                                                                              | Yes                | Contracted work to be avoided – none currently planned for Sept onwards.<br>Contractors reminded about the need for PPE, and avoiding times when pupils are in school.                                                                                                                                                                   | Yes                | 3x2=6                                        |
| 4    |                                                                                                          |                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                                                                                                                                                                                                                                                                                                                                          |                    |                                              |
| 4.1  | Pupil's mental health has been adversely affected during the period of closure                           | 4x3=12                                              | <ul style="list-style-type: none"> <li>All staff to be made aware of the Government guidance – Guidance for the public on the mental health and well-being aspects of coronavirus.</li> <li>Refer to additional support within the DEMAT guidance</li> <li>Liaise with Dense Woodhouse for specific guidance</li> </ul>                                                                                                                                                                                              | Yes                | All staff to engage in training regarding RSHE (to include new gov module) on INSET – Fri 4 <sup>th</sup> Sept - completed<br>DEMAT guidance has been shared with staff and parents regarding mental health.<br>Number of staff trained in YMH and AMH, available to support both pupils and staff.                                      | Yes                | 2x2=4                                        |
| 4.2  | Members of staff's mental health has been adversely affected during the period of closure                | 4x3=12                                              | <ul style="list-style-type: none"> <li>Explicitly and formally acknowledge that this may have happened.</li> <li>Open channels of communication between staff and senior leaders so that staff know how they may communicate needs and are encouraged to do so.</li> <li>Review access to professional services and signpost these where available.</li> <li>Collaborate with Trust Central Team to know what is available within Local Authorities and work with Trust leads to establish good practice.</li> </ul> | Yes                | MH has been included as part of July 20 briefing note – regarding the reopening. Reinforces channels of communication, will discuss at INSET – 3.9.20. Reminders within briefing note<br>4 members of staff trained in AMH to help signpost support.<br>Professional services have been advertised to staff – Employee Assist Programme. | 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) |
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|     |                                                                        |                                                     | <ul style="list-style-type: none"> <li>Staff have been reminded and provided with information in relation to the trust-wide EAP.</li> </ul>                                                                                                                                                                                                                                                                                                 |                    |                                                                                                                                                                                                                                                                         |                    |                                              |
| 4.3 | Staff have not received updated safeguarding training for the new year | <b>3x3=9</b>                                        | <ul style="list-style-type: none"> <li>All staff to receive basic safeguarding updates at the September INSET</li> <li>KCSIE 2020 to be distributed to all staff; All staff have signed to say they have read, understood and will abide by Part One and Annex A</li> <li>Safeguarding policies to be updated in line with updated KCSIE 2020 &amp; COVID-19 Appendix updated with any temporary amendments to the annual policy</li> </ul> | <b>Yes</b>         | <p>Full safeguarding training will all staff to be carried out on 3.9.20 - completed</p> <p>All staff receive policy, KCSIE updates in July 20 – ready for September.completed</p> <p>Policy has been revised and includes updates for KCSIE and Covid 19 appendix.</p> | <b>Yes</b>         | <b>3x1=3</b>                                 |