

Full opening of schools - September 2020

RISK ASSESSMENT

SCHOOL NAME: Wisbech St Mary Church of England Academy

Number on roll: 205, including Pre-School (25)

Current document version: 4

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	09.07.2020
Headteacher completion	22.07.2020
H&S Manager sign off	22.07.2020
CEO Sign Off	14.08.2020
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	H&S Manager	CEO	Board
1 st October	2	24/09/20	05/10/20	
1 st November	3	26/10/20	27/10/20	
1 st December	4	02/12/20	02/12/20	

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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The Diocese of Ely Multi-Academy Trust (DEMAT)

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Introduction

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

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

Risk Assessment Monitoring and Review Requirements

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

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


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

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

Preventative and Response measures upon which the risk assessment is based

Prevention

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

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

Response to infection (all actions compulsory)

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

DEMAT Risk/Priority Indicator Key

Severity (Consequence)

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

Likelihood

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

RISK/PRIORITY INDICATOR MATRIX

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

Summary

Suggested Timeframe

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

DEMAT Risk Assessment

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

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

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

School name:	Wisbech St Mary Church of England Academy	Assessment conducted by – name:	Jaynie Lynch		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers	Assessment conducted by – job title:	Headteacher		
Assessment date:	09/07/2020	Review interval:	1 month	Date of next review:	01/02/20210

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	4 Bubbles (Key stage/year group) - interventions and support staff work with children across three classes; this will also support management of the day e.g. lunch and playtimes <ol style="list-style-type: none"> Pre-School: isolated building access to school Reception, 1, 2, 3 Year 4, 5, 6 	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	All policies have been adapted and adopted and have been shared with staff. SCR reflected this.	Yes	2x1=2
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	Guidance/expectations for staff (e.g. FAQs) created and shared at training day – reflects DFE and DEMAT guidance documents.	Yes	3x1=3
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	Monthly SLT meeting dedicated to reviewing and updating RA. Updated RA shared with staff and governors, and uploaded onto website once approved by DEMAT	Yes	3x1=3

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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	Regular (at least fortnightly) Governor briefings (via email and Zoom), in addition to formal GB meetings where Governor's have opportunity to be updated, but also offer challenge to school and monitor RA is being carried out by school.	Yes	3x1=3
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	<p>School has the following number of qualified/trained staff:</p> <p>First Aiders: 12 PFA: 8 DSL: 5</p> <p>All staff have regular briefings (via email or zoom) to make sure there is no single point of failure in the system.</p>	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	<p>Lead First Aider maintains the First Aid and isolation areas; weekly audits of resources and spaces is undertaken by the Lead FA.</p> <p>Lead FA current off sick; job has been redesignated to Deputy FA (Office Manager).</p>	Yes	4x1=4

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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	Only PPE that will be used is that supplied by the LA or Trust (which is in line with Government guidance). If new PPE is needed this will be procured from the LA or DEMAT directly.	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"> 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	Cleaner's rotas have been adjusted to ensure adequate time to complete cleaning schedule. Weekly audits of resources undertaken and orders placed as appropriate.	Yes	4x1=4
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	Weekly rolling audit of areas to ensure adequate cleaning; areas of concern to be address with staff by HT and corrected immediately. Any areas flagged up as a concern will be monitored regularly to ensure the improvements are being maintained.	Yes	3x1=3
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	Letter to all parents were sent before the end of July and then monthly thereafter starting in September. Parents of vulnerable children will have additional communication regarding measures as appropriate. School to continue to communicate regularly with parents via: Tapestry, Dojo, Facebook, email, text, Twitter, etc.	Yes	2x2=4

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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	All employees displaying symptoms to be sent home and undertake test.	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"> 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	All measures implemented and communicated in letters to parents in July and September.	Yes	3x2=6
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	Children and/or parents with additional needs will have support from a member staff to ensure they understand the expectations and that they are able to comply.	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	<p>School will follow DEMAT guidance, including: isolate, ring parents, home, test, if test positive school follow next stage in guidance with regard to bubble.</p> <p>Each bubble have an infrared thermometer to check children's temperature if they complain they are feeling unwell.</p>	Yes	3x2=6

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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	Minimum of 2 adults in each class (4 per bubble min). SLT and additional support staff (e.g. admin) available to support if necessary.	Yes	3x1=3
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	Child to be put into isolation area. This will be located in the photocopier area and both doors closed and remain closed until child is collected. Any adults who are supervising are to use PPE provided in the area and to remain socially distanced until the child is collected.	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	It is important to remind staff and parents that anyone can be asymptomatic, therefore the need for additional control measures to be adhered to is imperative e.g. cleaning and handwashing.	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	Staff will be on a rota system for their break and lunch time. Rec, Y1 and Y2 bubble will use the Hub as their staffroom. Y3 and Y4 will use the main staffroom at different times to the Y5 and Y6 staff. Whole school staff meeting will take place on Teams/Zoom Only necessary visits to other bubbles. Utilise SLT office for additional break-out space	Yes	2x3=6

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2.10	Staff coming into work who are more at risk of infection	5x4=20	<ul style="list-style-type: none"> Where the measures detailed in the RA are applied fully, including all prevention and response measures listed on page 3, the risk is mitigated significantly, and these staff should be able to return to work Liaise with DEMAT HR team for specific cases or for further advice Discuss with individuals the need for a personal risk assessment and ensure it is completed 	Yes	<p>Individual risk assessments in place for three members of staff due to medical needs and/or BAME; completed with the staff member.</p> <p>Seek advice from medical professionals to support return to work, including any reasonable adjustments that need to be made.</p> <p>Seek advice from Trust/LA around measures to include for BAME members of staff from September.</p>	Yes	4x3=12
3	Management of site		RETURN TO TOP OF RISK ASSESSMENT				
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	<p>In classrooms with desks, they will be organised so that children will be facing the front.</p> <p>In classrooms where there are not desks (or insufficient in number for all children, such as in EYFS) children will be taught and reminded to face front as appropriate e.g. when sitting on the carpet for whole class sessions (e.g. for phonics).</p> <p>Teachers will ensure that there are no extended periods of time where children are in close proximity facing each other.</p>	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	Where absence occurs, use of HLTAs for EYFS, KS1 and KS2 available in school. These people to be used in the first instance.	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 	Yes	<p>Pupils to remain in their bubbles from arrival until home time. They will have break and lunch within these bubbles only.</p> <p>Any after school clubs will also be within bubbles and will be supervised by staff from these bubbles.</p>	Yes	2x1=2

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			<ul style="list-style-type: none"> Consider delaying the opening of after school club to some year groups to cater for the bubbles in greatest demand 				
3.4	The number of pupils and staff on site creates too many opportunities for Government guidance to be breached	3x4=12	<ul style="list-style-type: none"> Minimise the number of external visitors to the site as much as possible All visitors to be recorded to adhere to track & trace guidance No large gatherings such as assemblies, parents' evenings or performances 	Yes	<p>Ensure all records of external visitors is made, including telephone numbers for track and trace purposes (this may be personal or business details as appropriate). Assemblies to be conducted in class.</p> <p>All gatherings of parents are postponed until further guidance is released regarding this.</p> <p>Autumn term parents evening will take place over Zoom and all correspondence will occur over email.</p>	Yes	3x2=6
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 are reinforced throughout the school day by staff and through posters. For young children this is done through age-appropriate methods such as stories and games.</p> <ul style="list-style-type: none"> Staff model behaviour consistently. The movement of pupils around the school is minimised. Break times and lunch times are structured to support maintenance of bubbles and are closely supervised. The school's behaviour policy has been revised to include compliance with measures and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of measures and arrangements are reviewed. Messages to parents reinforce the importance of the measures are sent by the school. 	Yes	<p>First 1-2 weeks will be timetabled with opportunities/ lessons dedicated for teachers to go through behaviour and learning expectations for all children as well as new routines.</p> <p>Identified to have individual risk assessments in place, which will be shared with staff and parents; the use of appropriate resources to support those children who are the youngest or have cognitive delay, as necessary.</p>	Yes	3x1=3

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3.6	Movement around the site results in social distancing breaches	3x4=12	<ul style="list-style-type: none"> Movement to be restricted within bubble areas or classrooms Wider movement around the school to be supervised Where movement of bubble groups cross paths ensure pupils remain at opposite edges of corridor 	Yes	Pupils moving around the school to be supervised by staff and reminded about social distancing. Staff to be encouraged to remain in bubbles unless they are taking a break or going to the toilet. They must not enter another bubble unless instructed to do so. Staff to use class phones and emails to communicate.	Yes	3x2=6
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	The 'bubbles' will be allocated staggered break and lunch times to avoid mixing groups. Each Bubble to have their own exit on to the playground for break and lunch times.	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	All areas where children have to queue have clear floor markings to maintain social distancing. Posters displayed in the corridors and toilet to remind children of the hand washing technique. Pupils will be asked at intervals to use the toilet to avoid queuing. Surfaces in toilets to be cleaned at least once throughout the day and deep clean after the children have left at the end of the school day.	Yes	3x1=3
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	Staggered drop off and pick up times Designated drop off locations to avoid pupils mixing and stop parents and carers congregating. Signs displayed at entrances to encourage social distancing. Pedestrianised zone outside of school has been agreed by Local Authority and will be in place by September 2020.	Yes	3x1=3

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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	Fire procedure reviewed and shared with staff on training day. Fire drill scheduled to ensure staff and children are clear on fire procedures.	Yes	4x1=4	
3.11	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed	4x3=12	<ul style="list-style-type: none"> Review the compliance checklist contained within DEMAT guidance Contact Rachel Lamb with queries 	Yes	Guidance to be shared with site team and reviewed monthly prior to RA review.	Yes	4x1=4	
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	Ensure all records of external visitors is made, including telephone numbers for track and trace purposes (this may be personal or business details as appropriate). All visitors to be briefed by Site or Office staff upon arrival on social distancing and additional hygiene/handwashing expectations whilst on site, etc.	Yes	3x1=3	
4	Safeguarding, and mental health						RETURN TO TOP OF RISK ASSESSMENT	
4.1	Pupil's mental health has been adversely affected during the period of closure	4x3=12	<ul style="list-style-type: none"> All staff to be made aware of the Government guidance – Guidance for the public on the mental health and well-being aspects of coronavirus. Refer to additional support within the DEMAT guidance Liaise with Dense Woodhouse for specific guidance 	Yes	Staff to be given guidance based on CPD to support their understanding.	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. 	Yes	Open door policy for staff to talk to Headteacher and Mental Health Lead. During meetings, this is to be explicitly mentioned to remind staff. Remind staff of professional service available via email and posters around communal areas. This will include EAP.	Yes	4x2=8	

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			<ul style="list-style-type: none"> 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. 				
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	Staff are receiving safeguarding training on the next training day (22.07.2020). Distribution of guidance and email response to acknowledge this.	Yes	3x1=3