

January 2021

RISK ASSESSMENT

(including associated guidance)

SCHOOL NAME: WISBECH ST MARY CE ACADEMY, PE13 4RJ

Number on roll = 202

Current Document Version 5

Quality Assurance Cycle

| RA V5 for School Opening on 1 June (RA went through a review process with Executive and Trustees before being approved for school to open) | Dates |
|---|------------|
| Headteacher completion | 07.01.2021 |
| CEO Sign Off | |
| H&S Trustee Sign Off | |
| DEMAT Board Approval | |

Fortnightly RA Review Cycle

| Review Date | Version No | Exception Report | H&S Sign Off |
|-------------|------------|------------------|--------------|
| 21.01.2021 | 5 | | 25/1/21 |
| 11.02.2021 | | | |
| | | | |
| | | | |

Current Overview of Bubbles

| N | R | I | 2 | 3 | 4 | 5 | 6 | Staff required | Staff available | Total Bubbles |
|---|---|---|---|---|---|---|---|----------------|-----------------|------------------------------|
| 2 | 4 | 6 | 7 | 9 | 4 | 8 | 4 | 16 | 16 | 3 (P-S; R, 1, 2, 3; 4, 5, 6) |

Max capacity for children is 64 which includes provision for Preschool. In some rooms we are at capacity, but could accommodate children in other rooms (mixed year groups, but same bubble) should there be increased demand for places.

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

01353 656760

www.demat.org.uk

DEMAT Office Address:

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

The Diocese of Ely Multi-Academy Trust (DEMAT)

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

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

Community Trust
Ambition

Introduction

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

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

Please refer to Page 36 of the DEMAT guidance document for details of the COVID-19 Governance Risk Assessment Accountability Framework.

Risk Assessment Monitoring and Review Requirements

Headteachers will be required to complete this Risk Assessment in full using the Government Guidance and DEMAT Guidance to support the controls and any actions required. Please pay specific attention to the assessment and completion of the severity and likelihood of the risks, as this data will be used by the Trustees in assessing the level of overall risk and decide whether or not each school can open (Refer to 'DEMAT Risk/Priority Indicator Key' at the end of the Risk Assessment). Headteachers will be required to review this Risk Assessment every two weeks and submit a return on a weekly basis to demonstrate the risk assessment is being followed, kept up to date and is compliant. The process for this monitoring and review will be issued tomorrow. This Risk Assessment covers all DEMAT schools including all school run pre-schools and nurseries. Where this applies please consider the Risk Assessment principles where applicable.

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

- [1. Establishing a process of partial opening, including social distancing](#)
- [2. Health & safety practice, policy and equipment](#)
- [3. Maximising social distancing in schools](#)
- [4. Operations](#)
- [5. Mental Health](#)

DEMAT Risk/Priority Indicator Key

Severity (Consequence)

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

Likelihood

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

RISK/PRIORITY INDICATOR MATRIX

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

Summary

Suggested Timeframe

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

DEMAT Risk Assessment

DEMAT Coronavirus Risk Assessment for Schools

Location/Dept: DEMAT COVID-19 Risk assessment

Original RA Completed: 07.01.2021

Assessed by: Jaynie Lynch

Task/Activity: Dealing with coronavirus

Updated by Headteacher Date: 07.01.2021

Related documents

- [DfE: Coronavirus, guidance for educational settings](#)
- [Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak - actions for educational providers and other partners](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [DfE: Planning guide for primary schools](#)
- [Guidance for the public on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#)
- [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\) Jan 2021](#)

DEMAT Guidance is

- Supplementary Guidance & Support Issued (Not yet received as of 07.01.2021)
- Supplementary Guidance Update Issued (not yet issued as of 07.01.2021) but updated by guidance issued on (not issued as of 07.01.2021) detailed below
- Supplementary Guidance & Support updated and issued (not issued as of 07.01.2021)

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

- Minimise the number of staff and pupils on site as far as possible whilst adhering to Govt Guidance, prioritising provision offer based upon 2-week review
 - Vulnerable children
 - Children where both parents are critical workers or children with single parents who are critical workers (NHS and Education critical workers to take priority if needed)
 - Children where only one of two parents is a critical worker (NHS and Education critical workers to take priority if needed)
 - If not possible then speak to Trust
- No member of staff can go from one bubble to another therefore each bubble will require at least two members of staff. Unless going outside, bubbles stay in their allocated room. Bubbles do not change rooms and a room must not be used for e.g. one bubble on a Tuesday and a different bubble on a Thursday.
- Bubble 1: Pre-School; Bubble 2: Reception, Y1-Y3; Bubble 3: Y4-Y6
- All children will be provided with remote learning by the class teachers as outlined in the school's remote learning plan (in line with government guidance. Any parents who request supplementary activities will be directed to the government-supported provision of Oak National Academy. However, it is important that any resources to which children are directed are checked and clear guidance is provided.
- For those learning at home, the setting of online work and resources (or alternative measures in some schools) will continue.
-

| Task | Hazard/Risk | Persons at risk | Controls in place | Severity (1-5) | Likelihood (1-5) | Risk/ Priority | Additional actions/comments from schools |
|----------|---|------------------|---|----------------|------------------|----------------|---|
| 1 | Establishing a process of partial opening, including social distancing | | | | | | |
| 1.1 | Available capacity of the school is reduced when social distancing guidelines are applied | Pupils and Staff | <ul style="list-style-type: none"> Agree number of pupils who can safely attend on any given day Confirm timetable arrangements for pupils and staff Minimise the number of people on site <p>[Refer to DEMAT Guidance]</p> | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Classrooms measured to ensure 1m social distancing by all Maximum number on site any day = 64 Designated areas for break/lunch to avoid any mixing Staggered drop-off and pick times in place Designated staff to bubbles to avoid mixing Guidance and protocols shared with staff via email and zoom conference share |
| 1.2 | Classroom sizes will not allow adequate social distancing | Pupils and Staff | <ul style="list-style-type: none"> Net capacity review Removal of all unnecessary furniture <p>[Refer to Gov Guidance 3 above]</p> <ul style="list-style-type: none"> Rooms used must be suitable for establishing the principle of distancing even if it is difficult to maintain. <p>[Refer to DEMAT Guidance]</p> | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Classrooms measured to ensure 1m social distancing by all Classrooms will only allow a maximum of 8 children dependent on the classroom. Additional bubbles in other classrooms have been allocated as numbers increased Spaces marked for children to sit in classrooms (adhering to 1m social distancing) |

| | | | | | | | |
|-----|--|------------------|---|---|---|---------|---|
| | | | | | | | <ul style="list-style-type: none"> Parents will have to book places in advance (weekly). This to be clearly communicated with KW parents; if no place booked and provision full, they will be turned away. |
| 1.3 | Room capacity could exceed the maximum allowed if multiple bubbles are allowed in a large space, contrary to guidance. | Pupils and Staff | <ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing <p>[Refer to DEMAT Guidance]</p> | 5 | 1 | 5 = Low | <ul style="list-style-type: none"> Spacing does not allow for exceeding maximum bubble capacity. |
| 1.4 | The number of staff who are available is lower than that required to teach classes in school and operate home learning | Pupils and Staff | <ul style="list-style-type: none"> The health and availability of every member of staff to work from school or home is known and is regularly updated so that deployment can be planned via DEMAT Central survey collection Full use is made of those staff who are self-isolating or shielding but who are well enough to plan lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until wider opening is deemed safe. <p>[Refer to DEMAT Guidance]</p> | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Staff levels can accommodate the number of children in any one day (64). (16 staff) If numbers were to increase this would need to be reviewed. Staff shielding have jobs list to complete whilst at home (Caretaker and Year 1 teacher) Deployment of staff appropriate to skills staff and needs of children. Home-Learning will continue in current model (see remote learning plan) including daily videos/live sessions from teachers; to offer additional |

| | | | | | | | |
|-----|---|---|--|---|---|---------|---|
| | | | | | | | support to children e.g. modelling in Maths. Additional 1:1 video conferences to continue for any/all children or parents as required. |
| | | | • | | | | • |
| 1.6 | Policies are no longer fit for purposes | Pupils, Staff, Governors, Parents, Visitors | <ul style="list-style-type: none"> COVID-19 clause inserted into policies to account for changes required DEMAT to issue wording for Behaviour, Attendance and Safeguarding policies. | 2 | 2 | 4 = Low | School has adopted all reissued policies and procedures from DEMAT and has shared with all staff and published onto school website e.g. Safeguarding policy. |
| 1.7 | Measures not effective because people not aware of infection control requirements | Staff, Visitors, Pupils | <p>[Refer to Gov advice 4 above]</p> <ul style="list-style-type: none"> DEMAT Defender posters to be displayed in reception, classrooms and other areas used. Letters to parents reinforcing requirements. <p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> Reinforce to staff as part of training - Refer to and ensure all staff are aware of guidance and requirements. | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Virtual staff meeting held week of 04.01.2021 for all staff to share expectations and procedures. Staff not in attendance noted and follow up session Follow-up sessions undertaken and regular updates shared with all staff and Governors. |
| 1.8 | Risk assessments are not regularly assessed | Pupils, Staff, Governors, Parents, Visitors | <ul style="list-style-type: none"> Risk assessments updated and reviewed fortnightly – sent to Joanne Patterson, Trust Compliance Officer Weekly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer | 3 | 1 | 3-Low | <ul style="list-style-type: none"> Sent on 07.01.2021 Reviews: 21.01.2021 04.02.2021 |

| | | | | | | | |
|------|------------------------------------|-----------------------------------|---|---|---|---------|--|
| | | | <p>[Refer to Risk Assessment Monitoring and Review requirements – page 1 of RA document]</p> <p>Further details of the Risk Assessment monitoring and Review process will be issued shortly.</p> | | | | |
| 1.9 | Weak Governance control | Staff, Pupils, Trustees | <ul style="list-style-type: none"> Review delegations to ensure clarity of decision making and communicate these clearly. Use of Health & Safety Trustee group to make recommendations to Board. Trust Board to approve re-opening of schools based on Risk Assessments. Weekly return by all schools of compliance to RA/guidelines. Local governor updates by Headteacher via video conference facilities, including virtual Governor meetings where possible. | 2 | 2 | 4 = Low | <ul style="list-style-type: none"> LGB virtual conferences meeting on week beginning 11.01.2021; then fortnightly thereafter. |
| 1.10 | Poor communication to stakeholders | Parents, Staff, external agencies | <ul style="list-style-type: none"> Trust guidelines of staff training for re-opening distributed to Headteachers and Governors via GovernorHub. Pupil and parental expectations designed by Trust to be sent out by schools. Statutory liaison with relevant LAs to be maintained. Central DEMAT FAQs to be produced in line with feedback received prior and updated post opening on a fortnightly basis. Parental questions answered promptly by the school. | 4 | 1 | 4 = Low | <ul style="list-style-type: none"> Required information shared with all stakeholders. Parents and staff have clear lines of communication to the Headteacher if any clarification needed in any areas. |

| | | | | | | | |
|----------|--|---|---|---|---|---------|---|
| 1.11 | The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated Safeguarding Leads puts children's safety at risk | Pupils, Staff, Governors, Parents, Visitors | <ul style="list-style-type: none"> Ensure there are the appropriate number of First Aiders, Paediatric First Aiders for under 5's and Designated Safeguarding Leads available and at school, and their training is up to date. <p>[Refer to Gov Guidance 1 and Guidance 2 above]</p> | 5 | 1 | 5 = Low | <ul style="list-style-type: none"> 13 staff fully trained as EFAW (e.g. with face to face) 9 staff fully trained as PFA (e.g. with face to face) All members of staff have completed St. Johns Ambulance online PFA which although not recognised by on Ofsted (as no face to face day), ensures all are confident to support an emergency |
| 2 | Health & Safety practice, policy, and equipment | | | | | | RETURN TO TOP OF RISK ASSESSMENT |
| 2.1 | Measures not effective because of lack of compliance by pupils or parents | Staff, Visitors, Contractors Pupils | <ul style="list-style-type: none"> Letters to parents explaining school expectations to keep children and adults as safe as possible – parents and children not prepared to adhere to these expectations will not be allowed in school because of the risk posed to others. | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Clear lines of communication with parents re: expectations – school's registration form which outlines guidance to be signed. School staff to ensure that they have clearly explained expectations with children and the environment supports this. All staff to ensure they are always consistent with expectations All staff to model expectations always. |
| 2.2 | Child is sent to school with a temperature or coronavirus symptoms of which school is not aware, or in in a | Staff, Visitors, Contractors Pupils | <p>[Refer to Gov Guidance 4 above]</p> <p>[Refer to DEMAT Flowchart p.37-Unwell Child in Education or Childcare setting]</p> | 3 | 3 | 9= Med | <ul style="list-style-type: none"> Children are not admitted if symptomatic or if member of the household is symptomatic or tested positive for Covid |

| | | | | | | | |
|-----|--|---------------|--|---|---|---------|--|
| | household where symptoms are present | | | | | | <ul style="list-style-type: none"> Parents completed and signed registration form agreeing to adhere and inform school if symptomatic or anyone in household is symptomatic or has tested positive for covid |
| 2.3 | Only 1 adult in a classroom means young children may not have adequate supervision if the teacher or child is ill or needs the toilet or some other issues | Staff, Pupils | <p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> 1 adult to a room may not be feasible with the youngest children. In this case, the principle of minimal contact and maximum spacing between adults (Refer to RA Supplementary Guidance) must still be adhered to. Second member of staff allocated to each bubble but not necessarily present in room to support teacher. | 3 | 2 | 6=Med | <ul style="list-style-type: none"> Additional member of staff available to support each bubble as required. |
| 2.4 | Child is displaying symptoms and parent cannot be reached to collect | Staff, Pupils | <ul style="list-style-type: none"> Child is isolated away from other children and adults. Supervising adult wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect. | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Designated areas around school (DHT office, alcove, SENCO office) All isolation rooms Staff to wear PPE if in contact with the child Parents supply us with 2 emergency contacts who they have designated as a position to make medical decisions for their child. |
| 2.5 | Child is sent to school independently on the wrong day and parent says has no childcare available | Staff, Pupils | <ul style="list-style-type: none"> If child has symptoms, then refer to 2.4 controls above. Check we have up to date contact details for all children. | 3 | 2 | 6 = Med | <ul style="list-style-type: none"> Designated areas around school (DHT office, alcove, SENCO office) all isolation rooms |

| | | | | | | | |
|-----|---|--------------------------------------|---|---|---|---------|---|
| | | | <ul style="list-style-type: none"> If a child does not have symptoms, accommodate supervision of child within Keyworker/Vulnerable group. | | | | <ul style="list-style-type: none"> Member of office staff (not in a designated bubble) to check on child periodically to ensure they are okay Staff to wear PPE if in contact with the child Parents supply us with 2 emergency contacts who they have designated as a position to make medical decisions for their child. |
| 2.6 | Cleaning capacity is reduced and inadequate supplies for soap/hand sanitiser mean staff/pupils unable to maintain hygiene | Staff, Visitors, Pupils | <p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> Contact the Trust Central Team if finding it difficult to source cleaning products for support. | 3 | 2 | 6= Med | <ul style="list-style-type: none"> Ensure stocks are replenished and orders are made when needed. All cleaning staff have confirmed their attendance as of the 07.01.2021. |
| 2.7 | Possible spread of infection from a pupil, visitor or member of staff carrying the virus where there is no reason to suspect they are infected with the virus | Staff, Pupils, Contractors, Visitors | <p>[Refer to Gov Guidance 3 above]</p> <p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> Basic infection controls should be followed as recommended by the government and the DEMAT guidance. DEMAT Defenders posters to be displayed on every door. Governors meetings to be held remotely until further notice. 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 | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> All staff or children displaying symptoms to have a test asap to confirm. Remain in self-isolation until medically fit to return. Only visitors admitted will be for essential purposes. If a confirmed case follow guidance from DEMAT on isolation for the entire bubble. |

| | | | | | | | |
|------|--|--|--|---|---|---------|---|
| | | | get help online, and NOT go to their GP or other healthcare centre. | | | | |
| 2.8 | Prolonged absence due to self-isolation | | <ul style="list-style-type: none"> Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to school senior management. | 3 | 2 | 6= Med | <ul style="list-style-type: none"> Member of staff assigned to bubble to support until staff member able to return – this is to minimise the mixing of groups. |
| 2.9 | Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should anyone display symptoms of COVID-19 | | [Refer to Government guidance 4] <ul style="list-style-type: none"> Letter to parents explaining the school's procedures. Information on Trust and school websites. DEMAT Defender posters to be displayed in school. Display DEMAT Flowcharts in school. Staff training to be held via video conferencing and training videos. | 3 | 1 | 3 = Low | <ul style="list-style-type: none"> Ensure all parents are aware of the procedures. Display procedures (DEMAT defender and DEMAT flowchart) on entry to school, on website and social media. Staff to to be reminded of posters and discussion in staff meeting (initially shared on 18.05.2020). |
| 2.10 | Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school | | [Refer to Government Guidance 4] <ul style="list-style-type: none"> Letter to parents explaining the school's procedures. Information on school websites. DEMAT Defender posters to be displayed in school. Display DEMAT Flowcharts in school. Staff training to be held via video conferencing and training videos | 3 | 2 | 6 = Med | <ul style="list-style-type: none"> Ensure all parents are aware of the procedures. Display procedures (DEMAT defender and DEMAT flowchart) on entry to school, on website and social media. Staff to to be reminded of posters and discussion in staff meeting (initially shared on 18.05.2020). |

| | | | | | | | |
|----------|---|--|---|---|---|--|--|
| 2.11 | Medical rooms are not adequately equipped to maintain infection control | | <ul style="list-style-type: none"> The Trust Central team is procuring PPE equipment to all DEMAT schools in the event of a child or adult displaying symptoms. School to ensure medical room is tidy and suitably equipped should it need to be used. Trust to undertake PPE training for relevant staff in school. | 3 | 2 | 6 = Med | <ul style="list-style-type: none"> Audit undertaken by Lead First Aider weekly to ensure sufficient medical supplies; orders completed if needed. |
| 2.12 | Provision for PPE for staff is not in line with Government guidelines | | <ul style="list-style-type: none"> The Trust Central team is procuring PPE equipment to all DEMAT schools in line with Government guidance. <p>[Refer to Government advice 3 above]</p> | 3 | 2 | 6 = Low | <ul style="list-style-type: none"> School have adequate supplies of PPE School has confirmed that all PPE meet government standard Staff have received training on how to use the PPE in the event of a need School to procure any additional PPE via Trust |
| 2.13 | Cleaning practices are not carried out effectively | | <p>[Refer to DEMAT Guidance]</p> <p>Headteacher to ensure all cleaning staff used are fully aware of the cleaning requirements and guidance and arranged for daily checks to be carried out.</p> | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Headteacher and Caretaker conference call to discuss requirements for cleaning and shared DEMAT guidance. |
| 3 | Maximising social distancing in schools | | | | | RETURN TO TOP OF RISK ASSESSMENT | |

| | | | | | | | |
|-----|--|--|--|---|---|---------|--|
| 3.1 | The number of pupils and staff on site creates too many opportunities for social distancing to be breached | | <p>Minimise the number of staff and pupils on site as far as possible whilst adhering to Govt Guidance</p> <ul style="list-style-type: none"> • Review staff/accommodation availability • Prioritise provision offer based upon 2-week review <ul style="list-style-type: none"> ○ Vulnerable children ○ Children where both parents are critical workers or children with single parents who are critical workers (NHS and Education critical workers to take priority if needed) ○ Children where only one of two parents is a critical worker (NHS and Education critical workers to take priority if needed) ○ If not possible then speak to Trust • Ensure staff and pupils are allocated to bubble and single room and these remain intact. <p>[Refer to DEMAT Guidance]</p> | 3 | 2 | 6 = Med | <ul style="list-style-type: none"> • Staff levels can accommodate the number of children in any one day (64). • If numbers were to increase this would need to be reviewed. • Classrooms measured to allow 8 children and 2 staff at any one time, which will allow for a minimum of 1m distancing between all children and for adults to be 2m distanced from each other and the children. • No one year group (has more than the maximum capacity (8) requested places for children by parents. • Additional bubbles in other classrooms will need to be allocated if numbers increase; this will be reviewed on 21.01.2021 • • • School cannot accommodate more than 64 KW or vulnerable children on any one day. This to be clearly communicated with KW parents; if no place booked and provision full, they will be turned away. |
|-----|--|--|--|---|---|---------|--|

| | | | | | | | |
|-----|---|--|---|---|---|---------|--|
| 3.2 | Pupil's behaviour on the return to school does not comply with social distancing guidelines | | <ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Additional guidance for schools on reviewing and implementing a reviewed behaviour policy attached within the DEMAT guidance. | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> • Expectations for behaviour are made clear to pupils and parents, along with consequences if expectations are not met. • Expectations modelled by staff. • Pupils remain in their allocated bubbles throughout their time in school, including breaks and lunchtimes. Restricted numbers in bubbles to ensure social distancing. This will also support positive behaviour management. • Individual risk assessments in place for named children as appropriate. • For the younger children (Preschool, Reception, Year 1), the following social distancing measures have been agreed: Max number of children = 8 to ensure 2m² social distancing. Clear markings for children e.g. carpet area Limited resources to reduce risk of spread. Frequent cleaning and handwashing. Tables available for children to work at or eat lunch. |
|-----|---|--|---|---|---|---------|--|

| | | | | | | | |
|-----|--|--|---|---|---|---------|---|
| | | | | | | | Clear instructions to children and (kind) reminders as appropriate |
| 3.3 | Movement around the site results in social distancing breaches | | [Refer to DEMAT Guidance] | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Restricting movement between areas Playtimes taken in designated areas Lunches eaten in designated rooms/times Rota for shared toilets for children; cubicles assigned for year 'bubbles' Staff are encouraged to wear face coverings in all communal areas |
| 3.4 | Lunch and break times provide social distancing breaches as pupils circulate | | [Refer to DEMAT Guidance] | 3 | 2 | 6 = Med | <ul style="list-style-type: none"> Children to eat their lunch in their bubbles. All playtimes to be taken in designated outdoor areas. |
| 3.5 | Toilet queues and handwashing queues breach social distancing | | <ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet throughout the day to help avoid queues. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Rota for shared toilets for children; cubicles assigned for year 'bubbles'; Social distancing marker outside toilets to reinforce social distancing in a queue. Each room has sink and antibacterial hand soap and sanitiser to reduce need for queuing to sink. Social distancing markers at sink to reinforce social distancing in a queue, if deemed necessary. |

| | | | | | | | |
|----------|--|--|---|---|---|---------|---|
| 3.6 | Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines | | [Refer to Gov Guidance 3 above] [Refer to DEMAT Guidance] | 3 | 3 | 9 = Med | <ul style="list-style-type: none"> Parents to be given staggered drop off and pick up times. Children to be released from classrooms straight out to the main footpath where possible Markings to be put in the pavement outside the classrooms. |
| 4 | Operations | | | | | | RETURN TO TOP OF RISK ASSESSMENT |
| 4.1 | Fire procedures are not appropriate to cover new arrangements | | <ul style="list-style-type: none"> Headteacher to review fire procedure protocol and amend in line with current school arrangements. | 3 | 2 | 6 = med | <ul style="list-style-type: none"> Fire procedures amended to ensure all maintain 2m distancing and designated fire assembly points are 2 m apart (e.g. field). First fire drill to be carried out during second week. |
| 4.2 | Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed | | [Refer to DEMAT Guidance] | 3 | 2 | 6 = med | <ul style="list-style-type: none"> DEMAT Estates Team to support Headteacher as Site Manager currently shielding until at least 21.02.2021 (as indicated in shielding letter from DHSC dated 07.01.2021). |
| 4.3 | Contractors working on site may pose social distancing risk | | [Refer to DEMAT Guidance] <ul style="list-style-type: none"> Only essential works to take place, coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team. Ensure all essential visits by contractors are aware of the school's opening arrangements and carry out a risk assessment prior to any visit. | 3 | 2 | 6 = med | <ul style="list-style-type: none"> Any contractors signed in and induction of procedures and expectations shared prior to entry to site, including donning PPE No contractors will be admitted entry to site if work non-essential |

| | | | | | | | |
|----------|---|--|--|---|---|---------|--|
| | | | | | | | <ul style="list-style-type: none"> No contractors will be admitted to site if this will post a social distancing risk. |
| 5 | Mental health | | | | | | RETURN TO TOP OF RISK ASSESSMENT |
| 5.1 | Pupil's mental health has been adversely affected during the period of closure | | <ul style="list-style-type: none"> All staff to be made aware of Government guidance - Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) [Refer to DEMAT Guidance] | 3 | 3 | 9 = med | <ul style="list-style-type: none"> Staff have undertaken Mental Health training from DEMAT and YMCA Teachers are aware of children whose mental health has been adversely affected and are in regular contact – this to continue. Children attending school will have access to Wellbeing sessions as part of their day Mental Health and Wellbeing Lead appointed and oversees this provision for identified children. Staff using Boxall profile to support children's needs and identify smart targets Liaison with Ed Pych to support children with extreme mental health concerns |
| 5.2 | Members of staff's mental health has been adversely affected during the period of closure | | <ul style="list-style-type: none"> Explicitly and formally acknowledge that this may have happened. Open channels of communication between staff and senior leaders so that staff know how they may communicate needs and are encouraged to do so. | 3 | 3 | 9 = med | <ul style="list-style-type: none"> Mental Health and Wellbeing Lead appointed and oversees this provision for identified staff. Staff have undertaken Mental Health training from DEMAT and YMCA |

| | | | | | | | |
|--|--|--|---|--|--|--|---|
| | | | <ul style="list-style-type: none">• Review access to professional services and signpost these where available.• Collaborate with Trust Central Team to know what is available within Local Authorities and work with Trust leads to establish good practice.• Ensure communication of very clear structures and routines, including a published risk assessment and guidance. | | | | <ul style="list-style-type: none">• Headteacher and SLT have been in regular contact with staff and are aware of whose mental health has been adversely affected – this to continue.• Have access to Wellbeing support from MH Lead and counselling• Liaison with Ed Psych to support staff with extreme mental health concerns |
|--|--|--|---|--|--|--|---|

DEMAT School Daily Monitoring Checklist

Ensure that you have:

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