

# Full opening of schools - September 2020

## RISK ASSESSMENT

**SCHOOL NAME: St Luke's C of E Primary School**

**Number on roll: 159**

**Current document version: 1**

### Quality assurance cycle

Initial approvals	Dates
Consultation with staff	14 <sup>th</sup> July 2020 – 10 <sup>th</sup> August 2020
Headteacher completion	11 <sup>th</sup> August 2020
Compliance officer sign off	14 <sup>th</sup> August 2020
CEO Sign Off	18 <sup>th</sup> August 2020
DEMAT Board informed	

### Monthly RA review cycle

Review date	Version No	Compliance officer	CEO	Board
1 <sup>st</sup> October				
1 <sup>st</sup> November				
1 <sup>st</sup> December				

**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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*Respect*  
*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>	St Luke's C of E Primary School	<b>Assessment conducted by – name:</b>	Andy Lucas		
<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers	<b>Assessment conducted by – job title:</b>	Headteacher		
<b>Assessment date:</b>	13/07/2020	<b>Review interval:</b>	1 month	<b>Date of next review:</b>	01/10/2020

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

### Related documents

#### Trust/Local Authority documents:

[DEMAT guidance](#)

#### Government guidance:

[Government guidance](#) – main link

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

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

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

Ref	Area for concern	Risk rating prior to action (severity x likelihood)	Control measures	In place? (Yes/No)	Additional school measures / comments	In place? (Yes/No)	Residual risk rating (severity x likelihood)
<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>y</b>	<ul style="list-style-type: none"> <li>St Luke's is a one-form entry primary school, with no nursery provision.</li> <li>There will be 7 class bubbles, as follows: EYFS, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6.</li> <li>This exactly mirrors the structure in March 2020.</li> <li>Specific teaching time each day dedicated to reinforcing the expectations related to bubbles and safety.</li> </ul>	<b>y</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>y</b>	<ul style="list-style-type: none"> <li>Guidance forms the basis for the RA and parents have been given key information about the school procedures, including the changed expectations for remote learning, from September (letter sent 9<sup>th</sup> July 2020).</li> </ul>	<b>Y</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, by Headteacher, 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> <li>Staff kept informed via weekly staff meetings and real time updates related to guidance and procedures.</li> <li>Teachers reinforce pupil understanding daily within classrooms and with parents via Dojo.</li> </ul>	<b>y</b>	<ul style="list-style-type: none"> <li>DEMAT Defenders posters will be displayed in every room from September as well as continuing to be displayed in communal areas.</li> <li>Key information shared with parents/carers via letter on 9<sup>th</sup> July 2020.</li> <li>Specific further information to be shared before the end of term – this will include further reminders on all key infection control requirements.</li> <li>INSET days in September (3<sup>rd</sup> &amp; 4<sup>th</sup>) will include training specifically related to guidance and requirements.</li> <li>Teachers to revisit key information regularly throughout the day with their classes.</li> <li>Support staff similarly remind pupils of key information during staggered break and lunchtimes especially.</li> </ul>	<b>Y</b>	<b>2x1=2</b>

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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>	Y	<ul style="list-style-type: none"> <li>School will strictly adhere to all DEMAT expectations regarding risk assessments, updates and reviews.</li> <li>The RA will be updated in real time, where necessary, and shared with DEMAT via tracked changes.</li> <li>SLT will liaise directly with DEMAT to notify of any RA changes outside of the monthly schedule.</li> <li>SLT will review the RA at least weekly at the SLT meetings, as a standing item.</li> <li>Any changes to the RA will be communicated to all staff as soon as any change is made i.e. real time</li> <li>Staff will have a weekly RA update at the staff meeting – as a standing item.</li> </ul>	Y	2x1=2
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>	Y	<ul style="list-style-type: none"> <li>Full LGB to take place every half term via Zoom until meetings can be held safely in school – dependant on guidance changes.</li> <li>CoG and HT to meet weekly via Zoom and/or phone.</li> <li>Headteacher reporting to LGB to resume on a half termly basis.</li> <li>LGB monitoring to continue to take place remotely where possible and socially distanced when guidance allows.</li> <li>RA update provided to full LGB every fortnight.</li> </ul>	Y	2x2=4
1.6	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated	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>	Y	<ul style="list-style-type: none"> <li>In September, the school will have 6 x qualified First Aiders and 2 x (additional) Paediatric First Aiders. (8 x trained first aid staff in total).</li> <li>There will be 3 x DSLs on staff with a 4<sup>th</sup> (Inclusion Leader) being trained before the end of the autumn term.</li> <li>CPD will be organised in the autumn term to retrain/update all current first aiders.</li> </ul>	Y	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)
	Safeguarding Leads puts children's safety at risk				<ul style="list-style-type: none"> <li>1 x additional Paediatric First Aider will be trained in the autumn term (Inclusion Leader).</li> <li>The Office Manager is the Appointed Person for First Aid at St Luke's.</li> </ul>		
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>	N	<ul style="list-style-type: none"> <li>The school has a fully equipped care room meeting all medical room requirements.</li> <li>An additional medical room is also available so first aid matters would not be interrupted if an isolation situation arose i.e. there are two appropriate facilities on site.</li> <li>Supply of equipment to be monitored by Appointed Person (NB) and reported to SLT weekly meeting – as a standing item.</li> <li>Signage is now in place (13<sup>th</sup> July 2020) to designate the difference between the isolation and medical rooms.</li> <li>Sufficient, separate medical supplies, are in place in both the isolation room and medical room, updated weekly by the Appointed Person responsible for First Aid (NB)</li> <li>Training for all first aiders related to PPE use scheduled for 3<sup>rd</sup> September 2020 (INSET), prior to children returning to school for the autumn term.</li> </ul>	Y	2x1=2
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>	Y	<ul style="list-style-type: none"> <li>School will only source PPE from DEMAT.</li> <li>Weekly stock checks by Site Manager and SLT.</li> <li>Appointed Person will liaise with DEMAT to ensure appropriate supplies are always in school, and maintained.</li> </ul>	Y	2x1=2



Ref	Area for concern	Risk rating prior to action (severity x likelihood)	Control measures	In place? (Yes/No)	Additional school measures / comments	In place? (Yes/No)	Residual risk rating (severity x likelihood)
1.9	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>	Y	<ul style="list-style-type: none"> <li>St Luke's has an adequate supply at the current time.</li> <li>Stock levels of school supplies will continue to be monitored by the Site Manager.</li> <li>The school's cleaning contractor has been undertaking additional cleaning and deep cleaning using their own resources.</li> <li>Review of all key resources (stock levels) will be a standing item added to weekly SLT meetings</li> </ul>	Y	2x2=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>	Y	<ul style="list-style-type: none"> <li>Headteacher liaising weekly with cleaning contractor and Site Manager to ensure that the agreed, enhanced and appropriate cleaning regime is in place and is sustained including daily checks</li> <li>Additional cleaning is already in place, with a key focus on toilet hygiene, within the body of the school day.</li> </ul>	Y	2x2=4
<b>2</b>	<b>Staffing, communication, and compliance with procedures</b>				<b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>		
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> <li>Staff informed via INSET, weekly staff meetings, weekly SLT and real-time updates using email and/or socially distanced meetings.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All trust communication for parents will continue to be sent out within required timelines.</li> <li>Communication with parents will be maintained via Class Dojo and email, ensuring prompt responses to parent questions.</li> <li>The school's website will be regularly updated to ensure that it provides the most current information.</li> <li>Regular parent surveys to be established by the school to further enhance parental communication.</li> <li>Continued direct parental communications from the Headteacher via Pupil Asset email, as needed, in addition to the resumption of the weekly newsletter.</li> </ul>	Y	2x2=4

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					<ul style="list-style-type: none"> <li>The weekly newsletter to include a specific update for parents/carers related to procedures and approaches for managing COVID-19 risks.</li> <li>Further information letter for parents, including final details related to re-opening, to be sent to all parents/carers on Friday 17<sup>th</sup> July 2020.</li> <li>SLT and LGB to follow up on staff and parent surveys (most recent sent out July 2020) to ensure effective and prompt response to any concerns.</li> </ul>		
2.2	Prolonged absence of employee due to self isolation and/or repeated symptoms	2x3=6	<ul style="list-style-type: none"> <li>Employees must 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> <li>Absences will be covered internally using the most appropriate staff resources.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff to follow sickness absence policy and notify the school of illness and, in particular, any symptoms that may indicate COVID-19.</li> <li>Staff are aware of, and adhere to, DEMAT flowchart.</li> <li>Staff who need to self-isolate will book a test and engage in Track &amp; Trace and inform SLT of test results</li> <li>Headteacher will follow up every staff member subject to self-isolation to ensure full compliance with DEMAT guidance, including engagement with Track &amp; Trace.</li> <li>All staff unable to attend the school site will continue to be involved in Zoom meetings, emails and telephone welfare calls.</li> </ul>	Y	2x2=4
2.3	Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should	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>	N	<ul style="list-style-type: none"> <li>Information letter to parents/carers to be sent on Friday 17<sup>th</sup> July 2020.</li> <li>DEMAT Defenders posters already up in every room in the school.</li> <li>DEMAT flowcharts already displayed around the school.</li> <li>Flowcharts to be a focus of INSET on 3<sup>rd</sup> September 2020.</li> </ul>	Y	2x1=2

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	anyone display symptoms of COVID-19				<ul style="list-style-type: none"> <li>INSET on 3<sup>rd</sup> September will reiterate the procedure for staff illness and the expectation of full engagement with Track &amp; Trace.</li> <li>Teachers will reiterate expectations for pupils regularly in class to support continued awareness.</li> </ul>		
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>	Y	<ul style="list-style-type: none"> <li>Further information letter to parents/carers will be sent out to all parents on Friday 17<sup>th</sup> July 2020.</li> <li>Risk Assessments completed for all children who may be at risk of lack of compliance.</li> <li>HT directly liaising with identified parents to keep everyone as safe as possible.</li> <li>Parents/carers of pupils who have returned to school/will be returning have received detailed guidance regarding expectations and safeguarding.</li> <li>DEMAT Defenders signage in every room, clearly informing all stakeholders about hand and respiratory hygiene expectations/measures.</li> <li>Daily reminders to pupils within class bubbles from classteachers and support staff.</li> </ul>	Y	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>	Y	<ul style="list-style-type: none"> <li>The school will fully comply with the flow charts contained in DEMAT guidance, which are already up around the school.</li> <li>All staff, including new staff, will be emailed the flowcharts and the flowcharts will be a focus in the INSET on 3<sup>rd</sup> September 2020.</li> </ul>	Y	2x2=4

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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"> <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>	Y	<ul style="list-style-type: none"> <li>The school currently benefits from 12 support staff, who can be deployed to support all issues related to lack of adult capacity, including Level 3 TAs who could support a class together with a second TA.</li> <li>The school has a non-class based Deputy Headteacher who can be deployed into class to cover unexpected teacher absence.</li> <li>The school will have a non-class based Inclusion Leader from September 2020, who will also be available to cover classroom absence or to ensure appropriate adult support/supervision, where needed without having to resort to use of agency staff.</li> </ul>	Y	2x2=4
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>	Y	<ul style="list-style-type: none"> <li>Admin staff to ensure all contact numbers are current in case a parent needs to be contacted.</li> <li>Dedicated isolation room provided for any person requiring isolation. The school has two such spaces so first aid would not be impacted when isolation is in use as the medical and isolation rooms are separate. Child will be taken by adult to the isolation room and don appropriate PPE, they will stay with child until parent collects</li> <li>Separate first aid supplies in the isolation room to support any first aid treatment required.</li> <li>All staff carry walkie-talkies to support real time communication from anywhere on the school site.</li> </ul>	Y	2x2=4
2.8	Possible spread of infection from a pupil, visitor or member of staff carrying the virus where there is no reason to suspect	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> </ul>	Y	<ul style="list-style-type: none"> <li>All guidance will be followed, including robust schedule of hand washing for all adults, visitors and children.</li> <li>Additional cleaning of toilets is in place and will continue to ensure they are all regularly cleaned and sanitized throughout the school day in addition to the existing daily clean.</li> </ul>	Y	2x2=4

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	they are infected with the virus		<ul style="list-style-type: none"> <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>		<ul style="list-style-type: none"> <li>Cleaning contractor will be providing a deep clean service as required, post-September 2020.</li> <li>Teachers will ensure that all children, and parents, are regularly reminded about hygiene and the DEMAT Defenders message.</li> <li>LGB meetings will remain remote until guidance permits direct, in-school gathering.</li> </ul>		
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>	Y	<ul style="list-style-type: none"> <li>Staffroom is of an appropriate size to support its key function due to staggered breaks and lunchtime, which create a small number of staff using the space at any one time.</li> <li>No additional spaces for staff to have break periods will be required.</li> <li>Staff will only move between bubbles where necessary i.e. unexpected cover and adult absence.</li> <li>Staff meetings and SLT meetings will continue to take place remotely wherever possible to minimise periods of contact. Where this is not appropriate, 2m social distancing will be employed.</li> </ul>	Y	2x2=4
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>	N	<ul style="list-style-type: none"> <li>All measures detailed in the approved RA will be fully adhered to in order to mitigate risk significantly.</li> <li>Headteacher to directly liaise with DEMAT HR to discuss all specific cases of staff vulnerability – initial Team call with EB scheduled for 140720.</li> <li>Individual RA are already available for BAME staff in the existing RA. Vulnerable staff will be offered an individual RA prior to returning to work in September 2020, where deemed appropriate with DEMAT HR.</li> </ul>	Y	2x3=6

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					<ul style="list-style-type: none"> <li>Individual RA will identify adapted work duties and/or roles to minimise risk. Where risk cannot be reduced by individual RA and adaptations, referral back to DEMAT HR to support the staff member concerned.</li> <li>Referrals to OH where underlying clinical issues increase risk from infection.</li> <li>Staff to maintain 2m social distancing wherever possible with children and always between adults.</li> </ul>		
<b>3</b>	<b>Management of site</b>			<b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>			
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>	N	<ul style="list-style-type: none"> <li>All classrooms will be set up with tables facing the front (IWB, class teacher) and children will sit side by side, facing forwards.</li> <li>Headteacher will monitor compliance with agreed classroom layout every day.</li> <li>Parents/carers will be regularly reminded of the rationale behind the seating plan, including why children will not be moved between seats for different lessons.</li> <li>Social distancing of at least 1m will be created between each seated child.</li> <li>Each child will have their own resources on their table so there will be no need to share or swap resources.</li> <li>Partner work and group/table discussions will be replaced by direct questioning opportunities.</li> <li>All essential group work will take place away from the desks, socially distanced, and ideally outside. Where groupwork cannot be undertaken safely, it will not take place.</li> </ul>	Y	2x1=2
3.2	Due to staff absence a large number of supply	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> </ul>	N	<ul style="list-style-type: none"> <li>The school currently benefits from 12 support staff, who can be deployed to support all issues related</li> </ul>	Y	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)
	teachers or visiting specialists are on site		<ul style="list-style-type: none"> <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>		<p>to lack of adult capacity, including Level 3 TAs who could support a class together with a second TA.</p> <ul style="list-style-type: none"> <li>The school has a non-class based Deputy Headteacher who can be deployed into class to cover unexpected teacher absence.</li> <li>The school will have a non-class based Inclusion Leader from September 2020, who will also be available to cover classroom absence or to ensure appropriate adult support/supervision, where needed without having to resort to use of agency staff.</li> <li>In the highly unlikely situation that the school needs to use agency staff, a full induction will be given by SLT prior to any access to children and other staff members.</li> </ul>		
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>	Y	<ul style="list-style-type: none"> <li>Breakfast Club and After School Club restarted on 14.9.20.</li> <li>Children remain in their classroom bubbles within both of these provisions, in the hall, with each bubble socially distanced from the other by at least 2 metres.</li> <li>Meal arrangements remain the same with all staff being retrained on Basic Food Hygiene Level 2 before 14.9.20.</li> <li>Staffing will be maintained using existing contracts i.e. the school has staff with specific ASC and BC contracts.</li> </ul>	Y	2x2=4
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>	Y	<ul style="list-style-type: none"> <li>Staff will be expected to go home as soon as possible after the end of the school day, with as many meetings as possible taking place via Zoom/video calls.</li> <li>The school benefits from extensive grounds and a large building which, together with currently depleted pupil numbers, allows for social</li> </ul>	Y	2x2=4

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					<p>distancing to continue in September 2020 and reduces the risk of guidance being breached.</p> <ul style="list-style-type: none"> <li>▪ Assemblies will not take place, except in class groups/bubbles.</li> <li>▪ Performances and parent's evenings will not take place, however, parent consultations will be set up, class by class, via Zoom.</li> <li>▪ External visitors will remain restricted to essential visitors only but will include Trust, clinical and Social Care staff.</li> <li>▪ Only essential works to take place, coordinated by DEMAT (Rachael Lamb, Building Surveyor) for the Trust Central Team.</li> <li>▪ All essential visits by contractors are made aware of the school's RA and agree to comply with all expectations of entry, including specific recording to support Track &amp; Trace.</li> <li>▪ Contractors to provide a copy of their RA for the Headteacher to sign off.</li> <li>▪ All visitors to the school must not access pupil/staff areas during the school day and must maintain 2m social distancing, or wear appropriate PPE, if this is not possible.</li> <li>▪ After school sports clubs to only use the external grounds or The Barn, in inclement weather.</li> <li>▪ Parents/Carers are allowed on the school playground purely to drop off and collect their children from outside the external classroom doors. They must maintain 2 metre social distancing at all times and not congregate to socialise. SLT are on duty on the playgrounds to support compliance.</li> </ul>		



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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>	Y	<ul style="list-style-type: none"> <li>▪ SLT directly manage any issues relating to lack of compliance by pupils.</li> <li>▪ All children will be introduced to clear behaviour expectations on arrival in school. These messages will be reinforced constantly by teachers as well as via the Defenders posters which are in every classroom and in all key areas.</li> <li>▪ Teachers will continue to focus attention on supporting pupil mental health and social well-being, using a range of approaches e.g. E4L, to ensure appropriate behaviour is recognised and rewarded.</li> <li>▪ Close monitoring by all staff ensures that behavioural triggers are identified early and addressed.</li> <li>▪ New Inclusion Leader will support behaviour at breaks and lunchtimes, alongside identified adult, including providing additional provision to identified pupils, including those with EHCP and/or SEND.</li> <li>▪ Break and lunchtimes continue to be staggered and managed to keep bubbles apart.</li> <li>▪ Parents/Carers are reminded about the expectations in the further information letter to be sent to all parents/carers on Friday 17<sup>th</sup> July 2020.</li> <li>▪ An individual Risk Assessment (DEMAT) will be undertaken for any pupils who are unable to maintain safe behaviour in school as per DEMAT guidance.</li> </ul>	Y	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)
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>	Y	<ul style="list-style-type: none"> <li>▪ School will constantly reiterate expectations and staff will manage movement around the school via use of clear timetables, scheduling and staggered timings.</li> <li>▪ Areas will be demarked to support social distancing of at least 1m in the classrooms. Other areas will be demarked i.e. one-way travel, socially distanced queues for using the toilets and for collecting/returning food at lunchtime etc.</li> <li>▪ INSET training specifically on the safety foci and managing new procedures on 3<sup>rd</sup> September 2020.</li> <li>▪ Any breaches will be immediately reported to SLT and followed up.</li> <li>▪ SLT monitoring in school will focus on adherence to the RA and staff will be supported and regularly reminded about continued expectations of social distancing and hand hygiene, for themselves and pupils, to ensure that complacency does not set in.</li> <li>▪ The vital importance of adherence to social distancing and hygiene protocols is particularly relevant to support BAME staff and pupils – teachers will address this directly with their classes on a regular basis.</li> </ul>	Y	2x2=4
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>	Y	<ul style="list-style-type: none"> <li>▪ Class bubbles will have specific areas to use at break and lunchtimes.</li> <li>▪ Break and lunchtimes will be staggered to maintain social distancing as far as possible between children and always between adults (2m ideally).</li> <li>▪ The extensive size of the school site, both internally and externally, together with the currently depleted pupil numbers, will effectively mitigate the risk of breaches as pupils circulate.</li> </ul>	Y	2x2=4

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					<ul style="list-style-type: none"> <li>Dining hall will only be used to collect/return meals. Children will eat in their classrooms, at their own desks. Desks will be cleaned after the children have eaten, in readiness for the afternoon learning, by lunchtime supervisors when the children are not present.</li> <li>Any breaches of social distancing will be immediately reported to SLT and followed up. Staff will use their walkie-talkies to notify SLT in real time.</li> <li>Support staff are utilised to supervise lunchtime bubbles.</li> </ul>		
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>	N	<ul style="list-style-type: none"> <li>Floor markings will clearly demark the social distancing expectations from September 2020.</li> <li>Additional cleaning and sanitizing of all toilets throughout the day is already scheduled.</li> <li>Robust schedule of handwashing in place for all children and adults.</li> <li>Clear expectations about toilet use (for one at a time only) articulated and embedded by teachers every day.</li> <li>Children will be subject to a permission approach to use the toilet during class time so the teacher can monitor/ensure toilets are only used one at a time.</li> <li>Teachers will communicate with colleagues (walkie talkies) in other class bubbles to ensure toilets are only used one at a time, even where shared across year groups.</li> <li>Staff will be assigned to monitor queues for toilets at breaks/lunch to ensure compliance.</li> <li>Staff will monitor their own comfort breaks in relation to adhering to social distancing and this</li> </ul>	Y	2x3=6

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					<p>will be supported by release from their class bubble as necessary by specific staff or HT/DHT.</p> <ul style="list-style-type: none"> <li>Staff can call for breaks at any time using the walkie talkies.</li> </ul>		
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>	Y	<ul style="list-style-type: none"> <li>Parents will be given staggered drop off and pick up times for their class bubbles.</li> <li>There will be two separate entrances/exits to choose from, to minimise congestion.</li> <li>Children will go directly into class upon arrival at school i.e. no waiting or playing on the playground.</li> <li>SLT will be on each entrance/exit gate at the start and end of every day to support pupils and parents plus ensure that parents/carers do not congregate outside the school.</li> <li>Teachers to take children out at the end of the day, at the agreed times, affording an opportunity for parent/staff communication (socially distanced).</li> <li>Where parents must access the Main Reception, admin staff to wear PPE wherever social distancing cannot be maintained e.g. document signing, exchange of physical documents etc.</li> <li>Parents are only allowed on site at the start and end of every day, 2m socially distanced, and only to drop off and pick up their children.</li> </ul>	Y	2x3=6
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>	Y	<ul style="list-style-type: none"> <li>Headteacher will review and amend fire procedures to ensure social distancing is maintained when evacuating and lining up on the playground and share with staff.</li> <li>Current arrangements for lining up are already spaced out far enough to comply with social distancing expectations and drill in school has already been completed within 3 minutes and</li> </ul>	Y	2x2=4

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					<p>whilst maintaining social distance at 2m (26<sup>th</sup> June 2020).</p> <ul style="list-style-type: none"> <li>Fire drill will take place on Tuesday 8<sup>th</sup> September, <u>with notice</u>, to ensure a safe, socially distanced practise and to identify any areas of concern requiring adaptation to the procedure. A 'no notice' fire drill will then take place on Wednesday 9<sup>th</sup> September.</li> <li>Fire drills will then be scheduled as per the guidance and policy.</li> </ul>		
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>	Y	<ul style="list-style-type: none"> <li>Site Manager to review compliance checklist by Friday 17<sup>th</sup> July 2020 and report back to SLT on Monday 20<sup>th</sup> July 2020.</li> <li>Headteacher to review and update H&amp;S audit for DEMAT by 14<sup>th</sup> July 2020.</li> <li>Headteacher to refer any issues to DEMAT.</li> </ul>	Y	2x2=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>		<ul style="list-style-type: none"> <li>No school-initiated contractors are currently scheduled to work in school.</li> <li>Any contractors who will be on site will be organised directly from DEMAT and all guidance will be followed.</li> </ul>	Y	2x2=4
4	<b>Safeguarding, and mental health</b>				<b>RETURN TO TOP OF RISK ASSESSMENT</b>		
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>	Y	<ul style="list-style-type: none"> <li>Children will have a focus on mental health and well-being via E4L, Stillings, PSHE and social stories.</li> <li>Mental Health First Aiders now in place at St Luke's and they will liaise with DW and/or DEMAT for additional support if necessary.</li> </ul>	Y	3x3=9

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4.2	Members of staff's mental health has been adversely affected during the period of closure	<b>4x3=12</b>	<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> <li>Staff have been reminded and provided with information in relation to the trust-wide EAP.</li> </ul>	<b>Y</b>	<ul style="list-style-type: none"> <li>Continued regular communication including Zoom meetings.</li> <li>Staff are aware of who the school's mental health first aiders are and these staff will be available each day.</li> <li>Support any vulnerable staff with an individual RA, including where the vulnerability is related to mental health.</li> <li>Weekly staff meetings and weekly support staff meetings in September (via Zoom after school or socially distanced if within the school day) to feature standing item about staff well-being and mental health. Staff will be reminded and provided with the information in relation to the trust-wide EAP</li> <li>SLT to consider well-being of staff and pupils as a standing item at the weekly SLT meetings.</li> <li>LGB to add staff wellbeing and mental health to their meeting agendas as a standing item during the autumn term.</li> </ul>	<b>Y</b>	<b>3x3=9</b>
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>N</b>	<ul style="list-style-type: none"> <li>All staff will receive their basic safeguarding update at the INSET on 3<sup>rd</sup> September 2020.</li> <li>At the INSET, KCSIE 2020 will be distributed – staff will be expected to sign to say they have read, understood and will abide by Part One and Annex A.</li> <li>Staff will also be expected to read Annex C as it pertains to online safety.</li> <li>Safeguarding policies will be updated in line with KCSIE 2020 and all relevant updates related to COVI-19.</li> <li>The updated Safeguarding policies will be shared with all staff at the INSET on 3<sup>rd</sup> September 2020, with time to go through key points and Q&amp;A.</li> </ul>	<b>Y</b>	<b>2x1=2</b>

