

# Key Worker/Vulnerable Children/Remote Learning

## RISK ASSESSMENT

**SCHOOL NAME: Oakington C of E Primary School, CB24 3AL**

**Number on roll = 123**

**Current Document Version V8 for March 2021 changes**

**Quality Assurance Cycle**

<b>RA VI for Key Worker/Vulnerable Children/Remote Learning</b> (RA went through a review process with Executive and Trustees before being approved for school to open)	<b>Dates</b>
Headteacher completion	08/01/2021
Health & Safety Manager Sign Off	20/1/21
CEO Sign Off	
H&S Trustee Sign Off	
DEMAT Board Approval	

### Monthly RA Review Cycle

<b>Review Date</b>	<b>Version No</b>	<b>Exception Report</b>	<b>H&amp;S Sign Off</b>
22/01/2021	V5		20/1/21
10/2/21	V6		10/2/21
05/03/21	V7		5/3/21 KC
21/04/21	V8		22/4/21

### Current Overview of Bubbles

<b>EYFS/ KSI</b>	<b>KS2</b>
4 KSI teachers & 6 TAs on a rota.	5 KS2 teachers & 7 TAs on a rota.
49 pupils/day	74 pupils/day

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

#### DEMAT Office Address:

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

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

The Diocese of Ely Multi-Academy Trust (DEMAT)

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



## Introduction

As of Monday 8th March 2021, schools will reopen fully for all pupils to return. This Risk Assessment will be used to ensure suitable and adequate control measures are in place to remove or reduce the risk potential as much as possible.

As a minimum, all control measures will be in line with current Government guidance but we will supplement these controls with additional measures as required and we feel is practicable. 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 so the school setting is as safe as possible for all those attending or working within. 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. 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 and support 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 month and submit a return demonstrating 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.

Please ensure you consult with employees and ensure your control measures highlight the requirement for additional individual person or task assessment when the score makes this necessary.

**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](#)

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## 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:

Assessed by: Nathan Clark

Task/Activity: Dealing with coronavirus

Updated by Headteacher Date: 21<sup>st</sup> April 2021

Related documents NATHAN these are likely to be updated once we get the information from the DfE

- [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

- **The basis on which this Risk Assessment has been completed is as follows and will be reviewed monthly by the 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.
- As individual year groups return to school, provision for learning at home will not be required. If children from those year groups are not attending school, they may 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	<b>Establishing a process of partial opening, including social distancing</b>						
1.1	Available capacity of the school is reduced when social distancing guidelines are applied	Pupils and Staff	<ul style="list-style-type: none"> <li>• Agree number of pupils who can safely attend on any given day</li> <li>• Confirm timetable arrangements for pupils and staff</li> <li>• Minimise the number of people on site</li> </ul> <p>[Refer to DEMAT Guidance]</p>	3	3	9	5 Bubbles in 6 rooms.  Spare rooms = 2 (Hall & ASC) Number of staff available = 21 Number of staff shielding = 0 Number of staff unwell/unable to attend = 0 Average no of staff on site each day 12

							Clear expectations set out from day one and reinforced daily.
1.2	Classroom sizes will not allow adequate social distancing	Pupils and Staff	<ul style="list-style-type: none"> <li>Net capacity review</li> <li>Removal of all unnecessary furniture</li> </ul> <p><a href="#">[Refer to Gov Guidance 3 above]</a></p> <ul style="list-style-type: none"> <li>Rooms used must be suitable for establishing the principle of distancing even if it is difficult to maintain.</li> </ul> <p>[Refer to DEMAT Guidance]</p>	3	3	9	All rooms to be used have had desks and chairs spaced out. Furniture and extra equipment have been removed. Teachers have been advised to stay at the front of the room as much as possible. Staff to wear face masks if they are not able to stay 2m apart from other adults.
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"> <li>Limits set for large spaces (e.g., hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing</li> </ul> <p>[Refer to DEMAT Guidance]</p>	2	2	4	Staggered breaktimes. Staggered lunch starts times with designated play areas. Corridors taped out 2m. Only one class allowed at a time in the corridor.
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"> <li>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</li> <li>Full use is made of those staff who are self-isolating or shielding but who are well enough to plan lessons online.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>A blended model of home learning and attendance at school is utilised until wider opening is deemed safe.</li> </ul> <p>[Refer to DEMAT Guidance]</p>	2	3	6	If this happens, we'd be forced to close the school to y6 and then possibly y1 also depending on the number of staff unavailable. However, we have reduced the likelihood by implementing the controls.
1.5	The continued provision of educare for vulnerable pupils and the children of key workers will create additional 'bubbles' when schools reopen	Pupils and Staff	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral and SEND support are deployed wherever possible to support prioritised pupils.</li> </ul>	3	3	9	Severity if this happens, we would have to drop a whole Year group. Staff would be redeployed to the second KV bubble and pupils sent home would continue with remote learning.



			<ul style="list-style-type: none"> <li>Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>A plan is in place for the phasing in of the other cohorts in line with risk assessment review periods</li> </ul>				
1.6	Policies are no longer fit for purposes	Pupils, Staff, Governors, Parents, Visitors	<ul style="list-style-type: none"> <li>COVID-19 clause inserted into policies to account for changes required</li> <li>DEMAT to issue wording for Behaviour, Attendance and Safeguarding policies.</li> </ul>	2	2	4	Safeguarding Policy amended Behaviour Policy amended. Attendance policy amended.
1.7	Measures not effective because people not aware of infection control requirements	Staff, Visitors, Pupils	<p><a href="#">[Refer to Gov advice 4 above]</a></p> <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 reinforcing requirements.</li> </ul> <p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> <li>Reinforce to staff as part of training - Refer to and ensure all staff are aware of guidance and requirements.</li> </ul>	3	2	6	Issued DEMAT guidance to all staff & sent letter to parents.  Staff meeting training  Online Coronavirus CPD  Visitors only permitted in the main reception area, glass screen to office will remain closed.  Posters on display round school with key information.  Adults to wear face masks in communal spaces.
1.8	Risk assessments are not regularly assessed	Pupils, Staff, Governors, Parents, Visitors	<ul style="list-style-type: none"> <li>Risk assessments updated and reviewed fortnightly – sent to Joanne Patterson, Trust Compliance Officer</li> <li>Weekly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer</li> </ul> <p><a href="#">[Refer to Risk Assessment Monitoring and Review requirements – page 1 of RA document]</a> Further details of the Risk Assessment monitoring and Review process will be issued shortly.</p>	3	2	6	Nathan Clark, Head Teacher will continue to undertake the review and update of risk assessments half termly.

1.9	Weak Governance control	Staff, Pupils, Trustees	<ul style="list-style-type: none"> <li>Review delegations to ensure clarity of decision making and communicate these clearly.</li> <li>Use of Health &amp; Safety Trustee group to make recommendations to Board.</li> <li>Trust Board to approve re-opening of schools based on Risk Assessments.</li> <li>Weekly return by all schools of compliance to RA/guidelines.</li> <li>Local governor updates by Headteacher via video conference facilities, including virtual Governor meetings where possible.</li> </ul>	3	2	6	<p>Co-Chairs updated regularly; action plans have been shared.</p> <p>Multi-academy trust</p> <p>Actions from risk assessment and building review checklist are being ticked off when complete. Weekly Zoom meetings for all staff meeting and for Teachers ensure all staff are updated regarding compliance.</p> <p>The HT and caretaker have done a H&amp;S walk around the school prior to full opening of bubbles each term.</p> <p>DEMAT H&amp;S group to review and agree Risk Assessment prior to opening additional bubbles.</p>
1.10	Poor communication to stakeholders	Parents, Staff, external agencies	<ul style="list-style-type: none"> <li>Trust guidelines of staff training for re-opening distributed to Headteachers and Governors via Governor Hub.</li> <li>Pupil and parental expectations designed by Trust to be sent out by schools.</li> <li>Statutory liaison with relevant LAs to be maintained.</li> <li>Central DEMAT FAQs to be produced in line with feedback received prior and updated post opening on a fortnightly basis.</li> <li>Parental questions answered promptly by the school.</li> </ul>	4	1	4	<p>Trust guidelines have been provided to staff.</p> <p>Pupil and parental expectations have been shared with families and staff.</p> <p>Guidance received from LA and Government.</p> <p>PPE guidance has been provided to staff.</p> <p>First Aid flowcharts shared with staff.</p> <p>Parental questions are answered by Head Teacher or office staff.</p>
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"> <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> <p>[Refer to <a href="#">Gov Guidance 1</a> and <a href="#">Guidance 2</a> above]</p>	4	1	4	<p>The severity of not having a 1<sup>st</sup> aider/DSL on-site remains high. However, as all staff have now returned to the site and since we would close the school if we didn't have sufficient first aiders then the likelihood becomes low.</p>

							<p>DSL is Nathan Clark, Head Teacher and Alicia Lloyd, SENCO. It is the intention that Nathan Clark will be on site each day, however, if neither were available by phone or a DSL is needed on site, Nathan has made an arrangement with Dry Drayton C of E Primary School to use their DSL in this instance.</p> <p>There are one or two 1<sup>st</sup> aiders on site each day which includes a paediatric first aider. If a 1<sup>st</sup> aider is unable to attend and we would ask another to come in to cover. If this was not possible the school would close.</p>
<b>2</b>	<b>Health &amp; Safety practice, policy, and equipment</b>			<u><a href="#">RETURN TO TOP OF RISK ASSESSMENT</a></u>			
2.1	Measures not effective because of lack of compliance by pupils or parents	Staff, Visitors, Contractors Pupils	<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> </ul>	3	2	6	<p>A letter has been sent to families explaining expectations. Child friendly hygiene posters displayed around school.</p> <p>Refer to 1.7</p> <p>The severity of this hazard remains high. The likelihood 2 because we would exclude non-compliant persons from the school.</p>
2.2	Child is sent to school with a temperature or coronavirus symptoms of which school is not aware, or in in a household where symptoms are present	Staff, Visitors, Contractors Pupils	<p><a href="#">[Refer to Gov Guidance 4 above]</a></p> <p>[Refer to DEMAT Flowchart p.37-Unwell Child in Education or Childcare setting]</p>	3	3	9	<p>Guidance flowchart has been shared with all staff and parents and will be followed.</p> <p>The use of this flow chart will form part of our Coronavirus risk assessment which has been in place since 2 weeks before schools closed.</p> <p>The severity is very high if this does go unnoticed.</p>

							Following the new strain of the virus and being placed in Tier 4 parents are asked not to send in children if they are feeling under the weather however, they are expected to access remote learning if well enough.
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"> <li>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.</li> <li>Second member of staff allocated to each bubble but not necessarily present in room to support teacher.</li> </ul>	4	2	8	<p>Additional adults allocated to each bubble.</p> <p>Adults moving between bubbles in the event of an emergency to wash hands between bubbles and social distance by remaining at the front of the class, explaining to children the new procedures at the beginning of lessons. Face visors to be worn.</p>
2.4	Child is displaying symptoms and parent cannot be reached to collect	Staff, Pupils	<ul style="list-style-type: none"> <li>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.</li> </ul>	3	3	9	<p>Designated isolation room with open door and window for ventilation – the servery.</p> <p>PPE donned by member of staff</p> <p>Designated toilet for suspected cases to be cleaned after use and not to be used by anyone else.</p>
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"> <li>If child has symptoms, then refer to 2.4 controls above.</li> <li>Check we have up to date contact details for all children.</li> <li>If a child does not have symptoms, accommodate supervision of child within Keyworker/Vulnerable group.</li> </ul>	2	2	4	<p>We have at least 2 sets of contact details per child as per national requirements.</p> <p>The child would initially join their class bubble and we would phone parents and ask for the child to be collected.</p> <p>All children back in school setting now</p>
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"> <li>Contact the Trust Central Team if finding it difficult to source cleaning products for support.</li> </ul>	3	2	6	<p>The Caretaker and Cleaner are continuing to clean the building. Contingency timetable if cleaner unable to attend – staff rota.</p>

							<p>At the moment there are adequate supplies of soap in school.</p> <p>At the moment there are adequate cleaning products. The stock levels are checked by the caretaker and re-ordered as necessary.</p>
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><a href="#">[Refer to Gov Guidance 3 above]</a></p> <p><a href="#">[Refer to DEMAT Guidance]</a></p> <ul style="list-style-type: none"> <li>• Basic infection controls should be followed as recommended by the government and the DEMAT guidance.</li> <li>• DEMAT Defenders posters to be displayed on every door.</li> <li>• Governors' meetings to be held remotely until further notice.</li> <li>• Good practice to help eliminate the spread of infection is included in the Government guidance and DEMAT guidance.</li> <li>• Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</li> </ul>	3	3	9	<p>We can only reduce the risk further once we know a person has been infected.</p> <p>Posters in place for staff, parents and visitors. Visitors only permitted in the main reception area. Glass screen to office will remain closed. Parents not permitted within 2m of the classroom doors. Guidance will be followed.</p> <p>Staff are able to take Lateral Flow tests twice a week before coming into school.</p> <p>Households have been Offered lateral flow tests If they have a child, or Adult in school.</p>
2.8	Prolonged absence due to self-isolation		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	2	2	4	<p>Testing link sent out to all staff and parents. Staff will be instructed to test if any symptoms displayed.</p> <p>Lateral Flow tests now available to staff</p>
2.9	Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should		<p><a href="#">[Refer to Government guidance 4]</a></p> <ul style="list-style-type: none"> <li>• Letter to parents explaining the school's procedures.</li> <li>• Information on Trust and school websites.</li> <li>• DEMAT Defender posters to be displayed in school.</li> </ul>	3	2	6	<p>Letter sent to parents explaining school procedures.</p>



	anyone display symptoms of COVID-19		<ul style="list-style-type: none"> <li>• Display DEMAT Flowcharts in school.</li> <li>• Staff training to be held via video conferencing and training videos.</li> </ul>				<p>School procedures available in school newsletters and on website</p> <p>Poster/flowcharts have been shared with school community.</p> <p>Daily updates to staff on site.          Online Coronavirus CPD          Guidance repeated daily to children.</p>
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		<p><a href="#">[Refer to Government Guidance 4]</a></p> <ul style="list-style-type: none"> <li>• Letter to parents explaining the school's procedures.</li> <li>• Information on 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 via video conferencing and training videos</li> </ul>	3	2	6	<p>Letter sent</p> <p>Information to parents and video walkthroughs shared on ClassDojo and Tapestry.          Posters displayed</p> <p>Poster/flowcharts          Weekly updated provided to staff. Daily updates to staff on site.</p> <p>Online Coronavirus CPD</p>
2.11	Medical rooms are not adequately equipped to maintain infection control		<ul style="list-style-type: none"> <li>• The Trust Central team is procuring PPE equipment to all DEMAT schools in the event of a child or adult displaying symptoms.</li> <li>• School to ensure medical room is tidy and suitably equipped should it need to be used.</li> <li>• Trust to undertake PPE training for relevant staff in school.</li> </ul>	3	2	6	<p>PPE available including face visors.</p> <p>Delivery form DEMAT.</p> <p>Signs on isolation and medical room doors.</p> <p>Lead first aider to do stock take and tidy of first aid room</p> <p>Staff informed of effective PPE use when cleaning and dealing with a suspected case</p> <p>This assumes that Medical rooms can be kept stocked at all times.</p>

							Donning and doffing posters displayed around school
2.12	Provision for PPE for staff is not in line with Government guidelines		<ul style="list-style-type: none"> <li>The Trust Central team is procuring PPE equipment to all DEMAT schools in line with Government guidance.</li> </ul> <p><a href="#">[Refer to Government advice 3 above]</a></p>	3	2	6	PPE delivered Assuming the Trust maintains the PPE levels over time.
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	2	6	Crib sheet to be given to staff  Standard of cleaning will be monitored daily by the Head Teacher and a member of the Leadership Team.
<b>3</b>	<b>Maximising social distancing in schools</b>						<b><u>RETURN TO TOP OF RISK ASSESSMENT</u></b>
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"> <li>Review staff/accommodation availability</li> <li>Prioritise provision offer based upon 2-week review</li> <li>N, R, 1, 6 if not possible then</li> <li>N, R, 1 if not possible then</li> <li>N, R</li> <li>If not possible then speak to Trust</li> <li>Ensure staff and pupils are allocated to bubble and single room and these remain intact.</li> </ul> <p>[Refer to DEMAT Guidance]</p>	3	3	9	Clear walkways and traffic flow.  If each child is assigned 4m <sup>2</sup> , i.e., 2m x 2m area, then a room can take 15 children. On this basis we have set a limit for bubble sizes of 15 children + 2 adults. Although adequate provision for social distancing, it is likely to be breached within bubbles even with good behaviours. With children of all ages, even with adult encouragement, we cannot guarantee they will stay 2m apart at all times. However, it will be very unlikely for social

Distance to be breached across bubbles.  
 Only a bubble will be allowed in the corridor at any one time. Break and lunchtimes will be staggered so that staff are not taking rest breaks at the same time. Areas such as by the photocopier, the kitchen area, office will have markings on the floor to maintain social distancing. A protocol is in place for the use of common items such as the fridge, kettle and photocopier. Staff will take breaks outside whenever possible. Shared equipment must be wiped down before and after use. An adult from one bubble cannot go into another except for in an emergency. Other staff, e.g., Business Manager, will only go to a classroom entrance if it is necessary. Children will not visit other bubbles

3.2	Pupil's behaviour on the return to school does not comply with social distancing guidelines		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> </ul>	3	3	9	<p>Behaviour policy amended and staff training given</p> <p>Pupil expectation poster shared with parents</p> <p>Staff trained in social distancing and government guidance given</p> <p>Staggered break times            Staggered lunch starts times with designated play areas            Corridors taped out 2m</p> <p>CPOMS used to log incidents</p>

			<ul style="list-style-type: none"> <li>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of social distancing.</li> <li>Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> <li>Additional guidance for schools on reviewing and implementing a reviewed behaviour policy attached within the DEMAT guidance.</li> </ul>				
3.3	Movement around the site results in social distancing breaches		[Refer to DEMAT Guidance]	3	2	6	Only 1 bubble to be in the corridor at any one time. Each bubble has their own designated toilets except Acorn and Elm, who will share – one cubicle will be designated for Acorn use, the other for Elm. Only 1 child will go to the toilet at a time so that potential for encountering other children is reduced. Children will be allowed in the building on arrival at the beginning of the school day and sent out one at a time from a socially distanced line at the end of the day.
3.4	Lunch and break times provide social distancing breaches as pupils circulate		[Refer to DEMAT Guidance]	3	2	6	The bubbles play on different playgrounds. During lunchtime each bubble will start lunch at different times and each bubble has been allocated a different zone to play in .
3.5	Toilet queues and handwashing queues breach social distancing		<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> </ul>	3	2	6	1 in 1 out toileting and this will be supervised by the teacher and floating adult for that bubble. All pupils will be reminded of the rules.  Adults to model 20 second hand washing on return to

			<ul style="list-style-type: none"> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>				<p>school after holidays and regularly thereafter.</p>
3.6	Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines		<p><a href="#">[Refer to Gov Guidance 3 above]</a> [Refer to DEMAT Guidance]</p>	3	2	6	<p>Staggered drop-off and collection times.</p> <p>Gates open for longer each morning and afternoon to prevent gatherings.</p> <p>Children come straight into school</p> <p>Parent expectations poster has been shared with parents. System shared with parents in advance</p>
4	<p><b>Operations</b> <span style="float: right;"><u>RETURN TO TOP OF RISK ASSESSMENT</u></span></p>						
4.1	Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> <li>Headteacher to review fire procedure protocol and amend in line with current school arrangements.</li> </ul>	3	1	3	<p>All fire routes through external doors. Fire procedure to be double checked to ensure correct.</p> <p>Children line-up 2m apart on the school field in the event of a fire.</p> <p>Fire drills undertaken.</p>
4.2	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed		[Refer to DEMAT Guidance]	4	2	8	<p>Caretaker given guidance and DEMAT advice shared. Compliance checks have been completed.</p>
4.3	Contractors working on site may pose social distancing risk		<p>[Refer to DEMAT Guidance]</p> <ul style="list-style-type: none"> <li>Only essential works to take place, coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team.</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> <li></li> </ul>	3	2	6	<p>Guidance issued to contractors</p> <p>Minimal use of external visitors and visitors out of hours arranged where possible</p>

5	Mental health <span style="float: right;"><a href="#">RETURN TO TOP OF RISK ASSESSMENT</a></span>						
5.1	Pupil's mental health has been adversely affected during the period of closure		<ul style="list-style-type: none"> <li>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]</li> </ul>	3	3	9	<p>Mental health support signposted to staff and parents.</p> <p>Pupils have been sent mental health support advice by Teachers, SENCo and Family Support Worker and this will continue during the partial re-opening of the school. Staff have undertaken training regarding COVID-19, Bereavement and Mental Health First Aid.</p> <p>Pupils in school will be made aware of the new expectations and be aware of pupils' mental health and wellbeing.</p> <p>Risk assessments will be put in place for vulnerable pupils and for children with pre-existing health conditions attending school.</p>
5.2	Members of staff's mental health has been adversely affected during the period of closure		<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>Ensure communication of very clear structures and routines, including a published risk assessment and guidance.</li> </ul>	3	3	9	<p>Regular meetings with all staff members to monitor health and wellbeing</p> <p>Clear and open communication channels</p> <p>Posters outlining support structures for staff displayed and emails sharing information sent to staff</p>

## DEMAT School Daily Monitoring Checklist

Ensure that you have:

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