

Full opening of schools - 2020

RISK ASSESSMENT

SCHOOL NAME: Orchards CE Primary School

Number on roll: 453

Current document version: 4

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	14-17 July 2020
Headteacher completion	13 July 2020
Compliance officer sign off	22 July 2020
CEO Sign Off	14 August 2020
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	Compliance officer	CEO	Board
1 st October	2	03/10/20	05/10/20	
1 st November	3	23/10/20	27/10/20	
1 st December	4	27/11/20	1/12/20	

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

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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, Milton and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

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

Response to infection (all actions compulsory)

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

DEMAT Risk/Priority Indicator Key

Severity (Consequence)

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

Likelihood

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

RISK/PRIORITY INDICATOR MATRIX

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

Summary

Suggested Timeframe

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

DEMAT Risk Assessment

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

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

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

School name:	Orchards CE Primary School	Assessment conducted by – name:	Clare Claxton		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers	Assessment conducted by – job title:	Headteacher		
Assessment date:	23/10/2020	Review interval:	1 month	Date of next review:	01/02/2021

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

Related documents	
Trust/Local Authority documents: DEMAT guidance	Government guidance: Government guidance – main link Guidance for the full opening of schools Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Ref	Area for concern	Risk rating prior to action (severity x likelihood)	Control measures	In place? (Yes/No)	Additional school measures / comments	In place? (Yes/No)	Residual risk rating (severity x likelihood)
1	Pre-opening	<u>RETURN TO TOP OF RISK ASSESSMENT</u>					
1.1	Pupils are allowed to return in the same structure as was in place in March 2020	3x3=9	<ul style="list-style-type: none"> School to determine appropriate use of protective bubbles Either class based bubbles OR Year group bubbles OR Key stage bubbles (smaller schools) Pupils informed about importance of remaining within their bubble 	Y	21 class bubbles are proposed Teacher powerpoint created for teachers (Year 2 and above) Principles adopted for teachers of Nursery, reception and Y1 Text to all parents on Sunday 6 th September reminding them of the importance of bubble culture	Y	2x2=4
1.2	Policies have not been adapted to adhere to new Government guidelines	2x2=4	<ul style="list-style-type: none"> Review existing policies where the COVID clause was inserted in May 2020 to ensure continued compliance with Government guidance issued on 2nd July 2020. 	Y	Addition to Safeguarding Policy and associated risk assessment has been added to the Safeguarding Policy Original attendance policy has been inserted as of 7 th September including fines Behaviour Statement has been updated to ensure rewards and sanctions comply with COVID guidance School-wide compliance with Behaviour statement now in place	Y	1x1=1
1.3	Control measures not effective because people not aware of infection control requirements	3x3=9	<ul style="list-style-type: none"> DEMAT Defender posters to be displayed in reception, classrooms and other areas used. Letters to parents to be sent reminding them of the importance of the essential hygiene measures and adherence to engagement with track & trace. Reinforce to staff as part of on-going training - Refer to and ensure all staff are aware of guidance and requirements. 	Y	Guidance issued to staff, parents and children through multiple means: Newsletter, staff bulletin, DEMAT Defender issued posters on display all over the school. School is a huge site so risk mitigated by restricting movements throughout school so nobody in any bubble should come into contact with someone from another bubble.. Extra cleaning during the school day, using the stated cleaning products, has been put in place to augment morning and afternoon cleaning rotas. Staff have been advised of the changes about marking books as this is permissible from September 2020 All procedures are embedded. Text going to parents on 6 th September will remind them of the need to engage with track and trace PowerPoint shown to all children on the first morning back will reiterate all the necessary hygiene measures. Posters have been updated	Y	1x3=3

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					Weekly COVID messages to parents attached to Parent Bulletin (NHS Track and Tract App for Friday 2/10/20) For the 160 children already back at school since 1/6/20 these measures are firmly embedded. Routines will therefore be easier to establish and embed. Latest DEMAT defender posters and up to date advice about track and trace issued to parents through the weekly newsletter.		
1.4	Risk assessments are not regularly assessed	3x3=9	<ul style="list-style-type: none"> Risk assessments updated and reviewed monthly – sent to Joanne Patterson, Compliance Officer Fortnightly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer 	Y	<p>To date Orchards has been totally compliant in terms of updating risk assessments. When a query necessitated changes they were made swiftly and returned to Joanne Patterson.</p> <p>Fire Plans are to be updated over the summer vacation in time for a return on 7th September. They were shared with staff during the INSET days. A fire drill has been held and there were no major issues. A check had been undertaken to ensure that fire marshals are all fully qualified through the IHasco online learning portal.</p> <p>Risk assessments for EHCP children to be reviewed before 7th September 2020</p> <p>Flowchart guidance for children and/or adults who demonstrate symptoms of COVID 19 whilst at school is up to date. Copies are kept to hand by HT/DHT and Office staff</p> <p>Guidance of what to do with a child/member of staff are kept with the PPE box issued by DEMAT in this eventuality</p> <p>Orchards sought an end of year audit of risk (Willis, Towers Watson) to take place on 21/7/20. Follow up meeting schedule for end of October 2020 This has been</p>	Y	1x4=4

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					postponed until January as the subsequent DEMAT audits and rectification that is needed will take priority. There are many areas of crossover between the 2 systems		
1.5	Weak Governance control of risk	3x4=12	<ul style="list-style-type: none"> Use of Health & Safety Trustee group to provide feedback when required Chief Executive delegated to approve Risk Assessments before reporting to Trust Board Fortnightly return by all schools of compliance to RA/guidelines. Local governor updates by Headteacher utilising appropriate forms of communication 	Y	<p>DEMAT to review delegations</p> <p>To date, Orchards' risk assessments have been approved by the Health and Safety Trustee group.</p> <p>2 zoom meetings have taken place with the Chair of Governors. She has requested that this risk assessment is presented to governors as an appendix to the Headteacher report to governors on 15/7/20. Approved risk assessment presented to governors at a meeting on 16/9/20</p> <p>Additionally a report has been written to help governors understand how the changes outlined in previous risk assessments have impacted the effective functioning of the academy.</p> <p>Report to governors on 16/9/20 contained a summary of control measures in place at Orchards. A further report has been requested by the governing body for its meeting on 2/12/20.</p>	Y	1x3=3
1.6	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated Safeguarding Leads puts children's safety at risk	4x2=8	<ul style="list-style-type: none"> Ensure there are the appropriate number of First Aiders, Paediatric First Aiders for under 5's and Designated Safeguarding Leads available and at school, and their training is up to date. 	Y	<p>The academy has 5 DSLs so it has been easy to ensure there is always a trained DSL on site. An additional AHT is to attend DSL training in January 2021 to ensure that DSLs are not unnecessarily moving between bubbles.</p> <p>A significant number of TAs have been trained in basic first aid. They have been allocated evenly across the school. First aiders have found that they can often sort first aid issues without having to cross the classroom door simply by asking questions of both the injured child and their teacher/TA. This helps to reduce the need to break</p>	Y	1x2=2

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					<p>bubbles though in the case of a more serious injury the First Aider would need to break a bubble. In these cases the good this could do outweighs the risk of breaking bubbles.</p> <p>There are several qualified PFAs across the school and 1 in the building at all times.</p>		
1.7	Medical and isolation rooms are not adequately equipped or designated to maintain infection control	4x3=12	<ul style="list-style-type: none"> Ensure sufficient supplies of medical equipment and PPE are in place Ensure appropriate signage is in place to designate difference between isolation and medical rooms Ensure medical room is tidy and suitably equipped should it need to be used. Continue to undertake PPE training for relevant staff in school. 	Y	<p>Orchards has received a supply of PPE from DEMAT. It has been checked and is correct. Guidance for its use, issued by DEMAT, is in the box where the PPE is stored. 6 test kits have been received from the DfE and are stored appropriately. An additional 10 have been ordered through the DfE helpline Orchards has more than sufficient PPE to deal with current levels of COVID related incidents.</p> <p>COVID test kits have been used where staff cannot easily book a test. A further set of test kits have been ordered via the DfE</p> <p>The isolation room has been chosen because it is near to the main entrance from which a parent would collect their child and next door to a toilet. It also has a half window which provides useful ventilation.</p>	Y	1x2=2
1.8	Provision for PPE for staff is not in line with Government guidelines	3x3=9	<ul style="list-style-type: none"> Only use Trust or LA recommended suppliers for PPE 	Y	Has been used on several occasions and the control measures, including disposal of PPE are working well.	Y	1x1=1
1.9	Cleaning capacity is reduced and inadequate supplies for	4x3=12	<ul style="list-style-type: none"> Review cleaning rotas or liaise with contractors to determine availability of staff Implement daily monitoring of supplies 	Y	<p>Sourcing cleaning products has not been an issue.</p> <p>Staff are asked to leave bottles of their cleaning/sanitising products outside their classroom doors at certain times of the day so the duty 'Forth Road Bridge' COVID cleaner can</p>	Y	2x2=4

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	soap/hand sanitiser mean staff/pupils unable to maintain hygiene		<ul style="list-style-type: none"> Contact the Trust Central Team if finding it difficult to source cleaning products for support. 		<p>fill them up before people run out. Due to diligence of staff this has worked really well.</p> <p>A COVID cleaning rota is in place for 3 hours each day, however, staff are constantly wiping down classroom surfaces throughout the day. Within classes children split up for phonics. Each sub-room is sanitised before and after use. The groups contain the same children who sit in the same places in the sub group.</p> <p>Staff and children are so aware that even 1 door handle that is missed could be a source of COVID 19</p>		
1.10	Cleaning practices are not carried out effectively	3x3=9	<ul style="list-style-type: none"> Headteacher to ensure all cleaning staff used are fully aware of the cleaning requirements and guidance and arranged for daily checks to be carried out. 	Y	<p>Site Manager and HT liaise regularly. Staff are vigilant and will point out where they feel there are risks.</p> <p>Sanitiser now in every toilet area in school at the request of staff who then regularly sanitises all door and tap handles.</p>	Y	2x3=6
2	Staffing, communication, and compliance with procedures				RETURN TO TOP OF RISK ASSESSMENT		
2.1	Poor communication to stakeholders	2x3=6	<ul style="list-style-type: none"> Schools to inform parents about procedures for opening before the end of July At least monthly updates to parents to be sent by schools over Autumn term Statutory liaison with relevant LAs to be maintained. Central DEMAT best practice guide to be produced in line with feedback received prior and updated post opening on a fortnightly basis. Parental questions answered promptly by the school. 	Y	<ul style="list-style-type: none"> Weekly updates about the virus and its containment are sent to staff and parents Reading the DEMAT best practice newsletter Translators are on hand to talk with our EAL parents when they have queries Liaison has been maintained throughout the re-opening. The HT attends all the CCC zoom meetings and receives daily updates from the Education Director DEMAT resources such as posters and FAQs are available in school and their use is evident in the corridors Specific information about the Track and Trace process has been sent to parents 	Y	1x1=1

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2.2	Prolonged absence of employee due to self-isolation and/or repeated symptoms	2x6=6	<ul style="list-style-type: none"> Employees must to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to school senior management. Track & trace to be engaged with by all staff 	Y	Staff and children have already been tested and have informed the school. There have been 2 confirmed cases of COVID 19 in school with 7 staff and 1 pupil needing to self-isolate as a result. 10-15 children have been absent as a result of being asked to self-isolate as a result of someone in their household being advised to take a test. To date, all have returned to school	Y	1x1=1
2.3	Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should anyone display symptoms of COVID-19	3x3=9	<ul style="list-style-type: none"> Letter to parents and staff reminding them of the school's procedures to be sent in Aug/Sep Information on displayed on Trust and school websites. DEMAT Defender posters to be displayed in school. Display DEMAT Flowcharts in school. Staff training to be held in INSET days Reminders that if you are ill, stay at home and get tested Promote engagement with Track and Trace 	Y	<p>Will be a part of INSET Day 1 . New measures were introduced in the September training day</p> <p>Constant reminders will be made via Facebook and the school weekly bulletin</p> <p>Track and trace information will be updated according to guidance issued. Staff and parents to be encouraged to download and use the NHS App</p> <p>We are aware that not all Orchards' parents are able to read in English so efforts are being made to translate into other languages and make best use of pictures rather than text</p>	Y	2x3=6
2.4	Measures not effective because of lack of compliance by pupils or parents	2x3=6	<ul style="list-style-type: none"> Letters to parents explaining school expectations to keep children and adults as safe as possible – parents and children not prepared to adhere to these expectations will not be allowed in school because of the risk posed to others. Clear instructions displayed around the school highlighting robust hand and respiratory hygiene measures 	Y	Outside school there are many reports of children and parents on the surrounding estate ignoring government advice about social distancing and hygiene measures. However, in school there is total compliance to social distancing and hygiene. With those returning in September, this will be stressed from the start of Day 1	Y	2x2=4

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					Parents have continued to arrive to drop off and/or pick up their children at exactly the time requested. Hygiene routines are embedded into school life		
2.5	Child is sent to school with a temperature or coronavirus symptoms of which school is not aware, or in a household where symptoms are present	3x3=9	<ul style="list-style-type: none"> Follow the flow charts contained in the DEMAT guidance 	Y	The DEMAT flow chart is visible around the school	Y	1x3=3
2.6	Lack of adult capacity within a bubble to provide adequate supervision if the teacher or child is ill and needs to be isolated or needs the toilet or some other issues	3x2=6	<ul style="list-style-type: none"> Ensure that the school cover system is active so that spare adults can be moved into the class as required Changes in the 2nd July guidance show that adults can move between bubbles 	Y	<p>There are always 2 adults in a bubble. Should a member of staff be sick, there is some capacity to cover, but staff will need to move across bubbles (compliant with the latest guidance issues on 2/7/20). Movement of staff between bubbles is kept to a minimum</p> <p>TAs have been asked to 'step up' and take the class on a number of occasions when the teacher has needed to self-isolate. They have all been prepared to take up this extra challenge.</p> <p>Staff absence rates continue to be lower than normal since the school re-opened. At the time of writing cumulative pupil attendance since September 2020 is 96.1%</p>	Y	2x2=4

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2.7	Child is displaying symptoms and parent cannot be reached to collect	4x3=12	<ul style="list-style-type: none"> Child is isolated away from other children and adults. Supervising adult wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect. 	Y	<p>Child is isolated away from other children and adults.</p> <p>Supervising adult (HT or DHT) wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect. Isolation room all set up to admit a child/member of staff. This process has been enacted on 4 occasions and works well. No modifications have been required.</p>	Y	3x3=9
2.8	Possible spread of infection from a pupil, visitor or member of staff carrying the virus where there is no reason to suspect they are infected with the virus	4x3=12	<ul style="list-style-type: none"> Basic infection controls should be followed as recommended by the government and the DEMAT guidance. DEMAT Defenders posters to be displayed on every door. Governors meetings to be held remotely until further notice. Good practice to help eliminate the spread of infection is included in the Government guidance and DEMAT guidance. Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. 	Y	<p>This risk of staff or children being asymptomatic can be mitigated by sticking rigorously to the hygiene measures and using the isolation room when there is any suspicion a child/member of staff might have COVID.</p> <p>Those supervising a child whilst waiting for their parents to collect would wear PPE</p>	Y	3x3=9
2.9	Staff members do not minimise periods of contact	2x4=8	<ul style="list-style-type: none"> Limit the number of staff who can use a staffroom at any one time Provide other facilities for staff to have break periods Use online meeting facilities to conduct larger meetings Reduce the movement of staff between bubbles where possible 	Y	<p>4 different staffrooms have been set up around the school and staff allocated to a particular toilet. Where there are 2 adjacent cubicles in a toilet facility, only 1 is ever in use. Staff and children indicate they are in a particular toilet by sticking their red card to the door thus alerting others to it being in use</p> <p>Staff can only use the room they have been allocated or stay in their classroom to eat lunch or have a morning break.</p> <p>Staff sign-in has been altered to make it anti COVID compliant.</p>	Y	2x2=4

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					Staff and children enter and exit by their class door which opens to the outside. Staff can get to their classes' school entrance and exit via these doors. Four classes need to take a short corridor walk As the start and finish times are all staggered it is highly unlikely that staff and children from different bubbles will ever meet. Communal activities are not permitted, children are already in bubbles with those of like ability and they will eat lunch in their classrooms, there is no reason for staff or children to frequently use the school's corridors.		
2.10	Staff coming into work who are more at risk of infection	5x4=20	<ul style="list-style-type: none"> Where the measures detailed in the RA are applied fully, including all prevention and response measures listed on page 3, the risk is mitigated significantly and these staff should be able to return to work Liaise with DEMAT HR team for specific cases or for further advice Discuss with individuals the need for a personal risk assessment and ensure it is completed 	Y	<p>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</p> <p>1 member of staff had to isolate during the current lockdown as she has been classed as CEV. DEMAT HR aware.</p> <p>1 member of staff is back after a BAME RA had been conducted</p> <p>3 members of staff will return, via a phased return package, agreed with the school HR Officer. The aim is for them to be back full time within 3 weeks. All staff are now back full time.</p> <p>In collaboration with CoE colleagues, a decision was taken to suspend the socially distanced coffee mornings in school. A series of zoom meetings and 1:1 'walk and talk' events outside have replaced these events.</p>	Y	2x2=4
3	Management of site		<u>RETURN TO TOP OF RISK ASSESSMENT</u>				
3.1	Classrooms are set up in a manner that allows children to face one another	3x4=12	<ul style="list-style-type: none"> Arrange classrooms with forward facing desks so that pupils do not face one another 	Y	Some bubbles are bigger than others so the larger bubbles have taken over the larger classrooms. Desks all face forwards and there is as much distance at the front of the classroom between children and teacher as can possibly be managed. Some non-essential classroom furniture has needed to be removed to ensure the	Y	1x2=2

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	for extended periods of time				maximum amount of social distancing space can be achieved whilst leaving a walkway for the teacher and TA. Care has been taken not to block fire exits with desks. Children have been tested in En and ma. Where within a class there are misconceptions children will move seats to sit in smaller intervention groups. Where this happens staff will sanitise the tables and chairs before and after the move. Children will carry their own trays to their new seat. Staff have been given clear guidance as to when this is permitted and the associated cleaning procedures.		
3.2	Due to staff absence a large number of supply teachers or visiting specialists are on site	3x3=9	<ul style="list-style-type: none"> Try to accommodate cover arrangements internally where possible, including using TAs under the instruction of a qualified teacher. Where agency staff are to be used ensure they are aware of all site procedures Consider booking agency staff for longer assignments to minimise the number of other schools they visit. 	Y	<p>Orchards has capacity to cover its own staff for PPA and to cover minor bouts of staff sickness</p> <p>A recently retired teacher, who knows the children, has said that she will act as a cover teacher should it be needed so the risk of needing agency staff is small unless there is an outbreak of COVID in a bubble. In this eventuality the teacher in the bubble would be self-isolating and members of SLT would take over planning online learning for that bubble.</p> <p>Currently staff absence rates have been low and no external cover has been needed. To facilitate pupil progress meetings an agency member of staff spent 3 days teaching at Orchards. The supply teacher had her own staffroom area though she did move between bubbles. Teaching Personnel risk assessment is for supply teachers to stay 2 m away from pupils as far as is possible.</p>	Y	2x2=4
3.3	After school club has a mixture of year groups attending	2x3=6	<ul style="list-style-type: none"> In the first instance maintain pupils in the bubbles they are in during the school day If this is not possible then place pupils in small, consistent groups 	Y	<p>Clubs are well- attended and now split into KS1 and KS2 opportunities. Only activities that can be run in a socially distanced manner are permitted. Equipment is sanitised before and after each club</p> <p>Breakfast club is running with less capacity and greater social distancing. Booking is in advance only so staff can</p>	Y	1x2=2

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			<ul style="list-style-type: none"> Consider delaying the opening of after school club to some year groups to cater for the bubbles in greatest demand 		<p>prepare appropriate seating. As far as possible each child sits next to the same child every morning and they sit side by side and are not permitted to move from their seat. There is a quarantine system for games and puzzles and children know how this works to keep them safe.</p> <p>Each club will be held outside for the first half term although as the weather is growing colder, an indoor hall has been made available. The club still takes place with good social distancing measures in place.</p> <p>Street Dance and Computer club will open up again after October half term. Dance Club has produced their own risk assessment and to maximise numbers they will be using 2 halls so the children have room to move whilst being socially distanced.</p> <p>Fun and faith plus computer club did not run during lockdown as it was considered that activities in these clubs encourage close collaboration between children and that despite COVID measures being put into place some children might just not be able to contain themselves!</p>		
3.4	The number of pupils and staff on site creates too many opportunities for Government guidance to be breached	3x4=12	<ul style="list-style-type: none"> Minimise the number of external visitors to the site as much as possible All visitors to be recorded to adhere to track & trace guidance No large gatherings such as assemblies, parents evenings or performances 	Y	<p>No external visitors will be permitted onsite for the whole of September 2020 (Extenuating circumstances (flood) meant it was necessary from a safety viewpoint to have contractors on site. See section 3.12 for further detail.</p> <p>Any contractors or grounds maintenance will need to leave personal details for the track and trace programme.</p> <p>No collective worship except via teams will be permitted.</p>	Y	1x1=1

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					Contractors have been permitted onsite during the day in order to rectify damage in the Wellbeing area caused by the flood. The Site Manager liaises with the company in advance to agree what COVID control measures need to be in place. There have been no breaches of these protocols. REL also aware.		
3.5	Pupil's behaviour on the return to school does not comply with school guidelines	3x3=9	<p>Clear messaging to pupils on the importance and reasons for control measures are reinforced throughout the school day by staff and through posters. For young children this is done through age-appropriate methods such as stories and games.</p> <ul style="list-style-type: none"> • Staff model behaviour consistently. • The movement of pupils around the school is minimised. • Break times and lunch times are structured to support maintenance of bubbles and are closely supervised. • The school's behaviour policy has been revised to include compliance with measures and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of measures and arrangements are reviewed. • Messages to parents reinforce the importance of the measures are sent by the school. 	Y	<p>The school's behaviour policy has been revised to include compliance with measures and this has been communicated to staff, pupils and parents.</p> <p>Clear, consistent and persistent messaging to pupils about the school's social distancing procedures</p> <p>The start, finish and lunchtime are staggered to ensure maintenance of bubble integrity</p> <p>Children should not need to walk along corridors as toilets will be near their classroom and entrance and exit to the outside iv via their classroom external door.</p> <p>There have been 57 exits to date for 17 different pupils. Children are sent to Wellbeing where tables are well distanced and strict sanitising procedures are in operation before and after each exit. Reflection sessions are run with very small numbers in the Orange Hall</p>	Y	3x2=6

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3.6	Movement around the site results in social distancing breaches	3x4=12	<ul style="list-style-type: none"> • Movement to be restricted within bubble areas or classrooms • Wider movement around the school to be supervised • Where movement of bubble groups cross paths ensure pupils remain at opposite edges of corridor 	Y	<p>Due to the start, finish, children eating in classrooms and access to the outdoors through each classroom, it is highly unlikely children will meet in the corridor.</p> <p>Should this happen when a child is moving to the front of school to be picked up or has been late for school, there is a system to keep to the left in all the corridors. The demarcation line is marked out by hazard tape.</p>	Y	1x4=4
3.7	Lunch and break times provide social distancing breaches as pupils circulate	3x4=12	<ul style="list-style-type: none"> • Either stagger lunch breaks to reduce risk of bubbles merging OR • Zone off areas of the playground and/or field to give each bubble space to occupy • Dining room can be used but not for more than one bubble at a time – if used tables must be cleaned between bubbles 	Y	<p>Break and lunch are staggered and children eat their packed lunch in the classrooms. Tables are sanitised after the children have eaten.</p> <p>Each bubble now has access to whole class lunch activity club provided by an external provider. Procedures adhere to COVID 19 guidance. The school has been provided with a comprehensive risk assessment from the provider, Premier Sport.</p> <p>Areas of the playground and field are zoned off for different bubbles to use.</p>	Y	1x1=1
3.8	Toilet queues and handwashing queues breach bubbles	3x4=12	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet throughout the day to help avoid queues. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	<p>All toilets will be opened up to avoid queues. A red card system will be in use.</p> <p>Handwashing takes place via a combination of washing with soap and water plus hand sanitiser.</p> <p>Floor markings are in place should a queue form.</p> <p>Children are reminded every morning about the need for hand hygiene. This will be monitored by SLT</p>	Y	3x3=9

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3.9	Start and end of the school day provides opportunities for parents to congregate and breach social distancing guidelines	3x4=12	<ul style="list-style-type: none"> Stagger arrivals OR Use separate entrances OR Line pupils up in zones across playground before entry to school OR School based method of minimising congregation of people outside the school 	Y	<p>Starts and finishes are staggered with parents being reminded of the importance of arriving at the correct time.</p> <p>The school has created 4 entrances meaning that the combination of staggered starts across 4 entrances (including 1 way systems) ensures that parents will not be in large groups where they are tempted to congregate</p> <p>Items in the weekly newsletter will encourage parents not to congregate around the school gate as would normally be encouraged after morning drop off.</p>	Y	2x4=8
3.10	Fire procedures are not appropriate to cover new arrangements	5x4=20	<ul style="list-style-type: none"> Headteacher to review fire procedure protocol and amend in line with current school arrangements. Fire drill must take place within 3 days of all pupils being in school full time 	Y	<p>Headteacher and Site Manager to Review Fire Plan in advance of INSET Day on 3 Sep 2020. New Fire Wardens will need to be identified given initial training before 3 Sep 2020</p> <p>Fire Drill to take place on 9/10 Sep 2020 All new fire marshals have been allocated. Two have yet to complete the online training (deadline 2nd October).</p> <p>Fire Drill took place on 23rd September. Building was vacated in 3.5 minutes. This was a known fire drill. An unannounced fire drill is scheduled for week beginning 12th October</p>	Y	1x2=2
3.11	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed	4x3=12	<ul style="list-style-type: none"> Review the compliance checklist contained within DEMAT guidance Contact Rachel Lamb with queries 	Y	<p>Statutory compliance checks occurring over the summer.</p> <p>External RPA audit on 21st July will identify areas for improvement</p>	Y	1x4=4

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3.12	Contractors working on site may pose social distancing risk	3x3=9	<ul style="list-style-type: none"> All works that take place, must be coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team or have been approved in advance. Ensure all essential visits by contractors are aware of the school's opening arrangements and carry out a risk assessment prior to any visit. 	Y	<p>Contractors have their own COVID 19 policies and procedures for example, several of them wear masks whilst on the school site</p> <p>All contractor visits will be risk assessed in advance including provision for use of school toilets. The site manager will oversee these risk assessments and they are all verified by Rachael Lamb.</p> <p>The significant flood at Orchards has meant that unusually contractors have been permitted on site during term time. In order to speed up the refurbishment programme. Walls and ceilings have already been stripped in advance of dehumidifiers being installed. Risk assessments for this process have been checked by the Site Manager and Rachael Lamb</p>	Y	1x2=2	
4	Safeguarding, and mental health						RETURN TO TOP OF RISK ASSESSMENT	
4.1	Pupil's mental health has been adversely affected during the period of closure	4x3=12	<ul style="list-style-type: none"> All staff to be made aware of the Government guidance – Guidance for the public on the mental health and well-being aspects of coronavirus. Refer to additional support within the DEMAT guidance Liaise with Dense Woodhouse for specific guidance 	Y	<p>The 'hard to reach children' will return in September. The wellbeing team is set up to support using the Thrive programme and DEMAT resources.</p> <p>Cumulative attendance to 27/11/20 is 96.1%, PP attendance is 94.2%</p> <p>The SENCO will risk assess all children with EHCPs</p> <p>Orchards staff are aware of the advice in the DEMAT Full opening guidance Pack. All risk assessments for EHCP children are complete.</p>	Y	3x3=9	

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4.2	Members of staff's mental health has been adversely affected during the period of closure	4x3=12	<ul style="list-style-type: none"> Explicitly and formally acknowledge that this may have happened. Open channels of communication between staff and senior leaders so that staff know how they may communicate needs and are encouraged to do so. Review access to professional services and signpost these where available. Collaborate with Trust Central Team to know what is available within Local Authorities and work with Trust leads to establish good practice. Staff have been reminded and provided with information in relation to the trust-wide EAP. 	Y	<p>To date, 97 of 100 staff have returned to work and there are plans for the remaining 3 to return to work over a phased period of return over 3 weeks.</p> <p>All staff will be back FT from 2/12/20 Those who have been shielding since the beginning of lockdown have been invited into the building to discuss a phased return with the HR officer. All attended before the summer vacation and reported they felt far less anxious about coming back to work. Phased returns have been completed and everyone is back to their full time (or pro rata) hours</p> <p>To date, returners have soon regained their confidence. However, the HR officer is actively looking out for those who are distressed or anxious over time and will signpost to other services as appropriate. 1 member of staff has stated she is anxious about being with children in a small space. We have explored running speech and language (15 mins only) sessions in a covered outdoor space.</p>	Y	2x3=6
4.3	Staff have not received updated safeguarding training for the new year	3x3=9	<ul style="list-style-type: none"> All staff to receive basic safeguarding updates at the September INSET KCSIE 2020 to be distributed to all staff; All staff have signed to say they have read, understood and will abide by Part One and Annex A Safeguarding policies to be updated in line with updated KCSIE 2020 & COVID-19 Appendix updated with any temporary amendments to the annual policy 	Y	<p>All staff to receive basic safeguarding updates at the September INSET</p> <p>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</p> <p>Safeguarding policies to be updated in line with updated KCSIE 2020 & COVID-19. Appendix updated with any temporary amendments to the annual policy. Policies have been updated and sent to governors for ratification</p>	Y	1x1=1