

Full opening of schools - September 2020

RISK ASSESSMENT

SCHOOL NAME: Mepal and Witcham Church of England Primary School
Number on roll: 87 and 23 under 4's

Current document version: 8

Quality assurance cycle

Initial approvals	Dates
Consultation with staff	13.7.20
Headteacher completion	13.7.20
H&S Manager sign off	30.7.20
CEO Sign Off	19.8.20
DEMAT Board informed	

Monthly RA review cycle

Review date	Version No	H&S Manager	CEO	Board
1 st October	2	01/10/20	5/10/20	
1 st November	3	26/10/20	27/10/20	
1 st December	4	02/12/20	02/12/20	
6 th January 2021	5	20/1/21		
8 th February 2021	6	8/2/21		
2 nd March 2021	7	2/3/21		
23 rd April 2021	8	23/4/21		

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 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:	Mepal and Witcham Church of England Primary School	Assessment conducted by – name:	Mrs Louise Lomax		
Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers	Assessment conducted by – job title:	Head Teacher		
Assessment date:	01/07/2020	Review interval:	1 month	Date of next review:	01/07/2021

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](#)

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#) Jan 2021

Ref	Area for concern	Risk rating prior to action (severity x likelihood)	Control measures	In place? (Yes/No)	Additional school measures / comments	In place? (Yes/No)	Residual risk rating (severity x likelihood)
1	Pre-opening	<u>RETURN TO TOP OF RISK ASSESSMENT</u>					
1.1	Pupils are allowed to return in the same structure as was in place in March 2020	3x3=9	<ul style="list-style-type: none"> School to determine appropriate use of protective bubbles Either class based bubbles OR Year group bubbles OR Key stage bubbles (smaller schools) Pupils informed about importance of remaining within their bubble 	yes	<p>The children are in Class Bubbles, Owls, Robins, Kestrels and Herons. The children have a zone which is for their use only. These zones each have toilet facilities. Within the hall there is a set space for lunch and before and after school activities.</p> <p>Children have set entry points for their zone and there is a staggered start and end to the school day.</p> <p>Children are made aware of the importance of staying in their zone.</p>	yes	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. 	yes	<p>Staff are reminded of the adaptations that have been made in light of COVID at the start of the new academic Year. Training days took place on 3rd September/ 4th January Intimate care policy updated.</p>	yes	2x1=2
1.3	Control measures not effective because people not aware of infection control requirements	3x3=9	<ul style="list-style-type: none"> DEMAT Defender posters to be displayed in reception, classrooms and other areas used. Letters to parents to be sent reminding them of the importance of the essential hygiene measures and adherence to engagement with track & trace. Reinforce to staff as part of on-going training - Refer to and ensure all staff are aware of guidance and requirements. 	yes	<p>Parent and Pupil guidelines sent out to parents at the start of the term to reinforce the measures in place. Staff were reminded of measures before (July) and on training day 3rd September.</p> <p>Weekly reminders in whole school Google Meet assemblies of the measures in place.</p> <p>Newsletter to contain weekly reminders to parents/carers.</p> <p>Letter regarding reopening on the 8th sent out</p>	yes	3x1=3

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1.4	Risk assessments are not regularly assessed	3x3=9	<ul style="list-style-type: none"> Risk assessments updated and reviewed monthly – sent to Joanne Patterson, Compliance Officer Fortnightly return (survey) of adherence to current risk assessments by schools to confirm continued compliance to Joanne Patterson, Compliance Officer 	yes	Risk assessments are regularly reviewed and updated	yes	3x1=3
1.5	Weak Governance control of risk	3x4=12	<ul style="list-style-type: none"> Use of Health & Safety Trustee group to provide feedback when required Chief Executive delegated to approve Risk Assessments before reporting to Trust Board Fortnightly return by all schools of compliance to RA/guidelines. Local governor updates by Headteacher utilising appropriate forms of communication 	yes	Head to speak to Chair of Governors weekly. Chair of Governor to keep Governors updated. Extra Governor meetings to be arranged if needed. Risk assessments returned to Trust for checking and ensuring compliant with latest guidance	yes	3x1=3
1.6	The lack of availability of First Aiders, including Paediatric First Aiders (where required), and Designated Safeguarding Leads puts children's safety at risk	4x2=8	<ul style="list-style-type: none"> Ensure there are the appropriate number of First Aiders, Paediatric First Aiders for under 5's and Designated Safeguarding Leads available and at school, and their training is up to date. 	yes	Staff in Owls class completed Paediatric First aid training 15 th 16 th July. New appointments in Owls have Paediatric First Aid qualification. All teaching staff have been first aid trained. One safeguard leads within school has up to date training. Link made to DSL at Ely ST Mary's to ensure cover if required	yes	4x1=4

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1.7	Medical and isolation rooms are not adequately equipped or designated to maintain infection control	4x3=12	<ul style="list-style-type: none"> Ensure sufficient supplies of medical equipment and PPE are in place Ensure appropriate signage is in place to designate difference between isolation and medical rooms Ensure medical room is tidy and suitably equipped should it need to be used. Continue to undertake PPE training for relevant staff in school. 	yes	A room is identified as a space to go to if need arises. PPE equipment is available within room. Staff have completed training on the use of PPE. Refresher training was given on correct use of PPE as part of September training.	yes	4x1=4
1.8	Provision for PPE for staff is not in line with Government guidelines	3x3=9	<ul style="list-style-type: none"> Only use Trust or LA recommended suppliers for PPE 	yes	Sufficient PPE equipment supplied by DEMAT	yes	3x1=3
1.9	Cleaning capacity is reduced and inadequate supplies for soap/hand sanitiser mean staff/pupils unable to maintain hygiene	4x3=12	<ul style="list-style-type: none"> Review cleaning rotas or liaise with contractors to determine availability of staff Implement daily monitoring of supplies Contact the Trust Central Team if finding it difficult to source cleaning products for support. 	yes	Cleaner comes in for ½ hr at lunchtime to clean the cubicles/ handles etc and 2 hrs after school Caretaker monitors supplies daily Relief cleaner available Appointed an additional cleaner for 4hrs a week due to the opening of the Foundation Unit. Cleaning material in all bubbles out of children's reach for staff to use at regular intervals and when needed	yes	3x1=3
1.10	Cleaning practices are not carried out effectively	3x3=9	<ul style="list-style-type: none"> Headteacher to ensure all cleaning staff used are fully aware of the cleaning requirements and guidance and arranged for daily checks to be carried out. 	yes	Checklist in place in each zone for cleaner to check off Caretaker to check area Checklists to be stored in office	yes	3x1=3
2	Staffing, communication, and compliance with procedures				<u>RETURN TO TOP OF RISK ASSESSMENT</u>		
2.1	Poor communication to stakeholders	2x3=6	<ul style="list-style-type: none"> Schools to inform parents about procedures for opening before the end of July At least monthly updates to parents to be sent by schools over Autumn term Statutory liaison with relevant LAs to be maintained. 	yes	Weekly newsletters to continue reinforcing DEMAT Defenders, updates, new information. School displaying reminders and addition information.	yes	2x2=4

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			<ul style="list-style-type: none"> 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. 				
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 	yes	Following guidance All school staff taking part in the lateral flow tests twice weekly	yes	2x2=4
2.3	Staff, pupils and parents are not aware of the school's procedures (including self-isolation and testing) should anyone display symptoms of COVID-19	3x3=9	<ul style="list-style-type: none"> Letter to parents and staff reminding them of the school's procedures to be sent in Aug/Sep Information on displayed on Trust and school websites. DEMAT Defender posters to be displayed in school. Display DEMAT Flowcharts in school. Staff training to be held in INSET days Reminders that if you are ill, stay at home and get tested Promote engagement with Track and Trace 	yes	training day held on 3 rd September to reinforce procedures. Flow chart on display staff room, office and heads office Weekly newsletter to continue to reinforce DEMAT Defenders, recent updates and new information received. Information and training regarding lateral flow testing has been received All staff engaging with process.	yes	3x1=3
2.4	Measures not effective because of lack of compliance by pupils or parents	2x3=6	<ul style="list-style-type: none"> Letters to parents explaining school expectations to keep children and adults as safe as possible – parents and children not prepared to adhere to these expectations will not be allowed in school because of the risk posed to others. Clear instructions displayed around the school highlighting robust hand and respiratory hygiene measures 	yes	Signage in place around school Additional information regularly emailed out	yes	2x2=4
2.5	Child is sent to school with a temperature or coronavirus symptoms of which	3x3=9	<ul style="list-style-type: none"> Follow the flow charts contained in the DEMAT guidance 	yes	Parents informed not to send children to school if showing symptoms Highlighted weekly on the school newsletter	yes	2x2=4

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	school is not aware, or in a household where symptoms are present						
2.6	Lack of adult capacity within a bubble to provide adequate supervision if the teacher or child is ill and needs to be isolated or needs the toilet or some other issues	3x2=6	<ul style="list-style-type: none"> Ensure that the school cover system is active so that spare adults can be moved into the class as required Changes in the 2nd July guidance show that adults can move between bubbles 	yes	Capacity of staff within school to cover. HLTA, Headteacher available An additional staff member is being employed to ensure adequate cover for the foundation unit if staff are absent. To ensure Staffing in Foundation meets correct ratios a timetable of staff has been drawn up	yes	3x1=3
2.7	Child is displaying symptoms and parent cannot be reached to collect	4x3=12	<ul style="list-style-type: none"> Child is isolated away from other children and adults. Supervising adult wears appropriate PPE equipment and follows social distancing, until parent/carer can be contacted to collect. 	yes	Room set aside if needed for this instance PPE equipment at hand outside of room.	yes	4x2=8
2.8	Possible spread of infection from a pupil, visitor or member of staff carrying the virus where there is no reason to suspect they are infected with the virus	4x3=12	<ul style="list-style-type: none"> Basic infection controls should be followed as recommended by the government and the DEMAT guidance. DEMAT Defenders posters to be displayed on every door. Governors meetings to be held remotely until further notice. Good practice to help eliminate the spread of infection is included in the Government guidance and DEMAT guidance. Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. 	yes	Measures in place according to guidance All adults should wear face masks within communal areas if effective social distancing cannot be achieved. Volunteers , music teachers ,play therapist out and P.E. support carrying out lateral flow tests	yes	3x2=6

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)
2.9	Staff members do not minimise periods of contact	2x4=8	<ul style="list-style-type: none"> Limit the number of staff who can use a staffroom at any one time Provide other facilities for staff to have break periods Use online meeting facilities to conduct larger meetings Reduce the movement of staff between bubbles where possible 	yes	<p>No more than 4 members of staff in staffroom., staff to wear face covering if not sat down. Staff from different Bubbles to keep 2m distance and not spend more than 10 mins together in same room. Timetable for use of staffroom in place</p> <p>Small kitchen and Foundation Kitchen available for staff as well as staffroom.</p> <p>Staff to wear face coverings when moving around school.</p> <p>Staff meetings to take place on line or on site if social distancing can be maintained and there are no more than 6 adults present Limited movement between Bubbles</p> <p>Staff frequently reminded to minimise periods of contact.</p> <p>Staff to use external doors to move around school as much as possible.</p>	yes	2x3=6
2.10	Staff coming into work who are more at risk of infection	5x4=20	<ul style="list-style-type: none"> Where the measures detailed in the RA are applied fully, including all prevention and response measures listed on page 3, the risk is mitigated significantly and these staff should be able to return to work Liaise with DEMAT HR team for specific cases or for further advice Discuss with individuals the need for a personal risk assessment and ensure it is completed 	yes	Following control measures	yes	3x3=9
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 for extended periods of time	3x4=12	<ul style="list-style-type: none"> Arrange classrooms with forward facing desks so that pupils do not face one another 	yes	<p>3 classrooms are set up in rows</p> <p>Foundation unit children's working areas spaced out</p> <p>Hall set up for lunch so children are not facing each other</p>	yes	3x1=3

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3.2	Due to staff absence a large number of supply teachers or visiting specialists are on site	3x3=9	<ul style="list-style-type: none"> Try to accommodate cover arrangements internally where possible, including using TAs under the instruction of a qualified teacher. Where agency staff are to be used ensure they are aware of all site procedures Consider booking agency staff for longer assignments to minimise the number of other schools they visit. 	yes	Supply teachers on payroll, HLTA available to cover, Head available to cover	yes	3x1=3
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 Consider delaying the opening of after school club to some year groups to cater for the bubbles in greatest demand 	yes	<p>Breakfast club to be in the hall which is sectioned into four zones one for each bubble the children do not change zones and stay in their bubble The hall is large and there is a limit of 15 children at any one session . The same applies for the after school club. After school club is meeting outdoors as much as possible</p> <p>Booking of provision is made in advance so appropriate space can be sorted.</p>	yes	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"> Minimise the number of external visitors to the site as much as possible All visitors to be recorded to adhere to track & trace guidance No large gatherings such as assemblies, parents evenings or performances 	yes	<p>Assemblies via Google meet or zoom.</p> <p>Parents are invited to join celebration assembly on line through zoom.</p> <p>Parent meetings to happen via phone/google meet or zoom.</p> <p>Aschool performances planned for the end of summer term to be recorded</p> <p>Staff to be reduced on site and work from home where possible</p>	yes	3x1=3
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"> Staff model behaviour consistently. The movement of pupils around the school is minimised. 	yes	<p>Movement round the school is minimised. Playtimes and lunchtimes are staggered.</p> <p>Curriculum time in first couple of weeks back set aside to reinforce behaviour expectations.</p> <p>Expectations to be shared with parents.</p> <p>September Inset was used to reinforce behaviour expectations reinforced again for return on the 8th March</p>	yes	3x2=6

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			<ul style="list-style-type: none"> 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. 				
3.6	Movement around the site results in social distancing breaches	3x4=12	<ul style="list-style-type: none"> Movement to be restricted within bubble areas or classrooms Wider movement around the school to be supervised Where movement of bubble groups cross paths ensure pupils remain at opposite edges of corridor 	yes	Children to remain in their bubbles/zones One bubble to move at a time	yes	3x1=3
3.7	Lunch and break times provide social distancing breaches as pupils circulate	3x4=12	<ul style="list-style-type: none"> Either stagger lunch breaks to reduce risk of bubbles merging OR Zone off areas of the playground and/or field to give each bubble space to occupy Dining room can be used but not for more than one bubble at a time – if used tables must be cleaned between bubbles 	yes	Staggered break and lunchtimes. Children on playground at separate times. Robins, Kestrels and Herons Bubbles to eat at separate times in dining hall. Tables and chairs to be wiped down after use. Foundation Unit to eat at far end of school hall	yes	3x1=3
3.8	Toilet queues and handwashing queues breach bubbles	3x4=12	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet throughout the day to help avoid queues. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	yes	Each Bubble has exclusive access to a minimum of 2 toilets, 3 sinks. Instructions on handwashing are on display in the toilets. Staff to monitor children leaving to go to the toilet	yes	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 	yes	Staggered arrival and departures 2 different gates to be used. Separate places to line up for class.	yes	3x3=9
3.10	Fire procedures are not appropriate to cover new arrangements	5x4=20	<ul style="list-style-type: none"> Headteacher to review fire procedure protocol and amend in line with current school arrangements. Fire drill must take place within 3 days of all pupils being in school full time 	yes	Fire exit routes not affected by Bubbles/zones. Regular fire drills are planned	yes	3x1=3
3.11	Building statutory compliance checks (as set out in the DEMAT Premises Guidance) have not been completed	4x3=12	<ul style="list-style-type: none"> Review the compliance checklist contained within DEMAT guidance Contact Rachel Lamb with queries 	yes	Following control measures	yes	4x1=4
3.12	Contractors working on site may pose social distancing risk	3x3=9	<ul style="list-style-type: none"> All works that take place, must be coordinated by Rachael Lamb, Building Surveyor for the Trust Central Team or have been approved in advance. Ensure all essential visits by contractors are aware of the school's opening arrangements and carry out a risk assessment prior to any visit. 	yes	Following control measures. Risk assessments asked for from contractors A portaloo to be provided by contractors so that they don't enter school building whilst work is being completed	yes	3x1=3
4	Safeguarding, and mental health				<u>RETURN TO TOP OF RISK ASSESSMENT</u>		
4.1	Pupil's mental health has been adversely affected	4x3=12	<ul style="list-style-type: none"> All staff to be made aware of the Government guidance – Guidance for the public on the mental health and well-being aspects of coronavirus. Refer to additional support within the DEMAT guidance Liaise with Dense Woodhouse for specific guidance 	yes	Following control measures. Contact with Wellbeing team and Acorn project Family Worker available to offer support	yes	2x3=6

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	during the period of closure				TA training as an ELSA		
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. 	yes	Support available within Trust. Support available through well being team and Acorn project and the DEMAT wide EAP, staff are reminded of these.	yes	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 	yes	Completed at September INSET New staff to complete safeguarding training on line	yes	3x1=3