



## Dunsford Community Academy Summary Risk Assessment: Phased Opening For Schools During Covid-19

As part of the planning for the gradual re-opening of schools, from 1st June, risk assessments have been created using the DfE Guidance, DfE Planning Tool, Local Authority Model Risk Assessments and The Health and Safety Executive. The summary identifies the risks associated with opening the school and the measures we are able to put in place to manage the risk. From this we have identified the level of risk - high, medium, low. The **red**, **amber**, **green** indicates the risk after control measures have been put in place. Where the RAG remains high (red) this is because although the likelihood of risk has been lowered by control measures, the severity of the risk still remains high.

This information in this summary document is taken from our detailed assessments. Our risk assessments are subject to change as new guidance becomes available and we review our practices.

School: Dunsford Community Academy	Risk Assessor: Head of Academy and Trust Health and Safety Lead	Ref: 01/06/20 Phased Reopening
Description of Risk Assessment	Assessment of risk involved in the phased re-opening of school and nursery sites following the COVID-19 lockdown. On 11th May, the UK government announced plans that Schools and nursery settings should plan to open with effect of 1st June 2020 for children in Nursery, Reception, Year 1 and Year 6. This partial reopening will be alongside the existing requirement for schools to accommodate children of key workers and vulnerable children. The COVID-19 virus is a contagious condition which can result in fatality for a large number of people. There are a number of people considered to be at higher risk than others, due to underlying health conditions. It is considered that the risk to young people (children) is greatly reduced by the evidence seen in the UK and other countries. Detailed guidance from the DfE can be found here: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educati">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educati</a>	

	Identified Risk	Measures To Manage and Reduce Risk	Risk after measures in place	Who is Responsible
1.	Entrance and exit to the school site causing large groups of parents inside school grounds and compromising social distancing requirements.	<p>There is one narrow entrance to the school, which is of concern as a bottleneck. It is a risk to keeping a safe social distance, as there is a blind corner. A one-way system is not practical.</p> <ul style="list-style-type: none"> <li>• Only parents of Nursery / EYFS children who have no older siblings attending access the site may wait in the playground - must wait for permission to enter the site from the Head of Academy. All other parents will wait at safe distances outside or in their cars down at the Butts end of the village.</li> <li>• Older children who can walk safely home on their own should do so and permission for this will be sought.</li> <li>• Most parents will wait outside the school gate, on the pavement at safe distances from other parents.</li> <li>• If possible, any other siblings or wider family members will not attend to drop off or pick up (to reduce the number of people gathering).</li> <li>• If arriving by car, parents will gather at the Butts end of the village and drive past slowly at 3pm or 3:30pm, stopping one at a time for their child to get in.</li> <li>• The Head of Academy will be on duty at the gate, to see parents coming and send children out safely when their car is arriving and has stopped. The village is quiet and an informal one-way traffic system is feasible.</li> <li>• The Head of Academy will also move parents on, discouraging social mixing and conversation etc.</li> </ul>		<p>Head</p> <p>Staff</p> <p>Parents</p> <p>Children</p>
2.	Parents gathering at	See risk 1. Parents' drop-off and pick-up protocols planned to minimise adult to		Head

	<p>school gate not adhering to social distancing requirements and risk spreading the virus.</p>	<p>adult contact.</p> <ul style="list-style-type: none"> <li>● Parents will be clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely).</li> <li>● Pod 1 children will exit the school from the Kingfisher fire door or the door by the girls' toilets and will wait in the Quiet Area of the playground, distanced on their 'spots'. Pod 1 staff to supervise.</li> <li>● Pod 2 children will stand on their spot in the main playground, distanced from each other and supervised by pod 2 staff.</li> <li>● All children will wait on their spot until told by the Head of Academy to leave.</li> <li>● Parents will be informed in advance of the rules and the expectations eg <ul style="list-style-type: none"> <li>○ no chat with staff or with other parents</li> <li>○ leave the village asap</li> <li>○ follow the government guidance at all times re social distancing</li> <li>○ Head of Academy to remind of the protocols as necessary eg. in parent communications</li> <li>○ please do not be late, as this might risk children from different pods waiting together.</li> </ul> </li> </ul>		<p>Parents Children</p>
<p>3.</p>	<p>Unable to follow social distancing within all areas of the school during the school day and risk spreading the virus.</p>	<p>Ref: The DFE Planning Guide for Primary Schools (14th May 2020)</p> <ul style="list-style-type: none"> <li>● Children will be in small groups called pods - no more than 15 pupils per pod and at least one member of staff per pod.</li> <li>● Desks will be spaced as far apart as possible.</li> <li>● Plans will be kept of seating in rooms and KS1/KS2 children will be encouraged to sit in the same place when they are in the room.</li> <li>● 'Play areas' will be set up in each pod for EYFS / SEND children.</li> </ul>		<p>Head Staff children</p>
<p>4.</p>	<p>Increased numbers of pupils and staff in shared areas during breaks compromising social distancing between adults and pods.</p>	<ul style="list-style-type: none"> <li>● Both pods will have a completely separate section of the school and will not need to mix at all.</li> <li>● The field will be divided into two. Each pod will access their marked area of the field and never mix, with separate entrances on and off the field and a 3m wide 'exclusion zone', marked by cones and tape, in the middle.</li> <li>● Pod1 children will access the Quiet Area of the playground, Pod2 will access the EYFS outdoor area, should it be wet.</li> <li>● No cycles on site, as the Bike Shed is in the Pod1 zone.</li> </ul>		<p>Head staff</p>

		<ul style="list-style-type: none"> <li>As there will be 2 staff members per pod, pod staff can release each other for breaks or non-assigned staff can supervise from a safe distance for short periods.</li> <li>Separate staff rest areas / facilities for each pod.</li> </ul>		
5.	Increased numbers of pupils in shared areas during lunchtime compromising social distancing between adults and pods.	<p>The two pods can share the site easily with:</p> <ul style="list-style-type: none"> <li>separate indoor and outdoor spaces</li> <li>separate toilets and handwashing facilities</li> <li>separate areas of the field and separate playgrounds</li> <li>separate staff rest areas and facilities</li> <li>school meals delivered to the classrooms by the catering provider - no one eats in the Dining Room.</li> </ul>		Head Staff Children
6.	Changes to building use being safe for pupils & staff e.g. storage, one way systems, floor tape.	<ul style="list-style-type: none"> <li>Risk assessment for changes &amp; monitoring ensure fire, first aid and other Health &amp; Safety needs are met.</li> <li>Spare furniture and resources will be stored up in the spare classroom upstairs or in the Otter classroom.</li> <li>No entry into the lobby area of the school will be allowed by anyone except Head of Academy and the Administrator.</li> </ul>		Head
7.	Staff rooms and offices not able to comply with 2m social distancing for adults and safe working practice.	<ul style="list-style-type: none"> <li>Unnecessary gatherings indoors - staff to gather outdoors as much as possible at safe distances when gatherings are necessary.</li> <li>Visibility panels are present in all doorways.</li> <li>The 2 staff pods will have separate 'staff' areas and toilets.</li> <li>Head of Academy and administrator to use separate facilities again.</li> <li>Staff from either pod will not access the admin area (administrator and Head of Academy offices).</li> <li>Photocopying will need to be produced by staff in the admin area wearing gloves and passed to colleagues from either pod through the hatch/doorway.</li> <li>Phonecalls home from pod 1 by administrator/Head of Academy, pod 2 using school mobile.</li> </ul>		Head Staff
8.	Lack of ventilation and the risk of spreading the virus.	<ul style="list-style-type: none"> <li>Weather permitting, all windows and doors propped open and as much time spent outside as possible.</li> <li>Both pods can have a separate area of the field.</li> <li>Freeflow indoor / outdoor play possible for EYFS in both pods.</li> <li>Chapter 8 fences on site used strategically to signpost flow, alongside</li> </ul>		Head Staff

		hazard-taped areas.		
9.	Shortage of teachers and support staff to maintain staff to pupil ratio and provide services such as first aid; cleaning; safeguarding support and 1:1 LSA support where required.	<p>Staff audit as per the <i>"DFE Planning Guidance for Primary Schools"</i> document will determine ratios of staff to pupils. If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p> <p>To cover our pupil numbers in phase one school opening we will need:</p> <ul style="list-style-type: none"> <li>● Keyworker children: 8 in Nursery, 14 in Otters, 15 in Kingfishers (37 in total)</li> <li>● EHCP and Vulnerable children: an additional 2 children - 2 staff to meet needs</li> <li>● Nursery: (19 children part time - an additional 11 to the above) 1 class - 2 staff to meet ratios</li> <li>● Reception: (5 children - an additional 1 to the above) part of a class - 1 staff</li> <li>● Year 1: (12 children - an additional 6 to the above) part of a class - 1 staff</li> <li>● Year 6: (5 children - an additional 1 to the above) part of a class - 1 staff</li> <li>● TOTAL PUPIL NUMBERS: 58 pupils (some part time in Nursery)</li> <li>● PPA: 2 teachers working from home, so can adjust their hours to 'cover' their own ppa. The other teacher needs ppa each week.</li> <li>● We have 4 TAs/HLTA who can work on site and one teacher who can work part-time.</li> </ul>		Head
10	Anxiety levels of parent community and staff members resulting in breakdown of staffing ratios, compromising implementation of guidance.	<ul style="list-style-type: none"> <li>● Staff will be kept informed of the DfE guidance, hazards, risk assessments and decision-making process in a timely fashion, with the opportunity to engage and to offer thoughts and solutions.</li> <li>● Staff wellbeing to be prioritised and support offered - not only from Head of Academy but also from Educational Psychologists and also formal counselling, as necessary.</li> <li>● Remaining concerns to be talked through.</li> <li>● Daily de-briefs set up to review any 'near misses' - these to be acted on and added to the risk assessment (which will remain 'live' and measures will be put in place immediately to reduce / eliminate the hazards and risks). This will empower and reassure the staff.</li> <li>● Parents will be fully informed of the summary RA and the hazards we</li> </ul>		Head Admin Staff

		<p>have identified and the measures we have put in place to reduce / mitigate / eliminate the risks.</p> <ul style="list-style-type: none"> <li>● Head of Academy / Admin to follow up any remaining concerns by phone/email.</li> <li>● Frequent communication home with reminders - praise and thanks too for getting it right and complying with government / DCA guidance.</li> </ul>		
11	Contaminated surfaces in classrooms and school building and risk of spreading virus.	<ul style="list-style-type: none"> <li>● All tissues will be disposed of into a lidded bin, and hands washed for 20 seconds.</li> <li>● Rooms to be used to be stripped of anything non essential to give extra space to move and less surfaces to cause risk.</li> <li>● Any items removed from rooms for later use will be stored in the upstairs classroom / Otter classroom and will be out of bounds to all.</li> <li>● Children will be informed not to bring any items except lunch and a water bottle into school - and a change of clothes for EYFS.</li> <li>● Surfaces will be wiped by staff before and after lunch/break/afternoon break.</li> <li>● Children will be directed to wash their hands regularly.</li> <li>● Each pod will have a designated toilet only for their use. These will be cleaned daily.</li> <li>● All classrooms have lidded bins.</li> <li>● Staff and children will be trained in the 'catch it bin it kill it' approach.</li> <li>● In the staff rooms, there will be cleaning products for each member of staff to use before and after they eat.</li> <li>● Children will be expected to come to school wearing clean clothing every day, preferably school uniform.</li> </ul>		<p>Head</p> <p>Staff</p> <p>Children</p>
12	Using play equipment and the risk of spreading the virus.	<ul style="list-style-type: none"> <li>● The green slide will not be used due to intricate and difficult to clean parts.</li> <li>● Silver slide will be used (pod2), as will zipwire (pod1).</li> <li>● Signage to be used to divide up the field, so there is no multiple use.</li> <li>● Each pod will have a demarcated section of the field (with a 3m exclusion zone separating them) and a separate playground.</li> <li>● 2 separate entrances to the field to be used.</li> <li>● No shared equipment - colour coded balls, hoops etc.</li> <li>● Balls straying from one section to the other not to be touched.</li> <li>● Spray accessible on field just in case, with some ppe (gloves).</li> <li>● Field equipment to be cleaned once a day as a minimum.</li> </ul>		<p>Head</p> <p>Staff</p>

13	Lessons or activities to take place outdoors in line with social distancing and reduce risk of spreading the virus.	<ul style="list-style-type: none"> <li>Teaching staff will plan to use the outside areas as much as possible for learning.</li> <li>2 separate playground areas and a zoned field - neither pod will meet.</li> <li>Some remote MTA cover can be provided by unallocated staff when on the field at a safe social distance.</li> <li>Pod staff will not transfer between pods.</li> </ul>		Head Staff
14	Shared resources and equipment in the classrooms and outdoor spaces, increasing risk of spreading the virus.	<ul style="list-style-type: none"> <li>In pod 1, each KS1/KS2 child will store their stationery in their desks.</li> <li>In pod 2, there are pencil holders and each child will have their own.</li> <li>Equipment will be sprayed at playtime and lunchtime, by one of the staff in that pod, along with desk top, sides and chairs etc.</li> <li>All 'difficult to clean' objects such as soft toys, soft furnishings and toys/equipment with intricate parts will be removed from the rooms being used and stored with other unused furniture (either upstairs in the classroom or in the cupboards in Nursery or in Otter classroom).</li> </ul>		Head Staff
15	Cleaning staff and hygiene contractors capacity - providing additional requirements associated with cleaning.	<ul style="list-style-type: none"> <li>Estates team to complete thorough end of day cleaning of each room/area being used with support of agency to backfill the shortfall in out of hours cleaning if needed.</li> <li>Academy support staff in each pod (2 staff per pod) to be repurposed for supporting the cleaning throughout the day. This will involve training.</li> <li>These staff will be able to carry out other duties such as teaching as they will not move out of their pod when with the children, when going to the toilet or when using their staff room facilities.</li> <li>The Head of Academy will carry out daily monitoring checks on cleaning standards and action any shortfalls.</li> </ul>		Head Estates Team Admin Staff
16	Sufficient handwashing facilities for staff and pupils to ensure all adhere to government guidance.	<p>Soap and warm water is the preferred cleaning method. Where a sink is not nearby, hand sanitiser will be provided in classrooms and other learning environments – the correct sanitiser 70% alcohol.</p> <ul style="list-style-type: none"> <li>Each pod will have separate hand washing facilities, for children and for staff.</li> <li>Hand sanitiser will be provided in outdoor play areas and on the field at both ends, accessible for both pods.</li> </ul>		Head Estates Team Staff
17	Additional time for staff and pupils to carry out	Time for frequent hand cleaning is built into every part of the day, in line with the Government guidance.		Head

	handwashing requirements.	<p>Washing will be carried out:</p> <ul style="list-style-type: none"> <li>• Before and after preparing, handling and eating food</li> <li>• After using the toilet</li> <li>• After exposure to any external activities and environments such as playtimes</li> <li>• After coughing, sneezing and blowing of nose</li> <li>• After cleaning</li> <li>• After dealing with any first aid/illness cases.</li> </ul>		<p>Staff</p> <p>Children</p>
18	Handwashing practice with children to reduce the risk of spreading the virus.	<p>The guidance on hand cleaning will be followed and handwashing songs reintroduced for all children.</p> <ul style="list-style-type: none"> <li>• We will ensure that help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• We will have hand sanitiser in each classroom and at main entry and exit points.</li> <li>• Teachers will refer to the handwashing posters which will be displayed in toilets, as teaching tools and as reminders.</li> <li>• Teachers will use ebug resources.</li> <li>• Parents will be informed of handwashing requirements and will be asked to reinforce these at home.</li> </ul>		<p>Head</p> <p>Staff</p> <p>Children</p> <p>Parents</p>
19	Sufficient supplies of soap, hand sanitiser and cleaning products in place at all times.	<ul style="list-style-type: none"> <li>• Suppliers confirm current availability of stock for deliveries.</li> <li>• Sufficient supplies of high quality cleaning chemicals and consumables within school are in stock.</li> <li>• Staff member has been allocated to check on supplies daily and get new stock in as needed.</li> </ul>		<p>Head</p> <p>Estates Team</p>
20	Toilets being overcrowded at key points in the day.	<ul style="list-style-type: none"> <li>• Toilets for children will be 1 in 1 out.</li> <li>• Each pod will be assigned their own toilet so there is not cross contamination.</li> <li>• Children will be reminded about hand washing 20 seconds but will use hand sanitiser before leaving the classroom.</li> <li>• There will be 2m zones marked on the carpet outside, to remind of social distancing.</li> <li>• The need for queuing will be reduced as much as possible.</li> </ul>		<p>Head</p> <p>Staff</p> <p>Children</p>
21	Staff Health and Mental wellbeing being	<ul style="list-style-type: none"> <li>• A full staff audit has been undertaken to identify particular needs and mental wellbeing issues.</li> </ul>		<p>Head</p>

	compromised.	<ul style="list-style-type: none"> <li>• All identified risks have been addressed and discussed on a case by case basis with their line manager.</li> <li>• All staff will participate in a group wellbeing session as part of the 1st June training day.</li> <li>• A free, confidential counselling service is available to all staff as usual.</li> <li>• Staff will receive regular breaks, lunch and toilet breaks. It is important that they have some down time away from the classroom. For this, we will need two members of staff per pod so that they can cover each other.</li> </ul>		Staff HR team
22	People who are in the government defined "Clinically Extremely Vulnerable" category.	<ul style="list-style-type: none"> <li>• Parents must follow medical advice if their child is in this category and remain at home.</li> <li>• Staff within this category have been instructed to remain at home, this has been factored into the staffing capacity.</li> <li>• Two members of staff at this level.</li> </ul>		Parents Head
23	People who are in the government defined "Clinically Vulnerable" category.	<ul style="list-style-type: none"> <li>• Pupils within this category are advised to remain at home. No repercussions are in place for non-attendance during this time.</li> <li>• Staff within this category will be assessed on a case by case basis, using the DCC staff individual risk assessment template.</li> <li>• If it is unsafe for staff to return to work, they will be required to work from home by continuing to support the education and learning of pupils remotely.</li> <li>• No staff at this level.</li> </ul>		Head Staff
24	Risk to Children with EHCP.	<ul style="list-style-type: none"> <li>• Individual risk assessments will be completed before deciding on attendance or what additional control measures need to be introduced.</li> <li>• 5 children have EHCPs, with varying levels of support needs.</li> <li>• Having two staff per pod will allow for these needs to be met.</li> </ul>		Head
25	Pupils not following guidance.	<ul style="list-style-type: none"> <li>• The same staff have been assigned to each pod.</li> <li>• The children who need additional support to follow these measures will receive this.</li> <li>• Staff will train the children on clear expectations.</li> <li>• The behaviour policy will be used as normal to guide children. Exclusion is part of the policy.</li> <li>• Two staff per pod will manage those with EHCPs and those who find it difficult to follow the behaviour policy.</li> </ul>		Head Staff Children

26	Member of a class showing symptoms associated with COVID19	<ul style="list-style-type: none"> <li>• Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>• Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days.</li> <li>• The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</li> </ul>		Head Staff Parents
27	Staff or pupil testing positive for COVID 19 after being in school.	<ul style="list-style-type: none"> <li>• If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation.</li> <li>• An 'Isolation Room' will be assigned to each pod if a child or adult should become symptomatic.</li> <li>• The Administrator or Head of Academy will phone parents. Staff in the different pods can communicate through the door entry system or by using the school mobile phone.</li> </ul>		Head Staff Admin
28	Staff understanding new changes to guidance related to safe practice at work & in the classroom. Teaching in a safe environment.	<ul style="list-style-type: none"> <li>• All staff will have a copy of the Risk assessment. They will be informed that it is their duty to follow it and the Head of Academy will ensure compliance.</li> <li>• Staff training will be communicated on the 1st June and it will be documented that staff have been informed and understand the procedures.</li> </ul>		Head Staff
29	Accessing testing arrangements are clear for all staff.	<ul style="list-style-type: none"> <li>• Access to testing is already available to all essential workers.</li> <li>• This has been communicated to relevant staff and will be regularly shared by email. A print out is available in the staff rest areas and is on the staff portal.</li> </ul>		Head HR Team Staff
30	Conditions for use of face coverings or other PPE. equipment when dealing with a symptomatic child are clear and understood	<ul style="list-style-type: none"> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus, they might need direct personal care until they can return home.</li> <li>• A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> </ul>		Head Staff

	by staff.	<ul style="list-style-type: none"> <li>• If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.</li> </ul>		
31	Routine use of PPE.	<ul style="list-style-type: none"> <li>• Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.</li> </ul>		Head Staff
32	Safe travel to school.	<ul style="list-style-type: none"> <li>• Parents and children will be encouraged to walk to school where possible, reducing the movement of vehicles around school entrances.</li> <li>• Older pupils will be encouraged to walk home where this is possible and we have the right permissions.</li> <li>• No cycling to school will be allowed, because of the difficulty of storing bicycles safely.</li> <li>• Car drivers will be encouraged to gather at the Butts end of the village until 3pm or 3:30pm, to avoid congestion near the school gate. There will be no need to park - just to block the road while the Head of Academy ushers the correct child out to them.</li> </ul>		Head Parents
33	Kitchen facilities not complying with latest Covid19 guidance to reduce risk of infection/contamination. Increased risk of food poisoning due to prolonged service delivery.	<ul style="list-style-type: none"> <li>• Devon Norse will deliver hot food in 'ready meal' type format.</li> <li>• Meals will be delivered to each pod separately and temperature checked before handing out by Norse staff.</li> <li>• Disposable cutlery will be provided.</li> <li>• All other children will bring packed lunches.</li> <li>• There will be no need to stagger lunchtime as both pods will eat separately indoors or on the field.</li> <li>• Devon Norse menus will be offered based on the availability of ingredients, but may need to be altered to accommodate staffing issues in their kitchens</li> <li>• Hot &amp; Cold Food will continue to be temperature checked during service and recorded.</li> <li>• Catering teams will take to a Batch Cooking process (as opposed to large mass cooking) so food is served fresh per sitting.</li> </ul>		Head Norse staff
34	Catering staff not able to operate in a safe	<ul style="list-style-type: none"> <li>• Devon Norse meals arrive ready cooked.</li> <li>• We have one server only on site, so she can socially distance as she</li> </ul>		Head

	environment.	<ul style="list-style-type: none"> <li>checks temperatures then drops off the meals.</li> <li>Staff will be reminded that access to the kitchen is prohibited.</li> </ul>		staff
35	Visitors: parents, contractors, staff and visitors entering school complying with external requirements for staff safety.	<ul style="list-style-type: none"> <li>Parents, carers or any visitors, such as suppliers, will be asked not to enter the grounds if they are displaying any symptoms of coronavirus.</li> <li>All visitors, suppliers, and contractors will be informed that only pre-arranged calls will be allowed on site.</li> <li>All essential visitors, suppliers, contractors will be informed of any infection control procedures on site.</li> <li>Deliveries (where a delivery time before or after school opening/closing is not possible) will be left in a safe and secure place until the site team is able to move it.</li> <li>Any social worker visits will take place in a socially distancing way, within a clean area of the school which will be re-cleaned after use.</li> </ul>		Head Admin Parents
36	Suppliers understanding and complying with new arrangements.	<ul style="list-style-type: none"> <li>The new arrangements will be discussed with suppliers and deliveries will be arranged for quiet times or outside school hours.</li> <li>Agreement from Suppliers of their confirmation and understanding of the new arrangements will be sought.</li> </ul>		Head Admin
37	Poor or lack of communications to parents and staff regarding measures and arrangements.	<ul style="list-style-type: none"> <li>Parents will receive clear communication via email of any expectations, procedures and updates regularly.</li> <li>These regular communications will be identified and logged and then stored for continued viewing, on the website.</li> <li>The Administrator, on site every morning, will be able to answer calls, respond to emails, PS connect and social media.</li> <li>Parent conversations will not be encouraged face to face on gates at all and all staff will be supported by training so that they can confidently adhere to this.</li> <li>No access will be allowed to the office by anyone except the administrator and the Head of Academy.</li> <li>Parents will be asked to hand any paper correspondence to Mrs Alpey at the gate, negating the need to access the school. Mrs Alpey will be wearing gloves. Parents will be asked to call and email if possible, unless paper communication is essential.</li> <li>Any staff meetings will ensure social distancing, preferably held within small groups but where needed in larger, well ventilated spaces adhering to 2m distances and kept to bare minimum to ensure safety of</li> </ul>		Head Parents Admin Staff

		<p>all. The majority of communication to be via email, phone system or video meetings. Staff will not congregate together for these, but instead remain within pods or their own work area. There will be regular pod meetings where information will be cascaded by pod lead to the other pod.</p> <ul style="list-style-type: none"> <li>• Parents will be communicated with via email, facebook or text message.</li> <li>• Signage will be in place in the school and the Head of Academy will be on the gate at all times for drop off and pick up times.</li> <li>• There will be clear lines painted/ hazard tape to signpost movement through the school, where needed.</li> </ul>		
38	Parent aggression to staff and others due to anxiety and stress of the situation.	<ul style="list-style-type: none"> <li>• Parents to be fully informed of the drop off / pick up arrangements well in advance.</li> <li>• Parents to understand their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.</li> <li>• Temporary 2m markings will need to be placed on the pavement in the first instance, so that social distancing can be maintained whilst waiting for drop off and collection and good habits can be formed.</li> <li>• The Head of Academy on the gate will calm any tricky situations.</li> </ul>		Head Parents
39	Spread of virus due to increased numbers of people within the building	<ul style="list-style-type: none"> <li>• Parents to be aware that each child needs to be accompanied to school by only one parent if possible.</li> <li>• If siblings need to attend, they need to stay in a car or strapped into a pram / stroller.</li> <li>• No one unnecessary is allowed on site.</li> <li>• Younger children with no older siblings attending can have their parent on site by prior arrangement only.</li> </ul>		Head Parents
40	Increased Safeguarding risks associated with lack of attendance.	<ul style="list-style-type: none"> <li>• Attendance registers will be taken on a daily basis, with numbers reported to DfE.</li> <li>• Although parents will not be fined for poor attendance during the COVID situation, staff are still expected to follow up non attendance for attending groups, especially where there are safeguarding concerns.</li> <li>• Safeguarding concerns will continue to be dealt with as usual by the DSL and supported by Children Services.</li> </ul>		Head Admin

41	Staff unsure of emergency procedures and new muster points whilst adhering to social distancing.	<ul style="list-style-type: none"> <li>• Staff will be reminded of the evacuation procedures and instructed to read the evacuation policy, available in the staff portal.</li> <li>• In emergency situations, the priority is to ensure that the building is evacuated to the muster point.</li> <li>• Temporary protocols for the muster point will be implemented to support social distancing. The muster point at Dunsford Academy remains in the same place - main playground - though will now be 2m spaced.</li> <li>• A silent fire drill run through will be practised with pupils during the first week so they will know the expectations.</li> </ul>		Head Staff
42	Lack of trust and confidence in the school, Trust, pupil, family from parents/staff/media following a confirmed COVID case in the school which has spread to others.	<ul style="list-style-type: none"> <li>• The risk of spread has been considered and actions will be taken in line with the government guidance.</li> <li>• Actions are implemented as far as is reasonably practicable.</li> <li>• An informative letter to Parents/Staff/Media has been drafted for the event of an outbreak within the Academy, enabling swift communication were it to be needed.</li> </ul>		Head
43	ICT Provision – ICT failure or significant issue which requires the IT team to attend the occupied school. The risk associated with the use of shared computer equipment.	<ul style="list-style-type: none"> <li>• The IT team is able to dial in remotely to resolve many ICT issues.</li> <li>• When this is not possible and a site visit is required, staff will follow the same social distancing guidance as visitors (as in risk number 33) including washing of hands on arrival and leaving the site as well as more frequently throughout the visit.</li> <li>• Use of IT equipment will be reduced as much as possible (in line with risk number 11).</li> <li>• All users of IT equipment will wash their hands immediately before and immediately after use of any device.</li> </ul>		Head IT team staff
44	Ability to offer Breakfast Club whilst maintaining compliance with distancing and requirements of pods.	<ul style="list-style-type: none"> <li>• Our decision, based on government guidelines, is that wrap around care will not be provided during this time.</li> <li>• To offer Breakfast Club and conform to the guidelines set by the government, we would need to recruit a BC Leader to work from 7:30 - 9, or to repurpose another member of staff. This is not possible as detailed in risk number 9.</li> </ul>		Head

45	Increased risk to BAME (Black and minority ethnic ) staff and pupils.	<ul style="list-style-type: none"><li>• Further government guidance is required.</li><li>• Parents may make the decision on keeping BAME children at home.</li><li>• Individual staff risk assessment on a case by case basis (as per risk number 23)</li><li>• Currently no BAME pupils or staff at DCA.</li></ul>		Head
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