

COVID19: Full opening risk assessment and action planning tool

SCHOOL NAME: St Saviour's RC Primary School

DATE: September 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of schools to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis, particularly as new guidance is issued.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and published in schools with over 50 employees.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:

[Guidance for full opening of schools September 2020](#)

[NHS test and trace for people who develop symptoms of coronavirus](#)

[Safe working in education, childcare and children's social care settings, including the use PPE guidance.](#)

[Covid19 cleaning in non-healthcare settings](#)

[NHS test and trace](#)

Appendix 1 – Trade Unions' checklist (for information)

The following principles underpin all planning and actions:

- Children's needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

Risk rating

Likelihood of occurrence

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

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.

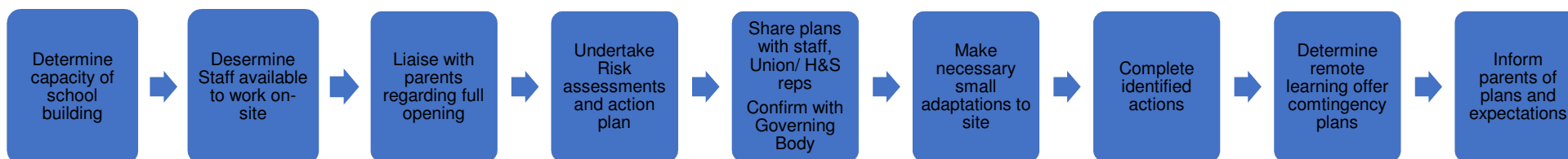
Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

Steps to full opening



		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Risk Matrix:

The table includes examples in grey, these are not exhaustive

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	<i>Ensuring stay up to date with breaking research. Regularly share with all stakeholders electronically.</i>	M	Share with Staff on INSET, parents on website and GB before school commences.	DH NR LS	August 31 st 2020	L
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	COVID19 does not stop normal H & S procedure.	M	Full statutory maintenance check undertaken to ensure compliance	Luke Stopperton (PM)	July 2020	M to L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
2b	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	M	Office risk assessment undertaken. Staff to ensure the office is well ventilated and windows open	PM SBM	July 2020	M to L
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	See School Re-Opening Risk Assessment Signage and floor markings in place	HT PM	26/05/20	M to L
2d	Consideration given to premises lettings and approach in place.	<i>Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.</i>	M	Lettings guidance and risk assessment undertaken	HT SBM PM	20/05/20	M to L
2e	Necessary physical modifications completed: <ul style="list-style-type: none"> • Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary. • Lidded bins in classrooms and shared spaces. • Water fountains disconnected/ isolated. • Ventilation measures identified and safe use of air conditioning assessed. 	<i>Spread of infection in highly population/cleaning stations.</i>	M	See school re- opening risk assessment See bubble risk assessment See Statutory Maintenance Review	PM	August 31 st 2020	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place. 						
	Consideration given to the arrangements for any deliveries.	Spread of infection on shared surfaces/items.	M to L	See office risk assessment See contractors risk assessment	SBM PM	L	
3. Emergency Evacuations							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	Current evacuation routes would cause multiple groups/ bubbles to come into contact. More appropriate alternatives are possible. Staff needing to work from home are current PEEP buddies and so reassignment necessary.	M	See bubble risk assessment See bubble checklist PEEP's where required in place	PM AHT (ST)	L	
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings	Passing of infection through touch / shared surfaces	M to L	See Bubble Cleaning Checklist See bubble risk assessment and checklist See School opening risk assessment	PM	August 31 st 2020	L
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Passing of infection through touch / shared surfaces	M to L	Cleaning checklist and timetable in place. Extra cleaning staff employed	PM	August 31 st 2020	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.	Passing of infection through touch / shared surfaces	M to L	See Pupil Presenting with Symptoms procedure See Infectious Diseases risk assessment	PM	August 31 st 2020	
4d	Adequate cleaning supplies, tissues and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	See bubble risk assessment and checklist See cleaning checklist and timetable COSHH safety data sheets available for all chemicals in classroom (attached to bubble checklist) Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach	PM SBM	August 31 st 2020 On going	L
4e	Arrangements for longer-term continual supplies are also in place.		M	See school opening risk assessment. System in place to order stock in time.		August 31 st 2020 On going	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Shared areas not properly sanitised.	M	See Bubble checklist and risk assessment Timetable in place for cleaning regime.	PM	August 31 st 2020	L
4g	Waste disposal process in place for potentially contaminated waste.			See infectious diseases risk assessment. Waste procedure in place. See pupil presenting with symptoms procedure.	PM	August 31 st 2020	
4h	Process in place for safe removal and/or disposal of face masks in line	Risk of contamination.		Guidance issued to all staff. Posters displayed WHERE			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	with (PPE) guidance		M				
4i	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available.</p> <p>Routine hand washing:</p> <ul style="list-style-type: none"> on arrival and leaving school. before entering and leaving class during the day. before and after eating. <p>Increased hand washing throughout the day in line with government guidance.</p> <p>Hand sanitiser available where necessary.</p>			<p>Handwashing timetable in place.</p> <p>See bubble risk assessment and checklist.</p> <p>Handwashing signage available at all handwashing stations.</p> <p>Pupils instructed in training sessions about the need for good handwashing</p> <p>Soap and sanitiser available in multiple locations around the school.</p>	HT SBM PM CT's		L
5. Classrooms and outdoor space							
5a	Desks side by side, facing front, where age appropriate.	Risk of contamination.	M	See bubble risk assessment and checklist	PM CT's		
5b	<p>Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible).</p> <p>Each pupil has their own identified desk.</p> <p>Arrangements for small group work facilitate social distancing for adults and children.</p>	Risk of contamination.	M	<p>See bubble risk assessment.</p> <p>See school reopening risk assessment</p> <p>See social distancing risk assessment</p>	HT PM	August 31 st 2020	M to L
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	Risk of contamination.	M	<p>See bubble risk assessment</p> <p>Appropriate signage in place</p>	HT PM	August 31 st 2020	M to L
5d	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment should be limited to the bubble. Shared materials</p>	Inappropriate sized equipment for smaller children in classroom	L	<p>See bubble risk assessment and checklist.</p> <p>Cleaning regime and checklist in place</p>	HT		L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>and surfaces should be cleaned and disinfected more frequently.</p> <p>Non-essential resources which are not easily washable or wipe-able have been removed (e.g. soft toys, dressing up clothes).</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc) - items to be wiped down if possible. CYP informed not to bring in toys or other articles from home (other than water bottle).</p>	<p>Soft toys, cushions and beanbags in classroom B not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p> <p>Risk of contamination.</p>	<p>M</p> <p>M</p>	<p>Signage and posters displayed in multiple locations both inside and outside the school.</p> <p><u>e-Bug posters displayed:</u></p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> <p><u>See parent / carer guidance</u> <u>See parent bubble guidance</u></p> <p><u>See parent / carer guidance</u> <u>See parent bubble guidance</u></p>	<p>SBM PM CT's</p> <p>HT PM CT's</p>	<p>August 31st 2020</p>	<p>L</p> <p>L</p>
5e	<p>Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks.</p> <p>Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p>	<p>Risk of contamination.</p>	<p>M</p>	<p>See bubble risk assessment and checklist.</p> <p>See cleaning regime checklist</p> <p>See play equipment rota</p>	<p>HT PM CT's</p>	<p>August 31st 2020</p>	<p>L</p>
5f	<p>Ventilation measures identified in each room.</p> <p>Air conditioning use assessed and used in line with HSE guidance:</p>	<p>Risk of contamination.</p>		<p>See statutory maintenance review</p> <p>See bubble risk assessment</p>	<p>PM</p>		

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Fire doors should not be propped open- longer term, automatic close fire doors could be considered.			See school reopening risk assessment			
6. Staffing							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff. Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so. PPA cover is organised to protect integrity of bubbles.	Risk of contamination.	H	See bubble risk assessment and checklist See visitor to site guidance School to consider year group or two class bubbles to allow staff to move and cover other staff.	HT PM	20/05/20	M
6b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities. Coronavirus - taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible.	Risk of contamination to vulnerable groups.	M to L	Individual risk assessments carried out for staff at heightened risk	HT SBM PM	31 st August 2020	L
6c	Risk assessments in place for those staff who were previously working from home due to shielding, clinically vulnerable and/or living with someone in these groups, and appropriate arrangements for mitigating risk are identified.	Reception teacher was shielding and will return to school, this year group are less likely to socially distance.	H	Risk assessments will be undertaken for staff returning after shielding and appropriate control measures applied	HT SBM PM	01.09.20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6d	Approach to staff absence reporting and recording in place. All staff aware.	Short staffing leading inadequate cover arrangements.	H to M	See staff hand book 2020/21	HT	01.09.20	M to L
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.			See weekly planning sheet in staffroom	HT SBM		
6f	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff. Consideration of arrival times to encourage walking and cycling to work.	Risk of contamination on Public Transport.	H to M	Staggered starts for all staff and children in an attempt to alleviate this issue.	HT	31.08.20	M to L
		As above	H to M	As Above	As Above		
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.	Cross contamination of household / family members	M to L	Relaxation of dress code. Please try to remain “Smart” at all times. Ensure appropriate footwear	HT Handbook	31.08.20	L
6h	Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger	Risk of contamination & lack of social distancing	M to L	Staff Meetings will either be held in the hall or via zoom in classrooms. Staff Meetings will be kept as	HT SLT Visitors	31 st August 2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	groups. Use of outdoor space also considered where possible.			short as possible.			
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Risk of contamination & lack of social distancing	M to L	Be reactive to local infection rates / government research.	HT SBM PM	31 st August 2020	L
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.						As above
6k	Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff affected by bereavement, anxiety or stress	M to L	Staff are aware of available support and advice for schools and pupils available from LBL including the Educational Psychology service. The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements. Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support: https://lewisham.gov.uk/information-for-staff/staff-support-hub/)	HT SBM PM AHT	On going	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits.	See latest government advice	M to L	Signpost staff through documentation and INSET	HT SBM PM	On going	M to L
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	Parents of new children cannot be shown around the school	H to M	Phone call / e-mail conversation	HT SBM		M to L
6n	Return to school procedures are clear for all staff.	See latest government advice	M to L	Programme for SLT to walk groups of staff through measures.	HT SBM PM	On going	L
6o	Arrangements to return any furloughed staff in place.	NA	NA	NA	NA	NA	NA
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Review to take place	M to L	Review issues have been addressed	HT SBM	31 st July 2020	L
6q	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved or plan in place to resolve.	None taking place	L	Monitor	HT SBM		L
6r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Risk of contamination	H to M	See visitors to site guidance See contractors risk assessment	HT SBM PM	On going	M to L
6s	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches,	Cancellation of assemblies.	M	See bubble risk assessment See visitors to site guidance.	HT SLT	31 st August 2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.	Singing only in class w/ everyone facing the same way			CT's		
7. Group Sizes							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	In one form entry primary school, toilet block shared by multiple classes.	M	Bubble set at the size of two classes per phase. EYFS KS1 LKS2 UKS2	HT SLT	01.08.20	L
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	Risk of contamination.	M	See school reopening risk assessment	HT SBM PM		
8. Social Distancing							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices. Parents/carers drop off at school gate - no entry. Staggered or limited amounts of moving around the school/ corridors, one way systems where possible. Classroom design. Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for 	Risk of contamination	H to M	<p>See bubble risk assessment</p> <p>See dropping off / pick up procedure</p> <p>Signage and markings in place both inside and outside the school premises</p> <p>See parent / carers guidance</p> <p>See cleaning checklist</p> <p>Paper towels and lidded bins available</p>	HT SBM PM SLT CT's	31 st August 2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>lunches. Staffing rota developed to facilitate this.</p> <ul style="list-style-type: none"> • Markings in place for routes around school to minimise closer contact. • Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble. • Use of hand driers risk assessed. Paper towels and foot operated closed bin in place. 	Risk of contamination	H to M	<p>See bubble risk assessment</p> <p>See dropping off / pick up procedure</p> <p>Signage and markings in place both inside and outside the school premises</p> <p>See parent / carers guidance</p> <p>See cleaning checklist</p> <p>Paper towels and lidded bins available</p>	HT SBM PM SLT CT's	31 st August 2020	L
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.	Risk of contamination		See drop off / pick up procedure	HT SBM PM	31 st August 2020	M to L
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate).	<p>Children who refuse to social distance.</p> <p>SEND children</p>	H to M	<p>Hand washing and cleaning (if needed).</p> <p>Conversations with parents.</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</p>	HT PM AHT		
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<p>Currently assemblies are cancelled.</p> <p>Bringing all</p>	M to L	<p>See school reopening risk assessment</p> <p>Assemblies replaced with "Recovery Curriculum"</p>	HT AHT (AC)		

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
		children together for assembly would breach the bubble arrangements.					
8e	Social distancing plans communicated with parents, including approach to breaches.	Parents not following suggestions.	M to L	See parent / carer guidance	HT SBM PM	31 st August 2020	M to L
8f	Arrangements in place for the use of the playground, including equipment. <i>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</i>	Children passing infection between bubbles	M to L	See bubble risk assessment and checklist See play equipment rota and cleaning rota	HT SBM PM CT's TA's Lunch Staff	31 st August 2020	L
8g	Social distancing arrangements for use of staff areas in place and shared spaces.	Staff passing infection between bubbles	M to L	See staff room rota Staff encouraged to utilise outside areas	All staff	31 st August 2020	L
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Coronavirus (COVID-19): safer travel guidance for passengers to be shared with parents and CYP as age appropriate.	Parents not following suggestions.	M to L	See Parent / carer guidance	HT SBM PM CT's	31 st August 2020	L
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times.	About 30% of children travel in by bus.	M to L	See transport risk assessment – if you have children that arrive by school transport let me know and we will risk assess	HT SBM	1 st August 2020	M to L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Risk of infection in highly congregated areas.	M	Emergency supply of masks. Guidance for pupils on use of masks.	HT SBM	31 st August 2020	M to L
10. Catering							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Meals for all children and the most vulnerable.	M to L	HT and SBM have liaised with Chartwells manager to ensure provision requirements.	HT SBM	31 st August 2020	L
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.	Children passing infection between bubbles	M to L	Lunch sitting Bubble 1 (N & R) time: 11.30 - 11.55 location: Hall Lunch sitting Bubble 2 (KS1) time: 12.00 - 12.25 location: Hall Lunch sitting Bubble 4 (UKS2) time: 12.30 - 12.55 location: Hall Lunch sitting Bubble 3 (LKS2) time: 1.00 - 1.25 location: Hall <i>Playtime reflected / reversed from above</i>	All staff	31 st August 2020	L
10c	Arrangements for food deliveries in place.	Lack of food	M to L	Chartwells Chef ensures regular liaison with area manager and HT/SBM			
11. PPE							
11a	PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining	Staff lack of knowledge in when and how to use PPE.	M to L	Information and guidance issued to all staff about PPE Procedure in place for Pupil displaying symptoms of the	HT SBM PM	31 st August 2020	L

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	adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained.			virus PPE available for first aid / intimate care / SEN / working with pupils that cannot maintain social distancing See First aid and intimate care risk assessment			
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.	Children passing infection to others	H to M	Risk assessments undertaken for specific pupils if required	HT SBM PM	31 st August 2020	M to L
11c	PPE needs assessed and addressed for staff supervising entrances and exits - does distancing mean staff need masks to protect parents/ members of the public?	Risk of infection through lack of social distancing		PPE available for all staff if required			
12. Response to suspected/ confirmed case of COVID19 in school							
12a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms.	Risk of incorrect information, myths or general apathy.	H to M	Notices at all entrances and exits. Information sent in Parent / Carer guidance.	HT SBM PM	31 st August 2020	M to L
12b	Approach to adults/children displaying COVID19 symptoms cases in place - during school day: <ul style="list-style-type: none"> Which staff member/s should be informed/ take action, including staff where risk assessments 	Risk of contamination of other bubbles, staff or children.	H to M	Procedure in place for Pupil displaying symptoms. Cleaning protocol and regime in place	All staff	31 st August 2020	M to L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>identify heightened vulnerability to COVID19.</p> <ul style="list-style-type: none"> • Consideration of any pupils with heightened COVID19 vulnerability. • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated. • Cleaning procedure in place. • Arrangements for informing parent community in place. • Emergency PPE available where 2m distance cannot be maintained. 			<p>Procedure in place (from PHE) to inform parents / carers of any confirmed cases.</p> <p>NHS Track and Trace now in place</p> <p>Adequate supplies of PPE available</p>			
12c	<p>Approach to confirmed COVID19 cases in place - outside of school hours:</p> <ul style="list-style-type: none"> • Identified children/adults/bubbles/contacts advised on necessary action. • Staff with heightened vulnerability considered and advised of necessary action. • Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible. • Cleaning procedure in place. • Arrangements for informing parent community in place. 	Risk of contamination of other bubbles, staff or children.	H to M	<ul style="list-style-type: none"> • Parent must not bring the child or any other sibling / shared household member • Parent should inform the school of potential case • All children and staff from that bubble should not attend school for 14 days / until negative test results issued • Parent should then confirm outcome • If negative the whole bubble can return • If positive EVERYONE in the bubble, the bubble members 	HT SBM All staff	31 st August 2020	M to L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				siblings and household members should self-isolate for 14 days.			
12d	Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to Lewisham PH and public health guidance for more information.</i>	Trace and Trace system not being effective / in place. Parents not following guidelines.	H	PHE GUIDANCE AVAILABLE AND NHS TRACK AND TRACE	All staff	31 st August 2020	H to M
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
113	Approach and expectations around school uniform determined and communicated with parents.	Contamination of clothing	M to L	EYFS to wear polo tops and no ties.	HT	31 st August 2020	L
13c	Changes to the school day/timetables shared with parents.	Parent and Carers unclear	H to M	See bubble guidance (to send to parents / carers	HT SBM PM		M to L
13d	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents.		M to L	See bubble guidance (to send to parents / carers Drinking water outlets identified in Bubble checklist	HT SBM PM		L
13e	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/	Children traumatised by Lock Down experience. Potential loss of family members Potential increase in Safeguarding Issues	H to M	Recovery Curriculum will be in place to replace whole school assemblies. See Recovery Curriculum	HT SBM AHT CT's TA's		M to L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	during school closure.						
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.						
13g	Re-orientation support for school leavers is developed.	Children traumatised by Lock Down experience.	M to L	School liaises closely with all 2020 secondary providers	HT SBM AHT		L
13h	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial. Increased FSM eligibility. Referrals to social care and other support. PPG/ vulnerable groups. 	Children and families traumatised by Lock Down experience.	H to M	School reactive to potential issues (My Concern software) Scholl signposts support	HT SBM	31 st August 2020	M to L
14. Remote education contingency plan							
14a	Contingency plans for remote learning offer is are in place. Pupils with technology/access issues identified. Offer takes this in to account	Bubble needs to self-isolate because of a positive case of COVID19.	M to L	Remote learning contingency available and ready to be 'switched-on' when needed.	HT CT's	31 st August 2020	L
15. Transition - into new year group - What will need to be different this year because of COVID19?							
15a	Online/ website support for families and young people around transition.	Children traumatised by Lock Down experience.	M to L	School liaises closely with all 2020 secondary providers	HT SBM AHT	31 st August 2020	L
15c	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> EY to Primary. Primary to Secondary. Vulnerable children. 	Children traumatised by Lock Down experience. Children missed	H to M	See school SDP	HT AHT GB		M to L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)	
	<ul style="list-style-type: none"> Children with SEND. Physical and sensory needs, including adaptations, equipment etc. (lead in times). Post 16. School Leavers. 	key parts of socialisation and education.						
16. Safeguarding								
16a	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.	HT (DSL) AHT (DSL) SBM	31 st August 2020		
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Procedure not being followed.		Staff refresher training session on processes and procedures and the revised wellbeing material (INSET Days)	HT (DSL) AHT (DSL)			L
16c	Updated Child Protection Policy in place.	Staff not aware of changes		Adopted most recent Child Protection Policy				
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.	School and CSC not working in harmony.	H to M	DSL and Deputy DSL aware of any staff changes, changes to social workers, live case, etc			M to L	
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and pupils requiring	Social Distancing and PPE equipment not being adhered to.	H to M	Review individual consistent management plans to ensure they include protective measures.	HT DSL PM CT's TA's			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	physical care.						
17. . Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Huge gaps in children's education and social development	M to L	Leaders and Teachers will decide on what are the KEY aspects of core subjects that need to be assessed and taught moving forward	SLT Subject Leaders CT's	Week 2 of Aut Term 1	L
75b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated: <ul style="list-style-type: none"> • PE. • Practical science lessons. • DT/ FT. 	Children not practicing social distancing or sharing equipment.	M to L	All activities should be risk assessed before undertaking. If unsure check with – <ul style="list-style-type: none"> • D Houson (HT) • L Stopperton (PM) • N Reid (SBM) • A Chown (Curriculum) • S Tavernier (SEND) 		On going	
17c	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum. • Recognising 'non-curriculum' learning that has been done. • Capturing pupil achievements/ outcomes. • Utilising the DFE 'catch-up' funding and programmes. 	Gaps in learning Gaps in socialisation Booster Provision		Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support. Recovery Curriculum Catch Up fund used to boost provision	HT SLT Subject Leaders		L
17d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: Behaviour and Discipline in Schools guide DfE behaviour and attendance checklist completed.	Children out of the routine of behavioural expectations.	H to M	Behaviour Policy re-visited along with expectations.			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
18. CYP with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	Provision being disrupted by lack of visits/guidance.	H to M	SENCo to liaise closely with all agencies and parents.	AHT (SENCo)	On Going	M to L
18b	Annual review plan in place.						
18c	Requests for assessment plan in place.						
18d	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	Children being unable to social distance / need physical intervention		Adequate PPE equipment available to staff. Close contact with parent/outside agencies.	HT AHT (SENCo)		
19. Attendance							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Parents not sending children back to school.	M to L	Close communication between School, home and AWO.	HT SBM	On Going	M to L
19b	Approach to support for parents where rates of PA were high before lockdown.						
20. Communication							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared	Lack of whole school approach and arrangements.	M to L	Plans shared during INSET days Sept 2020	HT SBM PM C of G Vice G of G Clerk	31 st August or before	M to L
20b	Governors consulted on full opening plans.	All stakeholders are aware		Plans shared prior to opening in September 2020			
20c	Union representatives consulted on full opening plans.						
20d	Risk Assessment published on website, where more than 50 staff.	N/A			HT AS		

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
20e	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Plan for full opening. • Social distancing plan. • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning. • Attendance. • Uniform. • Transport. • Behaviour. • Test and trace. • Staggered start and end times. • Expectations when in school and at home (if self-isolating is necessary). 	Parents and Carers unaware of expectations and procedures.	H to M	<p>Information –</p> <ul style="list-style-type: none"> • Text to parents • E-mailed to Parents • Displayed on the school Home Page 	HT SBM PM	Prior to 31 st August	M to L
20f	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable. • Social distancing arrangements, hand washing and other preventative measures. • Staggered start times. • Expectations for behaviour when in school and at home (if self-isolating is necessary). • Travelling to and from school safely. 	Pupils unaware of expectations and new procedures.	H to M	<p>Information –</p> <ul style="list-style-type: none"> • Text to parents • E-mailed to Parents • Displayed on the school Home Page • Constantly reminded to the children by their teacher 	HT SBM PM CT's TA's	Ongoing	M to L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.	Unnecessary gatherings	H to M	Virtual governing body meetings.	HT C of G	Ongoing	M to L
21b	Governors are clear on their role in the planning for full opening of school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	Aware of Duty and H&S responsibilities	M	Clerk to distribute guidance.	Clerk		L
21c	Governors prepared for start of school year (clerking, etc.).	Duty of obligations	M	Dates booked for the year, via Zoom if needed.			
22. School events, including trips							
22a	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Danger of trips, external visitors and events including parents on site.	M to L	Assemblies via zoom if need be. Only local trips considered. Only essential visitors to the school.	HT SLT SBM PM	On going	L
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Finance down due to extra COVID19 spend and loss of Saturday lettings	H to M	Impact of extra COVID19 spend / loss of income through lettings explain to stakeholders.	HT SBM PM	On going	M
23b	Insurance claims, including visits/trips booked previously followed up.		M to L	In process			L
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> Cleaning. IT support. Catering. 		H to M	All regional managers have agreed provision.			
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			Look to other OFE and church schools for pooling of resources / purchases.	HT Resources Chair SBM	M	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
24. Before and after school clubs							
24a	Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles.	Contamination of bubbles.	H to M	Children socially distanced in BC and ASC	HT SBM PM S Begum	On going	M

Appendix 1 – Trade Unions’ planning guide and checklists (for information)

NEU/GMB/UNISON/Unite commentary and checklist
[NEU/GMB/UNISON/Unite commentary and checklist](#)