**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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

[NHS test and trace for people who develop symptoms of coronavirus](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#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](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)

**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.

**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:**

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.

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

**Steps to full opening**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk rating  High (H), Medium (M), Low (L) | | **Likelihood of occurrence** | | |
| **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. | *Ensuring stay up to date with breaking research.*  *Regularly share with all stakeholders electronically.* | M | Share with Staff on INSET, parents on website and GB before school commences. | DH  NR LS | 5.3.21 | L |
| 1. **Preparing Buildings and Facilities** | | | | | | | |
| 2a | Premises and utilities have been health and safety checked and building is compliant:   * 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) | 5.3.21 | **M to L** |
| 2b | Office spaces re-designed to allow office-based staff to work safely. | *Office does not allow for adequate space between staff members, no windows for ventilation.* | M | Office risk assessment undertaken.  Staff to ensure the office is well ventilated and windows open | PM  SBM | 5.3.21 | 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. | *Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.* | M | See School Re-Opening Risk Assessment  Signage and floor markings in place | HT  PM | 5.3.21 | M to L |
| 2d | Consideration given to premises lettings and approach in place. | *Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.* | M | Lettings guidance and risk assessment undertaken | HT  SBM  PM | 5.3.21 | M to L |
| 2e | Necessary physical modifications completed:   * 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. * Spaces in classrooms measured to facilitate maximum social distancing and tables, 5.3.21chairs placed appropriately, markings and barriers in place. | *Spread of infection in highly population/cleaning stations.* | M | See school re- opening risk assessment  See bubble risk assessment  See Statutory Maintenance Review | PM | 5.3.21 | M to L |
| 2f | 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 | 5.3.21 |
| 1. **Emergency Evacuations** | | | | | | | |
| 3a | Evacuation routes are confirmed, and signage accurately reflects these.  *NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.*  Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.  Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. | 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 soreassignment necessary. | M | See bubble risk assessment  See bubble checklist  PEEP’s where required in place | PM  AHT (ST) | L | 5.3.21 |
| 1. **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 | 5.3.21 | L |
| 4b | Capacity of cleaning staff is adequate to enable enhanced cleaning regime. | Passing of infection through touch / shared surfaces | H to M | Cleaning checklist and timetable in place.  Extra cleaning staff employed | PM | 5.3.21 | M to 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 | 5.3.21 | M to L |
| 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 | 5.3.21  On going | M to 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. | 5.3.21 | *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 | 5.3.21  5.3.21 | L  L |
| 4g | Waste disposal process in place for potentially contaminated waste. | Risk of contamination. | M | See infectious diseases risk assessment.  Waste procedure in place.  See pupil presenting with symptoms procedure. | PM |
| 4h | Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance | Guidance issued to all staff. Posters displayed WHERE |
| 4i | Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Routine hand washing:   * on arrival and leaving school. * before entering and leaving class during the day. * before and after eating.   Increased hand washing throughout the day in line with government guidance.  Hand sanitiser available where necessary. | Handwashing timetable in place.  See bubble risk assessment and checklist.  Handwashing signage available at all handwashing stations.  Pupils instructed in training sessions about the need for good handwashing  Soap and sanitiser available in multiple locations around the school. | HT  SBM  PM CT’s |
| 1. **Classrooms and outdoor space** | | | | | | | |
| 5a | Desks side by side, facing front, where age appropriate. | Risk of contamination.  Risk of contamination. | H to M  H to M | See bubble risk assessment and checklist | PM CT’s | 5.3.21  5.3.21  5.3.21 | M to L  M to L |
| 5b | Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible).  Each pupil has their own identified desk.  Arrangements for small group work facilitate social distancing for adults and children. | See bubble risk assessment.  See school reopening risk assessment  See social distancing risk assessment | HT  PM  HT  PM  HT  SBM  PM  CT’s  HT  PM  CT’s |
| 5c | Classroom entry and exit routes have been determined and appropriate signage in place. | See bubble risk assessment  Appropriate signage in place |
| 5d | Appropriate resources are available within all classrooms e.g. IT, age specific resources.  NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently.  Non-essential resources which are not easily washable or wipe-able have been be removed (e.g. soft toys, dressing up clothes).  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.  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). | Inappropriate sized equipment for smaller children in classroom  Soft toys, cushions and beanbags in classroom B not easily washable.  No COVID19 information posters currently in place. Limited reminders/ awareness for children.  Risk of contamination. | H to M  H to M  H to M  H to M  H to M | See bubble risk assessment and checklist.  Cleaning regime and checklist in place  Signage and posters displayed in multiple locations both inside and outside the school.  [e-Bug](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) posters displayed:   * [Horrid hands](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands) * [Super sneezes](https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes) * [Hand hygiene](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene) * [Respiratory hygiene](https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene) * [Microbe mania](https://e-bug.eu/lang_eng/UK%20KS1%20Pack/Microbe%20Mania/Microbe-Mania-Poster.pdf)   See parent / carer guidance  See parent bubble guidance  See parent / carer guidance  See parent bubble guidance | M to L  M to L  L  L |
| 5e | Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks.  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](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | Risk of contamination. | See bubble risk assessment and checklist.  See cleaning regime checklist  See play equipment rota | HT  PM  CT’s |
| 5f | Ventilation measures identified in each room.  Air conditioning use assessed and used in line with HSE guidance: <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. | Risk of contamination. | See statutory maintenance review  See bubble risk assessment  See school reopening risk assessment | PM |
| 1. **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.  Occasions where adults work across bubbles are kept to a minimum and are clearly identified and recorded. | Risk of contamination. | H to M | PPA cover and supply teachers should have own pencil case.  See visitor to site guidance  School to consider year group or two class bubbles to allow staff to move and cover other staff.  CT’s to use Dettol wipe to sanitise IWB pens | HT  PM | 5.3.21 | 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 assessments in place for those staff who are shielding, (clinically extremely vulnerable and pregnant women 28+ weeks) and arrangements for working from home are in place. | Risk of contamination to vulnerable groups. | H to M | Individual risk assessments carried out for staff at heightened risk | HT  SBM  PM | 5.3.21 | M to 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 to M | Risk assessments will be undertaken for staff returning after shielding and appropriate control measures applied | HT  SBM  PM | 5.3.21 | M to 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 | 5.3.21 | 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](https://www.gov.uk/guidance/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.  As above | H to M  H to M | Staggered starts for all staff and children in an attempt to alleviate this issue.  As Above | HT  As Above | 5.3.21  5.3.21 | M to L  M to L |
| 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 | 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 groups. Use of outdoor space also considered where possible. | 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 short as possible. | HT  SLT  Visitors | 5.3.21 | L |
| 6i | Consideration given to staffing roles and responsibilities and workload with regards to the contingency remote for children self-isolating/ shielding | Risk of contamination & lack of social distancing  As above | M to L  As above | Reduced expectation of marking.  Microsoft Teams in place for children shielding.  Be reactive to local infection rates / government research.  As above | HT  SBM  PM  As above | 5.3.21 | 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. | L  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 | 5.3.21  On going | 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. | 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 | 5.3.21 | 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, music tutors, forest school leaders. Protocols and expectations shared.  The deployment of such staff must not breach the safety of bubbles. | Cancellation of assemblies.  Singing only in class w/ everyone facing the same way | H to M | **See bubble risk assessment**  **See visitors to site guidance.**  **Fit for Sport RA** | HT  SLT  CT’s | 5.3.21 | M to L |
| 1. **Group Sizes** | | | | | | | |
| 7a | All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups. | In one form entry primary school, toilet block shared by multiple classes. | M | Bubble set at the size of two classes per phase.  Walkie Talkies used to avoid bubble crossover in KS2 toilet. | HT  SLT | 5.3.21 | L |
| 7b | Staffing allocations to groups determined, minimising contact with multiple groups much as possible.  Staff movement between bubbles avoided wherever possible. | Risk of contamination. | M | See school reopening risk assessment | HT  SBM  PM |
| 1. **Social Distancing** | | | | | | | |
| 8a | Arrangements for social distancing in place to defined:   * 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 lunches. Staffing rota developed to facilitate this. * 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.  Risk of contamination  Risk of contamination | H to M  H to M | See bubble risk assessment  See dropping off / pick up procedure (Parent Handbook March Update)  Signage and markings in place both inside and outside the school premises  See parent / carers guidance    See cleaning checklist  Paper towels and lidded bins available  See bubble risk assessment  See dropping off / pick up procedure  Signage and markings in place both inside and outside the school premises  See parent / carers guidance    See cleaning checklist  Paper towels and lidded bins available | HT  SBM  PM  SLT  CT’s  HT  SBM  PM  SLT  CT’s | 5.3.21  5.3.21 | L  M to L |
| 8b | Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place. | Risk of contamination | H to M  H to M | See drop off / pick up procedure | HT  SBM  PM | 5.3.21 | M to L  M to L |
| 8c | Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate). | Children who refuse to social distance.  SEND children | Hand washing and cleaning (if needed).  Conversations with parents.  Risks assessments and individualised approach in place for students who might struggle to follow expectations. | HT  PM  AHT |
| 8d | Approach to assemblies – if still occurring, plan in place to manage social distancing. | Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements. | M to L | See school reopening risk assessment  Assemblies replaced with “Recovery Curriculum” | HT  AHT (AC) | L |
| 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 | 5.3.21 | M to L |
| 8f | Arrangements in place for the use of the playground, including equipment. *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.* | 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 | L |
| 8g | Social distancing arrangements and use of face coverings for all areas of the school agreed and communicated | Staff passing infection between bubbles | M to L | See staff room rota  Staff encouraged to utilise outside areas  Face masks to be worn in corridors / communal areas. | All staff | L |
| 1. **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](https://www.gov.uk/guidance/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 | 5.3.21 | 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 | M to 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 | M to L |
| 1. **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 | 5.3.21 | 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  *Playtime reflected / reversed from above* | All staff | 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 | PM  SBM | 5.3.21 | L |
| 10d | Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place. | Lack of food | M to L | Vouchers to be e-mailed to parents if children self isolating | SLT |
| 1. **PPE** | | | | | | | |
| 11a | PPE use understood and agreed with staff.  Appropriate supplies in place at necessary points in the school.  Long term approach to obtaining 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. | Staff lack of knowledge in when and how to use PPE. | H to M | Information and guidance issued to all staff about PPE  Procedure in place for Pupil displaying symptoms of the 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 | HT  SBM  PM | 5.3.21 | M to L |
| 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 | 5.3.21 | 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 |
| 11d | Approach to face coverings updated to include use by adults in corridors & communal areas where social distancing is not possible. | Risk of infection | H to M | Signage- Face coverings to be worn by adults in corridors and communal areas.  Signage- Face coverings to be worn by adults in corridors and communal areas. |
| 11d | Information shared with staff, parents, pupils & visitors about the wearing of face coverings by adults in classrooms, corridors and communal areas. | Risk of infection | H to M | HT  SBM  PM | 5.3.21 | M to L |
| 1. **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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) 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 | 5.3.21 | M to L |
| 12b | Approach to adults/children displaying COVID19 symptoms cases in place - during school day:   * Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19. * 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. | 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  Procedure in place (from PHE) to inform parents / carers of any confirmed cases.  NHS Track and Trace now in place  Adequate supplies of PPE available | All staff | 5.3.21 | M to L |
| 12c | Approach to confirmed COVID19 cases in adults and children/young people onsite in place   * Up to date Lewisham Standard Operating Procedure (SOP) readily available in school * Lewisham on call details shared with appropriate school leaders * Process for identifying bubbles/contacts and advising on necessary action in line with time period specified in guidance/SOP. * 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. * Arrangements for undertaking risk assessment of staffing capacity issues * Arrangements in place for remote learning/ FSM/ support for vulnerable &EHCP children | Risk of contamination of other bubbles, staff or children. | H to M | * 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 10 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 siblings and household members should self-isolate for 10 days. | HT  SBM  All staff | 5.3.21 | M to L |
| 12d | Process in place to engage with the Test and Trace and contract tracing process.  *Refer to Lewisham PH and public health guidance for more information.* | Trace and Trace system not being effective / in place.  Parents not following guidelines. | H | PHE GUIDANCE AVAILABLE AND NHS TRACK AND TRACE | All staff | 5.3.21 | H to M |
| 1. **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 | 5.3.21  5.3.21 | 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/ during school closure. | 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 |
| 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:   * 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 | M to L |
| 1. **Remote education contingency plan** | | | | | | | |
| 14a | Contingency plan for remote learning developed should self-isolation or restricted attendance be required. | Bubble needs to self-isolate because of a positive case of COVID19. | M to L | Remote learning contingency in place and ready when needed. | HT  CT’s | 5.3.21 | L |
| 14b | Technology support in place. DFE laptop allocation ordered for contingency purposes |
| 1. **Testing** | | | | | | | |
| 15a | Test kits are securely stored and distributed to staff. | Contamination of tests | M to L | School offers LFT to all staff and instruction son how to report. | HT  SBM  School staff | 5.3.21 | L |
| 15b | Staff and students (secondary) are aware of how to safely take and process the test.  Shared the following :  • NHS instruction leaflet  • Training video and online resources on the document sharing platform  • Contact details if queries  • Process for reporting incidents |
| 15c | Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace. |
| 15d | Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical. | Contamination of tests | M to L | School offers LFT to all staff and instruction son how to report. | HT  SBM  School staff | L |
| 15e | Process in place to monitor and replenish test supplies |
| 1. **Safeguarding** | | | | | | | |
| 16a | Plans in place to encourage attendance of any vulnerable CYP and to identify/respond to cases where children do not attend school due to parental/their own concerns and anxiety. | 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 | 5.3.21 | L |
| 16aa | Appropriate risk assessments have been undertaken to ensure welfare checks are taking place for any CEV children not attending. |
| 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) |
| 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 physical care. | 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 |
| 1. **. 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 | 5.3.21  On going | L |
| 17b | 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:   * PE. [guidance](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events) * 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 –   * D Houson (HT) * L Stopperton (PM) * N Reid (SBM) * A Chown (Curricululm) * S Tavernier (SEND) |
| 17c | Whole school approach to adapting curriculum (S/M/L term), including:   * Recovery/ Wellbeing curriculum * capturing pupil learning/achievements/ outcomes/ gaps * utilising the DFE ‘catch-up’ funding and programmes * responding to DfE remote learning expectations. | 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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/488034/Behaviour_and_Discipline_in_Schools_-_A_guide_for_headteachers_and_School_Staff.pdf)  [DfE behaviour and attendance checklist](file:///\\wff01vca000\Home\AScattergood\My%20Documents\Coronavirus\opening%20schools\DfE%20behaviour%20https:\assets.publishing.service.gov.uk\government\uploads\system\uploads\attachment_data\file\899384\Checklist_for_school_leaders_on_behaviour_and_attendance.pdf) completed. | Children out of the routine of behavioural expectations. | H to M | Behaviour Policy re-visited along with expectations. |
| 1. **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) |
| 1. **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 | *Liaison with LA attendance team re individual cases*  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. |
| 19c | Risk assessment and measures in place for any pupils who are clinically extremely vulnerable, clinically vulnerable or live with people in those categories to support their safe attendance at school. | *Risk where parent is VEV and needs to shield* |
| 1. **Communication** | | | | | | | |
| 20a | Risk assessments/planning shared with staff.  Information around asymptomatic testing arrangements  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 | 5.3.21 | M to L |
| 20b | Governors consulted on full opening plans. | All stakeholders are aware | Plans shared prior to opening in March re-opening 2021 |
| 20c | Union representatives consulted and informed on full opening plans. | HT  AS |
| 20d | Risk Assessment published on website, where more than 50 staff. |  |  | Not applicable to us but we will publish on website |  | 5.3.21 |  |
| 20e | Communications with parents on the:   * Plan for full opening. * Social distancing plan. * Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning. * Attendance. * Asymptomatic testing * Use of face coverings * 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 | Information –   * Text to parents * E-mailed to Parents * Displayed on the school Home Page | HT  SBM  PM | 5.3.21 | M to L |
| 20f | Pupil communications around:   * 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 | Information –   * 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 |
| 1. **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  Clerk | 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. | L |
| 21c | Governors prepared for start of school year (clerking, etc.). | Duty of obligations | M | Dates booked for the year, via Zoom if needed. |
| 1. **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 |
| 1. **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:   * 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 |
| 1. **Before and after school clubs** | | | | | | | |
| 24a | Plans in place to resume before/after school clubs implements the necessary protective measures including restricted attendance and preserving 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**](https://neu.org.uk/media/11476/view?link_id=0&can_id=c0c54155d09e35837832cafc1a8fafcb&source=email-nothing-about-us-without-us-3&email_referrer=email_856111&email_subject=fyi-form_value-default-nothing-about-us-without-us)