

## **COVID19: Full opening risk assessment and action planning tool**

**SCHOOL NAME: TORRIDON PRIMARY SCHOOL**

**DATE: 27<sup>th</sup> August 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.

## 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.

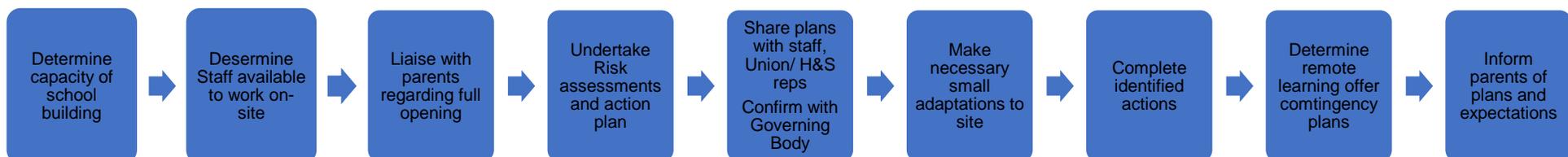
Number 6 applies in specific circumstances.

### 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



**Risk Matrix:**

*The table includes examples in grey, these are not exhaustive*

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

*HT = Headteacher, DHT = Deputy Headteacher, AHT = Assistant Headteacher, CoG = Chair of Governors, SBM = School Business Manager,*

*FM = Facilities Manager, SLT = Senior Leadership Team, PWL = Pastoral and Wellbeing Lead, AWO = Attendance and Welfare Officer*

	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)
<b>1. Engagement and communication- risk assessment and planning</b>							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	Stakeholders taking the time to read the risk assessment	M	Share risk assessment with all stakeholders.  INSET day to include reading through the risk assessment.	HT SLT CoG All staff	01/09/20  02/09/20	L  L
<b>2. Preparing Buildings and Facilities</b>							
2a	Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> <li>Water treatments</li> <li>Fire alarm testing</li> <li>Repairs</li> <li>Grass cutting</li> <li>PAT testing</li> <li>Fridges and freezers</li> </ul>	N/A Site has been open for usual hours including holidays and all usual checks have been carried out.	L	Facilities Manager to maintain programme of regular premises check	FM  Cleaning company	27.08.20 (ongoing)	L  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"> <li>Boiler/ heating servicing</li> <li>Internet services</li> <li>Any other statutory inspections</li> <li>Insurance covers reopening arrangements</li> </ul>			<p>Deep clean of the entire premises has taken place and rigorous cleaning programme maintained subsequently</p> <p>Carry out a full premises inspection</p>	FM/SBM/HT	<p>21.08.20</p> <p>28/08/20</p>	L
2b	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, limited windows for ventilation.	M	<p>Office staff desks repositioned</p> <p>Screen installed for front office</p> <p>Additional office space made available for individual working</p>	<p>SBM</p> <p>SBM</p> <p>SBM</p>	<p>20/05/20</p> <p>3/09/20</p> <p>3/09/20</p>	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	<p>2-meter markers are present on floors.</p> <p>Staggered start and finish times at different gates for different year groups.</p> <p>Additional gates to be utilised and one way system introduces for EYFS</p> <p>SLT will be at designated gates for different groups to drop off and pick up from.</p>	<p>FM</p> <p>SLT</p> <p>AHT</p> <p>SLT</p>	<p>03/06/20</p> <p>03/09/20</p> <p>03/09/20</p> <p>01/09/20</p>	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)
				Signage in place by entry and exit points.  Communication with parents and carers to explain entry and exit points and expectations.	AHT	01/09/20	L
2d	Consideration given to premises lettings and approach in place.	External after school club letting.	M	Consultation with the ASC organisation – subject to their own risk assessment.		31/08/20	L
2e	Necessary physical modifications completed: <ul style="list-style-type: none"> <li>Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary.</li> <li>Lidded bins in classrooms and shared spaces.</li> <li>Water fountains disconnected/ isolated.</li> <li>Ventilation measures identified and safe use of air conditioning assessed.</li> <li>Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place.</li> </ul>	Buildings across the site vary in age and facilities, classroom size varies	M  M M M M  M	Hand dryers are disconnected and foot operated lidded bins are in all toilet areas  Lidded bins are in all classroom and office spaces.  All water fountains are out of use  Air conditioning is switched off in year 6 block  Classrooms to be set out to enable as much space as possible – appropriate for the age range in the setting.  Windows, external and internal doors to be open to enable as much ventilation as possible.	FM  SBM  FM  FM  SLT  All staff	04/06/20  01/06/20  04/06/20  20/05/20  1/09/20  1/09/20	L  L  L  L  L  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)
2f	Consideration given to the arrangements for any deliveries.	Unexpected deliveries		External signage and drop box in place Systems in place for scheduled deliveries. Should an unscheduled delivery occur the SMB or PM to be notified to organise safe delivery	SBM Admin team Premises team	20/05/20	L
<b>3. Emergency Evacuations</b>							
3a	<p>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.</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>	<p>Current evacuation routes would cause multiple groups/ bubbles to come into contact. More appropriate alternatives are possible.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	M	<p>Evacuation procedure has been revised to take into account the buildings allocated to the “bubbles” and their entry and exit points.</p> <p>To be shared with all staff on the INSET day/ all children on the first day of term and to kept under review</p> <p>An evacuation drill to be carried out regularly. Recorded by Facilities Manager / SBM</p> <p>Buddy system updated (if needed for new starters)</p> <p>Fire drill to take place</p>	<p>SLT SBM FM</p> <p>HT AHT</p> <p>HT</p> <p>Inclusion Manager</p> <p>HT FM</p>	<p>28/08/20</p> <p>03/09/20</p> <p>Half termly</p> <p>07/09/20</p> <p>30/09/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</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)
<b>4. Cleaning, waste disposal and hand washing</b>							
4a	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Staff who may have been working at home are unfamiliar with the current cleaning regime	M	<p>INSET Day to include training on cleaning regime.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly – extra cleaning staff have been employed to be in throughout the school day.</p> <p>Staff in classrooms to regularly wipe tables, door handles etc being used.</p> <p>Hand towels and handwash areas to be checked and replaced as needed by premises team and cleaning staff.</p> <p>Enhanced cleaning regime for all toilets throughout the day – especially door handles, locks and toilet flush.</p> <p>Cleaning log to be up in all areas to recorded when</p>	<p>HT</p> <p>FM Premises team Cleaning team</p> <p>All staff</p> <p>FM Premises team Cleaning team</p> <p>FM Premises team Cleaning team</p>	<p>02/09/20</p> <p>14/05/20 2 extra cleaning staff employed by school to assist premises team</p> <p>At least twice daily</p> <p>At least twice during the school day plus cleaning by cleaning team after school</p> <p>4 times daily</p> <p>01/06/20</p>	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)
				cleaning has taken place – classrooms, toilets, admin areas.			
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Availability of cleaning staff	M	School has employed 2 cleaners to work throughout the school day to assist the premises team. School Business Manager and Facilities Manager to ensure that the cleaning team are cleaning to the expected standard daily. Close liaison with the contract cleaners to ensure consistent high standards	FM SBM	14/05/20	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	Premises team availability  Maintaining supplies of PPE	M	A named person on site from the premises team to deal with all cleaning emergencies. PPE accessible in the medical room/ EYFS/ KS1 medical cupboard and HT Office  All staff updated with how and when to use PPE and disposal Addendum to first aid policy.  Additional staff briefing on INSET day for new staff returning to school	FM SBM  HT to brief all staff  HT	3/06/20  5/06/20  02/09/20	L  L  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)
4d	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.</p>	Availability of hand sanitiser and other cleaning products	M	<p>Hand sanitiser, disinfectant spray, anti bac wipes, blue roll and tissues available in all classrooms, toilets, staff room, PPA room, main reception area and office areas.</p> <p>Hand sanitiser stations at all school gates and in the playground</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Disinfectant spray and disposable blue roll to be stored safely in classrooms to be used by staff throughout the day</p> <p>COSHH and risk assessments to include any new cleaning products.</p>	<p>FM SBM Premises team</p> <p>All staff</p> <p>FM</p>	<p>In place since 20/03/20</p> <p>All to be checked by 26/08/20 and then again on 1/09/20 Then ongoing on a daily basis</p> <p>Weekly audit of stock</p>	L
4e	Arrangements for longer-term continual supplies are also in place.	Availability of items.	M	Weekly stock check and ordering schedule reviewed and order made to ensure that stock does not run low.	SBM Admin team	26/08/20	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)
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Difficulty integrating the timetables for each 'year group bubble' and for the cleaning teams	M	All classrooms to be cleaned at lunchtimes by cleaning staff – if bad weather children will be in a hall whilst cleaning takes place.  Thorough clean after school in line with cleaning contract. Facilities Manager and School Business Manager to check daily.	Premises Team Cleaning team  Cleaning contract FM SBM	03/09/20  Daily	L
4g	Waste disposal process in place for potentially contaminated waste.	Availability of disposal waste company collections.  Maintaining a discrete area for on-site storage	M	Observe Public Health guidelines : Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Located in a locked area in a lidded large container behind the admin office.  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Facilities Manager and team  Facilities Manager and School Business Manager	20/03/20	L
4h	Process in place for safe removal and/or disposal of face masks in line with <u>(PPE) guidance</u>	Staff and children to remove their face mask when entering the setting safely.	M	Refuse bin bag near to each entry and exit point for used disposable masks.  Anyone wearing a re-usable face mask must bring in their own plastic bag as they 'must	FM SBM  SLT	02/09/20  02/09/20	L  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)
		Remembering to bring a plastic bag to put their face mask into if it is a reusable face mask	M	be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.'			
		Parents and carers to ensure that children have plastic bags to put their face masks into	M	Spare plastic bags at the entry and exit points. Explanation to parents and carers about safe removal / disposal of face masks through updates.	HT	28/08/20	L
			M	Inform staff on INSET day.	HT	02/09/20	L
4i	Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Routine hand washing: <ul style="list-style-type: none"> <li>on arrival and leaving school.</li> <li>before entering and leaving class during the day.</li> <li>before and after eating.</li> </ul> Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.	Site users becoming complacent	M	Signage and reminders All staff and children to wash their hands with hot water and liquid soap for 20 seconds when they come into the building at any point throughout the day.  Class teachers and TLSAs to monitor handwashing in classrooms and toilets.  Staff to be reminded on INSET day; children to be told on their first day and ongoing. Parents and carers informed through home/school communication	All staff SLT to monitor  All staff  HT SLT  AHT	02/09/20  03/09/20  02/09/20  02/09/20	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)
				Handwashing signage in all classrooms and toilets to be checked.			
<b>5. Classrooms and outdoor space</b>							
5a	Desks side by side, facing front, <u>where age appropriate.</u>	Communication to staff, children and parents and carers.	M	Desks for children in KS2 will be placed in a horseshoe or in small groups eg L or T shapes if appropriate.  In EYFS and KS1 tables will be age appropriately set in small groups.	Staff to set up classrooms	02/09/20	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.	Clear communication to staff	M	Tables to be set up to allow as much space as possible between individuals in their age appropriate layout. Explained on the INSET day.  Each child is to allocated their seat for the session – if seats need to change throughout the day thorough wipe down of the seat and the table must be carried out by members of staff.  Class staff to ensure that children know why they have allocated seats and resources and remind them the reasons why. Explain on	Staff  HT  All staff    All staff	02/09/20    03/09/20    03/09/20	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)
				<p>their first day back and ongoing reminders.</p> <p>When staff are working with an individual or a small group of children and are within 1m of the children they are to a maximum of 15 mins at a time.</p> <p>Explained during INSET day training.</p>	<p>All staff</p> <p>HT</p>	<p>03/09/20</p> <p>02/09/20</p>	
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	<p>School community used to using all open gates</p> <p>Children used to using all doors</p> <p>KS2 Classrooms have only one door.</p>	M	<p>Entry and exit gates to be communicated clearly to school community.</p> <p>Children in each bubble to know which entry and exit points to use.</p> <p>Signage displayed clearly at gates and throughout school</p>	<p>HT</p> <p>Adults in each self-sufficient bubble.</p> <p>AHT</p>	<p>02/09/20</p> <p>03/09/20</p> <p>02/09/20</p>	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 and surfaces should be cleaned and disinfected more frequently.</p> <p>Non-essential resources which are not easily washable or wipe-able have</p>	Soft toys, cushions and beanbags in classrooms not easily washable.	<p>M</p> <p>M</p>	<p>All children are in their year group classrooms.</p> <p>Soft furnishing and resources that are challenging to clean to be removed from classrooms.</p>	<p>SLT</p> <p>All staff SLT to monitor</p>	<p>03/09/20</p> <p>02/09/20</p>	<p>L</p> <p>L</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)
	<p>been be 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>Availability of COVID19 information posters</p> <p>Children used to sharing equipment in classrooms</p> <p>Children used to being able to bring in book bag etc</p>	<p>L</p> <p>M</p>	<p>Information posters (Dojo) for children will be displayed throughout the school – all rooms and halls. Information posters for adults displayed in staffroom, PPA rooms, offices and external display boards.</p> <p>Children to have individual named zip wallet for equipment – includes – pencil, pen, ruler, scissors, coloured pencils, pencil sharpener.</p> <p>Any equipment that is shared will be sterilised in lidded boxes including the playground equipment for each class / year group bubble.</p> <p>Children should not bring in anything from home except a named water bottle, lunchbox if required and coat / sunhat. Communicated to parents and careers via letter / email.</p> <p>Reading books that are finished with are to be placed</p>	<p>SLT</p> <p>Admin team</p> <p>SBM Admin team</p> <p>Class teachers Support staff</p> <p>HT</p> <p>Class teachers Support staff</p>	<p>02/09/20/20</p> <p>02/09/20</p> <p>02/09/20 Ongoing daily</p> <p>02/09/20</p> <p>31/08/20</p> <p>03/09/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</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)
				in box for at least 72 hours before they are returned to the book shelves.			
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 <u>COVID-19: cleaning of non-healthcare settings</u>	Classes used to being able to go outside when required	M	Outdoor space to be timetabled to ensure that all bubbles have as much access to outdoor learning as possible and staggered break and lunchtimes with designated play zones for each year group bubble.  Playtime equipment box allocated to each year group bubble.  Playtime equipment to be sterilised between playtimes and at the end of the day in lidded box.	SLT  AHT  Class teachers Support staff	01/0920  8/06/20	L  L
5f	Ventilation measures identified in each room. Air conditioning use assessed and used in line with HSE guidance: <u><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></u> Fire doors should not be propped open-longer term, automatic close fire doors could be considered.	Poor ventilation – especially in admin block, KS2 blocks and the resource base	M	Risk assess potential to prop doors open (where fire safety considerations allow); all windows to be opened – unless weather causes disruption to learning.  Air conditioning in year 6 block and Resource Base to be turned off.	FM  Class teachers Support  FM	1/09/20  08/06/20	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)
<b>6. Staffing</b>							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as premises 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.	Staff availability	H	<p>Staff audit re available to work on-site from 1<sup>st</sup> September.</p> <p>Staffing numbers to have at least 5 members of staff per year group bubble. Team leader will cover any bubble that requires additional staffing due to absence or availability.</p> <p>Office and premises are sufficiently staffed at all times by the team.</p> <p>Specialist PPA teachers will go to the classrooms for the first two weeks. All specialist teachers will sanitise their hands between classrooms. Equipment will stay in the classroom and will not be shared throughout the year group bubble to limit sharing of equipment.</p> <p>Dance will take place in the playground when weather permits or in the hall with a full floor clean between year group bubbles if there is another year group using before the end of the day.</p>	<p>HT</p> <p>SLT</p> <p>SBM FM</p> <p>Specialist teachers</p>	<p>31/08/20</p> <p>31/08/20</p> <p>31/08/20</p> <p>7/09/20</p>	<p>M</p> <p>M</p> <p>L</p> <p>L</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)
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 will consider levels of social distancing and contact with as low a number of others as possible.	Greater impact of Covid 19 on our large school BAME community has been a huge consideration when planning for the full return to school	H/M	All members of staff who have any anxiety or concerns should talk to a member f SLT. If necessary individual staff risk assessments will be completed and if necessary duties will be amended that will consider levels of social distancing and contact with others will be kept to a minimum.  Any member of staff should immediately seek advice from their GP if they are worried about their health and well-being.  Staff wellbeing team established to provide support for any staff member who has concerns	All staff  All staff  Wellbeing team	Ongoing  Ongoing  07/09/20	L/M  L/M  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.	Some members of staff who were shielding may need to consider social distancing and contact with as a low a	H	Risk assessments to be completed with HT. If necessary changes to duties as above and possible relocation of offices to minimise contact with others.	HT	02/09/20	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)
		number of people as possible.					
6d	Approach to staff absence reporting and recording in place. All staff aware.	Revert to usual staff absence reporting	L	All staff to sign in and out via Inventory system.  Any absence in line with policy – call and speak to your team leader. Reminder during information on INSET day in staff handbook.	All staff	02/09/20	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.	Anxiety for staff	M	All cover will be by team leaders, inclusion team and members of SLT.  All known cover arrangements will be made a week in advance.	SLT Inclusion team	03/09/20	L
6f	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff <a href="https://lewisham.gov.uk/myserVICES/parking/coronavirus-parking-restrictions-and-cpzs">https://lewisham.gov.uk/myserVICES/parking/coronavirus-parking-restrictions-and-cpzs</a>  <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff.  Consideration of arrival times to encourage walking and cycling to work.	Staff using public transport	H	Staff car, bike, electric scooter, parking available.  Email all staff the government guidelines for safer travel guidance for passengers.  Any staff member who has any concerns to speak to HT re: personal risk assessment if appropriate	HT  DHT  All staff	02/09/20  02/09/20	M/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)
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Generating heavier workload	H	<p>Training on the school's virtual platform of Teams to ensure that all teachers know how to upload their teaching resources.</p> <p>Same resources to be used for in-school provision and remote learning. Resources to be saved on staff drive and on the class teams area.</p> <p>Member of SLT to lead on the remote provision.</p> <p>Whole school topics for the autumn term for ease of home learning for children in more than one year group.</p>	<p>ICT Education Service (IES – staff training)</p> <p>Teaching staff</p> <p>AHT</p>	<p>30/09/20</p> <p>1/09/20</p> <p>1/09/20</p>	<p>M</p> <p>L</p> <p>L</p>
6j	<p>Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	Ensure staffing levels are adequate	M	<p>Staff to meet with HT and risk assessment to be completed.</p> <p>If re-deployment is required staff members will be communicated with and made aware of expectations of tasks they are unfamiliar with.</p>	<p>HT</p> <p>Identified staff members</p>	02/09/20	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)
6k	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	Lack of communication	H	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service, Employee Assistance Service that the school buys into; Lewisham Council mental wellbeing support <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a>)</p> <p>Team leaders to continue to regularly touch base with all members of their teams to check on wellbeing and personal circumstances.</p> <p>School pastoral wellbeing lead and mental health first aiders on site to assist with bereavement support</p> <p>Staff wellbeing team established to offer support and signpost services as appropriate</p>	HT  Team Leaders  Carol and Claire	Ongoing	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.	Government testing and tracing regime	M	COVID symptoms/illness government guidance shared with all members of the school community via emails and staff handbook	HT	0409/20	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)
				for staff and email for the rest of the community.  School has access to the testing portal and should have a small number of testing kits on site by the beginning of term.		01/09/20	L
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters unsure of information	M	Children starting school in N and R in September have all been contacted and starting dates and times set. All families have been emailed.  Phone calls will be made for any child not in school.	Kate and EYFS team  Admin team	7/09/20  2/09/20	L
6n	Return to school procedures are clear for all staff.	Ensure that all staff are aware	M	HT to go through with all staff on the INSET Day. Team leaders to ensure that all staff are briefed.	HT SLT	02/09/20  Ongoing	L
6o	Arrangements to return any furloughed staff in place.	N/A					
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	N/A					
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.	N/A					

	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)
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.	School's protocol not shared	M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.  Any visitors / contractors kept to a minimum during school hours.	SLT FM SBM	31/08/20	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.	NA					
<b>7. Group Sizes</b>							
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 3 form entry primary school, toilet block shared by both classes.	M	Children will stay in their class during the learning sessions of the school day. Children will be in their year group bubble during playtimes and lunchtimes.  Bubble set at the size of the year group.  Toilets allocated to year groups. Clear signage.	All staff   AHT	03/09/20   31/08/20	L
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	Staff availability	M	Staff allocated to year group bubbles	All staff	02/09/20	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)
				Cover to be provided by SLT members if necessary in order to minimise adults crossing bubbles			
<b>8. Social Distancing</b>							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices.</li> <li>Parents/carers drop off at school gate - no entry.</li> <li>Staggered or limited amounts of moving around the school/ corridors, one way systems where possible.</li> <li>Classroom design.</li> <li>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.</li> <li>Markings in place for routes around school to minimise closer contact.</li> <li>Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble.</li> </ul>	Parents and carers not coming at the allocated times; children not knowing about expected routines	M/H	<p>All bubbles will have allocated entrances/exits/toilets and stairs.</p> <p>Soft start and end of the day to enable staggered drop offs and collections.</p> <p>If a family has children in different year groups there will be a "family collections" allocated time to collect all their children at the end of the day from one specific gate.</p> <p>Staggered drop off and pick up times for each year group. Drop off will be from the year group designated gate – parents and carers will drop their child/ren at the gate – no entry for any parent or carer. A member of SLT will be present at all gates.</p>	SLT	03/09/20	L/M
					FM	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)
	<ul style="list-style-type: none"> <li>Use of hand driers risk assessed. Paper towels and foot operated closed bin in place.</li> </ul>			<p>Markings on pavements outside gates for parents and carers to wait 2m apart.</p> <p>SLT to create a timetable for playtimes/lunchtimes/using the outside spaces. Each bubble to be allocated a section of the playground for playtime / lunchtime with their own box of equipment to use.</p> <p>Toilets will be regularly wiped down by the premises team and cleaning team. Thorough clean at the end of the day by the cleaning company.</p> <p>Pedal bins are in all areas of the school including classrooms, toilets, offices etc. All hand driers have been. Paper towels provided.</p> <p>Bubbles will have allocated space in which to each their lunch (this will be their classroom space initially)</p> <p>All stake holders to be communicated with via email,</p>	<p>SLT</p> <p>FM Premises Team Cleaning Team</p> <p>AHT</p> <p>HT</p>	<p>01/09/20</p> <p>03/09/20</p> <p>5/06/20</p> <p>01/09/20</p> <p>03/09/20 ongoing</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</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)
				website and the children spoken to in their classes.			
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing in place.	School community not knowing what is expected.	M	As children enter the school gate they will sanitise their hands at the sanitiser stations and go straight to their classroom. They will wash their hands once they have put any personal belongings (coat, sunhat, water bottle) in their allocated spaces. Staff will remind children of the social distancing when they are in the classrooms and playgrounds.	All staff	2/09/20	M/L
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate).	Expectations	M	Hand washing and cleaning explanations and demonstrations (if needed).  Conversations with parents.  Risks assessments and individualised approach in place for students who might find it difficult to follow rules/ meet expectations.  Reminders from staff of how to social distance – using the social distance vocabulary appropriate for their year group. Constant conversations with all	All staff  Inclusion team  All staff	03/09/20  03/09/20  03/09/20	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)
				children about how to be as socially distanced as possible.			
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.		Assemblies are not planned for at this time.  Virtual assemblies to be considered following initial review period	SLT	18/09/20	
8e	Social distancing plans communicated with parents, including approach to breaches.	Persistent non-compliance	M	Letter to all parents and carers clarifying our approach.	HT	04/09/20	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.	Non-compliance	M	Specific playground equipment boxes for each bubble which will be cleaned between playtimes and at the end of the school day.  Playground zones will be demarcated  Clear communication with children so that they know which area they can use.	All staff  SLT and Facilities manager  CT TLSAs	01/09/20  01/09/20	L
8g	Social distancing arrangements for use of staff areas in place and shared spaces.	Staff not knowing	M	Hot drink facilities located at either end of the staffroom reduce staff congregating. Staff to wipe down the area that they sit in after use.	SBM FM	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)
				Cleaner/sanitiser available in staffroom.  Staggered breaks for all staff and children to limit number of adults have a break at any time.  Signage to remind staff how many adults can be in the room at one time.  Staff informed at INSET day and part of the addendum to the staff handbook.	SLT  AHT  HT	02/09/20  01/09/20  02/09/20	
<b>9. Transport</b>							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> to be shared with parents and CYP as age appropriate.	Non-compliance or inability to comply	M	Link will be in the letter to parents and carers to encourage children to avoid public transport if possible.	HT	04/09/20	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.	SEND transport	M	Taxi transport for resource base children to ensure social distancing where possible.  Risk assessment from company.	Inclusion team	01/09/20  received	M
9c	Support in place for CYP who have no alternative, to access public transport	Children to know the expectations	M	Emergency supply of masks in HT office		03/09/20	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)
	safely, adhering to social distancing protocols where possible.	for travelling on public transport		Guidance for pupils on public transport social distancing and use of masks carried out in classes.	Class teachers		
<b>10. Catering</b>							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Communication with catering team	M	Liaise with catering team To agree numbers and provision of hot or cold meals for children. All children will have lunch in their classrooms for the first two weeks.	SBM	20/09/20	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.	Reduce the mixing of year groups bubbles	M	Children to have lunch in their classrooms for the first two weeks.  Cleaning tables and removal of bins after lunch in classrooms.	All staff  Class staff, cleaning team and premises team	03/09/20	L
10c	Arrangements for food deliveries in place.	Difficulty ensuring deliveries can be out of school hours	M	Liaison with Catering Manager so that food deliveries are scheduled.	SBM FM	ongoing	L
<b>11. PPE</b>							
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.	Staff lack of knowledge in when and how to use PPE	M	Public health training videos shared with all staff  Clarification to staff of where PPE is kept and when it's use is expected.	Staff  SLT	8/06/20  02/09/20	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)
	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.			Guidelines included in the addendum of the staff handbook – explained at virtual staff meeting and team meetings.		02/09/20	
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.	As numbers attending increase there may be more need for specific care	M	Inclusion team to write risk assessments for key individuals if needed. Parents and carers to be aware that a place may not be available until a risk assessment has been completed	Inclusion team	01/09/20	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?	School community not aware	M	SLT will be on all gates and will maintain a 2m distance.  Information in staff handbook and shared with all staff.	SLT	03/09/20	L
<b>12. Response to suspected/ confirmed case of COVID19 in school</b>							
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.	School community awareness	M	Notices at all entrances  Government guidance forwarded to all parents and carers.  Ongoing reminders to staff, parents and carers through weekly briefings and newsletters.	AHT	01/09/20  04/09/20  ongoing	L
12b	Approach to adults/children displaying COVID19 symptoms cases in place - during school day:	Not all staff are aware	H	Suspected COVID 19 symptoms protocol shared	HT	02/09/20	M/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"> <li>Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19.</li> <li>Consideration of any pupils with heightened COVID19 vulnerability.</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated.</li> <li>Cleaning procedure in place.</li> <li>Arrangements for informing parent community in place.</li> <li>Emergency PPE available where 2m distance cannot be maintained.</li> </ul>			with all staff, parents and carers and children in school. See protocol sheet.			
12c	<p>Approach to confirmed COVID19 cases in place - outside of school hours:</p> <ul style="list-style-type: none"> <li>Identified children/adults/bubbles/contacts advised on necessary action.</li> <li>Staff with heightened vulnerability considered and advised of necessary action.</li> <li>Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible.</li> <li>Cleaning procedure in place.</li> <li>Arrangements for informing parent community in place.</li> </ul>	Staff are unaware of the protocol Parents unaware that they must inform school if Covid19 confirmed	H	Confirmed Covid 19 case protocol shared with all staff, parents and carers and children  See protocol sheet.	HT	02/09/20	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)
12d	Process in place to engage with the Test and Trace and contact tracing process. Refer to Lewisham PH and public health guidance for more information.	Stakeholders do not isolate is contacted by test and trace	M	All stakeholders engage with the Test and Trace and contact tracing and do not attend school if they are contacted. They are to call the school to let a member of SLT know as soon as possible.	Everyone	1/09/20	M
<b>13. Pupil Re-orientation - back into school after a period of closure/ being at home</b>							
13a	Approach and expectations around school uniform determined and communicated with parents.	Children who attended during wider opening not having to wear school uniform.	M	All children to wear school uniform.  If children have PE on a given day the children are to attend school in their PE kit for the day – to avoid children having to change clothing from week 2. Parents and carers to be communicated with via newsletter.	Children  Class teachers to remind children  HT	03/09/20  7/09/20  04/09/20	L  L  L
13b	<b>Changes to the school day/timetables shared with parents.</b>	<b>Non-compliance</b>	<b>M</b>	<b>Staggered starts and ends to the day will be written in the letter to parents and carers.</b>	<b>HT</b>	<b>28/08/20</b>	<b>L</b>
13c	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.	Non-compliance	M	Letter to parents and carers will set out agreed equipment expectations. Arrangements for children to access drinking water (if no bottle provided) in labelled cup.	HT  Class teachers	28/08//20  03/09/20	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)
13d	<p>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.</p> <p>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.</p>	Ensuring all staff access training	M	<p>Team leaders to lead on a PSHE curriculum that enables the children to share their experiences and to explore how school is different at the moment. Share approaches in teams and bubbles so that all staff know approach.</p> <p>Share all learning – ensure that boards are celebrating home learning as well as in school learning.</p> <p>Share learning experiences virtually – twitter, Instagram and blogs.</p>	<p>SLT Class teachers</p> <p>SLT to allocate boards</p> <p>SLT</p>	<p>02/09/20</p> <p>Ongoing</p> <p>Ongoing</p>	L
13e	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service, Lewisham Council mental wellbeing support <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a>)</p> <p>Staff to continue to regularly touch base with known vulnerable children to check on wellbeing and personal circumstances.</p>	<p>HT</p> <p>All staff</p>	<p>02/09/20</p> <p>03/09/20</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)
				<p>School pastoral wellbeing lead and mental health first aiders on site to assist with bereavement support</p> <p>Staff wellbeing team established to offer support to children (drop in service)</p> <p>Class teachers reminded about referral procedures if they have concerns regarding a child/ children</p>	<p>Carol and Claire</p> <p>SLT</p> <p>HT</p>	<p>03/09/20</p> <p>07/09/20</p> <p>03/09/20</p>	
13f	Re-orientation support for school leavers is developed.	N/A					
13g	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial.</li> <li>• Increased FSM eligibility.</li> <li>• Referrals to social care and other support.</li> <li>• PPG/ vulnerable groups.</li> </ul>	Families are not able to cope in their situation and children are put at risk	M	<p>Welfare team and SLT to continue to monitor and engage with vulnerable families.</p> <p>Welfare team to offer support and signpost services for any families experiencing difficulty</p> <p>All staff to be vigilant for children who may be experiencing difficulty or trauma and raise concerns with team leader</p>	<p>SLT</p> <p>Welfare team</p> <p>Admin team</p> <p>All staff</p>	Ongoing	M

#### 14. Remote education contingency plan

	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)
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	Remote learning contingency available and ready to be 'switched-on' when needed.  Families with no access to ipads/computers or to wifi to be identified and paper resources sent home.	SLT  Team leaders / CTs	02/09/20  When it occurs	L  M
<b>15. Transition - into new year group - What will need to be different this year because of COVID19?</b>							
15a	Online/ website support for families and young people around transition.	Parents and carers to access their emails and information on the website	M	New EYFS page for new starters giving induction information and information of how and when to start.  Year 6 lead available to speak to any parents or carers needing assistance.  Pastoral and Wellbeing Lead liaising with vulnerable year 6 families.	AHT  AHT  Carol	21/07/20  21/07/20  Ongoing	L
15b	Plan for transitions between school years taking into account what needs to be different due to opening fully: <ul style="list-style-type: none"> <li>• EY to Primary.</li> <li>• Primary to Secondary.</li> <li>• Vulnerable children.</li> <li>• Children with SEND.</li> <li>• Physical and sensory needs, including adaptations, equipment etc. (lead in times).</li> <li>• Post 16.</li> <li>• School Leavers.</li> </ul>	All parents and carers accessing their emails for information	M	Virtual induction for all parents and carers in small groups with EYFS lead.  Teachers in EYFS to record a video introducing them to the children so that the new starters can see their EYFS team.  All classes - virtual meeting with their new teacher.	AHT  EYFS team  Class teachers	20/07/20  21/07/20  21/07/20	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)
				Year 6 and inclusion team lead to speak to liaise with all secondary schools to ensure smooth handover of information for the 2020 year 6 cohort.	AHT Richard Inclusion team		
<b>16. Safeguarding</b>							
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.  Welfare team to lead on support with return to school and liaising with parents and carers alongside SLT.	Safeguarding team  SLT AWO PWL  Inclusion Team Safeguarding Team	01/09/20  Ongoing	M  M
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	All staff attending inset day	M	Staff refresher training session on processes and procedures and the revised wellbeing material on INSET day.	HT SLT	02/09/20 Ongoing reminders	L
16c	Updated Child Protection Policy in place.	Updated policy read by all staff	L	Adopted most recent Child Protection Policy – training in virtual staff meeting following release of updated 'Keeping Children Safe in Education 2020' on 1 <sup>st</sup> September 2020	HT All staff	09/09/20	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)
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.	Staffing levels in other agencies	M	Liaising with other agencies to ensure that all support possible is provided to vulnerable families to return to school.	SLT Safeguarding Team Inclusion team AWO PWL Admin Team	02/09/20 Ongoing	M
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.	All staff are aware.  All parents and carers are aware if their child has an individual plan.	M	Review individual consistent management plans to ensure they include protective measures if appropriate and are inline with the behaviour policy. Parents and carers to have the individual plans shared with them. All staff to know where PPE is located and how to dispose of it – in staff handbook.  No children who require intimate care at present.	SLT Inclusion team  Inclusion team  All staff	02/09/20	L
<b>17. . Curriculum / learning environment</b>							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Staff wanting to progress children's learning before children are emotionally ready.	H	Whole school theme based around PSHE for autumn 1 based around the book 'Here We Are' by Oliver Jeffers for the first two weeks at least. Team leaders to support planning. First two weeks focus on PSHE and experiences.	SLT	1/09/20	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)
		Reading of the recovery curriculum not following usual curriculum.		<p>School to use the DFE maths intervention plan to ensure a focus on basic skills for Autumn 1.</p> <p>School to use Islington's reading and writing recovery curriculum to guide planning.</p> <p>Balanced curriculum to be maintained in all year groups.</p> <p>Team leaders to ensure that all staff are focused on PSHE and children's mental well-being. Then basic skills, revision and catch up.</p> <p>Staff meeting time to ensure all staff understand the reasons why and assess the children to ensure that curriculum being taught are the essential skills needed.</p>	All teaching staff		
17b	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated:</p> <ul style="list-style-type: none"> <li>• PE.</li> </ul>	Class teachers to thinking about social distancing when planning.	M	<p>Staff to ensure that social distancing is planned into all practical sessions.</p> <p>Team leaders to assist with planning and implementation when the activity is more difficult for social distancing to be undertaken.</p>	<p>Class teachers</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p>	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"> <li>Practical science lessons.</li> <li>DT/ FT.</li> </ul>						
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>Wellbeing curriculum.</li> <li>Recognising 'non-curriculum' learning that has been done.</li> <li>Capturing pupil achievements/ outcomes.</li> <li>Utilising the DFE 'catch-up' funding and programmes.</li> </ul>	<p><i>Staff are confident leading well-being sessions.</i></p> <p><i>Class teachers know about what catch up sessions are available and how to use them for individuals.</i></p>	M	<p><i>Staff are trained and supported with the well-being curriculum focus.</i></p> <p><i>Team leaders to support planning and lead on sessions if required.</i></p> <p><i>Outcomes to be celebrated – display, star of the week, phone calls home,</i></p> <p><i>Teachers to be aware of how best to provide students with additional support and interventions. SLT and inclusion team to support staff.</i></p>	<p>SLT on INSET day</p> <p>SLT</p> <p>Class teachers</p> <p>SLT AHT Class teachers Inclusion team</p>	<p>02/09/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	L
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: <a href="#"><u>Behaviour and Discipline in Schools guide</u></a></p> <p><a href="#"><u>DfE behaviour and attendance checklist</u></a> completed.</p>	Consistency in use of behaviour policy	L	<p>Behaviour policy to be re-visited on INSET day to ensure all staff are clear</p> <p>Summary behaviour policy to be shared with parents and carers.</p>	<p>All staff SLT</p> <p>HT</p>	<p>02/09/20</p> <p>11/09/20</p>	L
<b>18. CYP with SEND</b>							
18a	Approach to provision of the elements of the EHCP including health/therapies.	All staff who work with EHCP	M	This will be considered in the risk assessment for each child with an EHCP.	Inclusion team	8/09/20	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)
		children are aware					
18b	Annual review plan in place.	Ensure that all annual reviews are completed	L	Annual review dates plan updated in line with any unable to be completed last term.	Inclusion team	04/09/20	L
18c	Requests for assessment plan in place.	Capacity to meet requests for assessments	M	Requests will be addressed as much as possible. The HT will be kept informed of progress and the number of outstanding requests Assessments will continue to be made virtually wherever possible,	Inclusion Team	Ongoing	L
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 not in education. Communication between services.	M	Will be part of individualised risk assessments for vulnerable children.  Inclusion team and welfare team work with allocated families and agencies.  When pupils return inclusion team to work with them to ensure understanding of social distancing.	Inclusion Team Welfare team SLT	Ongoing	M
<b>19. Attendance</b>							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Families too anxious to let their children come to school. Pupils too	M	Welfare team in regular contact with pupils and their families to relieve anxiety by phone calls, and home visits if appropriate.	AWO PWL Welfare team SLT	Ongoing	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)
		anxious to come to school.		Daily attendance phone calls in line with policy.	Admin team		
19b	Approach to support for parents where rates of PA were high before lockdown.	PA continues with specific families.	M	Continue regular contact by the welfare team - families allocated. Phone calls and home visits. Maintain previous support to these families and any others whose PA become high.	AWO PWL Welfare team SLT	Ongoing	M
<b>20. Communication</b>							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared	All staff to read risk assessment.	L	Shared with all staff via email and on INSET day.	HT	02/09/20	L
20b	Governors consulted on full opening plans.	Governors to read through the risk assessment with a tight turn around.	L	Governor working party to review the risk assessment.  All governors to be consulted.	HT  CoG	30/08/20  02/09/20	L
20c	Union representatives consulted on full opening plans.	Availability of union representatives before the first day of school.	M	Union representatives to read and respond to the risk assessment before it is published.	Union representatives HT	30/08/20	L
20d	Risk Assessment published on website, where more than 50 staff.		L	Publish once governors, union representatives and staff have been consulted.	DHT	02/09/20	L
20e	Communications with parents on the: <ul style="list-style-type: none"> <li>Plan for full opening.</li> <li>Social distancing plan.</li> </ul>	Ensure that all parents and carers access the information	M	Create an information sheet for parents and carers to share the information.	SLT	30/08/20	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)
	<ul style="list-style-type: none"> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning.</li> <li>Attendance.</li> <li>Uniform.</li> <li>Transport.</li> <li>Behaviour.</li> <li>Test and trace.</li> <li>Staggered start and end times.</li> <li>Expectations when in school and at home (if self-isolating is necessary).</li> </ul>						
20f	Pupil communications around: <ul style="list-style-type: none"> <li>Changes to timetable.</li> <li>Social distancing arrangements, hand washing and other preventative measures.</li> <li>Staggered start times.</li> <li>Expectations for behaviour when in school and at home (if self-isolating is necessary).</li> <li>Travelling to and from school safely.</li> </ul>	Communication not clear and consistent.	M	Team leaders to create slides for all classes to use to communicate information to pupils to ensure consistency.  Regular, gentle reminders by staff.	SLT CTs	01/09/20	L
<b>21. Governors/ Governance</b>							
21a	Meetings and decisions that need to be taken prioritised.	Governors being able to attend.	L	Virtual governing body meetings.  CoG in weekly (or more) contact with SLT to ensure that decisions can be made.	Governors	Ongoing	L
21b	Governors are clear on their role in the planning for full opening of school, including support to leaders.	Availability of CoG	L	CoG in regular contact with the rest of the governing body to ensure that	CoG HT	Ongoing	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)
	Approach to communication between Leaders and governors is clear and understood.			Governors are clear on their role to support leaders.  Regular emails. Weekly meetings with HT and CoG.			
21c	Governors prepared for start of school year (clerking, etc.).		L	Governors are prepared for the start of the school year.	CoG HT	22/07/20	L
<b>22. School events, including trips</b>							
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.		M	No trips planned for autumn 1.  Trips protocol will be considered at second review point (October half term)	HT SLT	31/10/20	TBC
<b>23. Finance</b>							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			ASC letting to be determined.			
23b	Insurance claims, including visits/trips booked previously followed up.	N/A					
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• IT support.</li> <li>• Catering.</li> </ul>	N/A					
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	N/A					

	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)
<b>24. Before and after school clubs</b>							
24a	Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles.	Children crossing year groups bubbles.	M	<p>External ASC providers will be picking up from the school and escorting the children off site. School will collect children together to enable collection from one gate.</p> <p>Parents and carers to be aware that this increases the risk.</p> <p>ASC who rents hall on site is deciding on whether to re-open in September.</p>	SLT	Ongoing	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](#)