

COVID19: Full Opening from March 2021 Risk assessment and action planning tool *(Changes to previous version in red)*

SCHOOL NAME: TORRIDON PRIMARY SCHOOL

DATE: 4th March 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures **to plan for the full return to onsite education from March 8th and ensure the school continues to operate as safely as possible following full opening.** 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
- 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:

[Actions for schools during coronavirus outbreak](#)

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

[Safe working in education, childcare and children's social care](#)

[What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)

[National lockdown](#)

[Guidance on protecting extremely vulnerable persons](#)

[Asymptomatic testing in schools and colleges](#)

[RIDDOR reporting of COVID-19](#)

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. **Ensure face coverings are used in recommended circumstances**
3. **Ensure everyone is advised to** clean their hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
6. **Consider how to minimise** contact between individuals and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated

In specific circumstances

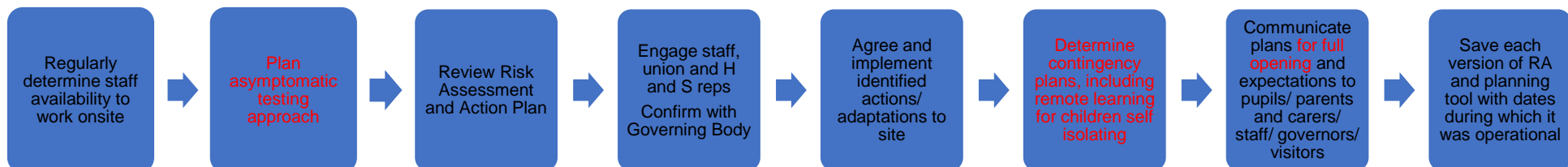
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. **Promote and engage in asymptomatic testing, where available.**

Response to any infection:

You must always

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

Reviewing Risk Assessment and Planning Tool



Risk Matrix:

The table includes examples in grey, these are not exhaustive

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

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			
	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
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	Stakeholders taking the time to read the Risk Assessment	M	Share Risk Assessment with all stake holders INSET Day to include reading through the Risk Assessment	HT SLT CoG	1/9/20 Update Jan 2021 Update March 2021	L
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none">Water treatmentsFire alarm testingRepairsGrass cuttingPAT testingFridges and FreezersBoiler/Heating ServicesInternet ServicesAny other statutory inspectionsInsurance covers operating arrangements	All usual checks have been carried out	L	Facilities Manager to maintain programme of regular checks Carry out full premises inspection Rigorous Cleaning programme to be maintained	SBM FM HT FM	August 2020 ongoing 16 th January 2021 January 2021	L L L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
2b	Office spaces re-designed to allow office-based staff to work safely. Consider remote working where appropriate.	Office does not allow for adequate space between staff members, limited windows for ventilation.	M	Office staff desks repositioned Screen installed for front office Additional office space made available for individual working Staff working from home until necessary where appropriate	SBM SBM SBM SBM	20/05/20 3/09/20 3/09/20 11/01/21 Reviewed 01/03/21	L L L 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	2-meter markers are present on gates. Different gates for different year groups. Additional gates to be utilised and one way system introduces for EYFS SLT will be at designated gates for different groups to drop off and pick up from. Signage in place by entry and exit points.	FM SLT AHT SLT AHT	03/11/20 Refreshed 04/01/21 05/01/21 03/09/20 01/09/20 01/09/20 Refreshed 5/1/21 Refreshed 04/03/21	L L L L L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				Communication with parents and carers to explain entry and exit points and expectations.	HT	Updated 5/1/21 Refreshed 04/03/21	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. Lettings Risk Assessment Completed	SBM SBM	31/08/20 Reviewed 02/03/21	L
2e	Necessary physical modifications completed: <ul style="list-style-type: none"> Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary. Lidded bins in classrooms and shared spaces. Water fountains disconnected/ isolated. Ventilation measures identified and safe use of air conditioning assessed. Spaces in classrooms measured to facilitate maximum social distancing and tables, 	Buildings across the site vary in age and facilities, classroom size varies	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 not in use in year 6 block Classrooms to be set out to enable as much space as	FM SBM FM FM SLT	04/06/20 01/06/20 04/06/20 05/01/21 1/09/20	L L L L L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	chairs placed appropriately, markings and barriers in place.		M	possible – appropriate for the age range in the setting. Windows, external and internal doors to be open to enable as much ventilation as possible.	All staff	1/09/20	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 FM to be notified to organise safe delivery	SBM Admin team Premises team	20/05/20	L
3. 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	Current evacuation routes would cause multiple groups/ bubbles to come into contact. More appropriate alternatives are possible. Staff needing to work from home are current PEEP buddies and so	M	Evacuation procedure has been revised to take into account the buildings allocated to the “bubbles” and their entry and exit points. To be shared with all staff at staff meeting/ all children on first day of return An evacuation drill to be carried out regularly. Recorded by Facilities Manager / SBM	SLT SBM FM HT AHT HT	28/10/20 03/03/21 08/03/21 Half termly 07/09/20	L L L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	including cover arrangements in the case of reduced numbers of staff.	reassignment necessary.		Buddy system updated (if needed for new starters) Fire drill to take place	Inclusion Manager HT FM	19/03/21	L
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with the latest guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	Staff who may have been working at home are unfamiliar with the current cleaning regime	M	INSET Day to include training on cleaning regime. 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. Staff in classrooms to regularly wipe tables, door handles etc being used. Hand towels and handwash areas to be checked and replaced as needed by premises team and cleaning staff. Enhanced cleaning regime for all toilets throughout the day – especially door	HT FM Premises team Cleaning team All staff FM Premises team Cleaning team FM Premises team	02/09/20 14/05/20 2 extra cleaning staff employed by school to assist premises team At least twice daily At least twice during the school day plus cleaning by cleaning team after school 4 times daily 01/06/20	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				handles, locks and toilet flush. Cleaning log to be up in all areas to recorded when cleaning has taken place – classrooms, toilets, admin areas.	Cleaning team		
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Availability of cleaning staff	M	School has employed 4 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.	FM SBM HT to brief all staff HT	3/06/20 5/06/20 Updated 03/03/21 02/09/20 Updated 03/03/21	L L L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
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)	Action required	Who?	Date Action Completed	Risk Level (post action)
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 Reviewed 04/01/21 Reviewed 01/01/21 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).	FM and premises team FM and SBM	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. Remembering to bring a plastic	M M	Request for all parents and carers to wear face covering at pick up and drop off times. All staff on gates advised to wear face coverings.	HT HT	04/01/21 04/01/21 Reminder issued to	L L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
		<p>bag to put their face mask into if it is a reusable face mask</p> <p>Parents and carers to ensure that children have plastic bags to put their face masks into</p>	M	<p>Children remove masks before entering the school grounds.</p> <p>Refuse bin near to each entry and exit point for used disposable masks.</p> <p>Staff and children informed re: safe removal and storage of masks in plastic bags.</p>	<p>FM</p> <p>HT</p>	<p>whole school 03/03/21</p> <p>January 2021</p> <p>02/09/20</p>	<p>L</p> <p>L</p>
4i	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available.</p> <p>Routine hand washing:</p> <ul style="list-style-type: none"> on arrival and leaving school. before entering and leaving class during the day. before and after eating. <p>Increased hand washing throughout the day in line with government guidance.</p> <p>Hand sanitiser available where necessary.</p>	Site users becoming complacent	M	<p>Signage and reminders</p> <p>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.</p> <p>Class teachers and TLSAs to monitor handwashing in classrooms and toilets.</p> <p>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</p>	<p>All staff SLT to monitor</p> <p>All staff</p> <p>HT SLT</p>	<p>02/09/20 Reviewed on 04/01/21</p> <p>03/09/20</p> <p>02/09/20 Reminder on 04/01/21 Update 03/03/21</p>	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				Handwashing signage in all classrooms and toilets to be checked.	AHT	02/09/20 Reviewed 04/01/21	
5. Classrooms and outdoor space							
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 Update 03/03/21 03/09/20 08/03/21 03/09/20 08/03/21	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				<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 08/03/21</p> <p>02/09/20 03/03/21</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 03/03/21</p> <p>03/09/20 Reviewed 05/01/21 03/03/21</p> <p>02/09/20 Reviewed 04/01/21 04/03/21</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>Soft toys, cushions and beanbags in classrooms not easily washable.</p>	<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 Reviewed 04/01/21</p>	<p>L</p> <p>L</p>

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	Non-essential resources which are not easily washable or wipe-able have been removed (e.g. soft toys, dressing up clothes).	Availability of COVID19 information posters	L	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.	SLT Admin team	02/09/20/20 Updated 08/03/21	L
	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.	Children used to sharing equipment in classrooms	M	Children to have individual named zip wallet for equipment – includes – pencil, pen, ruler, scissors, coloured pencils, pencil sharpener.	SBM Admin team	02/09/20 Reviewed 04/01/21 05/03/21	L
	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).	Children used to being able to bring in book bag etc		Any equipment that is shared will be sterilised in lidded boxes including the playground equipment for each class / year group bubble.	Class teachers Support staff	02/09/20 Ongoing daily 02/09/20	L L
				Children should not bring in anything from home except a named water bottle, lunchbox if required/ coat and book bag . Communicated to parents and careers via letter / email.	HT	04/01/21 03/09/20	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				Reading books that are finished with are to be placed in box for at least 48 hours before they are returned to the book shelves.	Class teachers Support staff	03/03/21	
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. <u>Read 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	01/09/20 Reviewed 04/01/21 Reviewed 05/01/21 8/06/20 (ongoing)	L L
5f	Ventilation measures identified in each room/ area of the school 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	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.	FM Class teachers Support	1/09/20	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	Fire doors should not be propped open-longer term, automatic close fire doors could be considered.			Air conditioning in year 6 block and Resource Base not to be used.	FM	04/01/21	
6. Staffing							
6a	<p>Staffing numbers required for full opening/groups/bubbles have been determined including support staff such as premises and office/admin staff.</p> <p>Plans ensure staff move between bubbles only when absolutely necessary necessary and adopt prevention measures for doing so.</p> <p>PPA cover is organised to protect integrity of bubbles.</p> <p>Occasions where adults work across bubbles are kept to a minimum and are clearly identified and recorded.</p>	Staff availability	H	<p>Staff audit re available to work on-site from 4th January 2021</p> <p>Staffing numbers to have at least 6 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 be included on the timetable for year group bubbles.</p>	<p>HT</p> <p>SLT</p> <p>SBM FM</p> <p>Specialist teachers</p>	<p>04/01/21</p> <p>08/03/21</p> <p>08/03/21</p> <p>05/03/21</p>	<p>M</p> <p>M</p> <p>L</p> <p>L</p>
6b	<p>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.</p> <p>Up to date individual staff Risk Assessments are informing risk mitigation arrangements for individuals</p>	Greater impact of Covid 19 on our large school BAME community has been a huge consideration when planning for the 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	All staff	Ongoing	L/M

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	<p>identified as clinically vulnerable and/or living with someone in these groups, considering issues around age, ethnicity and pregnancy in line with current guidance.</p> <p>Assigned activities consider levels of social distancing and contact (where reasonable) and outline measures for handwashing etc.</p>	<p>Some members of staff who were previously shielding may need to consider social distancing and contact with as a low a number of people as possible.</p>		<p>others will be kept to a minimum.</p> <p>Any member of staff should immediately seek advice from their GP if they are worried about their health and well-being.</p> <p>Risk assessments to be completed with HT. If necessary changes to duties as above and possible relocation of offices to minimise contact with others.</p> <p>Staff wellbeing team established to provide support for any staff member who has concerns</p>	<p>All staff</p> <p>HT</p> <p>Wellbeing team</p>	<p>Ongoing</p> <p>January 2021 (ongoing)</p> <p>07/09/20</p>	<p>L/M</p> <p>L/M</p> <p>L</p>
6d	Approach to staff absence reporting and recording in place. All staff aware.	Revert to usual staff absence reporting	L	<p>All staff to sign in and out via Inventory system.</p> <p>Any absence in line with policy – call and speak to your team leader. Reminder during staff meeting in staff handbook.</p>	All staff	<p>02/09/20</p> <p>03/03/21</p>	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.	SLT Inclusion team	03/09/20	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				All known cover arrangements will be made a week in advance.			
6f	<p>Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs</p> <p><u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff.</p> <p>Consideration of arrival times to encourage walking and cycling to work.</p>	Staff using public transport	H	<p>Staff car, bike, electric scooter, parking available.</p> <p>Email all staff the government guidelines for safer travel guidance for passengers.</p> <p>Any staff member who has any concerns to speak to HT re: personal risk assessment if appropriate</p>	<p>HT</p> <p>DHT</p> <p>All staff</p>	<p>02/09/20</p> <p>02/09/20</p>	M/L
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.	Non-compliance	M	Staff expectations for work in bubbles to be explained at virtual team meetings and staff meeting. Expectations in addendum to staff handbook emailed to all staff.	HT SLT	<p>02/09/20</p> <p>Reminder 03/03/21</p>	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.	Lots of adults in one space	H	Approach to meetings clearly stated in the staff handbook – seats to be socially distanced, adults to wipe the area that they have used after their meeting, external personnel meetings kept to a minimum/ virtual meetings where possible	HT All staff	02/09/20 (ongoing)	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				<p>Meetings of more than year group staff will be kept to a minimum.</p> <p>Staff training will be planned to use rooms that are well ventilated and / or will be in phase groups with the person taking the whole school training leading virtually via teams across the school with team leaders in each meeting location. Other training will be held in phases to limit the number of adults in one space.</p>	SLT	02/09/20	L
6i	Consideration given to staffing roles, responsibilities and workload with regards to the contingency remote provision for children self-isolating/shielding.	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>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>

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				Whole school topic for the start of the spring term for ease of home learning for children in more than one year group and to allow for staff training for remote learning offer	SLT	15/01/21	
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>	08/01/21	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</p> <p>https://lewisham.gov.uk/information-for-staff/staff-support-hub/</p>	HT	Ongoing	M/L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				<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> <p>Staff wellbeing programme introduced (yoga, pampering, High Impact Training, cooking, meditation)</p>	<p>Team Leaders</p> <p>Carol and Claire</p> <p>SLT</p>	12.03.21	
6l	<p>Arrangements for staff to access testing communicated and in place.</p> <p>Staff are clear on returning to work guidance.</p>	Government testing and tracing regime	M	<p>COVID symptoms/illness government guidance shared with all members of the school community via emails and staff handbook for staff and email for the rest of the community.</p> <p>Lateral Flow Device Tests available for all staff members who wish to carry out twice weekly tests (on site).</p>	<p>HT</p> <p>HT</p>	<p>0409/20</p> <p>27/01/21</p>	<p>L</p> <p>L</p> <p>L</p>

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				Individual information session provided for staff members during test collection.	HT	01/02/21 (ongoing)	
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters unsure of information	M	<p>New starters due to start in January reviewed on a case by case basis.</p> <p>New starters will attend school only if CWV children.</p> <p>Team leaders will ensure that new starters accessing remote learning have adequate access to devices/ internet and necessary log in information.</p> <p>Phone calls will be made for any child not in school.</p> <p>New starters from March 8th will have full COVID induction session prior to starting.</p>	<p>HT</p> <p>HT</p> <p>Team Leaders</p> <p>Admin Team</p> <p>HT</p>	<p>04/01/21</p> <p>January 2021</p> <p>08/01/21</p> <p>Ongoing</p> <p>08/03/21</p>	L
6n	Any changes to measures and procedures are clear for all staff.	Ensure that all staff are aware	M	<p>Emergency school closure on Monday 4th January to ensure staff team are fully briefed and handbook is updated.</p> <p>Staff training session (virtual) to clarify updates to staff handbook</p>	<p>HT SLT</p> <p>HT</p>	<p>04/01/21</p> <p>03/03/21</p>	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
6o	Any furloughing arrangements communicated.	N/A					
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	N/A					
6q	Agreements in place for managing any HR processes – nature of meetings agreed and timetabled	N/A					
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. Non essential visitors / contractors not on site during school hours.	SLT FM SBM FM SBM	31/08/20 January 2021 (ongoing)	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					
6t	Staffing roles and responsibilities, risk assessments and guidelines in place with regards to the continued remote provision alongside in school provision agreed and communicated.	Lack of staff understanding regarding remote offer	M	Agreed protocol for delivery of online lessons is in place. Draft remote education policy developed.	SLT SLT	08/01/21 15/01/21	L
7. Group Sizes							
7a	All bubbles have been determined in accordance with the principle of limiting	In 3 form entry primary school,	M	Children will stay in their year group bubble throughout the	All staff	04/01/21	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	<p>social interaction and small, consistent groups of children, that can remain separate from other people and groups.</p> <p>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.</p>	toilet block shared by both classes.		<p>school day, including during playtimes and lunchtimes.</p> <p>Toilets allocated to year groups. Clear signage.</p>	AHT	31/08/20	
7b	<p>Staffing allocations to groups determined, minimising contact with multiple groups much as possible.</p> <p>Staff movement between bubbles avoided wherever possible.</p>	Staff availability	M	<p>Staff allocated to year group bubbles</p> <p>Cover to be provided by SLT members if necessary in order to minimise adults crossing bubbles</p>	All staff	<p>02/09/20</p> <p>Reviewed 04/05/21 and updated weekly</p>	L
7c	Identified solutions to any workforce capacity issues are in place.	Staff availability	M	<p>Cover to be provided by school staff wherever possible and through mutual agreement.</p> <p>Bubble/ partial or whole school closure may have to be considered is staff capacity is significantly reduced.</p>	<p>SLT</p> <p>HT CoG</p>	January 2021 (ongoing)	L
8. Social Distancing							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> Range of school drop off/pick up locations 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/ 	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>	SLT	<p>REVIEWED AND REFRESHED 02/03/21</p> <p>03/09/20</p>	L/M

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	<p>corridors, one way systems where possible.</p> <ul style="list-style-type: none"> 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. 			<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> <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>FM</p> <p>SLT</p> <p>FM Premises Team Cleaning Team</p>	<p>Updated 04/01/21</p> <p>01/09/20 Refreshed 04/01/21</p> <p>01/09/20</p> <p>03/09/20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				<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, website and the children spoken to in their classes.</p>	<p>AHT</p> <p>HT</p>	<p>(ongoing)</p> <p>5/06/20</p> <p>Updated 08/01/21 Reviewed 02/03/21</p> <p>03/09/20 ongoing</p>	L
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.	School community not knowing what is expected.	M	<p>As children enter the school gate they will sanitise their hands at the sanitiser stations and go straight to their classroom.</p> <p>They will wash their hands once they have put any personal belongings (coat, water bottle etc) in their allocated spaces. Staff will remind children of the social distancing when they are in the classrooms and playgrounds.</p>	All staff	2/09/20 ongoing	M/L
8c	Approach to potential breaches of social distancing in place, including in	Expectations	M	Hand washing and cleaning explanations and demonstrations (if needed).	All staff	03/09/20	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	the case of repeat or deliberate breaches (age appropriate).			<p>Conversations with parents.</p> <p>Risks assessments and individualised approach in place for students who might find it difficult to follow rules/ meet expectations.</p> <p>Reminders from staff of how to social distance – using the social distance vocabulary appropriate for their year group. Constant conversations with all children about how to be as socially distanced as possible.</p>	<p>Inclusion team</p> <p>All staff</p>	<p>Individual Risk Assessment up dated March 2021</p> <p>03/09/20 Reviewed January 2021 and March 2021</p>	
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.	H/M	<p>Assemblies are not planned for at this time.</p> <p>Virtual assemblies to be considered following initial review period</p> <p>Virtual assemblies introduced</p>	<p>SLT</p> <p>SLT</p>	<p>18/09/20</p> <p>15/01/21</p>	L
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	<p>04/09/20</p> <p>Updated by 12/03/21</p>	L
8f	Arrangements in place for the use of the playground, including equipment.	Non-compliance	M	Specific playground equipment boxes for each	All staff	01/09/20	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	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.			<p>bubble which will be cleaned between playtimes and at the end of the school day.</p> <p>Playground zones will be allocated</p> <p>Clear communication with children so that they know which area they can use.</p>	<p>SLT and Facilities manager</p> <p>CT TLSAs</p>	<p>01/09/20</p> <p>Reminders 05/01/21 08/03/21</p>	
8g	Social distancing arrangements and for use of staff areas in place and shared spaces.	Staff not knowing	M	<p>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. Cleaner/sanitiser available in staffroom.</p> <p>Staggered breaks for all staff and children to limit number of adults have a break at any time.</p> <p>Signage to remind staff how many adults can be in the room at one time.</p> <p>Additional break room spaces allocated for each bubble</p> <p>Staff informed at staff meeting and part of the</p>	<p>SBM FM</p> <p>SLT</p> <p>AHT</p> <p>SLT</p> <p>HT</p>	<p>01/09/20</p> <p>02/09/20</p> <p>01/09/20 Updated 05/03/21</p> <p>02/03/21</p> <p>03/03/21</p>	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				addendum to the staff handbook.			
9. Transport							
9a	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>to be shared with parents and CYP as age appropriate.</p>	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	<p>04/09/20</p> <p>Update to be sent w/b 08/03/2021</p>	L
9b	<p>Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.</p> <p>Arrangements in place with transport providers to support any staggered start/end times.</p>	SEND transport	M	<p>Taxi transport for resource base children to ensure social distancing where possible.</p> <p>Risk assessment from company.</p>	Inclusion team	<p>01/09/20</p> <p>Update due 08/03/21</p>	M
9c	Support in place for children who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Children to know the expectations for travelling on public transport	M	<p>Emergency supply of masks in HT office</p> <p>Guidance for pupils on public transport social distancing and use of masks carried out in classes.</p>	Class teachers	03/09/20	M
9d	Children reminded to wear face coverings on public and school transport	Children to know the expectations for travelling on public transport	M	Communication with parents, carers and transport providers	Head of Inclusion	January 2021	M/L
10. Catering							

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
10a	Arrangements in place to provide food to children 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 meals for children.	SBM	05/01/21 05/03/21	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.	Reduce the mixing of year groups bubbles	M	Year 1, 4, and 6 to have lunch in the dining hall. Reception to have lunch in the KS1 Hall. Year 2, 3, 5 and Resource Base to have lunch in their classrooms. Cleaning tables and removal of bins after lunch in classrooms.	All staff Class staff, cleaning team and premises team	08/03/21	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
10d	Arrangements for the continued provision of FSM for eligible children not attending school due to shielding or self-isolation are in place.	Children are not provided with food.	M	Provide FSM vouchers for children eligible for benefits related FSM in line with most up to date guidance. Continue to work in partnership with LCC to provide regular food parcels for vulnerable families not eligible for FSM.	Admin team Wellbeing team	08/01/2021 (ongoing) Weekly (ongoing)	M/L
11. PPE							

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
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	M	Public health training videos shared with all staff Clarification to staff of where PPE is kept and when it's use is expected. Guidelines included in the addendum of the staff handbook – explained at virtual staff meeting and team meetings.	Staff SLT HT	8/06/20 02/09/20 02/09/20	L
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 RAs updated March 2021	L
11c	PPE needs assessed and addressed for staff supervising entrances and exits	School community not aware	M	SLT will be on all gates and will be advised to wear face coverings. Parents and carers will be asked to wear face coverings for pick up and drop off. Information in staff handbook and shared with all staff.	SLT	04/01/21 05/01/21	L
11d	Approach to face coverings updated to include use by adults in corridors and communal areas where social distancing is not possible.	School community not aware	M	Guidance remains under review and school protocol is updated in line with latest advice.	HT	02/03/21	

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	https://www.gov.uk/government/publications/face-coverings-in-education						
11e	Information shared with staff, parents and carers, children and visitors about the wearing of face coverings by adults in classrooms, corridors and communal areas.	School community not aware	M	Updates to COVID documents (staff handbook/ parent guide/ visitor protocol) shared with all relevant parties	HT	05/03/21	
12. Response to suspected/ confirmed case of COVID19 in school							
12a	Frequently share information with children 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	<p>Notices at all entrances</p> <p>Government guidance forwarded to all parents and carers.</p> <p>Ongoing reminders to staff, parents and carers through weekly briefings and newsletters.</p>	<p>AHT</p> <p>HT</p> <p>HT</p>	<p>01/09/20 05/03/21</p> <p>04/09/20</p> <p>ongoing</p>	L
12b	<p>Approach to adults or children on site displaying COVID19 symptoms cases in place - during school day:</p> <ul style="list-style-type: none"> 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 	Not all staff are aware	H	Suspected COVID 19 symptoms protocol shared with all staff, parents and carers and children in school. See protocol sheet.	HT	<p>02/09/20</p> <p>Weekly reminders in newsletter / staff briefing (ongoing)</p>	M/L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	<p>symptoms during the school day and needs to be isolated.</p> <ul style="list-style-type: none"> • Cleaning procedure in place. • Arrangements for informing parent community in place. • Emergency PPE available where 2m distance cannot be maintained. 						
12c	<p>Approach to confirmed COVID19 cases in adults and children on site in place</p> <ul style="list-style-type: none"> • Up to date Lewisham Standard Operating Procedure 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 children 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 Assessments of staffing capacity issues 	<p>Staff are unaware of the protocol</p> <p>Parents unaware that they must inform school if Covid19 confirmed</p>	H	Confirmed Covid 19 case protocol shared with all staff, parents and carers and children and updated regularly in line with most recent PHE and Government Guidance.	HT	January 2021 (ongoing)	M

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	<ul style="list-style-type: none"> Arrangements in place for remote learning/ FSM/support for vulnerable children, children with EHCPs and children who may be self-isolating 						
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 if 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
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
13a	Approach and expectations around school uniform determined and communicated with parents.	Children who attended during wider opening last year not having to wear school uniform.	M	<p>All children to wear school uniform.</p> <p>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.</p> <p>Parents and carers to be communicated with via newsletter/ text message/ email.</p>	<p>Children</p> <p>Class teachers to remind children</p> <p>HT</p>	<p>03/09/20</p> <p>January 2021</p> <p>January 2021 (ongoing)</p>	<p>L</p> <p>L</p> <p>L</p>
13b	Changes to the school day/timetables shared with parents.	Non-compliance	M	Parents and carers will be informed of soft start and ends to the day via letter.	HT	05/01/21 03/03/21	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
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	05/01/21 03/03/21 03/09/20	L
13d	Approach to supporting children 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.	Ensuring all staff access training	M	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. Share all learning – ensure that both home learning and in school learning are celebrated in assemblies, HT awards and via the newsletter. Share learning experiences virtually – twitter, Instagram and blogs.	SLT Class teachers SLT SLT	January 2021 Reviewed and updated 02/03/21 Ongoing Ongoing	L
13e	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Staff are not aware of support services available (for adults and children)	M	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	HT	02/09/20	

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
				https://lewisham.gov.uk/information-for-staff/staff-support-hub/ Staff to continue to regularly touch base with known vulnerable children to check on wellbeing and personal circumstances. School pastoral wellbeing lead and mental health first aiders on site/ working from home to assist with bereavement support Staff wellbeing team established to offer support to children (drop in service) Class teachers reminded about referral procedures if they have concerns regarding a child/ children	All staff Carol and Claire SLT HT	03/09/20 (ongoing) 03/09/20 07/09/20 03/09/20 Reviewed January 2021	
13f	Re-orientation support for school leavers is developed.	N/A					
13g	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial. 	Families are not able to cope in their situation and children are put at risk	M	Welfare team and SLT to continue to monitor and engage with vulnerable families.	SLT Welfare team Admin team All staff	Ongoing	M

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	<ul style="list-style-type: none"> Increased FSM eligibility. Referrals to social care and other support. PPG/ vulnerable groups. 			<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>			
14. Remote education plan							
14a	Contingency plan for remote learning developed should self-isolation or restricted attendance be required	<p>Children do not have access to high quality learning offer.</p> <p>Equity of offer differs for children in school and those at home.</p>	M/L	<p>Blended learning policy developed.</p> <p>Remote learning offer to match learning in school. Feedback from staff, parents, carers and children to support development and shaping of offer.</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>08/01/2021</p> <p>05/01/2021</p> <p>15/02/2021</p>	L
14b	Technology support in place. DfE allocation ordered for contingency purposes.	Children are unable to access remote learning offer	M	<p>Technology survey completed by parents and carers</p> <p>DfE Laptops ordered</p> <p>DfE laptops distributed</p> <p>Additional school laptops loaned to families</p>	<p>HT</p> <p>DHT</p> <p>DHT</p> <p>DHT</p>	<p>28/10/2021</p> <p>December 2021</p> <p>January 2021</p> <p>January 2021</p>	L
15. Testing							

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
15a	Test kits are securely stored and distributed to staff	Incorrect storage of kits	M	Test kits stored according to instruction in secure location adjacent to HT office	HT	01.02.21	L
15b	Staff are aware of how to safely take and process the test. Shared the following: <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents 	Staff not aware of expectations	M	Staff meeting, written guidance and 1:1 demonstration	HT	01.02.21 (ongoing)	L
15c	Staff are aware of how to report their test results to NHS Test and Trace	Staff not aware of expectations	M	Staff meeting, written guidance and 1:1 demonstration	HT	01.02.21 (ongoing)	L
15d	Staff are aware of how to report any incidents (both clinical and non clinical)	Staff not aware of expectations	M	Staff meeting, written guidance and 1:1 demonstration	HT	01.02.21 (ongoing)	L
15e	Process in place to monitor and replenish test supplies	Test kits are not replenished in good time	M	Weekly stock check of kits	SBM	08.03.21	L
16. Safeguarding							
16a	Plans in place to encourage attendance of any vulnerable children and to identify/ respond to cases where children do not attend school due to parent/child concerns and anxiety DfE definition of vulnerable children can be found here: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-	Families may be anxious about full opening of school	M	Review the child's individual 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 Welfare team Inclusion Team Safeguarding Team	March 2021 Ongoing	M M

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	schools-colleges-and-local-authorities-on-maintaining-educational-provision						
16b	Appropriate Risk Assessments have been undertaken to ensure welfare checks are taking place for any CEV children not attending	Children not eligible to be on site are learning from home, including clinically extremely vulnerable.	M	CEV children/ parents and carers to receive weekly welfare check	All staff	Ongoing	M/L
16c	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 Reviewed January 2021	L
16d	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 st September 2020	HT All staff	09/09/20	L
16e	Where appropriate, Work with other agencies, such as social care has been undertaken to support vulnerable children and families to complete risk assessments and planning.	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 Welfare Team Admin Team	02/09/20 Ongoing	M

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
16f	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
17. . Curriculum / learning environment							
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	First three weeks back to have PSHE focus built on 5 levers of recovery curriculum Team leaders to support planning. Balanced curriculum to be maintained in all year groups. Team leaders to ensure that all staff are focused on PSHE and children's mental well-being. Then basic skills, revision and catch up.	SLT SLT	08/03/21	M

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
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"> • PE. • Practical science lessons. • DT/ FT. 	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
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Recovery/ Wellbeing curriculum. • Recognising 'non-curriculum' learning that has been done. • Capturing pupil achievements/ outcomes/ gaps. • Utilising the DfE 'catch-up' funding and programmes. • Responding to DfE remote learning expectations 	<p>Staff are confident leading well-being sessions.</p> <p>Class teachers know about what catch up sessions are available and how to use them for individuals.</p>	M	<p>Staff are trained and supported with the well-being curriculum focus.</p> <p>Team leaders to support planning and lead on sessions if required.</p> <p>Outcomes to be celebrated – display, star of the week, phone calls home, HT awards</p> <p>Teachers to be aware of how best to provide students with additional support and interventions. SLT and inclusion team to support staff.</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 Updated 03/03/21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	L
17d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See:	Consistency in use of behaviour policy	L	Behaviour policy to be re-visited on INSET day to ensure all staff are clear	All staff SLT	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	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			Summary behaviour policy to be shared with parents and carers.	HT	11/09/20	
17e	Recovery Curriculum is used to support children and young people https://www.evidenceforlearning.net/recoverycurriculum/	Children are expected to return to core learning before they are emotionally ready	M	Staff training re: recovery curriculum Team leader support for MT planning	SLT SLT	02/09/20 Ongoing	L
17f	Arrangements for teaching children how to keep themselves safe online are in place	Children do not engage with expected protocols	M	Sessions to outline expectations for children when engaging with online learning Online protocols/home school agreements to be issued Safer internet day activities to be developed as part of the remote learning offer	Class teachers SLT Computing Lead	08/01/2021 15/01/2021 12/02/2021	L
18. Children with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	All staff who work with EHCP children are aware	M	This will be considered in the risk assessment for each child with an EHCP.	Inclusion team	8/09/20 Reviewed January 2021 March 2021	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
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 (ongoing)	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	Arrangements in place to inform SEND case worker and complete Risk Assessments for children with EHCP who are not attending school due to self-isolation	Risk Assessments are not completed	M	Contact all identified families to complete Risk Assessment and inform SEND Case workers	Head of Inclusion Inclusion team	15/01/2021 (ongoing)	L
19. Attendance							
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 anxious to come to school.	M	Welfare team in regular contact with pupils and their families to relieve anxiety by phone calls, and home visits if appropriate. Daily attendance phone calls in line with policy.	AWO PWL Welfare team SLT Admin team	Ongoing	M
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

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
19c	Risk assessment and measures in place for any child who is CV/CEV or lives with people in those categories to support safe attendance at school	Risk where parent is CEV and needs to shield	M	Liaison with LA attendance team re: individual cases	AWO PWL SLT	Ongoing	L
20. Communication							
20a	Risk assessments/planning shared with staff. Information around asymptomatic testing arrangements. Information around the restricted attendance 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. Full opening guidance shared Updated RA shared	HT HT	02/09/20 15/10/20 03/03/21 05/03/21	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. Updates for full opening Updated Risk Assessment shared	HT CoG CoG HT	30/08/20 02/09/20 03/03/2021 05/03/2021	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	28/02/2021 05/03/21	L
20d	Risk Assessment published on website, where more than 50 staff.		L	Publish once governors, union representatives and staff have been consulted.	DHT	08/03/2021	L
20e	Communications with parents on the: <ul style="list-style-type: none"> Plan for full opening. Social distancing plan. 	Ensure that all parents and	M	Create a guidance booklet for parents and carers to share the information.	SLT	03/03/2021	L

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	<ul style="list-style-type: none"> 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). 	carers access the information					
20f	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable. Social distancing arrangements, hand washing and other preventative measures. Staggered start times. Expectations for behaviour when in school and at home (if self-isolating is necessary). Travelling to and from school safely. 	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	08/03/2021	L
21. Governors/ Governance							
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

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
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.	Availability of CoG	L	CoG in regular contact with the rest of the governing body to ensure that Governors are clear on their role to support leaders. Regular emails. Weekly meetings with HT and CoG.	CoG HT	Ongoing	L
21c	Agreed arrangements for governor meetings, staff recruitment processes etc to ensure meetings are held virtually	Non essential visitors on site	M	All meetings to be held virtually where possible	HT SLT CoG	Ongoing	L
22. School events, including trips							
22a	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		M/H	No trips planned for the foreseeable future	HT SLT	Further in Summer 1 (following updated government guidance)	TBC
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			ASC letting to be determined.	SBM		
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"> Cleaning. IT support. Catering. 	N/A					
23d	Consideration given to any support that may be brokered through working	N/A					

	Control Measures	Risk to Implementation	Risk Level (pre action)	Action required	Who?	Date Action Completed	Risk Level (post action)
	together, for example, partnerships, trusts etc.						
24. Before and after school clubs							
24a	Plans in place for before/after school clubs implementing the necessary protective measures including restricted attendance and preserving the school day bubbles	Children crossing year groups bubbles.	M	Revision of wrap around care risk assessments	SBM	Ongoing	M