

COVID19: Full opening risk assessment and action planning tool

SCHOOL NAME: Edmund Waller Primary School

ORIGINAL DATE: 25th August 2020 (**UPDATED 02.10.20 – updates in BLUE**) **UPDATES TRACKED IN YELLOW JANUARY 2021**

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in 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:

[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 \(COVID-19\)](#)

[Education and childcare settings: New National Restrictions from 5 November 2020](#)

[Guidance for full opening schools](#)

[New-national-restrictions-from-5-november](#)

[Guidance on protecting extremely vulnerable persons](#)

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. Where recommended, the use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

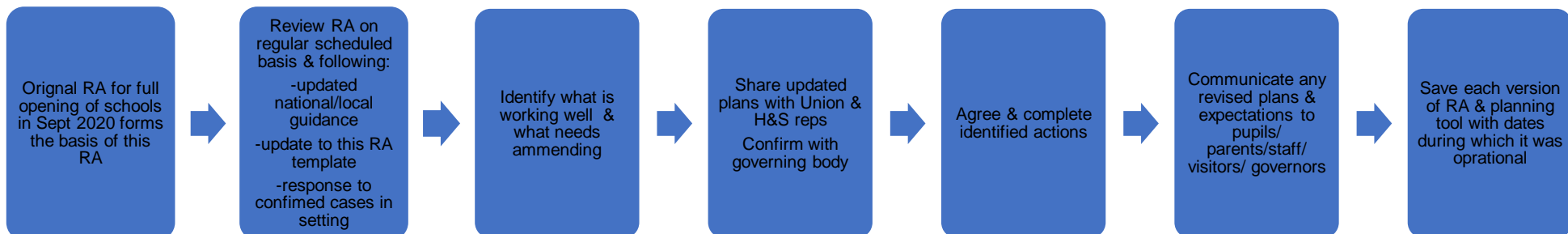
Number 7 applies in specific circumstances.

Response to any infection

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

Numbers 9 to 11 must be followed in every case where they are relevant.

Reviewing risk assessment & planning tool



Risk Matrix:

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

The table includes examples in grey, these are not exhaustive

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders	<i>Chair of Governors and Union representatives unavailable to fulfil role.</i>	M	<i>Communicate electronically to ensure documents are shared with all key stakeholders</i> <i>Meeting (w all staff invited) led by Union rep to discuss the changes 02.01.21</i> <i>Feedback and follow up meeting with HT</i>	HT		L
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> Water treatments (17.04.20) Fire alarm testing (weekly) Repairs -ongoing PAT testing 17.09.2019(to be completed mid September) 	<i>Premises Manager is unavailable to fulfil role.</i> <i>Premises Assistant</i>	H M M	<i>School has been continually open since the beginning of Lockdown.</i> <i>Alternative suitably trained person – Premises Assistant available on site.</i>	Premises Manager	23/03/20 See completed dates in GREEN	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"> Fridges and freezers Kitchen equipment PAT tested 25.08.202 Boiler/ heating servicing Jan 20 Internet services -April 2020 Any other statutory inspections: Asbestos Survey 14.05.20 Fire Risk Assessment April 2020 	<i>available to fulfil role</i>		<p><i>Carry out a formal / recorded full pre-opening premises inspection.</i></p> <p><i>All utilities have been health and safety checked.</i></p>			L
2b	Office spaces re-designed to allow office-based staff to work safely.	<i>Too many people enter office.</i>	<i>M</i>	<p><i>Office staff desks are 2 metres apart Staff working from home if necessary. Only essential cover on site.</i></p> <p><i>No non office staff to enter the office.</i></p>	<p><i>Premises Manager</i></p> <p><i>Business Manager</i></p>	<i>25/08/2020</i>	<i>L</i>
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Social distancing unlikely to be maintained.</i>	<i>M</i>	<p><i>All 4 access points used by children. Dedicated entrances and staggered start and finish times.</i></p> <p><i>Social Distancing signs in place around the school.</i></p> <p><i>All staff and parents/carers and their children have received communication regarding the rules.</i></p> <p><i>Parents and Carers have been asked to wear face coverings when dropping off/collecting</i></p>	<i>Headteacher Senior Leadership Team.</i>	<p><i>25/08/2020</i></p> <p><i>25/09/20</i></p>	<i>M</i>

	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><i>One way system in place to enter and exit the school. Signage in place.</i></p> <p><i>Hand sanitiser available in the foyer.</i></p>			
2d	Consideration given to premises lettings and approach in place.	<i>Cooke Hall is let weekly.</i>	<i>M</i>	<i>No in school lettings. After school lettings to resume.</i>	<i>Business Manager</i>	<i>25/08/2020</i>	<i>L</i>
2e	<p>Necessary physical modifications completed</p> <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, chairs placed appropriately, markings and barriers in place 	<i>Open top bins and share water fountains causing unnecessary spread of germs.</i>	<i>M</i>	<p><i>Signage to remind children and staff to wash their hands before leaving bathrooms/toilets in place.</i></p> <p><i>All physical modifications used by all staff and children.</i></p> <p><i>Remind children during class time of importance of hand washing throughout day</i></p>	<p><i>Premises Manager</i></p> <p><i>Premises Manager</i></p> <p><i>Premises Manager</i></p> <p><i>Teaching Team</i></p>	<i>25/08/2020</i>	<i>L</i>
2f	Consideration given to the arrangements for any deliveries.	<i>Deliver driver risk to site.</i>	<i>L</i>	<i>Delivery drivers enter through main office where one family / adult at a time is in operation. Signage indicates only one family or adult at a time. Delivery drivers have no access to main school.</i>	<i>Business Manager</i>	<i>25/08/2020</i>	<i>L</i>

	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)
				<i>Office staff to remain behind glass partition.</i>			
3. Emergency Evacuations							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Unable to escape.</i></p>	<i>M</i>	<p><i>Revised evacuation procedure and share with all staff and children. Each class allocated a specified exit. Meet in football cage and ensure social distancing in place when in lines.</i></p> <p><i>Conduct Fire Drill during week 07.09.20.</i></p> <p><i>Placed on ground floor with 3 points of evacuation exits nearby.</i></p> <p><i>All staff ratios are at least 1:30</i></p> <p><i>1:1 support for child with mobility issues.</i></p> <p><i>Fire drill.</i></p> <p>Test Run of FIRE DRILL with full debrief carried out w.b. 21.09.20</p>	<i>Premises Manager</i>	<p><i>25/08/2020</i></p> <p>21.09.20</p>	<i>L</i>
4. Cleaning, waste disposal and hand washing							
4a	<p>Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings</p>	<p><i>Cleaning in operation once a day – not enough</i></p>	<i>H/M</i>	<p><i>Enhanced cleaning schedule (9-12.30) implemented throughout the site, ensuring</i></p>	<i>Employed 10-14:30</i>	<i>25/09/2020</i>	<i>M</i>

	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)
		<i>to keep infection under control</i>		<p><i>that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly throughout the day.</i></p> <p><i>Hand towels and hand wash are to be checked and replaced as needed by (Assistant Premises Manager) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> <p><i>Additional cleaning materials available for staff should they wish to clean equipment and tables etc.</i></p>			
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Staff absence and lack of cover.</i>	<i>M</i>	<p><i>Premises Officer to cover when necessary.</i></p> <p><i>Increased number of cleaners on site and allocated specific areas within the school.</i></p> <p><i>All staff return to work plus house keeper employed for cleaning throughout the day.</i></p> <p><i>Antiviral wipes available for staff to wipe down areas that they have used. E.g. kettle etc</i></p>	<p><i>Premises Manager</i></p> <p><i>Housekeeper</i></p>	25/08/2020	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	<i>Premises Staff become unwell.</i>	<i>H</i>	<i>Premises Manager or Premises Assistant available on site to follow procedures. Full PPE to be worn and disposal measures followed.</i>	<i>Premises Manager Premises Assistant</i>	<i>25/08/2020</i>	<i>L</i>
4d	Adequate cleaning supplies, tissues and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	<i>No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap. Risk of infection</i>	<i>M</i>	<i>Hand sanitiser available at the school entrance with a sign requesting use before entering the premises. Lidded bins in classrooms to stop virus spreading. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Classrooms will have: · Wipes · Aprons · Gloves · Washing up liquid · Masks · Soap · Tissues Wipes available in staff toilets to clean seat, handle etc. after use. Wipes available in shared staff areas. E.g. photocopiers, kettles etc</i>	<i>Premises Manager Premises Assistant</i>	<i>25/08/2020</i>	<i>L</i>
4e	Arrangements for longer-term continual supplies are also in place.	<i>Stock runs low or supplies out of stock.</i>	<i>M</i>	<i>Stock check and ordering schedule reviewed and order made</i>	<i>Premises Manager Office Staff</i>	<i>25/08/2020</i>	<i>L</i>

	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)
					Headteacher		
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Cleaners work around staff still on site at the end of the day.	M	All staff advised to leave by 5:30pm. Friday – enhanced cleaning in some areas as some children are not on site. Maintaining 2 metres when in classrooms near other adults.	Premises Manager	25/08/2020	L
4g	Waste disposal process in place for potentially contaminated waste.	Cross contamination /improper disposal of C19 waste		Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Wastage 'double bagged' and clearly marked COVID 19 Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Premises Manager	25/08/2020	M
4h	Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance	Used PPE Equipment not disposed	M	Children not to wear masks on school site.	SLT	25.08.2020	L

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		<i>of correctly. Guidelines not followed.</i>		<i>Where possible parents and carers to take masks home. Plastic bags available for safe storage of masks on site.</i>			
4i	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. 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. Hand sanitiser available where necessary</p>	<i>Rigorous handwashing needs to be implemented in a more rigorous way.</i>	<i>M</i>	<p><i>NHS posters displaying handwashing steps in visual and written form in all toilets. Routines clearly set out and communicated to all staff.</i></p> <p><i>Hand sanitiser available at entrance points and children encouraged to use.</i></p> <p><i>Posters and signage around the site.</i></p> <p><i>Staff to remind children to wash hands frequently throughout day.</i></p>	<p><i>All Staff</i></p> <p><i>Premises Team</i></p> <p><i>SG(signage)</i> <i>Class Teachers and TA</i></p>	<i>25/08/2020</i>	<i>L</i>
5. Classrooms and outdoor space							
5a	Desks side by side, facing front, where age appropriate.	<i>Insufficient room to comply with expectation</i>	<i>M</i>	<i>Desk arrangement to take priority, removal of any excess furniture.</i>	<i>CT Premises Team</i>	<i>25.08.20</i>	<i>L</i>
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	<p><i>Tables too close together.</i></p> <p><i>Risk of infection.</i></p>	<i>M</i>	<i>Classrooms arranged to follow guidance.</i>	<p><i>CT</i></p> <p><i>SLT</i></p> <p><i>SENCo</i></p>	<i>25.08.20</i>	<i>L</i>

	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)
	Seating plans in place where age-appropriate			<p><i>Children to have named seats – rotated weekly (with adequate cleaning schedule)</i></p> <p><i>Small groups arranged within bubbles to ensure minimum crossover</i></p> <p><i>Seating plans in place in all classes – changed in most classes weekly with clean and quarantine over the weekend to ensure safety.</i></p> <p>Renewed vigilance with Seating Plans for 21 Spring school opening</p> <p>Maximum bubble size to take into consideration social distancing</p> <p>Children and staff reminded that 1m minimum distancing</p>		Spring 21	

	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)
				should be adhered to at all times.			
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Risk of transmission via crossover of pupils</i>	<i>M</i>	<i>Existing flow plan for school in place with entrance and exit routes for each bubble.</i> <i>One-way systems in place across site</i>	SLT	25.08.20	<i>L</i>
5d	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently</p> <p>Non-essential resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes)</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible CYP informed not to bring in toys or other articles from home (other than water bottle)</p>	<p><i>Inappropriate sized equipment for smaller children in Classroom</i></p> <p><i>Soft furnishings and non-essential items could carry infection if used</i></p>	<p><i>L</i></p> <p><i>M</i></p> <p><i>L</i></p>	<p><i>Children allocated in age appropriate classrooms.</i></p> <p><i>Resources will be cleaned after every use</i></p> <p><i>Messages about which resources are safest to use given to staff.</i></p> <p><i>Children to have pencil books etc left on their own tables.</i></p> <p><i>Soft furnishings, rugs etc are removed from Classrooms.</i></p> <p>Classrooms to be checked to ensure that they are as safe as possible with the minimum opportunity for transmission through communal/shared items</p>	<p><i>Headteacher</i></p> <p><i>SLT</i></p> <p><i>Teaching Staff</i></p>	<p>25.08.20</p> <p>05.01.21</p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></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)
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings	<i>Mixing of Year Group bubbles during play/lunch.</i> <i>Transmission risk via shared PE equipment</i>	<i>H</i>	<i>Zoned areas for bubbles.</i> <i>Staggered timetable for break and lunchtimes.</i> <i>Dedicated equipment for use by each group.</i> <i>Consideration given to content of PE curriculum to minimise crossover.</i>	<i>PE Leader</i> <i>Senior Mealtime Supervisor</i> <i>SLT</i>	<i>25.08.20</i>	<i>M</i>
5f	Ventilation measures identified in each room. (Air conditioning use assessed and used in line with HSE guidance) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm (Fire doors should not be propped open-longer term, automatic close fire doors could be considered)	<i>Poor ventilation</i>	<i>M</i>	<i>Windows to be kept open.</i>	<i>Class Teachers</i> <i>Premises Team</i>	<i>25.08.20</i>	<i>L</i>
6. Staffing							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff, Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so.	<i>Intervention and support staff working across bubbles.</i>	<i>H</i>	<i>Interventions to be carried out within Year group bubbles.</i> <i>Pop areas for each Year group to work in.</i> <i>Intervention and support staff to follow strict hygiene measures in between sessions.</i>	<i>Senior Leadership Team</i> <i>SENCo</i>	<i>25/08/2020</i> <i>25/08/2020</i>	<i>M</i>

	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>PPA cover is organised to protect integrity of bubbles.</p> <p>Arrangements where adults work across bubbles are kept to a minimum and are clearly identified and recorded.</p>			<p><i>Mealtime supervisors to have own area for storage and measures to minimise movement around school (i.e. not signing in in Main Office etc.</i></p> <p><i>IMS to have own working space.</i></p> <p>Staff encouraged to work from home where possible, if not,</p> <p>Separate PPA areas created in each building to minimise building-to-building traffic</p> <p>Staff Rotas created to ensure bubbles are protected and minimum crossover with adults.</p> <p>Non class based adults assigned to a year group with no moving between bubbles where possible.</p>	Senior Mealtime Supervisor	<p>28.09.20</p> <p>05.01.21</p>	
6b	Up to date individual staff risk assessments are informing risk- mitigating arrangements for individuals identified as clinically extremely vulnerable, clinically vulnerable and/or living with someone in these groups, considering issues around age, ethnicity and pregnancy in line with current guidance. Assigned activities where	Teaching staff, unable to work remotely due to full opening of school.	H	Staff have been risk assessed and surveyed in accordance with their needs and a conversation with each individual has taken place.	Senior Leadership Team	25/08/2020	M

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	reasonable consider levels of social distancing and contact and outline measures for handwashing etc.	<i>Younger children less able to socially distance.</i> <i>Year 2 teacher was shielding and will return to school.</i>		<i>Classroom organised to allow social distancing.</i> <i>Reduced adult ratio in classroom.</i> <i>Outdoor learning to be encouraged where possible.</i>			
6c	Deleted - incorporated into 6b						
6d	Approach to staff absence reporting and recording in place. All staff aware.	<i>Current procedures are the staff inform the headteacher when they are unable to work on or off site.</i>	<i>M</i>	<i>Absence reporting and record in place. Communicated by the headteacher.</i>	<i>Pre-existing measures</i>	<i>25/08/2020</i>	<i>L</i>
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.	<i>Staff become unwell.</i>	<i>H</i>	<i>Where possible internal cover will be used for short term absences.</i> <i>Where Covid is confirmed, bubble to be closed and remote learning offered.</i>	<i>Headteacher</i> <i>Chair of Governors /Lewisham LA</i>	<i>25/08/2020</i>	<i>M</i>
6f	Assess transport arrangements for all staff and parking arrangements as required.	<i>Staff arrive at the same time</i>	<i>H</i>	<i>Parking on surrounding roads is free to all staff and visitors.</i>	<i>All Staff and Visitors</i>	<i>25/08/2020</i>	<i>L</i>

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	<p>Check LBL parking restrictions & inform staff https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs</p> <p>Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff.</p> <p>Consideration of arrival times to encourage walking and cycling to work</p>	<i>causing congestion in the main entrance and crowding in the office and staffroom.</i>		<p><i>Signage – only 4 people in staffroom etc. Maximum of 4 in communal staff areas.</i></p> <p><i>No gathering in groups in the staffroom or office at the beginning, end or for the duration of the day.</i></p> <p><i>Remind staff they have to be socially distanced.</i></p> <p><i>Staff to stay within their ‘bubble’ where possible.</i></p> <p><i>Social distancing to be maintained when staff meet.</i></p> <p><i>Meetings to be held outside weather dependent. Ensure good ventilation when meeting inside.</i></p> <p><i>Staff to adhere to timings given.</i></p>			
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable	<i>Staff not following dress code.</i>	<i>M</i>	<i>Staff informed of clothing expectations before full opening of school.</i>	<i>All Staff Headteacher</i>	<i>25/08/2020</i>	<i>L</i>
6h	Approaches for meetings and staff training in place. Virtual meetings used whenever possible. All face-to-face 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.	<i>Inclement weather.</i>	<i>M</i>	<p><i>Staff to meet in largest possible space, maximum of 15 adults, following social distancing guidelines.</i></p> <p><i>Where possible meetings to be held ‘virtually’.</i></p>	<i>SLT</i>	<i>25.08.20</i>	<i>L</i>

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				Staff meeting and briefings held over MS Teams – very limited face to face meeting and only in large and well ventilated spaces (Rosen Hall)			
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Remote learning is provided by teaching staff.	L	Staff expectations regarding workload communicated to teaching staff. Teaching Staff off-site will provide all remote learning (unless they are unwell.)	Headteacher Senior Leadership Team Teaching Staff	25/08/2020	L
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	HLTA (1) / Staff TAs are required to lead some groups. Some staff not working within their usual roles	M	Staff redeployed to work with children where appropriate support is required to support their learning. Only teachers will lead bubbles. Nb – we may use a HLTA where a bubble exceeds a given size and we need to create an overflow class space	Senior Leadership Team	25/08/2020 05/01/2021	L
6k	Approach to support wellbeing, mental health and resilience in place, including bereavement support	Anxiety levels may be high due to current situation.	M	Staff are aware of available support and advice for schools and pupils available from LBL including the Educational Psychology service	Headteacher	25/08/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			<p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p> <p><i>Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support https://lewisham.gov.uk/information-for-staff/staff-support-hub/)</i></p> <p><i>Staff are aware of available support and advice for schools and children available from</i></p> <p><i>Ed Psych available to staff where needed.</i></p> <p><i>Ed Support posters in prominent places to inform staff.</i></p> <p><i>Staff and Parents/Carers access 'How to Support Your Child's Well Being Document' for a wealth of resources and support on offer for a range of situations.</i></p> <p>Staff Survey conducted to review measures in place</p>	Senior Leadership Team	01.10.20	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits.	Risk to staff and children who develop COVID-19 symptoms.	H	<p>Person with symptoms is isolated on site and sent home and advised to be tested immediately and inform the school of the outcome.</p> <p>If the test is positive the person infected stays at home for 7 days and everyone in their bubble and household isolate for 14 days. If symptoms appear during the 14 days isolation the child /person would need to isolate for a further 7 days.</p> <p>Parents/Carers to be informed of this procedure.</p> <p>New arrangements re: Teachers accessing testing have been communicated with all staff.</p> <p>Staff offered rapid testing at Civic Suite</p>	Headteacher	25/08/2020 Jan 2021	M
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	Lack of clarity and understanding of impact of arrangements for managing C-19 risk.	M	Teacher to ensure that new starters are given full induction including clear reference to mitigation measures – hygiene, movement around site etc.	Class Teachers	25.08.20	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)
6n	Any changes to measures and procedures are clear for all staff.	<i>Systems and procedures not rigorously in place.</i> <i>Staff absence on key information sharing dates.</i>	<i>H</i>	<i>Programme for SLT to talk groups of staff through measures</i> <i>Induction for staff on INSET day.</i> <i>Written communication sent out to all staff for clarity. Appendices added to staff handbook.</i>	<i>Headteacher</i> <i>Senior Leadership Team</i>	<i>25/08/2020</i>	<i>L</i>
6o	Any furloughing arrangements communicated.	<i>Staff unaware of Risk Assessments and measures in place.</i>	<i>M</i>	<i>Current Risk Assessment shared with furloughed staff and outside agencies.</i>	<i>Headteacher</i> <i>SLT</i> <i>SENCO</i> <i>Music Subject Leader</i>	<i>25/08/2020</i>	<i>L</i>
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>Anxiety/uncertainty due to unresolved issues.</i>	<i>M</i>	<i>All under review and have been throughout this period.</i>	<i>Headteacher</i> <i>Business Manager</i>	<i>Ongoing</i>	<i>L</i>
6q	Agreements in place for managing any HR processes- nature of meetings agreed and timetable	<i>Anxiety/uncertainty due to unresolved issues.</i>	<i>M</i>	<i>All under review and have been throughout this period.</i>	<i>Headteacher</i> <i>Business Manager</i>	<i>Ongoing</i>	<i>L</i>
6r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.	<i>Contractors coming in to</i>	<i>H</i>	<i>Check with the contractor any requirements their employer</i>	<i>Premises Manager</i>	<i>25/08/2020</i>	<i>M</i>

	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)
	NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	<i>contact with staff/children</i>		<p><i>has specified before visit. Share school protocols.</i></p> <p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols. (see Premises /Contractor Management Policy)</i></p> <p><i>Contractors to share and follow one Risk Assessments.</i></p> <p><i>Dedicated entry points and practices agreed with Premises Manager</i></p>	<i>Headteacher</i>		
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.	<i>Staff unaware of risks and unfamiliar with site.</i>	<i>M</i>	<i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which do not breach bubbles, maintain distancing, all equipment stringently cleaned.</i>	<p><i>Senior Leadership Team</i></p> <p><i>Subject Leaders</i></p> <p><i>Office Manager</i></p>	25.08.20	<i>L</i>
7. Group Sizes							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible	<i>Contamination of communal shared spaces.</i>	<i>M</i>	<p><i>Bubble set at the size of two classes/ year group.</i></p> <p><i>Break and lunchtimes staggered with zoned areas of</i></p>	<i>SLT</i>	25.08.20	<i>L</i>

	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>playground for year group bubbles.</p> <p>(With the exception of our Y5, who have 3 classes</p> <p>As of Jan 21 – school only open to Keyworker/Vulnerable - new bubble arrangements in place. These follow the onctrol and safety measures of the previous arrangements BUT with far fewer children</p>		06.01.21	
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	Contaminatio n and transmission of infection by adults crossing bubbles	M	<p>Timetable for all staff created to minimise/eliminate crossover.</p> <p>Groups to be made up of children from single year group bubbles.</p> <p>New rotas and working arrangements in place for a period of school closure (Jan 21 onwards)</p>	SENCO SLT	25.08.20 06.01.21	
8. Social Distancing							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices 	All children arrive on site at the same time. Parents currently enter the site.	M	<p>Markings and Signage in place for distancing. Staff take personal responsibility for ensuring they adhere to social distancing rules when on site at all times.</p> <p>Staggered school drop off and pick up times and four gate locations organised.</p>	Senior Leadership Team	25/08/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Parents/carers drop off at school gate- no entry Staggered or limited amounts of moving around the school/ corridors, one way systems where possible Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this. Markings in place for routes around school to minimise closer contact Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble Use of hand driers risk assessed/ Paper towels and foot operated closed bin in place 	<p><i>Need to change routine.</i></p>		<p><i>Tables in classrooms conform to current age appropriate guidelines</i> <i>All soft furnishings have been removed.</i></p> <p><i>No entry for parents/carers except for reception and nursery.</i></p> <p>Masks to be worn by all parents/carers</p> <p><i>One ways systems in place.</i></p> <p>Gates all staffed to ensure restrictions are being adhered to. Staff Rota in place to maintain this</p> <p><i>Break and lunch times staggered. Staff ensure social distancing is in place.</i></p> <p><i>No gathering in groups in the staffroom or office at the beginning, end or for the duration of the day.</i></p> <p><i>In house cleaner throughout day cleaning toilets etc on a regular basis.</i></p>		<p><i>28.09.2020</i></p> <p>06.01.2021</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><i>Wipes available in all adult toilets.</i></p> <p><i>Staff to stay within their 'bubble' and staff within their bubble. Staff to adhere to timings given.</i></p> <p><i>Staff to bring in their own cup and bottled water, refreshments including milk. Fridge to be wiped with soap after use.</i></p> <p><i>Bikes/Scooters banned from site due to bunching of children and adults at collection times around the shelters</i></p> <p><i>Chartwells have produced documentation to implement safety measures at lunch times.</i></p> <p><i>TA's who are also mid-day supervisors will stay with their own bubble.</i></p> <p><i>1:1 lunch rota organised by SENCO.</i></p>		14.09.2020	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.	<i>Children gather in groups and play on the climbing frame.</i>	<i>H</i>	<p><i>Staggered start and finish times to minimise bunching</i></p> <p><i>TAs to be on duty to ensure children move directly to classroom.</i></p> <p><i>On arrival, children move straight to "Classroom" and sit at allocated table and wait for rest of class to arrive/class to begin.</i></p> <p><i>Class teachers to be in class at agreed time before start of each session = children straight to classrooms.</i></p>	<i>Senior Leadership Team</i>	<i>25/08/2020</i>	<i>M</i>
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)	<i>Children not social distancing in many parts of the school.</i>	<i>H</i>	<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p> <p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in</i></p>	<p><i>Senior Leadership Team</i></p> <p><i>Teaching Staff</i></p> <p><i>SENCO</i></p>	<i>25/08/2020</i>	<i>M</i>

	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><i>place for children who might struggle to follow expectations.</i></p> <p><i>Behaviour Policy to be amended to include sanctions and escalation procedure for repeated breaches.</i></p> <p><i>EHCP children have individual risk assessments written by SENCO.</i></p> <p><i>If necessary, alternative provision in place for any chn who are unable to Socially Distance.</i></p> <p>Behaviour Policy reviewed to ensure it protects staff safety and explicitly outlines expectations</p>		05.01.21	
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	L	<p>Assemblies are within year group bubbles</p> <p>Whole school assemblies happening, weekly, via Microsoft Teams</p>	Teaching Staff	25/08/2020 29.09.2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
8e	Social distancing plans communicated with parents, including approach to breaches.	<i>Lack of knowledge/understanding leads to increased risks of contact.</i>	<i>M</i>	<i>Communication to parents from the headteacher.</i>	<i>Senior Leadership Team</i>	<i>25/08/2020</i>	<i>L</i>
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.	<i>Risk of spreading virus</i>	<i>M</i>	<i>Organisation of timetables and expectations of cleaning equipment.</i> <i>Arrangements for playtimes and equipment reflect change of status of school opening – Jan 21</i>	<i>Headteacher</i>	<i>25/08/2020</i> <i>Jan 2021</i>	<i>L</i>
8g	Social distancing arrangements and use of face coverings agreed for use of communal and shared areas in place and communicated.	<i>Staff not adhering to social distancing rules while on site.</i>	<i>H</i>	<i>Crib sheets to be developed</i> <i>Signage</i> <i>Signage in place to remind and support adherence to Social Distancing.</i> <i>Staff briefed during INSET day.</i> <i>Social distancing expectations communicated to staff – signage in place and reminded in briefings etc.</i> <i>Parents asked to where face coverings on collection/drop off.</i>	<i>All Staff</i>	<i>25/08/2020</i>	<i>L</i>

	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>TAs and supporting adults wearing face coverings when working with small groups</p> <p>Expectation now explicit for staff to wear a face covering whenever social distancing cannot be maintained.</p> <p>Children can wear masks if they choose in communal areas.</p> <p>Changes to be communicated with parents this term</p>		January 2021	
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Coronavirus (COVID-19): safer travel guidance for passengers to be shared with parents and CYP as age appropriate	Exposure to C-19 on public transport	M	<p>Share messages regarding walking via newsletter/website</p> <p>Share guidance with KS2 parents and children.</p> <p>Share tfl link via school website.</p>	Senior Leadership Team Sustainability Lead	26.08.20	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.	n/a		n/a			
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Exposure to C-19 on public transport for	M	Class Teachers to identify any key children who fall into this category and share relevant advice.	Class Teachers	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)
		<i>those who live too far to walk.</i>		<i>Supply of masks Guidance for pupils on use of masks</i>			
10. Catering							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>Cross contamination in usage by staff and chn. Midday staff unavailable for work.</i>	<i>M H</i>	<i>Kitchen to provide hot meals for children. Children to have staggered lunch times. Children seated in their year group bubbles. All midday meal supervisors to be provided specific roles in line with Chartwells guidance.</i>	<i>Chart wells Senior Midday Meals Supervisor</i>	<i>Ongoing</i>	<i>L L</i>
10c	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.	<i>Children sitting facing each other. Children too close together</i>	<i>H</i>	<i>Timetables established and in place (available separately) Nursery, Reception and Year 1 to eat in their classrooms</i>	<i>Chartwells Senior Leadership Team Senior Meals Supervisors</i>	<i>25.08.20</i>	<i>M</i>
10d	Arrangements in place to provide FSM food/vouchers for FSM eligible children required to self-isolate	<i>Other adults coming on to the site.</i>	<i>M</i>	<i>Food deliveries received at the main gate or back of the school on Walsham Road.</i>	<i>Chartwells Manager</i>	<i>25/08/2020</i>	<i>L</i>

	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><i>Deliveries received at the main gate or Walsham Road Entrance</i></p> <p><i>Drivers to maintain social distancing when on site.</i></p>			
11. PPE							
11a	<p>PPE use understood and agreed with staff and 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</p>	<i>Staff lack of knowledge in when and how to use PPE</i>	<i>H</i>	<p><i>Public health training videos shared with staff .</i></p> <p><i>All staff aware of 'how' to access PPE when required.</i></p> <p><i>Emergency PPE kit to be stored in Medical Room for adult dealing with symptomatic children/adult.</i></p>	<p><i>Premises Manager</i></p> <p><i>Headteacher</i></p>	<i>25/08/2020</i>	<i>M</i>
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	<i>Exposure to Covid-19</i>	<i>H</i>	<i>Individual plans updated and reviewed</i>	<i>SENCo</i>	<i>As needed</i>	<i>M</i>
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?	<i>Exposure to Covid-19</i>	<i>M</i>	<p><i>Supervising staff offered PPE.</i></p> <p><i>All parents kept off site.</i></p>	<i>Senior Leadership Team</i>	<i>25/08/2020</i>	<i>L</i>
11d	Agreed protocol on use of face coverings in identified areas in line with current guidance is in place and shared.	<i>Exposure to Covid-19</i>		<p><i>N/A due to Primary setting.</i></p> <p><i>Parents/Carers have been encouraged to wear face coverings when on school site.</i></p> <p>Parents/Carers MUST wear a face covering –unless they</p>		Jan 2021	

	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>can prove exemption – when picking up/dropping off children at school</p> <p>Staff encouraged to wear face coverings when on duty/in contact with public.</p>			
12. Response to suspected/ confirmed case of COVID19 in school							
12a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms	<i>Parents unable to access guidance Se.</i>	<i>H</i>	<p>Notices at all entrances,</p> <p>Repeated communication via newsletter/website sharing latest guidance.</p> <p>Parents/other adults not allowed on site. Reception and Nursery allowed on site but not in the building.</p> <p>Social Distancing protocols in place for main office.</p>	Senior Leadership Team	Already in place	M
12b	<p>Approach to adults/children 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 symptoms during the school day and needs to be isolated 	<i>Ignorance of procedures and protocols.</i>	<i>H</i>	<p>School procedure to be followed.</p> <p>Headteacher to be informed immediately - Flow diagram in place to ensure correct procedure followed.</p> <p>Emergency PPE available to any staff dealing with suspected C-19.</p>	<p>Senior Leadership Team</p> <p>All Staff</p> <p>SENCo</p>	25/08/20	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)
	<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 			<p><i>CYP with increased risk of impact of Covid to have individual RA</i></p> <p><i>Staff Risk Assessments updated – 60+ yrs staff to be encouraged to work from home (for initial 2 week period) where possible.</i></p>		Jan 2021	
12c	<p>Approach to confirmed COVID19 cases 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. • Staff with heightened vulnerability considered and advised of necessary action. • Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible. • Cleaning procedure in place. • Arrangements for informing parent community in place. • Arrangements for undertaking risk assessment of staffing capacity issues • Arrangements in place for remote learning/ FSM/ support for 	<p><i>Parents unaware of responsibility in reporting 'off site' infections.</i></p>	H	<p><i>Procedures shared with parents for reporting C19:</i></p> <ul style="list-style-type: none"> • <i>Phone school</i> • <i>School then inform all chn and adults within that bubble.</i> • <i>Testing protocols followed.</i> • <i>Children advised to stay home.</i> • <i>Parents to be reminded of confidentiality.</i> 	<p><i>Senior Leadership Team</i></p> <p><i>Parents/Carers</i></p> <p><i>Admin Staff</i></p>	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)
	vulnerable &EHCP children self-isolating CYP						
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.	School not aware of responsibility here.	M	School to engage with Lewisham PH guidance. HT to attend Heads' briefings for up to date advice	Head teacher	26.08.20	L
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
13b	Approach and expectations around school uniform determined and communicated with parents.	Lack of clarity for parents	L	Clothing expectations communicated to parents. Jewellery etc.	Senior Leadership Team	26.08.20	L
13c	Changes to the school day/timetables shared with parents.	Confusion around timing of school day.	L	Communicated by headteacher Timings shared on school website and via newsletter. PARENT SURVEY carried to give opportunity for feedback	Headteacher AHT	25/08/2020 05.10.2020	L
13d	All students instructed to bring a water bottle each day.	Children drink from the water fountains. Children do not have water bottles.	H	Communicated by headteacher Children to bring a clearly labelled water bottle to school each day. School to have spare cups/water bottles for children	SLT Class teachers	25/08/2020	L
13e	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	Children displaying anxiety on site have been monitored by the Senior	M	Lack of clarity of how to and where to access these resources. Children will continue with the curriculum and additional PSHE opportunities will be planned in	Teaching Staff	25/08/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	This includes bringing 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.	<i>Leadership Team and regular communication with the children and parents.</i>		<i>by the teachers, where appropriate.</i> <i>Initial school focus on relationships, routines and rigour.</i>			
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Lack of clarity of how to and where to access these resources.</i> <i>Family circumstances not clearly communicated to key adults</i>	<i>M</i>	<i>Initial school focus on relationships, routines and rigour.</i> <i>Clear systems for communication in place for all stakeholders.</i> <i>Well-being embedded into the school day and as part of the wider school curriculum.</i> <i>List available support on school website.</i> <i>Resources from Childline, CandlLight etc. to be signposted.</i>	<i>Senior Leadership Team</i> <i>PSHE Post Holder</i>	<i>25/08/2020</i>	<i>M</i>
13h	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	<i>Lack of data on families.</i> <i>Difficulty with contacting school</i>	<i>M</i>	<i>Key families identified.</i> <i>School to actively 'reach-out' to identified families.</i> <i>Support offered</i>	<i>Senior Leadership Team</i> <i>SENCo</i>	<i>25/08/2020</i>	<i>L</i>

	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)
				SLT discussion of potentially at risk families who may need more regular phone calls home.			
14. Remote education contingency plan							
14a	Contingency plans for remote learning offer are in place. Pupils with technology/access issues identified. Offer takes this in to account.	Lack of technology Difficulties accessing remote learning.	M	Remote learning contingency available and ready to be 'switched-on' when needed. School to switch over to MS365 in order to implement Microsoft Teams. Training in MS365 and Teams to be a focus for teachers in the Autumn Term. Teams established and rolled out (an ongoing process) Remote Learning Policy written Following Government announcement All learning Remote from 06.01.21 - policy to be updated to ensure that it matches current offer	Senior Leadership Team SENCo Class Teachers	25/08/2020 30.09.2020 05.01.2021	L
15. Transition - into new year group - What will need to be different this year because of COVID19?							
15a	Online/ website support for families and young people around transition.	Lack of resources Difficulty in accessing	M	School to consider virtual ways of engaging with new families.	Senior Leadership Team	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)
		<i>these resources</i>		<i>School to actively reach out to vulnerable families</i> <i>Orientation videos shared with all year groups.</i>			
15b	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 	<i>Facilitating transition whilst adhering to current restrictions</i>	<i>M</i>	<p><i>All procedures and transition points to be reassessed to see whether further support can be offered and remote/virtual options offered.</i></p> <p><i>Liaison and information sharing with Secondary schools actively sought.</i></p> <p><i>Secondary Trans Secondary Transfer documents completed and sent on to Secondary schools.</i></p> <p><i>Transition Social Stories available for vulnerable children Teachers will introduce themselves through a video on the website. EY to Primary - virtual home visits arranged.</i></p> <p>Secondary Transfer Process handed over to AHT and KS2</p>	<p><i>Senior Leadership Team</i></p> <p><i>SENCo</i></p> <p><i>Year 6 Team</i></p> <p><i>EYFS./Nursery teams</i></p>	<p><i>25/08/2020</i></p> <p><i>28.09.2020</i></p>	<i>L</i>

	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)
				<i>Phase Leader – virtual meeting to be coordinated</i>			
16. Safeguarding							
16a	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i>	<i>M</i>	<p><i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school</i></p> <p><i>Meeting re: Vulnerable chn eligible for school during Jan 21 lockdown</i></p> <p><i>Lists compiled and checked with teachers, Senco and attendance liaison to ensure chn are targeted</i></p>	<i>DSL</i>	<p><i>25/08/2020</i></p> <p>05.01.2021</p>	<i>L</i>
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff unsure how to handle disclosures.</i>	<i>M</i>	<p><i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i></p> <p>CPOMS in place for more joined up approach to data capture for safeguarding</p>	<i>DSL</i>	<p><i>Ongoing</i></p> <p>05.10.2020</p>	<i>L</i>
16c	Updated Child Protection Policy in place.	<i>DSL absence</i>	<i>M</i>	<p><i>Adopted most recent Child Protection Policy</i></p> <p><i>Use updated guidance from Lewisham</i></p> <p><i>Deputy DSL to familiarise themselves with guidance</i></p>	<i>DSL Deputy DSL headteacher</i>	<i>26/08/2020</i>	<i>L</i>

	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.	<i>Inconsistency and changes in staff</i>	<i>M</i>	<i>Ensure that there are clear records for vulnerable CYP and their families including key contacts</i>	<i>DSL</i>	<i>26/08/2020</i>	<i>L</i>
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 for pupils requiring physical care.	<i>PPE equipment unavailable</i>	<i>M</i>	<i>Review individual consistent management plans to ensure they include protective measures.</i> <i>Updated behaviour policy</i> <i>PPE equipment available in all classrooms</i>	<i>Premises</i> <i>DSL</i>	<i>26/08/2020</i>	<i>L</i>
17. . Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.	<i>Planning is not assessment led and does not meet children's needs.</i>	<i>M</i>	<i>All educational visits/memorable events have been cancelled.</i> <i>Continuation of curriculum teaching.</i> <i>Assessment for learning to be a strong focus.</i> <i>Outdoor learning to be provided where possible. Plan of outdoor use during learning time</i> <i>Classroom furniture moved to ensure SD possible.</i>	<i>Senior Leadership Team</i> <i>Teaching Staff</i> <i>Premises Manager</i>	<i>25/08/2020</i>	<i>L</i>

	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)
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 	<p><i>Implications on practical aspects of the wider curriculum.</i></p> <p><i>Consistency across the school.</i></p>	M	<p><i>Any equipment used to be cleaned before reuse.</i></p> <p><i>No singing/indoor PE</i></p> <p><i>Mandarin curriculum to reflect current guidance</i></p> <p><i>Outside PE permitted BUT allocated timeslots only.</i></p> <p><i>Face to face learning discouraged.</i></p> <p><i>Children to be provided with individual resources.</i></p>	<p><i>Senior Leadership Team</i></p> <p><i>PE post holder</i></p> <p><i>Music leader</i></p> <p><i>Mandarin teacher</i></p>	27.08.20RE	L
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes 	<p><i>Children not identified as requiring 'catch up'</i></p> <p><i>Children making insufficient progress.</i></p>	M	<p><i>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i></p> <p><i>Recognition of wider achievements during school closure.</i></p> <p><i>Rigorous assessment programme in place for core subjects.</i></p> <p><i>This is on pause due to the new period of school closure</i></p>	<p><i>Senior Leadership Team</i></p> <p><i>Assessment Lead</i></p>	<p>25/08/2020</p> <p>05.01.2021</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)
				<p>Teachers to use their Autumn assessments to tailor the online learning in a more targeted fashion.</p> <p>Online learning runs parallel with in school learning</p> <p>Teachers record Loom videos for website so that all children can access learning.</p>			
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. see Behaviour and Discipline in Schools guide</p> <p>DfE behaviour and attendance checklist completed</p>	<i>Behaviour Policy does not take into account current advice.</i>	<i>M</i>	<p>Behaviour Policy to be reviewed and updated to reflect DfE guidance.</p> <p>Changes communicated to staff and children</p>	Headteacher	25.08.20	<i>L</i>
17e	<p>Recovery Curriculum is used to support children and young people. https://www.evidenceforlearning.net/recoverycurriculum/</p>	<i>Children falling behind due to school closure</i>	<i>M</i>	<p>Baseline assessments in places.</p> <p>Pupil Progress meeting</p> <p>Teachers using information to identify the areas where children need support.</p>	All Staff	04.09.20	<i>L</i>
18. CYP with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	<i>Lack of clarity and coordination</i>	<i>M</i>	<i>SENCo to meet with therapists and external professionals to plan provision.</i>	SENDCo	25/08/2020	<i>L</i>
18b	Annual review plan in place	<i>Backlog of Annual Reviews due</i>	<i>M</i>	<i>Annual Reviews to be scheduled for 20/21. Virtual meetings to be used in case of school closure.</i>	SENDCo	25/08/2020	<i>L</i>

	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)
		<i>to Covid restrictions.</i>					
18c	Requests for assessment plan in place	<i>Assessment's not being sought</i>	<i>M</i>	<i>Graduated response plan to be followed for Children requiring assessment.</i>	<i>SENDCo</i>	<i>25/08/2020</i>	<i>L</i>
19. Attendance							
19a	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	<i>Children not attending school</i>	<i>H</i>	<i>Headteacher and Chair of Governors to plan for phased return.</i>	<i>Admin Attendance AWO</i>	<i>25/08/2020</i>	<i>M</i>
19b	Approach to support for parents where rates of PA were high before lockdown.	<i>PA families choosing not to return</i>	<i>H</i>	<i>Follow DfE advice and liaise with Lewisham for support</i>	<i>Admin Attendance AWO</i>	<i>25/08/2020</i>	<i>H</i>
19c	Risk assessment and measures in place for any pupils who are clinically extremely vulnerable, clinically vulnerable or live with people in those categories to support their safe attendance at school.						
20. Communication							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared.	<i>Lack of information causing anxiety and confusion</i>	<i>M</i>	<i>RA to be shared with all staff on 02.09.20 (INSET)</i> <i>All documents to be circulated to all staff following INSET</i> <i>Sent to any staff not in attendance</i>	<i>Senior Leadership Team</i>	<i>02.09.20</i>	<i>L</i>
20b	Governors consulted on full opening plans.	<i>Risk Assessment not shared with all stakeholders</i>	<i>L</i>	<i>Risk Assessment to be shared and signed off by the Chair of Governors before being published.</i>	<i>Headteacher</i> <i>Chair of Governors</i>	<i>26.08.20</i>	<i>L</i>

	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)
					Governing Body.		
20c	Union representatives consulted on full opening plans.	Not consulted leading to communication breakdown.	M	Risk Assessment to be shared for information before sharing with full staff. Nb – Lewisham Risk Assessment has been agreed with Unions. Full meeting w/all staff including unions invited to attend to discuss reopening	Union Reps Senior Leadership Team	26.08.20 02.01.2021	L
20d	Risk Assessment published on website, where more than 50 staff.	Risk Assessment not complete/accessible via website	L	Risk Assessment complete and available on the website from 01.09.20	Senior Leadership Team	01.09.20	L
20e	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) 	Lack of clarity and communication leading to breakdown of systems and control measures.	M	Plans including: Start/Finish times One Way systems Control Measures Rationale TFL Links for transport info All to be shared with school community and made available on website New measures, bubble lists and arrangements communicated to parents Updates regarding any changes to school status to	Senior Leadership Team	26.08.20 06.01.2021	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)
				be communicated via email/website			
20f	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing, hand washing and other preventative measures. arrangements • Staggered start times • Expectations of behaviour when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	<i>Lack of assemblies etc to share information.</i> <i>Children unclear as to the systems in place and not able to follow them as a result.</i>	M	Class Teachers to use first sessions to explain systems and 'walk class through' any routes used by their classes. Visual reminders and prompts to be displayed around building and referred to by staff.	Class Teachers	04/05.09.20	L
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.	<i>Inability to use school as central meeting point</i>	H	Virtual governing body meetings No governors visiting site HT & CoG meeting (Socially Distanced)	Governors SLT	25/08/2020	L
21b	Governors are clear on their role in the planning and full of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	<i>Lack of information/clarity regarding remit</i> <i>Communication of key challenges/points</i>	H	CoG attended Lewisham Governance briefing Clerk to Govs coordinates all communication	Governors Clerk of Governors	25/08/2020	L
21c	Governors prepared for start of school year (clerking, etc.)	<i>Systems not in place for</i>	L	<i>Governance is currently strong with clerk and systems for</i>			

	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)
		<i>sharing of information</i>		<i>information sharing established.</i>			
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.	<i>Educational Visits and Memorable Events had been planned.</i>	<i>H</i>	<p><i>Recommendation and advice sent from Ed Farrelly regarding Educational Settings and Visits / Travel advice.</i></p> <p><i>All educational visits have been cancelled for the near future. All coaches have been cancelled.</i></p> <p><i>No memorable events will take place.</i></p> <p><i>School Journeys - Year 4 School Journey has been rescheduled to the end of April 2021.</i></p> <p><i>Year 6 School Jounery has been rescheduled to July 2021</i></p> <p><i>Review at half term.</i></p>	<i>Headteacher EVC</i>	<i>25/08/2020</i>	<i>L</i>
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Cooke Hall Let Weekly</i>	<i>H</i>	<p><i>In-school hours lettings are not going ahead.</i></p> <p><i>After school lettings are going ahead.</i></p> <p><i>They will clean down the hall and equipment after use.</i></p>	<i>Business Manager</i>	<i>25/08/2020</i>	<i>M</i>

	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)
				<i>Risk Assessment shared.</i>			
23b	Insurance claims, including visits/trips booked previously followed up	<i>Loss of income due to refunds</i>	<i>L</i>	<i>All visits rescheduled</i>	<i>Office Manager</i>	<i>25.08.20</i>	<i>L</i>
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<i>Interrupted service</i>	<i>M</i>	<i>Chartwells to inform the school of procedures and policies – catering contact to continue Cleaning contracts to continue - managed by EW IT support to continue with IMS</i>	<i>SBM</i>	<i>20/08/2020</i>	<i>L</i>
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>Increased costs</i>		<i>Ongoing relationship with Holbeach and Kender to reduce staffing costs</i>			
24. Before and after school clubs							
24a	Approach in place for before/after school clubs implements the necessary protective measures.	<i>After school clubs unaware of necessary protective measures.</i>	<i>M</i>	<i>Risk Assessment shared with after school clubs.</i> <i>Bubble lists shared with After School Club</i>	<i>Headteacher</i>	<i>26/09/202</i>	<i>L</i>

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

NEU/GMB/UNISON/Unite commentary and checklist
NEU/GMB/UNISON/Unite commentary and checklist

