

COVID19: Phased return to school risk assessment and action planning

SCHOOL NAME: Holy Cross

DATE: January 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put to respond to restricted attendance at the school during the latest national lockdown period (from January 2021) to ensure the school continues to undertake operate in a safe way. Plans and measures in place should be reviewed on a regular basis, particularly before inviting new groups of children and young people (CYP) in to school.

In line with DfE guidance, schools 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 shared with the local authority.

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'

Recent DfE 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](#)

[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. 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. Maintain 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.

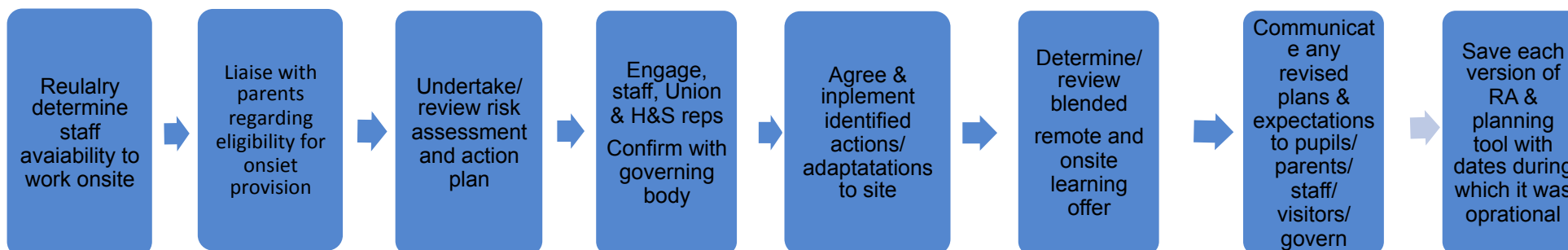
Number 7 applies in specific circumstances.

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



The table includes examples in grey, these are not exhaustive

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	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 (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Preparing Buildings and Facilities							
1a	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers operating arrangements 	<i>If Premises Officer or IT technician is unwell</i>	<i>H</i>	<i>Source alternative suitably trained persons</i>	<i>EHT, Premises Officer, IT technician</i>	<i>As required</i>	<i>M</i>
1b	Office space reviewed to allow office-based staff to work safely.	<i>Limited space</i>	<i>M</i>	<i>Number of staff in office limited to essential workers. Staff working from home where possible. Window partially closed to lobby.</i>	<i>Office staff</i>	<i>January 2021</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)
1c	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>Crowds of children and parents likely at entrance to school. Social distancing unlikely to be maintained.</i>	<i>H</i>	<i>2-meter markers are present on floors.</i> <i>Staff to cover gates at start and end of day.</i> <i>Parents not to enter school building.</i> <i>Parents notified to maintain social distance when dropping off and picking up children</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
1d	Consideration given to premises lettings and approach in place.	<i>Hall repurposed as a learning space. Cannot be let and reassembled with sufficient time for cleaning in between.</i>	<i>M</i>	<i>No lettings for the remainder of school year.</i>		<i>January 2021</i>	<i>L</i>
1e	Necessary physical modifications completed <ul style="list-style-type: none"> • Paper towels and foot operated lidded bins to be used • Lidded bins in classrooms and shared spaces • Water fountains disconnected or isolated • Ventilation of classrooms considered • Spaces and classrooms measured to calculate maximum numbers in each to allow 2m 	<i>Lack of stock when ordering.</i> <i>Bins filling to more than capacity</i>	<i>H</i>	<i>Stock ordered in good time.</i> <i>Staff informed of new procedures.</i> <i>Parents informed of need for children to bring water bottles to school.</i> <i>Open doors and windows used to ventilate school.</i> <i>Bins to be emptied safely more often</i>	<i>Premises Manager</i>	<i>January 2021</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)
	social distancing. Tables, chairs placed appropriately.						
1f	Consideration given to the arrangements for any deliveries.	<p><i>Additional adults on the School premises.</i></p> <p><i>Items coming into school possibly bringing infection.</i></p> <p><i>Delivery drivers / staff carrying infection</i></p>	H	<p><i>Deliveries all to come to main office or school kitchen. Hand sanitiser available in entrance. No delivery staff to be allowed in the main school building. Goods left in entrance hall or school kitchen.</i></p>	<p><i>Premises Manager, office staff and kitchen staff</i></p>	<p><i>January 2021</i></p>	M
2. Emergency Evacuations							
2a	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<p><i>Current evacuation routes could cause multiple groups of people to come into contact</i></p>	H	<p><i>Revise evacuation procedure and share with all staff and children when necessary.</i></p> <p><i>Fire drill.</i></p>	<p><i>Premises Officer, EHT</i></p>	<p><i>January 2021</i></p>	M
3. Cleaning, waste disposal and hand washing							
3a	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p><i>Cleaning needs to be thorough at the end of each day with a deep clean at the end of each week in areas that have been utilised.</i></p>	H	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Cleaner coming in for one hour each lunchtime.</i></p>	<p><i>All staff</i></p>	<p><i>January 2021</i></p>	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)
				<p><i>Antibacterial spray and gloves to be safely stored in each class and staff to use it</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by premises officer and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p> <p><i>Milton or similar safe products to be used for resources mouthed by pupils with SEND</i></p>			
3b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Staff availability</i>	<i>M</i>	<i>Rearrange working hours for cleaning staff and ensure all areas used are left sanitised</i>	<i>Premises Officer</i>	<i>Ongoing</i>	<i>L</i>
3c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	<p><i>Lack of PPE equipment</i></p> <p><i>Staff uncomfortable with cleaning bodily fluids</i></p>	<i>H</i>	<i>PPE ordered and staff trained</i>	<i>Premises Officer</i>	<i>Ongoing</i>	<i>M</i>
3d	<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</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p>	<i>M</i>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the</i></p>	<i>Premises Officer</i>	<i>Ongoing</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)
	agreed.	<i>Low supply of soap.</i> <i>Bins fill to over capacity</i>		<i>'catch it, bin it, kill it' approach</i> <i>Antibacterial spray and gloves to be safely stored in each class and staff to use it</i> <i>Bins to be emptied regularly</i>			
3e	Arrangements for longer-term continual supplies are also in place.	<i>Suppliers are out of stock</i>	<i>M</i>	<i>Stock check and ordering schedule reviewed and order made</i>	<i>Premises Officer, SBM</i>	<i>Ongoing</i>	<i>L</i>
3f	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>All staff advised to leave the site by 4:30 in order for cleaning to be undertaken.</i>	<i>EHT</i>	<i>Daily</i>	<i>L</i>
3g	Waste disposal process in place for potentially contaminated waste including testing waste.	<i>Potentially contaminated waste mixed with usual waste.</i>	<i>H</i>	<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>	<i>Premises Officer</i>	<i>Ongoing</i>	<i>M</i>
3h	Clear hand washing procedures outlined and hot water and liquid soap readily available. Routine hand washing <ul style="list-style-type: none"> • on arrival and leaving school • before entering and leaving class during the day • before and after eating Increased hand washing throughout the day in line with government guidance. Hand sanitizer available where necessary	<i>Hot water not available to the children</i> <i>Children's hands becoming dry and blistering</i>	<i>M</i>	<i>Routine times for washing hands and children allocated to specific sinks</i> <i>Children reminded how to wash their hands effectively</i> <i>Children allowed to bring their own named hand cream from home for individual use</i>	<i>All staff</i>	<i>Ongoing</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)
4. Classrooms and outdoor space							
4a	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.	<i>Children requiring 1:1 support increase necessary staffing in classroom.</i>	H	<i>Open additional classrooms where necessary. Where 1:1 is necessary, have specific risk assessment</i>	<i>Premises Manager, Inclusion Manager, EHT</i>	<i>January 2021</i>	<i>M</i>
4b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m) Desks side by side, facing front, where age appropriate. Arrangements for small group work facilitate social distancing for adults and children	<i>Children moving about in classroom and altering their distance form one another. Small classrooms or too many children</i>	H	<i>Arrangement of classrooms organised by class teachers and senior leaders Signage makes expectations clear Explanation and constant reminder makes expectation clear Reassessment needed if numbers increase</i>	<i>Class teachers EHT</i>	<i>January 2021</i>	<i>H</i>
4c	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: Coronavirus (COVID-19): implementing protective measures in education and childcare settings]. Resources which are not easily washable or wipeable have been	<i>Inappropriately sized equipment for other age groups in classroom</i>	L H M	<i>Move furniture across classrooms so appropriate to age group using the space. Informative posters displayed. Parents informed of new guidelines.</i>	<i>Premises Officer and teaching /support staff. Class teachers</i>	<i>January 2021</i>	<i>L M 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>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, PE kits or other articles from home (other than water bottle)</p>	<p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p> <p><i>Children bring in items from home</i></p>	<p>L</p> <p>H</p>	<p><i>If children bring items from home they are confiscated and given back to parents at the end of the day</i></p>	<p>EHT</p> <p>EHT and HoS</p>		<p>L</p> <p>M</p>
4d	<p>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</p>	<p><i>Potential spread of virus with multiple children using equipment</i></p>	H	<p><i>Playtimes are staggered and both playgrounds used</i></p>	<p>Teaching and support staff on duty.</p>	<p>January 2021</p>	H
5. Staffing							
5a	<p>Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> Designated Safeguarding Lead (DSL) 	<p><i>Staff illness prevents</i></p>	<p>H</p> <p>H</p>	<p><i>Social distance to be maintained between staff and if staff show any symptoms they self isolate minimising risk of spread</i></p>		<p>January 2021</p>	<p>M</p> <p>L</p>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> • SEN support where needed • Premises Officer • Office staff member 						
5b	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable) and arrangements for working from home are in place.</p> <p>Up to date individual staff risk assessments are informing risk-mitigating arrangements for individuals identified as 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 reasonable consider levels of social distancing and contact and outline measures for hand washing etc</p>	<i>A number of staff may have needs leading them to isolate</i>	<i>M</i>	<i>(public health advice to follow)</i>	<i>EHT</i>	<i>January 2021</i>	<i>L</i>
5c	Approach to staff absence reporting and recording in place. All staff aware.	<i>Insufficient cover for increased number of children attending school. Inaccurate records kept.</i>	<i>M</i>	<i>Staff to be reminded of the need to report absence in plentiful time as per usual.</i> <i>EHT to make arrangements if absence rate becomes high.</i>	<i>EHT</i>	<i>January 2021</i>	<i>L</i>
5d	<p>Arrangements for staff who are working from home are in place.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<i>Staff unclear whether they should come to work</i> <i>Over burden of work on those people in school.</i>	<i>M</i>	<i>Questions regarding whether staff should be in school are dealt with</i> <i>Work expectations to be reasonable and made clear.</i> <i>Regular email and phone</i>	<i>EHT</i>	<i>January 2021</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>Increase in risk of poor mental health of those not in school.</i>		<i>communication with staff not in school.</i> <i>Weekly newsletter sent to all staff.</i> <i>Informal communication on Whatsapp.</i>			
5e	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>Lack of cover for the children in school</i>	<i>H</i>	<i>Review of staff available</i>	<i>EHT</i>	<i>Ongoing</i>	<i>L</i>
5f	Assess transport arrangements for all staff and parking arrangements as required Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff Consideration of arrival times to encourage walking and cycling to work	<i>Staff using public transport at peak times.</i>	<i>H</i>	<i>Staff using public transport to get to work to discuss earlier or later arrival time at work if necessary.</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
5g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (eg no ties).	<i>Staff wearing clothes requiring dry cleaning and therefore not washing as regularly as machine washable fabrics.</i>	<i>H</i>	<i>Staff told of more relaxed dress code in school for the purpose of washing fabrics regularly.</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
5h	Approaches for meetings and staff training in place.	<i>Over crowded room, social distancing not possible.</i>	<i>H</i>	<i>Meetings for teaching and support staff held separately. Held via Teams/Zoom. Meetings kept to when</i>	<i>EHT</i>	<i>January 2021</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>necessary.</i>			
5i	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	<i>Staff required to undertake more than one job role.</i>	<i>H</i>	<i>Staff to work in teams. One week on site in school and one week off site. All PPA to be undertaken during the week off site.</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
5j	Consideration given to the options for redeployment 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.	<i>HLTA may be required to lead some groups if not enough teachers on site to cover numbers of children.</i>	<i>H</i>	<i>An HLTA leading a group of maximum 15 children would always be accompanied by a TA. HLTA to be given information regarding individual children as required. All staff training re Covid 19 procedures to be given to all staff.</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
5k	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	<i>Staff with existing mental health conditions deteriorating or some potentially developing poorer mental health due to current circumstances. This could affect long term attendance if not helped when possible.</i>	<i>H</i>	<i>Staff are aware of available support and advice for schools and pupils available. 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/) SLT to pay attention to staff wellbeing as priority</i>	<i>EHT</i>	<i>January 2021</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)
5l	Arrangements for twice weekly testing communicated and in place. Staff are clear on reporting arrangements.	<i>Not in school to receive test kit.</i>	<i>H</i>	Staff to be informed of the process for accessing lateral flow tests. Help offered if required.	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
5m	Return to school procedures are clear for all staff.	<i>Staff anxiety or misinformation.</i>	<i>H</i>	<i>Programme for EHT to walk groups of staff through measures</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
5n	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>Budget and uncertainty of EHCP awards.</i>	<i>H</i>	<i>Staff contracts other than permanent to be checked.</i>	<i>SBM, Inclusion Manager</i>	<i>January 2021</i>	<i>M</i>
5p	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.	<i>Increasing the possible spread of virus.</i>	<i>H</i>	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i> <i>Arrange exact times to visit.</i>	<i>Premises Officer</i>	<i>Ongoing</i>	<i>M</i>
5q	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	<i>Staff breaking bubble groups of children.</i> <i>Increased risk of spread of virus</i>	<i>H</i>	<i>Only offer limited activities which maintain distancing, all equipment stringently cleaned. Music and Spanish teachers not in school.</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
6r	Staffing roles and responsibilities, risk assessments and guidelines in place with regards to the continued remote provision alongside in-school provision agreed and communicated.			<i>Agreed protocol for delivery of online lessons</i>	<i>EHT</i>	<i>January 2021</i>	<i>L</i>
6. Group Sizes							
6a	Bubbles have been determined in accordance with the principle of limiting	<i>Space</i>	<i>H</i>	<i>Limit of 12 children per bubble</i>	<i>EHT</i>	<i>Ongoing</i>	<i>H</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)
	social interaction and small, consistent groups of CYP, that can remain separate from other people and groups. All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.						
6b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	<i>Space</i>	<i>H</i>	<i>No more than 12 Key Worker children together. Staggered break and lunch from other year groups.</i>	<i>EHT</i>	<i>January 2021</i>	<i>H</i>
6c	Identified solutions to any workforce capacity issues are in place.	<i>Part time staff causing a change in personnel within the bubble.</i>	<i>H</i>	<i>Part time staff, like full time, always with same group so no cross contamination.</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
7. Social Distancing							
7a	Arrangements for social distancing in place as defined: <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) with sufficient staff to monitor safe practices Parents/carers drop off at school gate- no entry Staggered or limited amounts of moving around the school 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 	<i>Procedures not clearly defined and understood.</i>	<i>H</i>	<i>Markings Signage Staff at school entrance and exit to give instructions Hand sanitisers at entrance and exit to school Rotas in place for staggered break and lunch times. Toilets allocated to each group where possible. Cleaner at lunchtime to wipe down door handles and light switches in addition to usual clean at end of day</i>	<i>EHT</i>	<i>January 2021</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>to facilitate this.</p> <ul style="list-style-type: none"> • Markings in place for routes around school to minimise closer contact • Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble 			<i>Markings on floor at pick up and drop off points</i>			
7b	<p>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</p>	<i>Some students will have no choice about how they travel to school</i>	<i>H</i>	<i>Information gathered about which mode of transport children use to travel to school. Provision made for these children to sanitise accordingly.</i>	<i>EHT</i>	<i>January 2021</i>	<i>H</i>
7c	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<i>Children not knowing what to do</i>	<i>H</i>	<i>On arrival, students move straight to classroom and sit at named table and wait for rest of class to arrive/class to begin. Children to be instructed and staff to make sure these instructions being adhered to</i>	<i>All staff</i>	<i>January 2021</i>	<i>M</i>
7d	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)</p>	<i>Children not adhering to policy</i>	<i>H</i>	<p><i>Handwashing and cleaning</i></p> <p><i>Conversations with parents</i></p> <p><i>Risk assessments and individualised approach in place for students who might struggle to follow expectations</i></p>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
7e	<p>Social distancing arrangements for use of staff areas in place and shared</p>	<i>Over crowding in staff room</i>	<i>H</i>	<i>Reminding staff</i> <i>Staggered breaks and lunch</i>	<i>EHT</i>	<i>January 2021</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)
	spaces			<i>time</i> <i>Staff to be able to eat in other areas of school including outdoors – change in rules</i> <i>Dishwasher to be set on highest temperature every time used</i>	All staff		
8. Catering							
8a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>Staff sickness</i>	<i>M</i>	<i>Chartwells to liaise with catering team re availability to work.</i> <i>Kitchen to continue to provide hot or cold meals for children.</i>	Chartwells	On going	<i>L</i>
8b	Arrangements for the continued provision of FSMs for children not attending school are in place.	<i>Voucher system not working effectively.</i>	<i>H</i>	<i>Office staff to stop the vouchers of those children attending school but continue with those staying home.</i> <i>Office staff to print vouchers if parents request</i>	SBM	On going	<i>H</i>
8c	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>As number of children increases the speed at which the dinner hall can be cleaned after each group slows.</i>	<i>H</i>	Lunch timetable devised and given to staff Staff on rota to work in dining hall if necessary Children to be advised where to sit by staff. Bubbles grouped together. Sit in same spaces every day	EHT	January 2021	<i>H</i>
8d	Arrangements for the continued	<i>Not under the</i>	<i>M</i>		Chartwells	Ongoing	<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)
	provision of FSMs for children not attending school are in place.	<i>control of the school.</i>					
9. PPE							
9a	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 Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained	<i>Staff lack of knowledge in when and how to use PPE</i>	<i>H</i>	<i>Enough PPE equipment for staff who wish to wear it</i> <i>Staff involved in the personal care of an individual to receive specific training and for staff providing personal care to pupils with SEND</i>	<i>EHT</i>	<i>January 2021</i>	<i>M</i>
9b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	<i>Not enough PPE</i>	<i>H</i>	<i>Advice taken from specialist provisions, discussion with child's parent, staff familiar to child to be involved only.</i>	<i>Inclusion Manager</i>	<i>January 2021</i>	<i>H</i>
9c	PPE needs assessed for staff supervising entrances and exits - does distancing mean staff need masks to protect parents/ members of the public?	<i>Lack of stock.</i>	<i>H</i>	<i>Stock ordered.</i> <i>Masks offered to staff who wish to have them.</i>	<i>Premises Officer, EHT</i>	<i>January 2021</i>	<i>M</i>
10. Response to suspected/ confirmed case of COVID19 in school							
10a	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 not engaging with school communication</i>	<i>H</i>	<i>Notices at all entrants</i> <i>Continuous reminders</i> <i>Phone calls, emails and letters sent home</i>	<i>All staff</i>	<i>Ongoing</i>	<i>H</i>
10b	Approach to adults/children onsite displaying COVID19 symptoms cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be 	<i>Symptoms not evident</i>	<i>H</i>	<i>Child will be isolated</i> <i>Adult supervising will wear PPE equipment</i> <i>Parents will be contacted and</i>	<i>EHT</i>	<i>January 2021</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>informed/ take action</p> <ul style="list-style-type: none"> Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place Emergency PPE available where 2m distance cannot be maintained 			<p><i>requested to collect child immediately, advised to get tested and inform government tracking system</i></p> <p><i>PHE to be informed and guidance taken</i></p> <p><i>Parents of other children informed</i></p>			
10c	<p>Approach to confirmed COVID19 cases in adults and children onsite 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 	<i>Parents not informing immediately</i>	<i>H</i>	<i>Parents are requested to inform the school immediately if they get confirmation of COVID 19</i>	<i>EHT</i>	<i>On going</i>	<i>H</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)
	<ul style="list-style-type: none"> Arrangements in place for remote learning/ FSM/ support for vulnerable &EHCP children self-isolating CYP 						
11. Pupil Re-orientation - back into school after a period of being at home							
11a	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.	<i>Information not supplied</i>	<i>M</i>	Data collection to take place	<i>SBM and office support</i>		<i>L</i>
11b	Approach and expectations around school uniform determined and communicated with parents.	<i>Parents not reading communication</i>	<i>L</i>	Letter sent to all parents and carers of returning children	<i>EHT</i>	<i>When required</i>	<i>L</i>
11c	Changes to the school day/timetables shared with parents.	<i>Parents not reading communication</i>	<i>M</i>	Letter to be sent to all parents and carers of returning children	<i>EHT</i>	<i>When required</i>	<i>L</i>
11d	All students instructed to bring a water bottle each day. Water fountains put out of action.	<i>Not all children having a refillable water bottle</i>	<i>M</i>	Communication with parents Spare disposable cups to provide water where necessary	<i>EHT Support Staff</i>	<i>January 2021</i>	<i>L</i>
11e	<p>Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes 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.</p>	<i>Children not feeling comfortable to disclose</i>	<i>H</i>	<p>Provide time during the day for circle time to discuss thoughts and feelings</p> <p>Talk to children identified as vulnerable individually</p> <p>Information and resources provided to staff on recovery curriculum from various agencies</p>	<i>Teaching and support staff</i>	<i>When required</i>	<i>M</i>
11f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Lack of awareness of individuals situations</i>	<i>H</i>	DSL to be notified of any concerns PHSE programs to be planned to address	<i>DSL Class Teachers Inclusion</i>	<i>January 2021</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>Manager</i>		
11g	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>Not all vulnerable families disclosing</i>	<i>M</i>	Relationships with parents to extend to cover wider impact of COVID 19	<i>Teaching Staff, EHT, Inclusion Manager</i>	<i>January 2021</i>	<i>M</i>
12. Remote education plan							
12a	Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.	<i>Lack of internet at home</i>	<i>L</i>	Children to be provided with Tablets if needed	<i>EHT</i>	<i>January 2021</i>	<i>L</i>
13b	Technology support in place. DFE laptop allocation ordered.		<i>H</i>	<i>Follow DfE guidance</i>	<i>EHT, office staff, IT support</i>	<i>January 2021</i>	<i>M</i>
13c	Critical worker families communicated with regularly regarding which children need to be on site and the need to keep children at home as much as possible.			<i>Working with families through open discussion and regular communication</i>			
13. Safeguarding							
14a	Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities. Refer to DFE guidance for definition of vulnerable.	<i>Arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</i>	<i>EHT and Inclusion Manager</i>	<i>January 2021</i>	<i>L</i>
14b	Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.		<i>L</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>All staff</i>	<i>January 2021</i>	<i>L</i>
14c	Updated Child Protection Policy in		<i>L</i>	<i>Adopted Temporary COVID19</i>	<i>All staff</i>	<i>May 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)
	place.			<i>Child Protection Policy</i>			
14d	Work with other agencies has been undertaken to support vulnerable CYP and families.	<i>Outreach workers working remotely</i>	<i>M</i>	Communication with Outreach, Social Care, Counsellors and Drumbeat to determine provision	<i>Inclusion Manager</i>	<i>January 2021</i>	<i>L</i>
14e	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>Children displaying a range of behaviours</i>	<i>M</i>	<i>Review individual consistent management plans to ensure they include protective measures.</i>	<i>EHT Inclusion Manager</i>	<i>January 2021</i>	<i>L</i>
14. Curriculum / learning environment							
15a	Current learning plans, revised expectations and required adjustments have been considered.	<i>Lack of guidance from DfE</i>	<i>H</i>	Seek advice and guidance from LA, DfE	<i>EHT HoS</i>	<i>January 2021</i>	<i>M</i>
15b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place or via remote learning? Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> • PE • Practical science lessons 	<i>Lack of space or resources Not appropriate for online learning</i>	<i>M</i>	Staff to assess the learning that is relevant for pupils at this time. This may not be in line with curriculum plans.	<i>Class Teachers Subject Leaders Curriculum Leader</i>	<i>January 2021</i>	<i>L</i>
15c	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that is being done at home • capturing pupil achievements/ outcomes • utilising the DfE 'catch-up' funding and programmes 	<i>Rush to cover curriculum content misses opportunities to explore PSHE topics</i>	<i>L</i>	<i>Class teachers to focus on PSHE areas of learning as children begin to return to school. Online activities set for home continue to include daily physical activities.</i>	<i>Class Teachers EHT</i>	<i>January 2021</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)
	<ul style="list-style-type: none"> responding to DfE remote learning expectations. 						
15d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.		M	<i>Behaviour policy reviewed to reflect current circumstances</i>	EHT	January 2021	L
15e	Arrangements for teaching pupils how to keep themselves safe online are in place	<i>A lack of awareness of dangers from children. A lack of experience from teachers</i>	H	<i>Staff training Children and parents to be reminded regularly of expectations</i>	EHT, Teachers	January 2021	M
15. CYP with SEND							
16a	Approach to provision of the elements of the EHCP including health/therapies.	<i>Visiting specialists not coming into school</i>	M	<i>Provision reviewed and amended as and where necessary</i>	Inclusion Manager	January 2021	L
16b	Annual review plan in place	<i>Inability to meet in person</i>	L	<i>Annual Reviews to be completed remotely if possible</i>	Inclusion Manager	January 2021	L
16c	Requests for assessment plan in place		M	<i>Follow guidance</i>	Inclusion Manager	January 2021	L
16d	Risk assessments for ECHP children not in school complete and review plan in place		H	<i>Risk assessments completed in January 2021</i>	Inclusion Manager	January 2021	M
16. Communication							
18a	Risk assessments/planning shared with staff. Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Staff not accessing emails</i>	L	<i>Staff informed via Email Staff Briefings Day Book</i>	EHT	January 2021	L
18b	Governors consulted on plans.	<i>Governors not accessing emails</i>	L	<i>Email sent to Governors</i>	EHT	January 2021	L
18c	Communications with parents on the:	<i>Parents not</i>	M	<i>Letters</i>	EHT	May 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"> Social distancing plan. Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning. Attendance. Uniform. Transport. Behaviour. 	<i>receiving communication</i>		<i>Emails Text Website updated Telephone Calls</i>	<i>EHT</i>		
18d	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Expectations when in school and at home Travelling to and from school safely 	<i>Parents contact details changed</i>	<i>M</i>	<i>Data check</i>	<i>Office Staff</i>	<i>January 2021</i>	<i>L</i>
17. Governors/ Governance							
19a	Meetings and decisions that need to be taken prioritised.	<i>New governing body, people are unfamiliar with each other.</i>	<i>L</i>	<i>Virtual governing body meetings</i>	<i>EHT and Clerk</i>	<i>Ongoing</i>	<i>L</i>
19b	Governors are clear on their role in giving support to leaders. Approach to communication between Leaders and governors is clear and understood.	<i>New roles for governors being on a new governing body</i>	<i>L</i>	<i>Regular email updates regarding school</i>	<i>EHT and clerk</i>	<i>Ongoing</i>	<i>L</i>
19c	Agreed arrangements for governors meetings, staff recruitment processes etc to ensure meetings are held virtually	<i>Disagreement about what can be delayed.</i>	<i>L</i>	<i>Discussion between EHT and Chair of Governors</i>	<i>EHT, Chair and clerk</i>	<i>Ongoing</i>	<i>L</i>
18. School events, including trips							
20a	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with	<i>Financial concerns</i>	<i>M</i>	<i>Calendar checked and trips cancelled or rearranged where possible</i>	<i>EHT, SBM</i>	<i>January 2021</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)
	events in the immediate term, including school trips.						
19. Finance							
21a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Lack of information from LA or DfE</i>	<i>H</i>	<i>Reading all documentation sent out. Working with federation partner.</i>	<i>SBM</i>	<i>Ongoing</i>	<i>M</i>
21b	Insurance claims, including visits/trips booked previously followed up.	<i>Inaccurate recording of spend</i>	<i>H</i>	<i>Clear procedures in place monitored regularly.</i>	<i>SBM</i>	<i>Ongoing</i>	<i>M</i>
21c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<i>Reduced budget</i>	<i>H</i>	<i>Check policy details for clarity.</i>	<i>SBM</i>	<i>Ongoing</i>	<i>M</i>
21d	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • MFL • Catering 	<i>Loss of finance or service</i>	<i>H</i>	<i>Discussion with J & C and Lewisham Music Catering meetings</i>	<i>EHT and SBM</i>	<i>Ongoing</i>	<i>M</i>
21e	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>Initial time outlay not possible with all other tasks to complete</i>	<i>M</i>	<i>Federation collaboration. One Form Network collaboration.</i>	<i>SBM</i>	<i>Ongoing</i>	<i>M</i>