

## **COVID19: Full return to school risk assessment and action planning**

**SCHOOL NAME:** Holy Cross Catholic Primary

**DATE:** September 2020

### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of schools to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis.

In line with DfE guidance, we will work closely with parents, staff and unions as we normally do, when agreeing the best plan for our school's circumstances. Our risk assessments and plans will be confirmed with our governing body and published.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

**The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:**

[Guidance for full opening of schools September 2020](#)

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

[Safe working in education, childcare and children's social care settings, including the use PPE guidance.](#)

[Covid19 cleaning in non-healthcare settings](#)

[NHS test and trace](#)

**Appendix 1 – Trade Unions' checklist (for information)**

## The following principles underpin all planning and actions:

- Children's needs are paramount
- Staff physical and emotional well-being must be considered at all stages of planning and implementation
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

## System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'

### Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

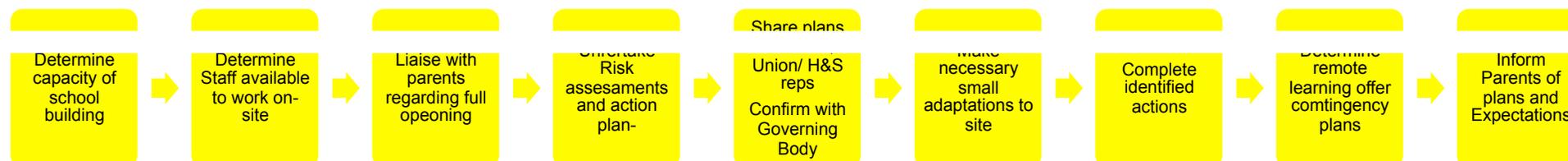
Number 6 applies in specific circumstances.

### Response to any infection:

7. engage with the NHS Test and Trace process
8. manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. contain any outbreak by following local health protection team advice

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

## Steps to full opening



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

**Risk Matrix:**

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>1. Engagement and communication risk assessment and planning</b>							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	Lack of agreement	M	Discussions to be held when required	EHT	As required	L
<b>2. Preparing Buildings and Facilities</b>							
2a	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>Water treatments</li> <li>Fire alarm testing</li> <li>Repairs</li> <li>PAT testing</li> <li>Boiler/ heating servicing</li> <li>Internet services</li> <li>Any other statutory inspections</li> <li>Insurance covers reopening arrangements</li> </ul>	If Premises Officer or IT technician is unwell	H	Source alternative suitably trained persons	EHT, Premises Officer, IT technician	As required	M
2b	Office space reviewed to allow office-based staff to work safely.	Limited space, busy area	M	Number of staff in office limited to essential workers – maximum of 5	Office staff	Sept 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)
				Visitors to office to wait at the door. Window partially closed to lobby.			
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.	Crowds of children and parents likely at entrance to school. Social distancing unlikely to be maintained.	H	2-metre markers are present on floors where required.  Staff to cover gates at start and end of day.  Parents not to enter school building at start of day.  Parents notified to maintain social distance when dropping off and picking up children	EHT, Premises Officer	Ongoing	M
2d	Consideration given to premises lettings and approach in place.	Hall repurposed as a learning space. Cannot be let and reassembled with sufficient time for cleaning in between.	M	No lettings until January 2021 at the earliest.	EHT	Sept 2020	L
2e	Necessary physical modifications completed <ul style="list-style-type: none"> <li>Hand driers disconnected- paper towels and foot operated lidded bins to be used</li> <li>Lidded bins in classrooms and shared spaces</li> <li>Water fountains disconnected or</li> </ul>	Lack of stock when ordering.  Classrooms over heating in hot weather/ feeling cold in cooler weather with windows open.	H	Stock ordered in good time.  Staff informed of new procedures.  Parents informed of need for children to bring water bottles to school.	Premises Manager, EHT, class teachers	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)
	<p>isolated</p> <ul style="list-style-type: none"> <li>Air conditioning not to be used and ventilation considered</li> </ul>	Bins filling to more than capacity		<p>Children to wear jumpers in class. Windows open constantly but not always fully.</p> <p>Doors – internal and external where safely possible – to be opened to allow fresh air to filter into rooms</p> <p>Bins to be emptied safely more often by premises staff</p>			
2f	Consideration given to the arrangements for any deliveries.	<p>Additional adults on the School premises.</p> <p>Items coming into school possibly bringing infection.</p> <p>Delivery drivers / staff carrying infection</p>	M	<p>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.</p> <p>Packages opened whilst wearing gloves.</p>	Premises Manager, office staff and kitchen staff	Ongoing	L
<b>3. Emergency Evacuations</b>							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><b>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</b></p>	Current evacuation routes could cause multiple groups/bubbles of people to come into contact.	M	<p>Revise evacuation procedure to separate class groups during evacuation and share with all staff and children when necessary.</p> <p>Fire drill.</p>	Premises Officer, EHT and HoS	Sept 2020	L
<b>4. Cleaning, waste disposal and hand washing</b>							

	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)
4a	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a> .	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.	H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points such as door handles are cleaned twice a day. Work surfaces and taps are all thoroughly cleaned and disinfected daily. People are able to clean their work surfaces as frequently as they feel necessary in addition to this.</p> <p>Antibacterial spray and gloves to be safely stored in each class and staff to use it as required.</p> <p>Hand towels and handwash are to be checked and replaced as needed by premises officer and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Milton or similar safe products to be used for resources mouthed by pupils with SEND</p>	All staff	Ongoing	M
4b	Capacity of cleaning staff is adequate to	Staff availability	M	Rearrange working hours for	Premises	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)
	enable enhanced cleaning regime.			cleaning staff and ensure all areas used are left sanitised	Officer		
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	Lack of PPE equipment  Staff uncomfortable with cleaning bodily fluids	M	PPE ordered Staff willing to undertake job to be known	Premises Officer	Ongoing	L
4d	Adequate cleaning supplies, tissues and facilities around the school are in place.  Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	No hand sanitiser for visitors to reception.  Classrooms do not have tissues.  Low supply of soap.  Bins fill to over capacity	M	Hand sanitiser available at the school entrance  Lidded bins in classrooms  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach  Antibacterial spray and gloves to be safely stored in each class and staff to use it  Bins to be emptied regularly	Premises Officer	Ongoing	L
4e	Arrangements for longer-term continual supplies are also in place.	Suppliers are out of stock	M	Stock check and ordering schedule reviewed and order made	Premises Officer, SBM	Ongoing	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Absent cleaners	M	Additional hours given to cleaning staff if required to cover absence	EHT, Premises Officer	Daily	L
4g	Waste disposal process in place for potentially contaminated waste including face masks.	Potentially contaminated waste mixed with	H	Waste bags and containers - kept closed and stored separately from communal	Premises Officer	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)
		usual waste.		waste for 72 hours  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).			
4h	<p>Clear hand washing procedures outlined for children and adults. Hot water and liquid soap readily available. Routine hand washing</p> <ul style="list-style-type: none"> <li>• on arrival and leaving school</li> <li>• before entering and leaving class during the day</li> <li>• before and after eating</li> <li>• before and after playtimes</li> </ul> <p>Increased hand washing throughout the day in line with government guidance. Hand sanitizer available where necessary</p>	<p>Hot water not available to the children</p> <p>Children's hands becoming dry and blistering</p>	M	<p>Routine times for washing hands and children allocated to specific sinks</p> <p>Children reminded how to wash their hands effectively</p> <p>Children allowed to bring their own named hand cream from home for individual use</p> <p>SEND pupils supported to wash hands as required</p>	All staff	Ongoing	M
<b>5. Classrooms and outdoor space</b>							
5a	Desks in classrooms to be side by side, front facing where age appropriate.	Some classes with tables made for four children	M	Staff to be informed of requirements Tables for 4 children to be used only in younger classes where social distancing not possible anyway	Premises Manager, EHT	September 2020	L
5b	Classrooms have been rearranged to allow as much space between individuals as practical. Each pupil in Yrs1-6 has their own identified desk.	Children moving about in classroom and altering their distance from one another.	H	Arrangement of classrooms organised by class teachers and senior leaders  Signage makes expectations	Class teachers  EHT	September 2020	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)
	Arrangements for small group work facilitate social distancing for adults and children	Small classrooms with full class numbers		clear  Explanation and constant reminder makes expectation clear  Larger areas such as the hall used for small groups – outside used when weather permits			
5c	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently.  Non essential resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes)  Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.  Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if	Limited resources  Soft toys, cushions and beanbags in classrooms not easily washable.  No COVID19 information posters currently in place. Limited reminders/ awareness for children.  Children bring in items from home	M  M  M	Class teachers to discuss with each other when items are required for their class.  Tables set with named individual plastic folders of pencils, rubber etc  Remove soft toys and beanbags from classrooms.  Informative posters displayed.  Parents informed of new guidelines.  If children bring items from home they are confiscated and	Teaching /support staff.  Class teachers  EHT  Teachers	Sept 2020	L  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)
	possible. Children informed not to bring in toys or other articles from home other than essential items.			given back to parents at the end of the day			
5d	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 <a href="#">COVID-19: cleaning of non-healthcare settings</a>	Potential spread of virus with multiple children using equipment	H	Playtimes are staggered and both playgrounds used  Bubbles to have access to climbing equipment on alternate weeks.	Teaching and support staff on duty.	Sept 2020	M
5e	Ventilation measures identified in each room. Air conditioning not in use in the school <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> (Fire doors should <b>not</b> be propped open-longer term, automatic close fire doors could be considered)	In cooler weather windows are closed.	H	Staff told to have a window open in every room they are in whatever the weather. Internal classroom doors and external where possible to be left open when possible.	All staff	Ongoing	M
<b>6. Staffing</b>							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, midday and office/admin staff. Plans ensure staff move only as necessary and adopt prevention measures for doing so.	Staff illness prevents attendance	H	Social distance to be maintained between staff and if staff show any symptoms they self isolate minimising risk of spread	All staff	Sept 2020	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)
6b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities Coronavirus- taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible.	Staff may have needs leading them to isolate	M	(public health advice to follow)	EHT	Sept 2020	L
6c	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified	Staff anxieties	H	Discussion with EHT and adjustments made where possible and appropriate.	EHT	Sept 2020	M
6d	Approach to staff absence reporting and recording in place. All staff aware.	Insufficient cover for number of children attending school. Inaccurate records kept.	M	Staff to be reminded of the need to report absence in plentiful time as per usual.  EHT to make arrangements if absence rate becomes high.	EHT	Sept 2020	L
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Lack of cover for the children in school	H	Review of staff available, staff in school to cover positions and undertake more hours if required and happy to do so.	EHT	Ongoing	L
6f	Assess transport arrangements for all staff and parking arrangements as required.	Staff using public transport at peak times.	M	Staff using public transport to get to work to discuss earlier or later arrival time at work if	EHT	Sept 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)
	<p>Check LBL parking restrictions &amp; inform staff  <a href="https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs">https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs</a></p> <p><a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> shared with all staff            Consideration of arrival times to encourage walking and cycling to work</p>			necessary.			
6g	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (eg not dry clean).</p>	<p>Staff wearing clothes requiring dry cleaning and therefore not washing as regularly as machine washable fabrics.</p>	H	<p>Staff told of more relaxed dress code in school for the purpose of washing fabrics regularly.</p>	EHT	Sept 2020	M
6h	<p>Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.</p>	<p>Over crowded room, social distancing not possible.</p>	H	<p>Meetings for teaching and support staff held separately. Held in a classroom or hall with social distancing measures in place or via Zoom. Meetings kept to when necessary.</p>	EHT	Sept 2020	M
6i	<p>Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.</p>	<p>Staff required to undertake training for use of TEAMS.</p>	H	<p>Computing lead to arrange training in Autumn Term.</p>	Computing lead	Autumn term 2020	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)
6j	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	Staff undertaking unfamiliar roles not being as skilled as those with experience or training	M	Staff placed in roles they are capable of working effectively in. Training arranged where time and expertise.	EHT	Sept 2020	L
6k	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	Staff with existing mental health conditions deteriorating or some potentially developing poorer mental health due to ongoing circumstances. This could affect long term attendance if not helped when possible.	H	<p>Staff are aware of available support and advice for schools and pupils.</p> <p>Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a>)</p> <p>SLT to pay attention to staff wellbeing as priority</p>	SLT	Ongoing	M
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	Staff unaware of possibility of getting a test.	H	Staff to be informed of the process for accessing a Covid 19 test. Help offered if required.	EHT	Sept 2020	M
6m	Return to school procedures are clear for	Staff anxiety or	M	Inset day focussing on	EHT	Sept 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)
	all staff.	misinformation.		processes and procedures			
6n	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.	Increasing the possible spread of virus.	H	Check with the contractor any requirements their employer has specified before visit. Share school protocols.  Arrange exact times to visit.	Premises Officer	Ongoing	M
6p	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.	Staff breaking bubble groups of children.  Increased risk of spread of virus	H	Only offer limited activities which maintain distancing, all equipment stringently cleaned. Music and Spanish teachers in. No after school or lunch time clubs.	Enrichment coordinator	Sept 2020	M
6q	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.	Increased risk of spreading the virus	H	As above	Enrichment coordinator	Sept 2020	M
<b>7. Group Sizes</b>							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	Space and staff	H	Bubble set at the size of two classes for the purpose of lunch and break times, a year group when inside.	EHT	Ongoing	L
7b	Staffing allocations to groups determined, minimising contact with	Part time staff causing a change	H	Staff always with same group wherever possible. Those in	EHT	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)
	multiple groups much as possible	in personnel within the bubble.  Staff working across the school.		multiple classes to social distance as much as possible.			
<b>8. Social Distancing</b>							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices</li> <li>Parents/carers drop off at school gate- no entry at start of day</li> <li>Staggered or limited amounts of moving around the school/ corridors, one way systems where possible</li> <li>Classroom design</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this.</li> <li>Markings in place for routes around school to minimise closer contact</li> <li>Paper towels and foot operated closed bin in place</li> </ul>	Procedures not clearly defined and understood.	H	<p>Markings Signage Letter to parents Staff at school entrance and exit to give instructions</p> <p>Rotas in place for staggered break and lunch times. Toilets allocated to each group where possible.</p> <p>Housekeeping to occur at regular intervals to ensure toilets are cleaned. Also wipe down door handles and light switches. Cleaners before school opens each day and premises staff throughout the day. Staff in own classrooms have products to also wipe down surfaces additionally to this</p>	All staff	Ongoing	M
8b	Approach to avoiding children and young	Children not	H	On arrival, students move	All staff	Sept 2020	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)
	people entering school congregating and breaching social distancing is in place.	knowing what to do		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			
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)	Children not adhering to policy	H	Handwashing and cleaning  Conversations with parents  Risk assessments and individualised approach in place for students who might struggle to follow expectations	EHT	Sept 2020	M
8d	Approach to assemblies	Social distancing not able to be observed.	H	Class assemblies only and children to sit socially distanced	EHT	Sept 2020	L
8e	Social distancing plans communicated with parents, including approach to breaches.	Parents not preparing children before entering school.	H	Letter to parents of children returning to school. Phone calls from staff when required	Teaching staff	Prior to return date	L
8f	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Playtime rota does not allow time for cleaning	H	Bubbles to use climbing equipment on alternate weeks giving the weekend for any infection to die off.	All staff	Sept 2020	M
8g	Social distancing arrangements for use of staff areas in place and shared spaces	Over crowding in staff room	H	Maximum of ten people in the staffroom at any one time Reminding staff Windows always open in staff	EHT	Sept 2020	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)
				room Staggered breaks and lunch time Staff to be able to eat in other areas of school including outdoors – change in rules Staff meetings to be held in classrooms due to being larger than staffroom  Dishwasher to be set on highest temperature every time used	All staff		
<b>9. Transport</b>							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> to be shared with parents and CYP as age appropriate	Public transport being busy	M	Encourage use of bikes, scooters or walking where possible.	EHT	Ongoing	M
<b>10. Catering</b>							
10a	Arrangements in place to provide food to children on site, including the requirement of universal free school meals.	Staff sickness	M	Chartwells to liaise with catering team re availability to work.  Kitchen to continue to provide hot or cold meals for children.	Chartwells	Ongoing	L
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in	Time limit	H	Lunch timetable devised and given to staff	Senior Meals Supervisor	Ongoing	M

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	place so that children do not mix with children from other groups.			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			
10c	Arrangements for food deliveries in place	Food shortages	L	Chartwells to arrange	Chartwells	Ongoing	L
<b>11. PPE</b>							
11a	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	Staff lack of knowledge in when and how to use PPE	H	Training for staff.  Enough PPE equipment for staff who wish to wear it  Staff involved in the personal care of an individual to receive specific training and for staff providing personal care to pupils with SEND	EHT Inclusion Manager	Sept 2020	M
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	Not enough PPE	H	Advice taken from specialist provisions, discussion with child's parent, staff familiar to child to be involved only.	Inclusion Manager	Sept 2020	H
11c	PPE needs assessed for staff supervising entrances and exits - does distancing mean staff need masks to protect parents/ members of the public?	Lack of stock.	H	Stock ordered.	Premises Officer, EHT	Sept 2020	M
<b>12. Response to suspected/ confirmed case of COVID19 in school</b>							
12a	Frequently share information with children, parents, carers or any visitors,	Parents not engaging with	H	Notices at all entrants	All staff	Ongoing	H

	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)
	not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms	school communication		Continuous reminders  Phone calls, emails and letters sent home			
12b	<p>Approach to adults/children displaying COVID19 symptoms cases during school day</p> <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19</li> <li>Consideration of any pupils with heightened COVID19 vulnerability</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent community in place</li> <li>Emergency PPE available where 2m distance cannot be maintained</li> </ul>	Symptoms not evident	H	<p>Child will be isolated in the medical room Adult supervising will wear PPE equipment Parents will be contacted and requested to collect child immediately, advised to get tested and inform government tracking system</p> <p>PHE to be informed and guidance taken</p> <p>Parents of other children informed</p>	EHT	Sept 2020	M
12c	<p>Approach to confirmed COVID19 cases outside of school hours</p> <ul style="list-style-type: none"> <li>Identified children/adults/bubbles/contacts</li> </ul>	Parents not informing immediately	H	Parents are requested to inform the school immediately if they get confirmation of COVID 19	EHT	Ongoing	H

	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>advised on necessary action</p> <ul style="list-style-type: none"> <li>• Staff with heightened vulnerability considered and advised of necessary action</li> <li>• Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>						
12d	Process in place to engage with the Test and Trace and contract tracing process. Refer to Lewisham PH and public health guidance for more information.	Test and Trace not working effectively	H	Report to all necessary departments	EHT	Ongoing	H
<b>13. Pupil Re-orientation - back into school after a period of closure/ being at home</b>							
13a	Approach and expectations around school uniform determined and communicated with parents.	Parents not reading communication	L	Letter sent to all parents and carers of returning children	EHT	Summer 2020	L
13b	Changes to the school day/timetables shared with parents.	Parents not reading communication	M	Letter to be sent to all parents and carers of returning children	EHT	Summer 2020	L
13c	All students instructed to bring a water bottle each day and/or or arrangements for safe availability of drinking water confirmed and communicated to children and parents	Not all children having a refillable water bottle	M	Communication with parents. Spare disposable cups to provide water where necessary	All staff	Sept 2020	L
13d	Approach to supporting children to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social	Children not feeling comfortable to disclose	H	Provide time during the day for circle time to discuss thoughts and feelings	Teaching staff	Sept 2020	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>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>			<p>Talk to children identified as vulnerable individually</p> <p>Information and resources provided to staff on recovery curriculum from various agencies</p> <p>Whole school focus on Here We Are by Oliver Jeffers</p>			
13e	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Lack of awareness of individuals situations	H	DSL to be notified of any concerns PHSE programs to be planned to address	DSL Class Teachers Inclusion Manager	Sept 2020	M
13f	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>	Not all vulnerable families disclosing	M	Relationships with parents to extend to cover wider impact of COVID 19	Teaching Staff, EHT, Inclusion Manager	Sept 2020	M
<b>14. Remote education contingency plan</b>							
14a	Contingency plans for remote learning offer is are in place. Pupils with technology/access issues identified. Offer takes this in to account.	<p>Lack of internet at home</p> <p>Bubble needs to self-isolate because of a</p>	L	Children to be provided with Tablets if needed	EHT	Sept 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)
		positive case of COVID19.					
<b>15. Transition - into new year group - What will need to be different this year because of COVID19?</b>							
15a	Online/ website support for families and young people around transition.	Families not accessing website	L	Parents sent text to remind them to look at website for information and updates regularly	Office Staff	Summer 2020	L
15b	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> <li>EY to Primary</li> <li>Primary to Secondary</li> <li>Vulnerable children</li> <li>Children with SEND</li> <li>Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> </ul>	Emotional turbulence for some children	H	Follow DfE guidance SDP to reflect transitional arrangements Class Teachers to contribute to action plan, including use of social stories and personalised transition for pupils with SEND Liaison with secondary colleagues and secondary transfer documentation completed	Teaching Staff and Senior Leaders	Summer 2020	M
<b>16. Safeguarding</b>							
16a	Consideration given to any child who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Child previously deemed to be safer at home during lockdown and family are anxious about returning to school.	M	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school	EHT and Inclusion Manager	Sept 2020	L
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Time and training  Children disclosing to staff not in their bubble	L	Staff refresher training session on processes and procedures and the revised wellbeing material.	All staff	Sept 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)
16c	Updated Child Protection Policy in place.		L	Adopted most recent Child Protection Policy	All staff	Sept 2020	L
16d	Work with other agencies has been undertaken to support vulnerable children and families to return to school.	Outreach workers working remotely	M	Continued communication with Outreach, Social Care, Counsellors and Drumbeat to determine provision	Inclusion Manager	Sept 2020	L
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and for pupils requiring physical care.	Children displaying a range of behaviours	M	Review individual consistent management plans to ensure they include protective measures.	EHT Inclusion Manager	Sept 2020	L
<b>17. Curriculum / learning environment</b>							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Timings and lack of guidance from DfE	H	Seek advice and guidance from LA, DfE  Continue to work with our children doing what we know to be best for them	EHT	Sept 2020	M
17b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated	Lack of space or resources	M	Staff to assess the learning that is relevant for pupils at this time. This may not be in line with curriculum plans.	Class Teachers Subject Leaders Curriculum Leader	Sept 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"> <li>PE</li> <li>Practical science lessons</li> </ul>						
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> <li>utilising the DFE 'catch-up' funding and programmes</li> </ul>	Rush to cover curriculum content misses opportunities to explore PSHE topics	L	Class teachers focus on relevant PSHE areas of learning when children return to school.	Class Teachers EHT	Sept 2020	L
17d	<p>Pupil behaviour policy reviewed and amended where necessary in line with the current circumstances. see <a href="#">Behaviour and Discipline in Schools guide</a></p> <p><a href="#">DfE behaviour and attendance checklist</a> completed</p>		M	<i>Behaviour policy reviewed to reflect current circumstances</i>	<i>EHT, Inclusion Manager</i>	<i>Sept 2020</i>	L
<b>18. Children with SEND</b>							
18a	Approach to provision of the elements of the EHCP including health/therapies.	Visiting specialists not coming into school	M	Provision reviewed and amended as and where necessary School allowing visiting specialists in and taking full contact details for them	Inclusion Manager, EHT	Sept 2020	L
18b	Annual review plan in place	Inability to meet in person	L	Annual Reviews to be completed remotely if possible	Inclusion Manager	Sept 2020	L
18c	Requests for assessment plan in place		M	Follow guidance	Inclusion	Sept 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)
					Manager		
18d	Consider any child who may need support with their return to school and consult with the family and other agencies involved. Including any support required for child to understand new rules i.e. social distancing.	Family anxieties	H	First risk assessments completed in March 2020 and updated in May/June 2020. New risk assessments written for those requiring them	Inclusion Manager	Sept 2020	M
<b>19. Attendance</b>							
19a	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Public confidence	M	Discussions with parents	EHT, Inclusion Manager, Teaching staff	Sept 2020	L
19b	Approach to support for parents where rates of PA were high before lockdown.	Commitment of parents	M	Discussion with parents	EHT	Sept 2020	L
<b>20. Communication</b>							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared.	Staff not accessing emails	L	Staff informed via Email Staff Briefings Day Book	EHT	Sept 2020	L
20b	Governors consulted on full opening plans.	Governors not accessing emails	L	Email sent to Governors , phones calls where necessary	EHT	Sept 2020	L
20c	Union representatives consulted on full opening plans.	Union not available	M	Lewisham worked with unions on the creation of this document	LA	Sept 2020	L
20d	Risk Assessment published on website, where more than 50 staff.	Website crashes	L	Regular care of website	IT staff	Sept 2020	L
20e	Communications with parents on the: <ul style="list-style-type: none"> <li>Plan for full opening</li> <li>Social distancing plan</li> </ul>	Parents not accessing emails	M	Use of emails, text, letters and phone calls	All staff	Sept 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"> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>Attendance</li> <li>Uniform</li> <li>Transport</li> <li>Behaviour</li> <li>Test and trace</li> <li>Staggered start and end times</li> </ul> Expectations when in school and at home (if self-isolating is necessary)						
20f	Pupil communications around: <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Social distancing, hand washing and other preventative measures. arrangements</li> <li>Staggered start times</li> <li>Expectations of behaviour when in school and at home (if self-isolating is necessary)</li> <li>Travelling to and from school safely</li> </ul>	Children finding the changes difficult to manage.  Different rules for home and school causes confusion for the child	M	Clear and united messages regarding expectations from all staff in school  Discussions with children finding the situation difficult	All staff	Sept 2020	L
<b>21. Governors/ Governance</b>							
21a	Meetings and decisions that need to be taken prioritised.	New governing body, people are unfamiliar with each other.	L	Virtual governing body meetings	EHT, Clerk	Ongoing	L
21b	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between	New roles for governors being on a new governing body	L	Regular email updates regarding school	EHT, clerk	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)
	Leaders and governors is clear and understood.						
21c	Governors prepared for start of school year (clerking, etc.)	Disagreement about what can be delayed.	L	Discussion between EHT, chair of govns and clerk.	EHT, Chair, clerk	Ongoing	L
<b>22. School events, including trips</b>							
22a	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Financial concerns	M	Calendar checked and trips cancelled or rearranged where possible	EHT, SBM	Sept 2020	L
<b>23. Finance</b>							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Budget	L	Reviewing of budget	SBM	Ongoing	L
23b	Insurance claims, including visits/trips booked previously followed up.	Reduced budget	H	Check policy details for clarity.	SBM	Ongoing	M
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>	Loss of finance or service	H	Discussion with J & C	EHT and SBM	Ongoing	M
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Initial time outlay not possible with all other tasks to complete	M	Federation collaboration. One Form Network collaboration.	SBM	Ongoing	M
<b>24. Before and after school clubs</b>							
24a	Approach in place for before/after school clubs implements the necessary protective measures.	Additional staff in school not familiar with our new procedures	H	No after school clubs – to be reviewed at Christmas	EHT and Enrichment coordinator	Sept 2020	L

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

NEU/GMB/UNISON/Unite commentary and checklist  
[NEU/GMB/UNISON/Unite commentary and checklist](#)