

## **COVID19: Full return to school risk assessment and action planning March 8<sup>th</sup> 2021**

# **SCHOOL NAME: ST BARTHOLOMEW'S CE PRIMARY SCHOOL**

DATE: 09/11/20    REVIEWED: 3/2/21    **UPDATED 5/3/21**

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

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis, particularly as new guidance is issued.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and 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
- CHILDREN Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

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

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

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

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

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

[Guidance for full opening schools](#)

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

[Guidance on protecting extremely vulnerable persons](#)

[Actions for schools during coronavirus outbreak](#)

[National lockdown](#)

[Guidance on protecting extremely vulnerable persons](#)

[Asymptomatic testing in schools and colleges](#)

[RIDDOR reporting of COVID-19](#)



## The following principles underpin all planning and actions:

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

## System of controls

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

### Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. 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.
9. Promote and engage in asymptomatic testing , where available

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.

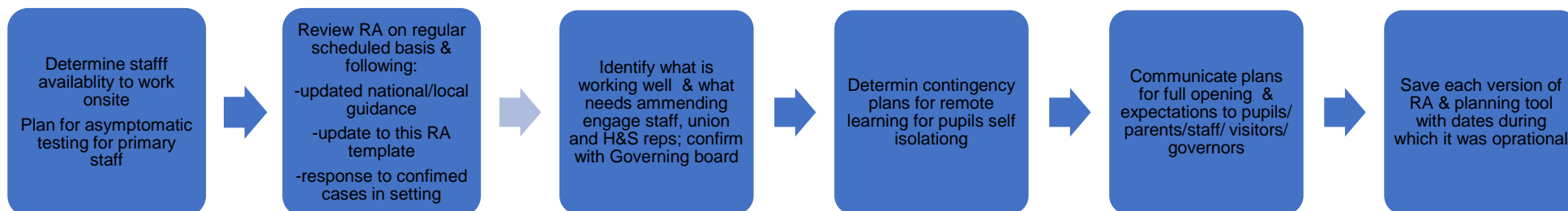
Number 7 applies in specific circumstances.

### Response to any infection

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

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

## Reviewing risk assessment & planning tool



**Risk Matrix:**

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

	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	Full consultation not undertaken  Documents not disseminated	M	Draft documents discussed and agreed with all appropriate stake holders prior to publication. Every update circulated to all staff	Head	25/08/2020	L
<b>2. Preparing Buildings and Facilities</b>							
2a	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>Water treatments</li> <li>Fire alarm testing</li> <li>Repairs</li> <li>Grass cutting</li> <li>PAT testing</li> <li>Fridges and freezers</li> <li>Boiler/ heating servicing</li> <li>Internet services</li> <li>Any other statutory inspections</li> <li>Insurance covers reopening arrangements</li> </ul>		H	All water systems are thoroughly flushed, e.g. toilets and taps, and the Premises Officer commissions a water treatment specialist to chlorinate water systems where required.  All fire detection, alarm systems and fire extinguishers are checked.  Grounds maintenance has been carried out as required.  All statutory inspections are up to date	PO  PO  PO	05/03/2021  05/03/2021  05/03/2021	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
2b	Office spaces checked to ensure office-based staff the required space to work safely.	Not adequate space between office staff members.	L	Office allows for adequate space between staff members with windows for ventilation.	SBM	16/07/2020	L
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks possible at entrance to school.  Social distancing difficult to maintain.	H	Social distancing markers are present on streets immediately adjacent to school.  Distance markers are present on floors within school boundary.  Specified drop off/pick up times for individual year groups  One way systems in place to enter and exit the school using all available entrances and removing fence panels as required.  Signage in place.	Lewisham Transport Services  SBM  Head/ SBM  Head/ SBM  SBM	18/6/2020  29/05/2020  20/07/2020  13/10/20  31/08/2020	M
2d	Consideration given to premises lettings and approach in place.	Multiple lettings do not allow for full cleaning.	M	Lettings limited to ASC only until further notice.	SBM	13/10/2020	L
2e	Necessary physical modifications completed <ul style="list-style-type: none"> <li>Use of hand driers risk assessed. Paper towels, soap and lidded bins in classrooms and shared spaces</li> <li>Water fountains disconnected or isolated</li> <li>Ventilation measures identified and safe use of air conditioning assessed.</li> </ul>		H	Classrooms stocked as required and checked regularly.  Fountains switched off  Staff instructed re air con.	PO  PO  Head	31/08/2020  23/03/2020  28/05/2020	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)
	<ul style="list-style-type: none"> <li>Spaces in classrooms measured to facilitate maximum possible social distancing and tables, chairs placed appropriately, markings and barriers in place</li> </ul>			<p>Additional door guards in place to aid ventilation</p> <p>All KS2 classes are set up to allow social distancing</p>	<p>PO</p> <p>Head</p>	<p>31/08/2020</p> <p>20/07/2020</p>	
2f	Consideration given to the arrangements for any deliveries.	Deliveries to main office only and opened/checked before sanitised	M	Office/premises staff to be advised that deliveries must be to a specific area and left for min 1 hour prior to opening/checking (staff to sanitise before/after touching any deliveries)	PO/SBM	29/05/2020	L
<b>3. Emergency Evacuations</b>							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Person/Child Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes would cause multiple groups/bubbles to come into contact. More appropriate alternatives are possible.</p> <p>No PEEPs in place</p>	<p>M</p> <p>None</p>	<p>Revised evacuation procedure devised and documented.</p> <p>New procedures shared with all staff.</p> <p>Fire drill under new procedures undertaken in first full week back.</p> <p>PEEPs in place for 1 x child</p>	<p>PO</p> <p>Head</p> <p>SBM/Head</p>	<p>2/09/2020</p> <p>29/05/2020</p> <p>8/03/2021</p>	L
<b>4. Cleaning, waste disposal and hand washing</b>							
4a	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a> .	Insufficient cleaning in place i.e. regularity or quality.	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door	PO	23/3/2020	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)
				handles, taps etc. are all thoroughly cleaned and disinfected regularly.  System agreed for hand towels and handwash to be checked and replaced as needed by premises staff  Enhanced cleaning regime implemented for toilet facilities particularly door handles, locks and toilet flush.  Staff asked to sanitise hands before using adult toilets and to sanitise toilet seat, flush button and tap after use and supplies provided.	PO  PO  PO	29/05/2020  23/03/2020  01/06/2020	
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Unavailability of employed regular cleaners	H	Agency arranged for ongoing cover x 2 and instructed in new regime.	PO	26/05/2020	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	None – guidance already part of school procedures.	L	PPE available for use			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, soap or towels.  No emergency supplies in classrooms.	M	Hand sanitiser available at the school entrance, in staff room in School House and in classrooms.  Lidded bins in classrooms and all toilets.  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach	PO  PO SBM  PO	27/05/2020  26/05/2020 29/05/2020  29/05/2020	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)
				Emergency kit provided in each classroom – bucket, cloths, sanitising spray.			
4e	Arrangements for longer-term continual supplies are also in place.	Difficulty in arranging ongoing supply of consumables.	M	Stock check to be done weekly and orders sent as necessary.  Stocks of consumables always available and account with suppliers in place for top ups.	PO  PO	Ongoing  18/05/2020	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Cleaning staff unable to access all areas.	M	Staff told to exit classrooms promptly each day.	Head	28/07/2020	L
4g	Waste disposal process in place <b>for potentially contaminated waste.</b>	No clear procedure	H	Waste bags and containers to be kept closed and stored separately from communal waste for 72 hours  Waste collections made when the minimum number of persons are on site (i.e. before normal opening hours).	PO  Local authority	Ongoing	M
4h	Process in place for safe removal and/or disposal of face masks in line with <a href="#">(PPE) guidance</a>	No clear procedure	M	Disposal in lidded bins unless PPE is worn to protect from symptomatic staff/children in which case they are treated as contaminated waste as in 4g above.	PO	Ongoing	L
4i	Clear hand washing procedures outlined and liquid soap readily available. Routine hand washing <ul style="list-style-type: none"> <li>• on arrival and leaving school</li> <li>• before entering and leaving class during the day</li> <li>• before and after eating</li> </ul>	No clear guidance available	M	Guidance issued to staff and children.  Signage placed in all classrooms and toilet areas	Head  SBM	29/05/2020  29/05/2020	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)
	Increased hand washing throughout the day in line with government guidance. Hand sanitizer available where necessary	Insufficient supplies	M	See above re supplies.			L
<b>5. Classrooms and outdoor space</b>							
5a	Desks side by side, facing front, where age appropriate. Each child has their own identified desk.	Insufficient space in classrooms	M	KS2 classrooms cleared of additional furniture and furnishings to allow space to be set up with side by side, forward facing desks and chairs.	Head	01/09/2020	L
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (up to 2m where possible)	Overcrowding of spaces	H	Tables to be re-arranged with only 2 chairs per table.	Head	13/10/2020	L
	Arrangements for small group work whilst facilitate social distancing for adults and children	Insufficient space in group rooms		Science room, music room and some corridor space set aside for small group working.	Head	13/10/2020	
	Children occupying same seats on daily basis to aid identification of contacts if needed.			Seating plans in place and updated for new bubbles	Head	05/03/2021	
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	Current entry/exit routes allow for crossover of children between bubbles.	M	New routes determined.  Signage added to show one-way systems and new routes.	Head  SBM	22/05/2020  29/05/2020	L
5d	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 [source: <a href="#">Coronavirus (COVID-19): implementing protective</a>	Insufficient supply of resources in each classroom.	L	Tables set up with individual, named trays containing set of resources for each child.	SLT	29/05/2020	L
			M	Each set of Google Chrome books to be used by only one year group per day and wiped over after use.	SLT	29/05/2020	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><a href="#">measures in education and childcare settings</a>].</p> <p>Non-essential resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes)</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible</p> <p>Children informed not to bring in toys or other articles from home (other than water bottle)</p>	<p>Soft toys, cushions and beanbags etc not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children .</p> <p>Classroom books etc shared by many people.</p> <p>Children continue to bring in things from home.</p>	<p>M</p> <p>L</p> <p>M</p> <p>M</p>	<p>Non-essential furniture and soft furnishings removed from all classrooms.</p> <p>Posters produced and displayed in suitable places across the school.</p> <p>Only staff to hand out/collect books etc and marking to be minimal. Reading books to be stored for 72 hours prior to re-use.</p> <p>Parents advised of these arrangements. Toys brought onsite to be bagged and returned to parents at end of day with reminder of new restrictions.</p>	<p>SLT</p> <p>SBM</p> <p>Class teachers</p> <p>Head</p>	<p>22/05/2020</p> <p>29/05/2020</p> <p>28/05/2020</p> <p>Ongoing</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it	Absence of available cleaning staff or materials	M	<p>Use of outdoor spaces timetabled.</p> <p>Supply of cleaning materials provided to enable teacher in charge of activity to undertake necessary cleaning.</p>	<p>Head</p> <p>PO</p>	<p>27/05/2020</p> <p>29/05/2020</p>	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a>						
5f	Ventilation measures identified in each room.  Air conditioning use assessed and used in line with HSE guidance <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>	Unsafe to prop open class doors.  A/C aiding convection of virus in classrooms.	M	New fire-alarm sensitive door stops installed as required to all classrooms.  Air conditioning only to be used for room heating and only for limited periods of time e.g. before school. Internal doors to remain open and, windows to be opened and doors when possible	PO/SBM  PO/Head	18/05/2020  Ongoing	L  L
<b>6. Staffing</b>							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff.  Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so.  PPA cover is organised to protect integrity of bubbles.	Insufficient staff to accommodate full cohort required by DfE  One or more of essential workers not available due to illness or self-isolation.	H  H	Full staff complement from 08/03/2021 based on individual staff risk assessments. All essential workers to be available with designated deputies if subsequently absent.  Arrangements where adults work across bubbles are kept to a minimum and are clearly identified and recorded.  Class-based staff allocated to year group bubbles and instructed not to enter other bubbles during the day.  PPA organised via year groups.	Head  Head  Head  Head	05/03/2021  29/05/2020  09/11/2020  01/09/2020  01/09/2020	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)
6b	Up to date individual staff risk assessments are informing risk-mitigating arrangements for individuals identified as clinically extremely vulnerable, shielding, 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 handwashing etc.	Insufficient staff to accommodate full school opening	H	Individual risk assessments for staff who are CEV/CV or shielding others are reviewed on regular basis as and when guidance is updated/changed.	Head	11/09/2020 Reviewed 5/3/21	L
6c	Deleted- incorporated into 6b						
6d	Approach to staff absence reporting and recording in place. All staff aware.	Unclear on staff expectations post 1.9.20	H	Full details of staff expectations produced and circulated to all staff in Covid 19 version of Staff Handbook.	Head	28/07/2020	L
6e	Plans to respond to increased sickness levels are in place.	Insufficient staff to accommodate school cohort post 1.9.20	H	Regular reviews of staff availability to be undertaken to determine alternative staffing if needed. (Will include use of supply agencies if/when needed).	Head	Ongoing	M
	Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Unclear expectations post 1.9.20	M	Rotas and timetables set out and reviewed by SLT weekly.	Head	28/05/2020	L
6f	Assess transport arrangements for all staff and parking arrangements as required	Staff unwilling to use public transport with no alternative.	M	Assessment of staff travel arrangements undertaken.	Head	22/05/2020	L
	<a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> shared with all				Head	28/07/20	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	staff. Consideration of arrival times to encourage walking and cycling to work			Staff encouraged to walk/cycle (secure cycle parking available on-site; free street parking available in local area).  Requests to alter arrival/ departure times to be considered by SLT.	SLT	Ongoing	
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Ignorance of new requirements	M	Full details of staff expectations produced and circulated to all staff in new Covid 19 version of Staff Handbook.	Head	28/07/2020	L
6h	Approaches for meetings and staff training in place. Virtual meetings used whenever possible. All face to face meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.	Unavailability of suitable spaces	L	Google Classrooms being used for regular staff meetings and staff training.  School House available for physically distanced parent meetings if needed during bad weather when outdoor space is not suitable or available.	Head	09/11/2020	L
6i	Consideration given to staffing roles and responsibilities and workload with regards to the contingency re remote provision for children self isolationg / shielding alongside in-school provision.	May be expected to be teaching a full week in school and providing remote learning.	M	Staff asked to continue planning for 2 weeks ahead in outline and to be prepared to work from home if required.  H and identified teaching staff to take lead on remote provision for any children who are self-isolating.  If school moves to online teaching, both teachers from each Year group to work from home or school to provide	Head  SLT	28/07/2020  5/3/2021  05/01/2021	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				small group sessions via Google Classrooms twice a day			
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school	Staff being unsettled	M	Staff consulted about flexible working hours to facilitate the needs of the school and their own families	Head	11.1.21	L
6k	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 children and colleagues is clear.	Future absence of staff due to wellbeing issues not addressed	M	Staff are aware of available support and advice for schools and children available from ECC, including the Educational Psychology service  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> )	Dep Head (Inclusion)	01/06/2020	L
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.  Process in place for use of limited number of self-testing kits	Staff/children unable to arrange a test when needed.	L	Government guidelines included in new Covid 19 Staff Handbook.  Self-testing kits available in school to be offered where there is no alternative i.e. the member of staff/family has no-one to assist in taking them to a testing site or to assist in posting off home-test.  School has made necessary arrangements to comply with	Head  Head  Head	27/08/2020  01/09/2020  25.1.21	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)
				on-site preventative asymptomatic testing which has been introduced for all staff			
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	No time available to include new Covid 19 procedures in induction.	L	New starters induction to include all Covid-19 procedures.	Head/SBM	30/08/2020	L
6n	Any changes to measures and procedures are clear for all staff.	Not everybody may be aware	M	SLT walk individuals through measures prior to commencement of any new work.  All staff have access to the latest risk assessment.  Latest changes to guidance are highlighted in regular staff briefing (verbal/written)	Head	09/11/2020	L
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Changes to staff contracts without staff awareness	L	All HR issues have continued to be addressed involving individual staff as required.  Additional agency cleaners have been arranged as required.	Head/SBM	28/07/2020	L
6q	Agreements in place for managing any HR processes- nature of meetings agreed and timetable	HR processes put on hold are not dealt with.	L	SLT have reviewed spring term and made arrangements for managing any HR processes under COVID-19 restrictions.	SLT	09/11/2020	L
6r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.	Visitors/ contractors on site not social distancing etc	M	Visitors to the site to be strictly limited. School protocols shared and compliance	SBM	23/03/2020	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)
	NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			required or contractors asked to leave site.  Checks made regarding any contractor any requirements before visit.	PO		
6s	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders, councillors. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles. School councillors to work both remotely and with children in school	External tutors on site not social distancing etc	M	Private music tutors and FS provision reviewed prior to start of autumn term based on updated Govt guidelines and external employers' procedures and protocols.  Tutors only allowed back in school once agreement reached on suitable protocols.  All rprotocols and safeguarding requirements agreed and adhered to by councillors	SBM  Dep head Inclusion	01/09/2020  6.1.21	L  L
6t	Staffing roles and responsibilities, risk assessments and guidelines in place with regards to the continued remote provision alongside in school provision agreed and communicated.	Staff not clear about their responsibilities	M	All staff attended training on 5.1.21 all protocols in place and plans for remote learning actioned Safeguarding procedures in place for remote learning	Head	6.1.21	
<b>7. Group Sizes</b>							
7a	All bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups. All children are included in distinct 'bubbles' that do not mix.	Too many children for max size bubbles.	M	Bubble set at the size of two classes/ one year group. Separate toilets for each bubble		01/08/2020 Updated 5/3/21	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)
7b	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible	Staff absence related to Covid 19	H	Staff to continue to update Head on availability to work if personal circumstances change as set out in Covid 19 Staff Handbook.	Head	Ongoing	L
<b>8. Social Distancing</b>							
8a	Arrangements for social distancing in place to be defined without reducing teaching time	Parents not social distancing etc	M	Arrangements for social distancing in place: <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations agreed with sufficient staff to monitor safe practices</li> <li>• Parents/carers drop off at school gates - no entry except in emergency or for after-school pick up when one-way systems will be in place and all adults will be encouraged to keep moving</li> <li>• Staggered or limited amounts of moving around the school/ corridors, one way systems identified</li> <li>• Break and lunch times staggered. Plans for social distancing during these times in place, such as zoned playgrounds.</li> <li>• Markings in place for routes around school to minimise closer contact</li> <li>• Additional one-way system in place in EYFS</li> </ul>	SBM	13/10/2020	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>playground to ease congestion at Peak Hill gate</p> <ul style="list-style-type: none"> <li>• Toilet arrangements- identified toilets for each bubble and cleaning of surfaces in toilets on regular basis</li> <li>• Paper towels and closed bins in place where required</li> <li>• Parents/carers requested to wear masks when entering school site</li> </ul>			
8b	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Children disregarding social distancing	H	<p>On arrival, children to go to classroom, wash hands and sit at named table to wait for rest of class to arrive/class to begin.</p> <p>Behaviour Policy updated and shared with parents. Referral to member of SLT on site will be made if older children are deliberately disregarding instructions.</p> <p>Conversations with parents, risks assessments and individualised approach in place for students who might struggle to follow expectations</p> <p>Younger children will have frequent and child friendly/age appropriate reminders and</p>	Head	22/05/2020	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)
				additional hand washing if necessary.			
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)			See above			
8d	Approach to collective worship – plan in place to manage social distancing.	Larger than recommended gathering	M	Collective worship broadcast to classrooms via Google Classrooms	Head	15/06/2020	L
8e	Social distancing plans communicated with parents, including approach to breaches.			See above			
8f	Arrangements in place for the use of the playground, including equipment.	Insufficient time or supplies to ensure cleaning regime	H	Children to wash/sanitise hands before/after outdoor play. Rota in place for different bubbles to use spaces at different times. Classes have dedicated PE/playground equipment.	All staff	13/10/2020	L
8g	Social distancing arrangements and use of face coverings agreed for use of communal and shared areas in place and communicated.	Too many adults in key areas like staff room or collecting in corridors	H	Rota for breaks/lunchtimes to include staff allocated to bubbles.  Main staffroom adapted to encourage use by small groups maintaining appropriate distance. Alternative break out spaces identified for staff not in the location of the staff room.  Staff will remain in their own bubbles and not go into each other's rooms/bubbles if at all possible.	All staff	09/11/2020	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)
				SLT, SBM, PO, Admin staff or cleaners or staff who do need to enter bubbles will maintain social distancing and enhanced hygiene routines.  Staff to wear masks/ visors in communal spaces		Reviewed 5.1.21	
<b>9. Transport</b>							
9a	Information shared with parents regarding children 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 CHILDREN as age appropriate	Risk of contamination by over-use of public transport.	H	As a primary school there are only a very small number of families who travel by public transport.  Alternative modes of transport encouraged at all opportunities.	All staff	Ongoing	L
<b>10. Catering</b>							
10a	Arrangements in place to provide food to children on site, including the requirement of universal free school meals.	Some catering staff furloughed by school meals contractor.	M	Catering service resumed and working in accordance with school's rota.	SBM	Ongoing	L
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.	Staff/children not aware of new arrangements	M	Dining hall set up in 3 zones and lunchtime rotas agreed to prevent crossing of groups.  Info set out in letters to parents and in new Covid 19 Staff Handbook. Walk-through undertaken with lunchtime support staff to ensure understanding and SLT monitoring.  EYFS/KS1 children to wash hands before coming to the	Head	02/09/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				dining hall. KS2 children given hand sanitiser on entry.			
10c	Arrangements for food deliveries in place			Food deliveries direct to kitchens.			
10d	Arrangements in place to provide FSM food/vouchers for FSM eligible children required to self-isolate/ shielding are in place	Isolating children not receiving free school meals.	M	School to follow LA guidance on ordering/delivering vouchers/food parcels to children who are self-isolating for sustained period of time.	SBM	09/11/2020	L
<b>11. PPE</b>							
11a	<p>PPE use understood and agreed with staff and appropriate supplies in place at necessary points in the school.</p> <p>Long term approach to obtaining adequate PPE supplies in place. PPE located in areas where children require personal care and for the administering first aid</p> <p>Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained</p>	<p>Staff lack of knowledge in when and how to use PPE</p> <p>PPE resources may not be available</p>	M	<p>PPE protocol set out in new Covid 19 Staff Handbook and supplies of appropriate PPE purchased with stocks being closely monitored.</p> <p>Children will not be required to wear face coverings in line with the advice that improper use can potentially add risk rather than reduce risk. Adults, who wish to do so may wear face coverings.</p> <p>The school will provide gloves and face coverings for the administering of first aid and intimate care where the child does not have the self-care skills or is too distressed to do so independently.</p> <p>Visors are available for staff who request them or who interact directly with parents/visitors.</p>	Head/ SBM	01/09/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Designated area to be used as isolation room for any child/adult showing symptoms of Covid19 and PPE available for any supervising member of staff.			
11b	Risk assessments in place for individual children who need specific care which cannot be delivered whilst ensuring social distancing		M	SENCO to review individual risk assessments any child needing additional intimate care.	Dep Head (Inclusion)	01/09/2020	L
11c	PPE needs assessed and addressed for staff supervising entrances and exits	Unclear if staff need masks	M	Staff advised to wear masks when supervising gates but should also be able to maintain an appropriate 2m distance, assisted by markings and signage. All staff in school to wear visors when teaching and masks in communal areas	Head	05/01/2021	L
11d	Agreed protocol on use of face coverings in identified areas in line with current guidance is in place and shared Parents informed	Not wearing a face covering or visor	M	All staff in school to wear visors when teaching and masks in communal areas	Head	6.1.21	
<b>12. Response to suspected/ confirmed case of COVID19 in school</b>							
12a	Frequently share information with children parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the	Children, parents or visitors may enter premises whilst symptomatic	H	Notices at all entrances and reminders in future contacts/newsletters	SBM/ Head	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)
	school is anyone in the house is displaying symptoms.						
12b	<p>Approach to adults/children where a member of their household is displaying COVID19 symptoms</p> <ul style="list-style-type: none"> <li>Process for identifying bubbles/contacts and advising on necessary action in line with time period specified in guidance/SOP. This includes support bubbles and childcare bubbles.</li> </ul>	No systematic procedures in place or known about	H	<p>School to follow PHE guidance:</p> <ul style="list-style-type: none"> <li>If a member of a household who is not in our school is displaying symptoms, any members of the household associated with our school are asked to self-isolate for 10 days or until a negative test result received. This includes childcare and support bubbles</li> <li>If a parent advises us that they are displaying symptoms or keeping a sibling out of school due to symptoms, and other members of that household are already in school they are immediately isolated prior to being sent home.</li> <li>A member of SLT will double-check for siblings in school on a daily basis</li> </ul>	SBM/ Head	Ongoing	M
12c	Approach to adults/children where a sibling/their own child has been sent home from school to self-isolate	No systematic procedures in place or known about	H	School to follow PHE guidance i.e. if the member of the household is able to self-isolate at home with minimal contact, the other members of the household are able to attend school.	SBM/ Head	Ongoing	M
12d	Approach to adults/children displaying COVID19 symptoms cases in place during school day	No systematic procedures in	H	Protocol agreed and shared with staff identifying:	SBM	28/05/2020	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)
		place or known about		<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>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure to be followed</li> <li>• Emergency PPE available where 2m distance cannot be maintained</li> </ul>			
12e	Approach to confirmed COVID19 cases in place outside of school hours	No systematic procedures in place or known about	H	<ul style="list-style-type: none"> <li>• Dedicated email set up to receive test results 24/7 which will be monitored outside school hours for early notification and swift action to identify any potential outbreaks in school.</li> <li>• Identified children /adults /bubbles/contacts advised on necessary action</li> <li>• Staff with heightened vulnerability considered and advised of necessary action</li> <li>• Protocol in place to close areas and relocate CHILDREN away from certain parts of the school to clean where required</li> </ul>	Head	09/11/2020	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)
				<ul style="list-style-type: none"> <li>• Cleaning protocol in place</li> <li>• Up to date Lewisham Standard Operating Procedure readily available in school</li> <li>• Lewisham on call details shared with appropriate school leaders</li> <li>• Process for identifying bubbles/contacts and advising on necessary action.</li> <li>• Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible.</li> <li>• Arrangements for informing parent community in place.</li> </ul>			
12f	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p><i>Refer to Lewisham PH and public health guidance for more information.</i></p>	School unaware of who is on site and therefore unable to engage with Test and Trace process.	H	<p>Staff to use existing card entry system and reminded to log out on exit.</p> <p>Class registers to be take twice daily.</p> <p>Visitors to be asked to sign in /out at every visit or use NHS QR-code system. Information required will include date and times of visit; full name; company or contact details.</p>	Head	13/10/2020	L
13. Child Re-orientation - back into school after a period of closure/ being at home							

	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)
13a	Approach and expectations around school uniform determined and communicated with parents.	Lack of clarity for parents	M	Guidance on wearing clean clothes every day communicated to parents. Rules on uniform requirements relaxed as necessary.	Head	28/07/2020	L
13b	Changes to the school day/timetables shared with parents.	Lack of clarity for parents	M	Specific details of any changes to a year group sent to every family in that year group prior to start of term.	Head	05/01/2021	L
13c	All students instructed to bring a water bottle each day.	Children do not bring/forget water bottles	M	Water fountains disconnected. Clear instructions to parents/children to bring refillable water bottle. Spare bottles/cups available which will be washed after use.	Head	22/05/2020	L
13d	Approach to supporting children to discuss and reflect on their COVID19 experiences and preparing children for a return to academic work and new social situations is developed and shared by all teaching staff.	Children struggling with personal issues and/or new environment on return to school.	L	Teachers' planning to include lots of discussion, stories and other opportunities for children to share their experiences, feelings and learning from the previous weeks	All staff	28/05/2020	L
13e	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		L	Place2Be is in place to support teachers with resources, ideas etc to support the children and also to directly support children  Dep Head (Inclusion) to be available to consult/advise.  Identified members of staff reallocated to pastoral roles.	Dep Head (Inclusion)	01/06/2020	L
13f	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>Financial</li> <li>Increased FSM eligibility</li> </ul>		M	Continuation of pastoral support for identified families.  Continue to support applications for FSM including	Pastoral Team	01/06/2020	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>Referrals to social care and other support</li> <li>PPG/ vulnerable groups</li> </ul>			any families identified as NRPF			
<b>14. Remote education contingency plan</b>							
14a	<p>Contingency plans for remote learning offer are in place in case of isolation or restricted attendance be required</p> <p>Children with technology/access issues identified. Offer takes this in to account and Dfe laptop allocation ordered for contingency purposes</p>	Year group/whole school needs to self-isolate because of positive case(s) of COVID19.	H	<p>Remote learning contingency available and ready to be 'switched-on' when needed.</p> <p>Google Chrome books available to loan to families without IT facilities.</p> <p>SLT aware of Govt scheme to provide ITC for Y3-6 and vulnerable families and SBM to activate this as required.</p>	SLT  SBM/ Head	01/09/2020  Ongoing	L
14b	Families who are required to self-isolate to continue to have access to education.	Child and siblings need to self-isolate because of suspected or positive case(s) of COVID19 in their household.	H	Register kept of children requiring this support and dedicated member of staff available to ensure contact is ongoing with suitable work available.	Head	Ongoing	L
15	<b>Testing</b>						
15a	Asymptomatic self-testing kits available to all staff who request it Process in place to monitor and replenish test supplies	Not enough tests available	L	Register of who tests and results kept NHS test and trace notified twice a week	Head	25.1.21	
15b	Staff are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> <li>NHS instruction leaflet</li> <li>Training video and online resources on the document sharing platform</li> </ul>		L	All staff have access to the information for using LFD	Head	25.1.21	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> <li>Contact details if queries</li> <li>Process for reporting incidents</li> </ul>						
<b>16. Safeguarding</b>							
16a	<p>Staff are prepared for supporting wellbeing of children and receiving any potential disclosures.</p> <p>Plans in place to encourage attendance of any vulnerable CYP and to identify/respond to cases where children do not attend school due to parental/their own concerns and anxiety.</p>	Some children may have suffered bereavement or witnessed/ experienced DV but this will not be known initially.	H	<p>Staff refresher training session on processes and procedures and the revised wellbeing material.</p> <p>Staff will be informed about any children who may be particularly vulnerable due to bereavement and/or incidents reported during the period of closure.</p>	SENCO	05/01/2021 Updated 5/3/21	L
16b	Updated Child Protection Policy in place.	Staff unaware of latest policy.	M	Most recent Child Protection Policy adopted and shared with staff via email.	SENCO	01/09/2020	L
16c	Work with other agencies has been undertaken to support vulnerable children and families to return to school.	Some children may have suffered bereavement or witnessed/ experienced DV but this will not be known initially.	M	SENCO to continue to communicate with CSC and EP service	SENCO	Ongoing	L
16d	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Staff unaware of hygiene measures required.	M	Individual consistent management plans reviewed to ensure they include protective measures and shared with relevant staff.	SENCO	01/09/2020	L
<b>17. Curriculum / learning environment</b>							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Lack of clarity for staff	M	Learning plans prepared and agreed by staff and SLT prior to start of autumn term.	All staff	01/09/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
17b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place (PE/art/science/Forest School etc)		M	Each activity has been risk assessed and will only be run if the risks can be mitigated by social distancing and/or use of non-shared resources.	Head	22/05/2020	L
17c	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing child achievements/ outcomes</li> <li>utilising the DfE 'catch-up' funding and programmes</li> </ul>		M	Staff are trained and supported to use "front of classroom" delivery style and made aware of how best to provide students with additional support.  SLT to prepare Catch Up plan to make best use of funding available.	Head  SLT	01/06/2020  01/09/2020 Updated 5.3.21	L  L
17d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances. see <a href="#">Behaviour and Discipline in Schools guide</a>  <a href="#">DfE behaviour and attendance checklist</a> completed			See above			
17e	Student achievement significantly affected by lack of access to regular teaching/learning	No plan in place to deliver curriculum to children out of school.	H	Recovery Curriculum is used to support children and young people. <a href="https://www.evidenceforlearning.net/recoverycurriculum/">https://www.evidenceforlearning.net/recoverycurriculum/</a>	SLT	09/11/2020	M
<b>18. Children with SEND</b>							
18a	Approach to provision of the elements of the EHCP including health/therapies.	Inability to provide some elements of EHCP plans	M	Individual risk assessment completed with the family for each child with an EHCP to address the impact on child of potentially different teacher, room, classmates etc and	SENCO	01/06/2020	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)
				availability of key staff as well as the additional provision of groups such as speech and language and OT. A temporary care plan/risk assessment will be put in place.			
18b	Annual review plan in place	Annual review meetings may not be able to happen in school	L	Where possible meetings will be held virtually. Where not possible, reviews will be held in school with social distancing measures in place and PPE used, if staff request it.			
18c	Requests for assessment plan in place			No changes to current procedures			
18d	Consider any children who may need support with their return to school and consult with the family and other agencies involved. Including any support required for children to understand new rules i.e. social distancing.	No understanding of children who may need support.	M	Wellbeing survey conducted in autumn term and individual plans put in place where required.	SENCO	01/09/2020	L
<b>19. Attendance</b>							
19a	Approach to promoting and supporting attendance for all-children determined, including those who may be anxious.	Some of our parents especially those with little or no English may not have accessed/ understood re-opening plans	L	Families aware of requirement to send children back and reassured about the plans/protocols in place at regular intervals via Class Dojo and weekly newsletters.	SLT & Pastoral Team	Ongoing updated 5.3.21	L
19b	Approach to support for parents where rates of PA were high before lockdown.	Children may not attend when school re-opens.	L	Dep Head (Inclusion) to continue to communicate with identified families as appropriate and to liaise with	Dep Head (Inclusion)	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)
				Attendance officer with regard to any of these families on school list identified as vulnerable.			
19c	Approach to support families where pupils of other members of their household are classed as clinically vulnerable or extremely vulnerable.	No access to teaching and learning for pupils not attending school due to these reasons.	H	Risk assessment and measures in place for any pupils who are clinically extremely vulnerable, clinically vulnerable or live with people in those categories to support their safe attendance at school.	SLT	09/11/2020	M
<b>20. Communication</b>							
20a	Risk assessments/planning shared with staff.  Information shared with staff around the full opening plan, amendments to usual working patterns/practices and groups. <b>Information around asymptomatic testing arrangements</b>	Staff have different concerns/levels of anxiety	M	Plan and risk assessment shared with all staff with opportunity for comment, revisions etc  All staff audited and concerns, circumstances discussed  Where necessary, individual conversations have been had with staff members. Any changes to usual working hours or days will be discussed and agreed in advance	Head	28/07/2020	L
20b	Governors consulted on full opening plans.			Ongoing contact between Head and Chair of Governors during planning. FGB online meeting held on 16/07/2020 to sign off plans for full opening on 01/09/2020.	Head	Ongoing <b>Updated 3.3.21</b>	
20c	Union representatives consulted on full opening plans.	Unions unhappy with school plans.	M	Risk assessment shared with in-school union reps and union checklists considered.	Head	21/08/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
20d	Risk Assessment published on website, where more than 50 staff.		L	Initial risk assessment placed on website.	Head	25/08/2020	L
20e	Communications with parents on the: <ul style="list-style-type: none"> <li>• Plan for full opening</li> <li>• Social distancing plan</li> <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>• Use of face coverings</li> <li>• Test and trace</li> <li>• Staggered start and end times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> </ul>	Parents not happy with school plans.	M	Parents sent letter regarding all re-opening plans together with FAQs.  Digital platforms to be employed for all communications and supplemented by telephone calls as necessary.	Head	24/07/2020  Updated 5.3.21	L
20f	Child communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home (if self-isolation necessary)</li> <li>• Travelling to and from school safely</li> </ul>			See above  Continual positive reinforcement of new protocol by bubble staff.			
<b>21. Governors/ Governance</b>							
21a	Meetings and decisions that need to be taken prioritised.	Meetings not in line with social distancing guidelines would present unnecessary risk	L	Governing body, full or sub-committees will continue to meet virtually	Govs	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)
21b	Governors are clear on their role in the planning and full opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.	Governors not aware of plans/ decisions being made	L	FGB online meeting held on 16/07/2020 to sign off plans for full opening on 01/09/2020.  Ongoing contact between Head and Chair of Governors during implementation.	Govs	Ongoing 3.3.21	L
21c	Governors prepared for start of school year (clerking, etc.)	FGB do not take place as no clerk in place	M	New clerk in place 1 <sup>st</sup> September 2020	LA		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 short and medium term, including school trips.	Events in school would not be in line with Government restrictions on social gatherings	M	All planned events and trips have been cancelled to the end of the autumn term. Local trips to the park etc will not happen without change in Government policy on lockdown/social distancing.	All staff	28/07/2020	L
<b>23. Finance</b>							
23a	Additional costs incurred due to COVID19 are understood and clearly documented.	Lack of knowledge around this	L	SBM fully aware of all expenditure and recording any additional costs	SBM	Ongoing	L
23b	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Receipts, invoices not being kept/passed to SBM	L	SBM abreast of DfE communications and making claims as required.	SBM	Ongoing	L
23c	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Lack of knowledge around this	L	SBM fully aware of all loss of income and working with LA to consider impact on in-year budget	SBM	Ongoing	L
23d	Insurance claims, including visits/trips booked previously followed up.	Insurance claims not made in timely fashion	L	Insurance claim regarding Y6 school journey resolved and reimbursement received.	SBM	28/07/2020	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)
23e	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>	Lack of consultation with external providers	L	SBM to continue dialogue with external providers to plan for reintroduction as and when circumstances permit e.g. when it is safe to do so.	SBM	Ongoing	L
23f	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Schools struggling when cooperative working could be available	M	Head of St Bart's already working closely with Acting Head of St John's.  SBM to utilise networking support where available.	Head/ SBM	Ongoing	L
<b>24. Before and after school clubs</b>							
24a	Plans in place for before/after school care implements the necessary protective measures including the necessary protective measure including restricted attendance and preserving school day bubbles .	Clubs do not follow new school procedures and risk spreading virus.	H	Breakfast club arrangements considered and agreed prior to start of autumn term. And reviewed in March  Provider of after school wraparound care has protocols and procedures in place that reflect those of the school.	Head/ SBM	28/07/2020 Updated 5.3.21	L

