

COVID19: Phased return to school risk assessment and action planning

SCHOOL NAME: Greenvale School

DATE: 12/11/20

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 phased increase in numbers of adults and children in schools to ensure the school continues to undertake operate in a safe way. Plans and measures in place should be reviewed on a regular basis, particularly before inviting new groups of children and young people (CYP) in to school.

In line with DfE guidance, schools 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
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Recent DfE Guidance:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
[DfE planning guide for primary schools](#)

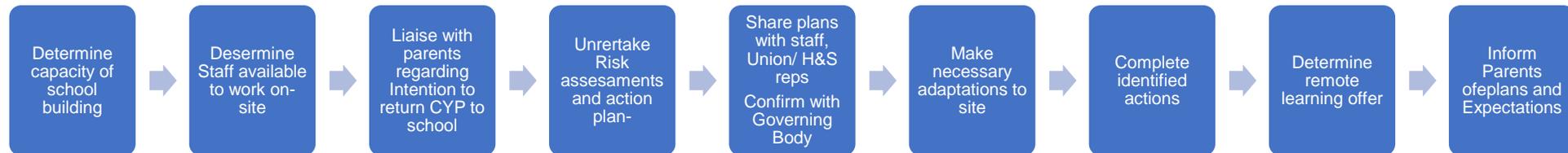
Appendices

Appendix 1 – Trade Unions' planning guide and checklists (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
- Ensuring effective infection protection and control and preventing the spread of coronavirus e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- Cleaning hands more often than usual
- Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) and implementing the hierarchy of controls in the DfE [protection measures guidelines](#) group

Steps of Re-opening Preparation:



Risk Matrix:

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

The below table includes examples in grey, these are not exhaustive

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
1. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	Stakeholders do not read full RA.	M	New RA on the website. Staff updated twice a week verbally at briefing. Parents updated in Newsletter and regular correspondence. Text messages sent to families with Key messages. Booklets sent to staff and parents. Designated Governors to read Ras. Governors and staff all signposted to new Ras.	Head teacher SLT	23/11/20 On-going. Reviewed Nov 2020	L
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements All in place as building did not close.	No fire alarm systems Legionella outbreak Hazards within and outside the school building including external green and play areas Statutory compliance not achieved	L	See Premises Risk Assessment No 009 All in place.	Head Teacher, Business manager, PFI and Facilities manager.	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
2b	Office spaces re-designed to allow office-based staff to work safely.	No room for social distancing	H	See Office Risk Assessment No 008	Business manager,	22/6/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
		Hot desking			and Facilities manager	Reviewed Sept 2020 Reviewed Nov 2020	
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.	No space to facilitate social distancing. Persons congregating at the entrance / exit point. No signage displayed	H	See Social Distancing Risk Assessment No 001 Measures for movement around the building are in place.	Head Teacher	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	M
2d	Consideration given to premises lettings and approach in place.		H	No lettings will be permitted until July 2021	Headteacher, HR LEAD and facilities manager.	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
2e	Necessary physical modifications completed <ul style="list-style-type: none"> Hand driers disconnected- and roller (cloth) towels removed- paper towels and foot operated lidded bins to be used Lidded bins in classrooms and shared spaces Water fountains disconnected or isolated Ventilation in all rooms is encouraged. Spaces in classrooms to allow 2m social distancing and tables, chairs placed appropriately, markings and barriers in place 	Inadequate space to social in classrooms / areas. Pupils drinking from water fountains potentially exposed to the virus Spread of the virus due to incorrect hand washing regimes	H	Procedures fully in place and monitored at weekly and monthly meetings. See School Opening Risk Assessment No 002 See Social Distancing Risk Assessment No 001 Procedures in place. Classrooms are large for a small number of students.	PFI HR LEAD and Facilities manager.	22/6/20 Reviewed Nov 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)
2f	Consideration given to the arrangements for any deliveries.	Exposure to the virus from parcels / deliveries and coming into contact with delivery staff	M	See Office Risk Assessment No 005 All parcels to go to parcel room.	HR LEAD, PFI & Facilities manager	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
3. Emergency Evacuations 22/6/20							
3a	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing. Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – Generic Risks are in place including details for Glade classrooms. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. Fire Evacuation process to remain in place as still appropriate.	Staff not aware of new evacuation routes and assembly points. No fire drill undertaken PEEPS not updated with any new arrangements. School staff not aware of any visitors on site that may need assistance to evacuate No Fire Marshalls available	M	See Class Checklist Evacuation routes and assembly points to remain the same. PEEP's updated by Facilities Manager. No alterations necessary. Necessary protocols in place. See Premises Risk Assessment No 009 – which identifies the planned dates of the fire drills Visitors restricted at present and protocol in place. See office Risk Assessment No 008 School is operating as one bubble with Key Stage sub-bubbles so Fire Evacuation procedures remain unchanged.	Head, HR LEAD, PFI & Facilities manager	18/6/20 Reviewed Sept 2020 Reviewed Nov 2020	M
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	Inadequate cleaning and sanitising	H	Enhanced cleaning schedule implemented throughout the school ensuring that contact	Head, HR LEAD, PFI	19/6/20 Reviewed Nov 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)
		undertaken by staff. Staff and pupils exposed to the virus Insufficient cleaning products available		points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Class Checklist in place. See School Opening Risk Assessment No 002 See Infectious Diseases Risk Assessment No 003 See Cleaning / Sanitising Checklist (available in each classroom).	& Facilities manager		
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		H	Additional cleaners provided by the PFI to clean surfaces throughout the day. Large numbers of support staff to support with classroom cleaning.	HR LEAD, PFI & Facilities manager	1/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	Exposure to infectious disease due to lack of PPE and Waste procedures PFI to ensure adequate PPE and high standards of services.	H	See Infectious Diseases Risk Assessment No 003 See Premises Risk Assessment No 009 PFI / Premises team responsible for this with detailed training.	PFI and Facilities manager	March 20 Reviewed Sept 2020 Reviewed Nov 2020	L
4d	Adequate cleaning supplies and facilities around the school are in place.	Exposure to the virus to all users	M	See School Opening Risk Assessment No 002	PFI	18/6/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed. PFI to provide all needed supplies.	of the building due to insufficient cleaning products and sanitisers. No tissues available in the classrooms and common areas to catch the virus. Pupils access the chemicals – causing injury / illness		See Premises Risk Assessment (COSHH) No 009 Premises staff trained in COSHH The school does not need to source cleaning supplies as this is the responsibility of the PFI which is a large company. PPE supplies all in place and links to the LA and hospital are in place.		Reviewed Sept 2020 Reviewed Nov 2020	
4e	Arrangements for longer-term continual supplies are also in place.	As above	M	The PFI has a supply chain of supplies. This is the responsibility of the PFI not the school. PPE supplies all in place and links to the LA and hospital are in place.	PFI	June 20 Reviewed Sept 2020 Reviewed Nov 2020	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Staff working hours	L	Support staff have hours both before and after the students are in school. They are using a rota to maintain regularity of cleaning. Staff have returned to regular hours and PFI has organised additional cleaning.	PFI, Head, HR LEAD.	15/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
4g	Waste disposal process in place for potentially contaminated waste.	Staff exposed to the virus due to exposure to waste and bodily	L	See Premises Risk Assessment No 009 (which includes all the schools waste procedures and arrangements)	PFI, Head, HR LEAD.	April onwards Reviewed 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)
		fluids that have not been isolated for 72 hours				Reviewed Nov 2020	
4h	<p>Clear hand washing procedures outlined and hot water and liquid soap readily available. Routine hand washing</p> <ul style="list-style-type: none"> on arrival and leaving school before entering and leaving class during the day before and after eating <p>Increased hand washing throughout the day in line with government guidance. Hand sanitizer available where necessary</p>	<p>Staff / pupils / visitors / contractors exposed to the virus due to insufficient hand washing arrangements</p> <p>No hand sanitiser available when unable to hand wash</p>	M	<p>See School Opening Risk Assessment No 002</p> <p>Premises staff to regularly check the presence of hand sanitiser at agreed locations</p> <p>Additional supplies of hand sanitiser sourced from school, LA and PFI.</p>	PFI, Head, HR LEAD.	<p>April onwards</p> <p>Reviewed Sept 2020</p> <p>Reviewed Nov 2020</p>	L
4i	Process in place for safe removal and/or disposal of face masks in line		M	Clinical waste bins and small plastic disposal bags available across the school.	PFI, Head, HR LEAD	Reviewed Nov 2020	M
5. Classrooms and outdoor space							
5b	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 student per class group.	Staff and pupils unable to social distance due to inadequate space	L	<p>Pupil numbers and classes determined by Head Teacher. The rooms are very large and class groups are small – under 12 students with maximum 5 staff.</p> <p>No group size exceeds 12 students. Classrooms could potentially have 12 students. See School Opening Risk Assessment No 002</p>	PFI, Head, HR LEAD.	<p>11 June 20</p> <p>Reviewed Sept 2020</p> <p>Reviewed Nov 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)
5c	Classrooms have been re/arranged to allow as much space between individuals as practical (2m) Arrangements for small group work facilitate social distancing for adults and children	Staff and pupils unable to social distance due to inadequate space	H	See Social Distancing Risk Assessment No 001 The school is one bubble with Key stage sub-bubbles.	Head, SLT LM and teachers	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	M
5d	Classroom entry and exit from bus are fully supervised and appropriate signage in place. Corridor one-way system reduces walking towards other students.	Some students are unable to remain in class due to behavioural issues.	H	See Class group Checklist available in each class All classes are entered from the corridor with the exception of some Glades classrooms. High ratio of staff to students to maintain high levels of supervision.	Head Stt.	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
5e	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be managed where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: Coronavirus (COVID-19): implementing protective measures in education and childcare settings]. Resources which are not easily washable or wipeable have been removed Information posters are displayed in every classroom and outdoor spaces,	Pupils / Staff being exposed to the virus after coming into contact with on a surface / equipment which cannot be suitably sanitised. Equipment and resources not age appropriate – causing injury / risk. Pupils not aware of the risks of the	L M L	See School Opening Risk Assessment No 002 See Social Distancing Risk Assessment No 001 See Parent Guidelines See Pupil Guidelines See Employee guidelines. Parent and visitors guidelines displayed on the school website and outside the office.	Head, LM and class teachers.	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L 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)
	<p>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 to be used in class bubbles)- items to be wiped down if possible</p> <p>CYP informed not to bring in toys or other articles from home (other than water bottle)</p>	<p>virus and how to prevent it spreading.</p> <p>Visitors and parents not aware of the government guidance to maintain social distancing and hand washing requirements.</p>					
5f	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings	Pupils / staff exposed to the virus due to the lack of social distancing, coming into contact with the virus and lack of ventilation.	H	<p>See School Opening Risk Assessment No 002</p> <p>See Bubble Checklist available in each classroom for rota times for outside play times.</p> <p>Equipment outside to be sprayed with soapy water after use.</p>	Head KS Coordinators . Class teachers.	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
5g	Rooms with best ventilation prioritised for use.	Insufficient ventilation to reduce the risk of the virus transmitting	H	Any doors that are not dedicated fire doors will be held back to increase Premises team close the door at the end of the day. Staff directed to keep windows open and families advised to bring in warm layers of clothing or wheelchair blankets.	Head & SLT	June 20 Reviewed Sept 2020 Reviewed Nov 2020	L

6. Staffing

	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)
6a	<p>Staffing numbers required for entire school have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Daily staffing includes at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) or DDSL • AHT/DH/HT • Premises Staff/site member • Office staff member <p>Arrangements where adults work across bubbles are kept to a minimum and are clearly identified and recorded.</p>	<p>No first aid provision available if there is an accident / incident</p> <p>No premises staff available in the event of a fire emergency</p>	M	<p>See Class group risk assessment which covers the first aid provision for the particular class</p> <p>Rota/ daily sheet will ensure all roles are fully covered and staff are aware of who is available.</p> <p>PFI will provide premises backup and multiple DSL and first aiders are available.</p>	Head & Deputy Head	<p>March 20.</p> <p>Reviewed Sept 2020</p> <p>Reviewed Nov 2020</p>	L
6b	<p>Up to date Individual staff risk assessments are informing risk-mitigating arrangements for individuals identified as clinically extremely vulnerable, clinically vulnerable and/or living with someone in these groups, considering issues around age, ethnicity and pregnancy in line with current guidance. Assigned activities where reasonable consider levels of social distancing and contact and outline measures for handwashing etc.</p>		M	<p>All staff informed they can have additional / repeated Risk Assessment. They are asked to approach the Head Teacher and SLT if they feel they are at heightened risk.</p> <p>All staff offered RAs.</p> <p>All CV and CEV staff have had a Risk assessment during November.</p>	Head and HR LEAD	<p>30/6/20</p> <p>Reviewed Sept 2020</p> <p>Reviewed Nov 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)
6d	Approach to staff absence reporting and recording in place. All staff aware.		M	Staff to use usual system, for reporting absence. Follow up call if Covid Symptoms. Staff reminded of Systems.	Head, Deputy, HR LEAD	March 20 Reviewed Sept 2020 Reviewed Nov 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.	Staff unavailable	H	Some staff used to carry out non timetabled basis who can then fill places if staff are absent. Some staff are float staff and can fill any absences. Meals supervisors working regular extra hours to build capacity.	Deputy, head & HR LEAD	March 20 Reviewed Sept 2020 Reviewed Nov 2020	L
6f	Assess transport arrangements for all staff d <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff Consideration of arrival times to encourage walking and cycling to work			Any staff on public transport encouraged to travel outside peak hours and wear face coverings. The vast majority of staff start at 8.30 so travel before schools travel. This makes buses far less busy. Staff can use the school building if they arrive earlier.	Head & Deputy	March 20 Reviewed Sept 2020 Reviewed Nov 2020	L
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).		L	Staff always dress appropriately because of the nature of the school. Refer to guidelines in the school handbook.	SLT	March 20 Reviewed Sept 2020 Reviewed Nov 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)
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.		H	Meetings are held on Zoom or will be very small groups. PPA time can be taken at home. Tasks from staff meeting are circulated via email. Rooms reserved where small groups can meet with social distancing.	Deputy head.	March 20 Reviewed Sept 2020 Reviewed Nov 2020	L
6i	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Homework will be sparse or not appropriate to need.		Teachers to support provision of homework. HLTAs and teachers to support homework tasks SLT and lead practitioner support remote learning.	SLT	April 20 Reviewed Sept 2020 Reviewed Nov 2020	L
6j	Consideration given to the options for redeployment of staff to support the effective working of the school. HLTAs are aware of controls and processes in respect of tasks, they are undertaking.	HLTAs are required to lead some groups as not enough teachers on site to cover numbers.	M	Maintain higher staff student ratios. HLTAs usually take groups and are highly skilled to lead lessons.	SLT	April 20 Reviewed Sept 2020 Reviewed Nov 2020	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 pupils and colleagues is clear.	Staff are anxious about a return to work.	M	Staff sent links to Mental Health support groups including the Samaritans via email and the weekly briefings and weekly update. Regular communication keeps staff updated.	Deputy Head Head HR LEAD.	April 20 Reviewed Sept 2020 Reviewed Nov 2020	L

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				<p>Staff offered well-being opportunities such as short courses.</p> <p>Staff are able to raise issues through the Well-being group and actions are taken as a result.</p> <p>Staff are aware and reminded about the Employee assistance programme.</p> <p>SLT have an open door policy if staff are worrying.</p> <p>Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support https://lewisham.gov.uk/information-for-staff/staff-support-hub/)</p>			
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff remain uninformed.	M	<p>See Infectious Diseases Risk Assessment No 003 – which gives information of how to obtain a test</p> <p>Staff advised in writing and verbally of support mechanisms.</p> <p>See Staff Member Guidelines</p>	Head Deputy, HR LEAD Well being group.	<p>May 20 Reviewed</p> <p>Sept 2020 Reviewed</p> <p>Nov 2020</p>	L
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	Absence of key staff to carry out induction.	M	Only a small number of new starters in September.	HR LEAD	April 20 Reviewed Sept 2020	L

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				Fully inducted by the HR LEAD induction programme. Any new agency staff are only working at the school. All new starters will receive Employee Booklet with information regarding Covid		Reviewed Nov 2020	
6n	Any changes to measures and procedures are clear for all staff.	Staff did not receive information.	M	Staff are told at briefing for and given the Employee Booklet. Briefing is minuted, emailed to all staff and a hard copy placed on the main noticeboard. Guidance is also emailed out to all staff. Groups like MMS reminded at separate meeting. Reminders are in weekly updates.	Head	April 20 – ongoing. Reviewed Sept 2020 Reviewed Nov 2020	L
6o	Any furloughing arrangements communicated.	Agency does not do this.	M	DHT liaises with agencies. Furloughed staff were advised to return to school.	HR Lead, DHT	Reviewed Sept 2020 Reviewed Nov 2020	M
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		M	All regular procedures are followed and the Head, HR Lead and SAO on any changed.	Head HR LEAD SAO	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
6q	Agreements in place for managing any HR processes- nature of meetings agreed and timetable	Access to HR advice.	M	HR LEAD liaises with HR regularly and processes/ plan in place	HR LEAD	On-going Reviewed Sept 2020 Reviewed Nov 2020	L

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6r	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor</p>	<p>Contractors not allowed on site without asking Head.</p> <p>Visitors system in place</p>	H	<p>See Office Risk Assessment No 008</p> <p>See Premises Risk Assessment No 009</p> <p>See Contractors Checklist See Visitors protocols. Head Teacher and Premises Officer to obtain all relevant health and safety information from permanent contractors – Cleaning / Catering / Extended Service Provisions</p>	Head, Facilities manager, SAO, PFI.	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
6s	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. therapists, music tutors, Protocols and expectations shared.</p>	<p>Advice not circulated to other professionals.</p>	M	<p>Guidance has been drawn up for any visiting professionals and will be circulated to them. Risk assessments carried out and shared.</p>	SLT	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
7. Group Sizes							
7a	<p>Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups in other Key stages.</p>	<p>Some student behaviours make Social distancing difficult.</p>	H	<p>Classes are no greater than 12 students. Staff have regular contact. Part of the building is closed to students. Classrooms are allocated on daily sheets. School will operate as one bubble with Key Stage sub-bubbles. Classes will also be sub bubbles and restrict</p>	SLT	22/6 Reviewed Sept 2020 Reviewed Nov 2020	L

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				contact to as few students in Key stage as possible.			
7b	Vulnerable and critical worker group determined in case of Local lockdown. These will be kept as small as possible.	Greater number of Key workers identified.	M	These students will continue to work in classrooms with familiar staff. The school will assess Key workers. This information is readily available.	SLT	June 20 Reviewed Sept 2020 Reviewed Nov 2020	L
7c	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	Staff sickness	H	Staff are clearly allocated on a daily basis so that contacts are limited. Some staff are not allocated to a group but are available to cover. Extra agency and meal supervisor staff are working extra hours to allow for any staff absence.	SLT Deputy LM for cover	March 20 Reviewed Sept 2020 Reviewed Nov 2020	L
8. Social Distancing							
8a	Arrangements for social distancing in place to defined: <ul style="list-style-type: none"> Staggered school disembarking coaches /pick up times with sufficient staff to monitor safe practices Parents/carers drop off at school gate- no entry Staggered or limited amounts of moving around the school/ corridors, one way systems where possible Classroom design Break and lunch times are staggered. Plans for social 		H	See School Opening Risk Assessment No 002 See Social Distancing Risk Assessment No 001 See Class group Checklist See Premises Risk Assessment No 009 Upstairs of the school is closed to students.	Head, SLT FM	June 20 Reviewed Sept 2020 Reviewed Nov 2020	L

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	<p>distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this.</p> <ul style="list-style-type: none"> • Some students will eat in classrooms. • Markings in place for routes around school to minimise closer contact • Toilet arrangements- rota for use by 'groups, cleaning of surfaces in toilets after use Hand driers disconnected- paper towels and foot operated closed bin in place 			Toilets have cleaning resources and are allocated to specific Bubbles / staff.			
8b	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> to be shared with parents and CYP as age appropriate</p>	Incorrect email addresses.	H	<p>See Parent Guidelines</p> <p>See School Opening Risk Assessment No 002</p> <p>Information shared in newsletters, by text and on the website.</p>	Head SLT	<p>June 20</p> <p>Reviewed Sept 2020</p> <p>Reviewed Nov 2020</p>	L
8c	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p> <p>Room size and corridor widths are larger than average and the school has relatively fewer students than mainstream schools.</p>	Staff / students are unaware of new procedures.	L	<p>See School Opening Risk Assessment No 002</p> <p>Signed and Dated</p> <p>See <u>Social Distancing</u> Risk Assessment No 001</p> <p>Signed and Dated:</p> <p>See <u>Parents Guidelines</u></p>	SLT	<p>April 20</p> <p>Reviewed Sept 2020</p> <p>Reviewed Nov 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)
				Head Teacher to update all staff of the new arrangements at briefing and in Employee handbook			
8d	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches	Staff unaware of measures in place.	H	Handwashing and cleaning (if needed) Conversations with parents Risks assessments and individualised approach in place for students who might struggle to follow expectations Regular reminders at briefings.	All staff	On-going. Reviewed Sept 2020 Reviewed Nov 2020	M
8e	Approach to assemblies – if still occurring, plan in place to manage social distancing.			No assemblies during this time		Reviewed Nov 2020	
7f	Social distancing plans communicated with parents, including approach to breaches.	Incorrect emails.		See <u>Parent Guidelines</u> sent out September 2020 Parents asked to contact the school to update any contacts via a letter home.	Head	15/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
8g	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.		H	See School Opening Risk Assessment No 002 Procedures in place to clean outdoor gyms and resources. Resources not shared.	All staff	15/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
8h	Social distancing arrangements for use in communal and shared areas in place and communicated.		M	See Social Distancing Risk Assessment No 001 Signage displayed in Staff Room to remind staff about social distancing.	All staff	On-going Reviewed Sept 2020 Reviewed Nov 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)
				As breaks are on a rota – staff will be visiting staff room / toilets also on a staggered approach. Staff are reminded at briefing. Students find social distancing difficult.			
9. Catering							
9a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen could be closed. No catering staff shielding.	M	Liaise with catering team re availability to work. Kitchen remains open to provide hot or cold meals for children. Liaise with neighbouring schools regarding meals Redeployment of other members of staff.	HR LEAD FM Head	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
9b	Arrangements for the continued provision of FSMs for children not attending school are in place.	Voucher system fails	M	Staff used supermarket vouchers if system fails. Staff print vouchers for families. All FSM families receiving regular weekly food hampers in addition to vouchers.	SLT	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
9c	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.	Student numbers.	H	See <u>School Opening Risk Assessment No 002</u> See <u>Class Group. Checklist</u> for lunch times and breaks	SLT	15/6/20 Reviewed Sept 2020 Reviewed Nov 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)
				See <u>Social Distancing</u> Risk Assessment No 001 Some students in KS3 and glade pathway will eat in Classrooms.			
9d	Arrangements for food deliveries in place		M	See <u>Office</u> Risk Assessment No 008 See <u>Contractors Guidance</u>	FM	March 20 Reviewed Sept 2020 Reviewed Nov 2020	L
9e	Arrangements in place to provide FSM food/vouchers for FSM eligible children required to self-isolate	Unavailability.	M	Staff already have a system for purchasing	Head AHT SAO SBM	Reviewed Nov 2020	L
10. PPE							
10a	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 not using appropriately.	H	See <u>Infectious Diseases</u> Risk Assessment No 003 Staff watched PPE training videos. See <u>Pupil Presenting with Corona Virus Symptoms Procedure</u> See <u>PPE Guidance</u> document issued to staff Emergency PPE kit available on individuals, heads office, deputy's office and LM base.	SLT	June 20 Reviewed Sept 2020 Reviewed Nov 2020	L
10b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	Student challenging behaviour.	H	See Individual Pupil Risk Assessment and EHC Plans	SLT	June 20 Reviewed 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)
						Reviewed Nov 2020	
10c	PPE needs assessed and addressed for staff supervising different tasks and groups.	PPE unavailable.	H	PPE needs risk assessed by Head Teacher. See <u>Infectious Diseases Risk Assessment No 003</u> Guidance given to staff for specific tasks and activities. PPE provided.	SLT	March 20 – on-going Reviewed Sept 2020 Reviewed Nov 2020	M
10d	Agreed protocol on use of face coverings in identified areas in line with current guidance is in place and shared.	Staff unaware or do not have access to face coverings.	M	All staff given cloth face masks and disposable ones available if necessary. Times and occasions for use of face masks given to staff both verbally and in writing.	SLT	Reviewed Nov 2020	L
11. Response to suspected/ confirmed case of COVID19 in school							
11a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms		H	Signage displayed at each entrance and exit gates to remind Parents / Carers that they should not attend the school if they or members of their household are displaying any symptoms of the virus. See <u>Parent Guidelines</u>	SLT	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
11b	Approach to adults/children displaying COVID19 symptoms cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action? 		H	See <u>Staff Member Guidelines</u> See <u>Pupil Displaying Symptoms of Corona Virus Procedure</u> -which includes	SLT	March 20 Reviewed Sept 2020 Reviewed Nov 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"> Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place Emergency PPE available where 2m distance cannot be maintained 			cleaning procedures and emergency PPE kit			
11c	<p>Approach to confirmed COVID19 cases in place</p> <ul style="list-style-type: none"> Up to date Lewisham Standard Operating Procedure readily available in school Lewisham on call details shared with appropriate school leaders Process for identifying bubbles/contacts and advising on necessary action. Staff with heightened vulnerability considered and advised of necessary action. Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible. Cleaning procedure in place. Arrangements for informing parent community in place. Arrangements for undertaking risk assessment of staffing capacity issues 	In correct Email contacts.	H	<p>See <u>Pupil or Staff Member Testing Positive for Corona Virus</u> Procedure which includes cleaning procedure and advice from PHE</p> <p>See <u>Infectious Diseases</u> Risk Assessment No 003</p> <p>Other families informed by text if test is positive All family emails are now updated. School has adapted flow chart and checklist to follow procedures and ensure all appropriate actions are taken.</p>	SLT	May 20 Reviewed Sept 2020 Reviewed Nov 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)
	Arrangements in place for remote learning/ FSM/ support for vulnerable &EHCP children self-isolating CYP						
11d	Process in place to engage with the Test and Trace and contact tracing process. <i>Refer to Lewisham PH and public health guidance for more information.</i>					Reviewed Nov 2020	
12. Pupil Re-orientation - back into school after a period of closure/ being at home							
12b	Approach and expectations around school uniform determined and communicated with parents.		M	School always has a flexible approach to uniform. Uniform is easy to clean and not compulsory. Information distributed in Parents Booklet	SLT	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
12c	Changes to the school day/timetables shared with parents.		M	Parents receive weekly updates from class teachers and SLT. Website regularly updated. Text Messages used to update and remind parents.	SLT and Class teachers.	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
12d	All students instructed to bring a water bottle each day. Water fountains put out of action.		L	See <u>Parent / Pupil Guidelines</u> All students use individual cups that are well washed by staff if bottles unavailable.	Head	22/6/20 Reviewed Sept 2020 Reviewed Nov 2020	L
12e	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		M	Social stories and resources available centrally. Recovery curriculum fully in place from September 20 Learning Mentors available for support.	LM Class teachers/	On-going Reviewed Sept 2020 Reviewed Nov 2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.			Key events sheet filled in by parents. Recovery Curriculum developed and fully in place. Reviewed and actions taken as necessary.			
12f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	Interventions lead and Learning Mentors available for support. Any worries reported by CPoms.	I base staff and lead Learning Mentors.	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
12g	Re-orientation support for school leavers is developed.		M	Transition documents are being developed for all students transitioning. These will be given out or posted home.	KS Coordinators. LMs	July 20 Reviewed Sept 2020 Reviewed Nov 2020	L
12h	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 		H	Staff are recording any concerns from calls on CPoms and tagging SLT in if any concerns. Regular contact with CWCN/ Social care.	KS Coordinators	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
13. Local Lockdown- arrangements for CYP							
13a	All students have access to technology and remote learning offer. Blended approach between physical and remote learning developed,		H	Home learning platform developed. Other equipment, Packs and any additional needs like Pads or meds can be delivered to student's homes.	KS Coordinator Class teachers.	On-going Reviewed Sept 2020 Reviewed Nov 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)
	including support for those CYP who are shielding/ clinically vulnerable.			Welfare calls check if anything needed.			
14. Transition - into new year group - What will need to be different this year because of COVID19?							
14a	Online/ website support for families and young people around transition.		H	Personalised approach from KS3 and 5 coordinators using Zoom, phone calls and information disseminated.	KS Coords	On-going Reviewed Sept 2020	L
15. Safeguarding							
15a	Individual CYP's risk assessments are in place and welfare checks being undertaken.		M	All risk assessments reviewed for June further opening. Review for Sept 2020 to ensure they reflect any changes due to any new Covid guidance RAG rated welfare calls – completed weekly by class teacher, or SLT. FSM and homework packs delivered ensures regular contact with vulnerable families too. Risk assessments completed for all students currently remaining at home and shared with SEN and CWCN.	SLT KS Coordinator s, Class teachers	RA - June 2020, Sept 2020. Reviewed Nov 2020 Welfare checks – ongoing	L
15b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training session on processes and procedures and the revised wellbeing material.	DSL DSL	April 2020 Sept 2020 Reviewed Nov 2020	L
15c	Updated Child Protection Policy in place.		M	Safeguarding covid addendum written, approved by Governors and read by all staff	All staff	May 2020 Review 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)
						Reviewed Nov 2020	
15d	Work with other agencies has been undertaken to support vulnerable CYP and families.		M	MDT input into risk assessments Termly MDT meetings continue MDT continue to link with KS coordinators MDT regular home contact	MDT & SLT	On-going Reviewed Sept 2020	L
15e	Consideration given to the safe use of physical contact in context of managing behaviour. Where any 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 increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and pupils requiring physical care		M	Students in school with challenging behaviour have Positive Behaviour Support Plans, and as such physical intervention is minimal. Staff reminded of guidance to support and have personal bags with PPE if working in an area where handwashing not possible. Low pressure environment to maintain positive behaviour Rotas with clear routines and structures in place with familiar staff	SLT	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
16. Curriculum / learning environment							
16a	Current learning plans, revised expectations and required adjustments have been considered.			Students follow variety of activities throughout the day rather than curriculum topics.	Teachers	On-going Reviewed Sept 2020 Reviewed Nov 2020	
16b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place		M	All lessons reviewed. Enrichment and visiting tutors f2f suspend. Online resources created.	SLT	On-going Reviewed 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>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 			<p>Specialist rooms closed and resources allocated to individual students.</p> <p>Students encouraged to be outside where possible (in bubbles).</p> <p>Hydro suspended, and physio on an individual basis.</p>		Reviewed Nov 2020	
16c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • recovery curriculum • Utilising the DFE 'catch-up' funding and programmes. 		M	<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Wellbeing team meet regularly</p> <p>Staff lead on student wellbeing</p>	SLT	<p>INSET Sept</p> <p>Reviewed Sept 2020</p> <p>Reviewed Nov 2020</p>	L
16d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p> <p>Behaviour and Discipline in Schools guide</p> <p>DfE behaviour and attendance checklist completed.</p>		H	<p>Behaviour policy reviewed</p> <p>Staff are supported by experienced learning mentors and staff trained in de-escalation.</p> <p>Students have Positive Behaviour Support plans in place where necessary. These may need further adaption with new learning.</p>	LA	<p>Sept 2020</p> <p>Reviewed Nov 2020</p>	L
16e	<p>Recovery Curriculum is used to support children and young people.</p>		M	<p>A whole school recovery curriculum is in place.</p>	LRJ	Reviewed Nov 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)
	https://www.evidenceforlearning.net/rec/overcurriculum/			This has been evaluated and will be adapted to a hybrid model for the Spring Term.			
17. CYP with SEND							
17a	Approach to provision of the elements of the EHCP including health/therapies.		M	MDT input into risk assessments Termly MDT meetings continue MDT continue to link with KS coordinators MDT regular home contact	SLT & MDT	Reviewed Sept 2020 Reviewed Nov 2020	L
17b	Annual review plan in place		L	EHCP Annual reviews going ahead as per schedule remotely via Teams or telephone. No f2f meetings with parents/cares.	SLT	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
17c	Requests for assessment plan in place		L	Assessments conducted over video and/or telephone, no f2f.	SLT	On-going Reviewed Sept 2020 Reviewed Nov 2020	L
17d	Risk assessments for EHCP children not in school complete and review plan in place. Arrangements in place to inform SEND case worker and complete risk assessments for pupils with EHCP who are not attending school due to self-isolation.		M	All risk assessments reviewed for June further opening. Review for Sept 2020 to ensure they reflect any changes due to any new Covid guidance RAG rated welfare calls – completed weekly by class teacher, or SLT. FSM and homework packs delivered ensures regular contact with vulnerable families too.	SLT KS Coordinator s, Class teachers	RA - June 2020, Sept 2020 Reviewed Nov 2020. Welfare checks – 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)
				Collaborative multi-professional RAs carried out with all those remaining at home/. May need alteration due to lockdown or change in Tier system.			
18. Attendance							
18a	Approach to supporting attendance for students determined.		L	Parents to reassured and Part time attendance offered. RA carried out according to student needs.	SLT	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
18b	Approach to support for parents where rates of PA were high before lockdown.		L	Regular welfare checks including telephone class, homework packs include regular contact with families. Signposted support for parents/families via letters homes. Resources on home learning Liaise with CWCN team.	SLT	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
19. Communication							
19a	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff do not access information	M	Staff sent all information in writing via email. Briefings held twice weekly using Zoom Briefing is minuted and minutes are on staff noticeboard and in staff room plus emailed to staff.. Meeting held with Meals Supervisors.	SLT	Ongoing Reviewed Sept 2020 Reviewed Nov 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)
				Weekly updates remind all staff and governors of changes in an informal style.			
19b	Re-opening plans shared with governors.	Governors are not given information in a timely manner. Governors miss updates.	M	Committee reports include Covid Updates. Regular meetings with Chair of Governors. Governors to receive Weekly Updates.	Head	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
19c	Ongoing regular communications with parents: <ul style="list-style-type: none"> • Frequent messages that children with symptoms must not attend school • Plan for re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 	Parents miss information. School misses parent response. A family is missed	H	Learning Mentors and office staff update all emails to an updated address. Text Messages and Emails sent out regularly to all families. Letters sent via the post to families. Parents sent Parent Booklet. Email set up for parents to contact a generic email that is monitored by SLT ; Schoolcontact@Greenvaleschool.co.uk Parents contacted weekly for a in home book by class teachers, All information recorded on CPoms.	Head / SLT	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
19d	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.	H		Parents will be given current Government Advice and information and school Risk Assessments. They can then make an informed choice regarding attendance., They		Reviewed Nov 2020	

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				will sign consent to say they wish their child to attend and understand the risk.			
19e	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered times • Expectations when in school and at home • Travelling to and from school safely 	Students require additional support to access and remember information.	H	Students supported by highly skilled staff who can differentiate information to appropriate levels. Staff to model required behaviour. Video made to show school expectations to home. Signage around school. Staff to explicitly instruct students of changes rather than allow them to assimilate this information.	All Staff.	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
20. Governors/ Governance							
20a	Meetings and decisions that need to be taken prioritised.	Governors unable to meet. Governors may not be quorate. Information required	H	Virtual governing body meetings. All papers emailed in advance. Governors reminded of meeting details.	Chair of Govs, Head, Clerk to Govs.	June 17 th Reviewed Sept 2020 Reviewed Nov 2020	L
20b	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	Governors in conflict with Headteacher. Governors not informed of school activity.	M	Regular meetings with chair. Information disseminated through weekly updates and committee reports. Information concerning Covid response is clearly given.	Head	June 22 nd Reviewed Sept 2020 Reviewed Nov 2020	L
20c	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan	Some activities / requirements of Governance are not completed.	M	Governors fully briefed. Clerk informs all Governors of necessary information and deadlines.	Head Clerk of Govs, Chair of Govs.	June 17 th Reviewed 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)
	for then these will be reviewed and potentially reinstated.			Written reports maintained so that information is clear.		Reviewed Nov 2020	
21. School events, including trips							
21a	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.	Loss of money. Staff sickness or risk of infection. Students grouped together will create risk of infection.	M	Visits are evaluated. All visits are postponed others will be carried out using online platforms such as Zoom. Many events / activities will continue "In-House" in Key Stage sub bubbles Weekly timetables will have class activities to replace whole school or KS activities such as Dance club, PE, whole school Assembly.	SLT	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
22. Finance							
22a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Costs are difficult to separate. Some systems such as Free School Meals are difficult to use. School	H	Costs entered on the Covid Spread Sheet. Costs carefully monitored against usual spending. School will continue with Gov systems. Advice from Government carefully followed. Liaise with Schools finance team.	Head, SLT, SAO	On-going. Reviewed Sept 2020 Reviewed Nov 2020	M
22b	Insurance claims, including visits/trips booked previously followed up	Government restricting payments if school has a carry forward.	H	All costs continue to be recorded in real time. Follow all Government daily updates to ensure deadlines are not missed.	Head SAO.	Ongoing Reviewed Sept 2020 Reviewed Nov 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)
		School will miss deadlines		Follow the SSAT and other online bulletins daily.			
22c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> Cleaning. IT support. Catering. 		H	Lettings on hold due to safety. Some costs reduced such as supply costs, enrichment costs etc.	Head SAO	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	M
22d	Insurance claims, including visits/trips booked previously.	N/A	H	Prior booked events such as the velodrome negotiated and now postponed until next year.	Head, SAO, SLT	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
22f	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	School unready to consider Catering contract	M	School has already started discussions to become part of a group of 8 schools retender exercise.	Head SAO Governors.	Ongoing Reviewed Sept 2020 Reviewed Nov 2020	L
23. Medications							
23a	Ensure medications are administered safely and not out of date.	Staff overlook expired medications. Students medications remain in school if not returning. Medication are overlooked with new class groups.	M	See Medication Risk Assessment 005 See also regular procedures at Greenvale that will remain in place.	SLT	March onwards. Reviewed Sept 2020 Reviewed Nov 2020	L

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

[NASUWT checklist on preparation for the reopening of schools](#)

[NEU planning-guide-primary-schools](#)

[Planning Guide for Primary Schools GMB/NEU/Unison/Unite Commentary and Checklist](#)

