

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

**SCHOOL NAME: Greenvale School**

**DATE: 1/9/20**

### **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](#)

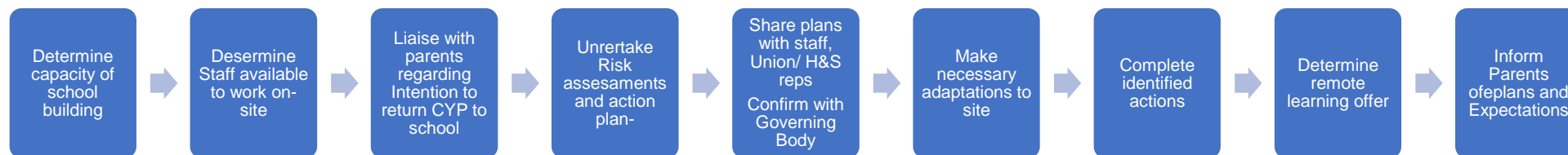
### **Appendices**

**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	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> 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)
<b>1. Preparing Buildings and Facilities</b>							
1a	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <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> <p>All in place as building did not close.</p>	<p>No fire alarm systems</p> <p>Legionella outbreak</p> <p>Hazards within and outside the school building including external green and play areas</p> <p>Statutory compliance not achieved</p>	L	See Premises Risk Assessment No 009 All in place.	Head Teacher, Business manager, PFI and Facilities manager.	22/6/20 Reviewed Sept 2020	L
1b	Office spaces re-designed to allow office-based staff to work safely.	<p>No room for social distancing</p> <p>Hot desking</p>	H	See Office Risk Assessment No 008	Business manager, and Facilities manager	22/6/20 Reviewed Sept 2020	L
1c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<p>No space to facilitate social distancing.</p> <p>Persons congregating at the entrance / exit point.</p> <p>No signage displayed</p>	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	M
1d	Consideration given to premises lettings and approach in place.		H	No lettings will be permitted until December 2020	Headteacher, HR LEAD	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)
					and facilities manager.	Reviewed Sept 2020	
1e	<p>Necessary physical modifications completed</p> <ul style="list-style-type: none"> <li>Hand driers disconnected- and roller (cloth) towels removed- paper towels and foot operated lidded bins to be used</li> <li>Lidded bins in classrooms and shared spaces</li> <li>Water fountains disconnected or isolated</li> <li>Ventilation in all rooms is encouraged.</li> <li>Spaces in classrooms to allow 2m social distancing and tables, chairs placed appropriately, markings and barriers in place</li> </ul>	<p>Inadequate space to social in classrooms / areas.</p> <p>Pupils drinking from water fountains potentially exposed to the virus</p> <p>Spread of the virus due to incorrect hand washing regimes</p>	H	<p>School did not close so procedures did not pause.</p> <p>See School Opening Risk Assessment No 002</p> <p>See Social Distancing Risk Assessment No 001</p> <p>Procedures in place. Classrooms are large for a small number of students.</p>	PFI HR LEAD and Facilities manager.	22/6/20	L
1f	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	L
<b>2. Emergency Evacuations</b> 22/6/20							
2a	<p>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.</p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) –</p>	<p>Staff not aware of new evacuation routes and assembly points.</p> <p>No fire drill undertaken</p>	M	<p>See Class Checklist for any new fore evacuation routes and assembly points</p> <p>PEEP's updated by Facilities Manager. No alterations necessary.</p>	Head, HR LEAD, PFI & Facilities manager	18/6/20 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)
	<p>Generic Risks are in place including details for Glade classrooms.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Fire Evacuation process to remain in place as still appropriate.</p>	<p>PEEPS not updated with any new arrangements.</p> <p>School staff not aware of any visitors on site that may need assistance to evacuate</p> <p>No Fire Marshalls available</p>		<p>School was never closed so few actions necessary. See Premises Risk Assessment No 009 – which identifies the planned dates of the fire drills</p> <p>See office Risk Assessment No 008 School is operating as one bubble with Key Stage sub-bubbles so Fire Evacuation procedures remain unchanged.</p>			
<b>3. Cleaning, waste disposal and hand washing</b>							
3a	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance.</a></p>	<p>Inadequate cleaning and sanitising undertaken by staff.</p> <p>Staff and pupils exposed to the virus</p> <p>Insufficient cleaning products available</p>	H	<p>Enhanced cleaning schedule implemented throughout the school ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Class Checklist in place.</p> <p>See School Opening Risk Assessment No 002</p> <p>See Infectious Diseases Risk Assessment No 003</p> <p>See Cleaning / Sanitising Checklist (available in each classroom).</p>	Head, HR LEAD, PFI & Facilities manager	19/6/20	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)
3b	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	L
	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	L
3c	Adequate cleaning supplies 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.  PFI to provide all needed supplies.	Exposure to the virus to all users 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	M	See School Opening Risk Assessment No 002  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.	PFI	18/6/20 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)
3d	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.	PFI	June 20 Reviewed Sept 2020	L
3e	Sufficient time is available for the enhanced cleaning regime to take place.	Staff working reduced 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	L
3f	Waste disposal process in place for potentially contaminated waste.	Staff exposed to the virus due to exposure to waste and bodily fluids that have not been isolated for 72 hours	L	See Premises Risk Assessment No 009 (which includes all the schools waste procedures and arrangements) Signed and Dated:	PFI, Head, HR LEAD.	April onwards Reviewed Sept 2020	L
3g	Clear hand washing procedures outlined and hot water 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> Increased hand washing throughout the day in line with government guidance. Hand sanitizer available where necessary	Staff / pupils / visitors / contractors exposed to the virus due to insufficient hand washing arrangements  No hand sanitiser available when unable to hand wash	M	See School Opening Risk Assessment No 002  Premises staff to regularly check the presence of hand sanitiser at agreed locations  Additional supplies of hand sanitiser sourced from school, La and PFI.	PFI, Head, HR LEAD.	April onwards Reviewed Sept 2020	L

#### 4. Classrooms and outdoor space

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4a	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	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.  No group size exceeds 12 students. Classrooms could potentially have 12 students. See School Opening Risk Assessment No 002	PFI, Head, HR LEAD.	11 June 20 Reviewed Sept 2020	L
4c	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	M
4d	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	L
4e	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be managed where possible.	Pupils / Staff being exposed to the virus after coming into contact with on a	L	See School Opening Risk Assessment No 002	Head, LM and class teachers.	22/6/20 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>Shared materials and surfaces should be cleaned and disinfected more frequently [source: <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>].</p> <p>Resources which are not easily washable or wipeable have been removed</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 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>surface / equipment which cannot be suitably sanitised.</p> <p>Equipment and resources not age appropriate – causing injury / risk.</p> <p>Pupils not aware of the risks of the 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>	<p>M</p> <p>L</p>	<p>See Social Distancing Risk Assessment No 001</p> <p>See Parent Guidelines</p> <p>See Pupil Guidelines</p> <p>See Employee guidelines.</p> <p>Parent and visitors guidelines displayed on the school website and outside the office.</p>			<p>L</p> <p>L</p>
4f	<p>Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it</p>	<p>Pupils / staff exposed to the virus due to the lack of social distancing, coming into contact with the</p>	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>Head KS Coordinators Class teachers.</p>	<p>22/6/20 Reviewed Sept 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>	virus and lack of ventilation.		Equipment outside to be sprayed with soapy water after use.			
4g	Rooms with best ventilation prioritised for use. (Air conditioning not recommended)	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.	Head & SLT	June 20 Reviewed Sept 2020	L
<b>5. Staffing</b>							
5a	Staffing numbers required for entire school have been determined including support staff such as facilities, IT, midday and office/admin staff.  Daily staffing includes at least one of the following: <ul style="list-style-type: none"> <li>• First aider</li> <li>• Designated Safeguarding Lead (DSL) or DDSL</li> <li>• SENCO (AHT/DH/HT)</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>	No first aid provision available if there is an accident / incident  No premises staff available in the event of a fire emergency	M	See Class group risk assessment which covers the first aid provision for the particular class  Rota/ daily sheet will ensure all roles are fully covered and staff are aware of who is available.	Head & Deputy Head	March 20. Reviewed Sept 2020	L
5b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities Coronavirus- taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60.		M	All staff informed the can have additional / repeated Risk Assessment. They are asked to approach the Head Teacher and SLT if they feel they are at heightened risk.  All staff offered RAs.	Head and HR LEAD	30/6/20 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)
5c	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	L
5d	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 on rota not on site.	H	Some staff used to carry out non timetabled basis who can then fill places if staff are absent.  Meals supervisors working regular extra hours to build capacity.	Deputy, head & HR LEAD	March 20 Reviewed Sept 2020	L
5e	Assess transport arrangements for all staff and parking arrangements as required <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	Staff travel suspended.		Any staff on public transport encouraged to travel outside peak hours and wear face coverings. The vast majority of staff stat at 8.30 so travel before schools travel makes buses busier.  Staff can use the school building if they arrive earlier.	Head & Deputy	March 20 Reviewed Sept 2020	L
5f	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	L
5g	Approaches for meetings and staff training in place.		H	Meetings are held on Zoom or will be very small groups.	Deputy head.	March 20 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>PPA time can be taken at home.</p> <p>Tasks from staff meeting are circulated via email.</p> <p>Rooms reserved where small groups can meet with social distancing.</p>			
5h	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.		<p>Teachers to support provision of homework.</p> <p>HLTAs and teachers to support homework tasks</p> <p>SLT and lead practitioner will support remote learning.</p>	SLT	April 20 Reviewed Sept 2020	L
5i	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>HLTAs are aware of controls and processes in respect of tasks, they are undertaking.</p>	HLTAs are required to lead some groups as not enough teachers on site to cover numbers.	M	<p>Maintain higher staff student ratios.</p> <p>HLTAs usually take groups.</p> <p>Majority of groups are less than 3.</p>	SLT	April 20 Reviewed Sept 2020	L
5j	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	Staff are anxious about a return to work.	M	<p>Staff sent links to Mental Health support groups including the Samaritans via email and the weekly briefings and weekly update.</p> <p>Staff are aware and reminded about the Employee assistance programme.</p>	Deputy Head Head HR LEAD.	April 20 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>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 <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a>)</p>			
5l	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.	May 20 Reviewed Sept 2020	L
5m	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	<p>Only a small number of new starters in September. 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</p>	HR LEAD	April 20 Reviewed Sept 2020	L
5n	Return to school procedures are clear for all staff.	Staff did not receive information.	M	<p>Staff are told at briefing for and given the Employee Booklet.</p> <p>Briefing is minuted, emailed to all staff and a hard copy placed on the main noticeboard.</p>	Head	April 20 – ongoing. 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)
				Guidance is also emailed out to all staff. Groups like MMS reminded at separate meeting.  Reminders are in weekly updates.			
5o	Arrangements to return any furloughed staff in place.	Agency does not do this.	M	DHT liaises with agencies. Furloughed staff are advised to return to school.	HR Lead, DHT	Reviewed Sept 2020	M
5p	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	L
5q	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved or plan in place to resolve	Access to HR advice.	M	HR LEAD liaises with HR regularly and processes/ plan in place	HR LEAD	On-going Reviewed Sept 2020	L
5r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor	Contractors not allowed on site without asking Head.  Visitors system in place	H	See Office Risk Assessment No 008  See Premises Risk Assessment No 009  See Contractors Checklist  Head Teacher and Premises Officer to obtain all relevant health and safety information from permanent contractors – Cleaning / Catering / Extended Service Provisions	Head, Facilities manager, SAO, PFI.	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)
5s	Arrangements in place for any externally employed adults delivering learning in school e.g. therapists, music tutors, Protocols and expectations shared.	Advice not circulated to other professionals.	M	Guidance has been drawn up for any visiting professionals and will be circulated to them.	SLT	On-going Reviewed Sept 2020	L
<b>6. Group Sizes</b>							
6a	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.	Some student behaviours make Social distancing difficult.	H	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 bubbles with Key Stage sub-bubbles. Classes will also be sub bubbles and restrict contact to as few students in Key stage as possible.	SLT	22/6 Reviewed Sept 2020	L
6b	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.	SLT	June 20 Reviewed Sept 2020	L
6c	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	SLT Deputy LM for cover	March 20 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)
				extra hours to allow for any staff absence.			
<b>7. Social Distancing</b>							
7a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> <li>• Staggered school disembarking coaches /pick up times with sufficient staff to monitor safe practices</li> <li>• Parents/carers drop off at school gate- no entry</li> <li>• Staggered or limited amounts of moving around the school/ corridors, one way systems where possible</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this.</li> <li>• Some students will eat in classrooms.</li> <li>• Markings in place for routes around school to minimise closer contact</li> <li>• 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</li> </ul>		H	<p>See School Opening Risk Assessment No 002</p> <p>See Social Distancing Risk Assessment No 001</p> <p>See Class group Checklist See Premises Risk Assessment No 009</p> <p>Upstairs of the school is closed to students.</p>	Head, SLT FM	June 20 Reviewed Sept 2020	L



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7b	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	Incorrect email addresses.	H	See Parent Guidelines  See School Opening Risk Assessment No 002 Information shared in newsletters, by text and on the website.	Head SLT	June 20 Reviewed Sept 2020	L
7c	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.  Room size and corridor widths are larger than average and the school has relatively fewer students than mainstream schools.	Staff / students are unaware of new procedures.	L	See School Opening Risk Assessment No 002 Signed and Dated  See <u>Social Distancing Risk Assessment No 001</u> Signed and Dated:  See <u>Parents Guidelines</u>  Head Teacher to update all staff of the new arrangements at briefing and in Employee handbook	SLT	April 20 Reviewed Sept 2020	L
7d	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches		H	Handwashing and cleaning (if needed) Conversations with parents Risks assessments and individualised approach in place for students who might struggle to follow expectations	All staff	On-going. Reviewed Sept 2020	M
7e	Approach to assemblies – if still occurring, plan in place to manage social distancing.			No assemblies during this time			

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7f	Social distancing plans communicated with parents, including approach to breaches.			See <u>Parent Guidelines</u> sent out September 2020	Head	15/6/20 Reviewed Sept 2020	L
6g	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	L
6h	Social distancing arrangements for use of staff areas in place and shared spaces		M	See Social Distancing Risk Assessment No 001  Signage displayed in Staff Room to remind staff about social distancing.  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.	All staff	On-going Reviewed Sept 2020	M
<b>8. Catering</b>							
8a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen could be closed.	M	Liaise with catering team re availability to work.  Kitchen remained open to provide hot or cold meals for children.	HR LEAD FM Head	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)
		No catering staff shielding.		Liaise with neighbouring schools regarding meals  Redeployment of other members of staff.			
8b	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	L
8c	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.	Student numbers.	H	See <u>School Opening Risk Assessment No 002</u>  See <u>Class Group Checklist</u> for lunch times and breaks  See <u>Social Distancing Risk Assessment No 001</u> Some students in KS3 and glade pathway will eat in Classrooms.	SLT	15/6/20 Reviewed Sept 2020	L
8d	Arrangements for food deliveries in place		M	See <u>Office Risk Assessment No 008</u>  See <u>Contractors Guidance</u>	FM	March 20 Reviewed Sept 2020	L
<b>9. PPE</b>							
9a	PPE use understood and agreed with staff and Appropriate supplies in place at necessary points in the school.	Staff not using appropriately.	H	See <u>Infectious Diseases Risk Assessment No 003</u> Staff watched PPE training videos.	SLT	June 20 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)
	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			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, deputies office and LM base.			
9b	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
9c	PPE needs assessed and addressed for staff supervising different tasks and groups.		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	M
<b>10. Response to suspected/ confirmed case of COVID19 in school</b>							
10a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms		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	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)
10b	<p>Approach to adults/children displaying COVID19 symptoms cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action?</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> <li>• Emergency PPE available where 2m distance cannot be maintained</li> </ul>		H	<p>See <u>Staff Member Guidelines</u></p> <p>See <u>Pupil Displaying Symptoms of Corona Virus Procedure</u> -which includes cleaning procedures and emergency PPE kit</p>	SLT	March 20 Reviewed Sept 2020	L
10c	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	In correct Email contacts.	H	<p>See <u>Pupil or Staff Member Testing Positive for Corona Virus Procedure</u> which includes cleaning procedure and advice from PHE</p> <p>See <u>Infectious Diseases Risk Assessment No 003</u></p> <p>Other families informed by text if test is positive All family emails are now updated.</p>	SLT	May 20 Reviewed Sept 2020	L
<b>11. Pupil Re-orientation - back into school after a period of closure/ being at home</b>							
11a	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.		M	Initially completed and follow up calls.	SLT	15/6/20 On-going.	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)
				Two subsequent family RAs carried out.			
11b	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	L
11c	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	L
11d	All students instructed to bring a water bottle each day. Water fountains put out of action.		L	See <u>Parent / Pupil Guidelines</u>	Head	22/6/20 Reviewed Sept 2020	L
11e	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.  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.		M	Social stories and resources available centrally. Recovery curriculum fully in place from September 20 Learning Mentors available for support.  Key events sheet filled in by parents.	LM Class teachers/	On-going Reviewed Sept 2020	L
11f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	Interventions lead and Learning Mentors available for support.	I base staff and lead	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)
				Any worries reported by CPoms.	Learning Mentors.		
11g	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 Coordinator s. LMs	July 20 Reviewed Sept 2020	L
11h	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> <li>Referrals to social care and other support</li> <li>PPG/ vulnerable groups</li> </ul>		H	Staff are recording any concerns from calls on CPoms and tagging SLT in if any concerns. Regular contact with CWCN/ Social care.	KS Coordinator s	On-going Reviewed Sept 2020	L
<b>12. Local Lockdowns- arrangements for CYP</b>							
12a	All students have access to technology and remote learning offer.  Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.		H	Home learning platform developed. Other equipment, Packs and any additional needs like Pads or meds can be delivered to students homes. Welfare calls check if anything needed.	KS Coordinato rs Class teachers.	On-going Reviewed Sept 2020	M
<b>13. Transition - into new year group - What will need to be different this year because of COVID19?</b>							
13a	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
13b	Plan for transitions between school years taking into account what needs to be different due to reopening, remote and face to face:		H	Plans developed for all students transitioning by KS Coordinators.	KS Coords.	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)
	<ul style="list-style-type: none"> <li>Primary to Secondary</li> <li>Vulnerable children</li> <li>School Leavers</li> </ul>						
<b>14.</b>							
<b>15. Safeguarding</b>							
14a	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.	SLT  KS Coordinator s, Class teachers	RA - June 2020, Sept 2020.  Welfare checks – ongoing	L
14b	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	L
14c	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
14d	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



	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)
14e	Consideration given to the safe use of physical contact in context of managing behaviour.		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	L
<b>16. . Curriculum / learning environment</b>							
15a	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	
15b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place  Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>		M	All lessons reviewed. Enrichment and visiting tutors f2f suspend. Online resources created. Specialist rooms closed and resources allocated to individual students. Students encouraged to be outside where possible (in bubbles). Hydro suspended, and physio on an individual basis.	SLT	On-going Reviewed Sept 2020	L
15c	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> </ul>		M	Staff are trained and supported in front of classroom delivery style and aware of how best to	SLT	INSET Sept 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)
	<ul style="list-style-type: none"> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> <li>recovery curriculum</li> </ul>			provide students with additional support. Wellbeing team meet regularly Staff lead on student wellbeing			
15d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			Behaviour policy reviewed	LA	Sept 2020	
<b>17. CYP with SEND</b>							
16a	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	L
16b	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	L
16c	Requests for assessment plan in place		L	Assessments conducted over video and/or topophone, no f2f.	SLT	On-going Reviewed Sept 2020	L
16d	Risk assessments for ECHP children not in school complete and review plan in place		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.	SLT  KS Coordinators, Class teachers	RA - June 2020, Sept 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)
				FSM and homework packs delivered ensures regular contact with vulnerable families too.			
<b>18. Attendance</b>							
17a	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	L
17b	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	L
<b>19. Communication</b>							
18a	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. Weekly updates remind all staff and governors of changes in an informal style.	SLT	Ongoing 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)
18b	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	L
18c	Ongoing regular communications with parents: <ul style="list-style-type: none"> <li>Frequent messages that children with symptoms must not attend school</li> <li>Plan for re-opening</li> <li>Social distancing plan</li> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> </ul>	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 ; <a href="mailto:Schoolcontact@Greenvaleschool.co.uk">Schoolcontact@Greenvaleschool.co.uk</a> Parents contacted weekly for a in home book by class teachers, All information recorded on CPoms.	Head / SLT	Ongoing Reviewed Sept 2020	L
18d	Pupil communications around: <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Social distancing arrangements</li> <li>Staggered times</li> <li>Expectations when in school and at home</li> <li>Travelling to and from school safely</li> </ul>	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.	All Staff.	Ongoing 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)
				Staff to explicitly instruct students of changes rather than allow them to assimilate this information.			
<b>20. Governors/ Governance</b>							
19a	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 <sup>th</sup> Reviewed Sept 2020	L
19b	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 <sup>nd</sup> Reviewed Sept 2020	L
19c	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 for then these will be reviewed and potentially reinstated.	Some activities / requirements of Governance are not completed.	M	Governors fully briefed. Clerk informs all Governors of necessary information and deadlines. Written reports maintained so that information is clear.	Head Clerk of Govs, Chair of Govs.	June 17 <sup>th</sup> Reviewed Sept 2020	L
<b>21. School events, including trips</b>							
20a	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	SLT	Ongoing 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)
				whole school or KS activities such as Dance club, PE, whole school Assembly.			
<b>22. Finance</b>							
21a	Additional costs incurred due to COVID19 are understood and clearly documented.	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	M
21b	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Government restricting payments if school has a carry forward. School will miss deadlines	H	All costs continue to be recorded in real time. Follow all Government daily updates to ensure deadlines are not missed. Follow the SSAT and other online bulletins daily.	Head SAO.	Ongoing Reviewed Sept 2020	M
21c	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		H	Lettings on hold due to safety. Some costs reduced such as supply costs, enrichment costs etc.	Head SAO	Ongoing Reviewed Sept 2020	M
21d	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	L
21e	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>Cleaning</li> <li>IT support</li> </ul>	No time to renegotiate catering contract.		LA to extend current contract for one additional year. Group tender with other schools to be considered.	Head SAO Governors.	Ongoing 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)
	<ul style="list-style-type: none"> <li>Catering</li> </ul>			IT in place. Cleaning part of PFIU contract.			
21f	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	L
<b>22. Medications</b>							
22a	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	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](#)

