

## **COVID19: Full opening risk assessment and action planning tool**

**SCHOOL NAME:**

**DATE:**

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

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

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and published in schools with over 50 employees.

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

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

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

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

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

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

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

[NHS test and trace](#)

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

**The following principles underpin all planning and actions:**

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

**System of controls**

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

**Prevention:**

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

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

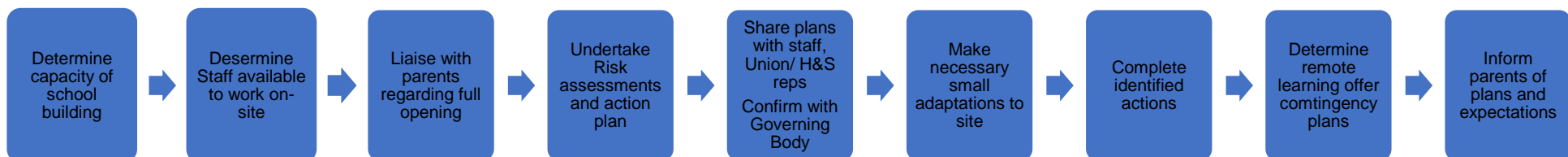
Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

**Response to any infection:**

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice. **Lewisham PHE, Carey Lonergan 020 8314 9132**
10. Numbers 7 to 9 must be followed in every case where they are relevant.

**Steps to full opening**



**Risk Matrix:**

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

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<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

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<i>Engagement and communication- risk assessment and planning</i>							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	<i>Plan not sent out to staff or plan not discussed before year begins.</i>	L	<b>HoS and EHT and SBM to complete and share before the INSET and take questions during the September INSET.</b>	<i>HoS, SBM, EHT</i>	<i>July 2020</i>	
<i>Preparing Buildings and Facilities</i>							
2a	Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> </ul>	<i>No visits by H+S support or TK.</i>	M	<b>Full statutory maintenance check undertaken to ensure compliance</b>	<i>TK+ PM</i>	<i>July 2020</i>	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>Insurance covers reopening arrangements</li> </ul>						
2b	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	M	<b>Office risk assessment undertaken. Staff to ensure the office is well ventilated and windows open</b>	TK	July 2020	M
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.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	<b>See School Re-Opening Risk Assessment Signage and floor markings in place</b>	TK	26/05/20	L
2d	Consideration given to premises lettings and approach in place.	<i>Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.</i>	M	<b>Lettings guidance and risk assessment undertaken</b>	TK	20/05/20	L
2e	Necessary physical modifications completed: <ul style="list-style-type: none"> <li>Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary.</li> <li>Lidded bins in classrooms and shared spaces.</li> </ul>	<i>Toilets not designed correctly. Not sufficient protocols in place. Tables and systems not setup correctly.</i>	M	<b>See school re- opening risk assessment</b>  <b>See bubble risk assessment</b>  <b>See Statutory Maintenance Review</b>	TK	20/7/20	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)
	<ul style="list-style-type: none"> <li>Water fountains disconnected/ isolated.</li> <li>Ventilation measures identified and safe use of air conditioning assessed.</li> <li>Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place.</li> </ul>						
2f	Consideration given to the arrangements for any deliveries.	<i>Delivery drivers walk unchallenged through the school</i>	L	<b>See office risk assessment See contractors risk assessment. All deliveries to the main office only. Food directly to the kitchens only.</b>	TK	20/7/20	L
<b>Emergency Evacuations</b>							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Current evacuation routes would cause multiple groups/ bubbles to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Staff needing to work from home are current PEEP buddies and so</i></p>	M	<p><b>See bubble risk assessment</b></p> <p><b>See bubble checklist</b></p> <p><b>PEEP's where required in place</b></p>	TK	20/7/20	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)
		<i>reassignment necessary.</i>					
<i>Cleaning, waste disposal and hand washing</i>							
4a	Enhanced cleaning regime is in place in line with <a href="#">Covid19 cleaning in non-healthcare settings</a>	<i>No extra cleaners during the day. Cleaners not aware of roles and responsibilities.</i>	<i>M</i>	<b>See Bubble Cleaning Checklist</b> <b>See bubble risk assessment and checklist</b> <b>See School opening risk assessment</b>	<i>TK</i>	<i>20/7/20</i>	<i>L</i>
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Extra cleaning staff to be employed in light of govt advice.</i>	<i>M</i>	<b>Cleaning checklist and timetable in place.</b> <b>Extra cleaning staff employed</b>	<i>EHT</i>	<i>3/9/20</i>	<i>L</i>
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.	<i>Trained staff identified.</i>	<i>M</i>	<b>See Pupil Presenting with Symptoms procedure</b> <b>See Infectious Diseases risk assessment</b>	<i>TK</i>	<i>20/7/20</i>	
4d	Adequate cleaning supplies, tissues and facilities around the school are in place.  Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	<i>No hand sanitiser for visitors to reception.</i>  <i>Classrooms do not have tissues.</i>  <i>Low supply of soap.</i>	<i>M</i>	<b>See bubble risk assessment and checklist</b>  <b>See cleaning checklist and timetable</b>  <b>COSHH safety data sheets available for all chemicals in classroom (attached to bubble checklist)</b>  <b>Lidded bins in classrooms</b>	<i>Office manager</i>	<i>20/7/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach			
4e	Arrangements for longer-term continual supplies are also in place.	<i>Already in place.</i>	L	See school opening risk assessment. System in place to order stock in time.	TK	20/7/20	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	<i>No extra time given to cleaning, staff phone in sick</i>	M	See Bubble checklist and risk assessment Timetable in place for cleaning regime. Staff absence to be covered in house.	TK	20/7/20	L
4g	Waste disposal process in place for potentially contaminated waste.	<i>Already in place</i>	M	See infectious diseases risk assessment. Waste procedure in place. See pupil presenting with symptoms procedure.	TK	20/7/20	
4h	Process in place for safe removal and/or disposal of face masks in line with <a href="#">(PPE) guidance</a>	<i>Children and staff not aware of procedures</i>	M	Guidance issued to all staff. Posters displayed in First Aid room.	CT	20/7/20	L
4i	Clear hand washing procedures outlined for all groups 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>	<i>Run out of supplies</i>		Handwashing timetable in place. See bubble risk assessment and checklist. Handwashing signage available at all handwashing stations.	CT	20/7/20	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)
	Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.			Pupils instructed in training sessions about the need for good handwashing Soap and sanitiser available in multiple locations around the school.			
<i>Classrooms and outdoor space</i>							
5a	Desks side by side, facing front, where age appropriate.	<i>Staff don't understand</i>	M	See bubble risk assessment and checklist Completed b4 end of term	CT	20/7/20	L
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible). Each pupil has their own identified desk. Each pupil has their own stationary wherever possible. Arrangements for small group work facilitate social distancing for adults and children.	<i>Already completed</i>	L	See bubble risk assessment.  See school reopening risk assessment  See social distancing risk assessment	CT and SBM	20/7/20	L
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Children don't know the route</i>	L	See bubble risk assessment  Appropriate signage in place	CT	20/7/20	L
5d	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently.	<i>Inappropriate sized equipment for smaller children in classroom</i>  <i>Soft toys, cushions and</i>	L	See bubble risk assessment and checklist.  Cleaning regime and checklist in place  Signage and posters displayed in multiple	CT and HoS	20/7/20	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)
	<p>Non-essential resources which are not easily washable or wipe-able have been removed (e.g. soft toys, dressing up clothes).</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc) - items to be wiped down if possible. CYP informed not to bring in toys or other articles from home (other than water bottle).</p>	<p><i>beanbags in classroom B not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>M</p> <p>L</p>	<p>locations both inside and outside the school.</p> <p><b><u>e-Bug posters displayed:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Horrid hands</u></b></li> <li>• <b><u>Super sneezes</u></b></li> <li>• <b><u>Hand hygiene</u></b></li> <li>• <b><u>Respiratory hygiene</u></b></li> <li>• <b><u>Microbe mania</u></b></li> </ul> <p><b><u>See parent / carer guidance</u></b> <b><u>See parent bubble guidance</u></b></p>			<p>L</p> <p>L</p>
5e	<p>Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks.</p> <p>Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></p>	Already in place	L	<p><b>See bubble risk assessment and checklist.</b></p> <p><b>See cleaning regime checklist</b></p> <p><b>See play equipment rota</b></p>	HoS + CT	20/5/20	L
5f	<p>Ventilation measures identified in each room.</p> <p>Air conditioning use assessed and used in line with HSE guidance: <a href="https://www.hse.gov.uk/coronavirus/equ">https://www.hse.gov.uk/coronavirus/equ</a></p>	<i>Windows not opened due to the cold.</i>	L	<p><b>See statutory maintenance review</b></p> <p><b>See bubble risk assessment</b></p>	HoS + CT	20/7/20	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)
	<a href="#">ipment-and-machinery/air-conditioning-and-ventilation.htm</a> Fire doors should <b>not</b> be propped open- longer term, automatic close fire doors could be considered.			<b>See school reopening risk assessment</b> <b>See Fire Risk Assessment</b> <b>We will review in October</b>			
<b>Staffing</b>							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff. Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so. PPA cover is organised to protect integrity of bubbles.	<i>No time given to working out numbers and movements</i>	<i>H</i>	<b>See bubble risk assessment and checklist</b>  <b>See visitor to site guidance</b>  <b>School to consider year group or two class bubbles to allow staff to move and cover other staff.</b> <b>Bubbles and staffing already worked out. To be reviewed after 1<sup>st</sup> week back.</b>	<i>HoS + EHT</i>	<i>20/07/20</i>	<i>M</i>
6b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities. Coronavirus - taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible.	<i>Staff not RA</i>	<i>H</i>	<b>Individual risk assessments carried out for staff at heightened risk.</b>	<i>HoS and SENDCO</i>	<i>20/7/20</i>	<i>M</i>
6c	Risk assessments in place for those staff who were previously working from home due to shielding, clinically	<i>Nursery teacher was shielding and will return to</i>	<i>H</i>	<b>Risk assessments will be undertaken for staff returning after shielding and</b>	<i>HoS</i>	<i>01.09.20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	vulnerable and/or living with someone in these groups, and appropriate arrangements for mitigating risk are identified.	<i>school, this year group are less likely to socially distance.</i>		<b>appropriate control measures applied</b>			
6d	Approach to staff absence reporting and recording in place. All staff aware.	<i>Staff unaware</i>	<i>M</i>	<b>Staff have been reminded of the reporting arrangements and these are the same as last year.</b>	<i>HoS</i>	<i>20/7/20</i>	<i>L</i>
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.		<i>L</i>	<b>Cover arrangements in place. Staff to takeover classes if necessary.</b>	<i>HoS</i>	<i>Ongoing</i>	<i>L</i>
6f	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff <a href="https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs">https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs</a>  <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> shared with all staff. Consideration of arrival times to encourage walking and cycling to work.	<i>Staff can't get to work or get sick on the way</i>	<i>M</i>	<b>Early start and finish times to accommodate more vulnerable members of staff.</b>  <b>Staff issued with face shields for meeting parents. If requested they may be used all day.</b>	<i>SBM and HoS</i>	<i>Ongoing</i>	<i>L</i>
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.			<b>Staff to be encouraged to change clothes regularly.</b>	<i>HoS</i>	<i>Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6h	Approaches for meetings and staff training in place. All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.			<b>PDM are to be held in main hall or large classroom at least 2m apart.</b>	HoS	Ongoing	L
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.			<b>Same arrangements as during summer 2020</b>	HoS	Ongoing	L
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	<i>Staff not changing roles</i>	L	<b>Some staff may work differently in terms of how much time they give to different aspects of their role but not totally new JD.</b>	SBM	20/7/20	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.	<i>Staff don't know where to access support</i>	L	<b>Staff are aware of available support and advice for schools and pupils available from LBL including the Educational Psychology service.</b>  <b>The Bereavement Policy has been reviewed to ensure it reflects current</b>	HoS	3/9/20	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)
				<p>circumstances and arrangements.</p> <p>Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support: <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a>)</p> <p>Staff have information on the Staff board and from SENDCo.</p> <p>Email with signposting to Lewisham document sent out.</p>			
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits.	<i>Staff don't know what to do if they suspect Covid19.</i>	L	<b>Kit is already in the office and protocol clear. The office staff know how to administer and send the testing kit.</b>	<i>SBM</i>	<i>20/7/20</i>	L
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.			<b>No new staff</b>			L
6n	Return to school procedures are clear for all staff.	<i>SLT not knowing what the current guidance is.</i>		<b>Programme for SLT to walk groups of staff through measures during INSET. SLT to meet in week 1 to discuss what has worked and what has not.</b>	<i>HoS</i>	<i>20/7/20</i>	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)
6o	Arrangements to return any furloughed staff in place.			No Furloughed staff			
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			All have been completed until Christmas. Review at Christmas. Extra cleaning contracts set up for LV and GG.	HoS	20/7/20	L
6q	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.			Plans in place. No new issues identified before start of new academic year.	EHT	20/7/20	L
6r	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.	Visitors don't know what they have to do when entering school site	M	See visitors to site guidance See contractors risk assessment	Office managers	20/7/20	L
6s	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.	Tutors have not been fully briefed before beginning work		See bubble risk assessment See visitors to site guidance. Visitors and ASC providers to be RA b4 agreeing to attending on site. Supply staff not used until RA. Preferably use on site staff and long-term arrangements.			
<b>Group Sizes</b>							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and	In 2 form entry primary school, toilet block	M	Bubble set at the size of two classes/ year group.		01/08/20	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)
	the number of children in each bubble is as small as possible.	<i>shared by both classes.</i>					
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	<i>Staffing is as was</i>	<i>M</i>	<b>See school reopening risk assessment</b> <b>Staffing has been timetabled to minimise contact between groups. Staff to remain 2m away from pupils most of the time, only breaking the distance rule for short periods of time to facilitate learning.</b>	<i>HoS, EHT</i>	<i>20/7/20</i>	<i>L</i>
<b>Social Distancing</b>							
8a	Arrangements for social distancing in place to defined: <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices.</li> <li>Parents/carers drop off at school gate - no entry.</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</li> </ul>	<i>Under staffing where they may be sickness absence.</i>	<i>H</i>	<b>See bubble risk assessment</b>  <b>See dropping off / pick up procedure</b>  <b>Signage and markings in place both inside and outside the school premises</b>  <b>See parent / carers guidance</b>  <b>See cleaning checklist</b>  <b>Paper towels and lidded bins available</b>	<i>CT/ HOS/ EHT</i>	<i>21/5/2020</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>place, such as when queuing for lunches. Staffing rota developed to facilitate this.</p> <ul style="list-style-type: none"> <li>• Markings in place for routes around school to minimise closer contact.</li> <li>• Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble.</li> <li>• Use of hand driers risk assessed. Paper towels and foot operated closed bin in place.</li> </ul>						
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.		<i>H</i>	<b>See drop off / pick up procedure</b>	<i>SLT</i>	<i>Ongoing</i>	<i>M</i>
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate).		<i>M</i>	<p><b>Hand washing and cleaning (if needed).</b></p> <p><b>Conversations with parents.</b></p> <p><b>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</b></p>	<i>SLT</i>	<i>Ongoing</i>	<i>L</i>
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Currently assemblies are cancelled. Bringing all</i>	<i>L</i>	<b>See school reopening risk assessment</b>	<i>HoS/AHT/DH</i>	<i>Ongoing</i>	<i>L</i>



	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
		<i>children together for assembly would breach the bubble arrangements.</i>		Year group assemblies three groups in the hall, separated by at least 3m.			
8e	Social distancing plans communicated with parents, including approach to breaches.		M	<b>See Parent / Carer guidance</b>  <b>Website updated.</b>	HoS	Ongoing	L
8f	Arrangements in place for the use of the playground, including equipment. <i>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.</i>		M	<b>See bubble risk assessment and checklist</b>  <b>See play equipment rota and cleaning rota</b>	SLT	Ongoing	L
8g	Social distancing arrangements for use of staff areas in place and shared spaces.		M	<b>See staff room rota</b> <b>Staff encouraged to utilise outside areas</b>	SLT	Ongoing	L
<i>Transport</i>							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> to be shared with parents and CYP as age appropriate.		M	<b>See Parent / Carer guidance</b>	SLT	Ongoing	L
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.		N/A	<b>N/A</b>	N/A	N/A	N/A

	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 with transport providers to support any staggered start/end times.						
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.		<i>H</i>	<b>Emergency supply of masks. Guidance for pupils on use of masks.</b>	<i>SLT</i>	<i>Ongoing</i>	<i>L</i>
<i>Catering</i>							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		<i>M</i>	<b>Arrangements have been made with AiP for the September provision.</b>	<i>SLT</i>	<i>Ongoing</i>	<i>L</i>
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.		<i>H</i>	<b>EYFS and KS1 to have lunch in their classrooms</b> <b>Lunch sitting A</b> <b>time: 11.15- 11.45</b>  <b>Lunch sitting B</b> <b>Time: 11.30 – 12.30</b>  <b>Lunch sitting C</b> <b>Time: 12.00 – 13.00</b>  <b>Lunch sitting D</b> <b>Time: 12.30 – 13.30</b>	<i>SLT</i>  <i>SLT</i>	<i>Ongoing</i>	<i>L</i>
10c	Arrangements for food deliveries in place.		<i>M</i>	<b>See visitors on site.</b>	<i>EBM</i>	<i>Ongoing</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<i>PPE</i>							
11a	PPE use understood and agreed with staff. 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.	<i>Staff lack of knowledge in when and how to use PPE.</i>	<i>M</i>	<b>Information and guidance issued to all staff about PPE</b>  <b>Procedure in place for Pupil displaying symptoms of the virus</b>  <b>PPE available for first aid / intimate care / SEN / working with pupils that cannot maintain social distancing</b>  <b>See First aid and intimate care risk assessment</b>	<i>SLT</i>	<i>Ongoing</i>	<i>L</i>
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.	Pupils not able to cooperate.	<i>M</i>	<b>Risk assessments undertaken for specific pupils if required</b>	<i>SENDCo</i>	<i>Ongoing</i>	<i>L</i>
11c	PPE needs assessed and addressed for staff supervising entrances and exits - does distancing mean staff need masks to protect parents/ members of the public?	<i>Public not compliant</i>	<i>H</i>	<b>PPE available for all staff to be used when supervising entrances and exits</b>	<i>SLT</i>	<i>Ongoing</i>	<i>M</i>
<i>Response to suspected/ confirmed case of COVID19 in school</i>							
12a	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	<i>Not being informed by parents/carers</i>	<i>H</i>	<b>Notices at all entrances and exits.</b>  <b>Information sent in Parent / Carer guidance and on website.</b>	<i>SLT</i>	<i>Ongoing</i>	<i>L</i>

	<b>Control Measures</b>	<b>Risk to Implementation</b>	<b>Risk Level Pre-Action (H/M/L)</b>	<b>Action Required-&amp; by who/ Decision Made</b>	<b>Who?</b>	<b>Date Action Completed</b>	<b>Risk Level Post-Action (H/M/L)</b>
	infection) and for parents to inform the school is anyone in the house is displaying symptoms.						
12b	<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, including staff where risk assessments identify heightened vulnerability to COVID19.</li> <li>• Consideration of any pupils with heightened COVID19 vulnerability.</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated.</li> <li>• Cleaning procedure in place.</li> <li>• Arrangements for informing parent community in place.</li> <li>• Emergency PPE available where 2m distance cannot be maintained.</li> </ul>		<i>M</i>	<p><b>Procedure in place for Pupil displaying symptoms.</b></p> <p><b>Cleaning protocol and regime in place</b></p> <p><b>Procedure in place (from PHE) to inform parents / carers of any confirmed cases.</b></p> <p><b>NHS Track and Trace now in place</b></p> <p><b>Adequate supplies of PPE available</b></p>	<i>SLT</i>	<i>Ongoing</i>	<i>L</i>
12c	<p>Approach to confirmed COVID19 cases in place - outside of school hours:</p> <ul style="list-style-type: none"> <li>• Identified children/adults/bubbles/contacts advised on necessary action.</li> </ul>			<b>As above</b>			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> <li>Staff with heightened vulnerability considered and advised of necessary action.</li> <li>Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible.</li> <li>Cleaning procedure in place.</li> <li>Arrangements for informing parent community in place.</li> </ul>						
12d	<p>Process in place to engage with the Test and Trace and contract tracing process.  <i>Refer to Lewisham PH and public health guidance for more information.</i></p>		M	<b>PHE Guidance available and NHS Track and Trace</b>	SLT	Ongoing	M
<i>Pupil Re-orientation - back into school after a period of closure/ being at home</i>							
113	Approach and expectations around school uniform determined and communicated with parents.		L		SLT	Ongoing	L
13c	Changes to the school day/timetables shared with parents.		L	<b>See bubble guidance (to send to parents / carers</b>	SLT	Ongoing	L
13d	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents.		L	<b>See bubble guidance (to send to parents / carers Drinking water outlets identified in Bubble checklist</b>	SLT	Ongoing	L
13e	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.		L	<b>We will attempt to transition into a normal school day for children.</b>	Teachers	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)
	This includes 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.						
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	<b>Follow NHS guidance available</b>	Everyone	ongoing	L
13g	Re-orientation support for school leavers is developed.				SLT		
13h	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	<b>Support families with applications for grants, funding and FSM</b>	SLT	Ongoing	L
<i>Remote education contingency plan</i>							
14a	Contingency plans for remote learning offer are in place. Pupils with technology/access issues identified. Offer takes this in to account	<i>Bubble needs to self-isolate because of a positive case of COVID19.</i>	H	<b>Remote learning contingency available and ready to be 'switched-on' when needed.</b>	SLT	Ongoing	M
<i>Transition - into new year group - What will need to be different this year because of COVID19?</i>							
15a	Online/ website support for families and young people around transition.		L		KS2 Leaders	Ongoing	L
15c	Plan for transitions between school years taking into account what needs to		L		SLT, SENDCo,	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)
	be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> <li>EY to Primary.</li> <li>Primary to Secondary.</li> <li>Vulnerable children.</li> <li>Children with SEND.</li> <li>Physical and sensory needs, including adaptations, equipment etc. (lead in times).</li> <li>Post 16.</li> <li>School Leavers.</li> </ul>				Phase Leaders		
<i>Safeguarding</i>							
16a	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i>	<i>M</i>	<b>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</b>	<i>SENDCo, HoS</i>	<i>As and when</i>	<i>L</i>
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff not safeguarding trained</i>	<i>H</i>	<b>Staff refresher training session on processes and procedures and the revised wellbeing material.</b>	<i>SLT</i>	<i>September Induction</i>	<i>L</i>
16c	Updated Child Protection Policy in place.		<i>M</i>	<b>Adopted most recent Child Protection Policy</b>	<i>SLT</i>	<i>September</i>	<i>L</i>
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.		<i>M</i>	<b>Case by case.</b>	<i>SLT</i>	<i>As and when</i>	<i>L</i>
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures	<i>Staff not trained sufficiently; missing PPE</i>	<i>M</i>	<b>Review individual consistent management plans to ensure</b>	<i>SLT, SENDCo</i>	<i>Continuous</i>	<i>M</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and pupils requiring physical care.			they include protective measures.			
<i>. Curriculum / learning environment</i>							
17a	Current learning plans, revised expectations and required adjustments have been considered.	<i>Staff communication</i>	<i>M</i>	<b>Ensure inset days in September are used to update this.</b>	<i>SLT</i>	<i>September</i>	<i>L</i>
17b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated: <ul style="list-style-type: none"> <li>• PE.</li> <li>• Practical science lessons.</li> <li>• DT/ FT.</li> </ul>		<i>M</i>	<b>Curriculum revised based on COVID safety.</b>	<i>SLT</i>	<i>September</i>	<i>L</i>
17c	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>• Wellbeing curriculum.</li> <li>• Recognising 'non-curriculum' learning that has been done.</li> <li>• Capturing pupil achievements/ outcomes.</li> <li>• Utilising the DFE 'catch-up' funding and programmes.</li> </ul>		<i>M</i>	<b>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</b>	<i>SLT</i>	<i>Ongoing</i>	<i>L</i>



	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: <a href="#">Behaviour and Discipline in Schools guide</a></p> <p><a href="#">DfE behaviour and attendance checklist</a> completed.</p>		L	<b>HoS and SENDCo to review policy</b>		September	L
<i>CYP with SEND</i>							
18a	Approach to provision of the elements of the EHCP including health/therapies.		L	<b>SENDCo reviewing EHCPs to align to the child's needs</b>	SENDCo	Ongoing	L
18b	Annual review plan in place.		L		SLT	Annually	L
18c	Requests for assessment plan in place.		L		SLT	Annually	L
18d	<p>Consider any CYP who may need support with their return to school and consult with the family and other agencies involved.</p> <p>Including any support required for CYP to understand new rules i.e. social distancing.</p>		M	<b>Work closely with family and agencies</b>	SENDCo	As and when	L
<i>Attendance</i>							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		L	<b>SENDCo and Attendance officer to work closely with families</b>	SENDCo	As and when	L
19b	Approach to support for parents where rates of PA were high before lockdown.	Parents not engaging	M	<b>SENDCo and Attendance officer to work with families and other agencies to support the CYP</b>	SENDCo	As and when	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)
<i>Communication</i>							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared	<i>Parents may not wish to send CYP back regardless.</i>	<i>M</i>	<b>Letter already sent out to parents reminding them of govt expectations. SENDCo to support reluctant returners through support and SEMH support.</b>	<i>HoS and SENDCo</i>	<i>10/9/2020</i>	<i>M</i>
20b	Governors consulted on full opening plans.						
20c	Union representatives consulted on full opening plans.	<b>Communication</b>					
20d	Risk Assessment published on website, where more than 50 staff.			<b>RA to be completed by close of term 6. Shared with staff by email. Then discussed with staff during INSET.</b>	<i>EHT and SBM</i>	<i>20/7/20</i>	<i>L</i>
20e	Communications with parents on the: <ul style="list-style-type: none"> <li>• Plan for full opening.</li> <li>• Social distancing plan.</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning.</li> <li>• Attendance.</li> <li>• Uniform.</li> <li>• Transport.</li> <li>• Behaviour.</li> <li>• Test and trace.</li> <li>• Staggered start and end times.</li> <li>• Expectations when in school and at home (if self-isolating is necessary).</li> </ul>			<b>Governors sent paperwork before end of term.</b>	<i>EHT</i>	<i>20/7/20</i>	<i>L</i>
20f	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable.</li> </ul>		<i>L</i>	<b>Union reps invited to comment</b>	<i>HoS and EHT</i>	<i>20/7/20</i>	<i>L</i>

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> <li>Social distancing arrangements, hand washing and other preventative measures.</li> <li>Staggered start times.</li> <li>Expectations for behaviour when in school and at home (if self-isolating is necessary).</li> <li>Travelling to and from school safely.</li> </ul>						
<i>Governors/ Governance</i>							
21a	Meetings and decisions that need to be taken prioritised.			Letter has been sent giving broad approach to reopening and the expectation that children are back in school in September. Template for previous reopening to be used, i.e. Zoom meeting for parents.	EHT and HoS	20/7/20	L
21b	<p>Governors are clear on their role in the planning for full opening of school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	<i>Pupils don't know what is due to happen</i>	L	Pupils to be informed by PPT during the first morning and regular updates by CT. All changes to be explained. PPT to be mostly standardised- one already exists just needs adapting for next year.	HoS and CT	20/7/20	L
21c	Governors prepared for start of school year (clerking, etc.).	<b>Governors/ Governance</b>					
<i>School events, including trips</i>							
22a	The school's annual calendar of events has been reviewed and decisions made	<i>Governors don't read papers and</i>	M	<b>Covid19 committee setup and set to continue.</b>	CoG	20/5/20	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)
	on cancelling or going ahead with events in the immediate term, including school trips.	<i>don't sign off paperwork after due consideration</i>		<b>Governors have been informed of the arrangements.</b>			
<i>Finance</i>							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Lack of information for when lettings may resume</i>	<i>H</i>	<b>EBM to follow DfE guidance and to work with the lettings</b>	<i>EBM</i>	<i>Ongoing</i>	<i>M</i>
23b	Insurance claims, including visits/trips booked previously followed up.	<i>Loss of income</i>	<i>M</i>	<b>EBM to log all expenses and claim through the correct channels</b>	<i>EBM</i>	<i>Ongoing</i>	<i>L</i>
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• IT support.</li> <li>• Catering.</li> </ul>	<i>Not enough value for money</i>	<i>M</i>	<b>EBM to follow procedure on procurement and purchasing as detailed in Finance Policy</b>	<i>EBM</i>	<i>Ongoing</i>	<i>L</i>
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>Not enough value for money</i>	<i>M</i>	<b>EBM to liaise and network with SBMs and services to see available resources</b>	<i>EBM</i>	<i>Ongoing</i>	<i>L</i>
<i>Before and after school clubs</i>							
24a	Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles.		<i>M</i>	<b>Bubble risk assessment in place</b>	<i>SLT</i>	<i>Ongoing</i>	<i>L</i>

**Appendix 1 – Trade Unions’ planning guide and**



**checklists (for information)**

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