

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: William Read Primary School and Nursery

OWNER: Mr Martinson

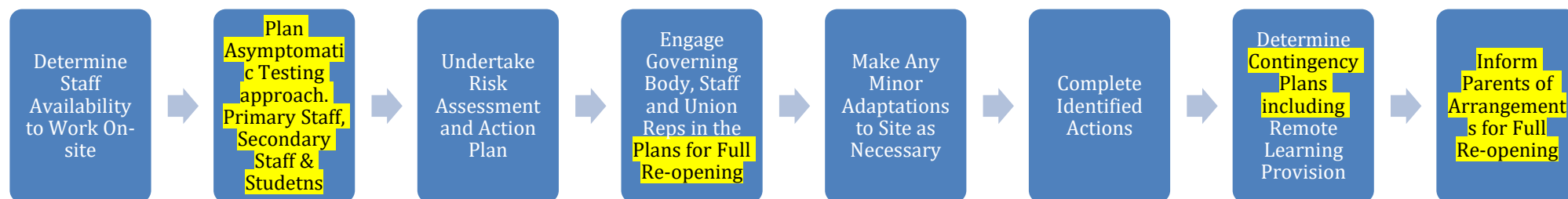
DATE: March 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to plan for the return to onsite education from March 8th and ensure the school continues to operate in a safe way following full opening.

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 (Jan '21) – to cover lockdown
- CYP Response Plan (Jan '21)
- 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'



Engagement in Risk Assessment and Planning					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Risk assessment process fully engages staff, governing body and union representatives.	Risks identified by union reps aren't completed in time	M	Union reps are in regular contact, meeting with HT and SLT to identify and check that actions have been taken	<i>TM email communication with NEU re concerns about full opening 2/3/21</i> <i>TM met with Cleaners and site staff March 21</i> <i>Whole Staff Briefing 4/1/21</i>	L
Preparing Buildings and Facilities					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action

<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p><i>SSB Site has been closed for prolonged period</i></p>	<p><i>M</i></p>	<p><i>Carry out a formal / recorded full pre-opening premises inspection.</i></p> <p><i>All tests and maintenance have continued throughout</i></p>	<p><i>2/6/20</i> <i>4/1/21</i> <i>1/3/21</i></p>	<p><i>L</i></p>
	<p><i>Food remains in the freezer</i></p>	<p><i>L</i></p>	<p><i>Cook will offer hot meals to the children in y1-y6, Reception to have packed lunches</i></p>	<p><i>8/07/20</i> <i>4/1/21</i> <i>8/3/21</i></p>	<p><i>L</i></p>
	<p><i>Children arriving with parents en masse making social distancing difficult and mixing of bubbles</i></p>	<p><i>H</i></p>	<p><i>Staggered entry and pick up times using a one way system from Craven Avenue to Long Road</i></p>	<p>Arrangements communicated to parents via email/dojo and Facebook 3/3/21</p>	<p><i>L</i></p>
	<p><i>Siblings mixing with other bubbles before and after school</i></p>	<p><i>H</i></p>	<p><i>Year group bubble timings shortened to 5 minute intervals with reminders for parents to distance and wear</i></p>	<p>Staff to be timetabled to Craven Avenue and main gates to ensure distancing</p>	<p><i>L</i></p>

	<i>Bubbles mixing during lunch time and breaks</i>	<i>H</i>	<i>masks when on site.</i> <i>Separate lunch sittings, children to sit on one side of the tables. Staff to follow protocols</i> <i>See Timetable</i>	and masks TM and SF supervise MDA's 8/3/21 Protocols emailed and time table stuck on the notice board	<i>L</i>
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>	<i>M</i> <i>M</i>	<i>Office staff desks repositioned. Perspex shields installed where desks face each other</i> <i>Finance staff working in SSB office</i>	01/06/20 8/3/21	<i>L</i> <i>L</i>
Entry and exit routes to the school are in place, any physical changes and/or signage	<i>Bottlenecks likely at entrance to school. Social</i>	<i>M</i>	<i>2-meter markers are present on floors.</i>	<i>Renewed March</i>	<i>L</i>

required to allow social distancing are in place.	<i>distancing unlikely to be maintained.</i>		<i>One way system in place to enter and exit the school. Signage in place. 2 metre markers on the floor of all entrances</i>	<i>21</i>	
Consideration given to the arrangements for any deliveries.	Possible contamination from delivery drivers	<i>M</i>	<p>All deliveries to be left outside office window with window remaining closed.</p> <p>Staff and Drivers to wear masks if entering building or talking to staff.</p> <p>Access to hand sanitiser . use own pen if needing to sign anything.</p>	<i>1/6/20</i>	<i>L</i>
Emergency Evacuations					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Evacuation routes are confirmed, and signage accurately reflects these.	<i>Evacuation routes would cause multiple groups/bubbles of people to</i>	<i>M</i>	<i>Revised evacuation procedure and share with all staff and</i>	<i>Fire drill booked</i>	<i>L</i>

<p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></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>come into contact. More appropriate alternatives are possible.</i></p> <p><i>Staff needing to work with minimal bubble cross over</i></p>	<p><i>M</i></p>	<p><i>children. Ensuring that when lined up, they are 2m apart</i></p> <p><i>LSA timetable reduced to work with year groups</i> <i>PPA timetable reworked so that HLTA's work with limited bubbles per day</i></p>	<p><i>March 21</i></p> <p>March 21</p>	<p><i>L</i></p>
Cleaning and waste disposal					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p><i>Reduced staff due to illness</i></p>	<p><i>M</i></p>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and hand wash are to be</i></p>	<p><i>TM met with cleaners March 21</i></p>	<p><i>L</i></p>

			<p><i>checked and replaced as needed by Site Manager and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush</i></p> <p><i>Site Manager to clean high touch communal areas after lunch.</i></p>		
Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<p><i>Staff sickness could weaken capacity</i></p>	M	<p><i>Cleaners work before school, giving us notice of areas to be cleaned. Site manager provides cover. We can offer additional hours after school to an ex-cleaner</i></p>	On-going	L

<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser available at the school entrance and at the entrance to each class</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Site Manager and finance to Stock check and ordering schedule reviewed and order made.</i></p>	<p><i>On-going weekly checks</i></p>	<p><i>L</i></p>
<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>Cleaners don't have enough hours to clean</i></p>	<p><i>M</i></p>	<p><i>cleaning is done before staff arrive. .</i></p> <p><i>Cleaners to prioritise high touch areas</i></p> <p><i>Teachers to leave desks clear with stationery bags on chairs</i></p> <p><i>Classes for 20/21 reduced to 13, two less rooms to clean</i></p>	<p><i>Meeting with TM March</i></p> <p><i>TM Communication to teachers</i></p> <p><i>TM meeting with Site manager</i></p>	<p><i>L</i></p>

			<i>Site Manager to clean communal High touch areas and toilets before leaving at 2pm</i>		
Waste disposal process in place for potentially contaminated waste.			<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>		
Process in place for safe removal and/or disposal of face masks.	<i>Face masks are disposed of in paper bins</i>	<i>M</i>	<i>Lidded bins in every classroom. Staff and parents told where to dispose of PPE</i>	<i>TM communication to staff</i>	<i>L</i>
Classrooms					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Classrooms have been rearranged to allow as much space between individuals as practical. Furniture arranged to minimise	<i>Furniture need to be added back and re-arranged</i>	<i>M</i>	Desks side by side, facing front, where age appropriate.	<i>By the 8th March 2021</i>	<i>L</i>

Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID19 information posters currently in place in the SSB. Limited reminders/ awareness for children.	L	<p>equipment or resources which are not easily washable or wipeable have been be removed</p> <p><i>Remove soft furnishings removed from classrooms.</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> <p><u>Microbe mania</u></p>	.	L
Staffing					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Staffing numbers on-site required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p>		H	Ensure Paediatric First Aid cover	March 21	L

<ul style="list-style-type: none"> Paediatric First aider (where children under 3yrs) Designated Safeguarding Lead (DSL) SENCO Caretaker/site member <p>Office staff member</p>			<p><i>We have plenty of cover with 4 paediatric first aiders and 11 First Aid in the work place qualified staff</i></p> <p><i>We have a Deputy DSL alongside the HT</i></p> <ul style="list-style-type: none"> <i>TM and other SLT members can cover SENCo and Site Manager sickness at a basic level.</i> 		
<ul style="list-style-type: none"> Approach to staff absence reporting and recording in place. All staff aware. 			<p><i>Usual system in place. Staff call TM as soon as they know, or after 6am</i></p>		
Risk assessments in place for those staff who are shielding (Clinically Extremely Vulnerable), and appropriate arrangements for mitigating risk identified.	Some staff are shielding and working from home	<i>H</i>	Arrangements made to enable working from home. Laptop/ Chromebooks given/ Access to contact information via Safeguard for Welfare calls	<i>March 21</i>	<i>L</i>
Communication arrangements are in place with those staff and their role in continuing to support the working of the	Roles clearly defined to include welfare calls and additional pastoral help	<i>H</i>			<i>L</i>

school is clear					
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.	<p><i>Classes can't be covered due to staff sickness</i></p> <p><i>Staggered plans can't be implemented due to staff sickness</i></p>	<i>M</i>	<p><i>HLTA's or non-teaching senior leaders to take classes as per usual sickness arrangements</i></p> <p><i>Consider closing classes or providing packed lunches in class if shortage of MDA's</i></p> <p><i>Ask LSA's working in bubble to work additional hours before going home in the afternoon</i></p>	<i>On-going SF to manage</i>	<i>L</i>
<i>Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).</i>			We are now using our school dress code stated in our code of conduct policy	<i>Staff informed via online briefing March 21</i>	
Approaches for meetings and staff training in place.	<i>Infection rates increase due to staff meeting and breaking bubbles</i>	<i>M</i>	<p><i>Staff meetings still via Google Meet</i></p> <p><i>Any physical staff meetings must observe social distancing and consider using PPE where 2m can't be maintained</i></p>	<i>Whole school meetings and SLT planned to take place virtually</i>	<i>L</i>
Staffing roles and responsibilities with regards to	<i>Children are left without work if bubbles go into</i>	<i>H</i>	<i>Staff assigned to upload to Google</i>	<i>March 21</i>	<i>L</i>

the contingency continued remote provision alongside in-school provision agreed and communicated.	<p><i>isolation</i></p> <p><i>Parents are unsure what the offer is or how to access it.</i></p>		<p><i>classroom for each bubble</i></p> <p><i>Teaching staff to populate Google Classroom ensuring that this mirrors what they would have learned if they were physically in school</i></p> <p><i>Parental workshops offered</i></p> <p><i>Offer is communicated via Dojo so that parents are aware of the expectations</i></p>		
<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p><i>LSA's and HLTA's are required to lead some groups as not enough staff on site to cover numbers</i></p>	<i>H</i>	<p><i>HLTA's and non-teaching senior leaders to take classes using the remote offer.</i></p> <p><i>Behaviour expectations are made clear</i></p> <p><i>Children are offered places when their parents work to minimise time in school</i></p>	<i>March 21</i>	<i>L</i>

<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>	<p><i>Staff and children are struggling with anxiety about returning to work</i></p>	<p><i>H</i></p>	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i> https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p> <p><i>School employed counsellors offer 10 sessions for every staff member accessed via direct email to counsellor</i></p> <p><i>Implement Curriculum that is practical, exciting and rich with physical activity.</i></p>	<p><i>Regular staff briefings</i></p>	<p><i>L</i></p>
<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on</p>	<p><i>Staff are unable to get tested</i></p>	<p><i>M</i></p>	<p><i>Regular guidance from Juniper HR emailed to</i></p>	<p><i>On-going via email</i></p>	<p><i>L</i></p>

<p>returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>			<p><i>staff</i></p> <p><i>Staff are given advice at the point of reporting sick that reflects the guidance previously sent</i></p> <p><i>Self testing kits available in school for staff who can't travel to the nearest test site or walk in centre</i></p>		
<p>Return to school procedures are clear for all staff.</p>	<p><i>Staff are unclear or have missed communications</i></p>	<p><i>M</i></p>	<p><i>Government guidance emailed out</i></p> <p><i>Updated Risk Assessment emailed</i></p> <p><i>Updated policy amendments emailed</i></p> <p><i>Procedures printed and displayed</i></p>	<p><i>On-going emails</i></p> <p><i>MDA procedures displayed in hall</i></p>	
<p>Any staff contracts that need to be issued, extended or amended considering the current</p>	<p><i>Staff are unclear on new working times or any</i></p>	<p><i>M</i></p>	<p><i>SF to check contracts and line managers to</i></p>	<p><i>On-going after every change</i></p>	<p><i>L</i></p>

situation have been.	<i>additional time expected to work</i>		<i>liaise with staff over any changes</i>		
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<i>Staff member is unsure of the process</i>	<i>L</i>	<i>HR Processes have continued throughout Lockdown</i> <i>Meetings are done via a mutually agreed platform</i>		<i>L</i>
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.	<i>Contractors break bubble</i> <i>Contractors infect staff</i>	<i>M</i>	<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i> <i>Staff who are working at other schools before us are required to change clothes and wash thoroughly</i>	<i>TM communicated with individuals</i>	<i>L</i>
Arrangements in place for any externally employed adults delivering learning in school e.g.	<i>Coaches or peripatetic teachers move between</i>	<i>M</i>	<i>Peripatetic lessons focus on children from one bubble per day</i>		<i>L</i>

sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	<i>bubbles and schools</i>		<p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p> <p><i>Copy of RA shared with Sports Coaches. They will only work with one Year group per day . Lists given to them of pupils and instructions on Track and Trace. Ensure they know to alert us if another pupil in another school they work with tests positive.</i></p> <p><i>Staff who are working at other schools before us are required to change clothes and wash thoroughly</i></p>	<p><i>Done March 21</i></p> <p><i>TM spoke to staff member and school where they are employed</i></p>	
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Group Sizes					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Eligible children and young people bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups that can remain separate from other people and groups.</p> <p>All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.</p>	<p><i>Toilets shared during break and lunches</i></p> <p><i>Children not adhering to the correct toilets is a risk with years ½ and 5 as they are assigned next to each other. All other year groups are to use the toilets in their classrooms.</i></p>	M	<p><i>Bubble set to size of year group.</i></p> <p><i>Toilets to be assigned for each bubble for lunch and breaks</i></p> <p>Clear labels and staff making pupils aware of what toilets to use</p> <p>Encourage the children to tell an adult if they have used the wrong toilet by mistake, so that cleaning can take place.</p>	March 21	L
<p>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.</p>	<p><i>Staff unaware of the procedures walk into multiple bubbles</i></p> <p><i>Pupils with challenging behaviour break bubbles</i></p>	M	<p><i>Staff made aware of protocols through online meetings and training reminders</i></p> <p><i>Teachers to ask for SLT support via phone to stop children from entering bubbles, Dragonfly staff to assist.</i></p>	<p><i>Whole staff meeting March 21</i></p> <p><i>MDA refresher WB 8th March</i></p> <p><i>Dragonfly behaviour amendments re-emailed to staff March 21</i></p>	

	<i>Staff with whole school responsibilities break bubbles</i>		<i>Where possible, additional cleaning to be done during breaks. Messages to be conveyed via email or phone Staff to use outside doors without breaking bubbles</i>	<i>TM meeting with NEU and Site manager WB 1/3/21</i>	
Identified solutions to any workforce capacity issues are in place	Staff sickness/ isolation means that we struggle to open	<i>H</i>	<i>Consider using HLTA/LSA to cover classes Look at reducing time in school through communicating with parents and matching shift patterns. Bring in sports coaches for outdoor learning with a greater number of children</i>	<i>Staff briefing March 21</i>	<i>L</i>
Social Distancing					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> Staggered school drop off/pick up times and 	<i>Entry and Exit times not adhered to and bubbles mix</i>	<i>M</i>	<i>Organise the school into bubbles, to reduce movement and interaction between bubbles in corridors</i>		<i>L</i>

<p>locations without reducing teaching time</p> <ul style="list-style-type: none"> • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			<p><i>and communal spaces.</i></p> <p><i>Bubbles use external doors where weather permits</i></p> <p><i>Minimal movement around school</i></p> <p><i>Virtual assemblies</i></p> <p><i>Clear plan for staggered entry and exit utilising all entrances and exits communicated to parents and staff</i></p> <p><u>Timetable and gate drop off, pick up, lunch and break staggers</u></p> <p><i>Toilets assigned to each bubble</i></p>	<p>March 21</p> <p>Amended 1/3/21</p>	
<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p><i>Infection rate increases due to children mixing with other bubbles</i></p>	<p><i>M</i></p>	<p><i>On arrival, students move straight to "Class room" and sit at named table and wait for rest of class to arrive/class to begin.</i></p>	<p>March 21</p>	<p><i>L</i></p>

			<i>Staggered entry, breaks, lunch and exit through a one way system</i>		
Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<i>Behaviour outbursts where children potentially infect others through droplet transfer – deliberately spitting, sneezing, coughing.</i>	<i>M</i>	<i>Handwashing and cleaning (if needed)</i> <i>Initially parents called to collect child</i> <i>Child placed in Dragonfly until parent collects</i> <i>Conversations with parents upon collection</i> <i>Meet with parents the following day to discuss risks assessments and individualised approach in place for students who might struggle to follow expectations</i> <i>Depending on the child's response, an adjusted time table or working in isolation for a period until trust is built up</i>	<i>Updated communication to parents March 21</i>	<i>L</i>
Approach to assemblies – if still occurring, plan in place to	<i>Children sitting and mixing</i>	<i>H</i>	<i>Virtual Assemblies through Google</i>		

manage social distancing.	<i>bubbles in an assembly hall</i> <i>Greater risk of infection through aerosol generating activities</i>		<i>Classroom</i> <i>Bubble Assemblies presented by bubble teachers</i> <i>Singing discouraged but music can still be used</i>	<i>Whole class assemblies through Google Classroom March 2020</i>	
Social distancing plans communicated with parents, including approach to breaches.	<i>Parents do not social distance or turn up late resulting in mixed bubbles</i>	<i>H</i>	<i>Staff members on gate duty to keep the rules</i> <i>Pupils wait with staff member at the gate, who will direct them to when it is safe to enter.</i> <i>Parents to socially distance and wear masks when waiting outside the school and when on school site</i>	<i>Timetable communicated with parents via Dojo, email and FB page</i>	<i>L</i>
Transport					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Information shared with parents regarding pupils travelling to school,	<i>Parents haven't read the communication</i>	<i>M</i>	<i>Parents are provided with a clear plan for drop off and pick up</i>	<i>Dojo message March 21</i>	<i>L</i>

encouraging walking and avoiding public transport as much as possible.			with routes outlined Staff members on every entrance and exit point with copy of timetable to instruct parents		
Arrangements in place with transport providers to support any staggered start/end times.	Taxi drivers don't follow social distance rules potentially infecting children in their care	M	School to liaise with taxi company obtain copy of their RA. Ensure pupils sit in back of taxi and that face coverings are worn. Children to wash hands on entry and masks kept safely in plastic bags in their bag for journey home. LG to contact Steve's Taxis to check on their RA.	Office arranged	L
Catering					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Arrangements in place to provide food on site, including the requirement of universal free school meals.	Unable to safely socially distance children from staff	M	Liaise with catering team Install Perspex serving	01/09/20	L

	<i>to distribute hot lunches</i>		<i>guards to distance children from adults</i> <i>Re-open kitchen to provide hot or cold meals for children.</i> <i>Rota children for use of the hall, set out with children facing one way and only in their bubbles</i> <i>Packed lunches stored in class trolleys – wheeled out to playground. When finished children throw waste in the bin and place lunch box back on trolley to return to class</i>	<i>Staff Training 3/9/20</i> <i>Repeated 4/1/21</i> <i>Supervised March 21</i>	
<p>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.</p>	<p><i>Children in close proximity eating lunch</i></p>	<p><i>M</i></p>	<p>Staggered Lunch Times See timetable</p> <p><i>Lunch hall arranged in rows where children face one way</i></p>	<p><i>Staff trained on 3/4 and 7/9/20</i></p>	<p><i>L</i></p>

Summer Holiday Food vouchers for eligible CYP ordered.	<i>Change to Edenred causing problems</i> <i>Go back to using Wonde</i>		Edenred swap successful ready for summer payments Wonde successfully used Changed to Edenred	<i>09/07/20</i> <i>4/1/21</i> <i>18/1/21</i>	<i>L</i>
PPE					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>PPE stock runs out</i>	<i>M</i>	<i>TM, AC and HW regularly look at stock and re-order</i>	<i>Weekly</i>	<i>L</i>
Response to suspected/ confirmed case of COVID19 in school					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to confirmed COVID19 cases in place: during school day • Which staff member/s	<i>Re-establish an area for suspected cases</i> <i>Children and staff who have</i>	<i>M</i>	Children with symptoms will be moved to the meeting room area with LG or	<i>March 21</i>	<i>L</i>

<p>should be informed/ take action</p> <ul style="list-style-type: none"> Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	<p><i>been in contact are infected</i></p>		<p>TM.</p> <p>Staff will call parents for collection and wear PPE when dealing with the child</p> <p>Staff to stay with the child in isolation room until parent arrives. Ensure hand over and exit is at a quiet time.</p> <p>TM to contact the LA and PHE to follow their guidance with regards to track and trace and advising parents to isolate their child if they have been in contact.</p>		
<p>Approach to confirmed COVID19 cases in place: outside of school hours (within cohort of CYP learning on site only)</p> <ul style="list-style-type: none"> Approach to relocating CYP away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parent 	<p><i>Infection spreads to other areas, staff and pupils</i></p>		<p>In place and used after confirmed case</p> <p>Community is informed</p> <p>Bubble goes into isolation/ gets tested if symptoms develop</p>		

community in place					
<p>Process in place to engage with the Test and Trace and contract tracing process within cohort of CYP learning on site only.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>	<p><i>People who have been in contact with a confirmed case are unaware and spread the infection further</i></p>	<i>M</i>	<p>The whole school is notified of Confirmed cases via Dojo, email and FB</p> <p>Encourage as many parents as possible to download Studybugs APP and use this to report their symptoms. This APP will also alert us to any local cases .</p>		<i>L</i>
<p align="center">Pupil Re-orientation <i>back into school after a period of closure/ being at home</i></p>					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p><i>Uniform is not regularly cleaned and infection may be transmitted</i></p>	<i>m</i>	<p>Expectations shared with parents</p> <p>Class teachers to monitor uniform condition and report to pastoral team/slt</p>	<p><i>Dojo Communication March 21</i></p>	

Changes to the school day/timetables shared with parents.	<i>Too many children / adults trying to enter / exit the school site at once, not allowing for social distancing</i>	<i>m</i>	<p><i>Changes to the timetable with regards to start / finish times and lunch have been made and communicated to parents whole school dojo and emails July 2020</i></p> <p>Subsequent changes to timings for drop off and pick ups have been communicated via dojo and email</p>		<i>L</i>
All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	<i>Infection transmitted through use of water fountains / refilling bottles</i>	<i>M</i>	<p>Water fountains turned off</p> <p>Additional water bottles to be purchased for those who require more water.</p> <p>Parents reminded to provide individual water bottles in letter</p>	<i>Reminder sent WB 1/3/21</i>	<i>L</i>
<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in</p>	<i>Work planned doesn't meet the needs of the pupils and gaps aren't closed quickly</i>	<i>M</i>	Curriculum is to be focussed on Basic English and Maths alongside lots of practical work, art, music and PE until	<i>Communicated to staff</i>	

school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.			Easter.		
Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Children present with health issues after such a long time out of school</i>	<i>M</i>	<p>Pastoral care through Butterfly room with be via Google Meet and work with individual pupils</p> <p>Counsellors either work with one child per day (face to face) or multiple through video conferencing</p> <p>Curriculum resources compiled and shared with staff</p>	<i>TO continue as before</i>	
<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support <p>PPG/ vulnerable groups</p>	<p><i>Families unable to access services due to restrictions</i></p> <p><i>Increased poverty due to job losses</i></p>	<i>M</i>	<p>Regular weekly contact through Google meet and home calls</p> <p>Vouchers via Wonde issued on a needs basis</p>	<p><i>Ongoing</i></p> <p><i>On going on a needs basis</i></p>	<i>L</i>

			Free uniform swap set up via social media	<i>Started and communicated to parents 3/9/20</i>	
Remote Education Plan					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	<p><i>Bubble needs to self-isolate because of a positive case of COVID19.</i></p> <p><i>Pupils are unaware of how to log on and use Google Classroom</i></p>	<i>M</i>	<p><i>Remote learning contingency available and ready to be 'switched-on' when needed.</i></p> <p><i>Regular Chrome book timetabled use so that pupils are trained and regular users of Google Classroom, so that it is familiar to them</i></p> <p><i>All pupils have home learning log on for Google Classroom</i></p> <p>Regular staff training and updates for staff and parents</p>	<p><i>Staff trained and ready July 20</i></p> <p>Updated Training for Staff 4/1/21 LSA's 5/1/21 Weekly good practice meetings</p> <p><i>Timetable and lessons started 7th September</i></p> <p>Weekly and as</p>	<i>L</i>

				<i>needed 5/1/21</i>	
	<i>Students do not have access to technology at home</i>	<i>M</i>	<p>Laptops applied for during Lockdown, assigned to parents on a needs basis</p> <p>Resource packs of work (CGP Books) and stationary are made available for collection or delivered to home</p> <p>Data increased so that families without broadband can access remote learning</p> <p><i>Non-teaching SLT to liaise with class teachers, copy packs and deliver to doorsteps</i></p>	<p>15/1/21 Assigned and Ready for collection</p> <p>Ready in the hall for collection 6/1/21</p> <p>TM increased on a needs basis 12/1/21 Pre-loaded sim cards given out</p>	
	<i>Parents struggle with technology</i>	<i>H</i>	<p>LV canvases parents via Dojo. Provides online or face to face trouble shooting</p> <p>Staff to identify pupils who aren't engaging, so that we</p>	5/1/21	<i>L</i>

			can call them and offer support		
<i>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/vulnerable</i>	<i>The remote offer isn't accessible</i>	<i>H</i>	CGP workbooks given out Chromebooks given to parents	All collected by 15/1/21 Applications ongoing First tranche delivered by 22/1/21	<i>L</i>
<i>Intelligence around critical worker parents – numbers intending to take up provision is known.</i>	<i>Too many children take places with not enough room or staff to facilitate</i>	<i>H</i>	Ensure that parents apply, fit the check list, have ID and shift patterns checked	Application form sent and places secured by the 4/1/21 then ongoing	<i>L</i>
<i>Technology support in place. DFE laptop allocation ordered</i>	<i>Children cannot access remote learning due to lack of devices</i>	<i>H</i>	DFE order completed	63 Chrome books delivered to families 22/1/21	<i>L</i>
<i>Critical Worker families communicated with regarding the need to keep children at home as much as possible</i>	<i>Too many children take places with not enough room or staff to facilitate</i>	<i>H</i>	Ensure that parents apply, fit the check list, have ID and shift patterns checked	Application form sent and places secured by the 4/1/21 then ongoing	<i>L</i>
Safeguarding					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Consideration has been given to identifying pupils who should be priorities for onsite	<i>CYP previously deemed to be safer at home and family are anxious about returning</i>	<i>M</i>	<i>Review the CYP's risk assessment to identify any support or</i>	<i>Started 17/07/20</i> <i>List from staff on 4/1/21 Ongoing</i> <i>calls from DF/BF staff</i>	<i>L</i>

provision due to their vulnerabilities.	<i>to school.</i>		<i>arrangements needed for their return to school.</i>		
Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material. LD to collate</i> <i>Regular contact for identified vulnerable families via Google meet or a phone call to identify need.</i>	<i>Shared with staff September Staff meetings</i> <i>5/1/21</i>	
Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>	<i>Updated March</i>	
Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	<i>Children do not return to school due to family circumstances</i>	<i>H</i>	School to work with outside agencies such as social care, police and transport to ensure children return to school	<i>CIN meetings booked</i> <i>TAC meetings held virtually</i> <i>Transport sorted for return to school</i>	<i>L</i>
Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures	Children with troubled behaviour infect staff		<i>Review individual consistent management plans to ensure they include</i>		

are in place to mitigate any risk of transmission.			<p><i>protective measures.</i></p> <p><i>Dragonfly protocols only allow for 2 pupils for extreme behaviours</i></p> <p><i>If staff need to remove a child, team teach adults will wear PPE and sanitise once over.</i></p>	<p><i>TM clarified with staff</i></p>	
Curriculum / learning environment					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Current learning plans, revised expectations and required adjustments have been considered.	<i>Children haven't engaged in learning since lockdown</i>		SLT and class teachers identify level of individual engagement, specifying potential issues and solutions upon return.		
<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk</p>	<i>Carry on as normal risking cross contamination of bubbles and higher infection rates</i>	<i>H</i>	PE is lumped together into a day. Children wear PE kits for the day to stop contamination when adults help with	<i>Parents informed of PE days</i>	<i>L</i>

<p>assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT 			<p>changing</p> <p>Sports coaches work with one bubble a day</p> <p>Practical equipment sanitised after use and left overnight before a different bubble uses them</p>	<p><i>Sports coaches given timetables</i></p>	
<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that is being done at home • capturing pupil achievements/ outcomes • utilising the DfE ‘catch-up’ funding and programmes • Responding to DfE remote learning expectations 	<p><i>Remote learning offer falls short of DfE expectations</i></p>	<p><i>M</i></p>	<p><i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i></p> <p><i>LD to compile curriculum resources and share with staff</i></p> <p><i>EYFS outdoor play RA</i></p> <p><i>Risk/benefit EYFS</i></p> <p>Regular update training</p> <p>SEP and HT assess quality of offer</p>	<p><i>Inset day on learning styles and PEA’s to try</i> <i>Update training 4/1/21</i></p> <p><i>LD September 20</i></p> <p><i>Maz visit 22/1/21</i></p>	<p><i>L</i></p>

Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<i>Clear protocols for the use of Dragonfly and Butterfly areas shared with staff.</i>	<i>Re sent 3/9/20</i>	
Arrangements for teaching pupils how to keep themselves safe online are in place	<i>Lack of parental control Not guided by staff to online learning</i>	<i>H</i>	<i>Protocols in place for remote learning eSafe monitoring of typing in use across Google Classroom platform</i>	<i>eSafe reports prove the system is working</i>	<i>L</i>
CYP with SEND					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to provision of the elements of the EHCP including health/therapies in place.			<i>Health and therapies will be conducted via the internet EHCP reviews to take place.</i>		
Annual reviews.			<i>All completed for this year. Information has been collected via phone, email and dojo. We will continue to complete annual reviews virtually until further notice – Phone/email and 2m distancing.</i>	<i>HS September 2020</i>	

Requests for assessment.			<i>Assessments will go in after half a term.</i>	<i>HS 10.07.20</i>	
Updated Child Protection Policy in place			<i>Adopted most recent Child Protection Policy</i>	<i>Updated March 21</i>	
Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>			<i>Children have been identified that may require additional support and TAs will be in place.</i>	<i>HS 10.07.20</i>	
Attendance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Parents not sending pupils back. Heightened anxiety levels.		Curriculum to be fun and engaging Lists created and shared of pupils who did not engage with remote learning. DHT SENCO to work with pastoral and AO to monitor absences as per existing policy - offer remote meetings or telephone	<i>March 21</i>	

			<p>conversations and support for any anxiety. Create Attendance Plans and Passports in line with usual practice.</p> <p>Encourage all parents to use Study bugs APP to report symptoms and absences</p> <p>Access LA for support and follow any guidance offered.</p>		
<p>Approach to support for parents where rates of persistent absence were high before closure.</p>	<p><i>Pupils still have high absence rates</i></p>		<p><i>As above.</i></p> <p>Consider creating workpacks or loaning chrome books /tablets for use of we enter lockdown. Offer remote learning as part of attendance plans.</p> <p>Use Catch -Up funding to close gaps if</p>		

			needed.		
Ensure first day contact is operating for those children eligible to attend.		<i>M</i>	<i>Office staff on site to call parents in the event of an absence</i>	<i>Ongoing</i>	<i>L</i>
Communication					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Information shared with staff around the full opening plan, including amendments to usual working patterns/practices and groups.	<i>Parents unaware of the new times and procedures risking mixing bubbles</i>	<i>M</i>	<i>Plans shared widely with parents via Dojo, email and Facebook</i> <i>Translated via Dojo</i> Staff refreshed on new lockdown bubbles and expectations for remote offer	<i>WB 1/3/21</i> Staff Meeting 4/3/21	<i>L</i>
Governors consulted on full opening plans.	<i>Governors haven't seen the plans or communication and do not approve plans</i>	<i>M</i>	<i>TM to liaise with governors via email</i> <i>Governors receive parental</i>	<i>On going</i>	<i>L</i>

			<i>communication emails</i>		
Union representatives consulted on full opening plans.			<i>TM and SLT Weekly meetings with Union Reps</i>	<i>On going</i>	
Risk Assessment published on website, where more than 50 staff.				<i>10/9/20</i> 14/1/21 WB 1/3/21	
Communications with parents on the: <ul style="list-style-type: none"> • current arrangements for education and welfare checks/ safeguarding arrangements • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times Expectations when in school and at home			<i>TM Communicates new times and procedures for opening</i>	<i>Via Dojo 1/3/21</i>	

<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Current arrangements for education and welfare checks/safeguarding arrangements • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely • On-going regular communication plans determined to ensure parents are kept well-informed 	<p><i>Children don't understand the social measures as the parents haven't told them</i></p>	<p><i>M</i></p>	<p><i>First day routines around hand washing and social distancing explained by teachers</i></p>	<p><i>8/3/21</i></p>	<p><i>L</i></p>
<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<p><i>Letters, website updates, social media</i></p> <p><i>Regular messages and updates via Dojo and email</i></p>	<p><i>Ongoing</i></p>	
<p>Governors/ Governance</p>					
<p>Control Measures</p>	<p>Risk to Implementation</p>	<p>Risk Level Pre-Action</p>	<p>Action Required / Decision Made</p>	<p>Action Completed Date</p>	<p>Risk Level Post-Action</p>
<p>Meetings and decisions that need to be taken are prioritised.</p>	<p><i>Governors do not meet</i></p>	<p><i>L</i></p>	<p><i>Virtual meetings have taken place and continue to do so</i></p>	<p><i>On-going</i></p>	

<p>Governors have oversight of restricted attendance plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p> <p>•</p>	<p><i>Governors are unaware of the communication and protocols that are in place</i></p>	<p><i>L</i></p>	<p><i>TM clearly communicates often with governors through meetings</i></p> <p><i>Governors have visits planned which are a mixture of virtual and face to face. The governance continues</i></p>	<p><i>On-going</i></p> <p><i>Regular communication plus at least two meetings planned per week in the first half term</i></p>	
<p><i>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.</i></p>	<p><i>Senior leaders and staff are overwhelmed with requests from governors not taking into consideration the additional strain of organising remote learning and partial opening</i></p> <p><i>Governors expect the school to carry on as normal</i></p>	<p><i>H</i></p>	<p><i>Reduced agendas</i></p> <p><i>Focus to be on quality of remote offer</i></p> <p><i>Increase in visits to evidence via visit notes rather than staff producing reports</i></p> <p><i>All senior leaders to be included on the Rota</i></p>		
<p>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.</p>			<p><i>All trips have been cancelled until further notice</i></p> <p><i>Reports sent home via post</i></p>	<p><i>Ongoing</i></p>	

			<i>Virtual trips to be explored</i> <i>Virtual open day to be planned</i> <i>Parent consultations to be planned virtually</i>		
Finance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Delay to refund, or not getting refunded</i>	<i>M</i>	<i>Claim for £30000 gone in to reimburse vouchers purchased via WONDE</i>	<i>Claim Sent July 20</i>	<i>L</i>
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<i>Delay to refund, or not getting refunded</i>	<i>M</i>	<i>Claim for £30000 gone in to reimburse vouchers purchased via WONDE</i>	<i>Claim Sent July 20</i>	<i>L</i>
Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Breakfast and after school clubs cannot restart due to social distancing of bubbles</i>	<i>M</i>	<i>Open with limited numbers, one year group per play area.</i>		

Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 	<i>IT support and the IT works planned over the summer do not go ahead</i>	<i>M</i>	<i>IT support continues with socially distanced visits</i> <i>Interactive whiteboard installation was postponed by RM</i>	<i>Completed</i>	
School events, including trips					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Insurance claims, including visits/trips booked previously.			<i>Repayment processed following Mill Rythe residential</i>	<i>Parents paid July 20</i>	
Before and after school clubs					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach in place for before/after school clubs implements the necessary protective measures.	<i>Breakfast and after school clubs cannot restart due to social distancing of bubbles</i>	<i>M</i>	<i>Open with limited numbers, one bubble per area with 2m between bubbles</i> <i>Plan to open Monday 8th with limited</i>		<i>L</i>

			<i>numbers at first.</i>		
Testing					
Test kits are securely stored and distributed to staff.	<i>Staff unaware of the testing procedure</i>	<i>H</i>	<i>TM to write to staff outlining the procedure for testing; How to take the test When to take it How to report result</i> <i>Sarah F appointed test co-ordination so staff have a point of contact for questioning.</i>	<i>All covered in staff letter emailed on 22nd Jan</i> <i>Reminded via email</i>	<i>L</i>
Staff are aware of how to safely take and process the test. Shared with staff: <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents 					
Staff are aware of how to report their test results to school and to NHS Test and Trace.					
Staff are aware of how to report any incidents both clinical and non clinical.					
Process in place to monitor and replenish test supplies	<i>School runs out of tests</i>	<i>H</i>	<i>Sarah F appointed test co-ordination and will regularly check stock</i>		<i>L</i>

