

COVID19: Partial Opening Risk Assessment and Action Plan

SCHOOL NAME: William Read Primary School and Nursery

OWNER: Mr Martinson

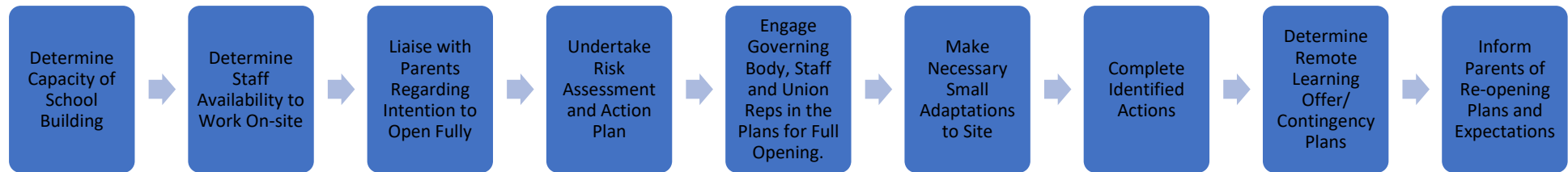
DATE: January 2021

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 **Partial** opening of the school and ensure the school continues to operate in a safe way.

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'



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

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 staff meeting changed to virtual 3/1/21</i> <i>TM met with Cleaners 4/1/21</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>	M	<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></p>	L
	<p><i>Food remains in the freezer</i></p>	L	<p><i>Cook will offer hot meals to the children of Key Workers and Vulnerable to firstly use up stock and then reduce order until half term.</i></p>	<p><i>8/07/20</i> <i>4/1/21</i></p>	L
	<p><i>Children arriving with parents en masse making social distancing difficult and mixing of bubbles</i></p>	H	<p><i>Staggered entry and pick up times using a one way system from Craven Avenue to Long Road-The Nursery gate and the main gates</i></p>	<p>Arrangements communicated to parents via email/dojo and Facebook <i>20/7/20</i> <i>1/9/20</i> Times adjusted and communicated <i>4/9/20</i></p>	L
	<p><i>Children and parents leaving en masse.</i></p>	H	<p><i>Parents choose one year group time to drop off and pick up,</i></p>		L
	<p><i>Siblings mixing with other bubbles before and after school</i></p>	H	<p><i>older siblings arrive at the outside classroom doors and take siblings to playground to meet</i></p>	<p><i>4/1/21</i></p>	L

			<i>parents</i>		
	<i>Bubbles mixing during lunch time and breaks</i>	<i>H</i>	<i>Separate lunch sittings, children to sit on one side of the tables. Socially distance the two bubbles in the hall. Staff to follow protocols</i> <i>See Timetable</i>	<i>TM and SF trained MDA's 3,4,7/9/20</i> <i>Protocols emailed and time table stuck on the notice board 3/9/20</i> <i>TM supervised first lunch sitting with MDA's 5/1/21</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>Office staff desks repositioned. Perspex shields installed where desks face each other</i>	<i>01/06/20</i>	<i>L</i>
		<i>M</i>	<i>Finance staff working staggered shifts, one moved over to KG's office</i>	<i>3/9/20</i>	<i>L</i>
		<i>H</i>	<i>Using a Rota, the office staff work from home with minimal staff in school</i>	<i>4/1/21</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>1/06/20</i>	<i>L</i>

required to allow social distancing are in place.	<i>distancing unlikely to be maintained.</i>		<p><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></p> <p><i>The bubbles use two different gates</i></p>	5/1/21	
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
<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<i>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i>	<i>M</i>	<i>Revised evacuation procedure and share with all staff and children. Ensuring that when lined up, they are 2m apart</i>	<p><i>Fire drill booked 17/9/20</i></p> <p><i>TM covered in</i></p>	<i>L</i>

<p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Staff needing to work with minimal bubble cross over</i></p>	<p><i>M</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>Staff only work in allocated bubble on the rota</p>	<p>staff briefing 4/1/21</p> <p>5/1/21</p>	<p>L</p>
<p>Cleaning and waste disposal</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>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, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as</i></p>	<p><i>TM met with cleaners 1/6/20</i> <i>4/9/20</i> 4/1/21</p>	<p>L</p>

			<p><i>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>Site Manager to clean high touch communal areas after lunch.</p>	4/1/21	
Cleaning staff capacity is adequate to enable enhanced cleaning regime.	<i>Staff sickness could weaken capacity</i>	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> <p>Cleaning staff are placed on a rota that reflects the amount of classrooms used.</p>	<p><i>On-going</i></p> <p>4/1/21</p>	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>Cleaning hours reduced due to JS leaving</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>Key Worker rooms kept to a minimum</i></p>	<p><i>Meeting with TM 3/9/20</i></p> <p><i>4/1/21</i></p> <p><i>TM Communication to teachers 3/9/20</i></p> <p><i>4/1/21</i></p> <p><i>TM meeting with Site manager 3/9/20</i></p> <p><i>7/9/20</i></p> <p><i>4/1/21</i></p>	<p><i>L</i></p>

			<p>15 children in a room max</p> <p>Site Manager to clean communal High touch areas and toilets before leaving at 2pm</p>	4/1/21	
Waste disposal process in place for potentially contaminated waste.			<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>		
Process in place for safe removal and/or disposal of face masks.	Face masks are disposed of in paper bins	M	Lidded bins in every classroom. Staff and parents told where to dispose of PPE	<p>TM communication to staff 2/9/20</p> <p>Reminder following meeting with cleaners 3/9/30</p> <p>and where PPE is stored 8/9/20</p>	L
Classrooms					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action

<p>Classrooms have been rearranged to allow as much space between individuals as practical.</p> <p>Furniture arranged to minimise contact as much as possible e.g.</p>	<p><i>Furniture need to be added back and re-arranged</i></p> <p><i>Furniture needs to be taken out and rooms arranged for social distancing</i></p>	<p>M</p>	<p>Desks side by side, facing front, where age appropriate.</p> <p><i>Tables arranged for 2m distancing, furniture removed to ease cleaning.</i></p> <p><i>Children arranged into two key stage bubbles but in classes of age groups</i></p> <p>KS1 are working in groups in their bubbles</p>	<p><i>3/9/20</i></p> <p><i>4/1/21</i></p> <p><i>8/1/21</i></p>	<p>L</p>
<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>	<p><i>Bubbles mixing whilst using communal areas around the school</i></p>	<p>L</p>	<p><i>Signs need to be made for all classes</i></p> <p><i>External doors to be used for entry and exits. Staggered start, finish, break and lunch times to minimise use of corridors.</i></p> <p><i>High touch areas cleaned twice a day minimum</i></p> <p><i>Children and adults to sanitise on entry to a new area</i></p>	<p><i>Communicated to staff 2/9/20</i></p> <p><i>Modelled by TM and SF during lunch training 3/9/20</i></p> <p><i>Staff Briefing 4/1/21</i></p>	<p>L</p>
<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared</p>	<p><i>Children have access to appropriate sized resources</i></p>	<p>L</p>	<p><i>new stock is ordered and distributed to bubbles Staff</i></p>	<p><i>3/9/20</i></p>	<p>L</p>

<p>materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>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.</p>	<p><i>Soft toys, cushions and beanbags in classroom B not easily washable.</i></p> <p><i>No COVID19 information posters currently in place in the SSB. Limited reminders/ awareness for children.</i></p>	<p><i>M</i></p> <p><i>L</i></p>	<p><i>organised stock packets in zip lock folders</i></p> <p>The children/adults will wipe the used equipment using anti-bacterial wipes through the day Some EYFS and KS1 resources can be washed in the dishwasher.</p> <p>Non-essential 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"> • <i><u>Horrid hands</u></i> • <i><u>Super sneezes</u></i> • <i><u>Hand hygiene</u></i> • <i><u>Respiratory hygiene</u></i> <p><i><u>Microbe mania</u></i></p>	<p><i>L</i></p> <p><i>L</i></p>	
<p>Staffing</p>					

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Staffing numbers 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> <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>Paediatric First Aider unable to work on site for the 1st week of June.</i></p>	H	<p><i>Arrange Paediatric First Aid cover</i></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 two 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> 	<p><i>27/05/20</i></p> <p><i>3/9/20</i></p>	L
<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>		
<p>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in</p>	<p><i>Teachers were shielding and will return to school, some are with young year groups who are less likely to socially distance.</i></p>	H	<p><i>Arrangements made for class support to accompany teachers so that contact risk is</i></p>	<p><i>01/08/20</i></p>	L

these groups), and appropriate arrangements for mitigating risk are identified.			<i>reduced PPE Provided</i>		
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>Classes can't be covered due to staff sickness Staggered plans can't be implemented due to staff sickness</i>	<i>M</i>	<i>HLTA's or non-teaching senior leaders to take classes as per usual sickness arrangements Consider closing classes or providing packed lunches in class if shortage of MDA's Ask LSA's working in bubble to work additional hours before going home in the afternoon</i>	<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>			<i>No uniform and relaxed clean staff clothes to reflect outdoor learning</i> <i>We are now using our school dress code stated in our code of conduct policy</i>	<i>Staff informed via online briefing Sept 1st 4/1/21</i>	
Approaches for meetings and staff training in place.	<i>Infection rates increase due to staff meeting and breaking bubbles</i>	<i>M</i>	<i>Staff meetings still via Google Meet Any physical staff meetings must observe social distancing and consider using PPE</i>	<i>Whole school meetings and SLT planned to take place virtually</i>	<i>L</i>

			<i>where 2m can't be maintained</i>		
Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	<i>Children are left without work if bubbles go into isolation</i>	<i>H</i>	Non rota Staff assigned to upload to Google classroom for each bubble Year group <i>Teaching staff to populate Google Classroom ensuring that this mirrors what they would have learned if they were physically in school</i>	4/1/21	<i>L</i>
Consideration given to the options for redeployment 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>HLTA's and non-teaching senior leaders to take classes.</i>		
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 and children are struggling with anxiety about returning to work</i>	<i>H</i>	<i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</i> <i>The Bereavement</i>	<i>1/6/20</i> <i>Regular staff briefings during lockdown and onsite training live with children on the 3rd and 4th</i>	<i>L</i>

			<p><i>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 Recovery curriculum plans</i></p> <p>Recovery Curriculum plans</p>		
<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</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 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><i>On-going</i></p> <p><i>Communicated with staff September 20</i></p>	<p><i>L</i></p>

<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p><i>New starters are unaware of the things in place to keep them safe</i></p>	<p><i>H</i></p>	<p><i>A line manager will go through this Risk assessment plus the policy amendments on the first day of employment, before they start work</i></p>	<p><i>September 20</i></p>	<p><i>L</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 3/9/20</i></p>	
<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>	<p><i>Staff are unclear on new working times or any additional time expected to work</i></p>	<p><i>M</i></p>	<p><i>SF to check contracts and line managers to liaise with staff over any changes</i></p>	<p><i>On-going after every change</i></p>	<p><i>L</i></p>
<p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>	<p><i>Staff member is unsure of the process</i></p>	<p><i>L</i></p>	<p><i>HR Processes have continued throughout Lockdown</i></p> <p><i>Meetings are done via a mutually agreed</i></p>		<p><i>L</i></p>

			<i>platform</i>		
<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><i>Contractors break bubble</i></p> <p><i>Contractors infect staff</i></p>	<i>M</i>	<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</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>TM communicated with individuals Sept 20</i></p>	<i>L</i>
<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p><i>Coaches or peripatetic teachers move between bubbles and schools</i></p>	<i>M</i>	<p><i>Peripatetic lessons focus on children from one bubble per day</i></p> <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.</i></p>	<p><i>7/9/20</i> <i>18/1/21</i></p>	<i>L</i>

			<p><i>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>TM spoke to staff member and school where they are employed 3/9/20</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>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</i></p>	<p><i>M</i></p>	<p><i>Bubble set depending on the weekly numbers and social distancing in rooms 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</p>	<p>Weekly from 4/1/21</p> <p><i>8/9/20</i></p> <p>4/1/21</p>	<p><i>L</i></p>

	<i>classrooms.</i>		making pupils aware of what toilets to use Encourage the children to tell an adult if they have used the wrong toilet by mistake, so that cleaning can take place.		
Staffing allocations to groups determined, minimising contact with multiple groups as much as possible. and any solutions to insufficient staffing numbers.	<i>Staff unaware of the procedures walk into multiple bubbles</i> <i>Pupils with challenging behaviour break bubbles</i> <i>Staff with whole school responsibilities break bubbles</i>	<i>M</i>	<i>Staff made aware of protocols through online meetings and training on first day</i> <i>Teachers to ask for SLT support via phone to stop children from entering bubbles, Dragonfly staff to assist.</i> <i>Where possible, additional cleaning to be done during breaks. Messages to be conveyed via email or phone</i> <i>Staff to use outside doors without breaking bubbles</i>	<i>Whole staff meeting July 20</i> <i>Staff training 3/9/20</i> <i>4/1/21</i> <i>MDA training 3/4th September</i> <i>Dragonfly behaviour amendments emailed to staff 7/9/20</i> <i>TM meeting with NEU and Site manager 7/3/20</i> <i>4/1/21</i>	
Social Distancing					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action

<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations without reducing teaching time • 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>Entry and Exit times not adhered to and bubbles mix</i></p>	<p><i>M</i></p>	<p><i>Organise the school into bubbles, to reduce movement and interaction between bubbles in corridors 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><i>Timetable and gate drop off, pick up, lunch and break staggers</i></u></p> <p><i>Toilets assigned to each bubble</i></p>	<p><i>July 20 4/1/21</i></p> <p><i>Amended 4th September Amended 7th Sept</i></p>	<p><i>L</i></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><i>3/9/20</i></p>	<p><i>L</i></p>

			<p><i>Staggered entry, breaks, lunch and exit through a one way system</i></p> <p>Key Stage bubbles use different entrance, exit and play areas</p>	<p>4/1/21</p>	
<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p><i>Behaviour outbursts where children potentially infect others through droplet transfer – deliberately spitting, sneezing, coughing.</i></p>	<p><i>M</i></p>	<p><i>Handwashing and cleaning (if needed)</i></p> <p><i>Initially parents called to collect child</i> <i>Child placed in Dragonfly until parent collects</i></p> <p><i>Conversations with parents upon collection</i></p> <p><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</i></p>	<p><i>Updated communication to parents WB</i> <i>7/9/20</i></p> <p>4/1/21</p>	<p><i>L</i></p>

			<i>is built up</i>		
Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Children sitting and mixing bubbles in an assembly hall</i> <i>Greater risk of infection through aerosol generating activities</i>	<i>H</i>	<i>Virtual Assemblies through Google 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> <i>SLT assemblies from WB 7/9/20</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>Timetable communicated with parents via Dojo, email and FB page</i> <i>July 20</i> <i>Communicated reminder 1/9/20</i> <i>Adjusted 3/9/20</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, encouraging walking and avoiding public transport as	<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 with routes outlined</i>		<i>L</i>

much as possible.			<p><i>Staff members on every entrance and exit point with copy of timetable to instruct parents</i></p> <p>Multiple gates used to cut down on mixing</p>	5/1/21	
Arrangements in place with transport providers to support any staggered start/end times.	<p><i>Taxi drivers don't follow social distance rules potentially infecting children in their care</i></p>	<i>M</i>	<p><i>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.</i></p>	<p><i>Office arranged 3/9/20</i></p>	<i>L</i>
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.	<p><i>Unable to safely socially distance children from staff to distribute hot lunches</i></p>	<i>M</i>	<p><i>Liaise with catering team</i></p> <p><i>Install Perspex serving guards to distance children from adults</i></p> <p><i>Re-open kitchen to</i></p>	<i>01/09/20</i>	<i>L</i>

			<p><i>provide hot or cold meals for children.</i></p> <p><i>Rota children for use of the hall, set out with children facing one way and only in their bubbles</i></p> <p><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></p>	<p><i>Staff Training 3/9/20</i> Repeated 4/1/21</p>	
<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>KS1 and KS2 bubbles socially distanced</p>	<p><i>Staff trained on 3/4 and 7/9/20</i></p> <p>5/1/21</p>	<p><i>L</i></p>
<p>Summer Holiday Food vouchers for eligible CYP ordered.</p>	<p>Change to Edenred causing problems</p> <p>Go back to using Wonde</p>		<p>Edenred swap successful ready for summer payments</p> <p>Wonde successfully</p>	<p><i>09/07/20</i></p>	<p><i>L</i></p>

			used	4/1/21	
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 <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • 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 	<i>Re-establish an area for suspected cases</i> <i>Children and staff who have been in contact are infected</i>	<i>M</i>	Children with symptoms will be moved to the music room area with LG or TM. Staff will call parents for collection and wear PPE when dealing with the child Staff to stay with the child in isolation room (Music) until parent arrives. Ensure hand over and exit is	<i>1/6/20</i> 4/1/21	<i>L</i>

<p>community in place</p>			<p>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>Children and staff in bubble, plus exposed staff get tested and isolate until a negative result is achieved or following isolation period without symptoms</p>	<p>4/1/21</p>	
<p>Approach to confirmed COVID19 cases in place: outside of school hours</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 community in place 	<p><i>Infection spreads to other areas, staff and pupils</i></p>		<p>In place and used after confirmed case</p> <p>Parent to provide evidence of negative test on return if this can be obtained reasonably.</p> <p>Community is informed</p> <p>Bubble goes into isolation/ gets tested</p>	<p><u>Letter outlining procedure sent to parents WB 7/9/20</u></p>	

			if symptoms develop		
<p>Process in place to engage with the Test and Trace and contract tracing process.</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>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 via letter July 2020</p> <p>Class teachers to monitor uniform condition and report to pastoral team/slt</p>	<i>15/7/20</i>	
<p>Changes to the school day/timetables shared with parents.</p>	<p><i>Too many children / adults trying to enter / exit the school site at once, not</i></p>	<i>m</i>	<p><i>Changes to the timetable with regards to start / finish times</i></p>		<i>L</i>

	<i>allowing for social distancing</i>		<p><i>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>		
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>	<p>1/6/20</p> <p>Letter to parents dated July 2020 – sent via dojo and email</p> <p>Communication to parents 2nd September</p>	<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 school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during</p>	<p><i>Work planned doesn't meet the needs of the pupils and gaps aren't closed quickly</i></p> <p>See Remote Learning Section for Lockdown</p>	<i>M</i>	<p>Quick tests KS1 = AR star reading test, phonics test, arithmetic for the year2 and maths assessment for year1.</p> <p>KS2 = AR star reading test and</p>	<p><i>Communicated to staff 7/9/20</i></p> <p><i>Deadline 18/9/20</i></p>	

school closure.			Cornerstones summer arithmetic test from the previous year. Writing assessed through written work		
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>	Pastoral care through Butterfly room with be via Google Meet and work with individual pupils Counsellors either work with one child per day (face to face) or multiple through video conferencing Curriculum resources compiled and shared with staff	<i>7th September LD</i>	
Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> ● Financial ● Increased FSM eligibility ● Referrals to social care and other support PPG/ vulnerable groups	<i>Families unable to access services due to restrictions</i> <i>Increased poverty due to job losses</i>	<i>M</i>	Regular weekly contact through Google meet and home calls Vouchers via Wonde issued on a needs basis	<i>On going on a</i>	<i>Ongoing</i>

			Free uniform swap set up via social media	<i>needs basis</i>	
				<i>Started and communicated to parents 3/9/20</i>	
Remote Education Contingency 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><i>Regular staff training and updates for staff and parents</i></p>	<p><i>Staff trained and ready July 20</i></p> <p><i>Timetable and lessons started 7th September</i></p> <p><i>Weekly and as needed 5/1/21</i></p>	<i>L</i>
	<i>Students do not have access</i>	<i>M</i>	<i>Laptops applied for during Lockdown,</i>	<i>15/1/21 Assigned and</i>	

	<i>to technology at home</i>		<p>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>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</p> <p>Pre-loaded sim cards given out</p>	
	<i>Parents struggle with technology</i>	<i>H</i>	<p>LV canvases parents via Dojo.</p> <p>Provides online or face to face trouble shooting</p> <p>Staff to identify pupils who aren't engaging, so that we can call them and offer support</p>	<i>5/1/21</i>	<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 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>	<i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.</i>	<i>Started 17/07/20</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> <i>Received update 7/9/20</i> <i>Updated 12/1/21</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>L</i>

				<i>Transport sorted for return to school</i>	
Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Children with troubled behaviour infect staff		<p><i>Review individual consistent management plans to ensure they include 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 7/9/20</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.	<i>Initial feedback on online engagement completed by teachers 14/7/20</i>	

			SLT issued deadline for basic test to indicate levels	<i>Basic tests to be completed 18th September</i>	
<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 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 	<i>Carry on as normal risking cross contamination of bubbles and higher infection rates</i>	<i>H</i>	<p>PE is lumped together into a day. Children wear PE kits for the day to stop contamination when adults help with changing</p> <p>Sports coaches work with Key Worker children on a Friday afternoon one bubble a day</p> <p>Practical equipment sanitised after use and left overnight before a different bubble uses them</p>	<p><i>Parents informed of PE days 4th September</i></p> <p><i>Sports coaches given timetables</i> 15/1/21</p>	<i>L</i>
<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> ● Wellbeing curriculum ● recognising ‘non-curriculum’ learning that has been done ● capturing pupil achievements/ outcomes 			<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><u><i>LD to compile curriculum resources and share with staff</i></u></p> <p><u><i>EYFS outdoor play RA</i></u></p>	<p><i>Inset day on learning styles and PEA’s to try</i></p> <p><i>LD September 20</i></p>	

<ul style="list-style-type: none"> utilising the DFE 'catch-up' funding and programmes 			Risk/benefit EYFS		
Student behaviour policy reviewed to reflect the current circumstances.			Clear protocols for the use of Dragonfly and Butterfly areas shared with staff.	Re sent 3/9/20	
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.			<p><i>Reasonable endeavours will be in place until 21st September.</i></p> <p><i>Health and therapies will be conducted via the internet if 2m distancing isn't available.</i></p> <p><i>After the 21st all reasonable endeavours revert back to an EHCP and reviews to take place.</i></p>	<p><i>HS 10.07.20</i></p> <p><i>HS September 2020</i></p>	
Annual reviews.			<p><i>All completed for this year. Information has been collected via phone, email and dojo.</i></p> <p><i>We will continue to complete annual reviews virtually until further notice -</i></p>	<p><i>HS 10.07.20</i></p> <p><i>HS September 2020</i></p>	

			<i>Phone/email and 2m distancing.</i>		
Requests for assessment.			<i>Assessments will go in after half a term.</i>	<i>HS 10.07.20</i>	
Risk assessment for CYP					
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.		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 conversations and support for any anxiety. Create Attendance Plans and	<i>Sept 20</i>	

			<p>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 second lockdown. Offer remote learning as part of attendance plans.</p> <p>Use Catch -Up funding to close gaps if needed.</p>		
Communication					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action

<p>Information shared with staff around the full Partial opening plan, returning to site, amendments to usual working patterns/practices and groups.</p>	<p>Parents unaware of the new times and procedures risking mixing bubbles</p>	<p>M</p>	<p><i>Plans shared widely with parents via Dojo, email and Facebook</i></p> <p><i>Translated via Dojo</i></p> <p><i>Video walking through school procedures</i></p> <p>Staff refreshed on new lockdown bubbles and expectations for remote offer</p> <p>New drop off, pick up and lunch procedures shared with parents of Key workers and Vulnerable</p>	<p><i>July 20</i> <i>RE shared 2/9/20</i></p> <p><i>Re shared tweaks 3/9/20</i></p> <p><i>Ongoing</i></p> <p>4/1/21</p> <p>4/1/21</p>	<p>L</p>
<p>Governors consulted on full opening plans.</p>	<p><i>Governors haven't seen the plans or communication and do not approve plans</i></p>	<p>M</p>	<p><i>TM to liaise with governors via email</i></p> <p><i>Governors receive parental communication emails</i></p>	<p><i>On going</i></p>	<p>L</p>

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	
<p>Communications with parents on the:</p> <ul style="list-style-type: none"> ● Plan for full opening ● 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 <p>Expectations when in school and at home (if self-isolating is necessary)</p>			<p><i>TM Communicates new times and procedures for opening</i></p> <p><i>Teachers introduce themselves and outline agreed expectations via pen portraits shared on Dojo</i></p> <p><i>TM letter to parents highlighting procedures</i></p> <p><i>New drop off, pick up and lunch procedures shared with parents of Key workers and Vulnerable</i></p>	<p><i>2/9/20</i></p> <p><i>July 20</i> <i>Re-shared 2/9/20</i></p> <p><i>11/9/20</i></p> <p><i>4/1/21</i></p>	
<p>Pupil communications around:</p> <ul style="list-style-type: none"> ● Changes to timetable 	<i>Children don't understand the social measures as the</i>	<i>M</i>	<i>Meet the teacher virtual event via Google meet and pen</i>	<i>July 20</i>	<i>L</i>

<ul style="list-style-type: none"> • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	<i>parents haven't told them</i>		<i>portraits sent home</i> <i>First day routines around hand washing and social distancing explained by teachers</i>	<i>3/9/20</i>	
On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i> <i>Regular messages and updates via Dojo and email</i>	<i>Ongoing</i>	
Governors/ Governance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Meetings and decisions that need to be taken are prioritised.	<i>Governors do not meet</i>	<i>L</i>	<i>Virtual meetings have taken place and continue to do so</i>	<i>On-going</i>	
Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication	<i>Governors are unaware of the communication and protocols that are in place</i>	<i>L</i>	<i>TM clearly communicates often with governors through meetings</i> <i>Governors have visits</i>	<i>On-going</i> <i>Regular communication plus at least two</i>	

between Leaders and governors is clear and understood. •			<i>planned which are a mixture of virtual and face to face. The governance continues</i>	<i>meeting planned per week in the first half term</i>	
Governors prepared for start of school year (clerking, etc).			<i>Governors meeting have been and will continue to be virtual</i>		
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.			<i>All trips have been cancelled until further notice</i> <i>Reports sent home via post</i> <i>Virtual trips to be explored</i> <i>Virtual open day to be planned</i> <i>Parent consultations to be planned virtually</i>	<i>July 20</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	<i>Delay to refund, or not</i>	<i>M</i>	<i>Claim for £30000 gone in to reimburse</i>	<i>Claim Sent July 20</i>	<i>L</i>

clearly documented.	<i>getting refunded</i>		<i>vouchers purchased via WONDE</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>M</i>	<i>Claim for £30000 gone in to reimburse vouchers purchased via WONDE</i>	<i>Claim Sent July 20</i> <i>L</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>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>August</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	Action Required /	Action Completed	Risk Level
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		Pre-Action	Decision Made	Date	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>	<p><i>Open with limited numbers, one bubble per area with 2m between bubbles</i></p> <p><i>Plan to open Monday 14th with limited numbers at first.</i></p> <p><i>Parents of Key Workers indicated that Breakfast and Epic weren't required at present. To be reviewed</i></p>	4/1/21	<i>L</i>