

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

**SCHOOL NAME: St Joseph's Catholic Primary School**

**DATE: November 2020**

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

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

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

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

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

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

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

[Safe working in education, childcare and children's social care](#)

[What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)

[Education and childcare settings: New National Restrictions from 5 November 2020](#)

[Guidance for full opening schools](#)

[New-national-restrictions-from-5-november](#)

[Guidance on protecting extremely vulnerable persons](#)

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

## The following principles underpin all planning and actions:

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

## System of controls

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

## Prevention

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

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

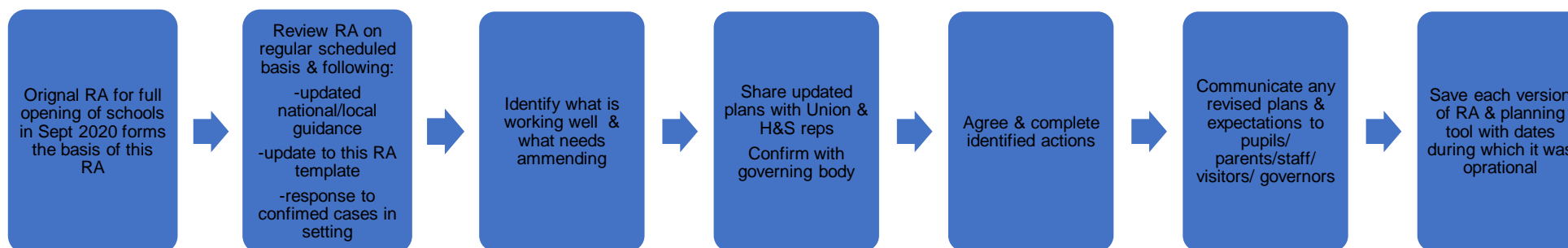
Number 7 applies in specific circumstances.

## Response to any infection

9. Engage with the NHS Test and Trace process.
10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
11. Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

## Reviewing risk assessment & planning tool



**Risk Matrix:**

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

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

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

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>1. Engagement and communication- risk assessment and planning</b>							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders	Governors not available. Unions slow to respond due to holidays.	M	Risk Assessments shared with governors and trade union representatives. Shared with staff via email prior to Inset Day – and reviewed on Inset Day.	ND	31/08/20  11/11/2020	L
<b>2. Preparing Buildings and Facilities</b>							
2a	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>Water treatments</li> <li>Fire alarm testing</li> <li>Repairs</li> <li>Grass cutting</li> <li>PAT testing</li> <li>Fridges and freezers</li> <li>Boiler/ heating servicing</li> </ul>	No fire alarm systems  Legionella outbreak  Hazards within and outside the school building	H	See Premises Risk Assessment No 009  All Statutory Maintenance Requirement up to date. (See Spreadsheet)  Meeting with contractors and Surveyor from Diocese on Tuesday 1 <sup>st</sup> September.	ND and JB	01/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> <li>Internet services</li> <li>Any other statutory inspections</li> <li>Insurance covers reopening arrangements</li> </ul>	<p>including new playground.</p> <p>Statutory compliance not achieved</p>		Annual Fire Check due end of September but will be carried out on Tuesday 1 <sup>st</sup> September.			
2b	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Office staff desks repositioned. Additional admin office arranged to accommodate more space. HT answering the entry system at lunchtime to avoid shared desks. Staff working from home where appropriate	SBM Admin Assistant ND	02/09/20  09/11/20	L
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors.  Additional entrance opened and all staff given access to both gates.  One-way system in place to enter and exit the school. Signage in place.	ND and JB	02/09/20	L
2d	Consideration given to premises lettings and approach in place.	Hall will not be let and will be reassembled with sufficient time for cleaning in between.	M	Lettings risk assessment completed  No lettings for the remainder of school year.	ND and JB	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
2e	<p>Necessary physical modifications completed</p> <ul style="list-style-type: none"> <li>• Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary</li> <li>• Lidded bins in classrooms and shared spaces</li> <li>• Water fountains disconnected/ isolated</li> <li>• Ventilation measures identified and safe use of air conditioning assessed.</li> <li>• Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place</li> </ul>	<p>Not enough space in classrooms.</p> <p>Rows and front facing not conducive to EYFS and KS1 learning environment.</p>	H	<p>Furniture removed from classrooms to give additional space.</p> <p>Front facing and rows for Years 2 upwards.</p> <p>Additional sanitising.</p> <p>Sinks installed in the playground.</p> <p>Adults to work side by side and not face to face.</p> <p>Adults to work above child's head height to avoid direct transmission.</p> <p>Check air con and hand dryers with service engineer.</p> <p>Windows to be open at all times. Doors to be open that are not fire doors.</p>	ND, JB, Class Teachers	02/09/2020	M
2f	<p>Consideration given to the arrangements for any deliveries.</p>	<p>Exposure to the virus from parcels / deliveries and coming into contact with delivery staff.</p> <p>Multiple deliveries at the start of term.</p>	M	<p>Deliveries to be left in the foyer and managed by the Premises Officer.</p> <p>Handwashing and sanitising controls.</p>	ND and JB	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>3. Emergency Evacuations</b>							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes would cause multiple groups/ bubbles to come into contact. More appropriate alternatives are possible.</p> <p>Staff needed to cover on the middle or top floor.</p>	M	<p>Revised evacuation procedure and shared with all staff and children.</p> <p>One-way stair wells become exit routes in the event of a fire alarm or emergency.</p> <p>Ensure buddies of staff cover on their floor.</p> <p>Fire drill planned for the second day back to school. (Individual walk through on the first day)</p>	ND, LB and JB	02/09/20	L
<b>4. Cleaning, waste disposal and hand washing</b>							
4a	<p>Enhanced cleaning regime is in place in line with <a href="#">Covid19 cleaning in non-healthcare settings</a></p>	<p>Lack of cleaning and sanitising by staff.</p> <p>Staff and pupils exposed to virus.</p> <p>Lack of cleaning supplies.</p>	H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by JB and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	ND and JB	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Availability of staff. Lack of budget	M	Additional member of staff employed for midday cleaning regime.	ND, JB, MP	02/09/20	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	Lack of PPE.  Exposure to infectious diseases.	H	PPE available and to be used.  Sanitising equipment available.	ND, JB, MP	02/09/20	L
4d	Adequate cleaning supplies, tissues and facilities around the school are in place.  Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	No hand sanitiser for visitors to reception.  Classrooms do not have tissues.  Low supply of soap.	M	Hand sanitiser available at the school entrance  Lidded bins in classrooms  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach	ND, JB	02/09/20	L
4e	Arrangements for longer-term continual supplies are also in place.	Low supplies	M	Stock check and ordering schedule reviewed and order made	ND, JB, MP	02/09/20	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Staff on site	M	All staff advised to leave the site by 4:30pm in order for cleaning to be undertaken.	All staff	02/09/20	L
4g	Waste disposal process in place for potentially contaminated waste.	Staff exposed to the virus due to exposure of waste and bodily fluids that have not been isolated for 72 hours.	H	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours  Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	ND, JB	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4h	Process in place for safe removal and/or disposal of face masks in line with <a href="#">(PPE) guidance</a>	No facility for disposal.	M	Lidded bins available in classrooms.  Wide open bins available by each entrance which will have bags sealed after children have entered.	ND, JB	02/09/20	L
4i	Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Routine hand washing <ul style="list-style-type: none"> <li>• on arrival and leaving school</li> <li>• before entering and leaving class during the day</li> <li>• before and after eating</li> </ul> Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary	Staff/ Pupils/ visitors exposed to virus due to insufficient hand washing arrangements.  Hot water not available in classrooms.  No hand sanitiser available when unable to hand wash.	M	Sinks have been installed in the playgrounds and near to High Street Entrance.  Handwashing and sanitising built in to the school day and new routines.  Ensure liquid soap is available at each handwashing station.	All staff	02/09/20	L
<b>5. Classrooms and outdoor space</b>							
5a	Desks side by side, facing front, where age appropriate.	Front facing not appropriate for Reception and Year 1 pupils.	H	All classrooms from Years 2 – 6 set up front facing.  Additional furniture removed from classrooms.  Teachers to work side by side with pupils and above head height.	All staff	02/09/20	M



	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Adapt teaching and learning styles to accommodate new guidelines.			
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible) Each pupil has their own identified desk. Arrangements for small group work facilitate social distancing for adults and children. Seating plans in place where age-appropriate.	Not enough room for 2m distancing with all children in class.  Staff unable to teach and support learning with 2m distance.	H	Additional furniture removed from classrooms.  Additional classrooms set up with resources for bubbles to use.  Adapt teaching and learning following updated guidelines.	All staff	02/09/20  09/11/22	M
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	Congestion on stairways.	H	One-way system for stair cases during the day. (Both stair cases will be ↓ in the morning and ↑ at the end of the day).	All staff and pupils	02/09/20	L
5d	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently  Non-essential resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes)  Information posters are displayed in every classroom and outdoor spaces, at the main entrances, places visible to	Inappropriate sized equipment for smaller children in Classroom  Soft toys, cushions and beanbags in classroom not easily washable.  No COVID19 information posters currently	M	Years 2 – 6 pupils have named pencil cases with individual pencils, rubber etc.  Reception and Year 1 resources to be wiped down/sprayed at the end of the day.  Remove soft furnishings from KS1 and KS2 classrooms. (Year 1 will be set up as a Foundation Stage initially with carpet area reinstalled)	All staff and pupils	02/09/20  09/11/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible CYP informed not to bring in toys or other articles from home (other than water bottle)</p>	in place. Limited reminders/ awareness for children.		<p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> <li>• <u>Horrid hands</u></li> <li>• <u>Super sneezes</u></li> <li>• <u>Hand hygiene</u></li> <li>• <u>Respiratory hygiene</u></li> <li>• <u>Microbe mania</u></li> </ul>			
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks. Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a>	Pupils / staff exposed to the virus due to the lack of social distancing, coming into contact with the virus and lack of ventilation.	M	<p>Staggered break and lunch times.</p> <p>Each bubble has their own play equipment/ bag of resources.</p> <p>Touch points on Trim Trail and Table Tennis tables to be sprayed after each bubble group.</p> <p>Pupils to wash hands in the playground before returning to class.</p>	JB and Staff from Bubbles	02/09/20	L
5f	<p>Ventilation measures identified in each room. (Air conditioning use assessed and used in line with HSE guidance) <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> (Fire doors should <b>not</b> be propped open- longer term, automatic close fire doors could be considered)</p>	<p>Insufficient ventilation</p> <p>Air con available in classrooms at the front of the building.</p>	H	<p>Windows to be opened in room.</p> <p>Investigate automatic fireguards for doors – investigate at annual fire safety check on 2/9/2020</p>	All Staff	02/09/20	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>6. Staffing</b>							
6a	<p>Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff. Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so. PPA cover is organised to protect integrity of bubbles.</p> <p>Arrangements where adults work across bubbles are kept to a minimum and are clearly identified and recorded</p>	<p>Staff available for work.</p> <p>Staff show symptoms and have to go home to isolate prior to testing.</p>	H	<p>Staff audit re available to work on-site from 3<sup>rd</sup> June.</p> <p>PPA cover for teachers – 1 day per fortnight to reduce movement between bubbles during one day/ week.</p> <p>Italian teacher visiting – wearing a visor and teaching from the front of the room.</p>	ND	02/09/20 09/11/20	M
6b	Up to date individual staff risk assessments are informing risk-mitigating arrangements for individuals identified as clinically extremely vulnerable, clinically vulnerable and/or living with someone in these groups, considering issues around age, ethnicity and pregnancy in line with current guidance. Assigned activities where reasonable consider levels of social distancing and contact and outline measures for handwashing etc.	Staff with vulnerabilities are more at risk.	H	<p>Individual Risk Assessments in place.</p> <p>Allocation of staff to work with age appropriate pupils to minimise risks.</p> <p>Procedures in place – working side by side and above head height.</p>	ND, JB, MP, LB	02/09/20 09/11/20	M
6c	Deleted – incorporated in 6c					09/11/20	
6d	Approach to staff absence reporting and recording in place. All staff aware.		M	Clear procedures in our staff handbook.	ND	02/09/20	L
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined	Staff show symptoms or	M	Internal PPA can be rearranged flexibly.	SLT	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	(including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	have to self-isolate.		HLTA and Nursery Nurse available.  4 x DSLs available.  Senior Leaders available to cover.			
6f	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff <a href="https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs">https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs</a>  <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> shared with all staff. Consideration of arrival times to encourage walking and cycling to work	Difficulties in accessing public transport due to Covid-19 restrictions.	M	Most staff can walk, cycle or drive to work.  Space available for all staff to park their car or store their bikes at school.  TfL information shared with staff.  Adjust working hours if necessary for office and premises staff.	ND	02/09/20	L
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable		M	Information and guidance shared with staff.	ND	02/09/20	L
6h	Approaches for meetings and staff training in place. Virtual meetings used whenever possible. All face to face meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.	Limited space to allow for social distancing.	M	Staff meetings and training in school hall where virtual meetings are not possible.  Separate staff in to two groups if all staff involved or use Zoom/ Google Meet for a virtual meeting.	ND, SLT	02/09/20  09/11/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Local lockdown.	M	School have been using Google Classroom since March. Use the opportunity of the first few weeks to teach pupils greater flexibility and options on Google Classroom.  All staff have been using Google Drive since September 2019.  Use of briefings/ staff meetings to share new learning and training.	JL, ND, All Staff.	02/09/20	L
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Not enough teachers on site.	M	No plans to redeploy staff at the present time.  TAs to continue to work with groups of pupils. This will be under the guidance of the class teacher, who will plan and assess.	ND, LB, HS	02/09/20	L
6k	Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.		M	Staff are aware of available support and advice for schools and pupils available from LBL including the Educational Psychology service  Staff aware that ND is the Adult Mental Health First Aider.	ND, LB, HS	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				<p>School Counsellor will be in school each week to offer further guidance and support.</p> <p>Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a>)</p>			
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits	Staff cannot drive to a centre for testing.	M	<p>Home testing kits are due to arrive in school by 02/09/20.</p> <p>Staff are aware of the procedure to get a test.</p>	ND	02/09/20	L
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	<p>All staff will be inducted on 03/09/20 to remind them of current guidelines.</p> <p>Only one new member of staff.</p>	SLT	02/09/20	L
6n	Any changes to measures and procedures are clear for all staff.		M	<p>Risk Assessments, Staff Handbook and Employees Handbook to be shared with all staff.</p> <p>SLT to walk groups of staff through measures in briefings. Email correspondence and any notes highlighting changes written up on the board in the staffroom.</p>	SLT	02/09/20 09/11/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
6o	Any furloughing arrangements communicated.	N/A					
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	N/A					
6q	Agreements in place for managing any HR processes- nature of meetings agreed and timetable	N/A					
6r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Contractors and surveyor visits.  Statutory Maintenance visits scheduled.	M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	ND, JB, MP	02/09/20	L
6s	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.	Music, PE and School Counsellor moving between bubbles.	M	Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which do not breach bubbles, maintain distancing, all equipment stringently cleaned.	ND, JB, LB, MP, HS	02/09/20	L
<b>7. Group Sizes</b>							
7a	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.	In bulge year group, toilet block shared by both classes	M	Bubble set at the size of two classes/ year group.	SLT	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible	PPA cover needing to work across multiple classes.	M	Teacher and TA per class.  PPA arrangements will limit class contact.	ND, LB	02/09/20	L
<b>8. Social Distancing</b>							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices</li> <li>Parents/carers drop off at school gate- no entry</li> <li>Staggered or limited amounts of moving around the school/ corridors, one way systems where possible</li> <li>Classroom design</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this.</li> <li>Markings in place for routes around school to minimise closer contact</li> <li>Toilet arrangements- toilets allocated to specific bubbles.</li> <li>Use of hand driers risk assessed/ Paper towels and foot operated closed bin in place</li> </ul>	<p>Congestion at the gate and in communal areas.</p> <p>Separation difficulties for some children.</p>	M	<p>Use of High Street Gate alongside Crossfield Street Gate.</p> <p>Markings Signage</p> <p>Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.</p> <p>Additional staff needed to support if a child is distressed.</p>	SLT	02/09/20	L



	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.		M	On arrival, students move to designated area and once hands are washed, move straight to classroom and sit at named table and wait for rest of class to arrive/class to begin.	All staff	02/09/20	L
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)			Handwashing and cleaning (if needed)  Conversations with parents  Risks assessments and individualised approach in place for students who might struggle to follow expectations.	SLT	02/09/20	L
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.	M	Assemblies are within year group bubbles.  Zoom sharing assemblies in place each week.  Class assemblies.	SLT and all staff.	02/09/20	L
8e	Social distancing plans communicated with parents, including approach to breaches.	Parents unaware of the procedures.	M	Parent Booklet distributed. Information on website. Information emailed to parents. Reminders in each newsletter.	ND	02/09/20	L
8f	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young	Children from multiple groups playing on equipment at the same time.	M	Allocated times to use equipment.  Zoned areas in the playground.	ND, JB	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	people using it, and that multiple groups do not use it simultaneously.	Sanitising not frequently completed.		Sanitising regime in place.			
8g	Social distancing arrangements and use of face coverings agreed for use of communal and shared areas in place and communicated.	Staff overcrowd spaces	M	Guidelines and limits shared with staff. Staff responsible for sanitising shared equipment. Additional room used for staff room. Staggered break and lunch limits numbers of staff not in class. All staff to wear face coverings when talking to parents, at the gate or meeting external visitors.	All staff	02/09/20  09/11/20	L
<b>9. Transport</b>							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> to be shared with parents and CYP as age appropriate	Overcrowded buses.  Not aware about guidelines for face coverings.	M	Parents were emailed guidelines on 28/08/20.  Many families can walk to school.	ND	02/09/20	L
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times.	N/A					

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Lack of social distancing.  Overcrowded buses.	M	Emergency supply of masks Guidance for pupils on use of masks. Encourage use of scooters / cycle. Discuss alternative routes with parents.	SLT	02/09/20	L
<b>10. Catering</b>							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Cannot manage individual classes in the only school hall unless we have a significantly extended lunch time which negatively impacts on curriculum time.	M	Packed lunches in classrooms initially.  Arrangements have been made with our Catering Providers to provide some hot alternatives.	ND	02/09/20	L
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.		M	Lunch to be eaten in classrooms initially.  Handwashing available and sanitising of tables.	SLT	02/09/20	L
10c	Arrangements for food deliveries in place	N/A					
10d	Arrangements in place to provide FSM food/vouchers for FSM eligible children required to self-isolate	Internet access to download physical vouchers	M	Physical vouchers to be purchased for families that cannot access online vouchers.	MP/SLT	09/11/20	L
<b>11. PPE</b>							
11a	PPE use understood and agreed with staff and Appropriate supplies in place at necessary points in the school.	Staff lack of knowledge in when and how to use PPE	M	Public health training videos shared with all staff	ND	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained						
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing		M	Individual care plans reviewed in light of current guidelines.  Staff to manage accidents, using PPE, and follow usual guidelines.	HS, ND, LB and all staff	02/09/20	L
11c	PPE needs assessed and addressed for staff supervising entrances and exits- does distancing mean staff need masks to protect parents/ members of the public?	Parents approach staff and breach 2m rule.	M	PPE available if necessary.  All staff to wear face coverings when approaching the gate.	SLT and JB	02/09/20  09/11/20	L
11d	Agreed protocol on use of face coverings in identified areas in line with current guidance is in place and shared.		M	Face coverings available if requested. All adults to wear face coverings when interacting with parents.	All staff	09/11/20	L
<b>12. Response to suspected/ confirmed case of COVID19 in school</b>							
12a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the		M	Notices at all entrants.  Reminders in Newsletters.	SLT and JB	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	school is anyone in the house is displaying symptoms						
12b	<p>Approach to adults/children displaying COVID19 symptoms cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19</li> <li>• Consideration of any pupils with heightened COVID19 vulnerability</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> <li>• Emergency PPE available where 2m distance cannot be maintained</li> </ul>		M	<p>All staff to follow the guidelines set out in the handbook.  TA to bring child to the office.  ND/SLT to supervise and wear PPE if necessary.  Child to wait in hall / Headteacher's office  Sanitising procedure in place for when child has left. This will include all touch points.  Parents to collect asap.</p>	ND and SLT	02/09/20	L
12c	<p>Approach to confirmed COVID19 cases in place</p> <ul style="list-style-type: none"> <li>• Up to date Lewisham Standard Operating Procedure readily available in school</li> <li>• Lewisham on call details shared with appropriate school leaders</li> </ul>	<p>Local tests are unavailable.</p> <p>Parents reluctant to get tested and self-isolate.</p>	M	<p>Advice from Lewisham Public Health Testing procedures shared with parents and staff. Available on school website.</p> <p>Spare classrooms available if necessary</p>	ND	<p>02/09/20</p> <p>09/11/20</p>	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> <li>• Process for identifying bubbles/contacts and advising on necessary action.</li> <li>• Staff with heightened vulnerability considered and advised of necessary action.</li> <li>• Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible.</li> <li>• Cleaning procedure in place.</li> <li>• Arrangements for informing parent community in place.</li> <li>• Arrangements for undertaking risk assessment of staffing capacity issues</li> <li>• Arrangements in place for remote learning/ FSM/ support for vulnerable &amp;EHCP children self-isolating CYP</li> </ul>			Text message/email parents to update with any further information.			
12d	Process in place to engage with the Test and Trace and contact tracing process. Refer to Lewisham PH and public health guidance for more information.	PH advisor not available. Lack of local provision.	M	Contact Public Health  LA to support and advise.	ND	02/09/20	L
<b>13. Pupil Re-orientation - back into school after a period of closure/ being at home</b>							
13a	Approach and expectations around school uniform determined and communicated with parents.	Unable to purchase uniform due to ParentPay Family Finances Anxious parents		Flexibility with uniform rules for start of term. Assistance with uniform purchases.	ND	02/09/20	L
13b	Changes to the school day/timetables shared with parents.	Parents have not read the guidance sent out.	M	Parent Forum Meeting – July 2020 Letter to Parents – 17 <sup>th</sup> July	ND	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Parent Information sent out 28.09.20 and 31.09.20 Information on school website.			
13c	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents	Parents have not read the guidance sent out.	M	Parent Forum Meeting – July 2020 Letter to Parents – 17 <sup>th</sup> July Parent Information sent out 28.09.20 and 31.09.20 Information on school website.	ND	02/09/20	L
13d	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.  This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Pupils anxious about the return to school.  Lack of connect with learning.	M	Transition Curriculum planned for the first 3 weeks.  Zones of Regulation and CLPE Project.  Adults moving up with classes to aid transition.  Celebration of Home Learning and achievements shared with parents.  Art projects planned across the school.	ND	02/09/20	L
13e	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Staff knowledge	M	Inset for staff on Mental Health and Well Being. School counsellor Contact with Catholic Children’s Society. PSHE and Mental Health Initiative.	SLT and JT	02/09/20	L
13f	Consideration of the impact of COVID19 on families and whether any additional support may be required:	Impact of COVID on employment and financial	H	Ongoing referral to Lewisham Foodbank and support	ND	02/09/20	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> <li>Financial</li> <li>Increased FSM eligibility</li> <li>Referrals to social care and other support</li> <li>PPG/ vulnerable groups</li> </ul>	security of families.		charities – including Catholic Children’s Society.			
<b>14. Remote education contingency plan</b>							
14a	Contingency plans for remote learning offer is in place. Pupils with technology/access issues identified. Offer takes this in to account.	Bubble needs to self-isolate because of a positive case of COVID19.	H	Remote learning contingency available and ready to be ‘switched-on’ when needed. Google Classroom will be being used in the first few weeks to ensure children and staff are comfortable with the range of options.	SLT	02/09/20	L
<b>15. Transition - into new year group - What will need to be different this year because of COVID19?</b>							
15a	Online/ website support for families and young people around transition.	New parents and families. Secondary Transfer Information.	H	Virtual meetings held in July for each class. Plans for ‘Parents Meet the Teachers’ planned to be held virtually. Reception Parents invited in 1:1 to meet LB – socially distanced. Secondary school information shared – including virtual tours.	SLT	02/09/20	L
15c	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> <li>EY to Primary</li> <li>Primary to Secondary</li> <li>Vulnerable children</li> <li>Children with SEND</li> </ul>	Anxiety from parents and/or pupils	M	Information on website. Individual appointments for new admissions. SENCO supporting SEN pupils and families. Zoom Meetings planned	SLT	02/09/20	L



	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> <li>Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> <li>Post 16</li> <li>School Leavers</li> </ul>						
<b>16. Safeguarding</b>							
16a	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school	SLT	02/09/20	L
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training session on processes and procedures and the revised wellbeing material.	ND	02/09/20	L
16c	Updated Child Protection Policy in place.			Adopted most recent Child Protection Policy	ND	02/09/20	L
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.		M	Follow up concerns. Liaise with social care.	LB and ND	02/09/20	L
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/ sneezing etc.) and for pupils requiring physical care.		M	Review individual consistent management plans to ensure they include protective measures.	SLT	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>17. . Curriculum / learning environment</b>							
17a	Current learning plans, revised expectations and required adjustments have been considered.		M	Curriculum reviewed and adapted. This will continue to be adapted as necessary when the children return.	SLT	02/09/20	L
75b	<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"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>		M	Curriculum reviewed and adapted. This will continue to be adapted as necessary when the children return.	SLT	02/09/20	L
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that has been done</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE 'catch-up' funding and programmes</li> </ul>		L	Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	SLT	02/09/20	L
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. see <a href="#">Behaviour and Discipline in Schools guide</a></p>		L	<p>Behaviour Policy slightly adapted in light of guidance.</p> <p>Pivotal Behaviour Approach. – Refresh during Inset and induct new member of staff.</p>	SLT	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<a href="#">DfE behaviour and attendance checklist</a> completed						
17e	Recovery Curriculum is used to support children and young people. <a href="https://www.evidenceforlearning.net/recoverycurriculum/">https://www.evidenceforlearning.net/recoverycurriculum/</a>		L	Whole staff focus on mental health and wellbeing – additional breaktime for all children in Autumn 1. Zones of Regulation	All Staff	September 2020	L
<b>18. CYP with SEND</b>							
18a	Approach to provision of the elements of the EHCP including health/therapies.		M	Specialists booked in to make visits. Priorities listed in July. Additional support from adults in 'bubble'. Additional support from SENCo	HS	02/09/20	L
18b	Annual review plan in place		M	Annual Reviews completed virtually during lockdown. Timetable in place and up to date.	HS	02/09/20	L
18c	Requests for assessment plan in place		M	Priority list and requests begun for EHCP requests.	HS	02/09/20	L
18d	Arrangements in place to inform SEND case worker and complete risk assessments for pupils with EHCP who are not attending school due to self-isolating.		M	SENCo and SLT have been supporting throughout lockdown and liaising with outside providers.	HS	02/09/20	L
<b>19. Attendance</b>							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Pupils who need to travel long distances on public transport. Anxious parents and pupils.	H	Information shared with parents. Virtual meetings prior to the summer holidays. Where possible, vulnerable year groups have a familiar	SLT	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				adult working in their classroom.			
19b	Approach to support for parents where rates of PA were high before lockdown.	N/A	M	Open dialogue and positive relationships.	SLT	02/09/20	L
19c	Risk assessment and measures in place for any pupils who are clinically extremely vulnerable, clinically vulnerable or live with people in those categories to support their safe attendance at school.	Pupils living with CEV families or those who have just/scheduled to undergo surgery.	M	Clear communication between families and staff to ensure that CEV families have been identified. Individual circumstances considered to ensure the safety of families.	HS and SLT	9/11/20	L
<b>20. Communication</b>							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared.		M	All staff briefed prior to the end of term. Staff Handbook shared. Risk Assessments shared.	ND	02/09/20	L
20b	Governors consulted on full opening plans.		M	All governors briefed prior to the end of term. Staff and Parent Handbook shared. Risk Assessments Shared.	ND	02/09/20	L
20c	Union representatives consulted on full opening plans.		M	Agreed with the LA. Information sent to Union Reps prior to start of term.	ND	02/09/20	L
20d	Risk Assessment published on website, where more than 50 staff.		L	Less than 50 staff but will be published on the website.	ND	02/09/20	L
20e	Communications with parents on the: <ul style="list-style-type: none"> <li>Plan for full opening</li> <li>Social distancing plan</li> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> </ul>		M	Zoom Meetings prior to the end of term. Letters sent to parents 17/07/20 Parent Information Booklet shared 31/08/20	ND	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> <li>Attendance</li> <li>Uniform</li> <li>Transport</li> <li>Behaviour</li> <li>Test and trace</li> <li>Staggered start and end times</li> <li>Expectations when in school and at home (if self-isolating is necessary)</li> </ul>			Parents Meet Teacher planned in for w/c 14.09.20			
20f	Pupil communications around: <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Social distancing, hand washing and other preventative measures. arrangements</li> <li>Staggered start times</li> <li>Expectations of behaviour when in school and at home (if self-isolating is necessary)</li> <li>Travelling to and from school safely</li> </ul>		L	Staggered start and finish times. Explain routines and expectations. Walk through playtime rules, fire assembly points.	All staff	02/09/20	L
<b>21. Governors/ Governance</b>							
21a	Meetings and decisions that need to be taken prioritised.		M	Virtual governing body meetings Where physical meetings take place, social distancing to be maintained and meetings to take place in the school hall.	Governors/ Clerk to Governors	02/09/20	L
21b	Governors are clear on their role in the planning and full of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		L	All information shared with governors prior to opening.	ND	02/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
21c	Governors prepared for start of school year (clerking, etc.)		L	Continue with current arrangements.	GM, CJ, ND	02/09/20	L
<b>22. School events, including trips</b>							
22a	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.		M	No trips, events, visits planned for the Autumn Term. This will be reviewed in line with government guidance. Virtual Meetings and workshops to be planned.	SLT	02/09/20	L
<b>23. Finance</b>							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	Review letting procedures as guidance changes. Currently no planned lettings.	ND	02/09/20	L
23b	Insurance claims, including visits/trips booked previously followed up		M	Follow up on PGL trip and insurance. Ensure reimbursement for parents has been paid.	MP, ND	02/09/20	L
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>		L	New Catering Contract started September 2020 Continue with current arrangements. Review packed lunches after a few weeks.	ND	02/09/20	L
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			Working with Catholic Children's Society and cluster of schools to ensure best value.	ND	02/09/20	L
<b>24. Before and after school clubs</b>							
24a	Approach in place for before/after school clubs implements the necessary protective measures.		M	Breakfast Club maintain the same bubble groups. No after school club provision on site. Review procedures with outside providers.	ND	02/09/20	L



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

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



