

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Combe CE Primary School

OWNER: Rachel Joannou

DATE: 5/01/2021

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

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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**The template below includes examples in grey, these are not exhaustive, and schools should adapt/edit/develop this RA to suit their sites on-going requirements informed by the OCC COVID19 schools full opening September 2020 guidance document and GOV.UK guidance-see link at the end of the document.*

**The completed RA should be regarded as a 'working document' and reviewed regularly (determined by the school) particularly at the start of the new term.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	<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 	Site now partially closed	M	<p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems and certify the water system is safe before the buildings are reoccupied.</p> <p>Fire alarm tested</p>	<p>As required</p> <p>As required</p> <p>Weekly</p>	<p>L</p> <p>L</p> <p>L</p>
	Entry and exit routes to the school are in place, any physical changes and/or	Bottlenecks likely at entrance to school buildings. Social	M	Letter to explain new procedures to children and parents	5/01/21	L

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	signage required to allow social distancing are in place.	distancing unlikely to be maintained if multiple pupil arrive at the same time.		for key workers places. 2-metre dot markers are present on floors where congestion could occur. Signage in place. Staggered start and finish times given to each parent.		
	Consideration given to the arrangements for any deliveries.	Deliveries could restrict access if at beginning and end of day	M	Deliveries not accepted between 8:30-9:00am and 2:45-3:15pm	Ongoing	L
Emergency Evacuations	Assembly points 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>	Current assembly points could result in mixing of children	M	Evacuation assembly points to be spaced further apart Fire drill to rehearse.	Ongoing	L

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Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .		H	<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. Tick grids displayed in each room.</i></p> <p><i>Hand towels and handwash are to be checked and replaced to full each day by cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Tick sheet displayed.</i></p> <p><i>RJ and CC to meet cleaning staff.</i></p>	<p><i>Ongoing</i></p> <p>Additional meeting booked for w/b 4th Jan</p>	M

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				<i>Partial closure gives opportunity for some deep cleaning.</i>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		<i>H</i>	<i>Cleaning team meeting to take place to reiterate expectations CC to monitor standard of cleanliness</i>	<i>Ongoing</i>	<i>M</i>
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.		<i>M</i>	<i>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</i>	<i>ongoing</i>	<i>L</i>

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				<p><i>Tissue bins to be emptied throughout the day</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<p>Sufficient staff members allocated to each bubble, each day to allow for cleaning throughout the day.</p> <p>Reallocate duties if staff members are absent</p> <p>Tick sheets displayed in each room to record enhanced cleaning</p>	<p>6/01/21</p> <p>Ongoing</p> <p>CC to update so that hall has appropriate list while in use as a classroom 6/01/21</p>	L
	Waste disposal process in place for potentially contaminated waste, including face masks.		H	Waste bags and containers - kept closed and stored separately from	ongoing	

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				<p>communal waste for 72 hours</p> <p>Area for storing contaminated waste identified.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>		M
Classrooms	Classrooms (currently the hall repurposed) has been re/arranged to allow as much space between individuals as practical. Maximum number of pupils per day is 15. Maximum number of key worker places available in total is 20.		H	Desks spread apart.	Ongoing Hall setup 6/1/21	M
	Appropriate resources are available within all classrooms (hall) e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and	Soft toys, cushions and beanbags in classrooms not easily washable.	M	Any resources shared between bubbles need to be cleaned meticulously between uses- only one key worker bubble but meticulous cleaning	Ongoing Move Chromebook trolley to hall. Each Chromebook to	L L

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	<p>surfaces should be cleaned and disinfected more frequently and before/after the equipment has been used by pupils in a different bubble.</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been be removed.</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>Classrooms are well ventilated</p>	<p>COVID19 information posters currently in place. Children may ignore.</p>	<p>L</p>	<p>should take place if resources shared between the KS1 and KS2 half of bubble.</p> <p>Shared resources (within bubbles) are regularly cleaned.</p> <p>Desks spaced apart.</p> <p>Remove unnecessary soft furnishings.</p> <p>Clutter is tidied away so that cleaning can take place</p> <p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> <p>Show posters to children. Explain how they are prompts.</p>	<p>be labelled with child's name 6/01/21</p>	<p>L</p>

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				<p>Windows are opened for ventilation</p> <p>Share SAGE ventilation guidance with staff (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945754/S0973_Ventilation_Actions_Summary_1_6122020_V2.pdf)</p> <p>Classrooms to be emptied (even briefly) after 1 hour so that air can be refreshed. https://english.elpais.com/society/2020-10-28/a-room-a-bar-and-a-class-how-the-coronavirus-is-spread-through-the-air.html</p>	<p>Remind children of hygiene 4th Jan 21</p> <p>4th Jan 2021</p> <p>4th Jan onwards</p>	

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Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> • Paediatric First aider • Designated Safeguarding Lead (DSL) • Office staff member 	<i>Only one member of office staff</i>	<i>H</i>	<i>Arrange cover if necessary</i>	<i>September</i>	<i>M</i>
			<i>H</i>		<i>Ongoing</i>	<i>L</i>
	Approach to staff absence reporting and recording in place. All staff aware.		M	Continuing as normal Staff may need to work additional days on the key worker rota in cases of staff absence (but only on 'working days'). No external supply staff.	ongoing	M
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and	<i>Teacher had a member of their household who was shielding and will return to school.</i>	<i>H</i>	<i>Individual risk assessment to be completed.</i> <i>Older children more able to socially</i>	<i>August 2020</i>	<i>L</i>

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	appropriate arrangements for mitigating risk are identified.			<i>distance than younger pupils.</i>		
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads).		M	Staff may need to work additional days on the key worker rota in cases of staff absence (but only on 'designated working days'). No external supply staff to be used.	Ongoing	M
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable		L	<i>Staff encouraged to wash clothes daily.</i>	Ongoing	L
	Approaches for meetings and staff training in place.		L	<i>Staff meetings to continue virtually or in a room where staff can socially distance effectively.</i> <i>Staff to have access to virtual courses.</i>	Ongoing	L
	Consideration given to staffing roles and responsibilities with regards to the continued	Teacher workload needs to be manageable, particularly when	H	Only 20 key worker places available, 15	Ongoing	M

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	remote provision alongside in-school provision.	<i>balancing children at school and home</i>		<i>children cap on each day.</i> <i>Key worker place allocation policy used to determine priority.</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>L</i>	<i>All staff to be on key worker rota. Where staff are working more than one day on the rota per week, days to be consecutive.</i>	<i>September 2020</i>	<i>L</i>
	Difficulties with staffing at break and lunch time	<i>Staff may need to supervise children outside of own allocation</i>	<i>M</i>	<i>Staff to social distance from children not in their allocation children within keyworker bubble. Where social distancing is not possible, avoid face-to-face contact. Log any close contact.</i> <i>Staff to wear visors or masks when possible</i>	<i>5th Jan</i>	

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	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		L	<p><i>Staff are aware of available support and advice for schools and pupils available from OCC:</i> http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</p> <p><i>The OCC Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p>	ongoing	L

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	Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.	<i>Staff room very small</i>		<p><i>Maximum of two members of staff can use staff room at one time.</i></p> <p><i>Staff members having breaks at different times due to rota breaks for children.</i></p> <p><i>Only 2 chairs available for seating</i></p>	<i>ongoing</i>	<i>M</i>
	Arrangements for accessing testing, when necessary, are in place. Staff are clear on returning to work guidance.		<i>M</i>	<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p><i>Staff and parents understand that, should they display symptoms, they need to be tested as soon as possible.</i></p> <p><i>If test is positive, other staff/pupils</i></p>	<i>Ongoing</i>	<i>M</i>

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				<p><i>may need to self-isolate for 14 days. Contact PHE Thames Valley Health Protection Team (South East), Chilton, OX11 0RQ Phone: 0344 225 3861 (option 1 to 4 depending on area) for advice on actions.</i></p> <p><i>Person who tested positive will need to self-isolate for 10 days.</i></p>		
	Return to school procedures are clear for all staff.		L	<p><i>Staff kept up to date through regular emails</i></p> <p><i>Staff to see copy of risk assessment.</i></p>	ongoing	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.			<p><i>Check with the contractor any requirements their employer has specified before visit.</i></p>		M

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	<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>M</i></p>	<p><i>Share school protocols.</i></p> <p><i>Contractors to have no close contact with 'bubbles'.</i></p>	<p><i>As required</i></p>	<p><i>L</i></p>
			<p><i>M</i></p>	<p><i>Parents of children due to start school in September 2021 may attend an outdoor tour of the school. RJ to give tour and to maintain social distancing. Visitors to be kept away from other staff and children-</i></p>		<p><i>L</i></p>
			<p><i>M</i></p>	<p><i>Educational Psychologist visits to resume. Ed Psych to maintain social distancing and to wear a face covering. Parent conversations to take place virtually.</i></p>		<p><i>L</i></p>

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	<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>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</p>	<i>Piano lesson with an external music lesson will resume</i>	<i>M</i>	<p><i>Two pianos within music room allow for one for teacher use and one for pupil use. Social distancing can be maintained. Teacher to wear a face covering.</i></p> <p><i>All equipment to be stringently cleaned between pupils</i></p> <p><i>Teacher to maintain social distancing from all other staff and pupils</i></p> <p><i>Music teacher to follow school procedures with regards to handwashing and cleaning</i></p>	<i>As required</i>	<i>L</i>
Group Sizes	All children are included in distinct groups/ 'bubbles' that do not mix with other groups		M	No mixing across bubbles.		L

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	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.		L	All staff currently allocated to key worker bubble. Staff to socially distance from each other.	Ongoing	L
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations 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 		H	Staggered drop off/pick up times arranged Desks spaced as far apart as possible	2/09/20	L
	Information shared with parents regarding pupils			Video 'tours' made for parents/pupils		L

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	travelling to school, encouraging walking and avoiding public transport as much as possible.		M	<p><i>returning to explain new procedures.</i></p> <p><i>Information given in letters and through video.</i></p>	<p><i>July and September 2020</i></p>	
	Approach to avoiding children entering school congregating and breaching social distancing is in place.		M	<p><i>Spray paint used to mark out 2m spacing</i></p> <p><i>Staggered start and end times</i></p> <p><i>Each bubble to use separate entrance point.</i></p> <p><i>Entrance and exit points to be manned by staff at beginning and end of day.</i></p> <p><i>Parents asked to wear face coverings on school grounds- no social interactions</i></p>	<p><i>Ongoing</i></p> <p><i>Nov 2020 onwards</i></p>	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		H	<p><i>Assemblies only to take place over video</i></p>	<p><i>ongoing</i></p>	L

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	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks			<i>link. No congregating in hall.</i>		
	Social distancing plans communicated with parents		<i>L</i>	<i>Letter including final arrangements sent to parents Video tours sent to parents so they understand new routes into school</i>	<i>ongoing</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment.	<i>Bubbles cannot share the equipment without cleaning taking place in between uses or leaving 48 hours.</i>	<i>M</i>	<i>Rota system used for outdoor equipment (weekly to allow 48 hours between use by different bubbles)</i>	<i>September 2020</i>	<i>L</i>
Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.		<i>M</i>	<i>Liaise with Dolce Open kitchen to provide hot or cold</i>		<i>L</i>

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			M	<p><i>meals for children. TBC</i></p> <p><i>Refer to GOV.UK guidance and link 'guidance for food businesses'</i></p>		L
	<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>		H	<p><i>Only one lunch sitting required 12-1pm</i></p>		L
PPE	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p>	<p><i>Unable to source PPE</i></p>	H	<p><i>PPE being sought from local supply chains</i></p> <p><i>PPE needed when dealing with suspected case of COVID-19.</i></p> <p><i>PPE may also be needed if a staff member is providing first aid to a child outside their own bubble.</i></p>	<p><i>Ongoing</i></p>	M

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				<p><i>Staff to wear a face covering in communal areas- staff room (e.g. photocopier areas)</i></p>	<p><i>Nov 2020</i></p>	
<p>PPE</p>	<p>Approach to face-coverings being worn by pupils</p>	<p><i>Incorrectly worn and removed face coverings can pose a risk to wearer and others</i></p>		<p><i>Government guidance advises that pupils do not wear face coverings in classrooms.</i></p> <p><i>Under 11s are not required to wear face coverings at any time.</i></p> <p><i>Where pupils have been advised by medical professionals to wear face coverings, hands should be cleaned before and after touching. Parent needs to provide individual sealable</i></p>		

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				<p><i>plastic bags for safe storage.</i></p> <p><i>Pupils must be instructed not to touch the front of their face covering during use or when removing it.</i></p> <p><i>Staff are not able to assist with putting on or removing face covering so pupils must be able to do this independently.</i></p>		
<p>Response to suspected/ confirmed case of COVID19 in school community</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • CC informed by telephone. • CC to contact parent to arrange immediate collection. • One bubble staff member to isolate 		<p><i>H</i></p>	<p><i>Approach explained to staff and parents</i></p>	<p><i>ongoing</i></p>	<p><i>M</i></p>

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	<p>child. PPE worn if necessary.</p> <ul style="list-style-type: none"> • Music room can be used to isolate child. • Cleaning procedure in place • RJ to inform parents of remaining bubble members of closure of bubble to close contacts • If positive result, follow latest LA/PHE procedures 					
	<p>Approach to confirmed COVID19 cases in place outside of school hours:</p> <ul style="list-style-type: none"> • Parents to contact RJ on DOJO or CC at school office to inform of symptoms. • NHS Test and Trace may also contact school. • RJ to contact all bubble members to inform of closure of bubble to close contacts 		<i>H</i>	<i>Approach explained to staff and parents.</i>	<i>ongoing</i>	<i>M</i>

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	<ul style="list-style-type: none"> If positive result, follow latest LA/PHE procedures 					
	Keyworker children with positive COVID cases in their household or bubble cannot return to school until 10 days after the last person's symptoms began	Key worker children coming into school from households where members have had COVID-19 for less than 10 days pose a significant health risk to the other children and staff.	H	Keyworker children with positive COVID cases in their household or bubble cannot return to school until 10 days after the last person's symptoms began	Jan 2021	M
	Process in place for all staff to engage with the NHS Test and Trace process.		M	Staff to be given work to do from home if needing to self-isolate for 14 days	Ongoing	M
	Approach and expectations around school uniform determined and communicated with parents.		L	School uniform policy to be followed.	July 2020	L

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	All students instructed to bring a named water bottle each day and reminded to take home at the end of each day.		<i>L</i>	<i>Water bottles only to be touched by child who owns it.</i> <i>Water bottles to be stored so that they are not overcrowded, resulting in pupils touching multiple bottles</i>	<i>ongoing</i>	<i>L</i>
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		<i>M</i>	<i>Wellbeing, mental health and resilience needs assessed.</i> <i>Use of Place2Be resources for online whole school assemblies</i>	<i>ongoing</i>	<i>M</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>H</i>	<i>Staff to pass concerns to RJ to follow up, as usual procedure</i>	<i>ongoing</i>	<i>M</i>

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Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.		<i>M</i>	<p><i>School to continue to loan Chromebooks, or iPad, if Chromebook numbers are limited.</i></p> <p><i>School to continue high quality online provision for pupils self-isolating at home.</i></p> <p><i>See Remote Education Policy</i></p>	<i>ongoing</i>	<i>L</i>
Safeguarding	Consideration given to any pupils who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>Pupils previously deemed to be safer at home and family are anxious about returning to school.</i>	<i>M</i>	<i>Review the pupil risk assessment to identify any support or arrangements needed for their return to school.</i>	<i>L</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.</i>		

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	Updated Child Protection Policy in place.		L	Adopted most recent Child Protection Policy Signed to confirm read, understood and followed by staff and governors.	September 2020	L
	Work with other agencies has been undertaken to support vulnerable pupils and families.		M	Core groups and case conferences attended via video link Referrals continue to be made as appropriate	As required	M
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		M	Review individual consistent management plans to ensure they include protective measures.		L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Plans adjusted to account for missed learning Further adjustments made after baselining pupils in September.	October 2020	

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				<i>Catch-up tuition scheduled.</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 guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org. 		<i>M</i>	<p><i>Staff to risk assess higher risk activities- social distancing and not mixing outside of bubbles to be considered</i></p> <p><i>PE- only to take place outdoors</i></p> <p><i>Dance, music and drama lessons can take place but with social distancing and no singing or use of raised voices (if indoors)</i></p>	<p><i>As required</i></p> <p><i>January 2021</i></p> <p><i>January 2021</i></p>	<i>M</i>

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	<p>uk/for-education/primary/</p> <ul style="list-style-type: none"> Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ EVC advice guidance states non overnight visits acceptable https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings 					
Pupils with SEND	<p>Approach to provision of the elements of the EHCP including health/therapies. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B</p>		<i>M</i>	<i>VG in contact with SEND teams as necessary</i>	<i>Ongoing</i>	<i>L</i>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Annual reviews		L	Annual reviews to take place using Microsoft teams or Zoom if more appropriate	June 2021	L
	Requests for assessment.		L	Requests for assessments continuing as normal	As required	L
	Child who was previously shielding and works closely with adults 1:1.	At increase risk if COVID positive. Previously shielded adults now told to work from home. Children who are shielding will not attend school.	M	Online provision for shielding children.	Jan 2021	L
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved. Including any support required for pupil to understand new rules i.e. social distancing.		L	Some SEN pupils may require more support. Videos sent to families in August to prepare pupils. Pupils supported 1:1 in school.	ongoing	L
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Letter to parents to explain approach to attendance		

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	Approach to support for parents where rates of persistent absence were high before closure.					
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		<i>L</i>	<i>Information via email and video meetings.</i>	<i>Ongoing</i>	<i>L</i>
	Governors/Trust Board of Directors consulted on full opening plans.		<i>M</i>	<i>Meetings of COVID-19 school reopening committee and email updates</i>	<i>Ongoing</i>	<i>M</i>
	Communications with parents: <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 • NHS Test and Trace • Staggered start and end times 		<i>H</i>	<i>Information shared through video, letters and video conferencing.</i> <i>Governor to attend video conference meetings</i> <i>Coronavirus section added to the school website</i>	<i>July 2020 and updated before 1st September 2020</i>	<i>M</i>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<ul style="list-style-type: none"> Expectations when in school and at home (if self-isolating is necessary) Anticipated sanctions for breach of school guidelines and processes 					
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable 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>H</i>	<i>Information shared through video and letters.</i>	<i>2/9/20</i>	<i>M</i>
	On-going regular communication plans determined to ensure parents are kept well-informed		<i>H</i>	<i>Information shared through email and DOJO.</i>	<i>ongoing</i>	<i>M</i>
Governors/ Governance	Meetings and decisions that need to be taken prioritised.		<i>L</i>	<i>Virtual governing body meetings</i>	<i>As required</i>	<i>L</i>

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				<i>Sub-committees as appropriate</i>		
	<p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		<i>L</i>	<i>Covid-19 reopening committee formed.</i>	<i>Ongoing</i>	<i>L</i>
School events, including trips	<p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p>		<i>H</i>	<i>Review annual calendar of events. Keep up to date with current guidance to decide which events can go ahead.</i>	<i>Ongoing</i>	<i>L</i>
Finance	Additional costs incurred due to COVID19 are understood		<i>L</i>	<i>Costs to be documented if occur.</i>	<i>Ongoing</i>	<i>L</i>

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	and clearly documented. Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM					
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		<i>H</i>		<i>Ongoing</i>	<i>H</i>
	Insurance claims, including visits/trips booked previously.		<i>H</i>	<i>Visits to Legoland rearranged when appropriate</i> <i>Investigate insurance/refund as appropriate.</i>	<i>June 2020</i>	<i>H</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • IT support • Catering 		<i>M</i>	<i>Staff to follow social distancing guidelines. Staff to remain 2m away from all bubbles at all times.</i>	<i>ongoing</i>	<i>L</i>
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures. https://www.gov.uk/governm		<i>M</i>	<i>Breakfast club to resume. Children to be socially distanced from those not in the same bubble.</i>	<i>Ongoing</i>	

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	ent/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak			<p><i>After school clubs to only be offered to one bubble. Providers of after school clubs to socially distance where possible. Guidance sheet provided to after school club staff on school procedures (e.g. handwashing, cleaning etc)</i></p>		