

COVID19: Full opening risk assessment and action planning tool

SCHOOL NAME:	Holbeach Primary School
DATE:	26th August 2020

Purpose of this document:

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

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

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

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

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

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

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

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

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

[NHS test and trace](#)

Appendix 1 – Trade Unions' checklist (for information)

The following principles underpin all planning and actions:

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

System of controls

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

Prevention:

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

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

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

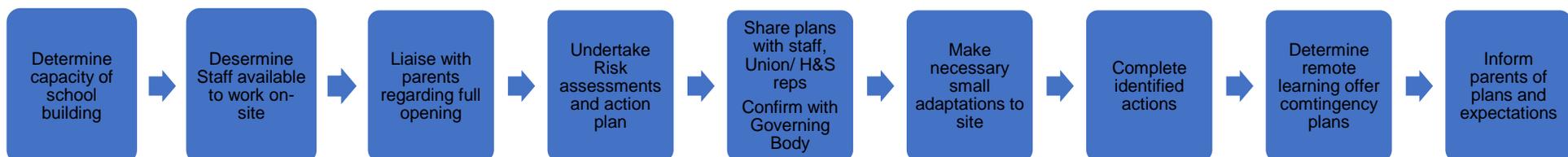
Number 6 applies in specific circumstances.

Response to any infection:

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

Numbers 7 to 9 must be followed in every case where they are relevant.

Steps to full opening



Risk Matrix:

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	
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)	
1. Engagement and communication- risk assessment and planning							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	Staff / Governors unaware of risk mitigation strategies in place Staff / Governors anxiety levels are high	M	Arrange for Health and Safety Committee (which includes Govs and Union reps) to have regular meetings throughout the risk assessment process Share all risk assessments with staff and governors and publish on website	HT HT	1 st September 2020 1 st September 2020	L
2. Preparing Buildings and Facilities							
2a	Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing 	No fire alarm systems Legionella outbreak Hazards within and outside the school building including external	M	Full statutory maintenance check undertaken to ensure compliance <i>See Also "School Premises Risk Assessment - During Pandemic"</i>	Premises Manager	July 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)
	<ul style="list-style-type: none"> Internet services Any other statutory inspections Insurance covers reopening arrangements 	<p>green and play areas</p> <p>Statutory compliance not achieved</p>					
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	<ul style="list-style-type: none"> Staff to ensure the office is well ventilated and windows open Staff to use separate entrance to visitors. <p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> "Office Risk Assessment - During Pandemic" Information/Advice booklet for staff 	HT	28 th August 2020	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	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> "Whole School Opening Risk Assessment" <p>Create a timetable for Staggering 'drop-off' and 'collection'</p> <p>Establish a one way route used for 'drop-off' and 'collection'</p>	HT AHT	28 th August 2020 21 st July 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)
				Ensure there is signage and floor markings in place			
2d	Consideration given to premises lettings and approach in place.		M	No lettings will be permitted until further notice (at least January 2021).			L
2e	<p>Necessary physical modifications completed:</p> <ul style="list-style-type: none"> • Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary. • Lidded bins in classrooms and shared spaces. • Water fountains disconnected/ isolated. • Ventilation measures identified and safe use of air conditioning assessed. • Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place. 	<p>Pupils drinking from water fountains potentially exposed to the virus</p> <p>Possible Viral transmission via shared contact points</p>	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> • "Whole School Opening Risk Assessment" • "Bubble risk assessment" • Statutory Maintenance Review 	HT	24 th August 2020	M
2f	Consideration given to the arrangements for any deliveries.	Exposure to the virus from parcels / deliveries and coming into contact with delivery staff	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> • School office risk assessment 	HT	24 th August 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)
				<ul style="list-style-type: none"> Contractors risk assessment <p>Create an advice sheet for Office staff and share this with them before term begins.</p>	HT	1 st Sept. 2020	
3. Emergency Evacuations							
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>Staff not aware of new evacuation routes and assembly points.</p> <p>No fire drill undertaken</p> <p>PEEPS not updated with any new arrangements.</p> <p>School staff not aware of any visitors on site</p>	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> bubble risk assessment bubble checklist Visitors policy (during COVID) Individual PEEPs (where required) <p>Review the fire evacuation procedures and plans</p> <p>Ask Chris Giles to monitor the revised fire drill plan</p>	HT AHT Premised Manager	1 st Sept 2020	L
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings	Inadequate cleaning and sanitising	M	Continue to increase the capacity of the cleaning team.	HT and Premises manager	1 st Sept 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>undertaken by staff.</p> <p>Staff and pupils exposed to the virus</p> <p>Insufficient cleaning products available</p>		<p>Review cleaning/sanitising schedule throughout the school ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> • Bubble Cleaning Checklist • bubble risk assessment and checklist • "Whole School Opening" Risk Assessment • Infectious Diseases Risk Assessment 	<p>HT and Premises manager</p> <p>HT</p>	<p>1st Sept 2020</p> <p>28th Aug 2020</p>	
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	In-sufficient cleaning staff available to complete the revised cleaning/sanitising regime	M	<p>Continue to increase the capacity of the cleaning team.</p> <p>Review cleaning/sanitising schedule throughout the school ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p>	<p>HT and Premises manager</p> <p>HT and Premises manager</p>	<p>1st Sept 2020</p> <p>1st Sept 2020</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)
				In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> Bubble Cleaning Checklist bubble risk assessment and checklist School opening risk assessment Infectious Diseases Risk Assessment 	HT	28 th Aug 2020	
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.	Exposure to infectious disease due to lack of PPE and Waste procedures	M	In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> Pupil Presenting with Symptoms procedure Infectious Diseases risk assessment 	HT	28 th Aug 2020	M
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.	Insufficient cleaning product supplies No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	High levels of stock purchased prior to school year beginning Alternative providers sought in case of supply chain difficulties In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> bubble risk assessment and checklist 	Premises Manager Premises Manager HT	20 th July 2020 20 th July 2020 24 th August 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)
				<ul style="list-style-type: none"> cleaning checklist and timetable <p>COSHH safety data sheets available for all chemicals in classroom (attached to bubble checklist)</p> <p>Ensure lidded bins are installed in all classrooms and key areas in the school</p> <p>Ensure disposable tissues are available in each classroom to implement the 'catch it, bin it, kill it' approach</p>	<p>AHT / Prem. Manager</p> <p>AHT / Prem. Manager</p> <p>AHT / Prem. Manager</p>	<p>1st Sept 2020</p> <p>24th Aug 2020</p> <p>1st Sept 2020</p>	
4e	Arrangements for longer-term continual supplies are also in place.	<p>Insufficient cleaning product supplies</p> <p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> school opening risk assessment. <p>Review the system in place to order stock in time.</p>	<p>HT</p> <p>AHT / Prem. Manager</p>	<p>28th Aug 2020</p> <p>1st Sept 2020</p>	M
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Pupils/Adults from different bubbles enter	M	Create a school timetable/schedule that allows	AHT	20 th July 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)
		shared area that has not been cleaned		<p>specific time for cleaning share areas</p> <p>Review all cleaning sets and schedules and update where required</p> <p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> Bubble checklist and risk assessment 	<p>AHT / Premises Manager</p> <p>HT</p>	<p>24th August 2020</p> <p>24th August</p>	
4g	Waste disposal process in place for potentially contaminated waste.	Staff exposed to the virus due to exposure to waste and bodily fluids that have not been isolated for 72 hours	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> infectious diseases risk assessment. pupil presenting with symptoms procedure <p>Review the waste procedure in place.</p>	<p>HT</p> <p>Premises Manager</p>	<p>24th August 2020</p> <p>24th August 2020</p>	M
4h	Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance	Staff removing and/or disposing of PPE in an unsafe way.	M	<p>Create a succinct Guidance sheet for staff</p> <p>Issue guidance sheet and video to all staff.</p>	<p>HT</p> <p>AHT</p>	<p>24th Aug 2020</p> <p>2nd Sept 2020</p>	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)
				Display Posters of guidance etc. in all staffrooms	AHT	2 nd Sept 2020	
4i	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available.</p> <p>Routine hand washing:</p> <ul style="list-style-type: none"> on arrival and leaving school. before entering and leaving class during the day. before and after eating. <p>Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.</p>	<p>Staff / pupils / visitors / contractors exposed to the virus due to insufficient hand washing arrangements</p> <p>No hand sanitiser available when unable to hand wash</p>	M	<p>Install additional Handwashing facilities for lunch hall</p> <p>Ensure staff are clear on handwashing timetable.</p> <p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> bubble risk assessment and checklist. <p>Handwashing signage available at all handwashing stations.</p> <p>Pupils instructed in training sessions about the need for good handwashing</p> <p>Sanitiser available at all entry/exit locations around the school.</p> <p>Soap available at key locations around the school (including in every toilet and every classroom)</p>	<p>Premises Manager</p> <p>HT</p> <p>HT</p> <p>AHT</p> <p>ALL STAFF</p> <p>Premises Manager</p> <p>Premises Manager</p>	<p>24th Aug 2020</p> <p>2nd Sept 2020</p> <p>24th August 2020</p> <p>2nd Sept 2020</p> <p>Ongoing</p> <p>24th Aug 2020</p> <p>24th Aug 2020</p>	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)
5. Classrooms and outdoor space							
5a	Desks side by side, facing front, where age appropriate.	Staff / pupils are exposed to the virus due to sustained face to face proximity	M	In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> bubble risk assessment and checklist Provide class teachers with support for setting up their classroom	HT AHT / Phase Leaders	24 th Aug 2020 2 nd Sept 2020	L
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible). Each pupil has their own identified desk. Arrangements for small group work facilitate social distancing for adults and children.	Staff / pupils are exposed to the virus due to lack of social distancing	M	In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> bubble risk assessment and checklist school reopening risk assessment social distancing risk assessment Staff advice booklet 	HT	28 th Aug	M
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	Pupils in different bubbles mix	M	In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> bubble risk assessment and checklist 	HT	28 th Aug	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)
				Review Fire evacuation plan and other 'maps' and share with all staff	AHT	2 nd Sept 2020	
				Ensure appropriate signage in place	AHT	2 nd Sept 2020	
5d	<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 materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Non-essential resources which are not easily washable or wipe-able have been removed (e.g. soft toys, dressing up clothes).</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc) - items to be wiped down if possible.</p> <p>CYP informed not to bring in toys or other articles from home (other than water bottle).</p>	<p>Inappropriate sized equipment for smaller children in classroom</p> <p>Soft toys, cushions and beanbags in classroom not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> • bubble risk assessment and checklist. • parent / carer guidance • staff guidance <p>Ensure signage and posters displayed in multiple locations both inside and outside the school.</p> <p>Ensure that <u>e-Bug</u> posters displayed in classrooms:</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>Instruct CYP to come in to school with PE kit on specific days.</p>	HT	<p>24th Aug 2020</p> <p>2nd Sept 2020</p> <p>2nd Sept 2020</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)
5e	<p>Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks.</p> <p>Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p> <p>Read <u>COVID-19: cleaning of non-healthcare settings</u></p>	Staff / pupils are exposed to viral transmission through contact	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> • bubble risk assessment and checklist. • cleaning regime checklist • play equipment rota 	HT	24 th Aug 2020	M
5f	<p>Ventilation measures identified in each room.</p> <p>Air conditioning use assessed and used in line with HSE guidance: <u>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</u></p> <p>Fire doors should not be propped open longer term, automatic close fire doors could be considered.</p>	Insufficient ventilation to reduce the risk of the virus transmitting	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> • bubble risk assessment • school reopening risk assessment <p>Review of statutory maintenance</p>	HT Premises Manager	24 th Aug 2020 24 th Aug 2020	L
6. Staffing							
6a	Staffing numbers required for groups/bubbles have been determined including support staff such as facilities, IT, midday and office/admin staff.	Staff / pupils are exposed to the virus due to mixing/contact with different staff	H	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> • bubble risk assessment and checklist • visitor to site guidance 	HT	24 th Aug 2020	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)
	<p>Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so.</p> <p>PPA cover is organised to protect integrity of bubbles.</p>			<p>Create year group bubbles in Reception, Year 1 and Year 6 to allow for greater flexibility of staff movement</p> <p>Create PPA timetable that minimises staff movement as much as possible without losing the statutory right to PPA</p>	<p>HT</p> <p>HT</p>	<p>2nd Sept 2020</p> <p>20th July 2020</p>	
6b	<p>Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities to Coronavirus - taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60.</p> <p>Assigned activities consider levels of social distancing and contact with as low a number of others as possible.</p>	Staff with increased vulnerabilities exposed to the virus	M	<p>Complete Individual risk assessments for all staff with increased vulnerabilities to Coronavirus and appropriate control measures applied</p> <p>Review the risk assessments</p>	<p>HT</p> <p>HT</p>	<p>20th July 2020</p> <p>7th Sept 2020</p>	L
6c	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 appropriate arrangements for mitigating risk are identified.	Staff with increased vulnerabilities exposed to the virus	M	Complete Individual risk assessments for all staff with increased vulnerabilities to Coronavirus and appropriate control measures applied	HT	20 th July 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)
				Review the risk assessments	HT	7 th Sept 2020	
6d	Approach to staff absence reporting and recording in place. All staff aware.	Staff unaware of absence reporting and recording policy and procedure	M	Update the Staff Handbook so that absence reporting and recording is clearly explained Share Staff handbook with all staff	HT HT	31 st Aug 2020 4 th Sep 2020	L
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) on a weekly rather than daily basis to minimise contacts.	Introduction of different adult to a bubble leads to virus transmission	M	In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> • bubble risk assessment and checklist • visitor to site guidance Develop sickness cover strategy to include internal covering where possible and week long supply if suitable.	HT HT	24 th Aug 2020 2 nd Sept 2020	M
6f	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs	Staff exposed to the virus when travelling to work	M	In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> • Staff guidance sheet Complete Individual risk assessments for all staff with increased vulnerabilities to	HT HT	24 th Aug 2020 2 nd Sept 2020	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)
	<p>Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff.</p> <p>Consideration of arrival times to encourage walking and cycling to work.</p>			Coronavirus and appropriate control measures applied			
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.	Staff wear contaminated clothing home	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> Staff guidance sheet <p>Update Staff Handbook to include COVID advice</p>	HT	24 th Aug 2020	M
					HT	2 nd Sept 2020	
6h	<p>Approaches for meetings and staff training in place.</p> <p>All meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups.</p> <p>Use of outdoor space also considered where possible.</p>	Staff are exposed to the virus due to mixing/contact with different staff and through lack of social distancing	M	<p>Arrange INSET and staff meetings so they are either virtual or conducted in Phases (no more than 12 people).</p> <p>Ensure physical meetings are conducted in large room (e.g. hall) or outside.</p>	HT	2 nd Sept 2020	M
					Phase Leaders	Ongoing	
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Staff unable to deliver remote provision	H	<p>In liaison with staff and governors complete:</p> <ul style="list-style-type: none"> Contingency plan for education in the event of a 	HT	31 st Oct 2020	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)
				<p>'bubble' lockdown or a 'local' lockdown.</p> <p>Arrange staff meetings in Autumn Term that train staff so that they are ready to enact the contingency plan.</p>	HT	31 st Oct 2020	
6j	<p>Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	Staff with increased vulnerabilities exposed to the virus	M	<p>Complete Individual risk assessments for all staff with increased vulnerabilities to Coronavirus and appropriate control measures applied</p> <p>Review the risk assessments</p>	HT HT	20 th July 2020 7 th Sept 2020	L
6k	<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>	Staff anxiety levels may be high due to current situation	M	<p>Update Staff Handbook so that staff are aware of support offered by the MHST attached to Holbeach</p> <p>Update Staff Handbook so that staff are aware of available support and advice for schools and pupils available from LBL including the Educational Psychology service.</p> <p>Update Staff Handbook so that staff are aware of where to</p>	HT HT HT	2 nd Sept 2020 2 nd Sept 2020 2 nd Sept 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>access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support: https://lewisham.gov.uk/information-for-staff/staff-support-hub/)</p> <p>Appoint a Well-being Co-ordinator who has had Mental Health First Aid training.</p>	HT	Oct 2020	
6l	<p>Arrangements for accessing testing, if and when necessary, are in place.</p> <p>Staff are clear on returning to work guidance.</p> <p>Process in place for use of limited number of self-testing kits.</p>	Staff unaware of arrangements for accessing testing and guidance for returning to work	M	<p>Update Staff Handbook to include information on arrangements for accessing testing and returning to work</p> <p>Hold meetings with each phase during INSET days to ensure shared understanding of COVID issues.</p>	HT HT	2 nd Sept 2020 2 nd Sept 2020	L
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	Induction process not carried out according to policy	M	Monitor the induction process for any new starters	AHT	4 th Sept	L
6n	Return to school procedures are clear for all staff.	Staff unaware of arrangements for accessing testing and guidance for returning to work	M	<p>Update Staff Handbook to include information on arrangements for accessing testing and returning to work</p> <p>Hold meetings with each phase during INSET days to</p>	HT HT	2 nd Sept 2020 2 nd Sept 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)
				ensure shared understanding of COVID issues.			
6o	Arrangements to return any furloughed staff in place.			N/A			
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Temporary contracts not renewed. EDUC forms etc. not completed in time	M	Review all contracts	Business Manager	31 st Aug 2020	L
6q	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved or plan in place to resolve.	Absence Review Meetings / Disciplinary meetings scheduled for pandemic have not taken place.	L	Full Audit of HR status at Holbeach	HT	31 st Aug 2020	L
6r	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Contractors coming in to contact with staff/children	M	In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> visitors to site guidance contractors risk assessment Check with the contractor any requirements their employer has specified before visit. Share school protocols.	HT Premises Manager	24 th Aug 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)
				Contractors to share and follow own Risk Assessments. Dedicated entry points and practices agreed with Premises Manager			
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.	Staff are exposed to the virus due to mixing/contact with different staff and through lack of social distancing	M	In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> visitors to site guidance bubble risk assessment 	HT	24 th Aug 2020	M
7. Group Sizes							
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.	Pupils from different bubbles mix during the school day	M	Establish 'Bubble' sizes and share with staff (largest bubble size to be two classes/year group) Review cleaning regime to ensure that toilet blocks are regularly cleaned In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:	HT HT HT	24 th Aug 2020	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"> bubble risk assessment/checklist 			
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	Pupils / Staff from different bubbles mix during the school day	M	<p>Assign staff to bubbles</p> <p>PPA Timetable created with minimising multiple group contact</p> <p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> school reopening risk assessment 	<p>HT</p> <p>HT</p> <p>HT</p>		M
8. Social Distancing							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices. Staggered or limited amounts of moving around the school/ corridors, one way systems where possible. Classroom design. Break and lunch times are staggered. Plans for social distancing during these times in 	Staff are exposed to the virus due to lack of social distancing	M	<p>Create a timetable for Staggering 'drop-off' and 'collection'</p> <p>Establish a one way route used for 'drop-off' and 'collection'</p> <p>Ensure there is signage and floor markings in place</p> <p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> bubble risk assessment parent / carers guidance 	<p>AHT</p> <p>HT</p>	<p>24th Aug 2020</p> <p>24th Aug 2020</p>	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)
	<p>place, such as when queuing for lunches. Staffing rota developed to facilitate this.</p> <ul style="list-style-type: none"> • Markings in place for routes around school to minimise closer contact. • Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble. • Use of hand driers risk assessed. Paper towels and foot operated closed bin in place. 			<ul style="list-style-type: none"> • cleaning checklist <p>Ensure that paper towels and lidded bins are available in each room</p>	Premises Manager	1 st Sept 2020	
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.	Staff /Pupils are exposed to the virus due to lack of social distancing	M	<p>Create a timetable for Staggering 'drop-off' and 'collection'</p> <p>Establish a one way route used for 'drop-off' and 'collection'</p> <p>Ensure there is signage and floor markings in place</p> <p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> • parent / carers guidance • Pupil Guidance sheet 	AHT AHT HT	24 th Aug 2020 1 st Sept 2020 24 th Aug 2020	M
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate).	Staff /Pupils are exposed to the virus due to lack of social distancing	M	<p>Train staff to provide Mental Health and Wellbeing support for all pupils</p> <p>Review:</p>	AHT HT	4 th Sept 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)
				<ul style="list-style-type: none"> Behaviour policy Parent / carers guidance sheet Pupil Guidance sheet <p>Complete a risks assessment and plan a individualised approach in place for students who struggle to follow expectations.</p>	HT	2 nd Sept 2020 Ongoing	
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Staff /Pupils are exposed to the virus due to lack of social distancing	H	Cancel all assemblies for the Autumn Term	HT	2 nd Sept 2020	L
8e	Social distancing plans communicated with parents, including approach to breaches.	Pupils and Parents unaware of Social distancing expectations	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> parent / carers guidance Pupil Guidance sheet <p>Update website and oversee regular communication with parents/carers</p>	HT AHT	24 th Aug 2020 2 nd Sept 2020	L
8f	<p>Arrangements in place for the use of the playground, including equipment.</p> <p><i>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young</i></p>	Pupils are exposed to the virus due to 'contact'	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> bubble risk assessment and checklist 	HT	24 th Aug 2020	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)
	<i>people using it, and that multiple groups do not use it simultaneously.</i>			<ul style="list-style-type: none"> play equipment rota and cleaning rota 			
8g	Social distancing arrangements for use of staff areas in place and shared spaces.	Staff are exposed to the virus due to lack of social distancing or 'contact'	H	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> Staff Guidance Sheet Staffroom rota <p>Review cleaning regime to increase cleaning of staff areas</p> <p>Develop outside space for staff to use</p>	<p>HT</p> <p>Premises Manager</p> <p>Premises Manager</p>	<p>24th Aug 2020</p> <p>2nd Sept 2020</p> <p>2nd Sept 2020</p>	M
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> to be shared with parents and CYP as age appropriate.	Parents / Pupils are exposed to the virus due to use of public transport	M	<p>In liaison with the school's Health and Safety Committee and Health and Safety advisor, Headteacher to complete:</p> <ul style="list-style-type: none"> Parent /Carer guidance Pupil Guidance <p>Develop website to have a COVID section with up-to-date advice and information</p>	<p>HT</p> <p>AHT</p>	<p>24th Aug 2020</p> <p>4th Sept 2020</p>	L
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			N/A			

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Arrangements in place with transport providers to support any staggered start/end times.						
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Parents / Pupils are exposed to the virus due to use of public transport	H	Liaise with the Friends of Holbeach to develop an emergency supply of masks. Share Guidance for pupils on use of masks.	AHT AHT		M
10. Catering							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Caters unable to meet the requirements of the school	M	Liaise with Chartwell's area manager to ensure continued provision of food for all pupils	HT	2 nd Sept 2020	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.	Pupils / staff are exposed to the virus due to 'mixing' of bubbles or 'contact'	M	Install additional hand washing facility in place of the water fountains Create a timetable for lunches that staggers and separates bubbles in a way the prevents children from bubbles mixing with one another during lunch time	Premises Manager AHT Premises Manager	2 nd Sept 2020 2 nd Sept 2020 2 nd Sept 2020	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)
				Increase cleaning capacity to cover lunch time so that toilet blocks get additional clean			
10c	Arrangements for food deliveries in place.	Unable to provide lunch to children	L	Chartwells to share business continuity plan with school	Business Manager	2 nd Sept 2020	L
11. PPE							
11a	<p>PPE use is understood and agreed with staff.</p> <p>Appropriate supplies in place at necessary points in the school.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p> <p>PPE located in classrooms where children require personal care and for the administering first aid.</p> <p>Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained.</p>	Staff lack of knowledge in when and how to use PPE.	M	<p>Issue all staff with Information and guidance about PPE</p> <p>Share procedure in place for pupil displaying symptoms of the virus</p> <p>Order and share out PPE available for first aid / intimate care / SEN / working with pupils that cannot maintain social distancing</p> <p>Update First aid and intimate care risk assessment</p>	<p>HT</p> <p>HT</p> <p>AHT</p> <p>HT</p>	<p>4th Sept 2020</p> <p>4th Sept 2020</p> <p>2nd Sept 2020</p> <p>24th Aug 2020</p>	L
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.	Spread of virus from child to adult	H	Individual Risk Assessments for children with EHC Plans and most vulnerable	SENDCo	4 th Sept 2020	M
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?	Spread of virus from visitor to staff	M	Set up perspex shield in front office to protect office staff	<p>Premises Manager</p> <p>HT</p>	<p>24th Aug 2020</p> <p>24th Aug 2020</p>	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)
				Update Office Risk Assessment, Checklist and staff guidance In liaison with the school's Health and Safety advisor, Headteacher to complete: <ul style="list-style-type: none"> visitors to site guidance 	HT	24 th Aug 2020	
12. Response to suspected/ confirmed case of COVID19 in school							
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 school is anyone in the house is displaying symptoms.	Parents/Carers, Pupils, Visitors unaware of guidance and advice	M	Ensure that there are reminder notices about COVID symptoms and guidance at all entrances and exits. Update and circulate Information Guidance for Parent / Carer, Pupils and Visitors.	AHT HT	4 th September 2020 4 th September 2020	L
12b	Approach to adults/children displaying COVID19 symptoms cases in place - during school day: <ul style="list-style-type: none"> Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19. Consideration of any pupils with heightened COVID19 vulnerability. Area established to be used if an individual is displaying symptoms 	Parents, Pupils and staff being unaware of COVID19 symptoms Spread of Virus	M	Update the procedure in place for pupil displaying symptoms and share with all stakeholders. Update cleaning protocols and regime in place Update the procedure in place (from PHE) to inform parents / carers of any confirmed cases.	HT AHT & Premises Manager HT	24 th Aug 2020 24 th Aug 2020 2 nd Sept 2020	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)
	<p>during the school day and needs to be isolated.</p> <ul style="list-style-type: none"> • Cleaning procedure in place. • Arrangements for informing parent community in place. • Emergency PPE available where 2m distance cannot be maintained. 			<p>Notify all stakeholders that NHS Track and Trace now in place</p> <p>Ensure that there are adequate supplies of PPE available</p>	<p>AHT</p> <p>AHT</p>	<p>4th Sept 2020</p> <p>4th Sept 2020</p>	
12c	<p>Approach to confirmed COVID19 cases in place - outside of school hours:</p> <ul style="list-style-type: none"> • Identified children/adults/bubbles/contacts advised on necessary action. • Staff with heightened vulnerability considered and advised of necessary action. <p>Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible.</p> <p>Cleaning procedure in place.</p> <p>Arrangements for informing parent community in place.</p>	<p>Parents, Pupils and staff being unaware of COVID19 symptoms</p> <p>Spread of Virus</p>	M	<p>Update the procedure in place for individual displaying symptoms and share with all stakeholders.</p> <p>Update the cleaning protocols and regime in place</p> <p>Update the procedure in place (from PHE) to inform parents / carers of any confirmed cases.</p> <p>Notify all stakeholders that NHS Track and Trace now in place</p>	<p>HT</p> <p>AHT & Premises Manager</p> <p>HT</p> <p>AHT</p>	<p>24th Aug 2020</p> <p>24th Aug 2020</p> <p>2nd Sept 2020</p> <p>4th Sept 2020</p>	M
12d	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p><i>Refer to Lewisham PH and public health guidance for more information.</i></p>			PHE GUIDANCE AVAILABLE AND NHS TRACK AND TRACE			

13. Pupil Re-orientation - back into school after a period of closure/ being at home

	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)
113	Approach and expectations around school uniform determined and communicated with parents.	Parents unaware of school's expectations	M	Update Parental Guidance Document Update FAQ document on school website	HT AHT	24 th Aug 2020 2 nd Sept 2020	M
13c	Changes to the school day/timetables shared with parents.	Parents unaware of school's expectations	M	Use newsletters, letters and emails to 'drip drip' information about September to parents/carers Update Parental Guidance Document Update FAQ document on school website	HT HT AHT	24 th Aug 2020 2 nd Sept 2020 2 nd Sept 2020	M
13d	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents.	Children living in poverty who cannot afford a water bottle Parents/Cares unaware of expectation	M	Update Parental Guidance Document and share with Parents/Carers Work with Friends of Holbeach to provide water bottles	HT AHT	24 th Aug 2020 4 th Sept 2020	L
13e	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic	Children displaying high levels of anxiety due to COVID19	H	Train staff to provide Mental Health and Wellbeing support for all pupils Update the staff handbook to make curriculum expectations clear (and share with staff)	AHT HT	4 th Sept 2020 31 st Aug 2020	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)
	achievements of pupils whilst at home/ during school closure.						
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Children displaying high levels of anxiety due to COVID19 Families are bereaved and don't have support	H	Train staff to provide Mental Health and Wellbeing support for all pupils Whole school approaches to wellbeing agreed at INSET in September and carried out in first half of Autumn Term Provide regular information to all stakeholders about wellbeing and how to access support Maintain wellbeing section on website for all stakeholders	AHT AHT AHT AHT	4 th Sept 2020 4 th Sept 2020 4 th Sept 2020 4 th Sept 2020	M
13g	Re-orientation support for school leavers is developed.	Child missing in education	M	Learning Mentor and SSAO work with Local Authority.			L
13h	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. 	Lack of data on families. Difficulty with contacting school	M	Continue to identify vulnerable families Learning Mentor and AHT to actively 'reach-out' to identified families. Support offered	AHT AHT Learning Mentor	Ongoing – school have supported families throughout lockdown.	M

14. Remote education contingency plan

	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)
14a	Contingency plans for remote learning offer is are 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	In liaison with staff develop a contingency plan for remote education Remote learning contingency available and ready to be 'switched-on' when needed.	HT AHT	Oct 2020 Oct 2020	H
15. Transition - into new year group - What will need to be different this year because of COVID19?							
15a	Online/ website support for families and young people around transition. <i>Much of the transition work has been completed during the Summer Term</i>	Access to the internet for many families	M	Email/Letter to parents/carers outlining transition Website reflects email/letter	HT AHT	2 nd Sept 2020 2 nd Sept 2020	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"> • EY to Primary. • Primary to Secondary. • Vulnerable children. • Children with SEND. • Physical and sensory needs, including adaptations, equipment etc. (lead in times). • Post 16. • School Leavers. 	Facilitating transition whilst adhering to current restrictions	M	Reassess all procedures and transition points to see whether further support can be offered and remote/virtual options offered. HT to hold Teams meeting for families entering Nursery and Reception EYFS Team to offer socially distanced meetings outside to support transition to Nursery and Reception.	AHT HT Phase Leader	20 th July 2020 20 th July 2020 20 th July 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)
16. Safeguarding							
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.	SENDCo / Learning Mentor	4 th Sept 2020	L
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff unaware how to support pupils	M	Provide staff with refresher training session on processes and procedures and the revised wellbeing material. Train staff to provide Mental Health and Wellbeing support for all pupils	HT AHT	4 th Sept 2020 4 th Sept 2020	L
16c	Updated Child Protection Policy in place.	Staff unaware of any statutory changes	M	Review and Update Safeguarding (and Child Protection) Policy Update Staff Handbook and share with staff at INSET KCSIE update training during INSET	HT HT HT	4 th Sept 2020 4 th Sept 2020 4 th Sept 2020	L
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.	Vulnerable pupils not identified or not able to access agencies	M	Weekly Safeguarding meeting to be maintained. Learning Mentor to coordinate working with families and Lewisham Early Intervention	HT Learning Mentor	Ongoing	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 pupils requiring physical care.	Child with additional needs cannot be comforted	H	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups Work with families of children at risk of being in this category to support them through this time. Request individual Risk Assessments where required	SENDCo SENDCo SENDCo	4 th Sept 2020 4 th Sept 2020 4 th Sept 2020	M
17. . Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Staff unaware of curriculum expectations for Autumn Term	M	Train staff to provide Mental Health and Wellbeing support for all pupils Whole school approaches to wellbeing agreed at INSET in September and carried out in first half of Autumn Term Share all expectations with staff at INSET in September.	AHT AHT HT	4 th Sept 2020 4 th Sept 2020 4 th Sept 2020	L
75b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated: • PE.	Pupils / staff are exposed to the virus due to 'contact' of resources	M	Hold Health & Safety Committee meetings to help risk assess individual subjects and lessons Update Staff Guidance in line with Risk Assessments	HT HT	4 th Sept 2020 4 th Sept 2020	M

	<ul style="list-style-type: none"> Practical science lessons. DT/ FT. 						
17c	<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. Utilising the DFE 'catch-up' funding and programmes. 	Staff unaware of curriculum expectations for Autumn Term	M	<p>Train staff to provide Mental Health and Wellbeing support for all pupils</p> <p>Whole school approaches to wellbeing agreed at INSET in September and carried out in first half of Autumn Term</p> <p>Share all expectations with staff at INSET in September.</p>	AHT AHT HT	4 th Sept 2020 4 th Sept 2020 4 th Sept 2020	L
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: Behaviour and Discipline in Schools guide</p> <p>DfE behaviour and attendance checklist completed.</p>	Staff and/or pupils unaware of amended behaviour policy	M	<p>Share Behaviour policy during Sept INSET</p> <p>Update website to reflect policy</p>	HT AHT	4 th Sept 2020 4 th Sept 2020	
18. CYP with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	Children with EHCP not receiving therapy and intervention identified by EHCP due to COVID restrictions	H	Communicate with parents of EHCP children regularly and review provision for them	SENDCo	Ongoing	H
18b	Annual review plan in place.	Annual Reviews do not take place	H	Annual Reviews to be completed through 'Teams' or	SENDCo	Ongoing	M

				'Zoom' if unable to be done in a socially distanced way			
18c	Requests for assessment plan in place.	EHCNAs not submitted	L	EHCP applications will be submitted	SENDCo	Ongoing	L
18d	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	Pupil and/or Parent/Carer experiencing high levels of anxiety	M	Speak with each family of pupil who needs support to return to school Produce social stories or other support methods to facilitate return.	SENDCo Learning Mentor	4 th Sept 2020	L
19. Attendance							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Parents/carers unsure of when their child can return Parents/carers choosing not to allow their child to return	H	Regular update letters/email sent to parents/carers in advance of re-opening Update Parent/Carer Guidelines and FAQs docs and share with community to try to ease any anxiety Use SLA with LA to address low attendance	HT HT Learning Mentor	4 th Sept 2020 4 th Sept 2020 Ongoing	M
19b	Approach to support for parents where rates of PA were high before lockdown.	Parents/carers unsure of when their child can return Parents/carers choosing not to allow their child to return	H	Regular update letters/email sent to parents/carers in advance of re-opening Update Parent/Carer Guidelines and FAQs docs and share with community to try to ease any anxiety Use SLA with LA to address low attendance	HT HT Learning Mentor	4 th Sept 2020 4 th Sept 2020 Ongoing	M

20. Communication

20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared	Staff, Parents/Carers, Pupils unaware of mitigation strategies in place and changes to 'normal' routines	M	All Risk Assessments shared with staff prior to the start of term Health and Safety Committee (with staff representative) to be an active part of the risk assessment process Risk Assessments published on school website	HT HT AHT	2 nd Sept 2020 2 nd Sept 2020 2 nd Sept 2020	L
20b	Governors consulted on full opening plans.	Governors unaware of full opening plans	M	Regular emails to Govs Gov representation in Health and Safety committee meetings Full Gov body meeting on 27 th Aug	HT HT HT	Ongoing 26 th Aug 2020 27 th Aug 2020	L
20c	Union representatives consulted on full opening plans.	Staff do not feel part of the process	M	Health and Safety Committee (with union representative) to be an active part of the risk assessment process Union specific meetings held (9/7/20 and 1/9/20)	HT HT	26 th Aug 2020 1 st Sept 2020	L
20d	Risk Assessment published on website, where more than 50 staff.	Not published	L	Share RAs with Union Reps and Health and Safety Committee Check that RA is published on website	HT AHT	1 st Sept 2020 7 th Sept 2020	L

20e	<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. • Expectations when in school and at home (if self-isolating is necessary). 	Parents unaware of full opening plans	M	<p>Emails, letter, Newsletters and texts sent regularly to parents to update them</p> <p>Parent/Carer guidance updated and shared with all contacts</p> <p>FAQ document on website update and emailed to all contacts</p>	<p>HT</p> <p>HT</p> <p>HT</p>	<p>4th Sept 2020</p> <p>4th Sept 2020</p> <p>4th Sept 2020</p>	L
20f	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable. • Social distancing arrangements, hand washing and other preventative measures. • Staggered start times. • Expectations for behaviour when in school and at home (if self-isolating is necessary). • Travelling to and from school safely. 	Pupils unaware of full opening plans	M	<p>Emails, letter, Newsletters and texts sent regularly to parents to update them (reminded to read with pupils)</p> <p>Pupil guidance updated and shared with all contacts</p> <p>FAQ document on website update and emailed to all contacts</p>	<p>HT</p> <p>HT</p> <p>HT</p>	<p>4th Sept 2020</p> <p>4th Sept 2020</p> <p>4th Sept 2020</p>	L
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.	<p>Governing body do not meet their statutory duty</p> <p>Important decisions (e.g. catering contract, building works)</p>	H	<p>HT to continue with weekly email to governors to keep them up to date with response to COVID-19 pandemic.</p> <p>HT and CoG to speak at least once a week to discuss priorities</p>	<p>HT</p> <p>HT</p>	Ongoing	M

		are not taken or ratified		CoG to take chair's action on important decisions that need to be made between meetings Clerk to arrange virtual governing body meetings CoG to attend all virtual meetings with LA.	CoG CoG		
21b	Governors are clear on their role in the planning for full opening of school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	Governors unaware of full opening plans	M	HT to continue with weekly email to governors to keep them up to date with response to COVID-19 pandemic. CoG to attend all virtual meetings with LA.	HT CoG	Ongoing	L
21c	Governors prepared for start of school year (clerking, etc.).		L	Sign SLA with clerking company	Business Manager	31 st Aug 2020	L
22. School events, including trips							
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.	PHE advice changes	M	Cancel all educational visits and memorable events for Autumn Term	AHT	4 th Sept 2020	L
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	School budget is adversely affected School does not claim back money it is entitled to	M	Continue to maintain COVID spreadsheet and share it with key staff members. Liaise with LA finance team and finance governors to	Business Manager Business Manager	Ongoing Ongoing	L

				ensure that all protocols are correctly followed			
23b	Insurance claims, including visits/trips booked previously followed up.	School does not claim back money it is entitled to	L	Investigate and apply for claims of funds for educational visits and memorable experiences. Liaise with LA finance team and finance governors to ensure that all protocols are correctly followed.	Business Manager Business Manager	Ongoing	L
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> IT support. Catering. 	School does not have IT support or catering provision	L	Review contract with each service provider Liaise closely with main contact in IT support and Catering company	Business Manager HT	Ongoing	L
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	MHST work does not develop	L	Continue to work with Mental Health Support Team and Local Authority to ensure that all sign-posting possible and support possible continues for the families of Holbeach	HT	Ongoing	L
24. Before and after school clubs							
24a	Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles.	Staff and/or parents/carers are unaware of approach to wrap around care	M	Risk assess each service Share risk assessment with all staff and parents/carers	ASC Co-ord HT	24 th Aug 2020 2 nd Sept 2020	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](#)