

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Langford Village School

OWNER: Oxfordshire County Council

DATE: 20/05/2020

17/07/2020

12/10/2020

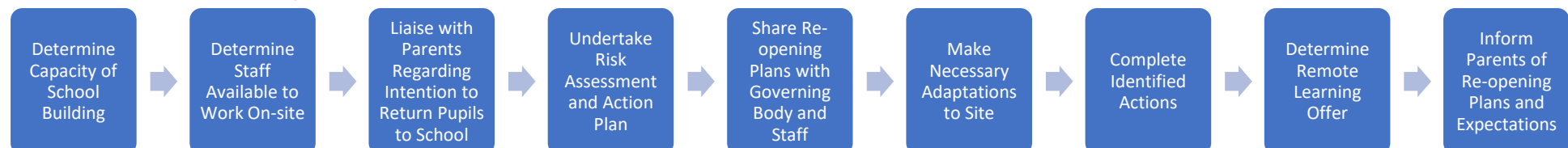
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- 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'

Steps of Re-opening Preparation:



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities	4
Emergency Evacuations	7
Cleaning and waste disposal	7
Classrooms	9
Staffing	11
Group Sizes	17
Social Distancing	17
Catering	20
PPE	21
Response to suspected/ confirmed case of COVID19 in school	21
Pupil Re-orientation	22
Partial Re-opening	24
Transition <i>into new year group</i>	25
Safeguarding	25
Curriculum / learning environment	26
Pupils with SEND	27
Attendance	28
Communication	28
Governors/ Governance	30
School events, including trips	30
Finance	31

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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 Manager has been working full-time since lockdown began	L	Continue to carry out a formal / recorded full pre-opening premises inspection.	20/05/20	L
		Site has been open for complete lockdown period	L	Water test systems have continued to be carried out during lockdown, these are recorded	22/05/20	L
		Food has remained in the Kitchen freezers	M	Ensure that Fresh Start destroy all food that has been stored in school over lockdown Review meeting with Fresh Start 08/10/2020	26/05/20 17/07/20 12/10/2020	L
		Caretaker to continue to maintain health and safety routines across school	L	Regular routines daily/weekly/monthly Carried out to plan.	21/05/20	L

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	Adequate ventilation across all areas of school	Cold/wet weather	M	<p>Open windows and doors where possible.</p> <p>Minimum requirement is 3x15mins to open doors/windows.</p> <p>Heating on across school</p>	12/10/20	

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	Office spaces re-designed to allow office-based staff to work safely.	Office suites do allow for adequate space between staff members, plus windows for ventilation.	L	Office staff can work in safe conditions in offices and on front desk Relocate Finance Officer to resources room	20/05/20 12/10/20	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Year groups will access single point of entry to school, parents will leave children to walk to lines on playground	M	1 meter markers are present on floors. 12.10.2020 One-way system in place to enter and exit the school. Signage in place.	30/05/20 17/07/20 12/10/20	L
	Consideration given to premises lettings and approach in place.	No external lettings until further notice, school hall cleaned daily 12.10.2020 Lettings from 6.30pm	L	No lettings for the remainder of calendar year. A system agreed for communicating any positive or symptomatic cases. QR code for school lettings.	20/05/20 17/07/20 12/10/20	L
	Consideration given to the arrangements for any deliveries.	All deliveries are made by arrangement, with exception of daily post	L	No unauthorised personnel on site	26/05/20	L

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Emergency Evacuations	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>	Current evacuation routes would not cause multiple groups of people to come into contact. If necessary more appropriate alternatives could be made available possible.	L	Evacuation procedures need to be shared with all staff and children. Standard fire drill schedule to be completed.	01/06/20	L
	Consideration given to PEEP – buddies are assigned or reassigned according to available persons.	If staff needing to work from home are current PEEP buddies reassignment necessary.		Buddy system updated if necessary	28/05/20	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .	Caretaker to oversee supervision and monitoring of cleaning process.	M	Thorough routine cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by (by caretaker and cleaning company) Enhanced cleaning regime for toilet	17/07/20 12/10/20	L L

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				facilities particularly door handles, locks and toilet flush.		
	Capacity of cleaning company is adequate to enable enhanced cleaning regime.	Caretaker to oversee supervision and monitoring of cleaning process.	M	Additional time, manpower and bio-fog systems purchased End of each big term, bio-fog system used for deep clean	17/07/20 12/10/20	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Hand sanitiser available for visitors to reception. Classrooms have a supply of tissues. Good supply of soap.	L	Hand sanitiser available at the school entrance Battery hand sanitiser unit for Reception Additional hand soap dispensers in all shared areas Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch	29/05/20 12/10/20	L

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				it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.		
	Enough time is available for the enhanced cleaning regime to take place.	Revised Plan agreed with contractor	L	All staff advised to leave the site by 5pm in time for cleaning to be undertaken. All staff advised to leave site by 6pm All cleaning staff to wear face masks	28/05/20 17/07/20 12/10/20	L
	Waste disposal process in place for potentially contaminated waste.	Lunch Waste collected and taken away to outdoor bins	M	Waste bags and containers - kept closed and stored separately from communal waste Waste collections made when the minimum number of persons are on site	30/05/20	L
Classrooms	The number of staff and pupils that can use each room at any one time has been determined according to the physical	All classroom can hold up to 30 pupils plus 1 staff and possibly up to 2 1:1 TAs	L	Within best endeavours all classrooms meet	31/05/20 17/07/20	L

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	capacity of the school site. NB: up to 30 per group.			requirements		
	Classrooms have been re/arranged to allow as much space between individuals as practical.	All classrooms have been rearranged before pupils return and all spare furniture will have been removed Furniture returned	L	Within best endeavours all classrooms meet space requirements	31/05/20 12/10/20	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Entry and exit routes have been put in place for all classrooms in year group bubbles	L	Within best endeavours all classrooms meet route requirements	31/05/20 17/07/20	L
	Appropriate resources are available within all classrooms e.g. age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Appropriate sized equipment for children in all classrooms.	L	Within best endeavours all classrooms meet size requirements Children Y2 – 6 bring own pencil cases	31/05/20 12/10/20	L
	Resources which are not easily washable or wipeable have been removed.	Soft toys, cushions and beanbags in classrooms not easily washable.	M	Remove soft furnishings from all classrooms.	31/05/20 12/10/20	L

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	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.	COVID19 information posters currently in place. Reminders/ awareness for children.	L	<p>SEND children may need comforters brought from home</p> <p>Posters displayed: ie</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> 		L
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined to include support staff and office/admin staff.</p> <p>Including all of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	Paediatric First Aider to work on site.	<p>M</p> <p>L</p>	<p>Staff audit re available to work on-site from 1st September completed</p> <p>Paediatric First Aid cover arranged</p> <p>Staff welfare questionnaire</p>	<p>20/05/20</p> <p>17/07/20</p> <p>25/05/20</p> <p>12/10/20</p>	<p>L</p> <p>L</p>

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	Approach to staff absence reporting and recording in place. All staff aware.	Staff to continue to follow code of conduct reporting procedures	L	Continuation of regular procedures as in staff handbook	20/05/20	L
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p>Review of working from home procedures reviewed</p> <p>IT provision</p>	M	<p>All staff working from home continue to plan for their class groups, mark and feedback on completed work if necessary</p> <p>Internal track and Trace for staff cover</p> <p>Recommend NHS Track and Trace app for all staff</p> <p>Plan for TAs to carry out interventions remotely</p>	<p>20/05/20</p> <p>17/07/20</p> <p>12/10/20</p>	L
	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.	Plans in place to cover staff sickness	M	<p>Usual Practice in place, after 2 days, supply cover – where possible COVID secure staff</p> <p>Summarised H&S safety procedures on the sign in system</p>	<p>20/05/20</p> <p>17/07/20</p> <p>12/10/20</p>	M

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	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Staff handbook guidance still relevant. No ties expected.	L	Summer Appropriate clothes guidance in handbook no changes expected Staff moving across bubbles, to clean visors and wash hands thoroughly.	20/05/20 12/10/20	L
	Approaches for meetings and staff training in place.	Main Hall available if needed	L	Plans in place for autumn term. Zoom/ MC teams - meetings possible when needed. Support Staff meeting on Teams fortnightly with SLT on Monday 4.15pm. (Start date: 2/11/20)	20/05/20 17/07/20 12/10/20	L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Staff roles appear appropriate to in-school and home learning requirements	L	Where necessary zoom meetings on Wednesdays for team planning, in case teaching staff are working from home Where cohort closure MS Teams meetings for PPA.	20/05/20 17/07/20 12/10/20	L

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	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>HLTA' s if required to lead some groups as not enough teachers on site to cover numbers.</p>	M	<p>Payment of HLTA rates for time covered</p> <p>Payment of HLTA rates for time covering full classes if we go into partial closure</p>	<p>20/05/20</p> <p>17/07/20</p> <p>12/10/20</p>	M
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Support is identified through staff handbook guidelines</p>	M	<p>Staff are aware of available support and advice for schools and pupils available from OCC: http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Staff welfare questionnaire w/c 2/11/20</p>	<p>20/05/20</p> <p>12/10/20</p>	M

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	Arrangements for accessing testing, when necessary, are in place. Staff are clear on returning to work guidance.	Following a reported incidence, staff testing is available	H	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Tack and Trace NHS app	20/05/20 12/10/20	M
	The approach for inducting new starters has been reviewed and updated	Information in staff handbook is available for new starters	L	There is 1 new starter expected in term 1	20/05/20 17/07/20	L
	Return to school procedures are clear for all staff.	Information is available in staff handbook	M	Consideration needs to be made to reasons for absence i.e. COVID	20/05/20 12/10/20	M
	Arrangements to return any furloughed staff in place.	Furloughed staff have been sent information concerning their position	M	Furloughed staff are due to return to breakfast and afterschool clubs in September	20/05/20 Completed 12/10/20	M
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Retirements of staff and end of contracts to be completed	M	Retirement of staff completed, end of contracts to be completed before dates needed Ongoing	20/05/20 12/10/20	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	HR support dealing issue, which has now been resolved	M	Minuted conversation to take place after pandemic ends	20/05/20	L

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					Complete 12/10/20	
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Essential visitors only on site	M	<p>Checked with the contractor any requirements their employer has specified before visit. Share school protocols. Maintenance to be completed over the summer break</p> <p>Exception – volunteer in FSU to complete her training</p> <p>Any visitors that are non-essential can be risk assessed prior to visit</p>	<p>31/05/20</p> <p>17/07/20</p> <p>12/10/20</p>	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches. Protocols and expectations shared.	French and Sports lessons provided by Ignite Sports and Madame Albert	M	<p>Madame Albert and Ignite have worked throughout lockdown with school to provide support, all protocols are shared.</p> <p>Any visitors that are non-essential can be</p>	<p>20/05/20</p> <p>17/07/20</p> <p>12/10/20</p>	L

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				risk assessed prior to visit		
Group Sizes	Class groups have been determined on the basis of small, consistent groups of pupils, that can remain separate from other people and groups.	These groups have been organised by year groups up to 30 per class and 60 in year group bubbles	M	Making best endeavours to keep year groups safe in social bubbles Assemblies in Year groups to continue to be reviewed 1/12/20	31/05/20 17/07/20 12/10/20	L
	Vulnerable and critical worker group sizes determined.	Making best endeavours to keep these group arrangements close to 30/60	M	Making best endeavours to keep critical groups in social bubbles	31/05/20 17/07/20	L
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	This can be managed depending on staff confidence in health and safety requirements	M	Teaching and support staff have consistent arrangements across the school week Reviewed continuously	31/05/20 12/10/20	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 (if possible) 	As a phased return develops key arrangements will be put in place for staggered options			01/06/20	M

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	<ul style="list-style-type: none"> Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	All arrangements in place for staggered options	M	Staggered start and end times are in place and shared with parents and staff	17/07/20 12/10/20	
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Information shared with parents before groups return to school	M	School life information shared with parents	28/05/20	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Parents will arrive onto school site, children will move to lining up on spaced playground	M	On arrival, pupils will line up in bubble groups with staff and enter through arranged pathways	28/05/20	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Revisit of school behaviour policy and update for parents on additional behaviour necessary to keep safe in school i.e. spitting	M	Handwashing and cleaning (if needed) Conversations with parents Risks assessments and individualised approach in place for	28/05/20	L

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				students who might struggle to follow expectations Continue to request that all children are accompanied to/from school by an adult Parents advised to wear masks	12/10/20	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	No plans for assemblies Assemblies restarted	L	Cannot keep social distancing guidelines In Year group bubbles once a fortnight – appropriately spaced. Classes spaced apart.	28/05/20 12/10/20	L
	Social distancing plans communicated with parents, including approach to breaches.	Clear expectations shared with parents	M	Expectations shared with parents before return to school for each year group	28/05/20	M
	Arrangements in place for the use of the playground, including equipment.	outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously	M	Rota in place for use by whole day cleaned down after use	01/06/20	L

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Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.	School kitchen has been closed. Food will not be prepared at school, but brought in by Fresh Start	M	<p>Fresh Start are available to work.</p> <p>Provision of packed lunches for all universal free school meal and free school meal children on their return to school in September</p> <p>Fresh Start to offer lunches to all of school, including hot lunch boxes.</p> <p>SLT closely monitor food standards, with a daily hot food sample check and also monitor condition of classrooms after lunch</p>	<p>08/06/20</p> <p>17/07/20</p> <p>12/10/20</p>	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.	Voucher system in place for all Free school meals children	L	Confirmation of 02/09/20 date FSM children will return to school	<p>01/06/20</p> <p>17/07/20</p>	L
	Arrangements for when and where each group will take lunch (and snack time if	Arrangements are in place for pupils to eat meals in classrooms	M	Meal times are based on children eating in	01/06/20	L

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	necessary) are in place so that children do not mix with children from other groups.			classrooms and playtime on a rota, covered by TA's and MDS	17/07/20	
	Arrangements for food deliveries in place	All packed lunches will be made on site	M	All groups placed on separate tables and taken to classrooms	01/06/20	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	PPE deliveries straight to school from LA Availability of appropriate supplies.	L	PPE orders sent as supplies reduce, weekly order as necessary Headteacher/ Business Manager to source Headteacher to approach LA for reimbursement	28/05/20 12/10/20	L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action? Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated 	Each class has secure area available, child will be taken to this area and call to office to bring parent to external gate to collect child. Staff dealing with child has PPE equipment in secure room and after suspected Covid 19 child leaves, full deep clean will take place and first aid equipment will be sterilised	M	Systems in place deal with unwell pupils that key staff and other children safe. Contaminated Bubbles will leave school for self-isolation until test results are available	01/06/20	M

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	<ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place 			Flow chart to be followed and shared with parents	12/10/20	
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Approach to relocating pupils away from certain parts of the school to clean, if possible Cleaning in place 	Parent arrangements to inform school of COVID cases	M	Parent contract in place with systems to inform school of contacts for track and trace	01/06/20 17/07/20	L
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	List of all critical worker parents up to date,	Key worker group communication list available in school	L	School Life key worker group list included in all communications Keep on file	20/05/20 17/07/20 12/10/20	L
	Approach and expectations around school uniform determined and communicated with parents.	Key messages sent out to all parents before return to school	L	Uniform policy is well adhered to with all items named PE kit to be worn to school on PE days only	20/05/20 12/10/20	L

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	Changes to the school day/timetables shared with parents.	School organisation share with parents before return	L	Curriculum coverage over 5 day work plans Any updates communicated by fortnightly SLT letter	28/05/20 12/10/20	L
	All students instructed to bring a named water bottle each day and reminded to take home at the end of each day. Best endeavours for social distancing and cleaning arrangements in place.	No sharing of any equipment between children	M	All named articles arriving in school to be labelled and kept below individual desks	28/05/20	L
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	All staff receive safe practice guidelines	M	Additions to school handbook on safe practice in school during return to school routine	27/05/20	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Use literature on well-being available on Mental Health Websites	M	All staff have received training on looking for signs of stress in Mental Health Awareness training Full time learning mentor in place	20/05/20 12/10/20	L
		Revisit Transition projects for SEND pupils	M			M

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	Re-orientation support for school leavers is developed.			Contact secondary school to investigate which programmes are available post lockdown	01/06/20 12/10/20	
	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 	Make regular contact with families where concerns have been raised	M	School learning mentor continues to make contact with parents if a child or family needing additional support FSM tab and application added to the website	20/05/20 17/07/20 12/10/20	M
Partial Re-opening	All students have access to technology and remote learning offer. Concerns over remote technology access to FSM children	Blended approach between physical and remote learning developed, including support for those pupils who are shielding/ clinically vulnerable Support only for children currently shielding, clinically vulnerable or self-isolating	M	Review of work completed both in school and at home and follow up conversations take place Teachers to set work for children at home	20/05/20 12/10/20	L
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children –	M	Increased numbers up to 60, however this can still be managed with the help of HLTA staff	28/05/20 17/07/20	L

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<p>Transition into new year group</p> <p><i>What will need to be different this year because of COVID19?</i></p>	Online/ website support for families and young people around transition.	Continue to build good relationship with new teacher	M	Publish information on web site for parents to engage with	01/07/20	L
	Plan for transitions between school years considering 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) 	Concerns about Keeping bubbles safe.	M	Zoom meetings arranged with new teacher over a transition period	July 2020 17/07/20 12/10/20	L
Safeguarding	Individual pupil risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements reflected in risk assessment. Ongoing	M	All SEND pupils to have review on plans by teachers /support staff and SENCo Full time learning mentor	01/06/20 17/07/20 12/10/20	M
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Phase leaders review staff needs for safeguarding	M	On line staff refresher training session on processes and procedures and the	01/06/20 17/07/20	L

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				revised wellbeing material.		
	Updated Child Protection Policy in place.	Review and revisit changes as needed	M	Adopted Temporary COVID19 Child Protection Policy	20/05/20 17/07/20	L
	Work with other agencies has been undertaken to support vulnerable pupils and families.	Contact with agencies for vulnerable children	L	LA weekly reports to provide evidence	20/05/20 02/09/20	L
	Consideration given to the safe use of physical contact in context of managing behaviour.	Revisit Manual handling policy to ensure safe procedures are in place	M	Review individual consistent management plans to ensure they include protective measures.	20/05/20 01/09/20 12/10/20	M
	Current learning plans, revised expectations and required adjustments have been considered.	Curriculum plan revisited for the start of the new school year.	M	5-Day curriculum plans across school topics are in place.	20/05/20 17/07/20	L
Curriculum / learning environment	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	Best endeavours to keep activities at social distances within subject expectations	M	Elements of activities within subject areas may have to be adapted to minimise social contact	28/05/20 17/07/20	M

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	<ul style="list-style-type: none"> • PE • Practical science lessons • DT 					
	<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 	PSHE sessions weekly	L	<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Except Nursery, Reception and Year 1.</p> <p>Seating plans for Y2-Y6</p>	<p>28/05/20</p> <p>12/10/20</p>	L
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>	Completed and reviewed each 4 weeks	M	<p>Student council to review changes in term 2</p>	<p>15/06/20</p> <p>17/07/20</p>	L
Pupils with SEND	<p>Approach to provision of the elements of the EHCP including health/therapies.</p>	<p>Interventions available through Zoom Meeting with support staff and re-introduce SEND visits and support</p>	M	<p>Planned zoom meetings for therapies with consultants who know to children.</p> <p>Some face to face sessions now in place.</p>	<p>01/06/20</p> <p>17/07/20</p> <p>12/10/20</p>	M

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Annual reviews.	Meetings dates already arranged	L	Schedules of meetings arranged through zoom/MC teams	01/06/20 17/07/20	L
	Requests for assessment.	Meetings scheduled for autumn term, with collection of data	L	With support of staff and parents no delays envisaged except with LA decisions. RA completed by all involved in essential on site visits	01/06/20 17/07/20 12/10/20	L
Attendance	Approach to supporting attendance for prioritised year groups determined.	Follow attendance procedures	L	Praise and reward good attendance	01/06/20	L
	Approach to support for parents where rates of persistent absence were high before closure.	Follow attendance procedures	L	Send letter to parents to explain consequences	01/06/20	L
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to working patterns/ groups.	NEC Union action, can now be part of discussions on September return. Staff absence – Covid and non-Covid related	M	Leadership team will work with and inform staff of planning outcomes	31/05/20 17/07/20 12/10/20	M

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Re-opening plans shared with governors.	With government changes to guidance timelines might slip	M	Flexible approach by governors allowed agreement on plan and delegation of risk assessments to Health and safety governor	April 2020	L
	Communications with parents: <ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 	Following final agreed numbers, plan shared with parents for each year as achieved	M	September return information shared with all parents in last week of summer term Updates communicated on fortnightly SLT letter	28/05/20 17/07/20 12/10/20	L
	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 Travelling to and from school safely 	Consistent messages need to be carried across year groups	M	Class teachers using aide memoire Morning briefings/Support staff meetings fortnightly	01/06/20 08/06/20 15/06/20 22/06/20 29/06/20 06/07/20 13/07/20 12/10/20	L
	On-going regular communication plans determined to ensure parents are kept well-informed	Maintain weekly fortnightly contact with children and parents	L	Letters, website Phone calls Fortnightly SLT Letter	01/06/20 12/10/20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			Virtual governing body meetings		
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	Good practice in place so that communication are clear and understood	L	Governors are copied into communication in relation to opening of school to more children into all school communication via School Life	31/05/20 12/10/20	L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.	Review of agenda items	M	Clear plan for prioritisation of agenda items	June/July 2020	M
School events, including trips	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.	All off site visits cancelled for autumn term	L	All finance repaid to parents New date set for year 6 trip April 21	20/05/20 17/07/20 12/10/20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				(Potential further rescheduling to summer term)		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Lists clearly documented	M	Applications made as soon as arrangements are approved New additional dates to be confirmed	10/06/20 12/10/20	M
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Lists clearly documented	M	All bills for additional services to put clear and detailed so that application can be made for reimbursement All additional costs kept and new dates to be confirmed	10/06/20 12/10/20	M
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Lists clearly documented	M	All calculations for loss of earning, such as afterschool and breakfast club plus lettings to be claimed The above not previously permitted on claim	10/06/20 12/10/20	M
	Insurance claims, including visits/trips booked previously.	Lists clearly documented	M	Cancellation of school trips and visits to be claimed	10/06/20	M

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				Parents claim returned. Insurance claim to be confirmed.	12/10/	
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	List clearly documented	M	All additional cleaning including specialist deep cleans, IT updates and catering costs to be claimed. From 01/09/20 there is no need for fogging just a good routine for cleaning, unless there is a COVID outbreak in school	10/06/20 17/07/20	M
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	N/A		N/A		