



COVID19: Trust Full Opening Risk Assessment and Action Plan

OWNER: M Thomas

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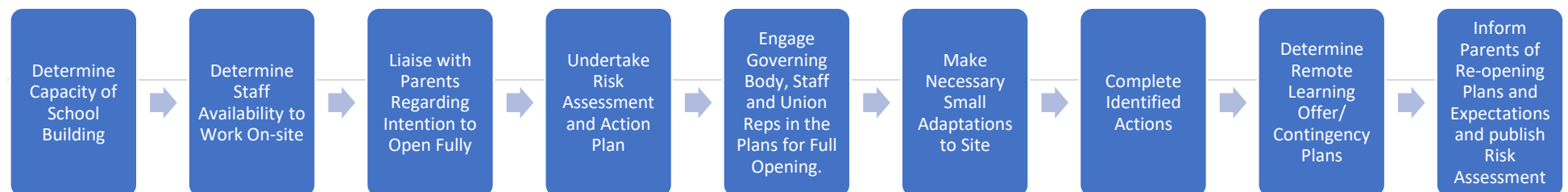
Purpose of this document:

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

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'

Steps of Full Opening Preparation:



*EHT – Executive Head Teacher. PM – Premises Manager. SM – Site Manager DFO – Director of Finance and Operations SA- School Admin
CT – Class teacher HR – Human Resource Assistant SLT – Senior Leadership team WBM – Well Being Manager MDA – Mid Day Assistant*

Theme	Control Measures	Risks	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	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 • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site is not fit for purpose	H	<i>Carry out a formal / recorded full pre-opening premises inspection. EHT/PM</i>	20/08/20	:
				<i>Carry out the full H and S annual; check as per usual for the end of the summer holidays EHT/PM</i>	20/08/20	L
				<i>Ensure that admin staff are able to communicate a decision on postponing the opening of the school even if this is at the last minute EHT/ DFO</i>	20/08/20	

	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	<i>M</i>	<i>Office staff desks repositioned. Staff working from home until necessary. Only essential cover on site. PM/DFO/EHT</i>	<i>20/8/20</i>	<i>L</i>
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<i>2-meter markers are present on floors</i> <i>One way system in place to enter and exit the school. Signage in place</i> <i>Parents or carers allowed into site only in exceptional cases*</i> <i>*TBD by senior leaders only</i> <i>Signage to support this PM</i>	<i>20/8/20</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Possible contamination from the delivery driver.</i>	<i>M</i>	<i>All deliveries to be left outside the office with the window closed. Detergent to be in place if needed. SA</i>	<i>2/9/20</i>	<i>L</i>

<p>Emergency Evacuations</p>	<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><i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i></p>	<p>M</p>	<p><i>Maintain a normal evacuation procedure and share with all staff and children. PM/EHT</i></p>	<p><i>20/8/20 and in induction on 2/9/20</i></p>	<p>L</p>
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p>	<p><i>Possible contamination causing a risk of Covid for staff or pupils</i></p>	<p>H</p>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. PM/SM</i></p> <p><i>Hand towels and hand wash are to be checked</i></p>	<p><i>From 20/8/20 and carried out during summer break.</i></p>	<p>M</p>

				<p><i>and replaced as needed by) cleaning staff PM/SM</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. PM/SM</i></p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Possible absence through Covid - 19</i>	<i>M</i>	<i>To have a back-up contractor as a contingency for this PM/DFO</i>	<i>20/8/20</i>	
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for staff and pupils.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<p><i>Hand sanitiser/ PPE available in the reception and in class for all staff and pupils. PM/SM</i></p> <p><i>Checked at the beginning of shift by PM/SM</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach PM/SM</i></p> <p><i>Stock check and early large order put in place to ensure supplies for</i></p>	<i>20/8/20</i>	<i>L</i>

				<p><i>medium term our covered e.g.3 months</i></p> <p><i>This to be added as a reminder on the Trust diary</i></p> <p><i>PM/SM</i></p>		
	Sufficient time is available for the enhanced cleaning regime to take place.	<i>Possible contamination causing a risk of Covid for staff or pupils</i>	<i>M</i>	<p><i>All staff advised to leave the site by 4pm in order for cleaning to be undertaken.</i></p> <p><i>EHT</i></p>	<i>2/9/20</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.	<i>Possible contamination causing a risk of Covid for staff or pupils</i>	<i>M</i>	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>PM/SM</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>PM/DFO</i></p>	<i>2/9/20</i>	<i>L</i>

	Process in place for safe removal and/or disposal of face masks.		M	<i>Masks to only be disposed of in closed bins</i>	2/9/20	L
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Possible risk of cross infection of Covid for staff or pupils</i>	H	<i>All classes have been arranged to allow for 30 pupils with 2 to a desk forward facing with a marked area from which the teacher will teach from</i> <i>PM/SM</i>	20/8/20	M
	The outside classrooms to used when a classroom has to receive enhanced cleaning due to suspected case of covid. The outside classrooms to be used for additional outside learning that has been built into the curriculum to replace unstructured breaktimes.	<i>Possible risk of cross infection of Covid for staff or pupils</i>	M	<i>The outside classrooms will be utilized for as long as needed to allow for enhanced cleaning</i> <i>EHT/PM/CT</i>	<i>Throughout autumn term</i>	M
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Possible bunching/ pinch points</i>	H	<i>School has a one-way system. No lining up in corridors will take place with the only designated movement to be from one socially distanced space to move individually to another.</i> <i>PM/SM</i>	20/8/20	M

	<p>Appropriate resources are available within all classrooms e.g. IT, 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].</p>	<p><i>Shared resources lead to cross contamination</i></p>	<p>H</p>	<p><i>Any individual resources such as individual play dough, crayons etc. to be ordered and put in place</i></p>	<p>2/9/20</p>	<p>L</p>
	<p>Resources which are not easily washable or wipeable have been removed.</p>	<p><i>Soft toys, cushions and beanbags in classroom B not easily washable.</i></p>	<p>M</p>	<p><i>All non-washable materials and resources removed and stored</i></p>	<p>20/8/20</p>	<p>L</p>
	<p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>H</p>	<p><i>Child friendly and professionally printed Covid information posters are going to be displayed in the school and key areas.</i></p>	<p>20/8/20</p>	<p>M</p>
			<p>H</p>	<p><i>SLT to talk to pupils when they first arrive about their responsibility's around</i></p>	<p>3/9/20</p>	<p>M</p>

				<i>handwashing, social distancing etc.</i>		
				<i>EHT/CTs</i>		
	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member <p>Office staff member</p>	<i>Do not have staff coverage for statutory posts in place and identified to staff.</i>	<i>H</i>	<p><i>Staff coverage for statutory posts in place and identified to staff.</i></p> <p><i>Trust staff can be moved to either staff to support these ratios</i></p>	<i>2/9/20</i>	<i>M</i>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<i>As above</i>	<i>M</i>	<p><i>Normal staff attendance procedure is very thorough and will allow for staff shortage to be tracked</i></p> <p><i>EHT/HR</i></p>	<i>2/9/20</i>	<i>L</i>

Staffing	<p>Arrangements for staff who were previously working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <ul style="list-style-type: none"> • Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear. 	<p><i>Possible risk of cross infection of Covid for vulnerable staff</i></p>	<p><i>H</i></p>	<p><i>All staff to have very clear direction on which groups of staff should be and are able to work from home and which staff should attempt to come on site to fulfil their roles.</i></p> <p><i>This to include all PPA time being taken at home.</i></p> <p><i>MEMO to STAFF</i></p> <p><i>EHT</i></p> <p><i>Provision should be put in place to ensure staff are able to communicate confidentially their concerns to the immediate line manager.</i></p> <p><i>EHT</i></p>	<p><i>2/9/20</i></p>	<p><i>M</i></p>
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) –</p>	<p><i>Do not have staff coverage</i></p>	<p><i>H</i></p>	<p><i>The senior staff are communicating with each other constantly to ensure that any</i></p>	<p><i>Throughout autumn term.</i></p>	<p><i>M</i></p>

	on a weekly rather than daily basis to minimise contacts.			<i>changes to staff are covered.</i> <i>EHT</i> <i>Action to cover classes through remote learning using Chrome Books with basic supervision in place.</i> <i>EHT/SLT</i>		
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	<i>Possible risk of cross infection of Covid for staff</i>	<i>H</i>	<i>All staff given clear direction on this</i> <i>MEMO to STAFF</i> <i>EHT</i>	<i>2/9/20</i>	<i>M</i>
	Approaches for meetings and staff training in place.	<i>Possible risk of cross infection of Covid for staff</i>	<i>H</i>	<i>All meetings/ training to be undertaken remotely using Microsoft teams/ zoom</i> <i>EHT/SLT</i>	<i>2/9/20</i>	<i>M</i>
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	<i>Pupils to continue learning from home</i>	<i>H</i>	<i>Teachers to continue to prepare models and activities for use remotely if there is in school absence or a bubble group has be sent home.</i> <i>EHT/SLT/CT</i>	<i>Throughout the autumn term</i>	<i>M</i>

	<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><i>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i></p>	<p>H</p>	<p><i>Support Staff to be allocated to groups in order to allow for PPA release</i></p> <p><i>EHT/ SLT</i></p>	<p><i>2/9/20</i></p>	<p><i>M</i></p>
	<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><i>Staff well-being and mental health is harmed and attendance is reduced/ pupils provision effected.</i></p>	<p>H</p>	<p><i>Staff are aware of available support from in school provision (well-being manager and external provision including LA and our own private healthcare support line)</i></p> <p><i>EHT/ WBM</i></p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p> <p><i>WBM</i></p> <p><i>Staff Well- being group to meet virtually near to the beginning of term with governors responsible to create a</i></p>	<p><i>Throughout the autumn term</i></p> <p><i>2/9/20</i></p> <p><i>By 14/9/20</i></p>	<p><i>H</i></p>

				<i>strategy for dealing with any issues arising</i>		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<i>Possible risk of cross infection of Covid for staff</i>	<i>H</i>	<p>We understand the NHS Test and Trace process and how to contact their local Public Health England health protection team</p> <p>Communicate with parents about booking tests and self-isolation expectations, so that everyone is aware and ready to act swiftly</p> <p>See Section 5 DfE guidance for full opening of schools</p> <p><i>EHT</i></p>	<i>Throughout Autumn</i>	<i>M</i>
	Arrangements to return any furloughed staff in place.	<i>Do not have staff coverage</i>	<i>M</i>	<i>Contractors have been requested to return to previous service levels re school dinners DFO</i>	<i>20/8/20</i>	<i>L</i>
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>Do not have staff coverage</i>	<i>M</i>	<i>Monitored by HR/DFO</i>	<i>ongoing</i>	<i>L</i>

	<p>Arrangements in place for any visitors and contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Possible risk of cross infection of Covid</p>	<p>H</p>	<p>Visits by parents/carers to be discouraged unless absolutely needed e.g. to pick up a child with symptoms, and then will only be allowed into reception area.</p> <p>All contractor/deliveries to be booked and received through the school admins.</p> <p>Person responsible for that visitor to meet and share protocols with visitor whilst maintaining social distancing e.g. Face masks to be worn at all times. Must not come on site if any symptoms displayed</p> <p>Visitors can only use as designated admin meeting room which is then left to be cleaned afterwards.</p> <p>SA/EHT/DHT/SM and SLT members</p>	<p>Throughout autumn term</p>	<p>M</p>
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	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	<i>Possible risk of cross infection of Covid for staff and pupils</i>	<i>H</i>	<p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p> <p><i>DFO/PM/SLT</i></p> <p><i>All outside lead clubs have been cancelled for the foreseeable future</i></p> <p><i>DHT</i></p>	<i>2/9/20</i>	<i>M</i>
Social Distancing vv	All children are included in distinct class 'bubbles' that do not mix	<i>Possible risk of cross infection of Covid for staff and pupils</i>	<i>H</i>	<p><i>All classes to be designated into class bubbles groups which will be kept completely separate from other class bubbles for all classes, lunch and breaks</i></p> <p><i>Each group will have their own outside and dinner zone used on a rota</i></p> <p><i>Packed lunches will be eaten in class</i></p> <p><i>EHT/ PM/SM</i></p>	<i>20/8/20</i>	<i>M</i>

	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<p><i>Possible risk of cross infection of Covid for staff and pupils</i></p>	<p>H</p>	<p><i>Clear direction to be given to parents, carers and staff on this. EHT</i></p> <p><i>Drop off times and pick up times to be staggered for each year group</i></p> <p><i>One-way drop off/pick up system in place for each school so allow for distancing</i></p> <p><i>All breaks to be structured games lessons on a timetable</i></p> <p><i>Signage on toilet door for maximum capacity. EHT/PM/SLT/CT</i></p>	<p>20/8/20</p>	<p>M</p>
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p>	<p><i>Possible risk of cross infection of Covid for staff and pupils</i></p>	<p>H</p>	<p><i>Clear direction and communication to parents to ensure this is in place and that Year 6 are encouraged to walk to school. EHT</i></p>	<p>20/8/20</p>	<p>M</p>
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p><i>Possible risk of cross infection of Covid for staff and pupils</i></p>	<p>H</p>	<p><i>Pupils to move through taped off parent drop off area and into classes on arrival at</i></p>	<p>20/8/20</p>	<p>M</p>

				<i>both schools at staggered times. CT/SLT</i>		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<i>Possible risk of cross infection of Covid for staff and pupils</i>	<i>H</i>	<i>Clear communication with parents on continual and persistence breaches of social distancing and its implications for attendance at school. Risks assessments and individualised approach in place for students who might struggle to follow expectations EHT/ExSENCO/SLT/WB M/CT</i>	<i>From 2/9/20</i>	<i>M</i>
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Possible risk of cross infection of Covid for staff and pupils</i>	<i>H</i>	<i>All cancelled to further notice other than by using the Google classroom system. EHT</i>	<i>Throughout autumn term</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	<i>Possible risk of cross infection of Covid for staff and pupils</i>	<i>H</i>	<i>All outdoor equipment to be H and S taped off until further notice. PM Games equipment to be allocated to individual class groups for their use only. DHT</i>	<i>20/8/20</i>	<i>L</i>

	<p>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.</p>	<p><i>Possible risk of cross infection of Covid for staff and pupils</i></p>	<p>H</p>	<p>All lunch / breaktimes to be in Bubble groups and in their designated class/outside area.</p> <p>Packed lunches will be eaten in class. SLT/CT</p>	<p>2/9/20</p>	<p>M</p>
	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p><i>Possible risk of cross infection of Covid for staff and pupils</i></p>	<p>H</p>	<p>Gloves, medical facemasks have been ordered. will be in place for staff in classrooms PM</p>	<p>20/8/20</p>	<p>M</p>
<p>Response to suspected/ confirmed case of COVID19 in school</p> <p>jj</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p><i>Possible risk of cross infection of Covid for staff and pupils</i></p>	<p>H</p>	<p>Temperatures of all staff and pupils displaying symptoms to be taken</p> <p>Any pupils/staff with a high temperature to be sent home and advised to self-isolate until they have had a test. SA</p> <p>If the test returns positive for a pupil then the bubble group of pupils to have parents contacted and to be</p>	<p><i>Autum Term</i></p>	<p>M</p>

				<p>sent home to self-isolate until they have had a test. EHT/SLT</p> <p>If a staff member tests positive then then the staff member to go into self -isolation. EHT/SLT</p> <p>That staff members part of school to have a enhanced clean with class using outside classroom. EHT/PM</p> <p>All parents/carers to be advised following the test result only and using the template letter from Essex LA communications team. SA</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place 	<p><i>Possible risk of cross infection of Covid for staff and pupils</i></p>	<i>H</i>	<p>Class to be redesignated to outside classroom until the class has had an enhanced clean and no further pupils or staff have displayed symptoms.</p>	<i>Autumn Term</i>	<i>M</i>

	Arrangements for informing parent community in place			Guidance to be gained from <u>Public Health England health protection team</u> EHT/ Trustees		
Pupil Re-orientation Checklist <i>(back into school after a period of closure/ being at home)</i>	Changes to the school day/timetables shared with parents.	<i>Pupils being confused, upset or a danger to one another.</i>	<i>H</i>	Letter on website/ via parent mail EHT	<i>20/8/20</i>	<i>L</i>
	All students instructed to bring a water bottle each day. Water fountains not in use and social distancing and hand cleaning arrangements in place.	<i>Pupils being confused, upset or a danger to one another.</i>	<i>H</i>	Letter on website/ via parent mail Induction and memo for staff EHT	<i>20/8/20</i>	<i>L</i>
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	<i>Pupils being confused, upset or a danger to one another.</i>	<i>H</i>	Induction and memo for staff EHT	<i>22/8/20 + 2/9/20</i>	<i>M</i>
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Pupils being confused, upset or a danger to one another.</i>	<i>H</i>	Curricular approach to be integrated into planning for pupils for the whole of the autumn term in the first instance CT	<i>2/9/20</i>	<i>M</i>

				Individualised support to be established by WBM		
	Blended approach between physical and remote learning developed, including support for pupils who are having to learn from home due to covid e.g. bubble group has been sent home.	<i>Pupils are not learning</i>	<i>H</i>	<p>Teacher continue to plan all sessions sing online modelling and activities where possible.</p> <p>Chrome Books to be given to all pupils at KHJS.</p> <p>Pupils at LPPA to be given devices if the bubble group has to be sent home. <i>EHT/SLT/CT/WBM/EXSENCO/CTs</i></p>	<i>2/9//20</i>	<i>M</i>

Curriculum / learning environment	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT 	<i>Risk of covid</i>	<i>H</i>	<i>All lessons to be assessed for risks. Teachers to be required to do this – informed via induction on INSET 3/9/20</i>	<i>2/9/20</i>	<i>M</i>
	<p>Whole school approach to adapting curriculum 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 	<i>Pupils learning is inhibited</i>	<i>H</i>	<i>This to be a whole school priority for the Autumn term and monitored by Directors and LGB</i>	<i>Autumn term</i>	<i>M</i>
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures from lockdown.</p>	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material. EHT/SLT/WBM/ EXSENCO</i>	<i>INSET 2/9/20</i>	<i>L</i>

Pupils with SEND	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>	<i>Pupils are confused/upset on return to school</i>	<i>H</i>	<i>SENCo to meet with SLT regularly to address any issues on a case by case basis.</i>	<i>Autumn term</i>	<i>M</i>
Attendance	Approach to supporting attendance in place.	<i>Pupils wellbeing is affected</i>	<i>M</i>	<i>WBM to continue to monitor attendance in implement policy</i>	<i>From 3/9/20</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.	<i>Pupils wellbeing is affected</i>	<i>M</i>	<i>WBM to call any parents where attendance is an issue.</i>	<i>From 3/9/20 if not attending</i>	<i>L</i>
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Risk of infection due to Covid</i>	<i>H</i>	<i>Emails to be sent to staff to clearly communicate strategy and actions in place against risk assessment EHT.</i>	<i>22/8/20</i>	<i>M</i>
	Communications with parents: <ul style="list-style-type: none"> • Plan for full re-opening • Social distancing plan • Wellbeing/ pastoral support/ support 	<i>Risk of infection due to Covid</i>	<i>H</i>	<i>Letters to go to parents to ensure they are fully informed of how the school has been organised to minimise the risk of covid-19. EHT</i>	<i>22/8/20</i>	<i>M</i>
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times 	<i>Risk of infection due to Covid</i>	<i>H</i>	<i>Induction for staff to ensure they are fully informed of how the school has been</i>	<i>2 and 3/9/20</i>	<i>M</i>

	<ul style="list-style-type: none"> Expectations when in school and at home Travelling to and from school safely 			<i>organised to minimise the risk of covid-19. EHT</i>		
	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Risk of infection due to Covid</i>	<i>H</i>	<i>Letters, website updates, social media EHT</i>	<i>Ongoing</i>	<i>M</i>
	Meetings and decisions that need to be taken prioritised.	<i>Risk to school oversight/ monitoring</i>	<i>H</i>	<i>Virtual governing body meetings EHT/BofD</i>	<i>As needed</i>	<i>M</i>
Directors/ Governors/ Governance	Ensuring normal Director/LGB roles and responsibilities are re-established.	<i>Lack of oversight and monitoring</i>	<i>H</i>	<i>All meetings/ monitoring to proceed using zoom/Microsoft teams.</i>	<i>Throughout autumn term.</i>	<i>M</i>
	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Risk to school budget</i>	<i>H</i>	<i>DFO to maintain finances implications in separate spread sheet</i>	<i>ongoing</i>	<i>M</i>
School events, including trips	Possible future cancellation due to complications in relation to covid.	<i>Risk to school budget</i>	<i>H</i>	<i>All paid for trips or visitors to be cancelled for the foreseeable future. DHT</i>	<i>ongoing</i>	<i>M</i>
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures	<i>Cross contamination</i>	<i>H</i>	<i>Maz ratio of 1/10</i> <i>Each pupil to be designated to a zone within the hall that correlates to their class</i>	<i>ongoing</i>	<i>M</i>

				<p><i>bubble during normal school time.</i></p> <p><i>These bubbles to remain socially distanced from others during before an after school club.</i></p> <p><i>Each bubble to have own games and equipment.</i></p> <p><i>Additional staffing at LPPA to allow for other staff leaving site at 4pm</i></p> <p><i>All attendance to be booked to allow for ratios to be maintained. SA/DHT/EHT</i></p>		
Finance	Any loss of income understood including the use of the Covid catch up fund.	<i>Risk to school budget</i>	<i>H</i>	<i>This to be reported to directors fiancé committee.</i>	<i>ongoing</i>	<i>M</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Catering 	<i>Risk to school budget</i>	<i>H</i>	<i>DFO to undertake the reengagement with all of our contractors</i>	<i>ongoing</i>	<i>M</i>