

COVID19: COVID19 risk assessment and action planning tool

SCHOOL NAME: Dalmain Primary School

DATE: 09/11/2020

Purpose of this document:

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

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

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

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

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

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

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

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

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

[Guidance for full opening schools](#)

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

[Guidance on protecting extremely vulnerable persons](#)

Appendix 1 – Trade Unions' checklist (for information)

The following principles underpin all planning and actions:

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

System of controls

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

Prevention

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

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

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

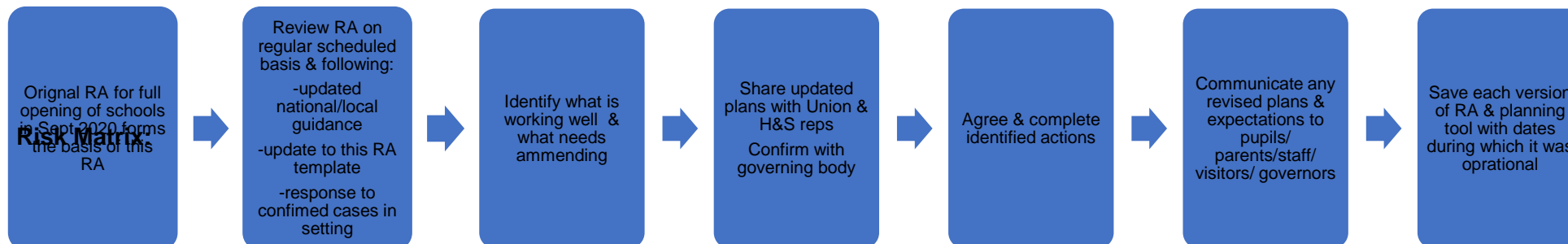
Number 7 applies in specific circumstances.

Response to any infection

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

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

Reviewing risk assessment & planning tool



The table includes examples in grey, these are not exhaustive

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		M	Meeting held with Staff/Union Reps on 03/09/20. Further consultations will take place. Governors regularly updated. Staff involved with RA processes. Assessment shared with stakeholders.	HT H&S lead Union Reps	03/09/2020 04/09/2020 Ongoing	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 Internet services 	Site Manager is unavailable Site has been closed for prolonged period Inadequate maintenance procedures	H M M	Premises officer/s on site at all times. All statutory maintenance and inspections are up-to-date. Re-opening arrangements have followed standard school procedures for opening after	POs POs POs	1/09/20 01/09/20 01/09/20	L 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)
	<ul style="list-style-type: none"> Any other statutory inspections Insurance covers reopening arrangements 	<p>Water and heating systems not prepared</p> <p>Electrical systems unsafe</p> <p>Food in freezers and/or refrigerators</p>	<p>M</p> <p>H</p> <p>M</p>	<p>summer holidays, including chlorination of water system. Recorded.</p> <p>Insurance has been checked: no change to cover.</p> <p>Reopening checklist supplied by insurers for POs confirms that all appropriate actions taken.</p> <p>Catering contractors changed so all fridges and freezers were emptied at start of holidays.</p>	<p>SBM</p> <p>POs</p> <p>Chartwells</p>	<p>01/09/2020</p> <p>01/09 2020</p> <p>23/07/2020</p>	<p>L</p> <p>L</p> <p>L</p>
2b	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members.	M	<p>HT office is large and single occupancy. Sufficient space for social distancing and well-ventilated.</p> <p>Assistant heads' office has reasonable ventilation and seats are back to back and 1.5m apart.</p> <p>School office is well ventilated with only 2 occupants- increased working from home to reduce contact. Further arrangements in place. Windows in all offices to be kept open to maximise airflow.</p> <p>Screen in place for front of office desk.</p>	POs and relevant staff	01/09/20	L
2c	Entry and exit routes to the school building 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>Specific routes in place for bubbles to enter and exit the school building. No parents/carers to enter. Children to line up using 2-meter markers which are present on floors.</p> <p>Signage in place.</p> <p>Staff and parents informed.</p>	SLT SBM POs	04/09/2020	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)
				Continuous review.			
2d	Consideration given to premises lettings and approach in place.	None.	M	No lettings currently taken for the remainder of school year.	HT SBM	01/09/20	0
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. 	Failure to prepare appropriately	M	<p>Hand driers are currently disconnected</p> <p>Paper towels in use</p> <p>Lidded bins are in place</p> <p>Water fountains have been put out of use.</p> <p>Air conditioning in Nursery assessed as appropriate for use.</p> <p>Windows and doors will be kept open.</p> <p>Fire doors must remain closed.</p> <p>Process of measuring, placing of tables and chairs markings etc (with regard to facilitating maximum possible social distancing) complete.</p>	POs	04/09/20	L
2f	Consideration given to the arrangements for any deliveries.	Delivery drivers entering school. Contamination of boxes	M	All deliveries will be left outside school building and packing wiped with anti-viral cloths before opening. Kitchen deliveries will be made externally and similarly treated.	POs Reception	01/09/2020	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)
				Drivers will be made aware of requirements by POs.			
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>Current evacuation routes would cause multiple groups/ bubbles to come into contact.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	L	<p>Layout of school means evacuation routes cannot be changed. Social distancing guidelines will not apply during evacuation <u>drills</u> until children are lining up at assembly points (in event of actual fire SD guidelines will only be followed when children are clear of <u>any</u> danger).</p> <p>Any child requiring 1:1 support (esp. for mobility issues) will have a designated adult at all times.</p> <p>Individual PEEP assessments for relevant children are already in place. PEEPs will be written for any further adults or children identified as requiring them. 1:1 staff in school.</p>	<p>POs</p> <p>H&S lead SENDCO</p>	04/09/2020	L
4. Cleaning, waste disposal and hand washing							
4a	<p>Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings</p>	Lack of planning	M	<p>POs and full-time cleaner will operate a rolling program of cleaning and disinfecting contact points: work-surfaces, door handles, handrails, taps, access control buttons, etc.</p> <p>Hand towels and handwash are to be checked and replaced as needed by POs</p>	POs	04/09/20 And ongoing	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)
		Insufficient cleaning and disinfecting materials available		<p>Toilet facilities (including staff toilets), particularly door handles, locks and toilet flush will be regularly cleaned during the day. A full-time cleaner has been employed: this will be part of their remit.</p> <p>Children will sanitise before using facilities, wash hands after using and sanitise on way back to class.</p> <p>Current stocks have just been replenished and more is on order. Stock levels will be carefully monitored.</p> <p>Hand sanitiser is available at key points throughout the building.</p>			
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Irregular supply of staff from contractor (May Harris): insufficient/inadequate cleaning.	H	May Harris have agreed to supply a full-time cleaner during school hours. This is in addition to the regular afternoon cleaning staff.	SBM	Ongoing	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	<p>Lack of planning</p> <p>Lack of PPE equipment</p>	<p>H</p> <p>M</p>	<p>First Aid procedures have been updated.</p> <p>Gloves, masks and visors in place.</p> <p>See 4g for disposal</p>	<p>First Aid lead</p> <p>H&S lead</p>	<p>27/05/2020</p> <p>01/09/2020</p>	<p>L</p> <p>L</p>
4d	<p>Adequate cleaning supplies, tissues and facilities around the school are in place.</p> <p>Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Insufficient cleaning supplies in classrooms</p>	M	<p>Hand sanitiser available at the school reception and throughout school.</p> <p>Disposable tissues and lidded bins in classrooms to implement the 'catch it, bin it, kill it' approach.</p> <p>Hand sanitisers and cleaning/disinfecting materials are</p>	<p>POs</p> <p>POs</p>	01/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	storage. Arrangements for use by staff agreed.			available in all classrooms, stored in teachers' desks with the relevant COSHH data sheet (if applicable). Supply levels will be monitored. Arrangements for use will form part of return to school induction for staff.	POs HT/SLT		
4e	Arrangements for longer-term continual supplies are also in place.	Lack of stock from suppliers	M	Stock check and ordering schedule reviewed and orders made. Supply levels monitored. Supplies from Lewisham received.	POs	Ongoing	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Building in heavy use after school	M	All staff advised to leave the site as early as possible, in order for cleaning to be undertaken. Classrooms will be left tidy to facilitate efficient cleaning.	HT/SLT All staff	01/09/20	L
4g	Waste disposal process in place for potentially contaminated waste.	Inadequate procedures	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours (POs). (Addendum to Waste Disposal Policy) Waste collections regularly made when the minimum number of persons are on site (i.e. after normal opening hours).		01/06/2020 And ongoing	L
4h	Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance	Lack of awareness	M	Masks not currently mandatory for use in primary schools. All staff in school are to wear masks or visors in communal areas. Staff can use them if they so wish, following PPE guidance for removal. See above for disposal.	POs All staff	02/11/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
4i	<p>Clear hand washing procedures outlined for all groups; hot water and liquid soap readily available. 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>	Routines not introduced or followed.	M	<p>Staff in each bubble to ensure all children are clear on necessity for regular hand-washing or sanitising,</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>and to ensure that the control measures in place are followed.</p> <p>Hot water and liquid soap available in most classrooms: cold water washes are acceptable if no alternative safely available. Hand sanitising equipment in key positions and classrooms throughout school.</p>	<p>All staff</p> <p>POs</p> <p>POs</p>	01/09/2020	L
5. Classrooms and outdoor space							
5a	Desks side by side, facing front, where age appropriate.	Lack of preparedness	M	All classrooms Y2-Y6 arranged so that children all face forwards. EYFS, Reception and Y1 educationally appropriate arrangements for play-based learning.	POs	01/09/20	L
5b	<p>Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible)</p> <p>Each pupil has their own identified desk.</p> <p>Arrangements for small group work facilitate social distancing for adults and children</p>	Lack of organisation	H	<p>Classrooms (including Art Room, Music Room and Maths Room) have been re-arranged to allow as much space between individuals as practical.</p> <p>Staff should not work face to face with children: 2m distance wherever possible; standing; side to side or behind.</p> <p>Each pupil has own identified desk where possible and deemed educationally appropriate.</p>	<p>All staff</p> <p>POs</p> <p>CTs</p>	<p>01/09/2020</p> <p>04/09/2020</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)
	Seating plans in place where age-appropriate			All seating arrangements (Y2-6) are recorded and copies kept at home and in school. Nursery, reception and Y1 operating play based learning. Maths Room reserved for small group work (max. 12.)	CTs	2/11/20	
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	Lack of organisation and dissemination	M	Plans in place and disseminated to staff	SLT POs	04/09/2020	L
5d	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently Non-essential resources which are not easily washable or wipeable have been removed (e.g. soft toys, dressing up clothes) Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets. Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible	Inappropriate sized equipment for smaller children in Classroom Lack of organisation Lack of children's awareness.	L M L	All classrooms contain appropriate resources. Each child (Year 1 upwards) will have an individual stationery pack and as much basic individual equipment as possible (eg. books, science kits). Any shared use equipment (within bubbles) will be kept in small groups and cleaned before and after use. Equipment will not be shared between bubbles. Non-essential resources which are not easily washable or wipeable between use have been removed (e.g. soft toys, dressing up clothes). ipads should be restricted to colour-coded bubble use (where	CTs POs Reception staff	01/09/2020 04/09/2020 04/09/2020	L L 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)
	Children instructed not to bring in toys or other articles from home (other than water bottle)	Lack of childrens' and parent/carers' awareness. Lack of information regarding effective hygiene.	M	possible); thorough cleaning between bubbles; rotating use so ipads are left for up to 72 hours between use. Same procedure for laptops. EYFS: following DfE guidance Actions for EYFS during Coronavirus Outbreak 28/08/20), sharing of easily cleanable resources will be permitted within bubbles (although restricted to smaller groups within bubble whenever possible). Cleaning and disinfecting materials available in classrooms for dynamic use. Shared handling will be restricted: children encouraged to collect/replace own supplies. Dalmain Covid-safe agreement specifies that only (clean) water bottles should be brought into school. Information posters in place	Reception/ Office staff POs CTs POs	01/09/2020 01/09/2020	L L
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks. Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it,	Lack of planning	M	Use of outdoor areas for education and exercise has been timetabled. Playtimes will be staggered; each bubble has its own marked area of the playgrounds and pack of play	HT/SLT	01/09/20	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings			equipment which will be regularly cleaned. Fixed equipment can be used: children should sanitise/wash hands before and after playtime.			
5f	Ventilation measures identified in each room. (Air conditioning use assessed and used in line with HSE guidance) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm (Fire doors should not be propped open- longer term, automatic close fire doors could be considered)	Poor ventilation	M	Ground floor rooms are well-ventilated and the external fire doors can be kept open. All windows in classrooms and other rooms should be kept open at all times to maximise air-flow. Internal fire doors must be kept shut.	HT/SLT	01/09/2020	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, Plans ensure staff move between bubbles only as necessary and adopt prevention measures for doing so. PPA cover is organised to protect integrity of bubbles. Arrangements where adults work across bubbles are kept to a minimum and are clearly identified and recorded.	Ineffective planning and dissemination	H	Plans in place and disseminated to staff. PPA cover organised to preserve integrity of bubbles as far as possible See weekly cover timetable in addition to normal weekly timetables. Continuous review.	SLT SBM MMS	04/09/2020 04/09/2020	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)
6b	Up to date individual staff risk assessments are informing risk-mitigating arrangements for individuals identified as clinically extremely vulnerable, clinically vulnerable and/or living with someone in these groups, considering issues around age, ethnicity and pregnancy in line with current guidance. Assigned activities, where reasonable, consider levels of social distancing and contact with as low a number of others as possible.	Lack of planning	H	IRAs to be reviewed following new guidance	HT H&S lead	Completed 07/09/2020	L
6c	Approach to staff absence reporting and recording in place. All staff aware.	Lack of awareness of absence procedures	M	Standard school procedures apply: all staff aware.	HT SBM	01/09/2020	L
6d	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.	Lack of planning	H	HT and SLT monitor sickness levels on a daily basis and are aware of potential cover teachers/staff. Cover will be planned on a weekly basis where possible to minimise cross-bubble contact.	HT/SLT	Ongoing.	L
6e	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	Failure to assess and consider	M	<u>Coronavirus (COVID-19): safer travel guidance for passengers</u> has been shared with all staff. Staff who use buses (distance from work) are encouraged to consider walking or cycling. Staff who use trains are encouraged to make own assessments regarding safety of	SLT/SBM	Ongoing	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>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>			<p>journey and discuss arrangements with SLT.</p> <p>Staff advised to discuss earlier start/finish times to avoid peak hour travel (where possible).</p> <p>School has no car-park, but there is sufficient on-street parking in a quiet cul-de-sac.</p> <p>Staff who walk or cycle are happy to continue with current start/finish times.</p>			
6f	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable	Lack of clarity of expectations.	L	Clothing expectations remain the same as usual- smart casual. Staff reminded to maintain cleanliness of all clothing.	HT	01/09/2020	L
6g	Approaches for meetings and staff training in place. Virtual meetings used whenever possible. All face to face meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of outdoor space also considered where possible.	Lack of consistent approach.	H	<p>Ad-hoc and formal meetings in school will observe social distancing requirements in well-ventilated rooms- windows to be kept open to maximise airflow. Daily briefings and PDMs held in top hall.</p> <p>Meetings with other professionals and/or outside agencies will be held virtually wherever possible.</p> <p>Some staff training is being carried out via Educare or on Zoom. Necessary in-house staff training (eg for Covid procedures) will take place in top hall or outdoors.</p>	SLT SBM	01/09/20	L
6h	Consideration given to staffing roles and responsibilities with regards to the	Lack of planning	M	Plans for home-learning provision will be as in Summer 2020, if required.	HT/SLT	01/09/2020	L

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	contingency remote provision alongside in-school provision.			Training has taken place on Office 365. Homework is currently being set and returned online. Arrangements up and running to supply online learning to individuals who are self-isolating and bubbles which have been sent home. Detailed staffing arrangements, including division of planning and teaching responsibilities will be organised on a week-by-week basis responding to needs of school and staff as required. Staff are responsible for communicating with SLT if work-load is unmanageable.		2.11.20	
6i	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Lack of planning	M	Plans in place to consider and consult with staff regarding new roles. If staff are not fully confident of their awareness of new controls and processes they will ask their line manager or member of SLT for clarification and instruction.	HT SLT SBM	04/09/2020	L
6j	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	No provision for staff well-being.	M	Dalmain has a well-being lead (Asst. Head) with regular updates and advice provided (Well-Being Wednesday, for example) Staff are fully aware of available support and advice for schools and pupils available from Employee Assisted Programme, and the Educational Psychology service	Asst. Head HT & Asst. Head	Ongoing	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)
		No or out-of-date Bereavement Policy		<p>Staff are fully aware aware of where to access further support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support https://lewisham.gov.uk/information-for-staff/staff-support-hub/)</p> <p><i>The Bereavement Policy is being reviewed to ensure it reflects current circumstances and arrangements</i></p>	<p>Asst. Head</p> <p>H&S lead, SBM</p>		
6k	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits	No systems for testing, tracking and tracing in place	H	<p>Standardised systems of testing, tracking and tracing are in place for school and community. Staff have been made aware of priority testing available via Lewisham if showing signs of Covid 19. See: Lewisham HR Guidance and FAQs including new restrictions from November 5th 2020</p> <p>Inset days will ensure staff are fully aware of return to work procedures. Self-testing kits in stock.</p>	<p>Govt.</p> <p>HT/SLT</p> <p>POs</p>	<p>Ongoing</p> <p>03/09/2020</p> <p>09.11.20</p>	<p>M</p> <p>L</p>
6l	The approach for inducting new starters has been reviewed and updated in line with current situation.	Failure to induct new starters appropriately	M	Procedure reviewed: no specific changes required other than added Covid 19 procedures.	HT SLT SBM	04/11/2020	L

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6m	Any changes to measures and procedures are clear for all staff.	Lack of clarity in expectations and procedures	M	All changes to measures and procedures are disseminated to staff via email and/or at daily briefings	HT SLT SBM	2/11/20 and continuous	L
6n	Any furloughing arrangements communicated.		N/A	N/A	N/A	N/A	N/A
6o	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			Completed			
6p	Agreements in place for managing any HR processes - nature of meetings agreed and timetable		M	Meetings conducted virtually where possible. Face to face only when completely necessary. SD and ventilation will be maximised. Nature of meeting and timetable will be agreed in advance via email to reduce contact time.	HT	9.11.20 Continuous	L
6q	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/visitor.	Failure to control access arrangements	M	Only essential visitors- those who cannot fulfil their responsibilities without being on-site (eg. occupational therapists) will be allowed (by prior arrangement and with the agreement of the HT). They will be made fully aware of relevant school policies and procedures regarding Covid-19. If working with children, visitors/employers should provide their own Risk Assessments for the meeting/activities. Only essential contractors will be allowed on site (fire or electrical safety, for example), and wherever possible they will work outside school hours or in isolated areas.	HT Reception staff DSL SENDCO POs POs	01/09/2020	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)
				Risk assessments will be checked for PPE and any school specific requirements. School protocols will be shared.			
6r	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.		M	Laban have provided own Risk Assessment and will also follow school procedures. Sports coach: Additional Covid RA has been checked and agreed before commencement of lessons. Both will read and act on Dalmain Covid safe agreement. Bubbles will be preserved. Music lessons (class and individual), science, art and computing lessons have separate risk assessments.	HT SLT	02.11.20	L
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.	2 form entry and limited space	M	Bubble set at the size of two classes/ year group.	HT SLT	01.09.20	L
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible	Failure to plan	M	See 6a, 6b, 6i	SLT	04/09/2020	L
8. Social Distancing							
8a	Arrangements for social distancing in place to define: <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 Parents/carers drop off at school gate- no entry Staggered or limited amounts of moving around the school/ 	Lack of planning and dissemination Insufficient space to do this safely	H	Staggered school drop off/pick up times and locations confirmed (main gate, Brockley Rise gate and Pen) with sufficient staff to monitor safe practices (SLT/POs). Pen: Years 3 & 4. Drop-off (08:45): parents/carers accompany children into pen by one gate, hand over children and leave by the second gate. Collection (15:00): Parents/carers enter and leave via same system (all in before children handed over. Reception as above. Currently 09:00-11.30.	HT/SLT/PO	01/09/2020 Continuous review	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>corridors, one way systems where possible</p> <ul style="list-style-type: none"> • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this. • 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 			<p>Nursery: Currently: 09:00-11:30 via Pen. 13:00-15:00 via main gate and nursery playground entrance: only feasible route (Max 5 per session).</p> <p>Main gate: Years 5 & 6 (separate gates). Drop-off (09:00): now sufficient space to improve social distancing outside: One-way system: children called in to line up as CTs/TAs are ready with additional time-staggering. Collection (15:15): Parents/carers enter playground (all in) and space out on wall. Children released when ready. One-way system in operation. Y2 as above (08:45-15:00), no additional time-staggering required.</p> <p>Brockley Rise: Y1 (09:00-15:15), Reception (08:45-15:00): Parents/carers enter playground to accompany children to and collect from classrooms. Sufficient space in playground and outside to ensure social distancing.</p> <p>Staggered or limited amounts of moving around the school/ corridors, one way systems where possible (Specified staircases for each group for entering and leaving building will effectively provide one-way system upstairs). Classroom design: Any class in use will be designed to comply with social distancing guidelines as far as possible. Break and lunch times are staggered. Dining tables and stools cleaned between bubbles. Bubble groups will have own areas of playground demarcated by cones, tapes. One group will use pen. Plans for social distancing during these times in place, such as when queuing for lunches.(Markings on floor and staff supervision) Staffing rota developed to facilitate this (Duty SLT, teachers, TAs and lunchtime staff will supervise).</p>			

	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)
		Limited toilet facilities		<p>Toileting: ALL: If hot water is not readily available, cold-water hand washes and sanitising acceptable: Year groups to liaise re use of toilet hand-washing facilities or classroom. Classes with hot water will use it.</p> <p>KS1/Reception: Y2/Y1 toilet use encouraged before breaks as they must cross other bubbles to access toilets. Children instructed and monitored to cross bubbles quickly and without contact with other children. External hand sanitiser mounted which ALL children should use before entering toilets.</p> <p>KS2: as above, except that Y3/4 and Y5/6 will swap break-time locations weekly so procedures for them will change weekly. Markings in place for routes around school to minimise closer contact.</p> <p>Hand driers disconnected- paper towels and foot operated closed bin in place (<u>See 2e</u>).</p>			
8a:i	<p>Arrangements to ensure safe collection of children attending external after-school clubs.</p> <p>Arrangements to ensure safe collection of children being collected late.</p>	Lack of Planning	H	<p>Rainbow: children will be escorted to Lower Hall by CT or TA from Year Group bubble. Children will wait in Year Group bubbles and be escorted to Rainbow in the same fashion by school staff at staggered times (see 8a).</p> <p>Acorn: as above, except that children will be collected from Lower Hall by Acorn staff.</p> <p>If necessary, CTs will wait at collection points for fifteen minutes to allow time for latecomers to arrive. Any children not then collected will be taken to School reception area and standard procedures followed.</p>	Relevant staff	07/09/2020	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)
	Arrangements for safe operation of Breakfast Club			<p>Each Year group has a separate table.</p> <p>Each Year group has a separate set of toys/games/books etc.</p> <p>Each Year group is supervised by the same adult every day- adults who are also MMS are in the same bubble as at lunchtimes.</p> <p>Years 1 and 2 will be escorted to classes via corridor.</p> <p>Years 3,4,5,6 will be escorted to playground to join classes as they line up.</p> <p>Supervisors will collect food from MH and take to tables.</p> <p>Children will enter and leave via corridor entrance, sanitising as they do so.</p> <p>Masks, gloves, aprons and visors available for use. Children will be instructed to remain seated at Year group tables, as far as possible away from each other.</p> <p>Children will be reminded of importance of maintaining bubble and observing social distancing rules.</p> <p>Windows and doors will be kept open at all times.</p>			
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.	Lack of awareness, instruction and supervision.	H	Start times and entrances will be staggered. Children will be instructed to enter school immediately on arrival and not gather in playground. After hand-washing and sanitising, children will move along marked corridor to		01/09/2020	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)
				take designated seat in classroom. Staff will be in position to supervise. Dalmain Covid-safe agreement, referring to this has been sent to all families. Sent 01/09/2020	HT/Office		
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)	Lack of awareness, instruction and supervision.		Further handwashing and cleaning (if needed) Conversations with parents and children (age appropriate) Risk assessments and individualised approach to be put in place for students who struggle to follow expectations- dynamic assessments. Parent/carers have been informed that persistent and/or deliberate breaches of Covid-safe behaviour will result in their child not being permitted to enter the school site. See Covid-safe Agreement	All staff SLT/CTs H&S lead HT/SBM	Ongoing 01/09/2020	L
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Lack of planning	M	No assemblies outside ‘bubble’ groups will be held.		01/09/2020	L
8e	Social distancing plans communicated with parents, including approach to breaches.	Lack of planning and communication	M	Dalmain Covid-safe agreement, referring to this has been sent to all families (01/09/2020) Approach to breaches developed – see 8c for details	HT/Office HT/SLT	04/09/2020	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)
8f	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Lack of planning and communication	M	Use of outdoor areas for education and exercise has been timetabled. Playtimes will be staggered. Bubble groups will have own areas of playground demarcated by cones, tapes etc, and separated by 2m. One group will also use pen. Fixed equipment can be used: children to gel before and after playtimes. Mobile outdoor equipment (balls, hoops etc) will be 'bubbled' and cleaned between uses.	HT/SLT HT/SLT POs	04/09/2020	L
8g	Social distancing arrangements and use of face coverings agreed for use of communal and shared areas in place and communicated.	Common timetables	M	Staggered timetables means that staff-room will not become 'overcrowded'. Signed limit of six staff maximum at once. Staff instructed to clean high contact areas after use. Staff room on additional cleaning rota. Briefings and PDMs take place in Top Hall which has been marked out for maximum social distancing. Staff have been issued with visors and masks which are to be worn in all shared areas. All staff aware via briefings and emails,		01/09/2020 14/09/2020 2.11.20	L
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Lack of information	M	<u>Coronavirus (COVID-19): safer travel guidance for passengers</u> has been sent to all parents/carers	SBM	04/09/2020	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)
	<u>Coronavirus (COVID-19): safer travel guidance for passengers</u> to be shared with parents and children as age appropriate						
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times.	N/A	N/A	N/A	N/A	N/A	N/A
9c	Support in place for children who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Lack of guidance for children	M	Emergency supply of masks available. CTs to discuss with children and liaise with parent/carers if necessary.	All staff	Ongoing	L
10. Catering							
10a	Arrangements in place to provide food to children on site, including the requirement of universal free school meals.	Lack of planning	M	All arrangements in place for full supply of necessary meals	SBM	01/09/2020	L
10c	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.	Lack of planning	H	Staggered lunchtime plans in place and disseminated to all staff. Some classes to eat in classroom MMSs will be 'bubbled' in specific groups.	SLT MMS	04/09/2020	L
10d	Arrangements in place to provide FSM food/vouchers for FSM eligible children required to self-isolate		M	Food vouchers as normal.	POs	Ongoing	L
11. PPE							

	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)
11a	PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering of first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained.	Staff lack of knowledge in when and how to use PPE Lack of PPE	M H	Masks, visors and gloves in stock. Small supply of aprons available. Stock levels under continuous review. PPE equipment will be available in all classrooms, at reception and in the medical room. Specific isolation room for children displaying symptoms with PPE in situ First Aid guidance has been updated. Planning for administration of First Aid has been reviewed to ensure bubbles are maintained as much as possible	SLT POs First Aid lead		L L L L
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	Failure to assess	H	One child has been assessed and appropriate procedures put in place. Other toileting 'accidents' requiring adult assistance will be dealt with under the Personal and Intimate Care policy . Updated First Aid procedures should also be followed. Visors and gloves available for such incidents. EHCP children's risk assessments are being reviewed for potential return to school: carers of such children will be prioritised for PPE.	H&S lead SENDCO SENDCO/ H&S lead	04/09/2020	L
11c	PPE needs assessed and addressed for staff supervising entrances and exits- does distancing mean staff need	Failure to supply PPE	M	Face-masks and other PPE are available for those members of	POs	01/09/2020	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)
	masks to protect parents/ members of the public?			staff who wish to use them in class or outdoors. Entrances and exits will be supervised outdoors, and social distancing guidelines followed.			
11d	Agreed protocol on use of face coverings in identified areas in line with current guidance is in place and shared.	No protocol in place	H	All staff agreed and instructed to wear masks or visors in all shared areas and when talking to parents/carers. Wearing is advised in classrooms, but not mandatory	All staff	02.11.20	L

12. Response to suspected/ confirmed case of COVID19 in school

In all instances 'Educational Settings Standard Operating Procedure' (Lewisham) will be followed. This has been communicated to all staff (01/09/2020).

12a	Frequently share information with children 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	Failure to share information effectively	H	Parents/carers informed by ParentMail on a regular basis on both issues.	SBM	Ongoing	L
12b	Approach to adults/children displaying COVID19 symptoms cases in place: <ul style="list-style-type: none"> Which staff member/s should be informed/ take action, including staff where risk assessments 	Failure to follow local and national guidance	H	HT will be immediately informed. Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance (see Lewisham guidance	SLT/HT	Ongoing	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>identify heightened vulnerability to COVID19</p> <ul style="list-style-type: none"> • Consideration of any pupils with heightened COVID19 vulnerability • 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 • Emergency PPE available where 2m distance cannot be maintained 			<p>(‘Educational Settings Standard Operating Procedure’), and are sent home as soon as possible. Heightened vulnerability children identified via medical tracker and appropriate assessment carried out.</p> <p>All parents/carers will be asked to update emergency contact numbers and ensure that the contact can be reached at all times. If a pupil shows symptoms at school they will be isolated in the small music room (between library and office) before being collected. Where the pupil or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 14 days. ‘Bubble’ room and toileting area will be deep-cleaned.</p> <p>Emergency PPE equipment (awaiting delivery) will be available. Relevant parents/carers will be informed by ParentMail.</p>			
12c	<p>Approach to confirmed COVID19 cases in place</p> <ul style="list-style-type: none"> • Up to date Lewisham Standard Operating Procedure readily available in school • Lewisham on call details shared with appropriate school leaders • Process for identifying bubbles/contacts and advising on necessary action. 	Failure to follow local and national guidance	H	<p>All actions in line with local and national guidance (see Lewisham guidance (‘Educational Settings Standard Operating Procedure’ and EYFS version of same). Relevant on-call detail shared with SLT</p> <p>Process in place for identifying children/adults/bubbles/contacts and advising on necessary action.</p>	HT SLT SBM	09.11.20	M

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<ul style="list-style-type: none"> Staff with heightened vulnerability considered and advised of necessary action. Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible. Cleaning procedure in place. Arrangements for informing parent community in place. Arrangements for undertaking risk assessment of staffing capacity issues Arrangements in place for remote learning/ FSM/ support for vulnerable & EHCP children and self-isolating CYP 			<p>Staff with heightened vulnerability considered and advised of necessary action. Relocation/closures will be considered dynamically</p> <p>'Bubble' room and toileting area will be deep-cleaned.</p> <p>Relevant parents/carers will be informed by ParentMail Staffing capacity will be assessed on a daily/weekly basis.</p> <p>See 6h, 10a, 10d, 11b, 13h</p>		Ongoing	
12d	Process in place to engage with the Test and Trace and contact tracing process.	Lack of dissemination of process.	H	See 'Educational Settings Standard Operating Procedure' for full details: this has been sent to SLT, POs, office and H&S lead. Process shared with staff	SLT/HT	Ongoing	L
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
13a	Approach and expectations around school uniform determined and communicated with parents.	Lack of communication	M	Children should wear school uniform, except on days when they have PE.	SLT/HT	01/09/2020	L
13c	Changes to the school day/timetables shared with parents.	Lack of communication	M	All changes to the school timetable will be sent to parent/carers via ParentMail.	Office Staff	Ongoing	L
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	Lack of communication	M	All children instructed to bring own bottle of water. Bottles will be refilled from water jugs with water collected from Staff Room by TAs: no child will use the internal water fountain to fill jugs or bottles.	Office Staff CTs TAs	Ongoing	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)
13e	<p>Approach to supporting children 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.</p> <p>This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>		M	<p>A 'Recovery Curriculum' has been planned and put in place.</p> <p>Approach to these issues remain under discussion by HT, SLT, DSL</p> <p>CTs to deliver</p>	<p>HT, SLT, DSL</p> <p>SENDCO</p>	01/09/2020 And ongoing	L
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Lack of designated leader.	M	Dalmain has a designated well-being leader who provides resources, activities and support for staff and children's wellbeing, mental health and resilience.	Asst Head	Ongoing	L
13g	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	Failure to maintain contact with families, especially FSM and vulnerable families.	H	DSL keeps in close contact with vulnerable families and others and provides additional support in addressing the problems as outlined.	PW	Ongoing	L
14. Remote education contingency plan							
14a	Contingency plans for remote learning offer is in place. Pupils with technology/access issues identified. Offer takes this in to account.	Bubble needs to self-isolate because of a positive case of COVID19.		<p>Training has taken place on Office 365.</p> <p>Homework is currently being set and returned online.</p> <p>Arrangements up and running to supply online learning to individuals who are self-isolating and bubbles which have been sent home.</p>	<p>SLT</p> <p>DSL</p>	02.11.2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
				Detailed staffing arrangements, including division of planning and teaching responsibilities will be organised on a week-by-week basis responding to needs of school and staff as required. Staff are responsible for communicating with SLT if work-load is unmanageable.			
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 secondary/ Post 16 applications and transition.	Failure to develop appropriate procedures.	M	All children received a 'New Year' pack in July with details of new classrooms, teachers and other relevant information (social story style). Appropriate lessons have been developed for use in school.	SLT	01/09/2020	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 	Failure to develop appropriate procedures.	M	Planning for transitions and delivery of lessons has been completed and will be developed over the next few weeks. Primary to Secondary transition documents delayed by secondary schools.	HT, SLT, DSL, SENDCO, 1:1 workers and class teachers.	Ongoing	L
16. Safeguarding							
16a	Consideration given to any children who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Re-opening arrangements not reflected in risk assessment.	M	Risk assessments for children are being reviewed to ensure they reflect any changes due to the return to school. DSL is undertaking welfare checks. DSL and Link governors hold fortnightly review meetings.	DSL, SENDCO, PC	04/09/2020 and ongoing	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)
				Consultations are being held with families of EHCP children to establish risks of returning and possibilities for risk reduction/further support. Any child returning will have their EHCP RA updated before they return.	DSL/Link governors SENDCO		
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Lack of preparation	M	Staff know processes and procedures for disclosures and are well-prepared to support pupils' well-being. INSET days will involve refresher training.	HT/SLT/DSL	04/09/2020	L
16c	Updated Child Protection Policy in place.	Failure to review and update	H	Adopted Temporary COVID19 Child Protection Policy in addition to standard Safeguarding Policy	SLT/DSL	w/c 23.03.20 and 07.09.20	L
16d	Work with other agencies, such as social care has been undertaken to support vulnerable children and families to return to school.	Failure to communicate	M	DSL is regularly working with relevant outside agencies and updates HT and SLT as needed.	DSL SLT/HT	w/c 23/03/20 and 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 for pupils requiring physical care.		H	School currently has no children with individual behaviour/positive management plans. One child requires occasional physical care and a RA is in place for them. Visor and other PPE supplied for carer. One child prone to sneezing: visor and other PPE supplied for carer.	DSL	Ongoing	L
17. . Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Unreasonable expectations of children	M	SLT and Class Teachers have reviewed and adapted current learning plans.	All staff	04/09/2020	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)
				Dynamic assessments for learning take place to fill gaps in knowledge and/or skills. Ongoing priority: 1) Safety 2) Well-being 3) Education			
17b	<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 • Practical science lessons • DT/ FT 	Failure to assess	M	<p>Outdoor PE with CSC: equipment and fixed equipment cleaned between lessons. Activities designed to maximise social distancing and minimise contact.</p> <p>Indoor: Indoor PE: Year groups/classes on separate days: floor and contact points point cleaned daily.</p> <p>Year 5 and 6 Laban (see separate risk assessment from Laban)</p> <p>Science: topics planned to avoid equipment sharing between bubbles (eg electricity). Careful cleaning of other equipment. Same for DT, Art and Music. See Appendix 2: Additional Risk Assessments</p>	HT SLT H&S lead Laban CSC	TBC	L
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 	<p>Unreasonable expectations of children</p> <p>Failure to recognise achievement</p>	M	<p>Curriculum has been adapted for whole school.</p> <p>Ongoing priority: 1) Safety 2) Well-being 3) Education</p> <p>CTs to discuss and celebrate lockdown achievements and outcomes</p>		<p>w/c 04/09/2020</p> <p>Ongoing</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)
				SBM/HT to review and address			
17d	Student behaviour policy reviewed and amended where necessary in line with the current circumstances: see Behaviour and Discipline in Schools guide	Failure to communicate changes	M	Amendments included in Dalmain Covid-safe Agreement as communicated to parents/carers 01/09/2020. Basic expectations unchanged. Covid 19 addendum to behaviour Policy in place	HT/SLT PW	01/09/2020 02/11/20	L L
17e	Recovery Curriculum is used to support children and young people. https://www.evidenceforlearning.net/recoverycurriculum/	Failure to develop and provide adequate curriculum provision and coverage	M	Details within Return to Work Action Plan but whole school approach regularly reviewed and adapted as needed. Quality first teaching the priority in addressing gaps in understanding and knowledge – investment in this area to continue.	HT / DHT	Ongoing	L
18. CHILDREN with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	Inappropriate approach to current situation	M	Safety and well-being are currently being prioritised over education: other elements remain the same	HT SENDCO DSL	01/09/2020	L
18b	Annual review plan in place		M	Local Authority guidance will be followed		01/09/2020	L
18c	Requests for assessment plan in place		M	Local Authority guidance will be followed		01/09/2020	L
18d	Consider any children who may need support with their return to school and consult with the family and other agencies involved, including any support required for children to understand new rules i.e. social distancing.	Inappropriate approach to current situation	M	DSL and CTs to liaise. DSL to liaise with outside agencies if necessary. All staff to be alert to children who may require additional support (professional or rule- wise)	DSL to lead SLT HT SENDCO All staff	Ongoing	L
19. Attendance							

	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)
19a	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.	Lack of agreed approach	M	Attendance officer will continue to support attendance, liaising with HT, SLT and CTs. Positive in class and whole school approach towards maintaining full attendance. Specific room and TA available to support relevant children at start of day.	Att. Officer All staff	Ongoing	L
19b	Approach to support for parents where rates of PA were high before lockdown.	Lack of staff and agreed approach	M	Attendance officer will continue to support attendance with high rates of PA before lockdown, liaising with HT.	Attendance Officer	Ongoing	L
19c	Risk assessment and measures in place for any pupils who are clinically extremely vulnerable, clinically vulnerable or live with people in those categories to support their safe attendance at school.	Failure to assess risk adequately	H	Assessments carried out for CEV children	H&S Lead, First Aid lead, HT		
20. Communication							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared.	Lack of communication leading to increased stress and decreased morale	M	Meeting held with staff and Union Reps on 03/09/2020 Frequent ad hoc meetings and discussions Extended daily staff briefings to share outcomes of dynamic Risk Assessments and consequent planning and/or changes to procedures. Inset day shared outcomes of risk assessments and relevant information re full opening. Draft RA circulated to staff for comment	HT/SBM All staff	Ongoing 03/09/2020	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)
				All such information is regularly and effectively shared via emails and this will continue.	via Office Staff		
20b	Governors consulted on full opening plans.	Failure to fulfil statutory responsibilities	M	Information and plans are regularly shared with governors for discussion	HT/SBM via Office Staff	Ongoing	L
20c	Union representatives consulted on full opening plans.	Lack of communication leading to increased stress and decreased morale	M	Meeting held with staff and Union reps on 03/09/2020. Meetings continue to be held. All such information is regularly and effectively shared via emails and this will continue.	HT/SBM via Office Staff	Ongoing	L
20d	Risk Assessment published on website, where more than 50 staff.		M	RA completed: Governors and staff to review before publication	SBM	Completed / ongoing	L
20e	Communications with parents on the: <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) 	Lack of planning and dissemination	H	Full details on all arrangements communicated via ParentMail or letter	SBM	01/09/2020	L
20f	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing, hand washing and other preventative measures. arrangements 	Lack of communication	M	Pupils have been informed of time-tables for new year.	HT	01/09/2020	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"> Staggered start times Expectations of behaviour when in school and at home (if self-isolating is necessary) Travelling to and from school safely 			Expectations in other areas are addressed in the Dalmain Covid-safe agreement.			L
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.	Governors do not meet	M	Virtual governing body meetings (committees) have been and will continue to take place. A full meeting of the governing body took place on 11/06/20 Next meeting w/c 28.09.2020	Chair of Governors	Ongoing	L
21b	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	Lack of communication	M	Governors are fully aware of their role in the current circumstances and provide critical support to leaders. Clear and accessible channels of communication are open between leaders and governors		Ongoing	L
21c	Agreed arrangements for governors meetings, staff recruitment processes etc. to limit visits to schools, holding virtual meetings as far as possible			Completed and in place		01/11/2020	
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.		H	No swimming until Spring at earliest. No trips via public transport. Any other proposals individually assessed. Naturesbase and PGL postponed until summer.	HT	01/09/2020	L
23. Finance							
23a	Any loss of income understood, including the impact of lettings and the		M	School currently receives no income from lettings.			0

	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)
	financial implications of possibly not restarting.						
23b	Insurance claims, including visits/trips booked previously followed up	Failure to keep books effectively	M	Completed	SBM	01/09/2020	
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	Contractors not able to fulfil requirements.	M	Services remained in place throughout summer term and changes made then hold good. New caterers have been made fully aware of lunchtime time tabling requirements.	SBM POs MMS	Ongoing	L
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			N/A			
24. Before and after school clubs							
24a	Approach in place for before/after school clubs implements the necessary protective measures.	Cross bubble contamination	H	No clubs at the moment. Breakfast club will run.	SLT	01/09/2020	L

HT: Headteacher POs: Premises Officers SLT: Senior Leadership Team DSL: Designated Safeguarding Lead

SBM: School Business Manager SENDCO: Special Educational Needs and Disability Co-ordinator

CTs: Class Teachers TAs: Teaching Assistants MMS: Midday Meal Supervisors

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

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

