

COVID19: Full opening risk assessment and action planning tool

SCHOOL NAME: FOREST HILL SCHOOL

DATE: 7th September 2020

Purpose of this document:

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

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

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

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

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

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

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

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

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

[NHS test and trace](#)

Appendix 1 – Trade Unions' checklist (for information)

The following principles underpin all planning and actions:

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

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

Prevention:

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

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

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

Number 6 applies in specific circumstances.

Response to any infection:

1. engage with the NHS Test and Trace process
2. manage confirmed cases of coronavirus (COVID-19) amongst the school community
3. contain any outbreak by following local health protection team advice

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

Steps to full opening



Risk Matrix:

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

The table includes examples in grey, these are not exhaustive

	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	Lack of support for plans to re-open from key stakeholders	Medium	Risk Assessments and briefing documents shared with governors, unions, staff, students. Feedback collected from staff via Unions	MSU / SLT	July 2020	Low
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 Any other statutory inspections 	Not applicable Site has been open since 20 th March 2020 Bouygues PFI Team have continued with site compliance	LOW				LOW

	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"> Insurance covers reopening arrangements 						
2b	Office spaces re-designed to allow office-based staff to work safely.	<p>Reception area open to visitors</p> <p>Main Office</p> <p>Finance Office</p>	Medium	<p>Fixed glass in place above the reception desk</p> <p>Office staff occupying 3 desks 2 staff wfh Spill over space in Student Services</p> <p>3 staff, only just 1 metre distance. Door to be kept open. Minimise staff in office if possible</p> <p>Marketing & Coms Manager moved to Room 24</p>	Northgate	11/08/2020	Low
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrances to school. Social distancing unlikely to be maintained.	M	<p>Staggered start/finish for KS3 and KS4 to the school day.</p> <p>Year 7: 8.20am / 3pm / Year 11 8.40am / 3.20pm entrance and exit from Mayow Road</p> <p>Year 8: 8.20am / 3pm / Year 10 8.40am / 3.20pm entrance and exit from Bampton Road</p> <p>Year 9: 8.20am / 3pm entrance and exit from Late Gate Dacres Road</p>	SLT	04/09/20	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)
				<p>Year 12 & 13 – entrance and exit via the main entrance</p> <p>Signage on the gates</p> <p>2 metre marks (by house colour) on the playground</p> <p>Parents notified of arrangements</p>			
2d	Consideration given to premises lettings and approach in place.	Premises and cleaning staff not available or willing to staff lettings	M	Lettings Risk Assessment for the Sports Centre completed for regular hirers after 5pm Monday to Friday and weekends	DS&R & Hirers	Ongoing	L
2e	<p>Necessary physical modifications completed</p> <ul style="list-style-type: none"> • Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary • Lidded bins in classrooms and shared spaces • Water fountains disconnected/ isolated • Ventilation measures identified and safe use of air conditioning assessed. • Spaces in classrooms measured to facilitate maximum social distancing and tables, 	Not able to use internal classrooms or teach specialist subjects e.g. IT as rooms have air condition	Medium	<p>Hand-driers disconnected – paper towels</p> <p>Lidded bins in classrooms</p> <p>Water fountains disconnected – boys to bring own water bottles / caterer to provide water bottles</p> <p>Air conditioning being used following updated guidance from HSE – and checked with LA</p>	SDS / Bouygues	1/06/2020	

	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)
	chairs placed appropriately, markings and barriers in place						
2f	Consideration given to the arrangements for any deliveries.	Deliveries via the main reception	Medium	Receptionist staff shielded behind glass	SDS / Bouygues	12/06/2020	L
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. More appropriate alternatives are possible.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	Medium	<p>INSET DAY – Carry out a fire drill for all staff. Actively seek information from staff who may have mobility issues and put a PEEP in place.</p> <p>Y7 use stair case 1 Y8 use stair case 3 Y9 – Art Block Y10 – use staircase 4 Y11 – use stair case 1</p> <p>Ensure that all tutors / SEND staff / staff are aware that PEEPS must be in place for all students with mobility issues.</p> <p>Fire drill for new Y7s carried out on first day in school –</p> <p>Fire drill for all pupils carried out in the first half-term.</p>	MSU Staff		
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings	Cleaning staff absence	Low	Enhanced cleaning schedule implemented throughout the site, ensuring that contact	SDS to monitor/ Bouygues	On going	Low

	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>points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>			
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Cleaning staff absence	Low	Agency staff to be used to cover staff absence	Bouygues Site Manager	Ongoing	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance	Lack of PPE for cleaning staff	Low	PPE stocks in place	Bouygues Site Manager	Ongoing	L
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 storage. Arrangements for use by staff agreed.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	Low	<p>Hand sanitiser available in each classroom / and around the site, including reception</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Wipes in the classrooms for wiping down</p>	Bouygues Site Manager / SDS	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)
4e	Arrangements for longer-term continual supplies are also in place.		M	Stock check and ordering schedule reviewed and order made	Bouygues Site Manager / Finance Officer	Ongoing	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.	Lack of cleaning staff and lack of time available	M	Cleaning takes place before school and after school – building open until 6.30pm to allow sufficient time for cleaning Cleaning throughout the day – Atrium cleaning in between KS3 and KS4 breaks and lunch	Bouygues cleaning supervisor	Ongoing	L
4g	Waste disposal process in place for potentially contaminated waste.	Cleaning staff unaware of the procedure	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Bouygues cleaning supervisor	Ongoing	L
4h	Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance	Students and staff not sure how to remove face masks – not sure how to dispose of them	Medium	Remove PPE carefully, and avoid touching the inside of your face covering. After you remove your PPE or face covering, wash your hands or use hand sanitiser. Put your face covering in a clean plastic bag.	Staff Students	On going	Low

	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)
				If you need to throw away used face coverings or PPE, such as gloves: dispose of them in your 'black bag' waste bin at work, do not put them in a recycling bin as they cannot be recycled through conventional recycling facilities – do not drop them as litter			
4i	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available.</p> <p>Routine hand washing</p> <ul style="list-style-type: none"> on arrival and leaving school before entering and leaving class during the day before and after eating <p>Increased hand washing throughout the day in line with government guidance.</p> <p>Hand sanitiser available where necessary</p>	No soap / no sanitizer / insufficient time for boys to use the bathrooms	Low	<p>All classes have sanitizer and Year groups have selected bathrooms (see appendix A)</p> <p>Bathrooms checked four times throughout the day and stocks replenished</p> <p>Pump sanitizers accessible at reception, entrance doors to the playground, in the atrium, and entrance to library</p>	Site Manager Bouygues and cleaning supervisor	On-going	L
5. Classrooms and outdoor space							
	<p>The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.</p> <p><i>Removed in line with full opening guidance.</i></p>			<p><i>Measure classrooms and other available rooms to assess capacity for staff and pupils:</i></p> <p><i>Classroom A: 12</i></p> <p><i>Classroom B: 10</i></p> <p><i>Temporary Classroom C: 15</i></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)
5a	Desks side by side, facing front, where age appropriate.	Staff and students moving tables and chairs	Medium	All classrooms set up with tables and chairs in rows facing the front of the classroom See appendix A for teaching classrooms	Premises and checked by SLT	3/09/2020	Low
5b	Classrooms have been re/arranged to allow as much space between individuals as practical (2m where possible) Each pupil has their own identified desk. Arrangements for small group work facilitate social distancing for adults and children	Students not sitting as per the seating plan	Medium	Y7, Y8 and Y9 will remain in a fixed classroom – seating plan displayed in the classroom Y10, Y11, Y12, Y13 students move for option subjects. Class teachers to ensure students sit as seating plan	Class teachers	3/09/2020	Low
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	Classrooms only have one exit / entrance	Medium	Management of movement – kept to a minimum – desks spaced away from the door	Class Tutor		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,	Boys forget to bring their own equipment, books, and water bottles	M	COVID19 information posters currently in place. Spare pens and paper / resource boxes available in each classroom – to include whiteboards and pens for each student Wipes available for students to use to wipe down resources. i.e. computer keyboards at the start of a lesson	SDS / All teaching staff		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>at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc)- items to be wiped down if possible CYP informed not to bring in toys or other articles from home (other than water bottle)</p>						
5e	<p>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, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p>	<p>Students mixing at break time / during PE</p> <p>Lack of outside furniture for boys to sit and eat lunch</p> <p>Wet weather back up plan</p>	Low	<p>PE will continue to take place at Elm Lane (no contact sport) Each Year Group will form a bubble and assigned an area in the playground.</p> <p>Break and Lunch will be staggered.</p> <p>KS3- Break 10.50 to 11.10 / Lunch 13.05 to 14.00 Year 7 – Atrium & Front playground Year 8 – Snack Shack & Middle playground Year 9 – Snack shack & Back playground</p> <p>KS4 – Break 9.50 – 10.10 / Lunch 12.10 – 13.05 Year 10 – 2 x snack shacks & Middle & back playground Year 11 – Atrium and Front playground</p>	SLT / PE staff/ Lunchtime supervision staff / Bouygues site Team		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>6th Form Common Room (tbc) – Lunch or off site</p> <p>Set up chairs and tables for outside dining as required</p>			
5f	<p>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)</p>	Lack of suitable teaching spaces available to deliver a broad curriculum	Medium	<p>All classrooms with windows will be prioritised for teaching.</p> <p>Doors should be propped open to improve air flow</p> <p>KS3 – Students to remain in one classroom for all teaching (except some specialist subjects i.e. PE / dance / drama – see appendix A</p> <p>KS4 – students will need to change rooms to be taught open subjects (i.e. DT, Computer Science, music tech)</p> <p>Not all of these rooms have windows that can be opened – they all have ventilation / air conditioning that has been assessed by Cheryl Collins – Local Authority PFI Contracts Manager</p>	AKA / GGN	3/09/2020	

	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)
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.	Staff shortages due to shielding, self-isolation, sickness Not possible to protect staff from working across all year groups	Medium	Absence procedures in place for staff to notify cover manager by 7.15am daily Two cover supervisors on call to cover absences Individual Staff Risk Assessments completed and in place for relevant staff – SENCO can be deputised by Lead Teacher for Explorer 3 x DSG Leads in school 23 x First Aiders available	Cover Manager / SLT SDS	20/07/20	M
6b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities Coronavirus- taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. Assigned activities consider levels of social distancing and contact with as low a number of others as possible.	School unaware of staff underlying health issues	medium	Individual Staff Risk Assessments completed and in place for relevant staff Full consideration given in relation to individual circumstances – i.e. reviewing chemo / pregnancy	MUS/SDS		Medium

	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)
6c	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified	20 staff have individual staff risks assessments that will remain under review – all staff expected to return in Sep	medium	Individual Staff Risk Assessments completed and in place for relevant staff Full consideration given in relation to individual circumstances	MUS/SDS	On going	Medium
6d	Approach to staff absence reporting and recording in place. All staff aware.	Staff not being aware of the absence reporting procedures-	Medium	Remind staff of the arrangements for reporting their absence and availability to work in school Cover manager to send out daily cover information – Liaise with DS&R re any staff absence / shielding / self-isolation information	SDS / TWE		Low
	Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups). Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.						
6e	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Cover Team not aware of staff absence No supply teachers	Medium	All staff required to tap in / out of site each day – BS1 staff member will walk the areas and identify any unreported	Cover Team	Ongoing	

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		available at short notice		absence – cover until cover is despatched 2 cover supervisors on site plus SLT			
6f	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff https://lewisham.gov.uk/my services/parking/coronavirus-parking-restrictions-and-cpzs Coronavirus (COVID-19): safer travel guidance for passengers shared with all staff. Consideration of arrival times to encourage walking and cycling to work	Staff to notify HT of any issues in relation to travel journeys into school	Medium	Staff required to be in school from 8.15am to 3.20pm daily. Area for staff to lock up bikes at the front of the school. Showers available for staff in sports centre Safer travel information shared with all staff by PowerPoint briefing in May and July	SLT	20 July 2020	Low
6g	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable	Staff wear clothes that are contaminated	Low	Wear 'professional' clothing that can easily be washed	MSU	May and July 2020	L
6h	Approaches for meetings and staff training in place. All 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.	Meetings and training primarily conducted online via TEAMS	Low	If meetings take place face to face – social distancing (2m) and hygiene measures apply	SLT FLs All staff	1/06/2020	L
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Insufficient staff available to work in school /	Low	With the return of all students in September – all staff will be in school unless critically vulnerable and asked by the	MSU	2/06/2020	

	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)
		reduced offer online		school to remain working from home			
6j	<p>Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	Support staff not aware of their duties from September	Medium	<p>Plans shared with support staff at TEAMS meeting hosted by IHN & GGN before the summer break</p> <p>INSET Days – 2nd & 3rd September used to provide detailed duties</p>	HSN / HSH	4/09/ 2020	Low
6k	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	No/ weak system in place.	Medium	<p>Staff are aware of available support and advice for schools and pupils available from LBL including the Educational Psychology service</p> <p>Inclusion panel meeting take place every 2 weeks – vulnerable and bereaved children given support</p> <p>Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support https://lewisham.gov.uk/information-for-staff/staff-support-hub/)</p>	IHN	1/06/2020	
6l	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff unsure of the guidance	Medium	A symptomatic pupil should access a test as soon as possible.	SDS		

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	Process in place for use of limited number of self-testing kits			<p>The remaining bubble members should only access a test if they themselves become symptomatic</p> <p>Teachers are essential workers and can book tests through an online digital portal – a set of tests will be held by the school</p>			
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.	Staff not aware of new starters	Low	<p>Two new Geography teachers have attended an induction day in school</p> <p>Further induction planned for INSET days on 2nd & 3rd Sep</p>	RWF/SDS	06/07/2020	Low
6n	Return to school procedures are clear for all staff.	Staff not aware of new procedures	Low	Arrangements shared at staff briefing / Faculty leaders included in planning / Staff power point / INSET days	MSU/SLT	2/09/2020	Low
6o	Arrangements to return any furloughed staff in place.	Not applicable for school staff					
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Not applicable	Low		SDS	1/06/2020	L
6q	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved or plan in place to resolve		Low	In process	MSU /SDS	Ongoing	L

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6r	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Via Bouygues and outside school hours	Low	Site team liaising with DS&R on decision of how and when to arrange site works	Site Manager / SDS	Ongoing	L
6s	<p>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.</p>	Externally employed staff unaware of the procedures i.e. Music teachers	Medium	<p>Recommended that Music lessons continue online</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p> <p>Music lessons are being delivered online – protocols in place</p>	CCG	Ongoing	Low
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.	Students from different year group bubbles mix – using ground floor toilets, at student services, when students arrive late	M	<p>Bubble set at the size of Year group – See appendix A for info re toilets / staircases / 'parking rooms'</p> <p>NB: Y12 and Y13 have to form large bubble with Sydenham as teaching takes place across the two schools</p>	SLT	01.08.20	L

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7b	Vulnerable and critical worker group sizes determined. NB: with peers where possible.						
6c	Staffing allocations to groups determined, minimising contact with multiple groups much as possible	Not possible to limit staff teaching across bubbles	Medium	Action - use of PPE for staff (visors) and students (masks) given the high number of contacts	CoG / HT	03/09/2020	low
8. Social Distancing							
8a	<p>Arrangements for social distancing in place to defined:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices Parents/carers drop off at school gate- no entry Staggered or limited amounts of moving around the school/ corridors, one-way systems where possible Classroom design Break and lunch times are staggered. Plans for social distancing during these times in 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 	Secondary school curriculum means multiple teachers and classrooms		See appendix A for information on KS3 / KS4 staggered timings Entrance / exit gates / staircases / playground areas/ food points / zoned areas around the school etc.	SLT	7/09/2020	

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	<p>surfaces in toilets after use by each bubble</p> <ul style="list-style-type: none"> Use of hand driers risk assessed/ Paper towels and foot operated closed bin in place 						
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Coronavirus (COVID-19): safer travel guidance for passengers to be shared with parents and CYP as age appropriate</p>						
8b	<p>Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.</p>	<p>Siblings in K3 and KS4 arrive 'together' – boys waiting on small pavements</p>	<p>Medium</p>	<p>Year groups arrive at different entrances, line up on markings and then escorted by same staircase to dedicated classroom</p>	<p>SLT / P1 Class teachers and ISA's</p>	<p>Ongoing</p>	<p>Low</p>
8c	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate)</p>	<p>No/weak system</p>	<p>Low</p>	<p>Signed parent / student protocols / reminders during the day</p> <p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	<p>HOY / Admin</p>	<p>15/06/2020</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)
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Not applicable – no face to face assemblies	Low	Tutors will communicate any messages to their tutees at Tutor time – option for TEAMS assemblies	Tutors		Low
8e	Social distancing plans communicated with parents, including approach to breaches.	Staff unable to follow social distancing protocols	Medium	Social distancing plans sent to parents & shared with students Clear signs reinforcing social distancing messages visible around school Teachers/support staff reinforce expectations	SLT/ Staff		Low
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.	No system in place	Low	Boys to bring own table tennis bats and balls, DHT responsible for providing footballs for use in back playground. See appendix A for details of playground rota	AKS/IHN	7/09/2020	Low
8g	Social distancing arrangements for use of staff areas in place and shared spaces	Staff sit too close together in the staff room	Low	Soap, washing up liquid etc to be available in the kitchen area Sanitizers up in the staff room. One-way system in place Fabric chairs have been removed and a table set up Staff to use faculty workrooms	All staff	15/06/2020	Low
9. Transport							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Communications don't reach parents	Medium	Information included in the PowerPoint presentation sent out to students / parents / and	MSU/ HOY	2/06/2020	

	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)
	Coronavirus (COVID-19): safer travel guidance for passengers to be shared with parents and CYP as age appropriate			carers – includes a 'signature' to confirm read and agreed Also available on the school website Admin team to follow up by phone with families who have not responded to emails			
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.	No system in place	Medium	School coach to and from Elm Lane – only used by one-year group / bubble on any day. RCP to clean coaches in between journeys	Head of PE	7/09/2020	Low
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Student does not have a mask	Medium	Emergency supply of masks Guidance for pupils on use of masks	DS&R/ Admin staff	3/09/2020`	Low
10. Catering							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	N/A	Low	Break and lunch food service in place (no breakfast) Biometric system. KS3 pre order lunch – parent pay accounts deducted manually KS4 – finger prints – scanner wiped in between students	DS&R Olive Dining		L L
10b	Arrangements for the continued provision of FSMs for children not attending school are in place.						

	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)
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.	Students unaware of their designated area	Low	<p>Students in Year group bubbles – escorted to and from the playground / lunch areas</p> <p>KS3 – 13.10 – 14:00 Y7 – Atrium & Front playground Y8 – Snack Shack – middle playground Y9 – Food Pod and back playground</p> <p>KS4 – 12.10 – 13.05 Y10 – Food Pod – back and Snack Shack – middle Y11 – Atrium & Front playground</p> <p>Use hand sanitizer in classroom before going to lunch and used sanitizer again after returning from lunch</p> <p>Lunch and break times staggered</p>	SLT/ Staff	7/09/2020	Low
10d	Arrangements for food deliveries in place		Low	Early morning deliveries	Olive Dining	Ongoing	L
11. PPE							
11a	PPE use understood and agreed with staff and Appropriate supplies in place at necessary points in the school.	Staff lack of knowledge in when and how to use PPE	Medium	Public health training videos shared with all staff by PowerPoint in July 2020	SLT	July 2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained			PPE in place – gloves, apron and mask – full PPE to be worn by first aiders attending to sick students or staff			
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing	Not aware of student needs	Medium	Risk Assessment in place	HSH /TTR	7/09/2020	Low
11c	PPE needs assessed and addressed for staff supervising entrances and exits- does distancing mean staff need masks to protect parents/ members of the public?	No masks provided – follow Gov guidance	Medium	Parents only permitted into school where an appointment has been made and agreed	MSU	15/06/2020	L
12. Response to suspected/ confirmed case of COVID19 in school							
12a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms	Communication systems not in place	Low	Signage in reception Information on Website Information in the bulletin Video message weekly by Headteacher Notices at all entrances Information sent home to parents	HT / DS&R	On-going	L
12b	Approach to adults/children displaying COVID19 symptoms cases in place: during school day <ul style="list-style-type: none"> Which staff member/s should be informed/ take action, including 	Staff unsure what to do with a ill student or staff member	Medium	Senior Leader / SDS Student services – contains two separate medical areas.	SLT	1/06/2020	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
	<p>staff where risk assessments 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>Notify site manager by email and phone to arrange cleaning</p> <p>SLT rings parent to collect</p> <p>Obtain emergency PPE from DS&R</p> <p>Office Manager and Head of Years have list of students with medical conditions</p>			
12c	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Identified children/adults/bubbles/contacts advised on necessary action • Staff with heightened vulnerability considered and advised of necessary action • 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 	Staff unsure what to do	Medium	<p>Back up classroom to be used instead</p> <p>Deep clean to take place</p> <p>SLT to contact Public Health team who will advise next steps – and advise on contacting all students and staff (consider individual risk assessment / vulnerabilities) and contractors who have any contact with the student who has tested positive</p> <p>Staff and students from the year group to self-isolate for 2 weeks</p>	MSU/SDS	Ongoing	

	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)
12d	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p><i>Refer to Lewisham PH and public health guidance for more information.</i></p>	Staff and parents unaware what to do	Medium	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p><i>Follow the advice if you have been in contact or tested positive for corona virus</i></p> <p>The NHS Test and Trace service will not:</p> <p>ask for bank details or payments</p> <p>ask for details of any other accounts, such as social media</p> <p>ask you to set up a password or PIN number over the phone</p> <p>ask you to call a premium rate number, such as those starting 09 or 087</p>	Staff / Parents Carers	Ongoing	
13. Pupil Re-orientation - back into school after a period of closure/ being at home							
13a	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.						

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
113	Approach and expectations around school uniform determined and communicated with parents.	Students don't wash uniform	Low	Updated guidance advises full regular school uniform should be worn	IHN	7/09/2020	L
13c	Changes to the school day/timetables shared with parents.	Information ineffectively communicated	Low	Information sent by email and electronic confirmation required from parent	MSU	9/06/2020	
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	Students forget water bottles	M	Water bottles supplied by the catering company – Olive Dining	MSU	12/06/2020	L
13e	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes 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.	Poor resources in place	L	Prompts in place for tutors / class teachers	IHN	12/06/2020	L
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		Low	Daily tutor time included in the timetable, mentors and school counsellor on site	IHN	On going	L
13g	Re-orientation support for school leavers is developed.		Low	Bridging work shared with all Y11	RWF/IHN		
13h	Consideration of the impact of COVID19 on families and whether any additional support may be required:	Staff do not have the information	Low	Systems in place to gather information	IHN	On going	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"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 						
14. Remote education contingency plan							
14a	Contingency plans for remote learning offer is are in place. Pupils with technology/access issues identified. Offer takes this in to account.	Bubble needs to self-isolate because of a positive case of COVID19.	Medium	Remote learning contingency available and ready to be 'switched-on' when needed. Includes paper resources where required	RWF	On-going	Low
	All students have access to technology and remote learning offer. Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.						
14b	Intelligence around critical worker parents — numbers intending to take up provision is known.	Increased numbers of critical worker children — means fewer children in eligible year groups can return					
15. Transition - into new year group - What will need to be different this year because of COVID19?							
15a	Online/ website support for families and young people around transition.	Families and parents not aware of resources	Low	Weekly emails / videos / letters etc directing families to online resources	IHN / EHH/ MOI		
15c	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:	Ineffective systems in place	Medium	Interviews (F2F, telephone and video) arranged with all new Y7 students.	SDS GGN/MOI	15/06/2020	Low

	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"> 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 			<p>Dedicated day to welcome new Y7 be arranged on Friday 4th September prior to the return of other year groups</p> <p>Y11 – destinations known</p> <p>School Leavers -</p> <p>Y11 graduation arrangements – to be confirmed</p> <p>Y13 – school leaver arrangements to be confirmed</p>	RWF/TMN		
16. Safeguarding							
16a	<p>Individual CYP's risk assessments are in place and welfare checks being undertaken.</p> <p>Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.</p>	<p>Re-opening arrangements not reflected in risk assessment.</p> <p><i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i></p>	<p><i>M</i></p> <p><i>M</i></p>	<p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</p> <p><i>Review the CYP's risk assessment to identify any support or arrangements needed for their return to school</i></p>	L		
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	CPOMS in place-support available via the inclusion team & school counsellor	Medium	Staff guidance on processes and procedures for wellbeing shared at briefing and additional info on website	IHN	Ongoing	

	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)
16c	Updated Child Protection Policy in place.	In place	Low	Adopted Temporary COVID19 Child Protection Policy	IHN		
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.	In place	Low		IHN/JJS	Ongoing	
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.	Lack of PPE / where to find PPE in the event of an emergency / unaware of student needs	Medium	Review individual consistent management plans to ensure they include protective measures. Use SLT Response on TEAMS to call for assistance Close supervision BS1 & BS2 and SLT presence around the building	IHN /JJS	Ongoing	
17. . Curriculum / learning environment							
17a	Current learning plans, revised expectations and required adjustments have been considered.	No amendments	Medium	Online work to be consolidated, and feedback provided	RWF / FLs		
75b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 	Cleaning regimes	Low	Consultation with faculty leaders and curriculum T&L leads to risk assess activities with the aim to keeping as broad a curriculum as possible	SLT / FLs		
17c	Whole school approach to adapting curriculum (S/M/L term), including:		Medium	Staff are trained and supported in front of classroom delivery	RWF/GGN		

	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"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes utilising the DfE 'catch-up' funding and programmes 			<p>style and aware of how best to provide students with additional support. - to be covered during INSET days</p> <p>To be confirmed – utilising DfE catch up funding</p>			
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. see Behaviour and Discipline in Schools guide</p> <p>DfE behaviour and attendance checklist completed</p>	No consideration given to exceptional circumstances	Medium	Change to home school agreement / COVID 19 school rules / guidance for online working for students	IHS	2/06/2020	Low
18. CYP with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.		Low	EHCP students eligible for school-based provision. All students monitored closely by SENCO and Inclusion Team	IHN		
18b	Annual review plan in place		Low	Plans for remote EHCP reviews in place	IHN/HSN		
18c	Requests for assessment plan in place		Low	SENCO able to respond directly to any requests to assess	HSN		
16d	<p>Risk assessments for EHCP children not in school complete and review plan in place</p> <p>Consider any CYP who may need support with their return to school and</p>	No consideration given to exceptional circumstances	Low	Head of Year / School mentors / ISA's working with students to ensure they understand the new school procedures	HIS / pastoral staff		

	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)
	consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.						
19. Attendance							
19a	Approach to promoting and supporting attendance for prioritised all-pupils determined, including those who may be anxious.		Medium	Heads video message to parents Telephone calls from HOY & AWO	JGN / POK/ MSU	Ongoing	Low
19b	Approach to support for parents where rates of PA were high before lockdown.		Medium	Heads video message to parents. Telephone calls from HOY & AWO	JGN / POK/ MSU	Ongoing	Low
20. Communication							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared.	Staff not aware of arrangements / lack of consultation	Low	Plans shared before the Summer Break – INSET days to discuss and go over plans / daily briefings for the first week back for Q&A / staff feedback	MSU /SLT	Ongoing	Low
20b	Governors consulted on full opening plans.						
20c	Union representatives consulted on full opening plans.	Lack of meetings and opportunities to feedback	Low	Series of TEAMS meetings with School union reps prior to the summer break.	MSU/GGN/ SDS/NEU/N ASUWT/G MB	17/07/20	Low
20d	Risk Assessment published on website, where more than 50 staff.			Risk Assessment to be published before the 28 /09/2020	MSU/CCE		
20e	Communications with parents on the: <ul style="list-style-type: none"> Plan for full opening Social distancing plan 	Parents / Carers unsure of the school's measures to keep children safe	Medium	Powerpoint and letter emailed to all parents before the end of term – declaration signature required	MSU / SDS / Admin	20/07/2020	Low

	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"> 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) 			Voice over powerpoints published on the school website			
20f	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing, hand washing and other preventative measures. arrangements Staggered start times Expectations of behaviour when in school and at home (if self-isolating is necessary) Travelling to and from school safely 	Pupils not aware of the rules	Medium	Behaviour policy/school rules and home school agreements reviewed and rewritten to reflect new working practices and best advice. Student briefing containing plans/policies and rules, communicated to all stakeholders before the end of summer term.	MSU / IHN	20/ 07/2020	Low
21. Governors/ Governance							
21a	Meetings and decisions that need to be taken prioritised.		Low	Virtual governing body meetings on TEAMS	MSU	Ongoing	Low
21b	Governors are clear on their role in the planning and full re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.						

	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)
21c	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated. Governors prepared for start of school year (clerking, etc.)	No clerk in place for September 2020	Low	Long standing clerk ready for the start of the academic year – Sep 2020	MSU	Ongoing	Low
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.	Lack of communication regarding arrangements to be approved by SLT for school events	Low	No F2F events or trips currently planned	MSU/SLT		Low
23. Finance							
	Additional costs incurred due to COVID19 are understood and clearly documented.					July 2020	
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM					July 2020	
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Poor record keeping of income from lettings	Low	Hopefully following risk assessments lettings may be able to resume	GOVS/SDS	Sep 2020	Low
23b	Insurance claims, including visits/trips booked previously followed up	Claims not submitted to insurers	Medium	Claims have been submitted for 2 residential trips but not yet paid out (parents have been refunded)	SDS	Ongoing	Medium

	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)
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	Poor induction to new contractor	Medium	New caterer – Olive Dining – risk assessment received – training schedule received – kitchen deep cleaned	SDS	Ongoing	Low
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Lack of communication with Sydenham		6 th Form must work together - current offer reflects the offer at Sydenham	RWF	Ongoing	
24. Before and after school clubs							
24a	Approach in place for before/after school clubs implements the necessary protective measures.	Unaware of teachers setting up before and after school activities	Medium	Risk Assessments must be in place and approved by SLT for any before or after school activities	MSU / SDS	Ongoing	

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

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

