



OCC COVID19: Updated September 2021 Risk Assessment and Action Plan

SCHOOL NAME: Lewknor Church of England Primary School

OWNER: Deborah Cole

DATE: 2nd September 2021

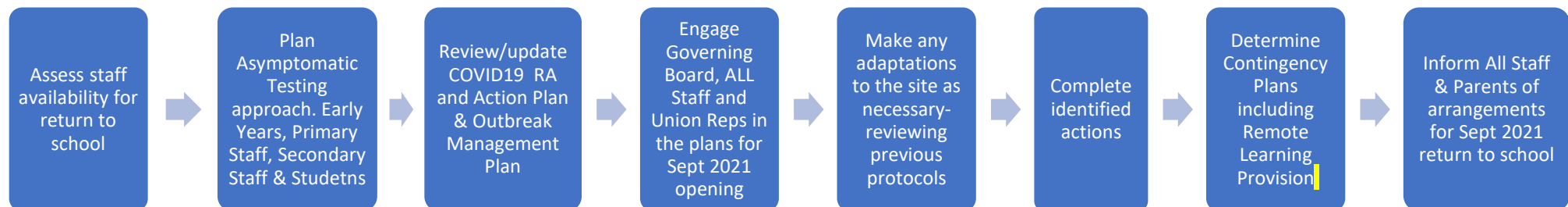
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school September 2021](#) and ensure the school continues to operate in a safe way.

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

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](#)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](#)

Risk Assessment for September 2021 return:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	Error! Bookmark not defined.
Site Arrangements	Error! Bookmark not defined.
Emergency Evacuations	Error! Bookmark not defined.
Cleaning and waste disposal	Error! Bookmark not defined.
Classrooms	Error! Bookmark not defined.
Staffing	Error! Bookmark not defined.
Group Sizes	Error! Bookmark not defined.
Social Distancing	Error! Bookmark not defined.
Transport	Error! Bookmark not defined.
Catering	Error! Bookmark not defined.
PPE	Error! Bookmark not defined.
Visors/face coverings	Error! Bookmark not defined.
Response to suspected/ confirmed case of COVID19 in school	Error! Bookmark not defined.
Remote Education Plan	Error! Bookmark not defined.
Safeguarding	Error! Bookmark not defined.
Curriculum / learning environment	Error! Bookmark not defined.
SEND PUPILS	Error! Bookmark not defined.
Attendance	Error! Bookmark not defined.
Communication	Error! Bookmark not defined.
Governors/ Governance	Error! Bookmark not defined.
School events, including trips	Error! Bookmark not defined.
Finance	Error! Bookmark not defined.

**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers		L	All staff at school to be made aware of the most up-to-date risk assessment and planning ASAP. Governors before FGB on 20 th September. Risk assessment to be made available to other stakeholders.	September 2021	L
Site Arrangements Coronavirus: latest information and advice - HSE news	Review office space(s) to allow staff to continue to work safely.		L	Office staff are able to work from home, if required.	Ongoing	L
	Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all-based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc		L	One-way system in place to enter and exit the school. There is sufficient signage in place and/or sufficient staff to monitor/oversee.	Ongoing	L
	Review premises lettings and best practice approach, as required	N/A (no lettings)				
	Consideration given to the arrangements for any deliveries.		L	Table left outside school house where deliveries are left.	Ongoing	L

				Staff available to direct personnel onto premises during children's break and lunch times so contact is avoided.		
	Regular communication with parents/carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?		L	Parents are contacted via email or school newsletter. Parents have been asked to wear face covering if they want to come on site for an appointment with member of staff. If parent prefers not to wear face covering then they will meet staff member outside school building.	Ongoing	L
	Safe Contractor management		L	All contractors are advised to wear face coverings and use hand sanitiser.		L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly.</i>		L	Continue to practise fire drills and lockdown drills every term (as per usual). Health and Safety governor to continue to do regular spot checks on site that includes checking signage.		L

	<p>Consideration given to 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>N/A</p> <p>N/A</p>				
Cleaning and waste disposal	<p>Review enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		L	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by (Nikki Hemmings / Clean Genie) and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	<p>Clean Genie and Avril has confirmed that the cleaners clean all hard surfaces, including door handles etc. They use a spray called Virucidal which kills covid 19 on hard surfaces.</p> <p>Ongoing</p>	L

	Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?		L	Deep clean (as per usual) over summer holidays. Clean Genie clean every evening and at weekends. Teaching staff and caretaker clean throughout the day.	Ongoing	L
	Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary? Arrangements for longer-term continual supplies are also in place.		L	Hand sanitiser available at the school entrance and in all classrooms and offices. Waste bins in classrooms. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Stock check and ordering schedule reviewed, and order made.	Ongoing	L
	Sufficient time is available for the enhanced cleaning regime to take place.		L	All staff advised to leave the site before cleaners arrive.	Ongoing	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.		L	Waste bags and containers - kept closed and stored separately	Ongoing	L

				<p>from communal waste for 72 hours.</p> <p>Waste collected from side entrance – no staff or children around during collection times.</p> <p>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).		L	Staff have been advised on safe processes.	Ongoing	L
	Safe and appropriate storage of large supplies of alcohol gel	No flammable store	H	Staff have been advised to keep alcohol gel away from heat, hot surfaces, open flames and other ignition sources.	Ongoing	L
Classrooms	Classrooms allow as much space between individuals as practical.		L		<p>Since full reopening in June 2020.</p> <p>Ongoing reviews.</p>	L
	Review classroom entry and exit routes, any further changes required and is appropriate signage in place. Consider lessons learnt from earlier in the year.		L		<p>Since full reopening in June 2020.</p> <p>Ongoing reviews.</p>	L

	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Review any sharing of equipment as necessary and cleaning measures required.	Soft toys, cushions and beanbags in classroom are not easily washable.	L	Children have own stationery packs.	Ongoing	L
	Review non-essential equipment or resources which are not easily washable or wipeable.		M	Classes have own equipment for playtimes.		L
	Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?		L	Hygiene posters displayed around site. Children given reminders of hygiene as and when.		L
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.		L	Furniture has been re-arranged since June 2020, and then again over the summer holidays.	Since June 2020 and on-going	L
	Increased ventilation (where reasonably practicable – cost versus risk exercise).		L	Staff know to keep windows and doors open as much as practically possible and /or purge	Ongoing	L

	<p>21/08/21 update from GOV.UK All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LAs/DfE/HSE Guidance - <i>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</i></p> <p>The current Schools COVID guidance states</p> <p><i>"DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed."</i></p>	<p>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment, be identifying <u>any areas of concern</u>. e.g., where there's no natural ventilation/air flow; areas that feel stuffy etc.</p>		<p>fresh air at mid-morning and lunch break.</p> <p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p>		
Staffing	<p>Review staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>		L	<p>Continue to monitor staff provision.</p> <p>School has high staff:pupil ratio</p>	Ongoing	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		L	<p>Procedure in place. Finance officer records staff absences.</p>	Ongoing	L

	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified.</p> <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>	Complete risk assessment for member of staff.	H	Specific RA template available H&S A-Z. DC to complete.	September 2021	L
	Plans to respond to any 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.		L/M	Contingency Plan (Outbreak Management Plan) in place which covers how to respond to increased sickness levels but school may have to close if numbers are high. DC arranges cover arrangements as and when.	Ongoing	L/M
	Where appropriate/necessary, consideration given to staff clothing expectations and information shared with staff. to		L	Staff have been informed of guidelines regarding cleaning clothing, ie, unnecessary	Ongoing	L

	ensure clothes worn are easily washable (e.g. no ties).			to wash clothes after one wear.		
	Approaches for meetings and staff training in place.		L		Ongoing	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.		L	Staff aware of guidelines. School follows advice from OCC, eg, use Oak Academy.	Ongoing	L
	Consideration given to the options for redeployment 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.		L	Staff have been redeployed in the past to cover for one teacher's absence. This is part of school's contingency planning. TAs may be required to lead classes though teachers should provide planning unless they are too ill to work.	Ongoing	L
	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.	DC to advise new member of staff, eg contact for Occupational Health.	L	Staff are aware of support and advice for schools and pupils available from OCC. http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme	September 2021 and ongoing.	L

	Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.	DC to advise new member of staff.	L	https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested	September 2021 and ongoing	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	DC to advise new member of staff.	L		September 2021 and ongoing	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	N/A				
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	N/A				
	Review and communicate arrangements for any visitors/ contractors on site, protocols and expectations required. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		L	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.		L	Protocols and expectations shared. Risk assessments have been completed, eg, music tutors.	Ongoing	L

	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support					
<p>Mixing and 'bubbles'</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would</p>		L	<p>Bubbles to remain until all staff are doubly vaccinated (ie until Monday 13th September).</p> <p>Assemblies to take place in playground with children remaining in class bubbles until Monday 13th September.</p> <p>Contingency plan states that bubbles may have to be reintroduced if there is an outbreak of cases.</p>	Ongoing	L

	not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.					
	Identified solutions to any workforce capacity issues are in place.		L	See contingency plan.	Ongoing	L
Social Distancing? Hands, face, space and fresh air!	<p>From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace. If necessary, review arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors 		L	<p>Procedures and protocols have been reviewed. Staggered drop-offs and pick-ups to remain for now because it has a positive impact on the day-to-day running of the school.</p> <p>Break and lunch times are no longer staggered and children will be able to play together in the playground, from Monday 13th September.</p> <p>New toilet arrangements in place.</p> <p>Assemblies to be held in the outdoors – playground (weather permitting). Assemblies to be held in church when weather becomes wetter /colder – children</p>	Continue to monitor – ongoing.	L

	<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 Toilet arrangements 			and staff only to begin with.		
	Approach to avoiding children and young people entering school congregating in large numbers		L	See above points about staggered drop-offs and pick-ups.		L
	Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks		L	See above points about assemblies.		L
	Review arrangements in place for the use of the playground, including equipment.		L	Where reasonably practicable to do so, enhanced safe cleaning process in place for outdoor equipment.	Continue to monitor – ongoing.	L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	N/A				

	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	N/A				
	Support in place for CYP who have no alternative, to access public transport safely, recommending social distancing protocols where possible.	N/A				
	Arrangements in place with transport providers to support any staggered start/end times.	N/A				
	Children and young people reminded to wear face coverings on public and school transport. See Visors/Face Covering below.	N/A				
Catering	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update		L	Kids Packed Lunch Company has continued to provide food throughout lockdown and after.	On-going	L
	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?		L	Pupils to continue to take lunch in their own classrooms.	Monitor and review if necessary.	L

	Review arrangements for food deliveries in place – any adjustments necessary?		L	Continue procedure for food delivery.	Ongoing	L
PPE	Review PPE requirements and are appropriate supplies in place?		L	Staff have been made aware of PPE requirements since lockdown. Supplies are monitored by DC, teachers and caretaker.	Ongoing	L
Visors/face coverings	<p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Face coverings</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>		L	<p>Parents / visitors are advised to wear face coverings if they wish to speak to a member of staff.</p> <p>Parents/ visitors, who do not wish to wear safe coverings should meet with staff outside the school building. Staff have been told to keep at distance during conversations.</p> <p>Staff have been advised to wear face coverings during drop-off and pick-up times.</p>	Ongoing	L

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 		L	<p>Staff have been advised about protocol. TAs have signed government document. Document available to all staff in staff room.</p> <p>Class teacher and Head teacher should be informed / take action. They will be supported by the office administrator and finance officer.</p> <p>Any child showing symptoms should be asked to wait in the intervention room. A member of staff should keep a 2m distance.</p> <p>A member of staff should wear PPE to wipe down all areas.</p> <p>School administrator will contact the parent and ask them to come and collect their child.</p>	Ongoing	L
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				Disposable mop heads recommended, see link: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place • Contact tracing arrangements if needed 		L	<p>Clean Genie will be informed of any cases and will do enhanced cleaning as and when necessary.</p> <p>DC will inform parents but will be mindful not to reveal the identity of any child (data protection).</p> <p>NHS Test and Trace will be in touch with school for contact tracing as and when is necessary.</p>	Ongoing	L
	Review any changes to the school day/timetables and communicate with parents.			Parents are informed of drop-off and pick-up times in good time before term starts.	DC will continue to monitor.	
	All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use/re-instate!		L	<p>All pupils bring named water bottle each day (some pupils have two bottles).</p> <p>Water fountains are not in use for the time being.</p>	DC will continue to monitor.	L

	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		L	School to follow DfE and OCC advice as and when.	Ongoing	L
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 		L		DC to continue to monitor.	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Response to positive case(s) of COVID19.	L	Remote learning contingency available and ready to be 'switched-on' when needed. Oak Academy provision.	Ongoing	L
	Technology support/DfE laptop allocation in place.		L	School has received its allocation of laptops. School will continue to refer to GOV.UK guidance.	DC / finance officer to monitor.	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff refresher training session on processes and procedures and the revised wellbeing material.	Autumn term 2021	L

	Reviewed/updated Child Protection Policy in place		L	Most recent Child Protection Policy has been adopted and will be shared with all stakeholders.	September 2021	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.	N/A				
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.		L	Risk assessment in place.	Review September 2021.	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	Teachers to conduct baseline assessments in September 2021 with the view to fill in gaps in children's learning.	From September 2021 and ongoing.	L
	<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 guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. Advice from organisations such as the Association for 		L	<p>DC continues to monitor all advice and report back to stakeholders.</p> <p>The school aims to provide an enriching, full and broad curriculum while keeping the children and staff as safe as possible.</p>	Ongoing	L

	Physical Education and the Youth Sport Trust <ul style="list-style-type: none"> • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/f-or-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ • Contents (oeapng.info) 					
	<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 is being done at home, where/if applicable • capturing pupil achievements/ outcomes • utilising the DfE 'catch-up' funding and programmes • contingency remote learning plan 		L	<p>Experienced staff are very aware how to adapt the curriculum to ensure children make steady progress and feel safe at all times.</p> <p>School has utilised DfE catch-up funding and a report is available on the website.</p> <p>A contingency remote learning plan is in place.</p>	Ongoing	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.		L	Policy reviewed every September and is shared with all stakeholders. A	Annually in September.	L

				copy is available on our school website.		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.		L	Pupils are reminded termly (and at the start of each new term) about online safety. Pupils in KS2 lead assemblies on online safety.	Ongoing	L
SEND PUPILS	Approach to provision of the elements of the EHCP including health/therapies in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B		L	HT/ SENCO is aware of guidance.	DC to monitor – ongoing.	L
	Annual reviews.		L	HT/ SENCO is aware of guidance.	DC to monitor – ongoing.	L
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.		L	All pupils with SEND have managed to return to school without problems. DC to continue to monitor attendance.	Ongoing (attendance)	L
	Requests for assessment considered.		L	HT/SENCO to monitor.	Ongoing	L
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		L	DC and GP to continue to monitor attendance and follow-up (school	Ongoing	L

				procedures in place) as and when. See GOV.UK guidance		
	Approach to support for parents where rates of persistent absence were high before closure.		L	This applies to very few families but DC will continue to monitor.	Ongoing	L
Communication	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.		L	Staff have been kept informed before the start of the new term. See GOV.UK guidance.		L
	Union representatives informed of Sept 2021 return to school plans.	N/A				
	Updated Risk Assessment published on website.		L	New risk assessment to be published on school website.	September 2021	L
	Communications with parents on the: <ul style="list-style-type: none"> • Sept 2021 return to school • Any continuing social distancing requirements? • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace 		L	Parents are kept informed at regular intervals throughout the year. Policies and other information are also available on the school website.	Ongoing	L

	<ul style="list-style-type: none"> Staggered start and end times Expectations when in school Anticipated sanctions for breach of school guidelines and processes Contingency plans – Outbreak Management Plan 					
	Pupil communications around: <ul style="list-style-type: none"> Any changes to timetable Any continuing social distancing arrangements Any staggered start times Expectations when in school Travelling to and from school safely 		L	Teachers inform pupils at the start of the new school year.	September 2021 and ongoing.	L
	On-going regular communication plans determined to ensure parents are kept well-informed		L	Letters, emails, weekly newsletter, Facebook		L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.		L	Remote discussions will continue for now.	Ongoing	L
	Governors have oversight of Sept 2021 return to school and risk assessments. Approach to communication between Leaders and Governors is clear and understood.		L	DC met with Chair of Governors on 9/9/21. FGB meeting on 20/9/21 HT reports sent out in advance. Governors report they were clear about new	From September 2021 and ongoing	L

				protocols and procedures.		
	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required	N/A				
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>		L	Governors review well-being annually in January. HT keeps governors informed at all meetings.	Ongoing	L
School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)		L	Teaching staff met to draw up diary dates at the end of the summer term/ beginning of new school year. Residential trip booked for 2022. Further discussions to be held throughout the year.	Ongoing	L
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.		L	School continues to receive free PPE from government. HT works closely with finance officer to organise budget. School has successfully applied for and received	Continue to monitor throughout the year	L

				additional funding and resources.		
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc		L	School ensured that those entitled to FSM received vouchers throughout lockdown periods and over the summer holidays. School received funding for this.		L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	N/A				
	Insurance claims, including visits/trips booked previously.		L	School lost out financially because a residential trip was cancelled. School did not receive a full refund but it did refund all parents. School will not book further residential trips unless it can be certain it will receive a full refund if the trip has to be cancelled because of COVID.		L
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 		L	Cleaning, IT support, waste management and catering services continue as before.	Ongoing	L

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		L	Partnership working focussed on HT support and well-being.	Ongoing	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak		L	Wrap-around care, including breakfast club and after-school care club restarted last year and continues this year. School will start other after-school activity clubs in the Autumn term.	Ongoing	L
Testing	Test kits are securely stored and distributed to staff.		L	Kits are available to all staff.	Ongoing	L
	Staff are aware of how to safely take and process the test. Share the following: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents • PPE provision • Layout of testing space and one-way foot fall as per guidelines 		L	DC to go through procedure with new member of staff. All other staff are aware of procedures.	Ongoing	L

	Staff are aware of how to report their test results to school and to NHS Test and Trace.		L	Staff report their results to school and NHS Test and Trace.	Ongoing	L
	Staff are aware of how to report any incidents both clinical and non-clinical.		L	TAs report to class teachers, class teachers report to HT and/or office staff.	Ongoing	L

[Actions for early years and childcare providers](#)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](#)[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>