



COVID19: Full opening risk assessment and action planning tool

SCHOOL NAME: Lucas Vale

DATE: 02/02/2021

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, particularly as new guidance is issued.

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

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

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

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

[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.

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:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice. **Lewisham PHE, Carey Lonergan 020 8314 9132**
- 10.** Numbers 7 to 9 must be followed in every case where they are relevant.

Steps to full opening

| 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 |

Risk Matrix:

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) |
|---|--|---|-------------------------------|---|----------------------|-----------------------|--------------------------------|
| <i>Engagement and communication- risk assessment and planning</i> | | | | | | | |
| 1a | Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders. | <i>Plan not sent out to staff or plan not discussed before year begins.</i> | L | HoS and EHT and SBM to complete and share after INSET. | <i>HoS, SBM, EHT</i> | <i>Jan 2021</i> | L |
| <i>Preparing Buildings and Facilities</i> | | | | | | | |
| 2a | Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> Water treatments | <i>No visits by H+S support or EBM.</i> | M | Full statutory maintenance check undertaken to ensure compliance | <i>TK+ PM</i> | <i>Ongoing</i> | 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"> • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements | | | | | | |
| 2b | Office spaces re-designed to allow office-based staff to work safely. | <i>Office does not allow for adequate space between staff members, no windows for ventilation.</i> | M | Office risk assessment undertaken. Staff to ensure the office is well ventilated and windows open | TK | July 2020 | M |
| 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. | <i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i> | M | See School Re-Opening Risk Assessment Signage and floor markings in place | TK | 26/05/20 Reviewed Jan 2021 | L |
| 2d | Consideration given to premises lettings and approach in place. | <i>Hall repurposed as a classroom. Cannot be let and reassembled with</i> | M | Lettings guidance and risk assessment undertaken | TK | 20/05/20 Reviewed Jan 2021 | 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) |
|------------------------------|--|---|-------------------------------|--|------|---|--------------------------------|
| | | <i>sufficient time for cleaning in between.</i> | | | | | |
| 2e | Necessary physical modifications completed: <ul style="list-style-type: none"> • Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary. • Lidded bins in classrooms and shared spaces. • Water fountains disconnected/ isolated. • Ventilation measures identified and safe use of air conditioning assessed. • Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place. | <i>Toilets not designed correctly. Not sufficient protocols in place. Tables and systems not setup correctly.</i> | M | See school re-opening risk assessment See bubble risk assessment See Statutory Maintenance Review | TK | 20/7/20 <i>Reviewed Jan 2021</i> | L |
| 2f | Consideration given to the arrangements for any deliveries. | <i>Delivery drivers walk unchallenged through the school</i> | L | See office risk assessment See contractors risk assessment. All deliveries to the main office only. Food directly to the kitchens only. | TK | 20/7/20 <i>Reviewed Jan 2021</i> | L |
| <i>Emergency Evacuations</i> | | | | | | | |

| | 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) |
|--|--|--|-------------------------------|---|------|---|--------------------------------|
| 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><i>Current evacuation routes would cause multiple groups/ bubbles to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i></p> | M | <p>See bubble risk assessment</p> <p>See bubble checklist</p> <p>PEEP's where required in place</p> | TK | <p>20/7/20</p> <p>Reviewed Jan 2021</p> | L |
| <i>Cleaning, waste disposal and hand washing</i> | | | | | | | |
| 4a | <p>Enhanced cleaning regime is in place in line with Covid19 cleaning in non-healthcare settings</p> | <p><i>No extra cleaners during the day. Cleaners not aware of roles and responsibilities.</i></p> | M | <p>See Bubble Cleaning Checklist</p> <p>See bubble risk assessment and checklist</p> <p>See School opening risk assessment</p> | TK | <p>20/7/20</p> <p>Reviewed Jan 2021</p> | L |
| 4b | <p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p> | <p><i>Extra cleaning staff to be employed in light of govt advice.</i></p> | M | <p>Cleaning checklist and timetable in place.</p> <p>Extra cleaning staff employed</p> | EHT | <p>3/9/20</p> <p>Reviewed Jan 2021</p> | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
|----|--|---|--------------------------------------|--|-----------------------|--|---------------------------------------|
| 4c | Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance. | <i>Trained staff identified.</i> | <i>M</i> | See Pupil Presenting with Symptoms procedure See Infectious Diseases risk assessment | <i>TK</i> | <i>20/7/20</i> | |
| 4d | Adequate cleaning supplies, tissues and facilities around the school are in place. Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed. | <i>No hand sanitiser for visitors to reception.</i> <i>Classrooms do not have tissues.</i> <i>Low supply of soap.</i> | <i>M</i> | See bubble risk assessment and checklist See cleaning checklist and timetable COSHH safety data sheets available for all chemicals in classroom (attached to bubble checklist) Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach | <i>Office manager</i> | <i>20/7/20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |
| 4e | Arrangements for longer-term continual supplies are also in place. | <i>Already in place.</i> | <i>L</i> | See school opening risk assessment. System in place to order stock in time. | <i>TK</i> | <i>20/7/20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |

| | 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) |
|----|--|---|-------------------------------|--|-----------|---|--------------------------------|
| 4f | Sufficient time is available for the enhanced cleaning regime to take place. | <i>No extra time given to cleaning, staff phone in sick</i> | <i>M</i> | See Bubble checklist and risk assessment Timetable in place for cleaning regime. Staff absence to be covered in house. | <i>TK</i> | <i>20/7/20 Reviewed Jan 2021</i> | <i>L</i> |
| 4g | Waste disposal process in place for potentially contaminated waste. | <i>Already in place</i> | <i>M</i> | See infectious diseases risk assessment. Waste procedure in place. See pupil presenting with symptoms procedure. | <i>TK</i> | <i>20/7/20 Reviewed Jan 2021</i> | |
| 4h | Process in place for safe removal and/or disposal of face masks in line with (PPE) guidance | <i>Children and staff not aware of procedures</i> | <i>M</i> | Guidance issued to all staff. Posters displayed in First Aid room. | <i>CT</i> | <i>20/7/20 Reviewed Jan 2021</i> | <i>L</i> |
| 4i | Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Routine hand washing: <ul style="list-style-type: none"> • on arrival and leaving school. • before entering and leaving class during the day. • before and after eating. Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary. | <i>Run out of supplies</i> | | Handwashing timetable in place. See bubble risk assessment and checklist. Handwashing signage available at all handwashing stations. Pupils instructed in training sessions about the need for good handwashing | <i>CT</i> | <i>20/7/20 Reviewed Jan 2021</i> | <i>L</i> |

| | 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) |
|-------------------------------------|--|--|-------------------------------|---|-------------------|--|--------------------------------|
| | | | | Soap and sanitiser available in multiple locations around the school. | | | |
| <i>Classrooms and outdoor space</i> | | | | | | | |
| 5a | Desks side by side, facing front, where age appropriate. | <i>Staff don't understand</i> | M | See bubble risk assessment and checklist Completed b4 end of term | <i>CT</i> | <i>20/7/20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |
| 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. Each pupil has their own stationary wherever possible. Arrangements for small group work facilitate social distancing for adults and children. | <i>Already completed</i> | L | See bubble risk assessment. See school reopening risk assessment See social distancing risk assessment | <i>CT and SBM</i> | <i>20/7/20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |
| 5c | Classroom entry and exit routes have been determined and appropriate signage in place. | <i>Children don't know the route</i> | L | See bubble risk assessment Appropriate signage in place | <i>CT</i> | <i>20/7/20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |
| 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. | <i>Inappropriate sized equipment for smaller children in classroom</i> | L | See bubble risk assessment and checklist. Cleaning regime and checklist in place | <i>CT and HoS</i> | <i>20/7/20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |

| | 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>Non-essential resources which are not easily washable or wipe-able have been removed (e.g. soft toys, dressing up clothes).</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</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> | <p><i>Soft toys, cushions and beanbags in classroom B not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p> | <p>M</p> <p>L</p> | <p>Signage and posters displayed in multiple locations both inside and outside the school.</p> <p><u>e-Bug posters displayed:</u></p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> <p><u>See parent / carer guidance</u> <u>See parent bubble guidance</u></p> | | | <p>L</p> <p>L</p> |
| 5e | <p>Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks.</p> <p>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> | Already in place | L | <p>See bubble risk assessment and checklist.</p> <p>See cleaning regime checklist</p> <p>See play equipment rota</p> | HoS + CT | <p>20/5/20</p> <p>Reviewed Jan 2021</p> | L |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
|-----------------|---|---|-------------------------------|---|----------------|--|--------------------------------|
| 5f | Ventilation measures identified in each room. Air conditioning use assessed and used in line with HSE guidance: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm Fire doors should not be propped open- longer term, automatic close fire doors could be considered. | <i>Windows not opened due to the cold.</i> | L | See statutory maintenance review See bubble risk assessment See school reopening risk assessment See Fire Risk Assessment We will review in October | HoS + CT | 20/7/20 <i>Reviewed Jan 2021</i> | L |
| 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. | <i>No time given to working out numbers and movements</i> | H | See bubble risk assessment and checklist See visitor to site guidance School to consider year group or two class bubbles to allow staff to move and cover other staff. Bubbles and staffing already worked out. To be reviewed after 1st week back. | HoS + EHT | 20/07/20 <i>Reviewed Jan 2021</i> | M |
| 6b | Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities. Coronavirus - taking in to account underlying health conditions, | <i>Staff not RA</i> | H | Individual risk assessments carried out for staff at heightened risk. | HoS and SENDCO | 20/7/20 <i>Reviewed Jan 2021</i> | M |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
|----|--|---|-------------------------------|--|--------------------|---|--------------------------------|
| | 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. | | | | | | |
| 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. | <i>Lack of risk assessment</i> | <i>H</i> | Risk assessments will be undertaken for staff returning after shielding and appropriate control measures applied | <i>HoS</i> | <i>01.09.20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |
| 6d | Approach to staff absence reporting and recording in place. All staff aware. | <i>Staff unaware</i> | <i>M</i> | Staff have been reminded of the reporting arrangements and these are the same as last year. | <i>HoS</i> | <i>20/7/20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |
| 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. | | <i>L</i> | Cover arrangements in place. Staff to takeover classes if necessary. | <i>HoS</i> | <i>Ongoing</i> | <i>L</i> |
| 6f | Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff | <i>Staff can't get to work or get sick on the way</i> | <i>M</i> | Early start and finish times to accommodate more vulnerable members of staff. Staff issued with face shields for meeting parents. | <i>SBM and HoS</i> | <i>Ongoing</i> | <i>L</i> |

| | 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) |
|----|---|--------------------------|-------------------------------|---|------|----------------------------------|--------------------------------|
| | https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff. Consideration of arrival times to encourage walking and cycling to work. | | | If requested they may be used all day. | | | |
| 6g | Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable. | | | Staff to be encouraged to change clothes regularly. | HoS | Ongoing Reviewed Jan 2021 | 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. | | | PDM are to be held in main hall or large classroom at least 2m apart. | HoS | Ongoing Reviewed Jan 2021 | L |
| 6i | Consideration given to staffing roles and responsibilities with regards to the remote provision alongside in-school provision. | | | Same arrangements as during summer 2020 Online learning for all pupils | HoS | Ongoing Reviewed Jan 2021 | L |
| 6j | Consideration given and consultation with staff regarding options for | Staff not changing roles | L | Some staff may work differently in terms of how | SBM | 20/7/20 | 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>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> | | | <p>much time they give to different aspects of their role but not totally new JD.</p> | | <p><i>Reviewed Jan 2021</i></p> | |
| 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> | <p><i>Staff don't know where to access support</i></p> | L | <p>Staff are aware of available support and advice for schools and pupils available from LBL including the Educational Psychology service.</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.</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> | HoS | 3/9/20 | 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) |
|----|---|---|-------------------------------|---|------|----------------------------------|--------------------------------|
| | | | | Staff have information on the Staff board and from SENDCo. Email with signposting to Lewisham document sent out. | | | |
| 6l | Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of lateral flow self-testing kits. | <i>Staff don't know what to do if they suspect Covid19.</i> | L | Kit is already in the office and the protocol clear. The office staff know how to administer and send the testing kit results to the school twice a week. Risk Assessment in place for this. | SBM | 20/7/20 Reviewed Jan 2021 | L |
| 6m | The approach for inducting new starters has been reviewed and updated in line with current situation. | | | New EHT. | SBM | Jan 2021 | L |
| 6n | Return to school procedures are clear for all staff. | <i>SLT not knowing what the current guidance is.</i> | | Programme for SLT to walk groups of staff through measures during INSET. SLT to meet in week 1 to discuss what has worked and what has not. | HoS | 20/7/20 Reviewed Jan 2021 | L |
| 6o | Arrangements to return any furloughed staff in place. | | | No Furloughed staff | | | |
| 6p | Any staff contracts that need to be issued, extended or amended considering the current situation have been. | | | All have been extended until Easter. To be review at Easter. Extra cleaning | HoS | 20/7/20 Reviewed Jan 2021 | 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) |
|--------------------|---|--|-------------------------------|---|-----------------|--------------------------------------|--------------------------------|
| | | | | contracts set up for LV and GG. | | | |
| 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. | | | Plans in place. | EHT | 20/7/20 Reviewed Jan 2021 | L |
| 6r | Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor. | Visitors don't know what they have to do when entering school site | M | See visitors to site guidance See contractors risk assessment | Office managers | 20/7/20 Reviewed Jan 2021 | L |
| 6s | 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. | Tutors have not been fully briefed before beginning work | | See bubble risk assessment See visitors to site guidance. Visitors and ASC providers to be RA b4 agreeing to attending on site. Supply staff not used until RA. Preferably use on site staff and long-term arrangements. | | Ongoing | |
| 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. | In 2 form entry primary school, toilet block shared by both classes. | M | Bubble set at the size of two classes/ year group. | | 01/08/20 Reviewed Jan 2021 | 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) |
|--------------------------|---|---|-------------------------------|---|---------------------|--|--------------------------------|
| 7b | Staffing allocations to groups determined, minimising contact with multiple groups much as possible. | <i>Staffing is as was</i> | <i>M</i> | See school reopening risk assessment Staffing has been timetabled to minimise contact between groups. Staff to remain 2m away from pupils most of the time, only breaking the distance rule for short periods of time to facilitate learning. | <i>HoS, EHT</i> | <i>20/7/20</i> <i>Reviewed Jan 2021</i> | <i>L</i> |
| <i>Social Distancing</i> | | | | | | | |
| 8a | Arrangements for social distancing in place to defined: <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 | <i>Under staffing where they may be sickness absence.</i> | <i>H</i> | See bubble risk assessment See dropping off / pick up procedure Signage and markings in place both inside and outside the school premises See parent / carers guidance See cleaning checklist Paper towels and lidded bins available | <i>CT/ HOS/ EHT</i> | <i>21/5/2020</i> <i>Reviewed Jan 2021</i> | <i>L</i> |

| | 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>distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this.</p> <ul style="list-style-type: none"> • Markings in place for routes around school to minimise closer contact. • Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble. • Use of hand driers risk assessed. Paper towels and foot operated closed bin in place. | | | | | | |
| 8b | Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place. | | <i>H</i> | See drop off / pick up procedure | <i>SLT</i> | <i>Ongoing</i> | <i>M</i> |
| 8c | Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate). | | <i>M</i> | <p>Hand washing 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> | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |

| | 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. | <i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i> | L | See school reopening risk assessment Year group assemblies three groups in the hall, separated by at least 3m. | <i>HoS/AHT/DH</i> | <i>Ongoing</i> | L |
| 8e | Social distancing plans communicated with parents, including approach to breaches. | | M | See Parent / Carer guidance Website updated. | <i>HoS</i> | <i>Ongoing</i> | L |
| 8f | Arrangements in place for the use of the playground, including equipment. <i>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</i> | | M | See bubble risk assessment and checklist See play equipment rota and cleaning rota | <i>SLT</i> | <i>Ongoing</i> | L |
| 8g | Social distancing arrangements for use of staff areas in place and shared spaces. | | M | See staff room rota Staff encouraged to utilise outside areas | <i>SLT</i> | <i>Ongoing</i> | L |
| <i>Transport</i> | | | | | | | |
| 9a | 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 | | M | See Parent / Carer guidance | <i>SLT</i> | <i>Ongoing</i> | 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) |
|-----------------|--|------------------------|-------------------------------|--|------------|-----------------------|--------------------------------|
| | with parents and CYP as age appropriate. | | | | | | |
| 9b | Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times. | | N/A | N/A | N/A | N/A | N/A |
| 9c | Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. | | H | Emergency supply of masks. Guidance for pupils on use of masks. | SLT | Ongoing | L |
| <i>Catering</i> | | | | | | | |
| 10a | Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. | | M | Arrangements have been made with AiP for the September provision. | SLT | Ongoing | L |
| 10b | 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. | | H | EYFS and KS1 to have lunch in their classrooms Lunch sitting A time: 11.15- 11.45 | SLT SLT | 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) |
|------------|---|--|-------------------------------|--|------------|-----------------------|--------------------------------|
| | | | | Lunch sitting B Time: 11.30 – 12.30 Lunch sitting C Time: 12.00 – 13.00 Lunch sitting D Time: 12.30 – 13.30 | | | |
| 10c | Arrangements for food deliveries in place. | | <i>M</i> | See visitors on site. | <i>EBM</i> | <i>Ongoing</i> | <i>L</i> |
| <i>PPE</i> | | | | | | | |
| 11a | PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained. | <i>Staff lack of knowledge in when and how to use PPE.</i> | <i>M</i> | Information and guidance issued to all staff about PPE Procedure in place for Pupil displaying symptoms of the virus PPE available for first aid / intimate care / SEN / working with pupils that cannot maintain social distancing See First aid and intimate care risk assessment | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |

| | 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) |
|---|--|---|--------------------------------------|--|---------------|------------------------------|---------------------------------------|
| 11b | Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing. | Pupils not able to cooperate. | <i>M</i> | Risk assessments undertaken for specific pupils if required | <i>SENDCo</i> | <i>Ongoing</i> | <i>L</i> |
| 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? | <i>Public not compliant</i> | <i>H</i> | PPE available for all staff to be used when supervising entrances and exits | <i>SLT</i> | <i>Ongoing</i> | <i>M</i> |
| <i>Response to suspected/ confirmed case of COVID19 in school</i> | | | | | | | |
| 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. | <i>Not being informed by parents/carers</i> | <i>H</i> | Notices at all entrances and exits. Information sent in Parent / Carer guidance and on website. | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |
| 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 where risk assessments identify heightened vulnerability to COVID19. | | <i>M</i> | Procedure in place for Pupil displaying symptoms. Cleaning protocol and regime in place Procedure in place (from PHE) to inform parents / | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |

| | 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"> • 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>carers of any confirmed cases.</p> <p>NHS Track and Trace now in place</p> <p>Adequate supplies of PPE available</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. | | | As above | | | |

| | 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 | Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to Lewisham PH and public health guidance for more information.</i> | | <i>M</i> | PHE Guidance available and NHS Track and Trace | <i>SLT</i> | <i>Ongoing</i> | <i>M</i> |
| <i>Pupil Re-orientation - back into school after a period of closure/ being at home</i> | | | | | | | |
| 113 | Approach and expectations around school uniform determined and communicated with parents. | | <i>L</i> | | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |
| 13c | Changes to the school day/timetables shared with parents. | | <i>L</i> | See bubble guidance (to send to parents / carers | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |
| 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. | | <i>L</i> | See bubble guidance (to send to parents / carers Drinking water outlets identified in Bubble checklist | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |
| 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 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. | | <i>L</i> | We will attempt to transition into a normal school day for children. | <i>Teachers</i> | <i>Ongoing</i> | <i>L</i> |

| | 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) |
|--|---|--|-------------------------------|--|----------------------------|----------------------------------|--------------------------------|
| 13f | Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. | | M | Follow NHS guidance available | Everyone | ongoing | L |
| 13g | Re-orientation support for school leavers is developed. | | | | SLT | | |
| 13h | 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. | | H | Support families with applications for grants, funding and FSM | SLT | Ongoing | L |
| <i>Remote education contingency plan</i> | | | | | | | |
| 14a | Contingency plans for remote learning offer are in place. Pupils with technology/access issues identified. Offer takes this in to account | <i>Bubble needs to self-isolate because of a positive case of COVID19.</i> | H | Remote learning contingency available and ready to be 'switched-on' when needed. Remote learning now switched on—Microsoft Teams. | SLT | Ongoing Reviewed Jan 2021 | M |
| <i>Transition - into new year group - What will need to be different this year because of COVID19?</i> | | | | | | | |
| 15a | Online/ website support for families and young people around transition. | | L | | KS2 Leaders | Ongoing | L |
| 15c | Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: | | L | | SLT, SENDCo, Phase Leaders | 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) |
|---------------------|---|--|-------------------------------|--|--------------------|----------------------------|--------------------------------|
| | <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. | | | | | | |
| <i>Safeguarding</i> | | | | | | | |
| 16a | 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. | <i>CYP previously deemed to be safer at home and family are anxious about returning to school.</i> | <i>M</i> | Review the CYP's risk assessment to identify any support or arrangements needed for their return to school. | <i>SENDCo, HoS</i> | <i>As and when</i> | <i>L</i> |
| 16b | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | <i>Staff not safeguarding trained</i> | <i>H</i> | Staff refresher training session on processes and procedures and the revised wellbeing material. | <i>SLT</i> | <i>September Induction</i> | <i>L</i> |
| 16c | Updated Child Protection Policy in place. | | <i>M</i> | Adopted most recent Child Protection Policy | <i>SLT</i> | <i>September</i> | <i>L</i> |
| 16d | Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school. | | <i>M</i> | Case by case. | <i>SLT</i> | <i>As and when</i> | <i>L</i> |

| | 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) |
|--|--|--|-------------------------------|--|--------------------|--|--------------------------------|
| 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 pupils requiring physical care. | <i>Staff not trained sufficiently; missing PPE</i> | <i>M</i> | Review individual consistent management plans to ensure they include protective measures. | <i>SLT, SENDCo</i> | <i>Continuous</i> | <i>M</i> |
| <i>. Curriculum / learning environment</i> | | | | | | | |
| 17a | Current learning plans, revised expectations and required adjustments have been considered. | <i>Staff communication</i> | <i>M</i> | Ensure inset days in Jan are used to update this. | <i>SLT</i> | <i>September</i> <i>Reviewed Jan 2021</i> | <i>L</i> |
| 17b | 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. | | <i>M</i> | Curriculum revised based on COVID safety. | <i>SLT</i> | <i>September</i> | <i>L</i> |
| 17c | Whole school approach to adapting curriculum (S/M/L term), including: | | <i>M</i> | Staff are trained and supported in front of | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |

| | 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. | | | classroom delivery style and aware of how best to provide students with additional support. | | | |
| 17d | Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: Behaviour and Discipline in Schools guide DfE behaviour and attendance checklist completed. | | L | HoS and SENDCo to review policy | | September | L |
| <i>CYP with SEND</i> | | | | | | | |
| 18a | Approach to provision of the elements of the EHCP including health/therapies. | | L | SENDCo reviewing EHCPs to align to the child's needs | SENDCo | Ongoing | L |
| 18b | Annual review plan in place. | | L | | SLT | Annually | L |
| 18c | Requests for assessment plan in place. | | L | | SLT | Annually | L |
| 18d | Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. | | M | Work closely with family and agencies | SENDCo | As and when | 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) |
|----------------------|--|---|-------------------------------|--|----------------|----------------------------------|--------------------------------|
| | Including any support required for CYP to understand new rules i.e. social distancing. | | | | | | |
| <i>Attendance</i> | | | | | | | |
| 19a | Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious. | | L | SENDCo and Attendance officer to work closely with families | SENDCo | As and when | L |
| 19b | Approach to support for parents where rates of PA were high before lockdown. | Parents not engaging | M | SENDCo and Attendance officer to work with families and other agencies to support the CYP | SENDCo | As and when | L |
| <i>Communication</i> | | | | | | | |
| 20a | Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared | Parents may not wish to send CYP back regardless. | M | Letter already sent out to parents reminding them of govt expectations. SENDCo to support reluctant returners through support and SEMH support. | HoS and SENDCo | 10/9/2020 | M |
| 20b | Governors consulted on full opening plans. | | | | | | |
| 20c | Union representatives consulted on full opening plans. | Communication | | | | | |
| 20d | Risk Assessment published on website, where more than 50 staff. | | | RA to be completed by close of term 6. Shared with staff by email. Then discussed with staff during INSET. | EHT and SBM | 20/7/20 Reviewed Jan 2021 | L |
| 20e | Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening. | | | Governors sent paperwork before end of term. | EHT | 20/7/20 | 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) |
|------------------------------|---|------------------------|-------------------------------|--|--------------------|--------------------------|--------------------------------|
| | <ul style="list-style-type: none"> • Social distancing plan. • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning. • Attendance. • Uniform. • Transport. • Behaviour. • Test and trace. • Staggered start and end times. • Expectations when in school and at home (if self-isolating is necessary). | | | | | <i>Reviewed Jan 2021</i> | |
| 20f | Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable. • Social distancing arrangements, hand washing and other preventative measures. • Staggered start times. • Expectations for behaviour when in school and at home (if self-isolating is necessary). • Travelling to and from school safely. | | <i>L</i> | Union reps invited to comment | <i>HoS and EHT</i> | <i>20/7/20</i> | <i>L</i> |
| <i>Governors/ Governance</i> | | | | | | | |
| 21a | Meetings and decisions that need to be taken prioritised. | | | Letter has been sent giving broad approach to reopening and the | <i>EHT and HoS</i> | <i>20/7/20</i> | <i>L</i> |

| | 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) |
|---------------------------------------|---|---|-------------------------------|---|-------------------|--|--------------------------------|
| | | | | expectation that children are back in school in September. Template for previous reopening to be used, i.e. Zoom meeting for parents. | | | |
| 21b | Governors are clear on their role in the planning for full opening of school, including support to leaders. Approach to communication between Leaders and governors is clear and understood. | <i>Pupils don't know what is due to happen</i> | L | Pupils to be informed by PPT during the first morning and regular updates by CT. All changes to be explained. PPT to be mostly standardised- one already exists just needs adapting for next year. | <i>HoS and CT</i> | <i>20/7/20</i> | L |
| 21c | Governors prepared for start of school year (clerking, etc.). | Governors/ Governance | | | | | |
| <i>School events, including trips</i> | | | | | | | |
| 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. | <i>Governors don't read papers and don't sign off paperwork after due consideration</i> | M | Covid19 committee setup and set to continue. Governors have been informed of the arrangements. | <i>CoG</i> | <i>20/5/20</i> <i>Reviewed Jan 2021</i> | L |
| <i>Finance</i> | | | | | | | |
| 23a | Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. | <i>Lack of information for when lettings may resume</i> | H | EBM to follow DfE guidance and to work with the lettings | <i>EBM</i> | <i>Ongoing</i> | M |

| | Control Measures | Risk to Implementation | Risk Level Pre-Action (H/M/L) | Action Required-& by who/ Decision Made | Who? | Date Action Completed | Risk Level Post-Action (H/M/L) |
|--------------------------------------|---|-----------------------------------|--------------------------------------|--|-------------|------------------------------|---------------------------------------|
| 23b | Insurance claims, including visits/trips booked previously followed up. | <i>Loss of income</i> | <i>M</i> | EBM to log all expenses and claim through the correct channels | <i>EBM</i> | <i>Ongoing</i> | <i>L</i> |
| 23c | Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> • Cleaning. • IT support. • Catering. | <i>Not enough value for money</i> | <i>M</i> | EBM to follow procedure on procurement and purchasing as detailed in Finance Policy | <i>EBM</i> | <i>Ongoing</i> | <i>L</i> |
| 23d | Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc. | <i>Not enough value for money</i> | <i>M</i> | EBM to liaise and network with SBMs and services to see available resources | <i>EBM</i> | <i>Ongoing</i> | <i>L</i> |
| <i>Before and after school clubs</i> | | | | | | | |
| 24a | Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles. | | <i>M</i> | Bubble risk assessment in place | <i>SLT</i> | <i>Ongoing</i> | <i>L</i> |



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

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