

School opening Risk Assessment

The [full guidance on the opening of schools](#) has brought greater clarity about the level of preparation required to open our schools and settings. As the guidance states: 'There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice and maximise use of control measures, they will effectively minimise risks.'

Staff and children are advised to follow the same principles we adopted during lockdown:

CARE We will do our utmost to ensure our staff and children are kept safe and well, keeping their health/safety and well-being are central to what we do

COMMUNICATION We will do our utmost to communicate in an open, honest and transparent way with staff and our school community

CAUTION We will take the advice on the risks associated with re opening ensuring that thorough assessments and necessary precautions are in place as far as is practically possible

Theme	Actions to be taken	Notes/Risk Mitigation	RAG if applicable
Welcoming children back to school	JPS is planning for a full return as of September 1 st for staff and children as of 3 rd September 2020. Risk is seen as being low relative to the impact on children if they do not return.	There is not anticipated to be any further funding from government to support full reopening and spend should be carefully monitored against budget	L
Public Health Advice Systems of controls	<ul style="list-style-type: none"> It is a legal requirement that schools revisit their risk assessments. Monitoring should be put in place to check that it is effective and working to plan 	<p>We will ensure that active arrangements are in place to monitor that the controls are:</p> <ul style="list-style-type: none"> effective working as planned updated appropriately considering any issues identified and changes in public health advice 	

		SLT will monitor and review weekly and amend as necessary	
	<p>Prevention:</p> <ol style="list-style-type: none"> 1. Minimise contact with those unwell or have someone in their household who is unwell 2. Clean hands more often than usual 3. 'Catch it, bin it, kill it' message in place 4. <u>Enhanced cleaning in place</u> (updated guidance) 5. Minimise contact between individuals and maintain social distancing wherever possible 6. Wear PPE in line with guidance 	<p>Social distancing is by 'bubbles' which are limited to classes as far as possible to minimise the need for larger scale closure in the event of confirmed infections. When children are outside bubbles will be extended to year groups, but contact between classes will be limited as much as is practically possible.</p> <ul style="list-style-type: none"> ● Check handwashing/ sanitiser availability (supervision of sanitiser for young children) ● Clarifying routines ● Reducing contacts between groups, sitting children with forward facing desks <p>NB 1-4 must be in place at all times. 5 must be considered . 6 applies in specific circumstances. Face coverings are required on public transport and in shops and hospitals for children over 11.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from</p>	L

		<p>when the symptomatic person first had symptoms.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the <u>10 day</u> isolation period from the day they develop symptoms.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff where possible</p> <p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.</p>	
	<p>Response:</p> <ol style="list-style-type: none"> 1. Engage with track and trace 2. Manage confirmed cases amongst the community 3. Contain any outbreak following local health protection team advice 	<p>All three points will be followed when/if relevant PPE will be worn when dealing with a case All those unwell must stay at home and only leave the house to be tested. Home testing kits will be provided to send home with adults and students if this is thought to improve likelihood of testing Tests can be booked here: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	L/M
	<p>We will consider groupings carefully:</p> <ul style="list-style-type: none"> ▪ Nursery/Reception to KS2 - class group sized bubbles indoors 	<p>We will:</p> <ul style="list-style-type: none"> ● Maintain consistent class size bubbles 	

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		<ul style="list-style-type: none"> ● Limit sharing of rooms whenever possible. If rooms are used by multiple groups they will be cleaned between groups ● Children to sit side by side facing the front ● Movement to be kept to a minimum ● Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ● For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. ● implement staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). ● Ensure that shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised 	
	<p>Arrival/departure:</p> <ul style="list-style-type: none"> ▪ Staggered starts/endings (will involve condensing free breaks but not reducing teaching time) ▪ Have systems for removing/storing face coverings ▪ Peripatetic teachers can move within bubbles & care support for children from therapists and clinicians continue 	<p>We will introduce staggered starts/finishing and break times. Information on start/finish times to be shared with parents/carers prior to start of term. Both school sites to use entrances at start and end of day to ensure social distancing is maintained.</p>	<p>L</p>

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	<ul style="list-style-type: none"> ▪ Keep records of all visitors through entry management system 	<p>Parents/carers not to be allowed on site. All communication through website/by email or phone/virtual meetings in first instance In cases where there are dual rolled children – both schools will work together on systems.</p> <p>Children will be instructed not to touch the front of their face coverings when removing them and placed in child's bag if reusable</p> <p>Hands should be washed/cleaned with hand sanitiser immediately on arrival Advice for students with SEND is in Annex B.</p>	
	<p>Supply Staff/Specialist staff/visitors to the school</p> <ul style="list-style-type: none"> • Supply teachers/assistants/support teachers can move between schools. • Specialist staff for SEND should provide interventions as usual as visits are essential for the education, health and/or well-being of the child/ren 	<ul style="list-style-type: none"> • Staff/visitors to the school should ensure that they are not showing any symptoms that would require 'self-isolation' under the current government guidance • Staff/visitors should sanitise hands on entry to the school building and then ensure that hand washing protocols are followed throughout the visit • Staff/visitors including those offering support or additional provision are expected to maintain social distancing at all times. • Staff /visitors should stay in allocated rooms/areas of the school if possible. Screens in place in offices to ensure that staff contact is minimised. Mobile screens available where necessary to limit contact and transmission • Staff/visitors providing therapeutic support to have individual items for children who are being 	L/M

		<p>supported/access to hand sanitiser and cleaning materials for shared resources. When equipment is used the member of staff/visitor delivering support/interventions to children is responsible for cleaning it</p> <ul style="list-style-type: none"> • Planning visits and discussions need to be organised via email/phone/ZOOM/MTeams • Social distancing measures need to be followed during classroom observations • Staff/visitors working with individual children need to be responsible for reminding the children about hygiene and distancing • If the professional observes any symptoms of COVID 19, a member of staff needs to be informed immediately 	
	<p>Other:</p> <ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles 	<ul style="list-style-type: none"> • 	
School operations	<p>Transport:</p> <ul style="list-style-type: none"> ▪ Face coverings for over 11s on public transport to continue ▪ Schools to work with partners (including neighbouring schools when staggering start times) ▪ Some public transport will be dedicated to being school transport 	<p>1m+ will not apply on dedicated school transport from the autumn eg school/LA minibuses. We will transport in bubbles where appropriate, with organised queuing/hand sanitiser where appropriate (p18)</p>	L

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	<p>Attendance:</p> <ul style="list-style-type: none"> ▪ There is an expectation that all pupils will attend ▪ Shielding exceptions - shielding was paused on 1st August. Some exceptions can be found here . Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. ▪ Schools are expected to have online schooling immediately available if students have to shield ▪ Communicate clear expectations with parents/carers ▪ Use catch up funding, where appropriate and current pastoral measures to support ▪ Schools are encouraged to communicate clearly and regularly about risk mitigation and the expectation that children must attend unless a statutory reason applies. 	<p>Shielding advice for all adults will pause on August 1st subject to continued decline</p> <p>Ofsted monitoring visit will focus on availability and impact of home learning in the autumn</p> <p>The usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> ● parents'/carers' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; ● schools' responsibilities to record attendance and follow up absence ● the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct 	
	<p>School workforce:</p> <ul style="list-style-type: none"> ● Schools are not considered high risk settings if controls are put in place. The DFE expects that staff will attend school. ● Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. ● The DFE advises that those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document unless there is a local lockdown. ● Pregnant staff – some additional risks post 28 weeks. Follow guidance as it updates. 	<p>DFE believes that if the guidance is implemented then this will mitigate much of the risk to clinically vulnerable in extremely clinically vulnerable people. Guidance can be found on the above page including for pregnant people Mental health support for teachers p23</p> <p>Pre appointment checks</p> <p>Information about the extra mental health support for pupils and teachers is available.</p>	L

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	<ul style="list-style-type: none"> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are in place 	<p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</p> <p>Consider carefully the additional support NQTs will need having not completed their full courses.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p>	
	<p>Safeguarding:</p> <ul style="list-style-type: none"> Safeguarding policy to be updated using KCSIE 20 Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and 	<p>Safeguarding policy updated 1/9/20</p> <p>Once the school is in operation, we will ensure that good ventilation is in place, maximising this wherever possible, for example, opening windows and propping open doors, as long as they are not fire doors, where safe to do so (bearing in mind safeguarding in particular).</p>	L

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	<p>services should prepare to work together to actively look for signs of harm.</p>	<p>Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	
	<p>Estates: p28</p> <ul style="list-style-type: none"> Significant adaptations are not considered necessary Pre building checks are completed inc legionella Ensure good ventilation 		L
	<p>Education visits:</p> <ul style="list-style-type: none"> Continue to advise against overnight visits. Schools can resume non overnight schools trips. This should be done within consistent groups and covid secure measures at the destination. 	<p>School journey residential visit postponed to May 2021</p>	L
	<p>School uniform:</p> <ul style="list-style-type: none"> The governing board can choose to relax uniform policy but the DFE encourages a return to usual uniform from September 	<p>Expectation that children will wear uniform on return to school.</p>	
	<p>Extra curricular: p29</p> <ul style="list-style-type: none"> Consider resuming breakfast/after school clubs 'We recognise that schools may need to respond flexibly and build this up over time.' Aim for small consistent groups if bubbles can't be maintained. Guidance available on summer holiday childcare. 	<p>School Friends Club will commence as of 3rd September on both sites Risk assessments will be completed by provider and posted to website by 3/9/20</p> <p>Contact sports will not take place. Moving Matters to provide risk assessments by opening.</p>	L
<p>Curriculum, behaviour and pastoral support</p>	<p>Curriculum expectations: p30</p> <p>The key principles that underpin DFE advice on curriculum planning are:</p> <ul style="list-style-type: none"> education is not optional: all pupils receive a high-quality education. the curriculum remains broad and ambitious 	<p>Up to and including KS2 - we will prioritise the most important components for progression rather than removing subjects</p> <p>'Aim to return to the school's normal curriculum in all subjects by summer term 2021.'</p>	

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	<ul style="list-style-type: none"> ▪ remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed ▪ Substantial modification may be needed at the start of term ▪ Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. ▪ Schools should try to avoid singing, wind instruments, choirs, ensembles and school assemblies where social distancing cannot be maintained ▪ Sports equipment to be cleaned between sharing (p33-34) 	<p>For children in Year 1 we will introduce transitional arrangements from the EYFS to KS1 curriculum as of 3/9/20</p> <p>For pupils in key stages 1 and 2, we will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum will remain broad.</p> <p>Music - Lambeth Music to provide their risk assessments and risk mitigations so that music can take place.</p> <p>We will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>School assemblies/performances where large numbers of children/adults gather in hall will be suspended for the time being and held under review</p> <p>Outdoor sport should be prioritised whenever possible.</p>	
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	<p>Catch up:</p> <ul style="list-style-type: none"> ▪ One off grant funding will be paid to state schools for catch up – details to follow ▪ EEF guidance available ▪ National tutoring programme – for most disadvantaged. 	<p>Funding equates to approximately £80 per pupil. We are awaiting further guidance and clarification on this.</p>	N/A
	<p>Pupil wellbeing and support: p34</p> <ul style="list-style-type: none"> ▪ Consider how to support with rebuilding friendships ▪ Respond to Covid related issues ▪ Approaches to physical and mental wellbeing ▪ How can you work with the nursing service 	<p>All staff trained in Trauma informed schools (2/9/20) and have access to the additional materials (4x webinars)</p> <p>All staff to have access to the training module on teaching about mental wellbeing, from the DFE, aims improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. It was published early given the importance of supporting pupils' mental health and wellbeing at this time.</p> <p>Teachers have access to the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.</p> <p>JPS will work with the school nursing services to support the health and wellbeing of children; school nursing services have continued to offer support as pupils return to school – school nurses as leaders of the healthy child programme</p>	L/M

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	<p>Behaviour</p> <ul style="list-style-type: none"> ▪ Behaviour and anti-bullying policy to be updated in light of COVID-19 with new rules and communicated with parents/carers ▪ Permanent exclusion will always be the last resort 	<p>JPS will work with LA before permanently excluding any child as it would do in normal circumstances. Full guidance is available through Behaviour and discipline in schools document</p> <p>Ofsted will continue to consider exclusions, including the rates, patterns and reasons for exclusion and to look for any evidence of off-rolling.</p>	L
Assessment and accountability	<p>Inspection:</p> <ul style="list-style-type: none"> ▪ Routine inspections suspended for the autumn ▪ Visits will start in September 2020 looking at identifying barriers schools have faced/are facing ▪ How leaders are ensuring pupils resume learning and the curriculum (including remote) ▪ How routines and behaviours are embedding ▪ Health and wellbeing issues ▪ Safeguarding 	No grades will be published but the letter will go onto the schools website	N/A
	<p>Primary Assessment:</p> <ul style="list-style-type: none"> ▪ Primary Assessments will take place in Summer '21 ▪ EYFS profile/ KS1 tests/ Phonics/ Timetables check 	NB EYFS baseline will be postponed but as a result KS1 tests will remain next year	N/A
	<p>Accountability: p37</p> <ul style="list-style-type: none"> ▪ Performance tables suspended for 2019-20 ▪ Ofsted and DFE will start conversations from 2019 data 	More information is set out at coronavirus (COVID-19): school and college accountability .	N/A
Contingency planning for outbreaks	<p>Contingency planning for outbreaks:</p> <p>In developing these contingency plans, the DFE expects schools to:</p>	<p>Curriculum maps for JPS will be finalised in July up to Y6 for in school learning (Tier 1)</p> <p>If school moves to Tier 2, JPS will offer blended learning approach using school and national</p>	L/M

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	<ul style="list-style-type: none"> ● use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations ● give access to high quality remote education resources ● select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use ● provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access ● recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. <p>When teaching pupils remotely, we expect schools to:</p> <ul style="list-style-type: none"> ● set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects ● teach a planned and well-sequenced curriculum ● provide frequent, clear explanations of new content, ● gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work ● enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding ● plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers 	resources. Details of this will be communicated as necessary once finalised	
Changes to SEND legislation	<ul style="list-style-type: none"> ● All educational settings have a statutory duty under equalities legislation to make reasonable adjustments for disabled children. Many children and young people will have 	Whether individual risk assessments are used to help plan for the autumn term or not, JPS will, in the spirit of co-production, contact parents/carers and involve them in planning for	L/M

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	<p>found lockdown exceptionally difficult socially and emotionally. Settings should consider any challenging behaviours or social or emotional challenges arising as a response to the lockdown and offer additional support and phased returns where needed.</p> <p>EHCPs will be delivered as normal from the start of the Autumn term within school.</p>	<p>their child's return to their school from the start of the autumn term where necessary and appropriate. This may not apply in all cases.</p>	
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In addition, school staff are expected to follow mitigation as per Risk Assessment issued in Summer term detailed below:

Risk and Expectation	Plan for mitigation/way to meet expectations	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
Staffing levels			
Adequate staffing levels can be maintained for the planned number of children in school	All staff expected in school from the week of 1 st September 2020. Individual staff to discuss any particular issues with SLT	L	L
There is a DSL, Paediatric First Aider and Health and Safety Lead on sites at all times and staff know who these staff members are	<ul style="list-style-type: none"> All SLT trained as DSLs All EYFS staff trained as PFA Key office staff trained as first aiders Majority of TAs trained as first aiders. 	L	L
Individual risk assessments need to be completed for any pupils returning with specific needs/care to establish whether the placement can be facilitated safely	Risk assessment for individual pupils to be updated by IMs	M	L

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Vulnerable staff			
Staff who are extremely clinically vulnerable and shielding	SBM to complete individual risk assessments for all vulnerable staff and those who feel that they fall into a particularly vulnerable group and are more at risk Full PPE to be made available as necessary Staff testing to be made available	L	L
Staff who are pregnant	Risk assessments to be completed Individual staff in communication with EHT	x	X
Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation. All symptomatic staff to be tested as soon as possible through drive in centres/pop up test centres. Results to be communicated to EHT as soon as received.	SLT to stay in touch with staff and ensure they are fully ready to return to work.	L	L
All GOV.UK guidance to be followed regarding isolation, distancing and hygiene	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	L	L
School SLT to liaise with any staff members who are anxious/struggling to readjust.	Staff well-being survey released to staff following return to work to ascertain staff concerns/need for PPE etc. Individual risk assessments to be carried out for staff finding it difficult to adjust or anxious Staff wearing of masks/visors/gloves - own personal choice to wear or not	L	L
Vulnerable children			
Children with underlying health concerns	All staff have access to health care plans if in place Ensure that staff are trained for medical procedures/first aid where appropriate All epipens/asthma pumps to be stored in offices. Staff to be aware of individual children's needs. Staff to complete online training as necessary. All information regarding medical needs to be kept in file in each of the bases/inside of cupboard doors	H	L
Ensure that family risks e.g. parents/carers who are shielding are suitably assessed	IMs to establish whether children living with high risk adults should attend or not	H	L/M

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Children identified whose behaviour is at odds with safe hygiene and more general safety	Where risk cannot be mitigated for e.g. Children who routinely spit/lick and touch/bite/hit out/storm out - children should remain at home if boundaries cannot be appropriately adhered to	H	H/M
Children with attachment needs and/or additional complex social/emotional needs	Ensure that children are supported by familiar adults Access to pastoral care if needed Visual aids to support children who are particularly anxious Assess risk to others and if necessary ensure that children remain at home All staff to have a change of clothes and access to showers in case of contact with bodily fluids All staff to have access to PPE as appropriate particularly where intimate care is necessary. Staff to exercise choice in use of PPE more generally.	H	M
Specialist equipment to cater for individual needs	Equipment allocated to individuals Wiping down using disinfectant cloths after use Safe storage to minimise cross contamination	H	L
Risk of increased transmission of virus due to journeys to and from school			
Staff travelling on public transport - Staff and pupils to travel on foot, bicycle, motorcycle or own car where possible.	If staff using the public transport network, they should wear face coverings over their nose and mouth for the entirety of any journeys made as per new mandatory requirements which came into force on 15 th June. Exemptions only for very young children, disabled people and those with breathing difficulties Any staff arriving by public transport should wash hands thoroughly as soon as they enter the building and remove mask if they have travelled by public transport.	M	L
Staff car sharing - No car sharing apart from with members of own household	Staff advised and proceed at own risk	L	L
Staff using taxis	Staff advised and proceed at own risk	L	L
Parents/carers to be encouraged not to linger at the school gate and for only one parent/carers to drop off/collect. Parents/carers to line up outside school gates and not enter school premises (WN) or line set up into school with appropriate social distancing measures with p/c's entering through one gate and leaving by another (STR).	Staff outside reminding parents/carers to leave and go home/no chatting outside school gates/strict adherence to 2m social distancing etc. Information shared with parents/carers.	M	M

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No entry/access to school building on either site.			
Risk of transmission through staff and pupils and others entering school building from outside and leaving at the end of the day			
All entrances to school to be used to minimise contact between class groups aka "bubbles" Set entrances for set groups established	SLT to organise routes and share plans with staff/parents/carers Staggered entry @ 15 min intervals for all groups to facilitate social distancing No admission to school building for p/cs One-way system in place internally at WN. System to be marked with floor signage. Installed wk. beg 1/6/20 Two-way system at STR internally to ensure social distancing. Signage to be installed wk. beg 1/6/20	M	L
Office areas	Perspex screening installed in offices on both sites Screening installed to divide working desks in IM/DHOS offices No hot desking – DHOS/PLs/IMs/admin teams to establish safe ways of working		
Staggering of arrival/exit times	Entry and exit times 15 minutes apart	M	L
All pupils and staff to sanitise/wash hands on arrival	Supervised washing of hands. Use of hand soap	M	L
Minimise items bought onto school site. No book bags - reduce items taken to and from school.	All resources in KS1/2 in zip lock bags/trays with stationary and rulers. Coats on back of chairs/no entering corridor with coats in morning. No packed lunch trolleys Packed lunch boxes to be stored in bag under individual child's table	M	L
No parents/carers on school grounds (WN) and/or significantly limited access through designated routes in and out only (STR)	Staff at gates. Communicate via email, letter or phone calls	M	L
Emergency measures	In case of emergency where a child needs to be kept safe but does not have COVID symptoms, one p/c will be allowed to collect from a designated area STR – meeting room WN – aquarium re designated as medical room		
No visitors to enter school grounds other than essential contractors to deal with urgent works	All clubs cancelled	M	L
All external lettings have ceased	Tae Kwando/Capoeira cancelled for the foreseeable future. This will be reviewed.	H	L
Mark out/signpost 2m/one-way systems for social distancing on paths into school, corridors etc.	Entrance paths marked. 2 metre distancing spots for children outside classes if possible	H	L

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School reception shutters to remain closed where possible Screens installed in office areas	Parents/carers contact through phone or email. Ensure parent pay systems working	M	L
Risk of transmission through activities on site			
Communal gatherings - to be suspended until after pandemic (i.e. assemblies, sports events, concerts, etc.)	All cancelled until further notice	H	L
Everyone in the building to socially distance at all times; areas where this is not possible should be closed off (e.g. library area or used by limited staff (e.g. small shared offices/ narrow corridors etc.) No hot desking.	Staffroom - Eat in outside spaces or classroom but where use of staffroom is necessary, ensure that social distancing is adhered to.	H	L
Children to be taught safe distancing and any new evacuation procedures	Procedures to be taught to children. Evacuation practised	H	L
Cleaners to clean all areas used at least daily Premises staff to clean throughout the day and cleaning company to complete at end of day on Friday	Daily cleaning including all handles. Jet wash using disinfectant/Milton tabs – fixed play equipment after each group. Barrier in place for some play equipment particularly wooden fixed structures. Enhanced clean of classrooms by cleaning company on a Friday SBM and PM to organise checklists and routine for thorough cleaning. Training to be put in place by ENGIE to establish protocols and expectations	H	M
Clear expectations for regular wiping and cleaning throughout the day Premises staff – toilets, bannisters, door handles, taps etc. School staff -classroom equipment	Clean laptops and equipment after use. Equipment cleaned in Milton at end of each day. During day - toilets, handles, bannisters, door handles, taps cleaned by Premises team All classrooms to be allocated spray/clothes/wipes	M	L
Removal of superfluous furniture/items to clear circulation spaces	All guidance regarding removal of soft furnishings followed Clear corridors to ensure safe circulation Routes both inside and outside of school building defined through markings and signs	M	L
Consider use of signing sheets to confirm equipment has been cleaned as expected.	Signing sheet noting cleaning times on classroom/toilet doors organised and overseen by Premises Manager and assigned to staff from team on each site	L	L

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Admin offices should only be used by admin staff with 2m distancing Printers	Office closed to parents/carers. Printing minimised. All printing sent to retention. Photocopiers to be wiped down after use. Only one member of staff should be in the photocopying areas of the school at any one time. No use of photocopiers in office areas apart from SLT.	M	L
Stagger use of the staffroom to ensure social distancing and ensure cleaning expectations are set	Staff visit staff room on breaks – set times only to make drink or collect food. Eat in outside spaces or classroom but where use of staffroom is necessary, ensure that social distancing is adhered to.	M	L
Classrooms			
Handwashing/sanitising station outside each classroom and regular handwashing to be observed throughout the day and before and after lunch and after coughing or sneezing	Soap/hand sanitisers purchased All children supervised whilst hand washing, on entry/ before and after lunch/ before going home and regularly throughout the day.	L	L
Tissue station in each classroom with plastic bag lined bin for disposal of tissues. Plastic bag to be replaced at least daily	Tissues and bins available – make sure bins have lids if possible	M	L
Good hygiene expectations are clearly displayed and taught regularly	Part of planning and reintegration into school. Children have good understanding of how to wash hands without causing anxiety	M	L
Cleaning wipes/materials available for class equipment	Disinfectant wipes purchased for each class, along with gloves and disinfectant spray. PM to organise.	M	L
Class spaces to be only be used by allocated staff and children	External lettings ceased	M	L
No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. All soft toys/furnishings to be removed	In all year groups soft furnishings and toys removed from class. Cups are washed in dishwasher at 60 degrees.	M	L
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be	Children to have individual packs of resources in classrooms Sharing to be limited When resources are shared staff should ensure that they are cleaned	M	L

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left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles			
Windows to be open as far as possible to ensure sufficient ventilation	Premises staff open all windows in the morning	M	L
Doors to be left open as far as possible - consider fire risk- to minimise use of handles	Leave doors open to avoid touching of handles	M	L
Outside Learning			
Clear timetabling of outside space to ensure class bubbles remain as one	The class bubble has timetable for outside area and play areas so no interaction with other groups	M	L
Outside space to be zoned to ensure best use	Zones clearly identified- ball court/upper and lower play areas/front area + EYFS area on WN site Ball court/upper and lower play areas/EYFS play area on STR site	M	L
Outside learning to take place as often as possible	All classes given timetabled slot for outdoor learning, weather permitting	L	L
Limited use of fixed outdoor play equipment	Fixed outdoor play equipment used washed down with disinfectant jet wash once group has used by Premises staff. Some outdoor play equipment will be cordoned off and not used	M	L
No sharing of small outdoor equipment – only plastic and wipe/washable equipment to be used. Needs to be cleaned after each use	Not used/cleaned by Premises staff throughout the day	H	L
Any outside tables need to be cleaned after any use	Use disinfectant spray	M	L
All to wash/sanitise hands when entering building after outside learning	Wash hands when entering school – supervised	H	L
Movement around the school/ Break times			
Social distancing - 2m distance to be applied when entering and exiting the classroom. Strict one way system enforced throughout school	In KS2 social distancing applied as much as possible	M	L
Movement to and from classrooms to be kept to a minimum	Leave and enter classroom from outside door where possible	M	L
Break times and entry and exits to be staggered to avoid class "bubbles" meeting	All breaks staggered so no "bubble" interacts with another	H	L
Use of toilets to be staggered and monitored to ensure they do not become overcrowded.	Teach pupils maximum number allowed in toilets and waiting routine so not to block corridors etc.	H	L
Lunchtime			

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Lunches to be provided in hall and delivered to classrooms by ISS for some groups	Time table for "bubbles" to eat in classroom/outside spaces	H	L
Tables to be wiped in each class if necessary	Disinfectant spray as necessary	M	L
Separate risk assessment by kitchen staff satisfies stringent safety measures and is monitored regularly	Waiting risk assessment		
Ensure serving of meals incorporates social distancing	Carefully monitored and marks on floor to remind staff where to stand	M	L
Packed lunch boxes are only handled by child to whom they belong. No lunch trolleys	Children encouraged to have school meals – if bringing food from home must be in own lunch box and stored under personal workspace in classroom	M	L
Children use own water bottle that only they handle. Sanitise at end of day and leave at school + Fountains	Water bottle with their name clearly displayed Ensure water fountains are turned off on both sites	M	L
Use of PPE			
PPE to be used for all first aid where there is possible contact with bodily fluids and if a child becomes unwell	PPE ordered by SBM/Premises Manager and to include face masks/aprons/face shields/gloves PPE to be kept in specified locations and used by first aiders Currently on each site: <ul style="list-style-type: none"> • 10 face shields • 50 face masks • 53 x 5l hand sanitiser (for both sites) + 2 x emergency packs being provided through the London Resilience Unit/LA – not intended for everyday use and to be kept in EHT office on each site. Collection 29/5/20 from Lambeth Town Hall by premises – incl. 6 gloves, 2 masks, 1 face shield, 3 aprons, 1 hand sanitiser (100ml each) x 3 packs	H	M
Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag	Disposed of carefully in bins and taken outside	H	M
Staff delivering first aid to be aware of safe use of and disposal of PPE	Training of staff in use of PPE before returning to school Video demonstration available on request	H	M
First Aid/ill child/adult			
Only qualified first aiders to deliver first aid	Identified first aiders	M	L

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<p>SYMPTOMATIC CHILDREN or STAFF- Identify a room where sick pupils/staff can be kept in until parents/carers come to collect them or in case of adults can safely return home, ideally with:</p> <ul style="list-style-type: none"> • A door you can close • A window you can open for ventilation • A separate bathroom they can use (either attached to the room or nearby) <p>Streatham site – meeting room and toilet opposite WN site – Aquarium and adjoining toilet These rooms will then be out of action until they are deep cleaned</p>	<p>Ensure that the first aid room/designated space/toilet is thoroughly cleaned when a child who is unwell leaves. No staff to enter the room apart from first aider using full PPE.</p>	<p>H</p>	<p>M</p>
<p>Who to inform/get advice from if get case/suspected case in school</p>	<p>SLT to contact LCRC = 0300 303 0450 or lcrc@phe.gov.uk immediately for advice School to seek advice on letters/comms for parents/carers from LCRC following confirmed/suspected case</p>		
<p>If suspected case in school</p>	<p>SLT to contact LCRC for advice if necessary Child/adult to be taken immediately to designated area in school with adult – full PPE recommended Parent/carer to be contacted and asked to take child home. In case of adult – adult to be sent home Paperwork with details of symptoms and action taken to be completed In case of a child - SLT to contact parent/carer and inform them whether they are eligible for a test and if so, to recommend that child is taken immediately for testing. Parent/carer to inform school of test result at earliest opportunity so that appropriate action can be taken In case of an adult - SLT to recommend that adult goes to testing centre to confirm whether they are positive/negative for Covid-19. Adult to inform school of test result at earliest opportunity do that appropriate action can be taken</p>		
<p>Staff need to wash their hands thoroughly after contact with an ill child/member of staff</p>	<p>Regular hand washing and training</p>	<p>H</p>	<p>L</p>

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A face shield should be used if there is any risk of a splash to the face from coughing/spitting or vomiting	Shield has to be used for children when displaying symptoms	H	L
There is a clear plan in place following any diagnosis of Covid - 19 within school – as per Government guidance	Displayed in Office – any symptoms from staff or pupils - in the “bubble” all are sent home when test result has been established. If positive, then “bubble” to self-isolate for 14-day period. Unwell pupil/member of staff to self-isolate for 10-day period as per guidance PHE will contact school if confirmed case in school All Parents/carers in “bubble” to be informed	H	M

Version + date	Review	Distribution	Notes
A Moller V1 1/9/20	Initial RA	Staff/parents/carers/Govs	

1st September 2020



