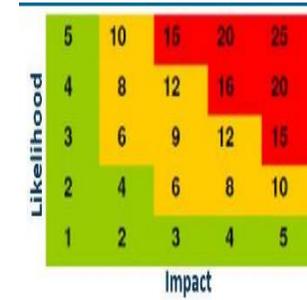


Action Plan for reopening									
Likelihood	Impact	Risk before action taken	What is the risk?	Steps to mitigate	Likelihood	Impact	Risk rating following action		
5	5	25	Spreading COVID19 due to a lack of awareness or adherence to policies	Follow actions points 1	2	5	10		
3	5	15	Visiting staff spreading or catching COVID-19	Follow points 1 & 8	1	5	5		
3	5	15	Coming into contact with an individual who is unwell with COVID 19 symptoms	Follow action point 2	1	5	5		
3	5	15	Coming into contact with an individual who is asymptomatic but contagious	Unable to mitigate so risk remains	3	5	15		
3	5	15	Spreading COVID-19 by using shared resources	Follow steps in point 6	2	5	10		
4	5	20	Spreading COVID 19 due to poor hand hygiene practice	Follow the steps in point 3.	2	5	10		
4	5	20	Spreading COVID 19 due to poor respiratory hygiene	Follow the steps in point 4.	2	5	10		
3	5	15	Spreading COVID 19 due to a lack of a good cleaning regime	Follow the steps in point 5.	2	5	10		
3	5	15	Spreading COVID-19 due to a lack of social distancing	Follow the steps in point 6	2	5	10		
3	5	15	Spreading COVID-19 due to a lack of good ventilation	Follow the steps in point 6	2	5	10		
3	5	15	Spreading COVID-19 in common use/ high traffic areas such as entrances, staff rooms changing rooms etc	Follow the steps in point 6	2	5	10		
5	5	25	Increased number of contacts potentially increasing the chance of COVID 19 spreading across bubbles within the school	Follow the steps in point 6.	2	5	10		
5	5	25	Increased risk for certain individuals who are more likely to come into contact with those with COVID 19 symptoms	Follow the steps in point 7.	2	5	10		
5	5	25	Lack of awareness about how to respond/ interact with NHS test and trace thereby spreading COVID 19.	Follow the steps in point 8.	2	5	10		
4	5	20	Mental Health affect through fatigue and/or anxiety about COVID-19	Follow steps in point 14	2	5	10		
5	5	25	Not dealing with a confirmed case appropriately, thereby spreading COVID 19	Follow the steps in point 9.	1	5	5		
5	5	25	Not containing an outbreak, should it occur	Follow the steps in point 10.	1	5	5		
3	5	15	Not being able to contact a child's emergency contact	Follow the steps in point 11.	2	5	10		
2	5	10	COVID 19 is spread as children go to and from school	Follow the steps in point 12.	1	5	5		
3	5	15	Significant spread of confirmed cases amongst staff or pupils resulting in partial or complete shutdwon	Follow the steps in point 13	1	5	5		

Considering the vulnerable people within the school, the impact will always be high



Teachers are going across bubbles and SEN groups

Can't guarantee that everyone will follow the guidance from Track & Trace

Increase in risk due to there not being COVID-19 prior to December. Some staff are more anxious about the situation than others and they

Reliant on parents updating their contacts. Office will chase those parents that we don't receive a Google Form from

Not many children use public transport to get to school

ACTION	In place?	By whom?	By when?	Date reviewed					
1. Awareness of and adherence to policies and procedures									
Health and safety policy to be updated	Yes		01/09/2020	w/c 24/08/2020					
Infection control policy to be updated	Yes		02/09/2020	01/09/2020					
First aid policy to be updated	Yes		01/09/2020	w/c 24/08/2020					
Behaviour policy to be updated	Yes		01/09/2020	w/c 24/08/2020					
Safeguarding and CP policy to be updated	Yes		01/09/2020	24/08/2020					
Revise Fire Drill Protocol	Yes		07/09/2020	w/c 01/09/2020					
Premises Lettings policy to be updated	Yes		07/09/2020	w/c 01/09/2020					
All staff to be made aware of all relevant policies and procedures at staff meetings and INSET in September	Yes		01/09/2020	w/c 24/08/2020					
Staff receive necessary training that minimises the spread of the virus: walk of site and consultation of the risk assessment undertaken. Handbook talked through and questions taken at INSET	Yes		01/09/2020	01/09/2020					
Staff made aware of the school's infection control procedures	Yes		01/09/2020	w/c 24/08/2020					
Parents made aware of the infection control procedures	Yes		03/09/2020	w/c 24/08/2020					
Pupils are made aware of the school's infection control procedures and informed that they must tell a member of staff if they feel unwell	Yes		03/09/2020	24/08/2020					
Staff and pupils made aware of the procedure for removing face masks	Yes		01/09/2020	01/09/2020					
Staff are made aware of the confidentiality policies for staff and pupils	Yes		01/09/2020	01/09/2020					
Update Staff Handbook following most recent guidance from PHE and DfE	Yes		01/09/2020	w/c 24/08/2020					
Update Home School Agreements with information about the hierarchy of controls and share with staff and parents	Yes		03/09/2020	01/09/2020					
Update social stories with new teacher information	Yes		01/09/2020	01/09/2020					
2. Minimising contact with individuals who are unwell with COVID-19 symptoms									
Staff are informed that they are not to come to school if they exhibit any of the symptoms or have tested positive in the last 10 days. If symptoms come on in school, they must understand that they are to go home immediately	Yes		01/09/2020	01/09/2020					
Draft email completed for staff and pupils to send in the case of symptoms coming on. This is to include the 'stay at home: guidance for households with possible or confirmed coronavirus infection'	Yes		01/09/2020	w/c 28/08/2020					
Allocate the toilet to be used by a potentially symptomatic child at each school site KLS and KS	Yes		01/09/2020	01/09/2020					
Allocate the room to be used by a potentially symptomatic child at each school site KLS and KS	Yes		01/09/2020	01/09/2020					
Ensure that enough stock exists of hand soap and sanitiser (more needed due to minimal handwashing)	Yes		01/09/2020	24/08/2020					
Ensure that enough stock of PPE exists	Yes		01/09/2020	24/08/2020					
Create flow chart for use in the case of a potentially symptomatic child, ensuring this is printed out by the allocated first aider and SLT	Yes		01/09/2020	01/09/2020					
Obtain test packs to give to potentially vulnerable families if their child/ren have symptoms	Yes		01/09/2020	01/09/2020					
Communicate with staff that have been off-site the plans for reopening in September and create individual risk assessments for them	Yes		Initial discussions 20/07/2020	Follow up discussions 01/09/2020 Completed					
Check the markings for the oneway system and reapply where needed (2m apart)	Yes		01/09/2020	w/c 24/08/2020					
Make a decision on whether lockers will be used	Yes		01/09/2020	w/c 24/08/2020					
Check the 'cleaning in non-healthcare settings' guidance and update the checklists where needed	Yes		01/09/2020	w/c 24/08/2020					
3. Good hand hygiene practice									
Ensure children are instructed on the correct procedure to wash hands and routinely check that standards are maintained	Yes		02/09/2020	02/09/2020					
Provide soap and hand drying facilities at wash stations	Yes		03/09/2020	01/09/2020					
Provide information on how to wash hands properly and display posters	Yes		01/09/2020	01/09/2020					
Identify how many and location of wash stations bearing in mind the staff and children and potential visitors	Yes		01/09/2020	20/07/2020					
Provide hand sanitiser for occasions and locations where people cannot wash their hands	Yes		01/09/2020	01/09/2020					
Ensure timetables have allocated times for handwashing, especially when the arrive at school, change rooms, return from breaks and before and after eating	Yes		20/07/2020	20/07/2020					
Ensure supervision of hand sanitiser due to risk of ingestion	Yes		01/09/2020	01/09/2020					
Ensure hand washing is mentioned in the Behaviour Policy and Home School Agreement	Yes		01/09/2020	w/c 24/08/2020					
Check handwashing/sanitiser and toilet facilities	Yes		01/09/2020	x2 Daily					
4. Good respiratory hygiene									
Ensure posters are still up for 'catch it, bin it, kill it' and handwashing	Yes		01/09/2020	w/c 26/08/2020					