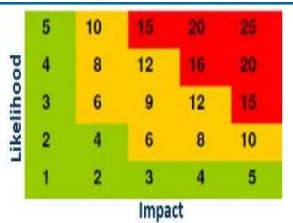


Action Plan for Reopening (After Half - Term new National Restrictions)							
Likelihood	Impact	Risk Before Action Taken	What is the risk?	Steps to mitigate	Likelihood	Impact	Risk rating following action
5	5	25	Spreading COVID-19 due to a lack of awareness or adherence to policies.	Follow actions points 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	5	Significant spread of confirmed cases amongst staff or pupils resulting in partial or complete shutdown	Follow the steps in point 13	1	5	5
ACTIONS TO TAKE				In Place?	By Whom?	By When?	Date Reviewed
1. Awareness of and adherence to policies and procedures							
Update Health and Safety Policy				Yes		01/09/2020	w/c 24/08/2020
Update Infection Control Policy				Yes		02/09/2020	01/09/2020
Update First Aid Policy				Yes		01/09/2020	w/c 24/08/2020
Update Behaviour Policy				Yes		01/09/2020	w/c 24/08/2020
Update Safeguarding and CP Policy (Ratified on 10/02/2020) New updates for 01/09/2020				Yes		01/09/2020	24/08/2020
Revise Fire Drill Protocol				Yes		07/09/2020	w/c 01/09/2020
Update Premises Lettings Policy				Yes		07/09/2020	01/09/2020
All staff to be made aware of all relevant policies and procedures at Staff Meetings and INSET Days				Yes		02/11/2020	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 Last Updated 02/11/2020	01/09/2020
Staff made aware of the school's infection control procedures (Staff Handbook)				Yes		03/11/2020	28/10/2020
Parents made aware of the infection control procedures (Safety Measures)				Yes		03/11/2020	28/10/2020
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 (Pupil PowerPoint)				Yes		03/09/2020	03/09/2020
Staff and pupils made aware of the procedure for removing face masks (Staff Handbook/Pupil PowerPoint)				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		02/11/2020	28/10/2020
Update information about the hierarchy of controls (Safety Measures) and share with staff and parents.				Yes		02/11/2020	02/11/2020
Update social stories with new teacher information				Yes		01/09/2020	01/09/2020
2. Minimising Contact (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. (Staff Handbook)				Yes		01/11/2020	30/10/2020
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							

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