

## **COVID19: Full opening risk assessment and action planning tool**

**SCHOOL NAME:** Sydenham School

**DATE:** 9th November 2020

### **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.

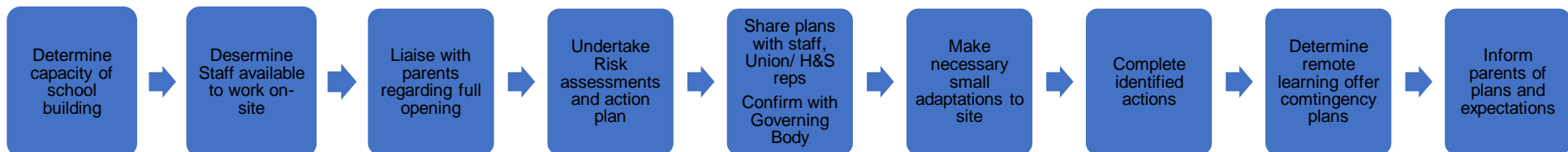
Number 6 applies in specific circumstances.

### 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.

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		
Likely impact	Major: Causes major physical injury, harm or ill-health.	Probable	Possible	Remote
	Severe: Causes physical injury or illness requiring first aid.	H	H	H
	Minor: Causes physical or emotional discomfort.	H	M	L
		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)
<b>1. Engagement and communication- risk assessment and planning</b>							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	Summer holiday break affects continual communication	M	All identified individuals to complete required section(s) of the RA by the agreed deadline of 17.8.20 - there have been individual meetings with the Head of HR and the HT  Update sent to staff and families separately before any start of term communication in September-RA updated and put on the website for 9.11.20  Individual meetings arranged with the Unions and 'Deputies' and SLT and Governors.-ongoing	GLE GLE GLE	17.8.20 24.8.20-TBC 20.8.20-Union s 25.8.20-	L

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				meetings with the unions; Governor updates remain ongoing		Governors	
<b>2. Preparing Buildings and Facilities</b>							
2a	Premises and utilities have been health and safety checked and building is compliant: <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	Site Manager is unavailable  Site has been closed for prolonged period   Food remains in the freezer	H  M  M  M	Source alternative suitably trained person  Carry out a formal / recorded full pre-opening premises inspection.  Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.  Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.	CFH	20/05/20  22/05/20  26/05/20  21/05/20	L  L  L  L
2b	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff	M	Office staff desks repositioned.  Plan in place for Office re-rooming to ensure social distancing can be maintained. This has been shared with relevant staff before the summer. Room swaps need to be supported by premises to help with move.	CFH + DGG	03.09.20	L

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		members, no windows for ventilation.		<p>Significant number of staff have laptops so that they can work in classrooms after school if needed.</p> <p>Flexible arrangements if teaching staff have free periods at start/end of day (depending on tutoring responsibilities) so that staff can work off site if necessary.</p> <p>Office staff asked to work from home one day per week to reduce numbers in the main office daily.</p> <p>Wipes available in all offices to clean down desks/computers/phones.</p> <p>'Bookable' workspaces put on the room booking system for staff to book during free periods.</p> <p>Maximum capacity signs on the doors of all offices.</p>			
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.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>One-way system in place to enter and exit the school building. Signage in place.</p> <p>Staggering start of the day: Clear plans for the arrival of each year group – different gates and line up arrangements - separated by tensa barriers. Write to parents in August with arrival gates. Line up dots and</p>	CFH – SIGNS  JEL	03.09.20	L

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				<p>hand sanitiser desks, with tutor group signs, up in</p> <p>Arrival and Departure Arrangements</p> <table><tr><th>Year Group</th><th>Arrival Time</th><th>Morning Entry &amp; Line Up Location</th></tr><tr><td>7</td><td rowspan="3">8.40am On Site 8.50am Register</td><td>Enter: Main Gate RH steps Line Up: 7X HT Office Side of front of school 7Y: Y7 Courtyard</td></tr><tr><td>8</td><td>Enter: Main Gate LH steps Line Up: STEM side of front of school + terrace</td></tr><tr><td>9</td><td>Enter: STEM Side Gate Line Up: Amphitheatre</td></tr><tr><td>10</td><td rowspan="2">9am On Site 9.10am Register in P1 lesson</td><td>Enter: STEM Side Gate Line Up: Amphitheatre</td></tr><tr><td>11</td><td>Enter: Main Gate LH steps Line Up: Front of school + terrace</td></tr><tr><td>Sixth Form</td><td>8.40am On Site 8.50am Register</td><td>Back gate MUGA</td></tr></table> <p>place.</p> <p>Arrival and Departure Arrangements –</p> <table><tr><th>Year Group</th><th>Arrival Time</th><th>Morning Entry &amp; Line Up Location</th></tr><tr><td>7</td><td rowspan="3">8.40am On Site 8.50am Register</td><td>Enter: Main Gate RH steps Line Up: Outside tutor rooms ground floor Edwardian building (enter via steps by GLE office)</td></tr><tr><td>8</td><td>Enter: Main Gate LH steps Line Up: Outside tutor rooms first floor Edwardian building (enter via steps by DGG office)</td></tr><tr><td>9</td><td>Enter: STEM Side Gate Line Up: MSH (cleaning needed)</td></tr><tr><td>10</td><td rowspan="2">9am On Site 9.10am Register in P1 lesson</td><td>Enter: STEM Side Gate Line Up: Dining Hall (cleaning needed)</td></tr><tr><td>11</td><td>Enter: Main Gate LH steps Line Up: Amphitheatre Marquee</td></tr><tr><td>Sixth Form</td><td>8.40am On Site 8.50am Register</td><td>Enter: Back gate Line Up: Sports Hall</td></tr></table> <p>Staggering of the end of the day to reduce bottlenecks. Management of leaving so that students are escorted off site and supervised in local bus queues. Students leave via the gate for the direction that they are walking home in. Yellow signs up at the</p>	Year Group	Arrival Time	Morning Entry & Line Up Location	7	8.40am On Site 8.50am Register	Enter: Main Gate RH steps Line Up: 7X HT Office Side of front of school 7Y: Y7 Courtyard	8	Enter: Main Gate LH steps Line Up: STEM side of front of school + terrace	9	Enter: STEM Side Gate Line Up: Amphitheatre	10	9am On Site 9.10am Register in P1 lesson	Enter: STEM Side Gate Line Up: Amphitheatre	11	Enter: Main Gate LH steps Line Up: Front of school + terrace	Sixth Form	8.40am On Site 8.50am Register	Back gate MUGA	Year Group	Arrival Time	Morning Entry & Line Up Location	7	8.40am On Site 8.50am Register	Enter: Main Gate RH steps Line Up: Outside tutor rooms ground floor Edwardian building (enter via steps by GLE office)	8	Enter: Main Gate LH steps Line Up: Outside tutor rooms first floor Edwardian building (enter via steps by DGG office)	9	Enter: STEM Side Gate Line Up: MSH (cleaning needed)	10	9am On Site 9.10am Register in P1 lesson	Enter: STEM Side Gate Line Up: Dining Hall (cleaning needed)	11	Enter: Main Gate LH steps Line Up: Amphitheatre Marquee	Sixth Form	8.40am On Site 8.50am Register	Enter: Back gate Line Up: Sports Hall			
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				<p>end of the day to point in correct directions.</p> <p>From September the timings of the school day will differ depending on the year group as follows:</p> <table><tr><th>Year Group</th><th>Arrival Time</th><th>Departure Time</th></tr><tr><td>7</td><td>8.40am On Site 8.50am Register</td><td>3.10pm</td></tr><tr><td>8</td><td>8.40am On Site 8.50am Register</td><td>3.00pm</td></tr><tr><td>9</td><td>8.40am On Site 8.50am Register</td><td>3.20pm</td></tr><tr><td>10</td><td>9.00am On Site 9.10am Register in Period 1 lesson</td><td>3.40pm</td></tr><tr><td>11</td><td>9.00am On Site 9.10am Register in Period 1 lesson</td><td>3.40pm</td></tr><tr><td>Sixth Form</td><td>8.40am On Site 8.50am Register</td><td>3.20pm</td></tr></table>	Year Group	Arrival Time	Departure Time	7	8.40am On Site 8.50am Register	3.10pm	8	8.40am On Site 8.50am Register	3.00pm	9	8.40am On Site 8.50am Register	3.20pm	10	9.00am On Site 9.10am Register in Period 1 lesson	3.40pm	11	9.00am On Site 9.10am Register in Period 1 lesson	3.40pm	Sixth Form	8.40am On Site 8.50am Register	3.20pm			
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2d	Consideration given to premises lettings and approach in place.	Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.	M	<p>Lettings risk assessment completed.</p> <p>Covid19 risk assessments from applicants will be reviewed to ensure the safety of those attending and for our staff and students after the hire.</p> <p>Applications will be judged on an individual basis after review.</p>	CFH	03.09.2020	L																					
2e	<p>Necessary physical modifications completed:</p> <ul style="list-style-type: none"><li>Use of hand driers risk assessed. Roller (cloth) towels removed- paper towels and foot operated lidded bins in place where necessary.</li></ul>	Not having air conditioning will leave rooms with limited		<p>Rooms with limited or no ventilation will be out of bounds or used for a named individual.</p> <p>The use of fans in rooms is prohibited unless the room may only be used by the office owner and has poor ventilation.</p>	CFH	03.09.2020																						

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	<ul style="list-style-type: none"> <li>Lidded bins in classrooms and shared spaces.</li> <li>Water fountains disconnected/ isolated.</li> <li>Ventilation measures identified and safe use of air conditioning assessed.</li> <li>Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place.</li> </ul>	<p>ventilation uncomfortable to work in.</p> <p>Procurement of paper towels and dispensers.</p>		<p>Hand Driers use has been risk assessed and have been turned on. Fountains that are monitored at lunchtime have been turned on. Students must sanitise before and after use.</p> <p>Director of Resources will continue to procure the necessary equipment.</p> <p>Classrooms have been rearranged to meet social distancing requirements.</p> <p>Lidded bins in every relevant space</p>			
2f	Consideration given to the arrangements for any deliveries.		L	Sign on the back door about social distancing when on deliveries.	CFH	03.09.2020	L
<b>3. Emergency Evacuations</b>							
3a	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><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>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	M	<p>Revised evacuation procedure and share with all staff and children.</p> <p>Students on site with a PEEP will be issued with three sets of PPE. One for the student, one for the operator of the evac chair and one for their buddy. If the buddy is unavailable due to illness or shielding a new buddy will be assigned.</p> <p>Normal school evacuation processes in place. Train additional fire marshalls.</p> <p>Ensure single file and in silence during evacuation.</p>	CFH	03.09.20	L



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	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.						
<b>4. Cleaning, waste disposal and hand washing</b>							
4a	Enhanced cleaning regime is in place in line with <a href="#">Covid19 cleaning in non-healthcare settings</a>	Pressure at particular times of the day	H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Daily use of fogging machine.</p> <p>Hand towels and handwash are to be checked and replaced as needed by premises and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Daily cleaning requirements on top of enhanced schedule:            After Break 1 (for before Break 2) and Break 2 (for before the next morning):            All toilets (including staff toilets)            Library (if used)            Main School Hall (tables and seats)            Dining Room (tables and seats)            Year 11 Marquee (tables and seats)            Front Marquee (tables and seats)            Picnic tables</p> <p>During Break 1 and Break 2 and lessons the two janitors have a timetable to clean the toilets and</p>	CFH	03.09.20	M

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				<p>changing room sinks. These spaces are fogged each evening.</p> <p>Specialist rooms where a different groups use them on the same day do not need to be cleaned between each group as they are fogged each evening.</p> <p>Additional cleaning requirements in wet weather: MSH and DH P1/2 - now covered by the fogging machine</p> <p>Library after break</p> <p>Year 11/Ampitheatre Marquee P1/2</p> <p>Chairs outside library</p>			
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Additional cleaner in place = 2 permanent cleaners. Additional support for cleaning from Premises team and localised support staff.	CFH	Ongoing	M
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.		L	Specialist biohazard spill kits are available in each classroom. Staff have their own PPE kit.	CFH	Complete	L
4d	<p>Adequate cleaning supplies, tissues and facilities around the school are in place.</p> <p>Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.</p>	<i>Some classrooms do not have soap by each sink.</i>	M	<p>Hand sanitiser available at the school entrance and various places throughout the school.</p> <p>Cleaners will be contacted should there be an emergency.</p> <p>Lidded bins in classrooms and nappy sacks for tissues to be wrapped in so they will be double bagged. If someone is suspected of having the virus the bin lid will be secured with hazard tape with the date to ensure it is not disturbed for 72 hours.</p>	CFH		L

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				<p>We have a sufficient supply of soap, hand sanitiser and antibacterial wipes. More stock will be purchased when required.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p>			
4e	Arrangements for longer-term continual supplies are also in place.		M	Stock check and ordering schedule reviewed and order made	CFH	31.08.20	L
4f	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by an agreed time for cleaning to be undertaken.	CFH	03.09.20	L
4g	Waste disposal process in place for potentially contaminated waste.		M	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. before/after normal opening hours).</p>	CFH	Ongoing	L
4h	Process in place for safe removal and/or disposal of face masks in line with <a href="#">(PPE) guidance</a>		L	<p>Staff and students briefed at the start of the school year.</p> <p>Bags held by staff at the gate for when students arrived</p> <p>Disposal bags and lidded bins in each room</p>	CFH + JEL	3.9.20	L
4i	<p>Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available.</p> <p>Routine hand washing:</p> <ul style="list-style-type: none"> <li>on arrival and leaving school.</li> </ul>	Lack of hand washing facilities throughout the school	High	<p>At start of term, brief all students and staff on hand sanitiser and hand washing requirements.</p> <p>Sanitiser available at tutor group line-ups for students to sanitise on entry to site. Tutors check students sanitise.</p> <p>Signs in toilets about how to wash hands.</p>	DGG + CFH	3.9.20	Medium

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	<ul style="list-style-type: none"> <li>before entering and leaving class during the day.</li> <li>before and after eating.</li> </ul> <p>Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.</p>			<p>Year 7 &amp; 8 targeted for hand washing throughout school day in the toilets linked to their bases. Rota in place. Sanitiser used every time students enter and leave a classroom, in queues for food and when using biometric fingerprint reader. Hand washing in place every time students use (start and end) specialist rooms (including if their tutor base): Music, PE, Art, DT, Food, Textiles &amp; Computing Convert staff toilet between languages and DH to student toilet to increase hand washing availability.</p> <p>Sanitiser available for staff to use throughout the day in classrooms and every office. Staff toilets available throughout the school and kept supplied with soap.</p> <p>System for regular checks of availability of soap and sanitiser.</p>			
<b>5. Classrooms and outdoor space</b>							
5a	Desks side by side, facing front, where age appropriate.		L	Desks in all classrooms are side by side and front facing.	CFH	Complete	L
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. Arrangements for small group work facilitate social distancing for adults and children.		M	<p>In line with current guidance classrooms have been reset to no social distancing between students.</p> <p>Markings are on the floor to show the teachers the safe 2m distance from students.</p>	CFH	04.09.20	M

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				In Year 7-8 students remain in same location and same seating plan (apart from some specialist lessons).			
5c	Classroom entry and exit routes have been determined and appropriate signage in place.	Staff moving classrooms have lots of routes to remember.	L	<p>One way system in place in G building and on stair cases (swap STEM up and down).</p> <p>Students escorted in single file and silence to and from social spaces.</p> <p>Sanitiser on desk at door, so that teachers can oversee students sanitising without being within 2m.</p> <p>For each classroom, have route lists so that teachers know how to get to each social space.</p>	DGG + JEL	03.09.20	L
5d	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <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</p>	Shared equipment between bubbles such as whiteboards, keyboards and sewing machines etc	<p>L</p> <p>M</p> <p>L</p>	<p>Use bacterial wipes to clean equipment shared between bubbles, before and after use.</p> <p>Staff provided with their own pack of whiteboard pens and a rubber.</p> <p>Student packs of stationery purchased to limit sharing and families briefed on extra equipment.</p> <p>Check that all non-essential resources have been removed from classrooms</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places</p>	EWG	01.09.20	<p>L</p> <p>M</p> <p>L</p>

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	<p>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>	Exercise books handled by teachers and students within 48hr window		<p>visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Tissues in each classroom, with bags to 'Catch It, Bin It, Kill It'. Checking mechanism to ensure they are in there each day.</p> <p>Feedback timetable in place for all teachers to ensure 48hr window is possible.</p>			<p>L</p> <p>L</p>																																			
5e	Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks. 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 <a href="#">COVID-19: cleaning of non-healthcare settings</a>	Wet weather arrangements	H	<p>Brief all students at the start of the year to ensure that they understand the importance of zoning.</p> <p>School zoned into 6 separate social spaces for specific year groups:</p> <p>Arrangements for Social Time – Zones &amp; Toilets</p> <table><tr><th>Year Group</th><th>Break 1 Zone</th><th>Break 1 Toilets &amp; Handwashing</th><th>Break 2 Zone</th><th>Break 2 Toilets &amp; Handwashing</th></tr><tr><td>7</td><td>Dining Hall &amp; Terrace</td><td>Staff toilets</td><td>Y7 Courtyard &amp; Front</td><td>Premises</td></tr><tr><td>8</td><td>Main School Hall &amp; 1/3 Ampitheatre and lower 2 steps</td><td>DT corridor</td><td>MUGA &amp; Science Pond</td><td>PE</td></tr><tr><td>9</td><td>MUGA</td><td>PE</td><td>Dining Hall &amp; Terrace</td><td>Staff toilet</td></tr><tr><td>10</td><td>Y7 Courtyard &amp; Front</td><td>Premises</td><td>Main School Hall &amp; 1/3 Ampitheatre and lower 2 steps</td><td>DT</td></tr><tr><td>11</td><td>Ampitheatre and Side</td><td>Science</td><td>Ampitheatre &amp; Side</td><td>Science</td></tr><tr><td>Sixth Form</td><td>Common Room</td><td>Sixth Form</td><td>Common Room</td><td>Sixth Form</td></tr></table>	Year Group	Break 1 Zone	Break 1 Toilets & Handwashing	Break 2 Zone	Break 2 Toilets & Handwashing	7	Dining Hall & Terrace	Staff toilets	Y7 Courtyard & Front	Premises	8	Main School Hall & 1/3 Ampitheatre and lower 2 steps	DT corridor	MUGA & Science Pond	PE	9	MUGA	PE	Dining Hall & Terrace	Staff toilet	10	Y7 Courtyard & Front	Premises	Main School Hall & 1/3 Ampitheatre and lower 2 steps	DT	11	Ampitheatre and Side	Science	Ampitheatre & Side	Science	Sixth Form	Common Room	Sixth Form	Common Room	Sixth Form	DGG	3.9.20	M
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				<div>Arrangements for Wet Weather Social Time – Zones &amp; To</div> <table><tr><th>Year Group</th><th>Break 1 Zone</th><th>Break 1 Toilets &amp; Handwashing</th><th>Break 2 Zone</th><th>Break 2 Toilets Handwashing</th></tr><tr><td>7</td><td>Dining Hall &amp; Terrace</td><td>Staff toilets</td><td>Y7 Courtyard &amp; Front Library + Chairs in carpeted corridor + Front Marquee</td><td>Premises</td></tr><tr><td>8</td><td>Main School Hall &amp; 1/3 Amphitheatre and lower 2-steps</td><td>DT corridor</td><td>MUGA &amp; Science Pond Sports Hall</td><td>PE</td></tr><tr><td>9</td><td>MUGA Sports Hall</td><td>PE</td><td>Dining Hall &amp; Terrace</td><td>Staff toilets</td></tr><tr><td>10</td><td>Y7 Courtyard &amp; Front Library + Chairs in carpeted corridor + Front Marquee</td><td>Premises</td><td>Main School Hall &amp; 1/3 Amphitheatre and lower 2-steps</td><td>DT</td></tr><tr><td>11</td><td>Amphitheatre and Side + Side Marquee</td><td>Science</td><td>Amphitheatre &amp; Side + Side Marquee</td><td>Science</td></tr><tr><td>Sixth Form</td><td>Common Room</td><td>Sixth Form</td><td>Common Room</td><td>Sixth Form</td></tr></table> <div>Duty rota in place to ensure the integrity of each zone. Clear staff protocols for each duty spot, and toilet areas.</div> <div>Section off areas out of zones with barriers</div>	Year Group	Break 1 Zone	Break 1 Toilets & Handwashing	Break 2 Zone	Break 2 Toilets Handwashing	7	Dining Hall & Terrace	Staff toilets	Y7 Courtyard & Front Library + Chairs in carpeted corridor + Front Marquee	Premises	8	Main School Hall & 1/3 Amphitheatre and lower 2-steps	DT corridor	MUGA & Science Pond Sports Hall	PE	9	MUGA Sports Hall	PE	Dining Hall & Terrace	Staff toilets	10	Y7 Courtyard & Front Library + Chairs in carpeted corridor + Front Marquee	Premises	Main School Hall & 1/3 Amphitheatre and lower 2-steps	DT	11	Amphitheatre and Side + Side Marquee	Science	Amphitheatre & Side + Side Marquee	Science	Sixth Form	Common Room	Sixth Form	Common Room	Sixth Form			
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5f	Ventilation measures identified in each room. Air conditioning use assessed and used in line with HSE guidance: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> Fire doors should <b>not</b> be propped open- longer term, automatic close fire doors could be considered.		H	<div>The air conditioning has been turned off as it does not have a fresh air function.</div> <div>Rooms have been assessed for suitability with ventilation available, looking at size of room, number of windows and how far they open.</div> <div>Automatic fire doors will remain open and manual fire doors will remain closed.</div> <div>Ed Farrelley (EF - Health &amp; Safety Advisor for Schools for Lewisham Council) has agreed that we can create a cross ventilation between classrooms to increase ventilation in classrooms with limited ventilation.</div>	CFH	Ongoing	M																																			

6. Staffing

## 6. Staffing

	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)
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.	Staff moving classrooms where possible, to reduce student movement – puts pressure on teachers.	H	Staff moving between bubbles – in line with DfE guidance for secondary schools.  Duty rota ensures adequate supervision in place during social time to maintain integrity of year group bubbles.  Staff wash/sterilise hands when moving between classrooms.  Provide a briefing for Cover staff on our Covid arrangements so that they can consistently follow our arrangements.  Staff, who requested one, were issued with a trolley to facilitate the moving of items between lessons.	DGG GPY  JEL (Cover)	03.09.20	M
6b	Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities. Coronavirus - taking in to account underlying health conditions, 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.		M	Individual Risks Assessments have been completed. All staff have filled out the Lewisham pro forma indicating any additional needs –or otherwise. This process has been followed up with individual phone calls, meetings, emails to all those staff members who were in a vulnerable category as in 6b. Further contact will be made with identified colleagues before the start of the Autumn term, largely those who have been shielding or have other serious underlying conditions. Measures have been discussed and required activities mediated in order to ensure that these colleagues can be effectively supported to keep safe whilst carrying out their required duties. Any agreed modifications to work schedules will be kept	GLE	03.09.20	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)
				under active review by the Head of HR and the Headteacher. Please see above. Meetings between the Head of HR and the HT have ensured that identified staff have been met with and individually supported as necessary.			
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.		H	<p>See above. In addition, formerly shielding staff were encouraged to come onto the school site during the holidays in order to familiarise themselves with the new arrangements put in place by the school to keep staff and students safe.</p> <p>The shielding category has not been reinstituted during the second national 'lockdown'. However, by individual agreement, some staff who are 'extremely clinically vulnerable' are working from home until 2.12.20 when the 'lockdown' is due to end.</p>	GLE	01.09.20	L
6d	Approach to staff absence reporting and recording in place. All staff aware.		L	Reminder to be put into Bulletin for week ending 04/09/2020	ACO	01.09.20	L
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.		H	<p>ACO will liaise with GLE on a daily basis regarding absence and implications for cover for all staff.</p> <p>The intention is not to use external cover staff in the event of staff absence. We have a Cover Supervisor who will continue to cover for absent staff.</p>	ACO GLE	Ongoing	H

	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)
6f	<p>Assess transport arrangements for all staff and parking arrangements as required.</p> <p>Check LBL parking restrictions &amp; inform staff  <a href="https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs">https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs</a></p> <p><u>Coronavirus (COVID-19): safer travel guidance for passengers</u> shared with all staff.</p> <p>Consideration of arrival times to encourage walking and cycling to work.</p>		M	<p>Staff were surveyed before summer. 18 will cycle to school. 11 said they would cycle/run and needed changing facilities. 5 need shower facilities. Resurvey on first two days to see if situation changed.</p> <p>Open two student changing rooms until 8am for staff as overflow.</p> <p>Allocate student lockers to staff to ensure that staff can store cycle/running kit safely and not leave open in changing rooms.</p> <p>Cycle to work scheme details circulated to staff.</p> <p>Free parking available on nearby roads if over-flow is needed.</p>	DGG	5.9.20	L
6g	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.</p>		L	<p>Staff to be advised that it is safer if they are able to wash or quarantine their clothing for 72 hours- we should delete this as it is no longer relevant</p>	DGG/GLE	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)
				To facilitate this, flexibility will be allowed on the wearing of jackets and ties which will remain optional and kept under review. Staff will continue to be required to dress smartly nevertheless.			
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.		L	All meetings need to take place remotely including the vast majority of CPD.	EWG	05.11.20	L
6i	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.						
6j	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.		M	This requirement will be built into HR processes moving forwards.  If redeployment needs to be considered as an option, this will be carefully implemented and kept under constant review. Staff duties may be modified if this supports them in carrying out their core activities effectively and if the school has the capacity to do so. Where and when possible, staff have been supported to work flexibly from home. This has been agreed to as long as there has been no impact on direct teaching or safe staffing levels in the school.	GLE	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)
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>		M	<p>Whole staff training on supporting student wellbeing in September included KCSIE 2020. All Pastoral leaders completed additional training from the Mental Health Support Team and online Bereavement training from the Child Bereavement Service to further support students.</p> <p>Staff are aware of available support and advice for schools and students available from LBL including the Educational Psychology service, Kooth, Mental Health Support Team and internal support from Learning Mentors and Inclusion.</p> <p>Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support: <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a>) and have been signposted to staff support sessions from the Mental Health Support Team and the Educational Support Partnership helpline. Staff are encouraged to discuss any difficulties with HR and have been actively supported with their wellbeing by the HR team.</p>	EQY	17.08.20	M
6l	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of limited number of self-testing kits.</p>		M	<p>All staff had plans for reopening shared using Microsoft Sway in w/c 13/7/20. (See <a href="#">internal link</a>). Video presentations sharing details of all the plans for how we would operate in September included:</p> <ul style="list-style-type: none"> <li>Risk Assessment Implementation: Hygiene, Reducing Adult to Adult Transmission, working on site and staff wellbeing</li> </ul> <p>Staff with symptoms of Covid-19 advised to:</p>	EWG	03.09.20	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)
				<ul style="list-style-type: none"> <li>stay at home and self-isolate</li> <li>call Allison Costello to alert us</li> <li>get a test as soon as possible</li> </ul> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p>			
6m	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	<p>ACO will send the Individual Risk Assessment to all new starters' week: 17/08/2020 for completion by 02/09/2020</p> <p>All new teaching staff have undergone a one day remote induction day in July.</p>	ACO EWG	03.09.20	L
6n	Return to school procedures are clear for all staff.	Communication with staff when off site.	M	<p>Microsoft Sway with details of reopening plans shared with staff in w/c 13/7/20. (See <a href="#">internal link</a>). Video presentations sharing details of all the plans for how we would operate in September included:</p> <ul style="list-style-type: none"> <li>The Curriculum, Timetable, Roomings, Teaching and Learning</li> <li>Structure of the day, break arrangements, lunch and behaviour systems</li> <li>Risk Assessment Implementation: Hygiene, Reducing Adult to Adult Transmission, working on site and staff wellbeing</li> <li>Working with Teaching Assistants</li> <li>Student Experience: Extra Curricular Activities</li> <li>Trips</li> <li>Inclusion Support</li> <li>Adaptations to the 2020-21 Calendar</li> </ul>	DGG	03.09.20	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>At the end of this, staff posted questions via a Microsoft Form. We received 59 questions from staff. All of these questions were addressed through an online Teams Live Question and Answer session held at 1.30pm on <b>Thursday 16th July</b>.</p> <p>CPD days on the first two days back include briefings on protocols and walk throughs led by SLT.</p> <p>Clear guidance on duty rota for protocols in each zone.</p>			
6o	Arrangements to return any furloughed staff in place.			NA	NA		
6p	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			Completed.	ACO		
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.			HR cases on going, meetings will commence from week: 07/09/2020.	ACO		
6r	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Unless an essential visit – all meetings remote.</p> <p>Useful contacts for parents to help reduce parents on site.</p>	CFH		

	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)
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.		M	Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which do not breach bubbles, maintain distancing, all equipment stringently cleaned.  DGG liaise with Football Beyond Borders and Debate Mate on procedures.  Update arrangements in line with DfE guidance for November 2020.	ACO DGG	10.09.20	L
<b>7. Group Sizes</b>							
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.	Option subjects in Y9-13 + lunch arrangements mean bubbles need to be 240	M	In line with DfE guidance, bubbles are year group in size. Y7-8 non-specialist lessons based in same tutor group base room. Y7-10 + sixth form tutor groups zoned into particular areas of the school. <b>Zoning:</b> Year 7: Mostly taught on the ground floor Edwardian Building Year 8: Mostly taught on the first floor Edwardian Building Year 9: Largely taught on the second floor Stem Building Year 10 and Year 11: More movement Year 12 and Year 13: Mostly taught on the 3 <sup>rd</sup> Floor 6 specific zones of the school identified for social time to keep bubbles separate (see above) Clear protocols for escorting students to and from social zones (in single file, in silence) to limit crowded corridors and contact between bubbles. 6 <sup>th</sup> Form students will stay in classrooms or use the common room or terrace space (including marquee) if they are remaining on site after break or lunch time.	GPY DGG	01.08.20	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)
				Students will not use the common room or study during non contact study periods unless they have pre booked a study space. Bespoke arrangements for staff and students when there are single lessons.			
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.		M	See 6a  Staff moving between bubbles – in line with DfE guidance for secondary schools.  Duty rota ensures adequate supervision in place during social time to maintain integrity of year group bubbles.  Staff wash hands/sanitise when moving between classrooms.	DGG GPY	Complete	M
<b>8. Social Distancing</b>							
8a	Arrangements for social distancing in place to defined: <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices.</li> <li>Parents/carers drop off at school gate - no entry.</li> <li>Staggered or limited amounts of moving around the school/ corridors, one way systems where possible.</li> </ul>	Secondary school curriculum means multiple teachers	H	See 7a and 5b Staggered start for the school day and end of the school day. Use of three entry and exit gates rather than one. Line up arrangements for each year group in separate parts of the school – led by YLC for each year group and supported by SLT. Y7-10 + sixth form tutor groups zoned into particular areas of the school. Y7-8 non-specialist lessons based in same tutor group base room. Before and after school rotas to support movement of students outside site. One way system in place around G building. Routes in place for other parts of the school.	DGG	3.9.20	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)
	<ul style="list-style-type: none"> <li>Classroom design.</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this.</li> <li>Markings in place for routes around school to minimise closer contact.</li> <li>Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble.</li> <li>Use of hand driers risk assessed. Paper towels and foot operated closed bin in place.</li> </ul>	and classrooms		<p>Staff escort students in single file &amp; silence between classrooms and social zones (and vice versa). Duty rota in place to enable higher than normal levels of supervision to prevent moving between social zones.</p> <p>Year group zones in place for break 1 &amp; 2</p> <p>Toilets allocated for year group bubbles. Regular cleaning (these need cleaning in P3-4)</p> <p>Face coverings to be worn in communal areas by staff and students.</p> <p>Limit on number of students in toilets at any one time – queuing mechanism.</p> <p>6<sup>th</sup> Form students will leave site when not in lessons unless they are booked in to one of the study spaces in the study or common room.</p> <p>If 6<sup>th</sup> form students need to remain on site during break or lunch then they will use the common room, the terrace and marquee or they may remain in classrooms on the 3<sup>rd</sup> floor. During lunch time students who want to purchase lunch or have free school meals will be able to do so in a staggered fashion from the common room</p> <p>Face coverings to be worn in communal areas where social distance cannot be guaranteed. This includes the study and common room during break times and the corridors at all times</p>			
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.		High	<p>See 2c - exit and entry routes and staggering start and end of day</p> <p>8c – approach to breaching social distancing</p> <p>Before and after school rotas to support social distancing outside site.</p>	DGG	3.9.20	Medium

	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)
				Students escorted off site by P5 teachers (Y7-9) or tutors (Y10-11). Separate exit gates for each homeward direction, to maintain flow and reduce congestion by bus stops. Clear bus stop queuing system to maintain social distancing when year group bubbles merge. Liaison with Safer Schools Team to provide support in Forest Hill.			
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate).	Some students with SEND. Students with higher level of behaviour points.  Maintaining behaviour during wet weather.	High	Hand washing and cleaning (if needed) in instances where there has been a significant breach of expectations.  Revised Behaviour Policy – students immediately removed from lessons if demonstrate unsafe behaviours re: Covid. Shared with staff in briefing session on July 16 <sup>th</sup> .  Clear Covid-Safe code of conduct and revised home school agreement shared with parents in <u>letter from GLE</u> on July 17 <sup>th</sup> . Contact details of Deputy Headteacher provided if parents didn't agree with it.  Centralised year group detention system in place staffed by year teams.  Intex re-roomed to provide additional space if students have breached guidelines.  Amendments to exclusion category (C4) to include serious breach of Covid-safe behaviours.  Duty rota devised to ensure strong staff presence around the school.	DGG	3.9.20	Medium

	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>Brief On Call about the arrangements for removing a student (include locations for students to be moved to that are within a year group bubble/by senior/middle leader offices where supervised)</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations linked to IEP.</p>															
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Assemblies cancelled due to lay out of MSH	L	Assemblies are currently cancelled due to the lay out of the MSH for dining space. Run assemblies remotely via videos provided by staff on the rota.	DGG	Complete	Low												
8e	Social distancing plans communicated with parents, including approach to breaches.	Families who do not check messages from school	M	<p>Clear Covid-Safe code of conduct and revised home school agreement shared with parents in <u>letter from GLE</u> on July 17<sup>th</sup>. Contact details of Deputy Headteacher provided if parents didn't agree with it.</p> <p>A student friendly <u>Loom video</u>, with details of the reopening plans, was also sent out to parents.</p> <p>Remote Parents' Q&amp;A sessions scheduled for September.</p> <table><tr><th>Year Group</th><th>Time and Date of Q&amp;A Session</th><th>Microsoft Teams Invite Link</th></tr><tr><td>7</td><td>6.45pm-7.30pm Wednesday 2<sup>nd</sup> September</td><td><a href="#">Year 7 Parent Q&amp;A</a></td></tr><tr><td>8-9</td><td>5pm-5.45pm Thursday 3<sup>rd</sup> September</td><td><a href="#">Year 8 &amp; 9 Parent Q&amp;A</a></td></tr><tr><td>10-11</td><td>5.30-6.15pm Wednesday 2<sup>nd</sup> September</td><td><a href="#">Year 10-11 Parent Q&amp;A</a></td></tr></table>	Year Group	Time and Date of Q&A Session	Microsoft Teams Invite Link	7	6.45pm-7.30pm Wednesday 2 <sup>nd</sup> September	<a href="#">Year 7 Parent Q&amp;A</a>	8-9	5pm-5.45pm Thursday 3 <sup>rd</sup> September	<a href="#">Year 8 &amp; 9 Parent Q&amp;A</a>	10-11	5.30-6.15pm Wednesday 2 <sup>nd</sup> September	<a href="#">Year 10-11 Parent Q&amp;A</a>	DGG	Complete	Low
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8f	Arrangements in place for the use of the playground, including equipment. <i>NB: outdoor equipment should not</i>	Cleaning benches outside	M	See 5e	DGG	3.9.20	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)
	<i>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>						
8g	Social distancing arrangements for use of staff areas in place and shared spaces.		M	Clear signage with maximum capacity on offices/shared spaces. Office protocols signs in place. Offices re-roomed to support social distancing.	CFH	4.9.20	L
<b>9. Transport</b>							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> to be shared with parents and CYP as age appropriate.		M	Advice about safe travel to school shared with parents in <a href="#">letter from GLE</a> on July 17 <sup>th</sup> . Reiterate in letter later in school holidays.	DGG	03.9.20	L
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.		M	DGG has contacted Stagecoach about dedicated 122. Maintaining dedicated 122 at 3.20pm. Staggered ending of the day will mean that students in different year groups can use bus before and after this (bus is on a high frequency route).	DGG	03.09.20	L
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.		M	Staff on bus queues outside school. Students asked to put on mask/show mask whilst in queue. Emergency supply of masks available via Reception – charge via Parent Pay Guidance for pupils on use of masks given out on first day.	DGG	03.9.20	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)																					
				DGG has contacted Ruth Griffiths and Aaron King to request support from the Safer Schools officers for the bus stops in Forest Hill.																								
10. Catering																												
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		H	<div>See 5e for locations and wet weather arrangements</div> <table><tr><th>Year Group</th><th>Break 1 - 10.50am-11.25am</th><th>Break 2 - 1.05pm-1.40pm</th></tr><tr><td>7</td><td>Eating lunch (purchased from Olive or packed lunch)</td><td>Snacks available to purchase from Olive students can bring own snacks.</td></tr><tr><td>8</td><td>Eating lunch (purchased from Olive or packed lunch)</td><td>Snacks available to purchase from Olive students can bring own snacks.</td></tr><tr><td>9</td><td>Snacks available to purchase from Olive or students can bring own snacks.</td><td>Eating lunch (purchased from Olive or packed lunch)</td></tr><tr><td>10</td><td>Snacks available to purchase from Olive or students can bring own snacks.</td><td>Eating lunch (purchased from Olive or packed lunch)</td></tr><tr><td>11</td><td>Snacks available to purchase from Olive or students can bring own snacks.</td><td>Eating lunch (purchased from Olive or packed lunch)</td></tr><tr><td>Sixth Form</td><td></td><td>Eating lunch (purchased from Olive or packed lunch/lunch purchased off site)</td></tr></table> <div>Dividers between lunch tables to reduce risk of face to face transition. Provide spill over seating on Ampitheatre steps and Terrace to reduce volume of students in MSH and DH. Food arrangements made with Olive and arrangements for cutlery and disposal of food. 6<sup>th</sup> form students will only remain on site for break and lunch if they have lessons afterwards. Students who have lessons after break or lunch can either go off site or can spend the break or lunch in the common room, the terrace (including the marquee) or classrooms on the 3<sup>rd</sup> floor. Only students who have booked a study space will be able to use the study or common room during non contact study periods.</div>	Year Group	Break 1 - 10.50am-11.25am	Break 2 - 1.05pm-1.40pm	7	Eating lunch (purchased from Olive or packed lunch)	Snacks available to purchase from Olive students can bring own snacks.	8	Eating lunch (purchased from Olive or packed lunch)	Snacks available to purchase from Olive students can bring own snacks.	9	Snacks available to purchase from Olive or students can bring own snacks.	Eating lunch (purchased from Olive or packed lunch)	10	Snacks available to purchase from Olive or students can bring own snacks.	Eating lunch (purchased from Olive or packed lunch)	11	Snacks available to purchase from Olive or students can bring own snacks.	Eating lunch (purchased from Olive or packed lunch)	Sixth Form		Eating lunch (purchased from Olive or packed lunch/lunch purchased off site)	DGG JEL CFH	03.9.20	M
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	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 outside seating for lunch behind Sports Hall and by Science Pond. Provide timetable of indoor seating for when wet weather.			
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.	Wet weather arrangements	H	See 5e and 10a Cleaning arrangements in place to clean eating areas during P3-4 All students sanitise when leaving classrooms. Students using IT rooms will sanitise when entering the class and also when leaving. Hand sanitiser available during queues and when using biometric finger print. One way systems in eating spaces and clear queuing systems. Student walk throughs in place on Induction Days to ensure they understand the protocols.	DGG JEL	03.9.20	M
10c	Arrangements for food deliveries in place.		L	See above for deliveries – signs on doors.	CFH	Complete	L
<b>11. PPE</b>							
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.	Staff lack of knowledge in when and how to use PPE.	M	Public health training videos shared with all staff. The school has purchased ample supplies of PPE to include gloves, hand sanitiser and disposable sacks for tissues which act as a double barrier.  Staff have been issued with reusable face masks, or are wearing their own, there is a PPE box in each classroom that contain the PPE for that room. These boxes are checked each morning. Should these need refilling during the day the member of staff can contact Premises who will restock.	GLE	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)
				<p>There is an allocated area for anyone who needs First Aid</p> <p>All First Aiders have been given enhanced PPE, additional training and a full and portable PPE kit in the case of need. Those who are displaying symptoms of suspected Covid-19 go to allocated area at base of external lift.</p> <p>Train students on the use of face coverings in indication. Face coverings to be used in communal areas.</p>			
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.		M	These are in place for all students with an EHCP and will be kept updated accordingly.	GLE	Ongoing	L
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?		L	We have senior staff supervising entrances with named staff responsible for assessing students who may be showing Covid-19 symptoms. Staff are able to wear facial coverings if they wish.	GLE	Ongoing	L
<b>12. Response to suspected/ confirmed case of COVID19 in school</b>							
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		M	<p>Notices at all entrants visible to visitors.</p> <p>All visits will be restricted except those that are absolutely necessary. This means suspending parent and carer visits for:</p> <ul style="list-style-type: none"> <li>• new admissions,</li> <li>• settling-in children new to the setting</li> <li>• attending organised performances</li> </ul>	EWG	05.11.20	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)
	anyone in the house is displaying symptoms.			Communicate regularly with parents, reminding them that they must inform the school if anyone in their household is displaying symptoms.			
12b	<p>Approach to adults/children displaying COVID19 symptoms cases in place - during school day:</p> <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19.</li> <li>Consideration of any pupils with heightened COVID19 vulnerability.</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated.</li> <li>Cleaning procedure in place.</li> <li>Arrangements for informing parent community in place.</li> <li>Emergency PPE available where 2m distance cannot be maintained.</li> </ul>		M	<p>Emergency PPE available in all classrooms to be used only when 2m distance cannot be maintained.</p> <p>SLT immediately informed of any staff/students displaying COVID19 symptoms during the school day.</p> <p>Staff to be sent home, advised to self - isolate and get a COVID19 test immediately. SLT member to inform ACO. Staff member to communicate directly with ACO daily, during absence period, providing confirmation of their COVID19 test results.</p> <p>Students identified displaying symptoms should be reported to SLT/on-call who will then collect them and take them to the space outside ACO's office next to the lift</p> <p>SLT to:</p> <ul style="list-style-type: none"> <li>contact home and arrange for the student to be collected (advise immediate COVID test).</li> <li>communicate with CFN to arrange for cleaning of all areas occupied by that student.</li> <li>consider any pupils with heightened COVID19 vulnerability that may have had contact with the adult or student and inform parents</li> <li>contact the local health protection team for definitive advice on who must be sent home</li> </ul>	EWG	03.09.20	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)
				<ul style="list-style-type: none"> <li>keep a record of students and staff in each group, and any close contact that takes places between students and staff in different groups</li> <li>contact the local health protection team for definitive advice if there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected</li> </ul>			
12c	<p>Approach to confirmed COVID19 cases in place - outside of school hours:</p> <ul style="list-style-type: none"> <li>Identified children/adults/bubbles/contacts advised on necessary action.</li> <li>Staff with heightened vulnerability considered and advised of necessary action.</li> <li>Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible.</li> <li>Cleaning procedure in place.</li> <li>Arrangements for informing parent community in place.</li> </ul>		M	<p>The following message has been linked in the standardised reply to the <a href="mailto:info@sydenham.lewisham.sch.uk">info@sydenham.lewisham.sch.uk</a> email address:</p> <p><i>If you are contacting us regarding a positive test for Covid-19, please email <a href="mailto:covid@sydenham.lewisham.sch.uk">covid@sydenham.lewisham.sch.uk</a>, and copy in Ms Gostling (<a href="mailto:d.gostling@sydenham.lewisham.sch.uk">d.gostling@sydenham.lewisham.sch.uk</a>) and Ms Wijnberg (<a href="mailto:e.wijnberg@sydenham.lewisham.sch.uk">e.wijnberg@sydenham.lewisham.sch.uk</a>)</i></p> <p>Parents have been made aware that they should contact the school via <a href="mailto:Covid@sydenham.lewisham.sch.uk">Covid@sydenham.lewisham.sch.uk</a> and ring reception if they wish to report a positive case.</p> <p>SLT to:</p> <ol style="list-style-type: none"> <li>Contact home and obtain the date of the start of the symptoms/positive test result and ask for a copy of the positive test result to be emailed directly to the member of SLT dealing with the case.</li> </ol>	EWG	05.11.20	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)
				2. Identify <b>direct</b> and <b>proximity</b> contacts with the positive case and complete the <a href="#">Contact Form</a> identifying the exact dates for self-isolation and the return to school date. 3. Call the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case – confirming the exact dates for all contacts to self-isolate and their return to school dates. 4. Generate letters for contacts using templates in Business Continuity folder on Teams and email contacts 5. Inform local Public Health Team – email <a href="mailto:publichealth@lewisham.gov.uk">publichealth@lewisham.gov.uk</a>			
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>		M	School has been registered to take part in the Test and Trace system and will use the system accordingly referring to Lewisham PH and public health guidance.	EWG	03.09.20	M
<b>13. Pupil Re-orientation - back into school after a period of closure/ being at home</b>							
113	Approach and expectations around school uniform determined and communicated with parents.		M	Extract from letter to parents 17.7.20: <b>The uniform and equipment that every Year 7-11 student will need</b> Every student will need to wear the full Sydenham School Uniform from September. This includes blazer for students in Years 7 to 10.  Students are expected to wear the full Sydenham PE kit for the days when they have PE or Dance. help reduce the risk of Covid-19, we are asking students to wear their PE kit to school on the days they have PE and Dance (and to remain in that kit throughout the day). This will also help reduce weight of bags, which is important as student lockers will not be in use.  Second hand uniform sale run before holidays.	DGG	Complete	L
13c	Changes to the school day/timetables shared with parents.		M	Extract from letter to parents 17.7.20:	DGG	Complete	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>From September the timings of the school day will differ depending on the year group as follows:</p> <table><tr><th>Year Group</th><th>Arrival Time</th><th>Departure Time</th></tr><tr><td>7</td><td>8.40am On Site 8.50am Register</td><td>3.10pm</td></tr><tr><td>8</td><td>8.40am On Site 8.50am Register</td><td>3.00pm</td></tr><tr><td>9</td><td>8.40am On Site 8.50am Register</td><td>3.20pm</td></tr><tr><td>10</td><td>9.00am On Site 9.10am Register in Period 1 lesson</td><td>3.40pm</td></tr><tr><td>11</td><td>9.00am On Site 9.10am Register in Period 1 lesson</td><td>3.40pm</td></tr><tr><td>Sixth Form</td><td>8.40am On Site 8.50am Register</td><td>3.20pm</td></tr></table> <p>At the start of September we will write to students with details of each gate that they will enter the school site through.</p> <p>To maintain year group 'bubbles', all students will be required to line up in silence in their tutor group before being taken into school.</p> <p>Unfortunately, students will not be able to come on site for breakfast at 8am as they have in previous years. We will review this decision on a regular basis and inform you if this is able to be changed at any point.</p>	Year Group	Arrival Time	Departure Time	7	8.40am On Site 8.50am Register	3.10pm	8	8.40am On Site 8.50am Register	3.00pm	9	8.40am On Site 8.50am Register	3.20pm	10	9.00am On Site 9.10am Register in Period 1 lesson	3.40pm	11	9.00am On Site 9.10am Register in Period 1 lesson	3.40pm	Sixth Form	8.40am On Site 8.50am Register	3.20pm			
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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.		L	Instructions for water bottles included in letter from GLE and student-friendly Loom on 17.7.20. Reiterate in reminder at end of holidays.	DGG	Complete	L																					
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.	M		Plans in place (communicated to parents in letter dated 17.7.20): <ul style="list-style-type: none"><li>The use of tutor time to clarify arrangements in place at school in response to Covid-19 and explain why they are needed so that students feel reassured</li></ul>	EQY	Autumn term 2020	L																					

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	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.			<ul style="list-style-type: none"> <li>All Year Groups will have discussion time in their first PSHE lesson in the Autumn term to give students a space to share their feeling about Covid-19</li> <li>All the Pastoral Team have completed training led by the Mental Health Support Team which is part of CAMHS on supporting student wellbeing upon their return to school. This has included being mindful about how Covid-19 has had a greater impact on the mental health of BAME students according to research.</li> <li>An additional Learning Mentor to work more directly with students</li> <li>Continuing to work with specialised external professionals where possible such as the art therapist, Educational Psychologist, Youth Coach and counselling.</li> </ul>			
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	M		<b>See above and 6K</b>	EQY		M
13g	Re-orientation support for school leavers is developed.			School leavers supported in transitioning to their chosen destinations and also with any resits of exams appeals	GPY EWG	Ongoing	M
13h	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>Financial.</li> </ul>	H		Maintain regular contact with all vulnerable students collecting detailed information through YLCs and Inclusion Team, in order to respond quickly to the changing circumstances of families.	EQY EWG	Ongoing	H

	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"> <li>Increased FSM eligibility.</li> <li>Referrals to social care and other support.</li> <li>PPG/ vulnerable groups.</li> </ul>			<p>Attendance and Welfare Co-ordinator to continue to liaise with families and support with uniform, sanitary products and FSM applications.</p> <p>Additional Learning Mentor appointed to add capacity as a Key Professional for Social Care cases.</p>			
<b>14. Remote education contingency plan</b>							
14a	Contingency plans for remote learning offer is are in place. Pupils with technology/access issues identified. Offer takes this in to account	Bubble needs to self-isolate because of a positive case of COVID19.		Remote learning contingency available and ready to be 'switched-on' when needed via MS Teams and Show My Homework.	GPY		
<b>15. Transition - into new year group - What will need to be different this year because of COVID19?</b>							
15a	Online/ website support for families and young people around transition.		M	<p>Year 7 Online Induction Event held in July, including a parent Q&amp;A session, student induction video and parent information Sway. Remote Zoom one to one induction sessions held.</p> <p><a href="https://www.sydenham.lewisham.sch.uk/information/admissions/virtual-induction-day-2020">https://www.sydenham.lewisham.sch.uk/information/admissions/virtual-induction-day-2020</a></p> <p>Additional parents' induction Q&amp;A sessions scheduled for each year group in September.</p> <p>In Year Admission Induction Sway created.</p> <p>Pathways to Year 12 projects created</p> <p>Y12 Parents meeting scheduled for September</p> <p>Futures Week resources on Teams</p> <p>Virtual parents meeting held re UCAS on zoom and loom created and shared</p> <p>Y13 tutorial programme updated re Transtion</p> <p>SFH6 Open Evening held as a virtual event on 11<sup>th</sup> November</p>	JEL and DGG (GPY KS5)	Complete	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)
15c	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> <li>• EY to Primary.</li> <li>• Primary to Secondary.</li> <li>• Vulnerable children.</li> <li>• Children with SEND.</li> <li>• Physical and sensory needs, including adaptations, equipment etc. (lead in times).</li> <li>• Post 16.</li> <li>• School Leavers.</li> </ul>		M	<p>See above for Online Induction Event</p> <p>Vulnerable learners attending a day early for transition.</p> <p>Individual support for SEND students coordinated by SENCO</p> <p>Change of start of term dates so that Year 7 and Year 12 start a day earlier than any other year group.</p> <p>July support for students with history of persistent absence.</p> <p>July one-to-one meetings held to support students who had found it most hard to engage with remote learning.</p> <p>Year 12 enrolment one-to-one sessions scheduled for Friday after GCSE results to support those who have missed grades.</p> <p>Year 12 Induction day scheduled for 4<sup>th</sup> September</p> <p>Pathways to Year 12 projects created</p> <p>Y12 Parents meeting scheduled for September</p>	DGG and JEL (GPY KS5)	Complete	L
<b>16. Safeguarding</b>							
16a	<p>Consideration given to any student who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.</p>	<p>Student previously deemed to be safer at home and family are anxious about returning to school.</p>	M	<p>Review the student's EHCP risk assessment to identify any support or arrangements needed for their return to school. All EHCP students have had annual reviews with the SENCO and have been invited on site for a familiarisation session.</p> <p>TAS (Team Around the School) meetings for each year group were held in summer term 2020 to identify students who may require additional support to return to school. Support put in place included 1:1 meetings, with Inclusion staff, onsite familiarisation sessions and referrals to external agencies.</p>	EQY	Sept. 2020	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)
				Review of care plans by NHS and JSR to identify and support or arrangements needed for their return to school.			
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff training on KCSIE 2020 to include refresher on child protection procedures and support for student well being	EQY	Sept. 2020	L
16c	Updated Child Protection Policy in place.		L	Safeguarding and Child Protection Policy in place with a Covid 19 addendum	EQY	Complete	L
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.		M	All students with an open social care case have a Key Professional who have liaised extensively with their social worker and other agencies to support their return to school.	EQY	Complete	M
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.		L	Review IEPs where necessary to ensure they include protective measures.  Risk assessments are completed for students where their behaviour has required physical intervention by staff. The risk assessment will consider Covid 19 implications such as use of PPE where possible and hygiene measures to take after an incident if required.  PPE available in every classroom if a member of staff ever needs to come within 2m of a student to manage behaviour.	DGG EQY	Complete	L
<b>17. . Curriculum / learning environment</b>							
17a	Current learning plans, revised expectations and required adjustments have been considered.		Medium	Curriculum Leaders have been coordinating this at faculty level, with over-arching parameters from GPY.  Contingency plan in place for remote learning, supported by launch of Show My Homework.	GPY	Ongoing	Low

	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)
				CPD in place to support delivery of online learning			
17b	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated:</p> <ul style="list-style-type: none"> <li>• PE.</li> <li>• Practical science lessons.</li> <li>• DT/ FT.</li> </ul>		Medium	<p>Consult new guidance via this link:  <a href="#">Educational and Childcare Settings: New National Restrictions - 5/11/20</a></p> <p>Risk assessments to be completed, detailing the use of specialist equipment (including cleaning) for:</p> <ul style="list-style-type: none"> <li>• Art</li> <li>• Music</li> <li>• Dance</li> <li>• PE</li> <li>• Food Tech</li> <li>• DT</li> <li>• Computer Science</li> </ul> <p>PE work with sport governing body guidance.            CLEAPSS COVID risk assessment to be applied to all science practical work</p> <p>For November Lockdown follow ASCL and DfE guidance on extra-curricular activities.</p>	DGG EWG	05.11.20	Medium
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum.</li> <li>• Recognising 'non-curriculum' learning that has been done.</li> <li>• Capturing pupil achievements/ outcomes.</li> <li>• Utilising the DfE 'catch-up' funding and programmes.</li> </ul>		Low	<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support, including the deployment of TAs</p> <p>The curriculum has been adapted in all subjects, considering the following:</p> <ul style="list-style-type: none"> <li>• how to embed wellbeing into all lessons to support students with their reintegration back into full time school</li> </ul>	EWG	03.09.20	Low



	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"> <li>• non-curriculum learning and the skills that students have developed from practising these during lockdown</li> <li>• how to identify gaps using low stakes assessments to avoid overwhelming students</li> <li>• which key concepts need to be re-taught before proceeding with teaching new material</li> <li>• how to identify which students need further support beyond re-teaching in the form of 'catch-up' programmes (specifically new Y7 students and Y11 who have not engaged)</li> <li>• how to utilise catch-up funding and use it effectively to maximise impact of 'catch-up' programmes</li> <li>• how to celebrate achievements and outcomes frequently in all year groups to quickly build student confidence</li> </ul>			
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: <a href="#">Behaviour and Discipline in Schools guide</a></p> <p><a href="#">DfE behaviour and attendance checklist</a> completed.</p>		M	<p>Behaviour Policy has been reviewed and approved before end of summer term.</p> <p>New Code of Conduct and Home School Agreement has been shared with parents in July.</p> <p>Training for staff included in July briefing, and will be reinforced in September on CPD day.</p>	DGG	Complete	L
18. CYP with SEND							

	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)
18a	Approach to provision of the elements of the EHCP including health/therapies.		L	All EHCP provision to continue. As far as possible this will virtually, however if required visiting professionals can adhere to social distancing and the necessary hygiene protocols to support students	EQY	Complete	L
18b	Annual review plan in place.		L	All annual reviews for EHCP students completed by the SENCO in Summer Term 2020	EQY	Complete	L
18c	Requests for assessment plan in place.		L	Additional assessments to take place by internal staff where possible.  Assessment applications for external services continue to be completed by internal staff.	EQY	Complete	L
18d	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.		L	TAS (Team Around the School) meetings for each year group were held in summer term 2020 to identify students who may require additional support to return to school. Support put in place included 1:1 meetings, with Inclusion staff, onsite familiarisation sessions and referrals to external agencies.  Some individual students have also had a 1:1 to go through the updated student code of conduct to support them to understand the new rules. Use of social stories for identified students.	EQY	Complete	L
<b>19. Attendance</b>							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.		M	YLC and Inclusion staff have identified these students via the TAS meetings in the summer term. Students have been given support such as referrals to external agencies, 1:1 meetings and opportunities to come on site.	EQY	Complete	M
19b	Approach to support for parents where rates of PA were high before lockdown.		M	Attendance and Welfare Co-ordinator has called parents of PA students to discuss return to school	EQY	Complete	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)
				<p>arrangements and reassure regarding the protocols in place.</p> <p>YLC and Inclusion staff have met students with PA for 1:1s and for site familiarisation visits.</p>			
<b>20. Communication</b>							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared		Medium	<p>Microsoft Sway with details of reopening plans shared with staff in w/c 13/7/20. (See <a href="#">internal link</a>). Video presentations sharing details of all the plans for how we would operate in September included:</p> <ul style="list-style-type: none"> <li>• The Curriculum, Timetable, Roomings, Teaching and Learning</li> <li>• Structure of the day, break arrangements, lunch and behaviour systems</li> <li>• Risk Assessment Implementation: Hygiene, Reducing Adult to Adult Transmission, working on site and staff wellbeing</li> <li>• Working with Teaching Assistants</li> <li>• Student Experience: Extra Curricular Activities</li> <li>• Trips</li> <li>• Inclusion Support</li> <li>• Adaptations to the 2020-21 Calendar</li> </ul> <p>At the end of this, staff posted questions via a Microsoft Form. We received 59 questions from staff. All of these questions were addressed through an online Teams Live Question and Answer session held at 1.30pm on <b>Thursday 16th July</b>.</p>	DGG	<p>Pre-summer briefing complete</p> <p>CPD – 03.09.20</p>	Low

	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)
				CPD days on the first two days back include briefings on protocols and walk throughs led by SLT.			
20b	Governors consulted on full opening plans.		Low	Governors are kept up to date, including virtual meetings.	GLE	31.8.20	Low
20c	Union representatives consulted on full opening plans.		Low	Unions have been kept up to date about plans to reopen, including virtual meetings. School Leaders continue to work in partnership with the Unions.	GLE	31.8.20	Low
20d	Risk Assessment published on website, where more than 50 staff.			Complete	DGG	Complete	
20e	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> <li>• Plan for full opening.</li> <li>• Social distancing plan.</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning.</li> <li>• Attendance.</li> <li>• Uniform.</li> <li>• Transport.</li> <li>• Behaviour.</li> <li>• Test and trace.</li> <li>• Staggered start and end times.</li> <li>• Expectations when in school and at home (if self-isolating is necessary).</li> </ul>		Medium	<p>Letter to parents sent on 17<sup>th</sup> July, along with a Loom video for students. See this link for the letter: <a href="https://resources.finalsite.net/images/v1595003430/sydenhamlewishamschuk/gkr3fwvxoicny2krzdft/July17thLettertoFamiliesSeptemberreopening.pdf">https://resources.finalsite.net/images/v1595003430/sydenhamlewishamschuk/gkr3fwvxoicny2krzdft/July17thLettertoFamiliesSeptemberreopening.pdf</a></p> <ol style="list-style-type: none"> <li>1. The changes to timings of the day from September</li> <li>2. The changed dates for the return to the school site for different year groups</li> <li>3. The equipment and uniform that every student will need</li> <li>4. Advice about safe travel to school</li> <li>5. Catering arrangements</li> <li>6. How we will implement our Risk Assessment to help limit the risk of transmission (inc Test and trace, social distancing plan and hand hygiene)</li> <li>7. Plans for extra-curricular activities</li> <li>8. Attendance expectations</li> </ol>	DGG	Final week of August for second letter	Low

	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)
				9. Details of what you should do if your child or member of your household has Covid-symptoms 10. Details of the Covid-Safe Addition to the Student Code of Conduct and an addendum to the Home School Agreement 11. Helping students to understand how school will operate from September 12. How we will support wellbeing from September 13. The details of Parent Question & Answer sessions in September.  Additional letter will be sent to parents in the last week of the school holidays. Q&A sessions scheduled with parents for the start of September before each year group returns.			
20f	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable.</li> <li>• Social distancing arrangements, hand washing and other preventative measures.</li> <li>• Staggered start times.</li> <li>• Expectations for behaviour when in school and at home (if self-isolating is necessary).</li> <li>• Travelling to and from school safely.</li> </ul>		M	Loom video for students shared with parents to show their child on 17 <sup>th</sup> August 2020. <a href="https://sydenhamlewishamschuk.finalsite.com/about/information-for-parents-and-families">https://sydenhamlewishamschuk.finalsite.com/about/information-for-parents-and-families</a> This will be emailed to all students in the final week of August as a reminder.  Staggered start to the school year – with year groups starting on different days, so that each year group receives a full induction into the new arrangements on site.	DGG	Final week of August	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>The first day back for each year group will be as follows:</p> <table><tr><th>Date</th><th>8.40am arrival</th><th>11.45am arrival</th></tr><tr><td>Friday 4th September</td><td>Year 7</td><td>Year 12</td></tr><tr><td>Monday 7th September</td><td>Year 11 X side</td><td>Year 11 Y side</td></tr><tr><td>Tuesday 8th September</td><td>Year 13</td><td></td></tr><tr><td>Wednesday 9th September</td><td>Year 8 X side</td><td>Year 8 Y side</td></tr><tr><td>Thursday 10th September</td><td>Year 10 X side</td><td>Year 10 Y side</td></tr><tr><td>Friday 11th September</td><td>Year 9 X side</td><td>Year 9 Y side</td></tr></table>	Date	8.40am arrival	11.45am arrival	Friday 4th September	Year 7	Year 12	Monday 7th September	Year 11 X side	Year 11 Y side	Tuesday 8th September	Year 13		Wednesday 9th September	Year 8 X side	Year 8 Y side	Thursday 10th September	Year 10 X side	Year 10 Y side	Friday 11th September	Year 9 X side	Year 9 Y side			
Date	8.40am arrival	11.45am arrival																										
Friday 4th September	Year 7	Year 12																										
Monday 7th September	Year 11 X side	Year 11 Y side																										
Tuesday 8th September	Year 13																											
Wednesday 9th September	Year 8 X side	Year 8 Y side																										
Thursday 10th September	Year 10 X side	Year 10 Y side																										
Friday 11th September	Year 9 X side	Year 9 Y side																										
21. Governors/ Governance																												
21a	Meetings and decisions that need to be taken prioritised.		L	Virtual Governing Body meetings.	GLE	Ongoing	L																					
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.		L	See above. Governors have been communicated with and offer support to School Leaders as needed.  As above.	GLE	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)
21c	Governors prepared for start of school year (clerking, etc.).		L	We have a new Clerk in place who has been in post since the start of the summer term. The Clerk continues to offer strong support to the school.	GLE	Ongoing	L
<b>22. School events, including trips</b>							
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.	Adequacy of Teams Live Events technology for remote parents' events.	Medium	<p>Calendar has been revised and shared with staff through July Sway.</p> <p>Arrangements in place for online parents' briefing sessions rather than Face to Face Learning Journey Evenings. Will plan for online parents' evenings.</p> <p>In person Open Events cancelled – changed to online video. Consider running online briefing and Q&amp;A sessions for prospective parents.</p> <p>Weekly calendar of meetings amended to facilitate the smooth running of the school and enable people to 'set up' for the week on a Monday:  <b>Morning briefings</b> on line and be on Tuesdays rather than Mondays  <b>SLT meetings</b> will take place on Mondays rather than Tuesdays  <b>CL and YLC meeting</b> on line and take place on Tuesdays rather than Mondays  <b>Faculty and Year Team meetings</b> will take place (online) on Wednesdays as is currently the case.</p> <p>All residential trips either cancelled or under review (consider Biology residential in June).</p>	DGG JEL	Ongoing	DGG

	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>Trips being limited for the first half term to limit impact on cover. In longer term continue to follow DfE guidance (and check for updates). Guidance is currently:</p> <ul style="list-style-type: none"> <li>• Resume non-overnight domestic educational visits.</li> <li>• Make use of outdoor spaces in the local area to support delivery of the curriculum.</li> </ul> <p>Amend trips RA to consider wider health and safety advice where necessary on visiting indoor and outdoor venue.</p> <p>Parents Evenings shifted to online events.</p>			
<b>23. Finance</b>							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		M	Covid related costs are being tracked and claims submitted to DfE when required.	CFH	Ongoing	M
23b	Insurance claims, including visits/trips booked previously followed up.		M	Planned trips have been either rebooked or refunds applied for.	CFH	Complete	L
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• IT support.</li> <li>• Catering.</li> </ul>		M	Any changes have been agreed with contractors.	CFH	Complete	L
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		M	Regular discussions with schools Lewisham with regards to bulk purchases etc.	CFH	Ongoing	L
<b>24. Before and after school clubs</b>							



	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)
24a	Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles.		M	<p>DfE advice via DfE Helpline sought by CL Performing Arts on 9.11.20 re: continuation of clubs. Advice was given that we should continue with our clubs as we have planned and risk assessed.</p> <p>Risk assess each extra-curricular club separately in conjunction with relevant Curriculum Leaders.</p> <p>Where crossing year group bubbles, ensure risk assessment includes heightened control measures (hygiene, social distancing).</p> <p>Refer to sporting governing bodies for sport extra-curricular activities.</p> <p>Implement register system so that can keep clear list of contacts in case of suspected cases.</p> <p>Measures for ensuring students escorted off site after extra-curricular clubs.</p> <p>Breakfast club suspended from beginning of term, will risk assess and re-evaluate after three full weeks of school opening.</p>	JEL and DGG	10.9.20	Low

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

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