

COVID-19: Operational Risk Assessment for (full) School Reopening in Sept 2020

SCHOOL NAME:

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Steve Carroll - Headteacher	July 10 th 2020	September 15 th 2020	Staff, pupils, parents, visitors, volunteers, contractors

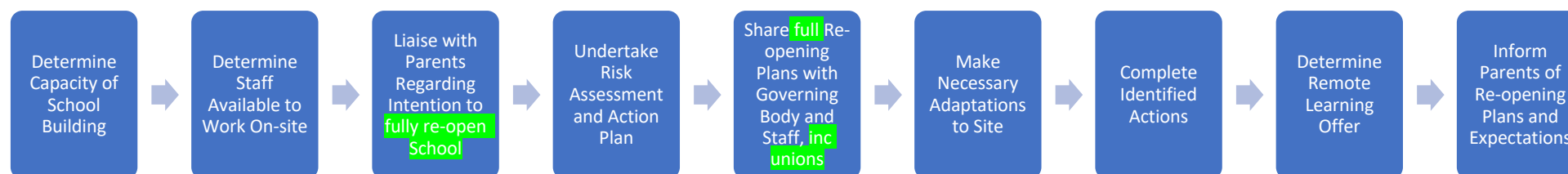
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' Existing Risk Assessment for school phased re-opening	Covid19 Education and Skills Service Strategy (April 2020) Education and Skills Service Recovery Planning support for schools (May 2020)	https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Suggested Steps of Re-opening Preparation:



Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more - red
4. Major – e.g. likely to result in school closure	4. Likely	12 to 15 - amber
3. Moderate – e.g. likely to result in one or more classes having to close	3. Possible	9 to 11 – amber
2. Minor	2. Unlikely	Below 9 – green
1. Negligible	1. Negligible	Below 9 – green

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed	Risk rating following controls (1-25)
A. Staffing Resources							
1. Risk that there are Insufficient staff to support all the pupils to be in school	3	2	6	<ul style="list-style-type: none"> Audit staff availability 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Establish how many and which staff will be available, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate (see guidance distributed previously) 	Yes	All staff have been Risk Assessed – most are GREEN and some are AMBER. Two are RED and will not come to school	Green
	3	2	6	<ul style="list-style-type: none"> Based on available staffing and any cover you are able to secure, decide how many pupils and how many classes can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises. 	Yes	We have ‘game planned’ various scenarios and will have enough staff to support pupils in each case	Green
	3	2	6	<ul style="list-style-type: none"> Ensure flexible and responsive use of teaching assistants 	Yes	See above	Green
	3	2	6	<ul style="list-style-type: none"> Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible 	Yes	See above – all of our staff are SEN specialists	Green
	3	2	6	<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to test 	Yes	See Our ‘V2 New Working Practices’ Document 13	Green

				and trace			
	3	2	6	<ul style="list-style-type: none"> Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home) 	Yes	In place	Green
2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	3	2	6	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	Yes	Individual Risk Assessments will be reviewed & updated in September	Green
	3	2	6	<ul style="list-style-type: none"> Full use is made of all qualified teachers. 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to test and trace 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> A clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve. 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Where possible, ensure pupils with SEND are prioritised to be in school, - 	Yes	Everyone at Mapledown has SEN	Green
3. Risk of infection from use of supply teachers, temporary teachers, peripatetic teachers and deployment of ITT trainees.	3	2	6	<ul style="list-style-type: none"> Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies. 	Yes	We will limit visitors to site to the minimum – we will not use Agency Staff	Green
	3	2	6	<ul style="list-style-type: none"> Ensure visiting staff are aware of and adhere to distancing and hygiene measure and minimise contact to only pupils who need to be taught. 	Yes	See Our 'V2 New Working Practices' Documents	Green
	0	0	0	<ul style="list-style-type: none"> Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor. 	N/A	We will not have any ITT trainees	N/A
	0	0	0	<ul style="list-style-type: none"> Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to. 	N/A	See above	N/A

4. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	4	3		<ul style="list-style-type: none"> Individual risk assessment carried out with staff member to put measures in place to prioritise reduction of contacts and maximising distance from others, as far as is reasonably possible 	Yes	See Our 'V2 New Working Practices' Documents. Staff rated as 'High Risk' will not be in school	Amber
5. Risk of not covering essential functions (first-aid, DSL, SENCo).	3	1	3	<ul style="list-style-type: none"> Provide cover for the role from within available staffing 	Yes	In place	Green
				<ul style="list-style-type: none"> Or remote support via another school, Academy Trust or the LA 	N/A		
	2	2	4	<ul style="list-style-type: none"> Ensure First Aid certificates are up to date (previously extended for 3 months) 	Yes	Training updates took place in July	Green
				<ul style="list-style-type: none"> Follow Covid19 first responders guidance and Public Health guidance on use of PPE when administering emergency first aid as maximising distancing may not be possible to maintain while attending to individuals. 		In place	Green
				<ul style="list-style-type: none"> Programme of training for additional staff in place (e.g. Safeguarding) 	N/A		
6. Risks to health and safety because staff are not trained in new procedures.	3	2	6	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. 	Yes	See Our 'V2 New Working Practices' Documents. Induction due on Sept 2 nd	Green
				<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	See Our 'V2 New Working Practices' Documents. Induction due on Sept 2 nd	Green
7. Risk that staff who are extremely critically vulnerable are not identified and so measures have not been put in place to protect them.	4	1	4	<ul style="list-style-type: none"> An individual risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to reduce the number of different contacts and keep a safe distance, and they must not be employed in any role where high-risk activities may be carried out, for example personal care. 	Yes	See Our 'V2 New Working Practices' Documents. Induction on Sept 2 nd All staff have been Risk Assessed	Green

	4	1	4	<ul style="list-style-type: none"> All members of staff with underlying health issues have been instructed to make their condition or circumstances known to the school if it could put them at risk. Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated 	Yes	All staff have been Risk Assessed	Green
	4	1	4	<ul style="list-style-type: none"> Members of staff who are classed as clinically vulnerable and clinically extremely vulnerable have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice 	Yes	All staff have been Risk Assessed	Green
	4	1	4	<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable 	Yes	All staff have been Risk Assessed Pupil Risk Assessments will be shared	Green
				<ul style="list-style-type: none"> Current government guidance is being applied. 	Yes	For what it's worth	

B. Teaching Spaces, the Learning and School Environment

8. Risk of transmission within the school building (this includes breakfast club and after school activities)	3	4	12	<ul style="list-style-type: none"> Audit accommodation and the full range of curriculum needs in order to establish if class groups (30 children) are a feasible bubble size or if year group sized bubbles will need to be implemented. <p>For Secondary:</p> <ul style="list-style-type: none"> Audit accommodation in order to establish how many class groups and or year groups (no size restrictions) can be accommodated. 	Yes	We can operate in bubbles of up to nine pupils with five staff and limit movement around the school	Amber
	3	4	12	<ul style="list-style-type: none"> Take account of the unique needs of individual pupils, including those with SEN and the youngest children in the school. Pupils who have complex needs or who need close contact care: Their educational and care support should be provided as normal. 	Yes	Mapledown is already set up to cater for pupils with complex SEND and our V2 New Working practices Documents detail how we can work	Amber
	3	4	12	<ul style="list-style-type: none"> Classes remodelled to allow for adults to maintain a distance (ideally 2 metres) from each other and ideally from children. <p>For Secondary</p>	Yes	Hardly any of our pupils can understand or operate physical distancing.	Amber

	3	3	9	<ul style="list-style-type: none"> Classes/spaces remodelled to allow for adults to maintain a distance (ideally 2 metres) from pupils and other adults. 			Amber	
				<ul style="list-style-type: none"> Reducing the amount of face to face interactions by arranging desks front facing, where age appropriate. 	N/A			
				<ul style="list-style-type: none"> Protocols around reduction of contacts and maximising distance shared with pupils. These should be carefully demonstrated for pupils with SEN, checking that the pupil has understood reduction of contacts and maximising distance. Where a pupil does not understand maximising distance or for those who need close contact care, education and care support should be provided as normal. 	Yes	Mapledown is already set up to cater for pupils with complex SEND and our V2 New Working practices Documents detail how we can work		
	2	2	4	<ul style="list-style-type: none"> Clear signage displayed in classrooms promoting reduction of contacts and maximising distance 	Yes	In place		Green
	3	3	9	<ul style="list-style-type: none"> Children stay with their own teacher/teaching assistant and where possible do not mix with other children ('bubble' model). This is particularly the case for pupils with SEN and younger children who are unable to adhere to reduction of contacts and maximising distance <p>For Secondary</p> <ul style="list-style-type: none"> Pupils remain, subject allowing, in their designated learning space. 	Yes	Mapledown is already set up to cater for pupils with complex SEND and our V2 New Working practices Documents detail how we can work		Amber
3	4	12	<ul style="list-style-type: none"> Where younger children are unable to reduce contact and maximise distance adults should avoid close face to face contact and minimise time spent within 1 metre of anyone. <p>For Secondary</p> <ul style="list-style-type: none"> All staff should avoid face to face contact with pupils where possible. Clearly this may not be possible in certain situations e.g. supporting a child with SEN so implementing the appropriate System of Controls is extremely important. 	Yes		Amber		

	3	4	12	<ul style="list-style-type: none"> If it is not possible to maintain the bubbles being used during the school day then schools should use small, consistent groups 			Amber
	2	2	4	<ul style="list-style-type: none"> As with physical activity during the school day, contact sports should not take place. 			Green
9. Risk of transmission in large spaces used as classrooms/ teaching spaces	3	2	6	<ul style="list-style-type: none"> Limits are set for large spaces e.g. dining hall, school hall, sports hall to facilitate the reduction of contacts and maximise distance, minimising face to face contact <p>For Secondary</p> <ul style="list-style-type: none"> Class/year group 'bubbles' must not have contact with each other, this includes breaks, lunchtime. Pupils should be encouraged to practice reduction of contacts and maximising distance at all times. 	Yes	Arrangements in place – the Dining Hall will not be used	Green
	4	1	4	<ul style="list-style-type: none"> Large gatherings of more than one bubble should be avoided 		There will be no large gatherings – e.g. Assemblies	Green
	3	2	6	<ul style="list-style-type: none"> Timetable design and layout arrangements in place to allow for the reduction of contacts and maximising distance whilst also keeping groups/bubbles apart. 	Yes	In place	Green
10. Risks of transmission during use of the outdoor learning environment for young children	3	3	9	<ul style="list-style-type: none"> Leadership are realistic about the difficulties of reducing contacts and maximising distance for young children in outside spaces 	Yes	In place	Amber
	3	2	6	<ul style="list-style-type: none"> Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Close down drinking fountains and make arrangements for individual water bottles for children 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Large climbing equipment will be difficult to clean and might need to be shut down in the current circumstances if shared between bubbles. 	Yes	New cleaning routines now in place	Green
	3	2	6	<ul style="list-style-type: none"> Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam 	Yes	Done	Green
	3	2	6	<ul style="list-style-type: none"> Games and activities which allow children's 	Yes	In place	Green

				heart rate to raise and avoid the sharing of equipment are available			
	3	2	6	For Secondary <ul style="list-style-type: none"> Outside spaces are used by one bubble at a time or space is divided with clear demarcations. Limit interaction, sharing of rooms and social spaces between groups as much as possible. 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Where outside space must be shared arrangements for cleaning between bubbles are in place 	Yes	Done	Green
	3	2	6	<ul style="list-style-type: none"> Resources are limited to facilitate effective cleaning daily 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Bike and wheeled toy play: arrange for bikes to be wiped down by an adult, between use by the children For Secondary <ul style="list-style-type: none"> Only equipment that can be washed easily can be used. 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Consider the removal or covering of areas which are difficult to clean such as malleable materials and planting areas. Consider replacing with individual resources which can be replaced when each child has finished using them 	Yes	In place	Green
11. Risk of staff having to move between groups	2	3	6	<ul style="list-style-type: none"> Where staff have to move between bubbles to deliver the school timetable they should try to reduce contacts and maximise distance, keeping an ideal distance of 2 metres from pupils and staff where possible. 	Yes	Movement between bubbles will be kept to a minimum under our new Working Practices Documents	Green
12. Risks of transmission due to movement around the school.	4	2	8	<ul style="list-style-type: none"> Arrange for corridors to be one-way where possible 	Yes	In place	Green
	2	3	6	<ul style="list-style-type: none"> Clear signage and markers for the youngest children 	Yes	In place	Green
	3	3	9	<ul style="list-style-type: none"> Corridors are divided where feasible 	Yes	Many corridors cannot be made one way	Amber
	3	2	6	<ul style="list-style-type: none"> Pinch points and bottle necks are identified and 	Yes	See New Working	Green

				managed, movement of groups is staggered if possible		practices Documents	
	3	2	6	<ul style="list-style-type: none"> • Movement of pupils and staff around the school is minimised 	Yes	In place	Green
	3	3	6	<ul style="list-style-type: none"> • Pupils are reminded regularly of protocols for reduction of contacts and maximising distance 	Yes	In place	Green
	3	3	6	<ul style="list-style-type: none"> • Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance 	Yes	In place	Green
13. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.	3	2	6	<ul style="list-style-type: none"> • Start and departure times are staggered where possible 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> • Procedures in place to hold children to reduce family waiting time due to staggering and increase turnover of parking spaces 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> • Stagger time for SEN Transport drop offs and pick ups 	Yes	However - SEN Transport will not be organised in line with our 'bubbles'	Green /Amber
				<ul style="list-style-type: none"> • Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council's Highways Department 	N/A		
	3	2	6	<ul style="list-style-type: none"> • Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> • Unless essential, do not allow parent/carers to enter the buildings to drop off or collect children. If parents do need to enter the building ensure they have an understanding of the procedures in order to keep everyone safe. Do not allow gathering at the school gates to talk to other parents. 	Yes	Arrangements in place	Green
	3	2	6	<ul style="list-style-type: none"> • Consider special arrangements for settling children who are new to the school to enable the reduction of contacts and maximising of distance from parents where possible 	Yes		Green
	3	2	6	<ul style="list-style-type: none"> • Identify drop off and pick up waiting areas that 	Yes	In place	Green

				can reduce contacts and maximise distance			
	3	2	6	<ul style="list-style-type: none"> Extend gate/entrance opening times to prevent queueing 	N/A		
	3	2	6	<ul style="list-style-type: none"> Staff, pupils and parents are briefed and signage provided to identify entrances, exits and circulation routes 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Floor markings visible to all to avoid queuing 	Yes	In place	Green
				<ul style="list-style-type: none"> Parents given advice on walking/cycling to school, avoiding public transport and minimising driving 	N/A		
				<ul style="list-style-type: none"> Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage 	N/A		
				<ul style="list-style-type: none"> Liaise with the council's Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space 	N/A		
14. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to	3	2	6	<ul style="list-style-type: none"> Advice to pupils and families on maintaining road safety procedures despite changes. 	N/A		
				<ul style="list-style-type: none"> For those that have to drive, advice on places they should and should not pick up, drop off and park. 	Yes	In place	Green

unfamiliarity with changes to layout measures and procedures and the need for social distancing.				<ul style="list-style-type: none"> • Arrangements for kiss and drop, if deemed appropriate, in consultation with Highways, promoted to staff, children and families. 	N/A		
				<ul style="list-style-type: none"> • Suitability of operation of School Crossing Patrol site considered in consultation with Highways and, if deemed suitable, temporary measures/procedures implemented. 	N/A		
				<ul style="list-style-type: none"> • Liaise with Highways re: markings outside of the school on pavements and on key routes to school- pinch points, crossing points etc. 	N/A		
				<ul style="list-style-type: none"> • Liaise with Highways if widened pavements, suspension of parking bays, changes to school keep clear markings and signage /enforcement are required. 	N/A		
15. Risk of transmission because pupils do not observe agreed protocols of the reduction of contacts and maximising distance at playtimes	3	2	6	<ul style="list-style-type: none"> • Break and lunch times are staggered 	Yes	Arrangements in place	Green
				<ul style="list-style-type: none"> • Outside spaces are used by one bubble at a time 	Yes	In place	Green
				<ul style="list-style-type: none"> • Pupils are reminded about the protocols of reduction of contacts and maximising distance before every break time 	N/A		
				<ul style="list-style-type: none"> • Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support. 	Yes	Enhanced rotas	Green
16. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and maximising distance at lunchtimes	3	2	6	<ul style="list-style-type: none"> • Pupils are reminded about the protocols of the reduction of contacts and maximising distance before every lunchtime 	N/A		Green
				<ul style="list-style-type: none"> • Pupils wash their hands before and after eating and on leaving and returning to the classrooms after outdoor play, break and lunch times or any activity away from their designated learning area. 	Yes	In place	
				<ul style="list-style-type: none"> • Dining room areas and other spaces are configured to ensure the reduction of contacts and maximising distance measures are in place when the children eat. Where possible children will be front facing and facing the same direction i.e. not face to face. 	N/A	Pupils will be served lunch in their classrooms bubbles	

				<ul style="list-style-type: none"> Floor markings are clear to avoid queues 	N/A		
	3	2	6	<ul style="list-style-type: none"> Other arrangements may be in place e.g. delivering packed lunches/grab bags to classrooms, pupils eating own packed lunches in classroom, pupils eating in outdoor spaces 			
	3	2	6	<ul style="list-style-type: none"> If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food 	Yes	In Place	Green
	3	2	6	<ul style="list-style-type: none"> Eating areas are thoroughly cleaned after lunchtime 	Yes	In place	Green
							Green
17. Staff rooms and offices do not allow for observation of reduction of contacts and maximising distance guidelines	3	2	6	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for the reduction of contacts and maximising distance 	Yes	See V2 New Working Practices Documents	Green
	3	2	6	<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms 	Yes	Induction and V2 New Working Docs	Green
18. The configuration of medical rooms may compromise reduction of contacts and maximising distance measures	3	2	6	<ul style="list-style-type: none"> Reduction of contacts and maximising distance provisions are in place for medical rooms 	Yes	Induction and V2 New Working Docs	Green
				<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged 	Yes	Induction and V2 New Working Docs	Green
				<ul style="list-style-type: none"> PPE available if staff dealing with pupil with symptoms 	Yes	Induction and V2 New Working Docs	Green
				<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas 	Yes	Induction and V2 New Working Docs	Green
19. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines	3	2	6	<ul style="list-style-type: none"> Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school. 	Yes	In place	Green
				<ul style="list-style-type: none"> The maximising distance floor markings are clearly in place 	Yes	In place	Green
				<ul style="list-style-type: none"> Reduction of contacts and maximising distance protocols and guidance are clearly displayed to 	Yes	In place	Green

				protect those staff on reception duty			
				<ul style="list-style-type: none"> Non-essential visitors to school and deliveries are minimised 	Yes	In place	Green
				<ul style="list-style-type: none"> Arrangements are in place for visitors to stay apart 	Yes	In place	Green
C. Hygiene and protective controls							
20. Risk that reducing contacts and maximising distancing between those in school is difficult or impossible to maintain, leading to a risk of transmission.	3 3	2 2	6 6	<ul style="list-style-type: none"> Ensure frequent hand cleaning and good respiratory hygiene practices Regular cleaning Minimise contact and mixing (see above) See sections above re start and end of day arrangements, playtimes and break times 	Yes Yes Yes Yes	Induction and V2 New Working Docs V2 New Working Docs V2 New Working Docs V2 New Working Docs	Green
21. Risk of staff or children with the virus coming into school with symptoms or when symptoms are not clear.	4	3	12	<ul style="list-style-type: none"> Testing of staff or pupils –, Ensure the staff/parents/pupils know the process to get tested. 	Yes	V2 New Working Docs	Amber
	3	2	6	<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home 	Yes	V2 New Working Docs	Green
	3	3	9	<ul style="list-style-type: none"> Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Yes	V2 New Working Docs	Amber
	3	2	6	<ul style="list-style-type: none"> PPE on hand. 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Active engagement with NHS Test and Trace 	Yes	V2 New Working Docs	Green
	4	2	8	<ul style="list-style-type: none"> Consideration should be given regarding the continued use of items that are frequently used by multiple children that are not essential and difficult to keep clean, for example outdoor play equipment. 	Yes	V2 New Working Docs	Green
22. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	4 4	2 2	8 8	<ul style="list-style-type: none"> Establish arrangements for all frequently touched surfaces and equipment e.g. <ul style="list-style-type: none"> door handles 	Yes Yes	V2 New Working Docs V2 New Working Docs	Green

				<ul style="list-style-type: none"> handrails tabletops play equipment toys electronic devices (such as phones) specialist equipment, including equipment used by pupils with SEN 			
	3	2	6	<ul style="list-style-type: none"> When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Limit the number of shared resources (such as pencils, arts equipment, etc.) between pupils in the same classroom. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Teachers should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school.. Ensure parent/carers are aware of this 	Yes	V2 New Working Docs	Green

23. Risk of virus spreading because the school has insufficient materials and equipment	4	2	8	<ul style="list-style-type: none"> Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Use of hand sanitisers at appropriate locations 	Yes	In place	Green
	3	2	6		<ul style="list-style-type: none"> Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, 	Yes	In place
	3	2	6	<ul style="list-style-type: none"> Bins to be double bagged and emptied 	Yes	In place	Green
	3	2	6	<ul style="list-style-type: none"> Disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom 	Yes	In place	Green
	3	2	6		Yes	In place	Green
24. Provision and use of PPE for staff where required is not in line with government guidelines	3	1	3	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Yes	V2 New Working Docs + Induction	Green
	2	2	4	<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care, cleaning staff, receiving and handling deliveries) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely 	Yes	V2 New Working Docs + Induction + 'Donning & Doffing Video'	Green
	2	2	4	<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing 	Yes	V2 New Working Docs + Induction	Green
25. Pupils forget to wash their hands regularly and frequently	3	3	9	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. 	Yes	V2 New Working Docs + Induction	AMBER
	2	2	4	<ul style="list-style-type: none"> Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pupils regularly reminded about this in class. 	Yes	In place + V2 New Working Docs + Induction	Green
	2	2	4	<ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes		Green
26. Pupils' behaviour on return to school does not comply with reduction of contacts and maximising distance guidance	3	3	9	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for reducing contacts and maximising distance is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age- 	Yes	V2 New Working Docs + Induction Staff will communicate with all pupils in a way that has meaning for pupils	AMBER

				appropriate methods such as stories and games. For pupils with SEN, including those with Autism, use appropriate methods such as pictures/PECS and modelling.			
	3	2	6	<ul style="list-style-type: none"> Staff model reducing contacts and maximising distance consistently. 	Yes		Green
	3	2	6	<ul style="list-style-type: none"> The movement of pupils around the school is minimised. 	Yes	See 'bubbles' and one way system	Green
	3	1	1	<ul style="list-style-type: none"> Large gatherings are avoided inc assemblies 	Yes	No assemblies	Green
	3	2	6	<ul style="list-style-type: none"> Break times and lunch times are structured to support the reduction of contacts and maximising distance and are closely supervised 	Yes	Lunches in classrooms	Green
	3	2	6	<ul style="list-style-type: none"> Senior leaders monitor areas where there are breaches of reduction of contacts and maximising distance measures and arrangements are reviewed. 	Yes	In place + V2 New Working Docs + Induction	Green
	3	2	6	<ul style="list-style-type: none"> Messages to parents reinforce the importance of reduction of contacts and maximising distance 	Yes	In place	Green
	3	2	6	Arrangements for pupils with SEN have been agreed and staff are clear on expectations.	Yes	In place + V2 New Working Docs + Induction	Green

D. Premises and Buildings

27. Risk that regular enhanced cleaning capacity is at a reduced level so that any deep-clean and ongoing enhanced cleaning of classrooms, shared areas, surfaces and toilets are not undertaken to the standards required	4	2	8	<ul style="list-style-type: none"> A plan for cleaning staff on return to school (including any deep cleans) is agreed prior to opening. 	Yes	Done See V2 New Working Docs	Green
	4	2	8	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This enhanced cleaning schedule should include: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal, using standard products such as detergents and bleach the regular cleaning of toilets 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Working hours for cleaning staff are increased 	Yes	In place	Green
28. The use of fabric chairs may increase the risk of the virus spreading	3	2	6	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. 	Yes	Chair removed	Green
				<ul style="list-style-type: none"> Where that is not possible then ensure chairs are limited to single person use. 		In place	Green
29. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance measures	3	2	6	<ul style="list-style-type: none"> Follow DfE guidelines for number of pupils per toilet 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Queuing for toilets and hand washing have been established and are monitored. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Floor markings are in place to enable reduction of contacts and maximising distance. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Pupils know that they can only use the toilet one at a time. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> The toilets are cleaned frequently as laid out in the enhanced cleaning schedule 	Yes	V2 New Working Docs	Green

	3	2	6	<ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Bins are emptied regularly. 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes	V2 New Working Docs	Green
30. Fire procedures are not appropriate to cover new arrangements	4	2	8	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals The need to apply reduction of contacts and maximising distance rules during evacuation and at muster points A possible need for additional muster point(s) to enable reduction of contacts and maximising distance where possible 		V2 New Working Doc Sixteen	Green
	4	2	8	<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures 	Yes	V2 New Working Doc Sixteen	Green
	4	2	8	<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	V2 New Working Doc Sixteen	Green
31. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively	4	2	8	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with reduction of contacts and maximising distance measures e.g. bubble muster points 	Yes	V2 New Working Doc Sixteen	Green
	4	2	8	<ul style="list-style-type: none"> Consider access route for teachers and pupils with mobility issues, as reduction of contacts and maximising distance measures may not be possible during an emergency 		V2 New Working Doc Sixteen	Green
32. Fire marshals absent due to self-isolation	4	2	8	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	Senior leaders and Office staff combine to support this function	Green

33. All systems may not be operational	3	2	6	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate, see following link: https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown 	Yes		Green
	4	2	8	<ul style="list-style-type: none"> All systems have been recommissioned including: Water systems (particularly legionella testing and controls in place) Electrical and gas safety checks Emergency escapes, lighting and fire detection systems Security systems Lifts and escalators Heating Ventilation systems 	Yes	Completed – June/July	Green
34. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown	4	2	8	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Yes	Completed – June/July	Green
	4	2	8	<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	Completed – June	Green
	4	2	8	<ul style="list-style-type: none"> The following guidance has been followed where appropriate: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm 			
35. Lack of good ventilation means that there is risk of transmission	4	2	8	<ul style="list-style-type: none"> Ensure good ventilation in classrooms and common areas e.g. through opening a window 	Yes	V2 New Working Doc Four	Green
				<ul style="list-style-type: none"> Follow guidance in the following link: air conditioning and ventilation during the coronavirus outbreak. 	Yes	Use of AC and fans prohibited	Green
36. Visitors to the site (including parents) add to the risk	4	2	8	<ul style="list-style-type: none"> Signage giving routes, procedures, entrances and exits to be followed. 	Yes	V2 New Working Doc	Green
	4	2	8	<ul style="list-style-type: none"> Limit the external visitors to the school during school hours 	Yes	V2 New Working Doc 11	Green
	4	2	8	<ul style="list-style-type: none"> Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer. 	Yes	V2 New Working Doc 2	Green

	4	2	8	<ul style="list-style-type: none"> Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable) 	Yes	V2 New Working Docs	Green
	3	2	6	<ul style="list-style-type: none"> Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings 'virtually' 	Yes	All Annual Reviews and most meetings now held remotely	Green
37. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control	4	2	8	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. 	Yes	Aside from necessary maintenance visits no works planned	Green
	N/A			<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe 	N/A	See above	
	4	2	8	<ul style="list-style-type: none"> Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective reduction of contacts and maximising distance is maintained at all times. 	Yes	V2 New Working Doc 2 – Arriving at School	Green
	4	2	8	<ul style="list-style-type: none"> Alternative arrangements have been considered such as using a different entrance and exit for contractors and organising classes so that contractors and staff/pupils are kept apart. 	Yes	Those few maintenance visits that MUST take place are scheduled for before pupils arrive	Green
	4	2	8	<ul style="list-style-type: none"> Reduction of contacts and maximising distance is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	Yes	V2 New Working Doc	Green
	N/A			<ul style="list-style-type: none"> In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	N/A	Aside from necessary maintenance visits no works planned	

E. General

38. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	3	2	6	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on the system of controls: protective measures regarding COVID-19 and its implications for the school. 		V2 New Working Docs	Green
	4	2	8	<ul style="list-style-type: none"> The school has carried out a full Health and Safety Risk Assessment to ensure it is Covid-19 secure. 	Yes	Whole School Risk Assessment + All Pupils & Staff Individual Risk Assessments +V2 New Working Practices Documents	Green
	3	2	6	<ul style="list-style-type: none"> Staff, pupils, parents and governors have been briefed accordingly. 	Yes	Letters and Inductions	Green
39. Curriculum/ Learning Environment	3	2	6	<ul style="list-style-type: none"> Consider what activity is more difficult/ not possible to be undertaken with reduction of contacts and maximising distance in place. Each activity should be risk assessed and should not be run unless the risks can be mitigated. School will ensure activities such as PE, music and practical lessons are carried out safely in line with guidance e.g. in PE pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. 	Yes	V2 New Working Docs	Green
	3	3	9	<ul style="list-style-type: none"> Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support. 	Yes	V2 New Working Doc 4 Maintaining physical distancing and 'sideways instruction' is going to be difficult	Amber
40. Key stakeholders are not fully informed about changes to policies and procedures due to	4	2	8	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents 	Yes		Green

COVID-19, resulting in risks to health				<ul style="list-style-type: none"> ○ Governors/Trustees ○ Local authority ○ Health services ○ Professional associations ○ Other partners ○ Neighbouring schools/EY settings <ul style="list-style-type: none"> ● Parents are communicated with to make sure they know: <ul style="list-style-type: none"> ○ whether their child will be able to attend from 3rd Sept ○ what protective steps you're taking to make the school a low-risk place for their child ○ what you need them to do (such as on drop off and collection) ● For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan 			
41. Pupils who are unable to attend school because they are complying with clinical and/or public health advice are not receiving access to remote education	4	2	8	<ul style="list-style-type: none"> ● School is aware of current guidelines for shielding 	Yes	<p>Our Governing Body will meet on August 11th to make a precise determination about the scope of our reopening. Notification will be sent to all stakeholders after that meeting.</p> <p>Sept 2nd is an INSET Day at Mapledown and this time will be used to Induct staff and finalise our preparations.</p>	Green
	3	2	6	<ul style="list-style-type: none"> ● Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis. 		<p>New PHE Guidelines received on July 7th</p> <p>Five pupils who have been Risk Assessed as extremely clinically vulnerable will not be able to return to school in September. Some parents have indicated anxiety about the prospect of return and are waiting to see if September 'feels safe'. The majority of pupils are expected to return. Arrangements and Risk Assessments for pupils who are Red Rated and 'At Home' are in place.</p>	Green

	3	2	6	<ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. 	Yes	Done	Green
	3	2	6	<ul style="list-style-type: none"> Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	School Nurse	Green
	3	2	6	<ul style="list-style-type: none"> Staff are available to ensure pupils at home continue to be provided with remote education 	Yes	See 'At Home' Risk Assessments	Green
42. Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	3	3	9	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Yes	None with specific qualification	Amber
	3	3	9	<ul style="list-style-type: none"> There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Yes	Deputy Head	Amber
	3	2	6	<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). 	Yes	Class teachers – know their pupils	Green
	3	2	6	<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 	Yes	See online support from Young Minds and CYPMHS	Green
43. The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	3	2	6	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Yes	V2 New Working Doc 12	Green
	3	2	6	<ul style="list-style-type: none"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Yes	See Staff-Wellbeing Policy	Green
	3	2	6	<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing 	Yes	Sept 2 nd Induction	Green
	3	2	6	<ul style="list-style-type: none"> Staff briefings on wellbeing are provided. 		Sept 2 nd Induction	Green
	3	2	6	<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Yes	Sept 2 nd Induction and Staffroom Noticeboards	Green
44. Lack of governor oversight during the COVID-19 crisis leads to the school failing to	2	2	4	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. 	Yes	Several ZOOM meetings held	Green
				<ul style="list-style-type: none"> The governing body agendas are structured to 	Yes	Clerk of Governors with support from the LA's	

meet statutory requirements.	2	2	4	ensure all statutory requirements are discussed and school leaders are held to account for their implementation.		GAO	Green
	3	2	6	<ul style="list-style-type: none"> The headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 	Yes	See GB Minutes and HT Report	Green
	3	2	6	<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	Yes	HT and Chair in regular contact	Green
	3	2	6	<ul style="list-style-type: none"> Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	In place - ongoing	Green
45. Test and trace is not used effectively to help manage staffing levels and support staff wellbeing	3	2	6	<ul style="list-style-type: none"> Guidance on test and trace has been published. 		V2 New Working Doc 13	Green
	3	2	6	<ul style="list-style-type: none"> The guidance has been explained to staff 		At Sept 2 nd Induction	Green
	3	2	6	<ul style="list-style-type: none"> Post-testing and tracing support is available for staff. 	Yes	Staff will be made aware of our Staff Wellbeing lead – Sue Hart	Green
46. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	4	2	8	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 	Yes	Office staff reporting to DfE	Green
	4	2	8	<ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. 	Yes	V2 New Working Doc 1 and 13	Green
	4	2	8	<ul style="list-style-type: none"> Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply 	Yes	An information update and letter will be placed on our website and sent to staff and families before July 21st	Green

				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the local authority 	Yes	Office staff will notify LA & PHE London Coronavirus Response Cell (LCRC) on LCRC@phe.gov.uk or 0300 303 0450 immediately. Please also let Barnet Council know on publichealth@barnet.gov.uk . Communication with media should go through LBB and call 0208 359 2640	Green
47. Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	4	2	8	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. 	Yes	An information update and letter will be placed on our website and sent to staff and families before July 21st	Green
	4	2	8	<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Yes	See above plus September 2nd Induction	Green
	4	2	8	<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	As the situation changes	Green
48. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school including test and trace	4	2	8	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. 	Yes	An information update and letter will be placed on our website and sent to staff and families before July 21st	Green
	4	2	8	<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Yes	See above plus September 2nd Induction	Green
	4	2	8	<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	As the situation changes	Green
49. Staff, parents and carers are not aware of recommendations on transport to and	4	2	8	<ul style="list-style-type: none"> Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12). 	Yes	In line with TfL Guidelines Staff have been offered flexible hours to avoid peak	Green

from school	4	4	16	<ul style="list-style-type: none"> Pupils travelling on SEN transport 	<p>travel. See V2 Working Doc 10</p> <p>Almost all pupils are brought to school by Barnet SEN Transport. These arrangements will not reflect our class bubbles. There is a significant risk of cross contamination via travel to and from school</p>	Red
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