COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Assessment conducted by:	LEL/DSO/JMS/ARA	Job title:	SLT	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	26th May 2020	Review interval:	Fortnightly	Date of next review:	12th June

Related documents	
documents:	**Government guidance:**
	Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
	Coronavirus (COVID-19): implementing protective measures in education and childcare settings
	Coronavirus (COVID-19) Collection: guidance for schools and other educational settings
	Actions for schools during the coronavirus outbreak
	Coronavirus (COVID-19): implementing social distancing in education and childcare settings
	Coronavirus (COVID-19): guidance for educational settings
	COVID-19: cleaning in non-healthcare settings
	https://extraent.dft.gov.uk/safer-transport-campaign/

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major:** Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No/ Part)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	L	• Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home.	Y	• this will need to be reviewed following any instructions about more students returning to school	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	• Classroom size and numbers reviewed. • Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. • Spare chairs removed from desks so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. • Pupils stay in their Bubble and own classrooms and do not mix with other pupils.	Y	• where possible groups will not exceed 10	L
Large spaces need to be used as classrooms	L	• Limits set for large spaces (e.g. hall, sports hall, dining hall) for face to face meetings • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing.	Y	• Y10/12 meetings will take place in the sports hall	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	L	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise students is in place. • Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at school is utilised until staffing levels improve.	Y	• Inset day will inform staff about testing	L

The number of staff available for work on site is reduced following the period of school closure due to issues not related to shielding or sickness	M	● Considerations have been made by the school to support staff who are not on the very vulnerable list but have other barriers to attending. Following this period staff will need to be available for work as required to support the in school and out of school offer. ● Government guidance will be used in the schools response to requests for leave of absence ● Where possible and until September the school will endeavour to continue to be supportive and consider reasonable requests not to work on the school site	P		L
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	L	● Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. ● Pastoral and SEND support is deployed wherever possible to support prioritised pupils. ● Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. ● A plan is in place for the phasing in of the other cohorts (Y10/12) using face to face strategies to support remote learning	Y	● staffing and detail for face to face appointments tbc	L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	M	● Start and departure times are staggered. ● The number of entrances and exits to be used is maximised for the face to face appointments (June 22nd) ● Different entrances/exits are used for different groups from June 22nd ● Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. ● A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. ● Floor markings are visible where it is necessary to manage any queuing. ● Attendance patterns have been optimised to ensure maximum safety.	Y		L
1.6 Planning movement around the school					

Movement around the school risks breaching social distancing guidelines	H	- Circulation plans have been reviewed and revised. - One-way systems are in place where possible. - Corridors are divided where feasible. - Appropriate signage is in place to clarify circulation routes. - Pinch points and bottlenecks are identified and managed accordingly. - Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. - Lesson change overs are staggered to avoid overcrowding. - Pupils are regularly briefed regarding observing social distancing guidance. - Appropriate duty rota and levels of supervision are in place.	Y		M
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	- Gaps in learning are assessed and addressed in teachers' planning. - Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. - Exam syllabi and new content are covered. - Online offer increased to include live tutor and period 1 Ebacc lesson - Weekly tracking quiz and GEM tasks in place - Plans for intervention are being developed to be put in place for those pupils who have fallen behind in their learning.	Y	This may include summer online programmes for example and/or remote provision	M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	- Staff room is deep cleaned each day with signage of social distancing in place. Antibac and wipes in place. Appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Shared offices have been reviewed and are closed to staff aside from collection of resources. Staff on site have been allocated a room to use.and provided with antibac surface cleaner and cloth. - Staff have been briefed on the use of these rooms.(1st June)	Y		L
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	H	- School calendar for the summer term rationalised. - Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. - Staff recruitment for September 2020 completed. - Curriculum and timetable for September 2020 completed by end of June.	Y		L

Pupils moving on to the next phase in their education do not feel prepared for the transition	H	● A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. ● There is regular and effective liaison with the destination institutions, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. ● Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. ● Virtual tours of the school are available for parents and pupils. ● Online induction days for pupils and parents are planned.	P	● Y 6-7/11-12 induction strategy to be finalised	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	● Online meetings are held regularly with governors. ● Governing bodies are involved in key decisions on reopening. ● Governors are briefed regularly on the latest government guidance and its implications for the school.	Y		L
1.11 Policy review					
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	H	● All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ● Staff, pupils, parents and governors have been briefed accordingly.	P	● communicated June 1st	L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	● Communications strategies for the following groups are in place: ● Staff ● Pupils ● Parents/PTA ● Governors/Trustees ● Local authority ● Regional Schools Commissioner ● Professional associations ● Other partners	Y	● Clarity is needed regarding the RSC	L
1.13 Staff induction and CPD					

Staff are not trained in new procedures, leading to risks to health	H	• Staff guidance and training is issued to all staff prior to reopening.
		• Induction and CPD programmes are in operation for all staff prior to reopening, and include:
		  • Infection control
		  • Fire safety and evacuation procedures
		  • Constructive behaviour management
		  • Safeguarding
		  • Risk management
			P	• Inset training June 1st developed by SLT over half term	L

New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	• Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff guidance is issued to all new staff prior to them starting. • Reissue any guidance on a half termly basis	Y	• well established procedures exist and additional information is in the staff CV area.	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in schoolGovernemnt guidadnce	L	• A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.	Y		L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	L	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • When and where pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used	Y	Government Guidance 28th May 2020 https://extranet.dft.gov.uk/safer-transport-campaign/	L
1.16 School transport					

Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	L	• The details of how pupils will travel to and from school are known prior to opening. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times from September • Distance from school will be a consideration when allocating times for Y10/12 appointments to avoid large groups of children travelling at the same time or affecting attendance	P		L

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

2.1 Cleaning

Cleaning capacity or quality is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	• A return-to-work plan for cleaning staff is agreed with contracting agencies prior to opening. • Rooms have been deep cleaned. Canteen (student area) to be deep cleaned June 1st. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. • Internal monitoring checklist and spot checks undertaken. • Staff encouraged to report any concerns around cleaning and hygiene. • Hygiene/ cleaning checklist completed with Atlas (see checklist document for more detail) • Weekly debrief with DSO and Atlas management.	P	• Ready for June 1st	L

2.2 Hygiene and handwashing

Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	L	• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	Y		L
Pupils forget to wash their hands regularly and frequently	H	• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • Condition of entry includes handwashing for staff and students • Staff monitor the extent to which handwashing is taking place on a regular and frequent basis.	Y		L

2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	• Policies are agreed prior to the school opening on the wearing of non uniform by pupils and non-business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. • Students noticed wearing the same clothes twice will have parents contacted and any support provided	Y		L
The use of fabric chairs may increase the risk of the virus spreading	L	• Take fabric chairs out of use where possible. Admin staff use their own chair and wipe arms after every use. Where that is not possible, ensure chairs are limited to single person use. • Anti bac furniture spray procured if possible.	P		L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	• Guidance on getting tested has been published (June 1st) • The guidance has been explained to staff as part of the induction process.	Y	• 1st June	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	• Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • 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**.** • A record of any COVID-19 symptoms in staff or pupils is reported to the local authority.	P		L
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	L	• 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. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	P		L

		● New procedures such as the isolation room/First Aid communicated June 1st			
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	● Staff, pupils and parents will receive clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school from June 1st ● Any new guidance will be explained to staff and pupils as part of the induction process. ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	P		L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	L	● First Aid certificates extended for three moth but at least 10 staff have first aid certificates and rota has been looked at with those staff consulted as to being used in case of AYO not on site ● A programme for training additional staff is in place. ● DSL and deputy DSL and Headteacher / DHT are on site at any time.	P		L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	● Social distancing provisions are in place for medical rooms. ● PPE available for First Aiders. ● Additional room (school gym) designated for pupils with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for medical rooms to be sanitized after suspected COVID-19 cases, along with other affected areas, including toilets.	P		L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	L	● As part of the overall communications strategy referenced in checklist Comms 1, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. ● A COVID-19 section on the school website is created and updated.	P		L

Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	● Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. ● SEND and Pastoral team working closely with families should a case occur to provide support, guidance and communication back to school	P	● Ensure CLW, DAB and PMI are aware of this	L

2.8 Personal Protective Equipment (PPE)

Provision of PPE for staff where required is not in line with government guidelines	L	● Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ● Those staff required to wear PPE (e.g. First Aid; receiving/handling deliveries; cleaning staff) 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.	P	● DSo to ensure that delivery training is complete and that external contractors ie Atlas and Innovate have appropriate procedures	L

3. Maximising social distancing measures

3.1 Pupil behaviour

Pupils' behaviour on return to school does not comply with social distancing guidance	H	● Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. ● Staff model social distancing consistently. ● The movement of pupils around the school is minimised. ● Large gatherings are avoided. ● Break times and lunch times are structured to support social distancing and are closely supervised. ● The school's behaviour policy is being revised to include compliance with social distancing and this will be communicated to staff, pupils and parents. ● Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. ● Messages to parents reinforce the importance of social distancing.	P	● Signage and markings by June 1st	L

3.2 Classrooms and teaching spaces

The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	• Home classroom arrangements in place. Bubbles created • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly • Entry and exit points into school minimised	P	• By June 1st	L
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place.	P	• By June 1st	L
3.4 Break times					
Pupils may not observe social distancing at break times	H	• External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced,, to support social distancing. • Behaviour policy modified so that students who do not adhere to social distancing are supported to do so or sent home. • Staff training for breaktime.	P	• Identify areas for each bubble by June 1st	M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	• Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing.	P	• LEL and PMI to cross check lunch time and TT	L

		● Additional arrangements are in place, such as staggering lunch times, ● Lunch is provided to ensure no outside food is brought in. ● Eating areas are cleaned after lunch.	P		
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	● Queuing zones for toilets and hand washing have been established and are monitored. ● Floor markings are in place to enable social distancing. ● Pupils know that they can only use the toilet one at a time. ● Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. ● The toilets are cleaned frequently. ● Monitoring ensures a constant supply of soap and paper towels. ● Bins are emptied regularly. ● Pupils are reminded regularly on how to wash hands ● Bubble toilets identified.	P	● By June 1 st	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	● Social distancing provisions are in place for medical rooms. ● Additional room (the gym) is designated for pupils with suspected COVID-19 whilst collection is arranged. ● Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	P	● DSO to arrange PPE in gym ● Training for AYO	L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	● Social distancing points are clearly set out, using floor markings, continuing outside where necessary. ● Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person standing at reception desk). ● Non-essential deliveries and visitors to school are minimised. ● Arrangements are in place for segregation of visitors. ● All planned visitors (not deliveries) must be authorised by ARA/DSO. ● Signed agreement to follow school's CS protocol is in place prior to visit - if not possible scripted and signed reception arrangements .	P	● ARA to create script and signed agreement. ARA to produce information on CS procedures.	L
3.9 Arrival and departure from school					

Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	● Start and finish times are staggered. ● The use of available entrances and exits is maximised. ● Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings. ● No parents allowed on site except for pre arranged visits not to coincide with start and end times. ● Students and staff encouraged to use alternative methods to public transport where possible ● Follow guidance for car sharing if applicable	P		L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	● Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. ● Students in school will make a mask or be provided with a mask or have their own to use on public transport. ● Y10/12 students coming in for appointments will be asked to wear a mask if they come on public transport. ● Discussions will be held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. ● Ensure any face to face meetings are planned so that students do not need to travel during peak times.	P	● ARI to contact PT companies to seek information	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	● Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.	P	● By June 1st	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	● Parents have been provided with clear guidance and this is reinforced on a regular basis. ● Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. ● The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** ● The school has a regularly updated register of pupils with underlying health conditions. ● Y10 and Y12 parents/carers will be asked about the underlying health conditions of their children and family members prior to appointments made. Virtual appointments will be available for those students.	P		L

4.2 Staff with underlying health issues and/or other barriers	

Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	L	● All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. ● Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. ● Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** ● All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. ● school will use guidance from BAMEed regarding guidance for Black, Asian and minority ethnic staff ● Current government guidance is being applied.	Y		L

5. Enhancing mental health support for pupils and staff	

5.1 Mental health concerns – pupils	

Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	● There are sufficient numbers of trained staff available to support pupils with mental health issues. ● There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. ● Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings ● Resources/websites to support the mental health of pupils are provided.	P		M

		• Additional tutor sessions in place from June 2nd			
5.2 Mental health concerns – staff					
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	H-L	• Staff are encouraged to focus on their wellbeing. • Staff are encouraged to inform HR of any issues relating to their mental or physical health so the school is able to react quickly to any changes that need to be made to further support these colleagues. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. • Staff surveys have been used to gage wellbeing and subsequent offer of support	Y	• Introduce support programmes to any staff identified as needing personalised support (including BAME colleagues). Staff voice group to have this on their agenda	M-L
Working from home can adversely affect mental health	M	• Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Staff working from home may help provide remote learning for any pupils who need to stay at home.	P	• Appropriate work plans can be agreed with support provided where necessary.	L
5.3 Bereavement support					
Pupils and staff are not supported through the process of grieving because of loss of friends or family	M	• Weekly strategy ,meeting to include an update of any bereavement known. • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary.	Y	• Further training is scheduled for Summer Term 2 (PMI)	L
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

Educational provision must still be maintained for priority children when the school reopens	L	• Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.	Y		L

7. Operational issues

7.1 Review of fire procedures

Fire procedures are not appropriate to cover new arrangements	H	• Fire procedures have been reviewed and revised where required, due to: • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately.	P	• By June 2nd	L
Fire evacuation drills - unable to apply social distancing effectively	L	• Plans for fire evacuation drills are in place which are in line with social distancing measures.		• Part of June 2nd Induction	L
Fire marshals absent due to self-isolation	H	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.		• Part of staff Induction	L

7.2 Managing premises on reopening after lengthy closure

All systems may not be operational	L	• Government guidance is being implemented where appropriate.			L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	• All statutory compliance is up to date. • All systems i.e. water have been maintained as school remained open			L

7.3 Contractors working on the school site

Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	L	● 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. ● An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. ● 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 social distancing is maintained at all times. ● Temperature checks are carried out on arrival and before entering the school building. ● Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. ● Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. ● 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).		● from June 1st (temp check)	L

8. Finance

8.1 Costs of the school's response to COVID-19

The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	L	● Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. ● Govs finance team has been consulted to identify potential savings in order to work towards a balanced budget. Monthly meeting with Govs. ● Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. ● Additional sources of income are under exploration. ● The school's projected financial position has been shared with governors		● from June 1st - Government funding will be available to address costs incurred.	L

9. Governance

9.1 Oversight of the governing body

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	● The governing body continues to meet regularly via online platforms. ● The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. ● The headteachers 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. ● Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. ● 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.			L
● **10. Additional site-specific issues and risks**					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
		●			
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