THE HAYFIELD SCHOOL

COVID-19: Operational risk assessment for school re-opening

Assessment conducted by:	Lisa Fox	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	28/05/20	Review interval:	After any changes in guidance	Date of next review:	Monday 1 June

Related documents	
The Hayfield School documents:	**Government guidance:**
INSERT LINK TO PHASED REOPENING PLANS CHECKLIST	[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](#)

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)	Further action/comments	Residual risk rating (H/M/L)
**Re-opening, including social distancing 1. Establishing a systematic process for partial re-opening**				
**1.1 Net capacity**				
Available capacity of the school is reduced when social distancing guidelines are applied	M	● Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. ● Agreed standard timetable and arrangements confirmed for each year group. (Google Classroom and normal structure) ● Arrangements in place to support pupils when not at school with remote learning at home.	Y N/A Y	● Initially 20% per day of Y10 cohort invited onto site in addition to a small number of key workers children /vulnerable students. This will be reviewed based on government guidance	
**1.2 Organisation of teaching spaces**				
Classroom sizes will not allow adequate social distancing	H	● 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 12 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. ● Groups identified within the year group stays together and does not mix with other pupils, including vulnerable students and children of key workers.	Y N/A Y N Y N/A	● For Y10 all classrooms will be arranged so that only a maximum 12 students can be taught at a time. To be reviewed later.	L
Large spaces need to be used as classrooms	M	● Facilitation of Google Classrooms and general academic support to take place at the current time. ● Large gatherings prohibited. ● Design layout and arrangements in place to enable social distancing.	Y Y Y	● Signage, sanitisers and desks arranged to promote social distancing. Including dining hall	L
**1.3 Availability of staff and class sizes**				
The number of staff who are available is lower than that required to offset the required provision in school and operate effective home learning	M	● 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, prepare work for students to complete at home or to complete the weekly phone calls to students.	Y Y Y Y	● There will be sufficient staff available to meet Y10 students, supervise key worker and vulnerable children and provide remote learning.	L

		• Flexible and responsive use of teaching assistants and pastoral staff to offer support and supervision is in place. • Full use is made of testing to inform staff deployment.			

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The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	M	• 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.	Y Y Y	• EHCP and wider SEND cohort supported with daily zoom lessons online. Continue to provide social distancing amongst the students who attend from key worker families. Designated areas will be provided to keep the Yr 10 separate.	L

1.5 The school day

The start and end of the school day create risks of breaching social distancing guidelines	H	• The number of entrances and exits to be used is maximised. • 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 Y Y Y N/A Y	• Initially there will not be any queuing so floor signs will not be necessary at this stage. Students will receive written communication outlining expectations. Staff will receive emails outlining expectations. (review as time goes on)	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. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place.	Y Y N Y Y Y Y	• Due to the size of the building bottle necks will not occur due to 20-25% max cohort in. The corridors aren't wide enough to justify divisions. One-way system will be in place for Y10 wherever possible. This is more relevant as and when larger numbers are permitted.	L

				1.7 Curriculum organisation
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	● Gaps in learning are assessed and addressed in teachers' planning ● Whole School Strategy launches 2 June to secure high quality lesson provision through Google Classrooms. The ability to monitor student engagement will be transparent and quick intervention/virtual meeting, support and follow up . All staff will be online at the right time of each lesson for each student. Issues quickly gathered and addressed.	N/A Y N/A	● Ongoing monitoring and timely intervention in line with normal routines. More frew	M
					1.8 Staff workspaces
Staff rooms and offices do not allow for observation of social distancing guidelines	H	● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ● Staff have to be briefed on the use of these rooms.	N Y N Y	● Staff will be informed of social distancing in offices. Cleaning materials made available.	L
					1.9 Managing the school lifecycle
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	M	● 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 to be completed.	Y Y Y Y	● All summer term events postponed. Transition video to be made on 10th June to be circulated to Y6 students and parents. ● Dedicated transition programme on website.	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	● A plan is in place for pastoral/careers 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 (e.g. secondary schools, post-16 providers, and 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 presentations for pupils and parents are planned.	Y Y Y Y Y		L

1.10 Governance and policy					
Governing body are not fully informed or involved in making key decisions	M	• Steering Group on behalf ofGovernors meet and are briefed regularly on the latest government guidance and its implications for the school. • Members and Governors can access all minute, actions, staffing updates parents updates through the governors' area on website. • Clerk to governors to contact by phone if areas emails are not been checked	N Y	• Clerk to continue with alerting Governors to the regular updates.	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	• One "pandemic policy' to be created to cover as an addendum to all relevant policies. This will be been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school as and when necessary. • Procedures to be implemented in the event of a fire have been clarified and staff briefed accordingly.	N Y	• Fire evacuation plan in place. SLT lead to be the nominated person each day for Fire Marshall and First Aid. • To be reviewed later when numbers start to increase. • All staff to sign in on the inventory to be used for Fire evacuation in emergency. Students will sign in at their temporary reception area.	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	H	Communications strategies for the following groups are in place: • Staff • Pupils • Parents • Governors/Trustees • Local authority • Professional associations • Other partners	Y	• All communication will either be via email, text messaging service, website updates, virtual meetings or telephone calls.	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	• Virtual staff briefings held for all staff prior to reopening, and include: • Infection control • Fire safety and evacuation procedures • Constructive behaviour management	Y	• Staff will be informed of all new expectations via read and receipt emails and via Google meet	L

		• Safeguarding • Risk management		
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	• Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting.	N/A N/A	N/A at this time and will be reviewed later.	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 school	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	• Catering team will restart on 15th June to provide a hot meal to those that require it.	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.	H	• 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 pupils enter and leave school • During movement around school • During break and lunch times	Y	• Weekly review following feedback and guidelines.	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	M	• 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.	Y N	• Parents/carers will have to transport students to school as service buses are limited. Students to be encouraged to walk or cycle to school.	M

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

2.1 Cleaning

Cleaning capacity 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 (including any deep cleans) is agreed with contracting agencies prior to opening. ● An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. ● Working hours for cleaning staff are increased if required. ● Cleaning station available for plastic chairs to be disinfected after use.	Y Y Y N	● Cleaners to continue with deep cleans and onsite while open to staff and students. An enhanced cleaning plan will be undertaken in the areas where staff and students will remain until numbers increase.	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	H	● 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. ● Hand sanitiser to be placed at School entrance and exit and at the entrance of every classroom in use.	Y Y Y	● Hand sanitiser units are near every classroom and entrance and exits to the building.	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 reinforce the need to wash hands regularly and frequently. ● School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	Y Y Y	● All students to sanitise hands on arrival to the school. Signage will be displayed. ● Staff induction will include a reminder for hand washing.	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 uniforms by pupils and business dress by staff to minimise risks. ● Expectations and guidance are communicated to parents.	Y Y	● Basic uniform of school trousers/skirt and shirt for Y10 students. To be reviewed later. Staff to be reminded about changing clothes daily on the reopening induction.	L
The use of fabric chairs may increase the risk of the virus spreading	H	● Take fabric chairs out of use where possible. ● Where that is not possible then ensure chairs are limited to single person use.	Y Y	● Mainly plastic chairs in school so no concerns.	L

Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	• Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Post-testing support is available for staff through the school's health provider.	Y Y N/A	• Link has been emailed to all staff • https://www.gov.uk/apply-coronavirus-test	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 trust or local authority.	N/A Y Y Y	• Attendance data not required for Y10 students yet. • PKN to continue to track staff absence with any COV19 symptoms.	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	H	• 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.	Y Y Y	Pupils to be given clear communication on expectation and behaviour guidance in parent letter for students. Staff will be informed of expectations and processes.	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	• 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. • 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.	Y Y Y	See above.	L
					2.5 First Aid/Designated Safeguarding Leads
The lack of availability of designated First Aiders and Designated	H	• First Aid certificates extended for three months.	? N/A	• First aid trained member of staff in	L

Safeguarding Leads puts children's safety at risk		● Arrangements in place for support to be provided by another trained SLT within the School should the School's DSL be unavailable.			school identified each day.

Medical rooms are not adequately equipped or configured to maintain infection control	H	● Social distancing provisions are in place for medical rooms. ● Additional rooms are 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. ● Appropriate PPE available to staff for medical / first aid incidents	Y Y Y N	● Cleaning rota to include medical room. ● Gloves, Aprons and Masks are available for medical room use.	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	H	● As part of the overall communications strategy referenced in 1.12, 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.	Y Y	● Covid19 section to be updated on website for all communications to be found in a timely manner.	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	● Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	Y	● Cov19 section referred to in text message communication to parents.	L

2.8 Personal Protective Equipment (PPE)

Provision of PPE for staff where required is not in line with government guidelines	H	● Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. ● Those staff required to wear PPE (e.g. SEND intimate care; 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. ● Staff are reminded that wearing of gloves is not a substitute for good handwashing.	Y N/A Y	● During Y10 return there are no intimate care requirements. ● Staff are reminded that the wearing of gloves is not necessary.	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. ● Large gatherings are avoided. ● Break times and lunch times are structured to support social distancing and are closely supervised. ● The school's behaviour policy has been revised to include compliance with social distancing and this has been 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.	Y Y N/A N/A Y Y Y	● BSWs/ SLT Staff are to be deployed on corridors to ensure students and staff observe social distancing.	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	● 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 12 pupils per class). ● All chairs not in use have been removed from classrooms and teaching spaces. ● Arrangements are reviewed regularly.	Y N Y	● Unnecessary to remove furniture with a maximum of 12 students in a room at any one time. Furniture can be stacked.	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. ● Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. ● Appropriate supervision levels are in place.	Y Y N Y Y Y Y Y	● One-way system to be followed where possible. ● SLT to be deployed to manage clear expectations.	L

3.4 Break times					

Pupils may not observe social distancing at break times	H	• Break times will be supervised by senior staff.	N/A	• Staff to remind students and correct any unacceptable behaviour.	L

				3.5 Lunch times

Pupils may not observe social distancing at lunch times	H	• Lunch times will be supervised by senior staff	N/A	• Staff to remind students and correct any unacceptable behaviour.	L

				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. • 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.	N/A N/A Y Y Y Y Y	• All toilets in the block are on corridors. SLT presence will monitor toilets. • Signage to be followed when moving around the building. • Radios to be deployed to key staff for communication.	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 rooms are 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. • Appropriate PPE available to staff for medical / first aid incidents	Y Y Y N	• PPE available in medical room if required. • Masks have been purchased	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 stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors.	Y Y Y Y	• Signage to be installed and visitors will follow social distancing guidance.	L

				3.9 Arrival and departure from school

Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	● The use of available entrances and exits is maximised. ● Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ● Weekly messages to parents stress the need for social distancing at arrival and departure times.	Y Y Y N/A	● Only maximum of 42 Y10 students on site at any one time. High levels of staff supervision.	L

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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 on public transport. ● Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.	Y N	● Students and staff who use public transport to follow government advice and guidance.	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 relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** ● Schools have a regularly updated register of pupils with underlying health conditions.	Y Y Y Y	● Anyone who has received a GP letter identifying them as clinically extremely vulnerable will not be permitted on site. ● Anyone who is living with the above will remain working from home.	L

4.2 Staff with underlying health issues

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	H	● 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.	Y Y Y Y Y	Refer to 1.3.	L

- 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.
- Current government guidance is being applied.

		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.	Y Y N/A Y	• Website to be updated and Pastoral team to be contact if support required.	L
			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	• Staff are encouraged to focus on their wellbeing. • 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.	Y Y N/A N Y	• HR Manager to work closely with Headteacher to monitor staff well-being. •	L
Working from home can adversely affect mental health	H	• 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. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home.	Y Y Y Y		L
			5.3 Bereavement support		
Pupils and staff are grieving because of loss of friends or family	H	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary.	Y Y	Support will be given upon request.	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	H	● 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 (even if their peers are only attending part-time). ● Arrangements are in place to ensure that this cohort is tracked and supported effectively. ● Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. ● Arrangements are in place to supervise children of key workers and vulnerable children over holiday periods (staffing permitting) in-line with current government guidance.	Y Y Y Y N/A Y	● Continuing as we have throughout the crisis.	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: 1. Reduced numbers of pupils/staff 2. Possible absence of fire marshals 3. Social distancing rules during evacuation and at muster points 4. 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.	Y Y Y	● SLT have been briefed..	L
Fire marshals absent due to self-isolation	H	● An additional SLT rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y	● SLT to lead.	● L

7.2 Managing premises on reopening after lengthy closure

All systems may not be operational	H	● Government guidance is being implemented where appropriate. ● All systems have been recommissioned.	Y Y	All systems have been serviced and continue to be operational.	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	● All statutory compliance is up to date. ● Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Y Y	Water systems have been maintained through lockdown.	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	H	● 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. ● 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).	Y Y Y Y Y	All contractors are spoken to about social distancing, they are asked to keep numbers to a minimum.	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	M	● Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. ● The finance team has been consulted to identify potential savings in order to work towards a balanced budget. ● 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.	Yes	● Risk managed by the finance team	L

- The school's projected financial position has been shared with the Governing body

9. 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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