

Coronavirus (COVID-19): Risk assessment for reopening after a temporary closure

Ferndown Upper School

Assessment conducted by: Cindy Lalani	Job title: Business and Finance Manager	Covered by this assessment: staff, pupils, parents, visitors and volunteers .		
Date of assessment: 24 th July 2020	Review interval: as required	Date of next review: As per guidance changes		
Related documents				
Infection Control Policy, Health & Safety Policy, Evacuation Policy, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Bereavement Policy.				
Further advice & guidance				
Public health England https://www.gov.uk/government/organisations/public-health-england NHS: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/ Government advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance DfE https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19 A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak Information re testing: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested				
Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note that the government has not yet released any guidance regarding reopening arrangements for schools. This document reflects current local and national guidance and needs to be kept up-to-date with new guidance and any changes to current advice.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom ?	Deadline	Risk rating following action H/M/L
Policies and procedures	<u>M</u>	<ul style="list-style-type: none"> All pupils, staff and volunteers are aware of all relevant policies and procedures pertaining to them including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Behaviour Policy <p>Consider if any require amendment to reflect Covid 19</p>	<u>Y</u>	<u>CL</u>		<u>L</u>
	<u>M</u>	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation pertaining to them including, but not limited to, the following: <ul style="list-style-type: none"> Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	<u>Y</u>	<u>CL</u>		<u>L</u>
	<u>M</u>	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training. 	<u>Y</u>	<u>SEM</u>		<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS Department of Health and Social Care PHE The school's local health protection team (HPT) 	<u>Y</u>	<u>SLT</u>		<u>L</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom ?	Deadline	Risk rating following action H/M/L
	<u>H</u>	<ul style="list-style-type: none"> All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email and online meetings. 	<u>Y</u>	<u>PJ</u>		<u>M</u>
	<u>H</u>	<ul style="list-style-type: none"> All pupils and parents are made aware of any infection control procedures and social distancing arrangements for when the school reopens via letter/email. 	<u>Y</u>	<u>PJ</u>		<u>M</u>
	<u>H</u>	<ul style="list-style-type: none"> The <u>Business Manager</u> conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils. 	<u>Y</u>	<u>CL</u>		<u>M</u>
Premises	<u>H</u>	<ul style="list-style-type: none"> The <u>Headteacher</u> ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	<u>Y</u>	<u>PJ</u>		<u>M</u>
	<u>H</u>	<ul style="list-style-type: none"> The <u>Site Manager</u> checks: <ul style="list-style-type: none"> All areas of the school grounds, including car parks and walkways, for any potential hazards All trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches All security systems for integrity and that they are in working order All exterior windows, doors, locks, and other access integrity and signs of water ingress. That external electrical equipment (e.g. CCTV cameras) is in working order Roofs are in good repair For any signs of pests, and any damage or loss of supplies as a result of pest activity That external signage is visible to show that access to the school premises is restricted. That arrangements for any changes to the premises are made to account for social distancing measures. 	<u>Y</u>	<u>RG</u>		<u>L</u>

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	<u>H</u>	<ul style="list-style-type: none"> • The <u>Business Manager</u> <ul style="list-style-type: none"> - Makes insurers aware of the building's state of use. - Ensures that the insurer's risk mitigation requirements are enacted and observed. - All keyholder information is updated in accordance with the insurer's instructions, where required - Any hazards found during checks on the premises are reported to the <u>Headteacher</u> as soon as possible and issues are resolved prior to school reopening to more pupils. - Areas of the school which may not be used for school activity are communicated to staff, pupils and volunteers accordingly. - Areas of the premises which remain closed are adequately secured and clearly identifiable. 	<u>Y</u>	<u>CL</u>		<u>M</u>
Gas supply, systems and equipment	<u>H</u>	<ul style="list-style-type: none"> • A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. • Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. • A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. • A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. • The <u>Site Manager</u> checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. 	<p>N/A As school has been operational throughout.</p> <p>Checks carried under normal operational guidelines.</p>			
Electrical supply, systems and equipment	<u>H</u>	<ul style="list-style-type: none"> • A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. • Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. 	<p>N/A As school has been operational throughout.</p> <p>Checks carried under normal operational guidelines.</p>			

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		<ul style="list-style-type: none"> The IT Manager checks that all phone and broadband connectivity is in working order. A suitably trained technician checks that the main and emergency lights are in working order. The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. The Site Manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 				
Heating and ventilation	H	<ul style="list-style-type: none"> The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. The Site Manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	<p>N/A As school has been operational throughout. Checks carried under normal operational guidelines.</p>			
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. 	Y	RG & CL		L
	M	<ul style="list-style-type: none"> The Site Manager identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. 	Y	RG		L
	H	<ul style="list-style-type: none"> The Business & Finance Manager and Site Manager ensure that the fire evacuation policy and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. 	Y	RG & CL		L

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Water storage, drainage systems and sanitary appliances	<u>H</u>	<ul style="list-style-type: none"> The <u>Site Manager</u> arranges the following checks: <ul style="list-style-type: none"> All hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups All water systems are thoroughly flushed, e.g. toilets and taps, and the <u>Site Manager</u> liaises with the LA to obtain advice regarding water treatment and whether chlorination of water systems is required All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up All sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. To switch on any drainage or sanitary systems that were turned off or isolated during closure. 	<u>Y</u>	<u>RG</u>		<u>L</u>
Lifts, automatic doors and plant equipment	<u>H</u>	<ul style="list-style-type: none"> The <u>Site Manager</u> checks that: <ul style="list-style-type: none"> Lifts are in working order and ensures that that any mandatory inspections for lifts are up-to-date and arranges any required inspections as soon as possible. A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date. Any required inspections take place as soon as possible. 	<u>Y</u>	<u>RG</u>		<u>L</u>
Cleaning	<u>H</u>	<ul style="list-style-type: none"> The <u>Site Manager</u> arranges enhanced cleaning to be undertaken where required. 	<u>Y</u>	<u>RG</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> The number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning. 	<u>Y</u>	<u>JE</u>	15/06	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the <u>COSHH guidelines</u>. 	<u>Y</u>	<u>RG</u>	15/06	<u>L</u>

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	<u>H</u>	<ul style="list-style-type: none"> All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. 	<u>Y</u>	<u>RG</u>		<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. 	<u>Y</u>	<u>RG</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Adequate amounts of suitable cleaning agents are available. Each room has alcohol hand gel, disinfectant and paper towel available. 	<u>Y</u>	<u>RG</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Where practicable, PPE is available to members of staff who require it to carry out their role safely. 	<u>Y</u>	<u>CL</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Cleaning rotas and hours to be amended if possible, to allow for more frequent cleaning. 	<u>Y</u>	<u>RG</u> & <u>CL</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> All areas used will be cleaned after each day using disinfectant paying attention to frequently touched surfaces : <ul style="list-style-type: none"> - Classroom tables and chairs - Door handles - Banisters and handrails - Lift buttons 	<u>Y</u>	<u>RG</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Where safe guarding and security is not adversely affected, all: <ul style="list-style-type: none"> - Internal doors that are not fire doors; - Fire doors with automatic closers; - Doors that do not need to be kept open for security reasons; Will be left open during the day to reduce the risk of having to touch handles and touch plates. 	<u>Y</u>	<u>RG</u>	Ongoing	<u>L</u>

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	<u>H</u>	<ul style="list-style-type: none"> Toilet areas will be cleaned after morning break, lunch break and at the end of the day. 	<u>Y</u>	<u>RG</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Bin lids to be removed if appropriate. 	<u>Y</u>	<u>RG</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Computer rooms – students to use alcohol gel upon entry to rooms. 	<u>Y</u>	<u>CL</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Practical equipment to be quarantined after use for at least 72hrs if it cannot be sanitised in between different year group usage. Set up individual year group resources if possible. 	<u>Y</u>	<u>RG</u>	01/09	<u>L</u>
Infection control and social distancing	<u>H</u>	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. 	<u>Y</u>	<u>SLT</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> School transport <ul style="list-style-type: none"> Is restricted to essential use only and parents encouraged to bring their children to school as opposed to using buses. Where practicable, infection control and social distancing measures are put in place on school transport e.g. Y9 lower deck, Y10 middle upstairs, Y11 front upstairs, 6th form back upstairs. Single decker = Y9 front, Y 10 front middle, Y11 back middle, 6th form back. 	<u>Y</u>	<u>CL</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Entry and egress is controlled: <ul style="list-style-type: none"> Staggered start and finish is not possible due to buses. Entry - students will enter via different entrances as follows: <ul style="list-style-type: none"> Y9 in through the hall and use upper quad Y10 A block entrance and in through C block to lower quad Y 11 through E block entrance and to tennis courts 6th form through front entrance 	<u>Y</u>	<u>PJ</u> <u>JE</u> <u>CL</u> <u>JT</u>	01/09	<u>L</u>

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	<u>H</u>	<ul style="list-style-type: none"> • Control movement: <ul style="list-style-type: none"> - One way system set up - No bells, which will naturally lessen congestion. - Barriers used 	<u>Y</u>	<u>PJ</u> <u>JE</u> <u>CL</u> <u>JT</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> • Visual aids are in used to display social distancing measures, e.g. floor tape/line 	<u>Y</u>	<u>CL</u>	01/09	<u>L</u>
		<ul style="list-style-type: none"> • Visual year group identification. <ul style="list-style-type: none"> - Students will wear coloured arm bands as follows: <ul style="list-style-type: none"> ▪ Y9 – pink ▪ Y10 – blue ▪ Y11 – orange 	<u>Y</u>	<u>CL</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> • Personal cleanliness: <ul style="list-style-type: none"> - Alcohol-based hand sanitizer is stationed in every room and in the corridors and on entry stations - Adequate amounts of soap, tissues and bins are available in the relevant areas. 	<u>Y</u>	<u>CL</u> <u>RG</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> • Classrooms <ul style="list-style-type: none"> - 2mtr zone around teaching desk - Exit through external doors if possible - Order extra resources so don't need to share - All tables/chairs to be front facing. Where this is not possible e.g. computer rooms, screens to be installed. - Light switches, window winders, blinds, door handles to be operated by lead teacher only. - Windows open, weather permitting. 	<u>Y</u>	<u>CL</u> <u>RG</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> • Break times <ul style="list-style-type: none"> - Separate areas for students are as follows: <ul style="list-style-type: none"> ▪ Y9 – Upper quad & hall (B block toilets) ▪ 10 – Lower quad & C block classrooms (C block toilets) ▪ Y11 – Tennis courts & Sports' Hall (Sports' hall toilets) ▪ 6th form – CB block, behind CB block (CB toilets & D block toilets) 	<u>Y</u>	<u>CL</u> <u>RG</u>	01/09	<u>L</u>

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	<u>H</u>	<ul style="list-style-type: none"> • Communal areas e.g. the staff room, canteens, hall are limited use to avoid unnecessary group gatherings <ul style="list-style-type: none"> - Canteen – designated visiting times for each year group. Disinfect in between each group. Grab and go food only – no sitting. <ul style="list-style-type: none"> ▪ Y11 at break only ▪ Y9 first 10 minutes of lunch ▪ Y10 second 15 minutes of lunch ▪ 6th form any time outside of break and lunch - Staff to stay in faculty rest areas where possible - Designate more areas for students to eat safely - Students encouraged to bring own food - Virtual meetings - Assemblies – pre-recorded and shown via teams in small groups. 	<u>Y</u>	<u>PJ</u> <u>JE</u> <u>CL</u> <u>JT</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> • Offices: <ul style="list-style-type: none"> - Managers to consider office set up where there is more than one person working e.g. front office, 6th form office. - Consider desk placement - Consider different rotas of work. 	<u>Y</u>	<u>CL</u> <u>RG</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> • Displaying symptoms - Anyone who displays symptoms of coronavirus (COVID-19) is managed in line with local and national guidance and the <u>Infection Control Policy</u>, and are sent home as soon as possible. 	<u>Y</u>	<u>SLT</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> • PPE <ul style="list-style-type: none"> - is made available to staff that request it and - to all staff dealing with first aid 	<u>Y</u>	<u>CL</u>	01/09	<u>M</u>
Community wellbeing	<u>H</u>	<ul style="list-style-type: none"> • Students & parents: <ul style="list-style-type: none"> - The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. 	<u>Y</u>	<u>JT</u>	Ongoing	<u>L</u>

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		<ul style="list-style-type: none"> - Identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. - Ensure provision is in place to help protect wellbeing and mental health, and ensure all students have access to psychological support when the school reopens. - Consider increased need for emotional support required for students upon return. They may need to have opportunity to share experiences they have had with COVID-19 sensitively e.g. loss, neglect, loneliness etc. 				
	H	<ul style="list-style-type: none"> • Staff: <ul style="list-style-type: none"> - Staff notify the Headteacher and their line manager if they need to be shielded because they: <ul style="list-style-type: none"> ▪ Have received a government letter ▪ Are aged 70 or over. ▪ Are pregnant. - Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. • The Headteacher considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. 	Y	PJ CL	Ongoing	L
	H	<ul style="list-style-type: none"> • General: <ul style="list-style-type: none"> - The Headteacher ensures that the school can be adequately and safely staffed when it reopens. - Consider putting staff rotas in place to maximise infection control and minimise group sizes and any additional staff workload. - Consider and discuss the implications on staff and pupil workload when the school reopens and put a plan in place to minimise the risk of stress. 	Y	SLT		L
Access to learning &	M	<ul style="list-style-type: none"> • Remote learning: <ul style="list-style-type: none"> - Ensure education can continue to be delivered to all pupils who are learning remotely. 	Y	SLT	Ongoing	L

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lessons & transition		<ul style="list-style-type: none"> - Monitor progress of students and follow up appropriately if concerned e.g. phone call, GO4 schools H codes, escalation if no response. - Assess the impact of home learning and create action plans to address any issues arising from this. 				
	<u>H</u>	<ul style="list-style-type: none"> • Lessons: <ul style="list-style-type: none"> - Practical lessons using equipment to be suspended or not reused for 72 hours. - No contact sports to be played. - Ensure changing for PE lessons is appropriately distanced – N/A - No books to be shared. - Students requiring toilet facilities during lesson times – use only designated toilets. 	<u>Y</u>	<u>SLT</u>	Ongoing	<u>L</u>
	<u>M</u>	<ul style="list-style-type: none"> • Transition: <ul style="list-style-type: none"> - Meeting recorded and sent to parents and put on website - Small group meetings face to face if required - FAQs emailed/website - Telephone conversations HOY/HOH/Tutors 	<u>Y</u>	<u>SLT</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> • General: <ul style="list-style-type: none"> - Review the school calendar to see what events/activities might need to be postponed or changed in terms of delivery. - Consider increased need for emotional support required for students upon return. Students may need to have opportunity to share experiences they have had with COVID-19 sensitively e.g. loss, neglect, loneliness etc. 	<u>Y</u>	<u>SLT</u>	15/06	<u>M</u>
Safeguarding	<u>H</u>	<ul style="list-style-type: none"> • Review any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. 	<u>Y</u>	<u>JT</u>	Ongoing	<u>L</u>

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		<ul style="list-style-type: none"> Consider student and staff mental health. Signpost useful resources and websites. 	<u>Y</u>	<u>JT</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Ensure that adequate pastoral care is in place to support pupils and staff who require it. 	<u>Y</u>	<u>JT</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. 	<u>Y</u>	<u>JT</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Staff and pupil bereavement is managed in line with the Bereavement Policy. 	<u>Y</u>	<u>JT</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Medication – Ensure student medication and first aid supplies are still in date. 	<u>Y</u>	<u>JT</u>	01/09	<u>L</u>
		<ul style="list-style-type: none"> First Aid – All first aiders must wear PPE (mask, gloves, apron). 	<u>Y</u>	<u>JT</u>	01/09	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Communicate any changes to safeguarding procedures to staff, governors, and students. 	<u>Y</u>	<u>JT</u>	Ongoing	<u>L</u>
	<u>H</u>	<ul style="list-style-type: none"> Put in place Online Teaching and Learning Curriculum guidelines considering safeguarding risks for students accessing home learning. 	<u>Y</u>	<u>JT</u>	Ongoing	<u>L</u>
Communication	<u>H</u>	<ul style="list-style-type: none"> The Headteacher liaises with the LA and Governors about reopening the school and includes any local guidance into the reopening action plan, where required. 	<u>Y</u>	<u>PJ</u>	Ongoing	<u>L</u>
	<u>M</u>	<ul style="list-style-type: none"> General: <ul style="list-style-type: none"> The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. All are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. Inform staff, volunteers and governors about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance e.g. Teams meetings, using large spaces for meeting etc. 	<u>Y</u>	<u>SLT</u>	Ongoing	<u>L</u>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom ?	Deadline	Risk rating following action H/M/L
	<u>M</u>	<ul style="list-style-type: none"> • Parents & Students are informed by letter/email: <ul style="list-style-type: none"> - With the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. - With the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered. 	<u>Y</u>	<u>SLT</u>	Ongoing	<u>L</u>
	<u>M</u>	<ul style="list-style-type: none"> • Staff and volunteers are informed via letter/email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. 	<u>Y</u>	<u>PJ</u>	Ongoing	<u>L</u>
	<u>M</u>	<ul style="list-style-type: none"> • Staff: <ul style="list-style-type: none"> - Are informed of who they can turn to for support and that there are several avenues they can follow, e.g. line manager, other senior staff or colleagues, staff counselling service - Are informed if their rotas are changed or if in the cases of contingent staff, whether they will be paid or not. 	<u>Y</u>	<u>CL</u>	Ongoing	<u>L</u>
	<u>M</u>	<ul style="list-style-type: none"> • Suppliers are informed regarding reopening the school and reinstating or suspending the supply of any required goods. 	<u>Y</u>	<u>CL</u>	01/09	<u>L</u>
Lettings	<u>M</u>	<ul style="list-style-type: none"> • All lettings to supply their own Covid risk assessments relevant to their own type of business. • Toilets not to be used except those specified. 	<u>Y</u>	<u>CL</u>	01/09	<u>L</u>