

# COVID-19: Operational risk assessment for Year 6 visits at

## Canon Slade School

Please note: this risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 15<sup>th</sup> 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:	Candice Lucas	Job title:	School Business Manger	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	01.07.2020	Review interval:	weekly	Date of next review:	08.07.2020
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### Related documents

#### Trust/Local Authority 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](#)

### 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)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> <li>Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> <li>Arrangements in place to support pupils when not at school with remote learning at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pupils will enter the chapel via the carpark</li> <li>Pupils will pass a hand sanitising station and signage</li> <li>Pupils will sit on allocated seats for the duration of their session which will be 30 minutes</li> <li>Pupils will leave via the fire doors and will leave site immediately</li> <li>Parents will wait in their cars on site</li> <li>Only one form per session at 10.00 am and 1.30pm</li> <li>Chapel toilets may be used by year 6 pupils and staff in that area.</li> </ul>	M
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> <li>Classroom size and numbers reviewed.</li> <li>Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class)</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for social distancing.</li> <li>Spare chairs removed from desks so they cannot be used.</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li>In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils.</li> </ul>	Y	<ul style="list-style-type: none"> <li>No more than 30 pupils will be in the chapel at any given time</li> <li>Staff will be located at the front of the chapel and will observe distancing and hand hygiene</li> </ul>	H
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Only the chapel will be used for the visit</li> </ul>	M
<b>1.3 Availability of staff and class sizes</b>					

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)
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>A blended model of home learning and attendance at school is utilised until staffing levels improve.</li> </ul>	Y	<ul style="list-style-type: none"> <li>The staff speaking to the year 6 pupils will be allocated in advance and will not have any other year 10 and 12 duties</li> </ul>	M
<b>1.4 Prioritising provision</b>					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	M	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>A plan is in place for the phasing in of the other cohorts.</li> </ul>	Y	<ul style="list-style-type: none"> <li>The provision for critical worker children will continue as normal.</li> </ul>	L
<b>1.5 The school day</b>					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> </ul>	Y	Year 6s will be on site for 30 minutes and will arrive and leave outside of arrival and departure times for year 10s, 12s and key worker students	M/H

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)
		<ul style="list-style-type: none"> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>			
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>The movement of year 10 and year 12 is strictly limited to the large areas of the hall, gym and chapel. There will be one-way systems in and out of each space which will be clearly marked.</li> <li>A supervising member of staff will be in each space to ensure that social distancing is observed. Pupils only attend the toilet one at a time and that when it is time to go, pupils will be dismissed at 2 m intervals and advised to leave site straight away. In the maths block a member of supervising staff will be on each floor.</li> <li>The critical worker pupils attend their room upon arrival to school, they remain there for lunch and use the allocated toilets. When having time outside they are supervised by a member of staff.</li> </ul>	M/H
<b>1.7 Curriculum organisation</b>					

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)
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	H	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Exam syllabi are covered.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Home based learning will continue to be set and monitored by class teachers for all other year groups.</li> </ul>	M
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> </ul>	Y	<ul style="list-style-type: none"> <li>NA to year 6 visits</li> </ul>	L
<b>1.9 Managing the school lifecycle</b>					
<b>Limited progress with the school's summer term calendar and workplan because of COVID-19 measures</b>	H	<ul style="list-style-type: none"> <li>School calendar for the summer term rationalised.</li> <li>Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning.</li> <li>Staff recruitment for September 2020 completed.</li> <li>Curriculum and timetable for September 2020 completed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Priority will be Year 7 and 11 in September for secondary. This will be dependent on government guidance and maximum capacity allowed.</li> </ul>	
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b>	H	<ul style="list-style-type: none"> <li>A plan is in place for pastoral/career staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pastoral lead will ensure that all SEN information is obtained by the SENCo for the new intake of pupils.</li> <li>New parents kept informed by letter of any plans or changed plans to the September start.</li> <li>Year 6 pupils will get a pack to take away which will be prepared at least 72 hours in advance, placed on seats by someone wearing gloves and then handled only by the students.</li> <li>A video clip/virtual tour has also been filmed in preparation for the website and the new intake to view prior to September.</li> </ul>	L

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		<ul style="list-style-type: none"> <li>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>Online induction days for pupils and parents are planned.</li> <li>Connexions is readily available</li> </ul>			
<b>1.10 Governance and policy</b>					
<b>Governors/Trustees are not fully informed or involved in making key decisions</b>	H	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors/trustees.</li> <li>Governing bodies are involved in key proposals on reopening.</li> <li>Trustees are the decision makers</li> <li>Governors/Trustees are briefed regularly on the latest government guidance and its implications for the school.</li> <li>Trustees are aware of liabilities and can comment and change the Trust's Covid 19 Risk Assessment</li> <li>Extra meeting held virtually on 22.5 and 2.6</li> </ul>	Y	<ul style="list-style-type: none"> <li>Need for more regular updates if government guidance changes.</li> </ul>	M
<b>1.11 Policy review</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> <li>LA and HSE guidance, along with the documents from the DFE have been used in the schools' and trust's RA</li> <li>CEO attended HS briefing with LA and PH</li> </ul>	Y	<ul style="list-style-type: none"> <li>This is work in progress and is complex, with several stages depending on government guidance</li> <li>All policy amendments are in place and will be briefed to staff via the Deputy Head, Care, Guidance and Safeguarding.</li> <li>Site maintenance is maintained and has continued despite lockdown.</li> </ul>	M

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)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Information going out to all stakeholders starting on 06.07.2020</li> <li>Headteacher newsletter to all staff weekly.</li> <li>Risk assessments and plans are shared with staff as applicable with options for questions as they arise.</li> </ul>	M
<b>1.13 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> <li>A revised staff handbook is issued to all staff prior to reopening.</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff will all receive a briefing pack highlighting any policy changes, new ways of working and any relevant risk assessments</li> </ul>	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Y	<ul style="list-style-type: none"> <li>NA to Year 6 visits</li> </ul>	L
<b>1.14 Free school meals</b>					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y	<ul style="list-style-type: none"> <li>NA to Year 6 visits</li> </ul>	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)
<b>1.15 Risk assessments</b>					
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	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Additional risk assessments are completed as and when applicable.</li> </ul>	M
<b>1.16 School transport</b>					
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	H	<ul style="list-style-type: none"> <li>This is especially important at CSS (19 buses) and STJ (9) The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> <li>Liaison with any schools who share the bus</li> <li>Request for children not to use the school bus if possible to reduce numbers</li> <li>If using, do we recommend the use of masks?</li> </ul>	y	<ul style="list-style-type: none"> <li>Pupils are advised that they must not travel to school using public transport where possible.</li> <li>Pupils using public transport must wear a face covering. This will be communicated via the pupils and parent information.</li> </ul>	H
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies/employees prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> </ul>	Y	<ul style="list-style-type: none"> <li>A full deep clean of the site has taken place over the last 10 weeks.</li> <li>The areas used will require a full deep clean at the end of each day.</li> <li>Cleaning staff will have full PPE including visors for the cleaning of toilets. Staff had training issued week commencing June 1<sup>st</sup>. Classrooms and areas used will be cleaned in line with government guidance.</li> </ul>	M

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)
		<ul style="list-style-type: none"> <li>Working hours for cleaning staff are increased/changed.</li> <li>Training for deep clean for cleaners</li> <li>LA HSE recommendations taken into account</li> </ul>			
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Hand sanitiser will be placed at the entrance to each area being used by pupils and staff with signs informing how to use correctly.</li> <li>Pupils and staff will be reminded via risk assessments and verbal reminders of the need to regularly wash hands and avoid touching your face. The use of equipment will not be permitted and items must not be shared.</li> <li>Supervising staff in each area will ensure as people arrive and leave for toilet use they are reminded of the need for hand hygiene.</li> </ul>	M
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Hand sanitiser stations will be available on entry to all large spaces.</li> <li>Sanitiser will be available on reception for visitors.</li> <li>Signage and standees at entry points will also remind staff, pupils and visitors of the need to wash their hands.</li> <li>Hand washing posters will be next to all sinks and in all toilets.</li> </ul>	M
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> <li>In primary, this may mean that non uniform is recommended</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pupils are only attending for one 30 minute session so the need for clean clothes at each attendance is not relevant.</li> <li>Staff will be advised via staff communication of good practice.</li> </ul>	M

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)
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Fabric chairs are in the large spaces but these will be treated with 100% isopropanol between uses and will be sprayed and cleaned at the end of each session.</li> </ul>	M
<b>2.4 Testing and managing symptoms</b>					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff through the school's health provider.</li> <li>New- Testing of children over 5 with symptoms- information shared with parents</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff are aware of the referral system for testing and will advise the School Business Manager if a test is required or if they are contacted via the track and trace system.</li> </ul>	M
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>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.</li> <li>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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority immediately and PHE contacted.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff and pupils will be communicated with regularly to remind them not to attend school if they are displaying symptoms or a member of their household has symptoms.</li> <li>If testing is required this will be arranged and followed up by the School Business Manager.</li> <li>Isolated pupils will be held in the side chapel until they be collected.</li> </ul>	M

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)
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	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Government guidance and any changes will be shared with staff and pupils &amp; parents.</li> </ul>	M
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	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Weekly communications will continue from the Headteacher and any changes will be communicated as applicable.</li> <li>Briefing documents will be provided for all staff prior to the June 15<sup>th</sup> return.</li> </ul>	M
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Careful monitoring of staff daily attendance- FA identified daily in a central place and contactable at all times</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff or pupils displaying symptoms whilst in school will be asked to leave the site straight away. The side chapel will be used to hold pupils waiting collection.</li> <li>Where a first aider is on site they will attend. Where a first aider is not available, the senior lead will make a decision and ensure parents/carers are contacted.</li> </ul>	H
<b>2.6 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> </ul>	Y	<ul style="list-style-type: none"> <li>If first aid is required the door will be left open and the person in attendance will ensure a 2 m distance is maintained.</li> <li>If the side chapel houses a suspected covid case it will be deep cleaned immediately after.</li> </ul>	M

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		<ul style="list-style-type: none"> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>PPE is available</li> <li>PPE stocks have been order by site from the LA. Extra have been purchased by the school</li> </ul>			
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> <li>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.</li> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication will be sent home to all parents prior to return to share expectations and guidance to how school will run.</li> </ul>	M
Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication will be sent home to all parents prior to return to share expectations and guidance to how school will run.</li> </ul>	M
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guideline	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>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.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>PPE will be worn by cleaning and site staff as applicable.</li> <li>PPE will not be provided to any other staff but staff may choose to wear a mask.</li> </ul>	MH

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)
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>• 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. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents- parents warned if their child deliberately fails to follow HS advice and school procedures, parents will be informed, they will be isolated and sent home/collected. This could lead to an exclusion.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Effective communication will take place prior to the visit. This will detail expectations on behaviour and social distancing and site health and safety for both staff and pupils.</li> </ul>	M

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)
		<ul style="list-style-type: none"> <li>Messages to parents reinforce the importance of social distancing.</li> <li>Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> </ul>			
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	M	<ul style="list-style-type: none"> <li>Home base arrangements in place.</li> <li>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).</li> <li>All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>Arrangements are reviewed regularly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Only the chapel is being used for the visit</li> <li>Key worker children in school are based in IT suites and class sizes do not exceed 10 with pupils using the same computer all day.</li> </ul>	L
<b>3.3 Movement in corridors</b>					

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)
<b>Social distancing guidance is breached when pupils circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Corridors are divided where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Lesson change overs are staggered to avoid overcrowding.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> <li>• Behaviour and safeguarding policies updated</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Access to the large spaces is strictly one way and is via the outside carpark.</li> <li>• Pupils are not permitted to move around school in any other area.</li> <li>• Key worker pupils in C block report to their room and are based there for the day. They leave at the same time and are spaced at 2m distancing if they are not leaving early for buses.</li> <li>• There are no lesson changeovers as pupils remain in one space for their entire session.</li> </ul>	M
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>	H	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• No breaks will be in place</li> <li>• Key worker children are supervised at break times and are reminded of social distancing and hand hygiene at all times.</li> </ul>	M
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch times</b>	H	<ul style="list-style-type: none"> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Pupils wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• No lunch will be in place</li> <li>• Key worker children are supervised at lunch times and are reminded of social distancing and hand hygiene at all times.</li> <li>• Kitchen will remain closed until it can be safely opened</li> </ul>	M for others

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)
		<ul style="list-style-type: none"> <li>• Tables and chairs have been cordoned off where this is not possible.</li> <li>• Floor markings are used to manage queues and enable social distancing.</li> <li>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>• Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>• Eating areas are cleaned after lunch.</li> </ul>			
<b>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> <li>• Signage is updated</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Each space has allocated toilets which will be used one at a time.</li> <li>• These toilets will be cleaned at the end of each session in line with guidance by staff wearing adequate PPE.</li> <li>• Signage will be displayed in toilets reminding staff and pupils of the need for handwashing and detailing the correct way to do it.</li> </ul>	M
<b>3.7 Medical Rooms</b>					

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)
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>	M	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Signage is updated</li> <li>• Instructions visible on putting on and taking off PPE</li> </ul>	Y	<ul style="list-style-type: none"> <li>• If medical rooms are used the door must be left open and the 2m distance must be observed.</li> </ul>	L
<p><b>3.8 Reception area</b></p>					
<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>	M	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> <li>• Sanitisers in place</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Pupils are advised in advance that they must not arrive early to school and gather outside. They must arrive and move straight to their allocated area.</li> <li>• Pupils must leave site straight away at the end of the session.</li> <li>• Hand sanitiser will be available at the entrance to each area.</li> </ul>	L
<p><b>3.9 Arrival and departure from school</b></p>					
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>	H	<ul style="list-style-type: none"> <li>• Start and finish times are staggered.</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>• Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Pupils are advised in advance that they must not arrive early to school and gather outside. They must arrive and move straight to their area.</li> <li>• Pupils must leave site straight away at the end of the session.</li> <li>• Hand sanitiser will be available at the entrance to each area.</li> <li>• Key worker children arrive on site and move straight to their room for the day.</li> </ul>	M

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)
<b>3.10 Transport</b>					
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>		<ul style="list-style-type: none"> <li>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.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> </ul>		<ul style="list-style-type: none"> <li>Pupils have been advised that school buses are not to be used.</li> <li>Key worker children are using public transport and school buses but socially distance where more than one pupil is on a bus.</li> </ul>	
<b>3.11 Staff areas</b>					
<b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b>		<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>		<ul style="list-style-type: none"> <li>Staff rooms may be used by staff but social distancing must be observed. Signage will be in place to remind staff.</li> <li>Office staff will be brought in on a working pattern which allows them to sit 2m away from each other.</li> </ul>	
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
<b>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</b>		<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>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.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>		<ul style="list-style-type: none"> <li>Communication to parents will make it clear that pupils with vulnerable health should follow government guidance.</li> </ul>	

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)
		<ul style="list-style-type: none"> <li>Parents are clear that if their child lives in an household with an extremely vulnerable member of the family who is shielding that they should remain at home</li> </ul>			

#### 4.2 Staff with underlying health issues

<p><b>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</b></p>	M	<ul style="list-style-type: none"> <li>All members of staff with the highest clinically extreme vulnerable category underlying health issues, those within extremely 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. NHS instruction letters to shield are shared with HR.</li> <li>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.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> </ul>	Y	<ul style="list-style-type: none"> <li>School will follow the Trust guidance. If staff are shielding via an NHS letter or live with someone who is then they will be permitted to work from home.</li> <li>The measures in place protect all staff, even the vulnerable staff and therefore it is felt staff will be safe at school.</li> <li>If an individual requires an additional risk assessment this will be carried out by the School Business Manager.</li> </ul>	L
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#### 5. Enhancing mental health support for pupils and staff

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)
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pastoral support will be on hand in school</li> <li>Pastoral support will continue remotely for all pupils working at home.</li> <li>Heads of year will communicate via email and share any resources or signpost services for pupils where applicable.</li> </ul>	M
<b>5.2 Mental health concerns – staff</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>HR support available</li> <li>Access to the 24/7/ Employee assistance programme</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication via line managers to continue.</li> <li>Any welfare concerns can be reported to SLT.</li> </ul>	M
<b>Working from home can adversely affect mental health</b>	M	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication via line managers to continue.</li> <li>Any welfare concerns can be reported to SLT.</li> </ul>	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)
		<ul style="list-style-type: none"> <li>Understanding by managers that staff working at home may need to work flexible/unsocial hours to fit in with personal circumstances</li> </ul>			
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	M	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> <li>Access to the 24/7/ Employee assistance programme</li> </ul>	Y	<ul style="list-style-type: none"> <li>SLT to ensure staff suffering bereavement are supported and referred to the EAP if applicable.</li> </ul>	L
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					
<b>Educational provision must still be maintained for priority children when the school reopens</b>	M	<ul style="list-style-type: none"> <li>Current government guidance is being followed.</li> <li>Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>The facility for full-time attendance is available where required (even if their peers are only attending part-time).</li> <li>Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day.</li> <li>Arrangements are in place to supervise children of key workers and vulnerable</li> </ul>	Y	<ul style="list-style-type: none"> <li>As and when further information is received plans will be put in place for the autumn terms.</li> </ul>	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)
		children over any holiday periods in-line with current government guidance.			
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Numbers in school will permit the existing space to be used and social distancing be maintained.</li> <li>Review PEEPs and update as appropriate</li> </ul>	M
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	H	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Numbers in school will permit the existing space to be used and social distancing be maintained.</li> </ul>	M
<b>Fire marshals absent due to self-isolation</b>	M	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff on site will receive communication prior to return that in the event of an evacuation additional duties may be required in terms of what to do in the absence of a fire marshal.</li> </ul>	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)
<b>7.2 Managing premises on reopening after lengthy closure</b>					
All systems may not be operational	M	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Maintenance has continued during lock down so all systems in school are operational.</li> </ul>	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> <li>Government guidance has been shared and checked by the site supervisor</li> </ul>	Y	<ul style="list-style-type: none"> <li>Maintenance has continued during lock down so all systems in school are operational.</li> </ul>	L
<b>7.3 Contractors working on the school site</b>					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> <li>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.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>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.</li> <li>Temperature checks are carried out on arrival and before entering the school building.</li> <li>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.</li> <li>Social distancing is being maintained throughout any such works and where</li> </ul>	Y	<ul style="list-style-type: none"> <li>Contractors on site will see signage upon arrival and will be reminded of the need for social distancing and hand hygiene.</li> <li>Sanitiser will be available at sign in.</li> <li>RA information with contractors prior to them visiting site</li> </ul>	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)
		<p>this is not possible arrangements are reviewed.</p> <ul style="list-style-type: none"> <li>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).</li> </ul>			

## 8. Finance

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

<p><b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with governors, trust and ESFA.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>Costs are being collated by SBM and CFO has an overview. Grant of up to 75K is available from government, but this will not cover loss of income.</li> </ul>	<p>H</p>
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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)
		<ul style="list-style-type: none"> <li>Where funds are generated by specific staff- catering/music peris, furlough has been initiated.</li> </ul>			

## 9. Governance

### 9.1 Oversight of the governing body and trustees

Lack of governor/trustee oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The HT's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>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.</li> </ul>	Y	<ul style="list-style-type: none"> <li>More meetings will be required as government guidance changes and more pupils are readmitted.</li> </ul>	M
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## 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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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)
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		•		•	
		•		•	

**Review Dates: changes will be made in the corresponding colour where applicable**