



## RISK ASSESSMENT TOOL FOR THE FULL OPENING OF SCHOOLS IN SEPTEMBER 2020

This risk assessment tool accompanies the revised version of the WS Framework for Re-opening Schools from September 2020, and provides some key steps which must be factored into the planning of the full opening of schools from 1st September 2020. It is expected that all steps will be completed prior to schools opening and will be amended as appropriate in the context of any future changes to DfE, government, and/or Public Health England (PHE) guidance.

**Caveat: This document is version 2, produced on 14th July 2020. It is being kept under review as updated guidance is published by the Government.**

The DfE latest documents and guidance webpage is being updated regularly

### Risk assessment tabs:

- [1. School Building Assessment](#) - Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 must complete this.
- [2. Staffing](#) - An individual staff member needs assessment must be completed for all staff members and volunteers - a separate tab should be used for each.
- [3. Health and Safety](#) - To be completed by all schools
- [4. Curriculum](#)
- [5. Wellbeing](#)
- [6. Safeguarding](#)
- [7. Policies](#)
- [7. Finance](#)
- [8. Governance](#)

Schools should complete the relevant parts of the risk assessment.

**Schools need to think about the COVID-19 hazard within the context of their own school premises and how they are used by their own staff and pupils. It is not advised that you copy this spreadsheet and simply insert your school name to it, as that would not satisfy the law - and would not protect your staff and pupils. Every school is different and so you will need to**

### Useful Government guidance: -

The following Government guidance document has been used as the source for this risk assessment.

Schools should refer to this document to complete their risk assessment: -

[Guidance for full opening: schools: Published 2 July 2020](#)

The system of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include: -

- 1) Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. *All staff and students are encouraged not to come to school if they feel unwell, get tested if they have covid-19 symptoms and not return until the result is known. If it is a positive test, the school will follow public health advice and work with test and trace.*
- 2) Cleaning hands thoroughly more often than usual. *Hands to be sanitized on entry to school and each time a classroom is entered as well as when using specialist equipment including PCs.*
- 3) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. *Provision of tissues and additional bins, posters to promote these actions. To improve ventilation doors will be held open during lessons.*

**Health and Safety information and guidance can be found on WSSfS. Cut and paste this link to your browser to access the system. <http://schools.westsussex.gov.uk/P1007> , you will be asked to log in, then you will be taken to the Health and Safety A-Z.**



### Full opening of the school from 1st September 2020

All schools which have remained closed or only partially open since the lockdown on 23rd March 2020 must complete this. Then complete the assessment in the Health & Safety tab.

Persons at risk	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measures in place? Yes / No	Comments
<b>Hazard - What can cause harm</b>				
<b>Asbestos</b> - Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	No	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the vacancy.		BAM responsibility
<b>Fire</b> - Fire detection / alarm systems not working - People not warned of fire	No	Fire detection / alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / alarm heads, manual alarm activation points and alarm sounders / beacons.		BAM responsibility
<b>Fire</b> - Not enough portable fire extinguishers or not in place - People unable to fight minor fire	No	Check all portable firefighting appliances are in place as designed.		BAM responsibility
<b>Fire</b> - Fixed firefighting installations faulty or decommissioned - Fire not suppressed automatically	No	Check any installed, fixed firefighting systems are available, as designed.		BAM responsibility
<b>Fire</b> - Fire doors faulty - Fire not contained	No	All fire doors must be checked as operating correctly, as designed, including hold-back devices.		BAM responsibility
<b>Fire</b> - Fire safety signage missing - People not given fire safety information	No	Check all necessary fire safety signage is in place, as designed.		BAM responsibility
<b>Fire</b> - Emergency escape appliances missing - Affected people unable to exit upper stories	No	Check all emergency escape appliances (e.g. evacuation chairs) are in place as designed.		BAM responsibility
<b>Fire</b> - Emergency escape routes are blocked - People unable to exit building safely	No	Check all emergency escape routes are clear and lead to a safe place away from buildings.		BAM responsibility
<b>Fire</b> - Muster points no longer available - People unable to muster after emergency exit	No	Check all school emergency muster points are still accessible / available.		BAM responsibility
<b>Fire</b> - Flammable materials kept in an unsafe condition - Increased fire risk	No	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure storage, in sealed containers, correctly labelled).		BAM responsibility
<b>Fire</b> - External waste bins incorrectly stored - Available to arsonists	No	Check external waste bins are stored in secure storages, away from buildings.		BAM responsibility



<b>Electricity</b> – No supply to premises – Fire alarms, lighting etc inoperative	No	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.		BAM responsibility
<b>Electricity</b> – Lighting not working – People unable to see to work or circulate safely	No	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.		BAM responsibility
<b>Electricity</b> – Ventilation not working – Air quality is poor within buildings	No	<u>Check all powered ventilation systems and installations are working as designed. Includes extractor fans set into windows and ceilings (e.g. in WCs). See also HSE guidance.</u>	Yes	Ventilation assisted by opening off classroom doors to mitigate spread of
<b>Electricity</b> – Electrical equipment unsafe – Electrical shocks / burns and fire	No	Staff to conduct user-checks on all items of electrical equipment used in buildings. Re-establish Portable Appliance Testing and inspection routines. Some equipment (e.g. printers) may require servicing.		BAM responsibility
<b>Electricity</b> - Alarm systems - Intruder / panic / accessible toilet alarms not working	No	Alarm systems to be checked for correct operation (may involve informing or consulting with external providers / alarm receiving centres). Checks should include detector / sensors, manual alarm activation points and alarm sounders / beacons.		BAM responsibility
<b>Gas safety</b> – Gas supply disconnected – Unable to heat the building etc	No	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).		BAM responsibility
<b>Gas safety</b> – Gas appliance annual check has lapsed during vacancy – Gas appliance is unsafe	No	Check all gas appliances are in-date for annual statutory service / examination / inspection.		BAM responsibility
<b>Water supply and drains</b> – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	No	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.		BAM responsibility
<b>Water supply</b> – Legionella bacteria – People at risk of infection	No	Check all water systems (testing / maintenance) according to school's legionella risk assessment, especially aerosol-generating systems (e.g. showers) where aerosol-free flushing will be required prior to use. Consider pasteurising and flushing hot water systems.		BAM responsibility
<b>Lifting equipment</b> – Equipment statutory examination and servicing has expired – Equipment is unsafe to use	No	Check all lifting equipment (e.g. hoists, changing tables etc) are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.		BAM responsibility
<b>Lifting equipment</b> – Equipment not functioning correctly	No	Check all lifting equipment to ensure that it is functioning as designed.		BAM responsibility

<b>Passenger, goods and wheelchair lifts</b> - Lift statutory examination and servicing has expired – Lift is unsafe to use	No	Check all lifts are in-date for service / examination / inspection if their statutory examination / maintenance date has expired during the vacancy.	BAM responsibility
<b>Passenger, goods and wheelchair lifts</b> - Lift not functioning correctly	No	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.	BAM responsibility
<b>Workplace</b> - Classrooms, offices, corridors, stairs etc, unclean and defective	No	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Thoroughly clean all touchable surfaces.	BAM responsibility
<b>Workplace</b> - Doors, windows and skylights etc are defective and affecting circulation and ventilation	No	Check all doors (inc. manual, powered, revolving, roller shutter etc), windows and skylights etc, to ensure that they open and close as designed and are free from defects.	BAM responsibility
<b>Workplace</b> - WCs and washing facilities are unclean – people unable to practise personal hygiene	No	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	BAM responsibility
<b>Workplace</b> - Classrooms, offices, corridors, stairs, toilets etc, unclean and unclean surfaces	No	Check all classrooms, offices, corridors, stairs, toilets etc, are clean. Thoroughly clean all touchable surfaces. If there has been cases of COVID 19 on the premises during lockdown, a deep clean should be undertaken in the affected area.	BAM responsibility
<b>First Aid</b> - 1 <sup>st</sup> aid kits missing or poorly stocked – People not having access to 1 <sup>st</sup> aid	No	Check all 1st aid kits are in place as designed and the kits are fully stocked.	
<b>First Aid</b> - 1 <sup>st</sup> aid signage missing – People not given 1 <sup>st</sup> aid information	No	Check all necessary 1 <sup>st</sup> aid signage is in place, as designed.	
<b>'Sharps'</b> - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	No	Check the grounds for any 'sharps' that may have been left by vandals etc.	
<b>Gates</b> - Not operating correctly – People unable to circulate	No	Check all gates (manual and powered) to ensure that they open and close as they are designed to do. Includes pedestrian gates and vehicle gates.	BAM responsibility
<b>Rodent / pest infestations</b> – Infestations have occurred during vacancy - Health hazard to pupils and staff	No	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	BAM responsibility



All staff have an individual RA on this template that is kept separately for their privacy

Staff member's (or volunteer's) name	
Job Role	
Person completing form (i.e. line manager)	
Date of assessment	14.07.20
Any Known Chronic (i.e. long-term) health conditions	No
Head teacher's decision - Can this staff member to return to the workplace?	Fit to return

	Reason(s)?	Additional control measures - Line manager may add further control measures if they consider it appropriate to further reduce the risk	Action owner	Date implemented	Is this still a risk? Yes / No If a red box appears go back to columns C and D
Is this a risk? Yes / No If a red box appears go to next column					
<b>Is the staff member showing symptoms of COVID-19?</b>	No	Staff member must self-isolate for at least 7 days and should arrange to have a test to see if they have COVID-19.			
<b>Does staff member live with someone showing symptoms of COVID-19?</b>	No	Staff member must stay / work at home for minimum 14 days from when the symptomatic person first had symptoms.			
<b>Is the staff member in the 'clinically extremely vulnerable' category?</b>	No	Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is agreed. They must be especially careful and be diligent about social distancing and hand hygiene by washing their hands regularly, avoiding touching their face and keeping 2m away from people outside of their household or bubble wherever possible and in any case at least 1m with protective measures in place (e.g. wearing a face covering, installing screens, making sure people face away from each other, providing extra handwashing or hand sanitising facilities).			
<b>Is the staff member in the 'clinically vulnerable' category?</b>	No	Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is agreed. However they must be especially careful and be diligent about social distancing and hand hygiene.			
<b>Does the employee have any of the following protected or personal characteristics not covered by the previous questions and which increase the risk of poorer COVID-19 outcomes: Black or Asian ethnicity Dementia?</b>	No	Individual risk assessments are required to support staff returning to COVID-secure workplace, or working from home if this is agreed. However they must be especially careful and be diligent about social distancing and hand hygiene.			
<b>Is the staff member able to travel to work safely?</b>	No	Line manager and staff member must either explore options to stay safe during commute to work. Options for travelling to work control measures can be found in Govt. guidance.			
<b>Will the staff member require an induction or re-induction to the school (especially if school routines have changed)?</b>	No	Line manager must arrange a re-orientation / re-induction to the school for the staff member.	RCT	3.09.20	
<b>Does the staff member require a Personal Emergency Evacuation Plan (PEEP)? that details the escape plan for a staff member who may have difficulties being able to quickly reach a place of safety unaided in the event of an emergency</b>	No	Line manager should review existing PEEP's / complete a PEEP with the staff member to consider the options. Refer to guidance on fire risk management for further information on completing a PEEP (if you have access to WSSSIS - H&S pages).			
<b>Does the staff member have any genuine concerns about coming back into the workplace?</b>	No	Line manager must discuss staff member's concerns and options and, if necessary, consult with head teacher on possible alternatives for remote working for that staff member.			

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<p><b>If the staff member is to work at home will they be properly supported?</b></p>		<p>Line managers must check-in with home working staff regularly to enquire about their wellbeing. Staff members must follow the guidance on Home Working, Lone Working and Display Screen Equipment (on WSSfS - H&amp;S pages), 24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP).</p>			
<p><b>Does the line manager have concerns about the staff member's mental health?</b></p>	<p>No</p>	<p>Line manager and staff member should undertake a stress risk assessment. Refer to guidance on stress management on WSSfS - H&amp;S pages.</p>			
<p><b>Will staff member have to work with another employer's staff?</b></p>	<p>No</p>	<p>Line manager must consult with other employer to ensure that their infection control measures are either equal to or better than the school's infection control measures.</p>			



Actions to be taken which apply to all schools planning for reopening from 1st September 2020.			
Persons at risk	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
<b>Hazard - What can cause harm</b>			
<b>Fire</b> - Insufficient fire marshals - unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.		Yes
<b>Fire</b> - Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.		Yes
<b>First Aid</b> - Insufficient number of 1 <sup>st</sup> aiders - Unable to provide 1 <sup>st</sup> aid to staff	Check the school has sufficient number of 1 <sup>st</sup> aid trained staff to operate safely.		Yes
<b>School building assessment</b> - Where applicable, has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Refer to 'School building assessment' tab.		Yes
<b>Staffing</b> - Staff are physically and mentally able to return to work.	A risk assessment has been completed for every member of staff (see Staffing tab).	BAM See individual staff	Yes
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	<a href="#">Copy of UK Govt. poster to be completed and displayed.</a>		
	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school		Yes
	Cleaning hands thoroughly and more often than usual.	Sanitizer stations at entrances and all classrooms	Yes
	Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.		
	Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	BAM	Yes
	Minimising contact between individuals and maintaining social distancing wherever possible: -		
	How children are grouped	Bubbles	Yes
	Measures within the classrooms	Standard classrooms format	Yes
	Large gatherings (e.g assemblies, collective worship)	None	Yes
	Movements around the school	Controlled	Yes
	Break times / Lunch times	Set social spaces	Yes
	Shared staff spaces	Minimal use	Yes
	Measures for arriving at and leaving school	Set entrances for yeargroups/staggered times	Yes
	Measure for pupils with SEND		Yes
	Measures for supply / peripatetic teachers		Yes
	Measures for specialists, therapists, clinicians and other support staff		Yes
	Measures for visitors		Yes
	Measures for contractors working in occupied parts of the school		Yes
	Measures for dual-registered pupils	No dual registered pupils	Yes
	Requirements for individual equipment (e.g. pens and pencils)	Supplies in bubbles	Yes
	Requirements for classroom based resources (e.g. books and games)	Kept in bubbles	Yes
	Requirements for shared equipment (e.g. sports, art and science equipment)	Cleaning regimes and bubbles sets of equipment	Yes
	Requirements for outdoor play equipment	N/A	
	Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationary and mobile phones)	N/A	
	Restrictions on what equipment, books or shared resources can be taken home	Books and materials left in school	Yes
	Where necessary, wear appropriate personal protective equipment (PPE)		Yes

**Risk of transmission of the virus - prevention of infection** - see relevant part of [Government guidance, section 1 PHE guidance](#)

<p>Response to infection - see relevant part of government guidance, section 1, PHE Guidance</p>	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p>	<p>Surrey &amp; Sussex HPT (South East) at: - Public Health England County Hall North (Parkside) Chart Way Horsham RH12 1XA Email - PHE.sshpu@nhs.net Telephone - 0344 225 3861 (option 1 to 4 depending on area). Out of hours advice - 0844 967 0069</p>	<p>Yes</p>
<p>Booking a test</p>	<p>Keeping records of personnel in the building</p>	<p>Self-isolating</p>	<p>Yes</p>
<p>Self-isolating</p>	<p>Keeping home testing kits</p>		<p>Yes</p>
<p>Ensuring parents and staff inform school of test results</p>	<p>Managing confirmed cases of COVID-19 amongst the school community</p>		<p>Yes</p>
<p>Contain any outbreak by following local Health Protection Team advice</p>	<p>Dedicated 'home school transport' in partnership with providers: -</p>	<p>Measures to manage transport to allow pupils to where possible remain in their 'bubbles'</p>	<p>Yes</p>
<p>School transport see section 2 of the government guidance, 'School Operations'</p>	<p>Measures to prevent the spread of infection.</p>	<p>Measures to maintain social distance when queuing and inside vehicles wherever possible.</p>	<p>N/A</p>
<p>Government has pledged to produce more guidance on dedicated school transport in due course (as at 10/07/20)</p>	<p>Public transport: -</p>	<p>Consideration of staggered start and finish times to avoid peak hours on public transport</p>	<p>Yes</p>
<p>Attendance for pupils who are shielding or self-isolating see section 2 of the government guidance, 'School Operations'</p>	<p>Measures to encourage use of other forms of transport to avoid use of public transport</p>	<p>Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport</p>	<p>Yes</p>
<p>Note: Shielding advice for all adults and children will pause on 1 August.</p>	<p>Arrangements for pupils who are following clinical and/or public health advice</p>	<p>Arrangements to reassure pupils and parents who are anxious about the return to school</p>	<p>Yes</p>
<p>Attendance for staff see section 2 of the government guidance, 'School Operations'</p>	<p>Arrangements for Supply Teachers and other temporary or peripatetic teachers</p>	<p>For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab</p>	<p>Yes</p>
<p>Note: Shielding advice for all adults and children will pause on 1 August.</p>	<p>Arrangements to comply with guidance for food businesses on coronavirus (COVID-19).</p>	<p>Arrangements for re-opening: -</p>	<p>Yes</p>
<p>Catering see section 2 of the government guidance, 'School Operations'</p>	<p>All school - all the usual pre-term building checks must be undertaken to make the school safe</p>	<p>Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 - see 'School building assessment' tab</p>	<p>Yes</p>
<p>Estates see section 2 of government guidance, 'School Operations'</p>	<p>Arrangements to manage ventilation including air conditioning</p>	<p>This presents a very significant risk of spread through poor ventilation. We will act as instructed by West Sussex and close fire doors but do not agree that the balance of risk favours this action.</p>	<p>Yes</p>
<p>Note: Fire doors must be kept closed. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.</p>	<p>BAM</p>		<p>Yes</p>



<p><b>Educational visits</b> see section 2 of government guidance '<a href="#">School operations</a>'.</p> <p><b>The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage. But from Autumn term non-overnight domestic educational visits can resume.</b></p>	<p>Trip arrangements that are in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.</p>		Yes
<p><b>Extra curricular provision</b>- see section 2 of government guidance '<a href="#">School operations</a>'.</p>	<p>Arrangements for resuming any breakfast and after school provision.</p>	<p>Will not open from September and revised later</p>	Yes
<p><b>Curriculum risk</b> see section 3 of government guidance '<a href="#">Curriculum, behaviour and pastoral support</a>'.</p>	<p>Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting</p>		Yes
<p><b>Pupil wellbeing and support</b> see section 3 of the government guidance - '<a href="#">Curriculum and pastoral care</a>'</p>	<p>Arrangements to manage C19 risks during physical education, sport and physical activity</p>		Yes
<p><b>Pupil wellbeing and support</b> see section 3 of the government guidance - '<a href="#">Curriculum and pastoral care</a>'</p>	<p>Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.</p>		Yes
<p><b>Contingency planning for outbreaks</b> - see section 5 of government guidance '<a href="#">Contingency planning for the outbreak</a>'</p>	<p>Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation</p>		Yes
<p><b>Contingency planning for outbreaks</b> - see section 5 of government guidance '<a href="#">Contingency planning for the outbreak</a>'</p>	<p>Arrangements to manage school community anxiety to prevent escalation</p>		Yes
	<p>Develop contingency plans to cover all eventualities.</p>	<p>Range of scenarios modelled</p>	Yes





### Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
<p><b>Hazard - What can cause harm</b></p> <p><b>Individual risk assessments for children with EHCPs, those at are deemed "vulnerable" and those receiving SEN support and those from BAME community</b></p>	Not applicable	<p>Discuss changes in child's wellbeing with parents before their return to school allow a personalised approach. Revisit assessment tools such as Boxhall profiles, Strengths and Difficulties Questionnaire or with advice from specialist teams (ASCT, LBAT, EPS and others) to help identify pupils health and wellbeing needs which have changed due to experiences both at home or- if they have been in school- with the increase of children returning to school. <b>Discuss with family how recent global discussions about race have impacted on pupil's mental health and emotional wellbeing.</b></p>	Yes	<p>Increased hand and building hygiene</p>
<p><b>Pupils externalising and using anti-social behaviour</b></p>	Not applicable	<p>Updated policies understood and consistently applied. Review and update existing individual behaviour plans in line with how you are going to manage physical interventions if needed. Are there proactive measures that can be put in place (timetabling, environmental, social load, academic expectation, sensory arousal) to reduce the need for physical interventions. <b>Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.</b></p>	Yes	<p>Adapted behaviour policy</p>
<p><b>Pupils internalising anxieties.</b></p>	Not applicable	<p>Set up reporting systems so that all staff and parents can share any form of concern quickly. <b>Be alert to any changes in behaviour and smaller signs such as a change in eating or digestive habits, sleep, repetitive behaviours such as hair twiddling or picking of cuticles. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.</b></p>	Yes	<p>Planned pastoral support and Ed Psych intervention</p>

<p><b>Consider approach to social distancing for individuals who will need to access positive touch as a form of reassurance or to help them exhibit pro-social behaviours.</b></p>		<p>Ensure all teams are aware of this and that is applies consistently- <b>plan staff training being aware that some pupils with SEND are not able to socially distance, how will this risk be mitigated by good hygiene practices.</b></p>		
<p><b>Pupil anxiety about return to school:</b></p>		<p>Plan transition support for those returning to school, explain how school will be safe and how the team is ensuring everyone's safety and <b>how social and emotional needs are being met through a progressive, inclusive and diverse curriculum.</b></p>		
<p><b>Parental anxiety about children allocated a place going back to school.</b></p>		<p>Clear transparent communication with parents about how the risks have been managed and how they'll be regularly reviewed</p>		
<p><b>Bereavement support for staff and pupils.</b></p>		<p>Access online resources eg Winstons wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support form SLT and others and that they are personally resilient enough to provide this support to the pupils. <b>Contact the EPS if significant level of concern remains.</b></p>		
<p><b>Staff anxieties or diagnosed conditions preventing returning to school.</b></p>		<p>Use ideas outlined in the framework to support staff on their return to school. Liaise with HR as usual and plan group ratios to be safe. Maintain open communication with all staff and refer to EAP and Occupational Health if appropriate. Use ESelfare box for specific and additional questions.</p>		
<p><b>Anxieties from staff and pupils escalate rather than reduce.</b></p>		<p>Ensuring all measures are regularly reviewed to ensure wellbeing of the school community is sustained, alert appropriate bodies of support and guidance proactively rather than reactively.</p>		



**Actions to be taken which apply to all schools planning for reopening from 1st September 2020.**

Persons at risk	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
<b>Hazard - What can cause harm</b>				
<b>No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation</b>	Not applicable	To have DSL cover available at all times.		
<b>Non-compliance / not all staff being aware of existing statutory and C-19 safeguarding policies and guidance</b>	Not applicable	Clear implementation plan shared with all staff and volunteers (where applicable)		
<b>Safeguarding risks to all children not attending school, including those the school have previously identified as vulnerable.</b>	Not applicable	Effective safeguarding activity to monitor children remotely, including with partner agencies where applicable.		
<b>Monitoring of students at lesson changeovers</b>			Yes	Doors held open
				Pastoral managers patrolling corridors with SLT support. TAs to stay with group until next teacher arrives











### Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
<b>Hazard - What can cause harm</b>				
The non-compliance with statutory duties, currently, during lockdown and / or in re-opening phases from 1st September 2020	Not applicable	Ensure all statutory duties are met <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf</a>		
The non-compliance with strategic functions currently, during downturn, and / or during re-opening from 1st September 2020	Not applicable	Ensure all strategic functions are fulfilled in a pragmatic way		
The governing board (GB) are being operational and not strategic				
The governing board failing to act within the legal framework		Effective leadership and management of the GB by the chair		
Due to a lack of availability, risk of all governors not having equal status and rights	Not applicable	Ensure virtual meetings are timely. Virtual meetings are safe. Ensure GB is confident that all meetings remain confidential. Ensure governors have been able to hear all aspects of the meeting and decisions are understood.		
The governing board is not acting as a corporate entity with individual governors acting on their own without being delegated to do so.				
Governors not having sight of ongoing risk assessments	Not applicable	Being aware and monitoring risk assessments in a timely and agreed manner.		
Effective communication	Not applicable	Ensure safe forms of communication and transference of documentation.		
Effective duty of care to leaders and staff	Not applicable	Improved communication. Devise means of monitoring workload.		
Effective duty of care for governors	Not applicable	Improved communication by the chair.		

