

<u>Area for concern</u>	<u>Risk rating prior to action</u> H/M/L	<u>Recommended controls</u>	<u>In place?</u> Yes/No?	<u>By whom?</u>	<u>Deadline</u>	<u>Current Risk rating following action</u> H/M/L
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Coronavirus (COVID-19): Risk assessment for reopening after a temporary closure

St Joseph's & St Gregory's Catholic Primary School

<u>Assessment conducted by:</u> LISA SUMPTER (Headteacher) ALISON SYMONDS (SAHT) GEMMA OTTER (AHT) KATE TRUMAN (School Manager)	<u>Job Title:</u> 	<u>Covered by this assessment:</u> <u>Staff</u> <u>Pupils</u> <u>Parents</u> <u>Visitors</u> <u>Volunteers</u>
<u>Date of assessment:</u> 20/05/20; 04/06/20; 17/06/20; 29/06/202; 09/07/20 (for September) 26.08.2020	<u>Review internal:</u> As government guidance is received And / or 3 rd July 2020	<u>Date of next review:</u>

	<u>High</u>	<u>Medium</u>	<u>Low</u>
<u>Risk rating</u>			
	Urgent action required as any impact is critical.	Some controls in place but further actions to be implemented.	No action required. Sufficient management controls in place.

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School to include description of re-opening plan

The school has been open to Keyworker and vulnerable children since partial closure (including all holiday periods). Leaders, teachers, education support staff and admin staff have been working in school on a rota basis since partial closure began. Site staff (including cleaners) have been working across the school sites since the Easter holidays (the caretaker has worked throughout with appropriate breaks).

Parts of the school have already undergone a deep clean. Those areas that were more heavily in use will have a deep clean during the Half Term holiday. Plans have been put in place to re-direct cleaning and site staff hours to enable deep cleaning of proposed in use areas and continuous cleaning of communal areas throughout the proposed school day. Some parts of the school will be closed to staff and children, and will be cleaned on a less regular basis.

All staff and parents have been surveyed and their responses taken into consideration when formulating the school wider opening plan.

All staff (excluding those who have a reason not to) will be invited into school from the 1st June in relevant small groups to have training. This will include the science behind the decisions being taken to ensure they can use this information to respond to eventualities we cannot anticipate. They will be briefed about protocols and procedures and taken on tours to understand the actual process involved in managing children, staff and parents across the site. This involves a large number of people and will take some time to ensure confidence and understanding of the new ways of working. This will also instill confidence in our parents and ensure our children are met with a positive, assured manner. All staff groups (Teachers, support staff, cleaners/site staff, catering and admin) have received generic training and training pertinent to their work area. Playleaders will have training on 10th June and be re-deployed at this point once we have confirmed numbers in each year group. Although most staff have reservations about returning to work, they have taken up the training positively and have implemented plans in their areas appropriately. Playleaders received their training and are now supporting staff at lunchtime by cleaning tables and setting up / clearing up afterwards. 50% of the Playleaders are off due to shielding / vulnerable household – we are unable to re-deploy or offer working from home. After school club staff and one kitchen assistant have been furloughed.

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All staff will have time in their particular area (classrooms and outside spaces) to organise resources appropriately. They will also spend time determining the type of curriculum that can be offered and how that will be taught. These things can be started remotely, but until you are physically in a building it is not always easy to envisage the actuality of your decisions.

Based on the feedback from teaching and support staff who have worked for a week at a time with the Keyworker/vulnerable group, we expect that staff and children will find the initial return particularly tiring – both physically and emotionally. When you are working in a heightened state of alertness emotions can run high and energy low. To mitigate this we are proposing bringing our year groups back in a staged and phased manner. Parents were very receptive to this too.

Year 6 and Nursery children will come back for two days of induction and re-integration on 4th June 2020. This will give them two days to settle in before returning for a full week from Monday 8th June 2020. 31 Y6 children have taken up places in school; 12 of these children are from keyworker families. We are able to offer up to 41 places, at which point Y6 will be closed to new applications. 12 children have returned to the nursery setting; offered either a morning or afternoon session. We are unable to offer full day sessions due to the nature of keeping 'bubbles' apart. There are 16 places available in nursery – once these are filled we will close nursery applications.

Year 1 children will return for half days from 8th June 2020 Mornings only, including lunch. Reception children will return for half days from 8th June 2020; Afternoons only, including lunch. 24 children have taken up places in Y1; 6 are from keyworker families. 30 places are available; once they are offered the bubble will close to new applications. 15 children have returned to the reception class. We are keeping this as one bubble due to staffing across the foundation stage. No new applications will be offered places at this time.

Keyworker and vulnerable children will continue to be offered places in school. This will be on a full time basis (parents will be expected to accept the place on this basis). The group as it grows will be sub-divided into a phase group (Year 2 & Year 3 and Year 4 & Year 5) and later into year group classes. We expect by the end of the month to have at least one class in every year group across the school. Probably 3 classes in Year 6 and 2 classes in each of Year 1 and Reception. The number of applicants for key worker was significant enough to sub-divide the group from Monday 8th June 2020. The children will work in a phase keyworker bubble, which will be further sub-divided for teaching English and Maths. Each phase group will have its own staff group organised by the AHT responsible for that keyworker phase.

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Both Keyworker groups are full (15 children in each across four year groups). No new applications will be offered places currently, although we are revising the groups and looking at how another group could be accommodated.

All children will work in 'bubbles' (isolated groups) as per government recommendation. They will have a teacher (ideally their own) and a support staff member (ideally their own) to meet safeguarding and familiarity concerns; as well as infection control. All groups have their own teacher

We are installing additional handwashing and water bottle filling troughs outside key areas on each playground. We are also installing hand sanitizing stations at each main entrance. We hope this encourages autonomy for our children and instills confidence in our staff and parents.

We have plans for the beginning and end of each session for each year group. Parents will not be allowed to enter the school building and will be expected to take responsibility for social distancing when dropping off and picking up their children. This will be communicated in our guidelines for parents.

Most of the policies we have added to (appendices) or devised, offer parents and staff further details on our plans. These plans are being amended as further guidance is released. All policies and amendments are available on the school website. Parents and staff have been directed to these changes.

From September 2020 school will be open to children in all year groups. In planning and preparing for this we take full account of Guidance for full opening: schools Published 2 July 2020. (Further guidance published 7th August 2020)

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Safeguarding and Behaviour		<p>The Safeguarding policy has been updated to reflect the current changes recommended by the government. https://www.stjosephsandstgregorys.com/attachments/download.asp?file=482&type=pdf</p> <p>New version of KCSIE to be used from 01/09/20</p> <p>The new Trust Safeguarding Policy will come into effect on 01/09/2020 as a working document.</p>	Y	Safeguarding Team	01/06/2020 01/09/20	
		<p>The Behaviour policy has been amended to reflect changes required due to Coronavirus. https://www.stjosephsandstgregorys.com/attachments/download.asp?file=508&type=pdf</p>	Y	Inclusion Team	01/06/2020	
		<p>Have staff been made aware of the changes to the above policies and have they been directed to the links?</p> <p>Staff to read KCSIE by training day 07/09/20</p>	Y Safeguarding Y Behaviour	Email / Training	03.06.2020 07/09/20	

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Communication		The school's website is kept up to date with any information regarding reopening e.g. dates and local arrangements.	Y	KT/EJ	Ongoing	
		Parents are informed about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. New information for 01/09/20	Y	GO / LS	22/05/2020 17/07/20	
		All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. Posters displayed in school building.	Y	KT	wc 25/05/2020	
		Staff and volunteers are informed about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing and how lessons will be delivered. Playleader Training 11.06.20	Y	LS	22/05/2020 (11.06.20)	
		Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues.	Y	AS	Ongoing	
		The school communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods e.g. catering, sports coaches.	Y	KT	Ongoing	

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Staffing		<p>Staff categorised as 'clinically extremely vulnerable' (ie are Shielding) are unable to attend work. Trust HR guidance in place – request confirmation of letter from member of staff – staff advised to Work From Home until safe to return to work</p> <p>Government guidance will be monitored. As of 09/07/20 clinically extremely vulnerable colleagues are able to return to work from 01/08/20. The headteacher will consider the anxiety and concern of any colleague and be open to making adjustments to working conditions where this does not detract from the effective running of the school.</p> <p>Any staff with concerns regarding returning to work can request an individual risk assessment as per Trust HR guidance.</p>	Y	LS/KT	29/05/2020	
		<p>Staff categorised as 'clinically vulnerable' but are able to attend work. Trust HR guidance in place – protocols in place at the school regarding social distancing, handwashing. Meetings held between Headteacher and staff who request working from home – letters sent to confirm arrangements.</p> <p>Clinically vulnerable colleagues will resume working in school from 01/09/20. The headteacher will consider the anxiety and concern of any colleague and be open to making adjustments to working conditions where this does not detract from the effective running of the school.</p>	Y	LS/KT	wc 01/06/2020	

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		Any staff with concerns regarding returning to work can request an individual risk assessment as per Trust HR guidance.				
		<p>Staff who live with a person who is 'shielding. Trust HR guidance in place – these staff still able to attend work providing there are strict protocols in place at the school regarding social distancing, handwashing. Meetings held between Headteacher and staff who request working from home – letters sent to confirm arrangements.</p> <p>The headteacher will consider the anxiety and concern of any colleague and be open to making adjustments to working conditions where this does not detract from the effective running of the school.</p> <p>Any staff with concerns regarding returning to work can request an individual risk assessment as per Trust HR guidance.</p>	Y	LS/KT	wc 01/06/2020	
		<p>Staff who consider themselves at extra risk due to their inclusion in the BAME group are given the option to work from home.</p> <p>The headteacher will consider the anxiety and concern of any colleague and be open to making adjustments to working conditions where this does not detract from the effective running of the school.</p>	Y	LS/KT	03.06.2020	

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		Any staff with concerns regarding returning to work can request an individual risk assessment as per Trust HR guidance.				
		Analyse ethnic groupings within workforce teams to check whether any group is disproportionately directed to roles with more contact and therefore more potential risk.	Y	LS/KT	08.06.2020	
		Staff unable to attend work due to self-isolating. Trust HR guidance in place advising to follow Government guidance and obtain an isolation note from the NHS website.	Y	LS/KT	Ongoing	
		Staff reporting as sick with COVID – Trust HR guidance in place advising obtain isolation note and follow Government guidance for self-isolating for 7 days.	Y	LS/KT	Ongoing	
		Staffing models? Confirm to staff awareness of rotas, Working from home protocols, redeployment options. Staff will be expected to work within the school site to their normal terms and conditions.	Y	LS/KT	03.06.2020	
		Have social distancing measure been considered & recorded? <ul style="list-style-type: none"> • Staggered school drop off/pick up times • Staggered or limited moving around the school/corridors • Classroom redesign 	Y		03/06/2020	

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		<ul style="list-style-type: none"> • Staggered break and lunch times • Toilet arrangements • Office environments? • Entry/exit points • Staff areas <p>Parent guidelines issued ahead of new groups of children returning addressing these points. Staff training and planning included measures to mitigate and minimise risk including all the points above.</p> <p>These have been reviewed in anticipation of full opening of school from 01/09/20.</p>				
		Update all contact details for staff and Next of Kin/Emergency contact details.	Y	KT	01/06/2020	
		<p>Evaluate status of any recruitment processes. Establish plan of completing for September intake. Staffing plan adjusted after May resignation date. No teacher recruitment / support staff recruitment may be necessary awaiting further opening of schools plan.</p> <p>Staffing structure in place.</p>	Y	LS/KT	15/06/2020	
		Evaluate status of outstanding disciplinary/capability/grievance processes.	N	LS	15/06/2020	
		Bereavement – are staff aware of policy and support available.	Y	SS	22/05/2020	

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		Furlough – are there staff that need to be furloughed? Trust are able to advise and support. Still awaiting documentation. Furloughed staff to return to work as of 01/09/2020	Y	LS/KT	29/05/2020 (10.06.20)	
		Insufficient staff due to inability to attend work – School to consider closure following approval from Directors.	Y	LS	15/05/2020	
		Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.	Y	LS	29/05/2020	
		The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of wellbeing, health and safety.	Y	LS	Ongoing	
Access to learning		The headteacher will work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely. We do not expect any children to be wholly reliant on remote learning from 01/09/20. Virtual and remote methods will be exploited to maximize recovery. A remote learning plan will be in place by 15/09/2020 in case of local lockdown.	Y	All teaching staff AHTS Core SLT	01/06/2020	

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		<p>The headteacher will work with teaching staff to ensure a plan is in place to provide adequate learning material during all phases of reopening, where required.</p> <p>All educational staff have resources, direction and time (a planning day) to prepare a suitable curriculum for the new school year.</p>	Yes	All teaching staff AHTs Core SLT	wc 01/06/2020	
		The headteacher will work together with staff to ensure the wellbeing of all pupils both in school and remote learning are supported.	Y	Inclusion team (SWERL)	Ongoing	

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Policies and documents		<p>All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy (updated for 01/09/20)</u> - <u>First Aid Policy</u> <p>At INSET all staff will be made aware of updates to any policies.</p>	Y	LS / AS / KT	01/06/2020	
		<p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 	Y	LS / AS / KT	01/06/2020	

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		<ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p style="color: blue;">All staff attended training sessions, and are aware of legislation appropriate to their role and responsibilities.</p>				
		The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training.	Y	LS / KT	01/06/2020	
		<p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local health protection team (HPT) 	Y	ALL	Ongoing	
		<p>All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens.</p> <p style="color: blue;">New infection control policy from 01/09/20</p>	Y	LS	22/05/2020	
		The school conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more pupils e.g. caterers, contract cleaners	Y	KT	29/05/2020	

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Community wellbeing		<p>The school has assessed how pupils and parents feel about the school reopening. This has enabled the school to act on any concerns pupils and parents may have.</p> <p>A further parent survey will be sent Monday 14th September 2020</p>	Y	LS / AS / GO / KT	20/05/2020	
		<p>The school has assessed how staff and volunteers feel about the school reopening. This has enabled the SLT to act on any concerns staff and volunteers may have.</p> <p>A further staff survey will be sent on Thursday 10th September 2020.</p>	Y	LS / AS / GO / KT	20/05/2020	
		<p>The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</p>	Y Vulnerability RA	AS	05/06/2020	
		<p>The apparent additional risk experienced by BAME communities (PHE, Disparities in the risk and outcomes of COVID-19) will be acknowledged and respected in all dealings with the community.</p>	Y	Core LT	Ongoing	
		<p>The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</p> <p>Reconsider for the situation from 01/09/20</p>	Y	Core LT	03/06/2020 01/09/20	

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		The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.	Y	AS / MP	22/05/2020	
		The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. Continue into autumn term.	Y	LS / SS	02/06/2020	

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Cleaning		The school arranges enhanced cleaning to be undertaken where required. Revise schedule for 01/09/20	Y	KT / LB	14/04/2020 01/09/20	
		The school has protocols in place to clean the school throughout the day as required	Y	KT / LB	14/04/2020	
		Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning.	Y	KT / LB	14/04/2020	
		The necessary areas of the school are deep cleaned before reopening, where required, with suitable cleaning agents and in line with the COSHH Policy	Y	KT / LB	05.06.2020	

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		All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.	Y	Core LT	Ongoing	
		All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified.	Y	Core LT	01/06/2020	
		Adequate amounts of suitable cleaning agents are available.	Y	KT / LB	29/05/2020	
		Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners, first aiders.	Y	KT / LB	29/05/2020	

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Infection control and social distancing		<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>There will be a new Infection Control Policy based on https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	Y	ALL	01/06/2020 01/09/20	
		Colleagues (EYFS) making home visits will follow specific guidance for home visits in Infection Control Policy.	Y	AD	01/09/20	

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	Yellow	Staff aware what procedure to follow if a child falls ill whilst in school.	Y	LS	wc 01/06/2020	Green
	Yellow	A COVID-19 room/space has been identified for a child with symptoms to wait for collection by a parent. A safe area in the school grounds is also available if this is deemed to be more suitable at the time.	Y	AS	08.06.2020	Green
	Green	Where necessary, school transport is restricted to essential use only.	n/a	n/a	n/a	Green
	Green	Where practicable, infection control and social distancing measures are put in place on school transport.	n/a	n/a	n/a	Green
	Yellow	Visual aids are used to display social distancing measures, e.g. floor tape to mark two-metre spacing.	Y	KT / LB	01/06/2020	Green
	Red	Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser.	Y	KT / LB	04/06/2020	Green
	Red	Adequate amounts of soap, tissues and bins are available in the relevant areas.	Y	KT / LB	04/06/2020	Green
	Yellow	Any phased reopening plans are in line with the relevant local and national advice.	Y	LS	20/05/2020	Green
	Red	The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered break times.	Y	LS	01/06/2020	Green

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		Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-pupil ratios as per issued guidance.	Y	Core LT	20/05/2020	
		Where required, the headteacher works with staff to ensure a suitable plan is in place to maximise infection control during class changes, e.g. one-way systems and staggered lesson times.	Y	Core LT	01/06/2020	
		The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required.	Y	Core LT	01/06/2020	
		Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.	Y	LS	Ongoing	
		Staff, pupils and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and are sent home as soon as possible.	Y	Core LT	Ongoing	
Premises		Have the responsible school staff completed the COVID-19 Re-Opening and Empty Building Checklist. OLICAT Building Re-Occupation Checklist .	Y	KT / LB	29/05/2020	
		Play Equipment use has been risk assessed and actions to mitigate risk put in place following latest government guidance	Y	KT / LS	On opening RA against current	

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		https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms https://www.hse.gov.uk/entertainment/childs-play-statement.htm			guidance 29/06/2020	
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