

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.

reviewed Jan 21 before reopening school & Feb 21 after lockdown and before reopening school to all children

Persons at risk				
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measures in place? Yes / No	Comments
Asbestos – Asbestos elements in unsafe condition - People exposed to fibres (pre-2000 buildings)	Yes	Check asbestos elements in relevant buildings to ensure that they have not deteriorated or been damaged during the vacancy.	Yes	last check Feb 20
Fire – Fire detection / alarm systems not working – People not warned of fire	Yes	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.	Yes	systems have been weekly tested throughout. Annual maintenance Feb 21
Fire – Not enough portable fire extinguishers or not in place – People unable to fight minor fire	Yes	Check all portable firefighting appliances are in place as designed.	Yes	all appliances in place. Checked by external company
Fire – Fixed firefighting installations faulty or decommissioned – Fire not suppressed automatically	Yes	Check any installed, fixed firefighting systems are available, as designed.	Yes	everything in working order. Weekly tests have continued throughout lockdown
Fire – Fire doors faulty – Fire not contained	Yes	All fire doors must be checked as operating correctly, as designed, including hold-back devices.	Yes	checked each week
Fire – Fire safety signage missing – People not given fire safety information	Yes	Check all necessary fire safety signage is in place, as designed.	Yes	all up to date and Fire risk assessment current. External assessment feb 21

Fire – 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.		
Fire – Emergency escape routes are blocked – People unable to exit building safely	Yes	Check all emergency escape routes are clear and lead to a safe place away from buildings.	Yes	all exits/ route are unblocked. Fire Wardens on site to check
Fire – Muster points no longer available – People unable to muster after emergency exit	Yes	Check all school emergency muster points are still accessible / available.	Yes	all muster points available
Fire – Flammable materials kept in an unsafe condition – Increased fire risk	Yes	Check all flammable and combustible materials, e.g. flammable gases / liquids etc, are stored in a safe condition (i.e. secure stowage, in sealed containers, correctly labelled).	Yes	all stored away as usual
Fire – External waste bins incorrectly stored – Available to arsonists	Yes	Check external waste bins are stored in secure storages, away from buildings.	Yes	in locked compound
Electricity – No supply to premises – Fire alarms, lighting etc inoperative	Yes	Check electricity supply is connected to the school. Check fixed wiring checks have been completed according to maintenance schedules.	Yes	all in working order
Electricity – Lighting not working – People unable to see to work or circulate safely	Yes	Check all lighting, both within buildings and externally, is working as designed. Includes all internal and exterior emergency lighting.	Yes	all in working order
Electricity – Ventilation not working – Air quality is poor within buildings	Yes	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.	Yes	recently serviced
Electricity – Electrical equipment unsafe – Electrical shocks / burns and fire	Yes	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.	Yes	all in working order. PAT Summer 20
Electricity – Alarm systems - Intruder / panic / accessible toilet alarms not working	Yes	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.	Yes	all in working order
Gas safety – Gas supply disconnected – Unable to heat the building etc	Yes	Check gas supply is safely connected, especially that which is needed for heating the school or cooking (where applicable).	Yes	all in working order
Gas safety – 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.	Yes	Gas service went ahead

Water supply and drains – Water supply not connected – Toilets unable to be flushed, sinks and showers not available for washing, sprinkler systems unavailable	Yes	Check hot and cold water systems (and drainage systems if applicable) are connected and available, especially if the school has a sprinkler system.	Yes	all kept running and flushed during partial opening
Water supply – Legionella bacteria – People at risk of infection	Yes	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.	Yes	water testing continued to be carried out.
Lifting equipment – 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.		n/a
Lifting equipment – Equipment not functioning correctly	No	Check all lifting equipment to ensure that it is functioning as designed.		n/a
Passenger, goods and wheelchair lifts - 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.		n/a
Passenger, goods and wheelchair lifts - Lift not functioning correctly	No	Check all lifts to ensure that they are functioning as designed, including lift failure devices and procedures.		n/a
Workplace - Classrooms, offices, corridors, stairs etc, unclean and defective	Yes	Check all classrooms, offices, corridors, stairs etc, are clean and free from defects. Thoroughly clean all touchable surfaces.	Yes	cleaning continued
Workplace - Doors, windows and skylights etc are defective and affecting circulation and ventilation	Yes	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.	Yes	no defects
Workplace - WCs and washing facilities are unclean – people unable to practise personal hygiene	Yes	Check all WCs and washing facilities are clean, free from defects and stocked with relevant essential items (e.g. toilet rolls, soap, towels etc).	Yes	cleaning continued
Workplace - Classrooms, offices, corridors, stairs, toilets etc, unclean and unclean surfaces	Yes	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.	Yes	cleaning continued
First Aid - 1 st aid kits missing or poorly stocked – People not having access to 1 st aid	Yes	Check all 1st aid kits are in place as designed and the kits are fully stocked.	Yes	first aid kits are up to date
First Aid – 1 st aid signage missing – People not given 1 st aid information	Yes	Check all necessary 1 st aid signage is in place, as designed.	Yes	up to date

'Sharps' - Broken glass, discarded needles etc left in the premises grounds – pupils at risk of cuts etc	Yes	Check the grounds for any 'sharps' that may have been left by vandals etc.	Yes	Field has been checked throughout lockdown
Gates – Not operating correctly – People unable to circulate	Yes	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.	Yes	gates working
Rodent / pest infestations – Infestations have occurred during vacancy - Health hazard to pupils and staff	Yes	Inspect premises for any signs of infestation (e.g. rodents, insects). Local Authority Pest Control may be able to advise.	Yes	all dealt with

Staff member's (or volunteer's) name	
Job Role	
Person completing form (i.e. line manager)	
Date of assessment	
Any Known Chronic (i.e. long-term) health conditions	
Head teacher's decision - Can this staff member return to the workplace?	Reason(s)?

	Is this a risk? Yes / No If a red box appears go to next column	If a red box appears in the previous column implement these required control measures	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 the staff member showing symptoms of COVID-19?		Staff member must self-isolate for at least 7 days and should arrange to have a test to see if they have COVID-19.				
Does staff member live with someone showing symptoms of COVID-19?		Staff member must stay / work at home for minimum 14 days from when the symptomatic person first had symptoms..				
Is the staff member in the 'clinically extremely vulnerable' category?		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).				
Is the staff member in the 'clinically vulnerable' category?		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.				
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?		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.				
Is the staff member able to travel to work safely?		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.				
Will the staff member require an induction or re-induction to the school (especially if school routines have changed)?		Line manager must arrange a re-orientation / re- induction to the school for the staff member.				
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		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 WSSFS - H&S pages).				
Does the staff member have any genuine concerns about coming back into the workplace?		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.				

If the staff member is to work at home will they be properly supported?		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&S pages). 24 hour confidential support for managers and staff is available using the WSCC Employee Assistance Programme (EAP).				
Does the line manager have concerns about the staff member's mental health?		Line manager and staff member should undertake a stress risk assessment. Refer to guidance on stress management on WSSfS - H&S pages.				
Will staff member have to work with another employer's staff?		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.				

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

reviewed Jan 21 before reopening school & Feb 21 after lockdown and before reopening school to all children

Persons at risk			
Hazard - What can cause harm	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
Fire - Insufficient fire marshals - unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.	Staffing back to normal levels so Fire Wardens and back up will be available . Training to take place early Autumn term. If not enough staff in to check an area then the Fire Marshal knows that this area is unchecked	Yes
Fire - Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.	Fire Drill will take place within the first couple of	No
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	Check the school has sufficient number of 1 st aid trained staff to operate safely.	School has over and above the numbers required. Numbers will be monitored if member of staff is unwell. Back up first aiders in the office	Yes

<p>School building assessment - Where applicable, has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?</p>	<p>Refer to 'School building assessment' tab.</p>	<p>Yes. The building has never closed down. All checked continued throughout lockdown and partial opening. Maintenance continued. Cleaning have continued. Normal closed down over summer holidays is only partial due to holiday club on site so site has to remain safe and working normally. 5 year electrical test completed Summer 20</p>	<p>Yes</p>
<p>Staffing - Staff are physically and mentally able to return to work.</p>	<p>A risk assessment has been completed for every member of staff (see Staffing tab).</p>	<p>Risk Assessment for every member of staff. Plus face to face meetings with any staff with health issues or concerns. Staff are able to have a risk assessment meeting with Head and SBM at any time. Their individual assessment will then be updated. Helpline numbers are displayed around the building</p>	<p>Yes</p>
<p>Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?</p>	<p>Copy of UK Govt. poster to be completed and displayed.</p>	<p>Display in entrance</p>	<p>Yes</p>

	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	Anyone with symptoms will be asked to leave. An isolation room will be used if children are not able to be collected straight away. Random temperature checks will be carried out. Parents will be told not to send children into school if unwell or a member of the household is unwell with covid symptoms	Yes
	Cleaning hands thoroughly and more often than usual.	Children and staff will be encouraged to wash hands at regular intervals such as when they arrive, after break times. Soap and hand gel is available. Handwashing can be done in classrooms as well as toilets.	Yes
	Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Bin liners will be made available for all tissues to be thrown away	Yes
	Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Evening cleaning includes wiping down all surfaces. Staff have washing up liquid, disinfectant and anti bac wips to use. They will wipe down surfaces between using and at the end of the day	Yes
	Minimising contact between individuals and maintaining social distancing wherever possible: -	children will be grouped in the year group bubbles. Staff will be able to move between bubbles if required [PPA teachers] but most will be able to stay within their year group bubbles. Staff rooms will be set up for each of these bubbles. Staff will be required to social distance as much as possible	Yes
	How children are grouped	In year group bubbles	Yes
	Measures within the classrooms	Classrooms will be structured within the current social distancing requirements. Children will use their own stationery and equipment. IT equipment will be wiped down after each use. Children will stay in these bubbles for lunchtime and breaks	Yes
	Large gatherings (e.g assemblies, collective worship)	Assemblies will not take place unless within the year group bubbles or if there is enough space between year group bubbles. Assemblies via zoom	Yes

<p>Risk of transmission of the virus - prevention of infection - see relevant part of Government guidance, section 1 PHE guidance</p>	Movements around the school	This will be kept to a minimum. A one way system is in place. Telephones are to be used where possible.	Yes
	Break times / Lunch times	These will be staggered to accommodate the year group bubbles.	Yes
	Shared staff spaces	Each bubble will have their own staff area. These areas are not to be visited by other bubbles. SBM will manage the staff rooms with water etc but will ensure that she washes hands before doing so.	Yes
	Measures for arriving at and leaving school	Children will arrive and depart at staggered times. A one way system will be in place which will be staff by the Senior leadership team. All parents the wear masks when on site. If expect must wear a lanyard	Yes
	Measure for pupils with SEND	This will be managed by the SENCO and Learning Mentor. They will be limited space due to breakout rooms being used as staff rooms. The Rainbow room will be used for SEN when not required as an isolation room	Yes
	Measures for supply / peripatetic teachers	Supply will be in house where ever possible. Peripatetic teachers will use the Music room and asked not to visit anywhere else in the building.	Yes
	Measures for specialists, therapists, clinicians and other support staff	Anyone visiting the school for this reason will need to book in advance with the SENCO or office. A space will need to be booked and the office briefed so that they are able to take them to the room directly.	Yes
	Measures for visitors	Visitors will be kept to a minimum. All visitors should pre book their visit if possible. Parent will be asked not to visit the office. Office staff only are to enter a name in the visitors book. The visitor will be given a lanyard to wear which on return will be cleaned ready for use. Visitors will be asked to wear a mask whilst on site.	Yes

Measures for contractors working in occupied parts of the school	Any works will be risk assessed to see if it can be carried out safely. If contractors are in, they will be asked to clean their hands and follow covid rules. Any works need children will be signposted so that children do not come within 2 metres of any contractors. Contractos will need to report to SBM and/or the Maintenance Manager who will be responsible for them during their time on site.	Yes
Measures for dual-registered pupils	N/A	
Requirements for individual equipment (e.g. pens and pencils)	All children and staff are to use their own equipment. Children will be given stationery packs to use	Yes
Requirements for classroom based resources (e.g. books and games)	Any shared equipment and resources will be cleaned down between use. Library books will not be used initially	Yes
Requirements for shared equipment (e.g. sports, art and science equipment)	Any shared equipment and resources will be cleaned down between use. This included musical intruments. School Recorders are not to be used. Individuals must provide their own.	Yes
Requirements for outdoor play equipment	Sports equipment will be cleaned down as used. Trim trails etc will not be able to be used initially. EYFS equipment will be washed down afer use.	Yes
Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Children will be asked to bring in only what is essential. They will not be able to bring anything in from home except for lunchbox and water bottle. Only essential mobile phones will be accepted which will need to be keep in a box in the classroom. Phones to be wiped before placing in the box. This is only for children who are walking home on their own.	Yes
Restrictions on what equipment, books or shared resources can be taken home	No shared equipment can be taken home.	Yes

	Where necessary, wear appropriate personal protective equipment (PPE)	PPE equipment is available in all staff rooms, outside first aid kits, spills cupboard, isolation room and medical room. PPE can be used at the staff's discretion as they must feel comfortable. First Aid is encouraged to be at a 2 m distance. If closer contact is needed then PPE is to be used. PPE is to be worn for any intimate care. Covid First Aid policy is displayed in all staff rooms and LTS cupboard.	Yes
Response to infection - see relevant part of Government guidance, section 1 PHE Guidance	Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.	Surrey & 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	
	Booking a test	This will be the responsibility of the member of staff or parent. Tests must be booked for within 24 hours. Parent will not be alerted unless the test is positive and a bubble may have to self isolate.	Yes
	Keeping records of personnel in the building	For children a register is taken for the morning and afternoon session. All staff have set working days. Anyone off sick is recorded by SBM.	Yes
	Self-isolating	All staff and pupils will need to follow the most up to date rules on self-isolating. Staff who are not ill but self-isolating will be required to work from home where possible. Pupils will be recorded in SIMS as isolating.	Yes
Keeping home testing kits	Everyone will be asked to book an appointment to be tested so that the quickest results can be reached. The school does not have the time to wait for home tests.	Yes	

	Ensuring parents and staff inform school of test results	As soon as a positive test is recorded the Headteacher will send an email to that bubble to explain what actions need to be taken. Staff will be spoken to individually by the Senior Leadership team. An email to all parent will also be sent out to inform them of the bubble isolation	Yes
	Manage confirmed cases of COVID-19 amongst the school community	Each case will be assessed and if required the Headteacher will let other local schools know of any	Yes
	Contain any outbreak by following local Health Protection Team advice	The office staff [under direction from the Headteacher will inform authorities and follow any guidance outlined.	Yes
	home test	All staff are required to take a home lateral flow test before coming to work - up to twice a week depending on their rota	Yes
<p>School transport see section 2 of the government guidance 'School Operations'</p> <p>Government has pledged to produce more guidance on dedicated school transport in due course (as at 10/07/20)</p>	Dedicated 'home school transport' in partnership with providers: -		
	Measures to manage transport to allow pupils to where possible remain in their 'bubbles'	N/A	
	Measures to prevent the spread of infection.	N/A	
	Measures to maintain social distance when queuing and inside vehicles wherever possible.	N/A	
	Public transport: -		
	Consideration of staggered start and finish times to avoid peak hours on public transport	N/A	
Measures to encourage use of other forms of transport to avoid use of public transport	N/A		
Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport	N/A		

<p>Attendance for pupils who are shielding or self-isolating see section 2 of the government guidance 'School operations'</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>The school will follow the latest guidance on shielding. Pupils attending school with health concerns for them or a household member will be identified. Parents are welcome to discuss any measures the school need to be put into place but the child will be monitored. At present all children are expected to return in September. Individual cases will be dealt with by the Senior Leadership team</p>	Yes
	<p>Arrangements to reassure pupils and parents who are anxious about the return to school</p>	<p>Any pupil or parent who are anxious will be identified and spoken to find out if any extra measures need to be put into place. All staff will be sensitive to how others are feeling. The SENCO will continuously monitor</p>	Yes
<p>Attendance for staff see section 2 of the government guidance 'School operations'</p> <p>Note: Shielding advice for all adults and children will pause on 1 August.</p>	<p>For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab</p>	<p>All staff have been risk assessed. The two members have been shielding, both will have measures in place to minimise any risk. They have been spoken to and are happy to return to work.</p>	Yes
	<p>Arrangements for Supply Teachers and other temporary or peripatetic teachers</p>	<p>External teachers will be kept to a minimum. Internal supply is preferred.</p>	Yes
<p>Catering see section 2 of the government guidance 'School operations'</p>	<p>Arrangements to comply with guidance for food businesses on coronavirus (COVID-19).</p>	<p>lunchtime will have staggered sittings. There will be a sitting per year group bubble. All catering staff will follow Chartwells guidelines. LTS staff also follow Chartwells guidelines on cleaning. All tables to be cleaned with blue roll and disinfectant after each sitting.</p>	Yes
<p>Estates see section 2 of government</p>	<p>Arrangements for re-opening: -</p>		
	<p>All school - all the usual pre-term building checks must be undertaken to make the school safe</p>	<p>All check to be carried out</p>	Yes
	<p>Schools which have remained closed or only partially open since the lockdown on 23rd March 2020 - see 'School building assessment' tab</p>	<p>Filled out</p>	Yes

guidance 'School operations'	Arrangements to manage ventilation including air conditioning 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.		
Educational visits see section 2 of government guidance 'School operations' 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.	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.	Trips will not take place until LA guidance permits	Yes
Extra curricular provision - see section 2 of government guidance 'School operations'	Arrangements for resuming any breakfast and after school provision.	Breakfast club to continue with children seated together in their pods. After school clubs in year group pods	Yes
Curriculum risk see section 3 of government guidance 'Curriculum, behaviour and pastoral support'	Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting	Teachers will follow the up to date guidance on music classess. Visiting teacher will be expected to do the	Yes
	Arrangements to manage C19 risks during physical education, sport and physical activity	Teachers will follow the up to date guidance on music classess. Equipment will be cleaned before and after use. PE coach and Co-ordinator will be in charges of equipment	Yes
Pupil wellbeing and support see section 3 of the government guidance - 'Curriculum and pastoral care'	Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.	Leadership Team will follow guidance on patoral care and brief staff on what they need to do	Yes
	Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation	SENCO and Learning Mentor to identify children that may need extra help	Yes
	Arrangements to manage school community anxiety to prevent escalation	Leadership Team will monitor and put measure in place as required	Yes
Contingency planning for outbreaks - see section 5 of government guidance 'Contingency planning for the outbreak'	Develop contingency plans to cover all eventualities.	Any closures for part or all of the school will be communicated. Learning will be switched to online via eschools and other platforms. Planning will ensure that learning can be switch quickly.	Yes

Actions to be taken which apply to all schools planning for reopening from 1st September 2020.				
Persons at risk				
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
Priority risks regarding curriculum provision continue to concern health and hygiene practices for staff and all pupils, and the impact of learning activity on staff and pupil wellbeing.				
By assessing and identifying the barriers/impact of the pandemic on pupils, schools should prioritise an appropriate curriculum to support emotional, social and physical wellbeing, and mental health needs.				
Support for curriculum planning has been developed within the wider Re-opening Framework for schools and, therefore, any associated risks is assessed as low at this time.				

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Persons at risk		children and staff		
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
Individual risk assessments for children with EHCPs, those at are deemed "vulnerable" and those receiving SEN support and those from BAME community	Yes	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. Discuss with family how recent global discussions about race have impacted on pupil's mental health and emotional wellbeing.	Yes	SENCO and team have / will identify children with EHCP's and vulnerable. Family will be contacted if appropriate and measures put in to place is required. This is ongoing.
Pupils externalising and using anti-social behaviour	Yes	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. Be aware that pupils who have previously not used challenging behaviour to signal distress may respond differently after their experiences over lockdown.	Yes	Teachers and staff will identify children and use CPOMS to monitor

Pupils internalising anxieties.	Yes	Set up reporting systems so that all staff and parents can share any form of concern quickly. 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.	Yes	CPOMS will be used to help see a complete picture. SENCO and team are aware of the signs to look out for.
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.		Ensure all teams are aware of this and that it applies consistently- 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.	Yes	Safeguarding training will take place at the beginning of term which will include discussion regarding covid
Pupil anxiety about return to school:	Yes	Plan transition support for those returning to school, explain how school will be safe and how the team is ensuring everyone's safety and how social and emotional needs are being met through a progressive, inclusive and diverse curriculum.	Yes	Transition days at end of term. Curriculum in place with pupils welfare in mind.
Parental anxiety about children allocated a place going back to school.	Yes	Clear transparent communication with parents about how the risks have been managed and how they'll be regularly reviewed	Yes	All communication will be added to the Website. Letter will be sent out when needed. Risk assessments will be put on to the website
Bereavement support for staff and pupils.		Access online resources eg Winstons wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support from SLT and others and that they are personally resilient enough to provide this support to the pupils. Contact the EPS if significant level of concern remains.	Yes	Learning Mentor has bereavement training and will support as required.
Staff anxieties or diagnosed conditions preventing returning to school.	Yes	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 ES Welfare box for specific and additional questions.	Yes	All staff risk assessed and those with concerns have had a face to face meeting with Headteacher. Staff are able to express concerns at any time. Shielding staff will have extra measures put into place
Anxieties from staff and pupils escalate rather than reduce.	Yes	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.	Yes	Measures will be reviewed. Any one with concerns will be listened to.

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Persons at risk		children		
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
No DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	Yes	To have DSL cover available at all times.	Yes	Additional staff have attended training. Now have 7 trained staff
Non-compliance / not all staff being aware of existing statutory and C-19 safeguarding policies and guidance	Yes	Clear implementation plan shared with all staff and volunteers (where applicable)	Yes	7 DSL leads. Up to date safeguarding training on first day back. Staff missing this will be picked up.
Safeguarding risks to all children not attending school, including those the school have previously identified as vulnerable.	Yes	Effective safeguarding activity to monitor children remotely, including with partner agencies where applicable.	Yes	SENCO and team will be monitoring children using CPOMS system

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

Persons at risk		staff and pupils		
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Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
Re-opening risk assessment (eg "open door" adjustment) does not take account of this plan.		Accessibility Policy	Yes	all risk assessments complete
Staff from other schools working in your school are unaware of these policies			Yes	Inductions for any new staff or staff for outside school
		Child protection policy and procedures	Yes	All policies are up to date and available to staff
		Children with health needs who cannot attend school	Yes	
		Designated teacher for looked-after and previously looked-after children	Yes	
		Early years foundation stage (EYFS)	Yes	
		Special educational needs and disability	Yes	
		Supporting pupils with medical conditions	Yes	
		Sex and relationships education	Yes	
		Behaviour in schools	Yes	
		Behaviour principles written statement	Yes	
		School exclusion	Yes	
This member of staff is not available.		Health and safety	Yes	This policy is available to all staff and is up to date
This member of staff is not available.		First aid in schools	Yes	Policy up to date. Additional policy during covid
Relief staff not fully aware of these or inducted on entering premises.		Premises management documents	Yes	All staff are inducted
Decision making by leaders is not informed by these policies.		Equality information and objectives (public sector equality duty) statement for publication	Yes	All decisions are made with pol

olicies in mind

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

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Persons at risk		office staff, Governors, Headteacher		
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
Schools should contact School Resource Team (Paul Little as per contact details). Schools are encouraged to review their arrangements for approving expenditure and governors are advised to review continuity plans in respect of key staff and processes in relation to the school budget and financial arrangements.				
Please also refer to the West Sussex Scheme for Financing schools, in terms of general control measures the normal scheme of delegation and standing orders for schools apply.				
Please refer to the finance FAQ on the Services for school Website and in relation to COVID the DfE guidance.				
Governors meetings	Yes	Governor meeting by zoom when possible	Yes	
meeting to discuss budget with SBM/Head or SBM/Finance Governor	Yes	Social Distance meeting to discuss budget with SBM/Head or SBM/Finance Governor	Yes	
Signing off paper copies of invoice	Yes	SBM & Head to wash hands	Yes	
Bank visits	Yes	to be kept to a minimum. All lettings to pay by BACS, parents by paypal	Yes	
Cash handling	Yes	Cash reduced - card machine & Bacs for Bfast	Yes	
Cash handling	Yes	cash reduced - epay via paypal for trips	Yes	
cheque handling	Yes	cheques reduced - all letting to pay by BACS	Yes	

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

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Persons at risk		Governors, staff, pupils		
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
The non-compliance with statutory duties, currently, during lockdown and / or in re-opening phases from 1st September 2020		Ensure all statutory duties are met https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf	Yes	Governors communicated to
The non-compliance with strategic functions currently, during lockdown, and / or during re-opening from 1st September 2020		Ensure all strategic functions are fulfilled in a pragmatic way	Yes	Governors communicated to
The governing board (GB) are being operational and not strategic The governing board failing to act within the legal framework Due to a lack of availability, risk of all governors not having equal status and rights The governing board is not acting as a corporate entity with individual governors acting on their own without being delegated to do so.		Effective leadership and management of the GB by the chair 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.	Yes	regular zoom meetings
Governors not having sight of ongoing risk assessments		Being aware and monitoring risk assessments in a timely and agreed manner.	Yes	Risk assessments on Website and sent on request
Effective communication		Ensure safe forms of communication and transference of documentation.	Yes	Governors have access to documents via eschools

Effective duty of care to leaders and staff		Improved communication. Devise means of monitoring workload.	Yes	Chair of Governors in regular contact with Headteacher and will discuss welfare
Effective duty of care for governors		Improved communication by the chair.	Yes	Chair of Governors in contact with all Governors to check welfare