

Our Lady of Fatima Catholic Primary School

COVID-19: Checklist & risk assessment for reopening of school premise after lockdown.

Schools Safety Guide

Document information

Document title	COVID-19: Checklist & model risk assessment for reopening of school premise after lockdown		
Owner			
Status	Live	Version	1
Effective from		Approved on	
Last updated	22.05.20	Last updated by	Mr Andrew Carry
Review date	1 st June 2020		
Purpose	To give schools SLT direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

Introduction

The Government are now moving to a new phase in the light of the COVID-19 pandemic. The expectation being that businesses will now start to reopen, and employees will start returning to the workplace. All this is with the caveat that it is safe to do so, and that the “R number” (rate by which an infected person transmits to others) does not significantly increase.

Schools have been included in this phase and asked to reopen to certain year groups on June 1st, as part of a staggered return to full occupancy.

This school safety guide (SSG) should be read in conjunction with the latest Government guidelines for schools that are re-opening during the COVID-19 pandemic. In particular;

- [Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers.](#)
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)

It is anticipated that the Government will be updating these guides and producing additional guidance over the coming days and weeks. Therefore, it is important that school leadership make regular visits to the [Government website](#) that is aimed specifically at schools and other educational settings.

Checklist & Risk Assessment

This SSG comes in two distinct parts;

Checklist

[Part 1](#) is a “checklist” prompt form to assist schools in ensuring all health & safety issues have been considered prior to reopening of the premises. This should be completed prior to the risk assessment.

Further guidance on the statutory testing of plant & equipment can be found in the [school premise logbook](#).

Template model risk assessment

[Part 2](#) is a template/model risk assessment that schools can adapt and adopt. As with all our model risk assessments, any red font will need to be read, amended where appropriate to ensure it is school specific.

Further guidance on the risk assessment process can be found in the [Risk Assessment SMP](#).

Part 2: H&S Checklist

Conducted by: Mr Andrew Carry (EHT) and Mr David Simmons (HoS)

Date: 22.05.20

[illegible]

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have small class groups been organised as per Government guidance?	✓			Limiting class sizes between 8 and 11 due to size of classrooms – taking into account social distancing guidelines. This will be monitored daily due to potential change in pupil numbers.	Ongoing monitoring during initial pilot period with Year 6 and Key Worker cohorts.	EHT and HoS Ongoing
Have classrooms and other learning environments been organised to allow for social distancing?	✓			All classrooms organised to cater for social distancing as well as other areas within school (BASC, Computing Suite).	Ongoing discussion with adults within teams with regard social distancing within classrooms.	EHT and HoS Ongoing
Has consideration been given to arranging which lessons or classroom activities could take place outdoors?	✓			Timetable produced to allow all groups time to complete a range of activities in different out door areas within school.	Class teachers to plan activities which incorporate opportunities for outdoor learning – designated PPA sessions on Fridays.	EHT/HoS Class teachers
Has movement around the school been reduced? (e.g. use of timetable, selection of classroom etc.)	✓			Timings of the school day and use of different entrances and exits have minimised the use of the different internal areas of the school.	EHT and HoS to create timetable to manage the drop-off	
Are there adequate signs/floor markings (e.g. one way, foot marks, hazard tape etc.) in key areas to clearly identify the social distancing rules?	✓			Outdoor signs purchased and floor markings for children and parents around all areas of the school. Indoor signs in all classrooms and used areas, floor markings in place to guide pupils throughout the day.	External signage i.e. banners to be displayed upon receipt from supplier.	Site manager w/c Monday 25 th May

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have assembly groups been staggered?	✓			Timings of the School Day produced to stagger pupils' movements.	Timetable to be finalised when final numbers of Year 6 and Key Worker children have been confirmed. This will be updated on a weekly basis as and when the pupil number increases.	EHT and HoS Ongoing
Have break times (including lunch) been staggered?	✓			Timings of the School Day produced to stagger pupils movements	As above	EHT and HoS Ongoing
Have drop off and collection times been staggered?	✓			Timings of the School Day produced to stagger parent pick up and drop off.	As above	EHT and HoS
Have parents drop off and pick up protocols been revised to minimise adult to adult contact?	✓			Timings of the School Day produced to stagger pupils movements – suggested entrances and exits recommended for parents to use.	As above	EHT and HoS Ongoing
Have all unnecessary items been removed from classrooms and stored elsewhere?	✓			'Deep Clean' taken place during lock down – classrooms cleared of unnecessary items during the reset day.	Class teachers to check classrooms as part of 'reset' day.	EHT and HoS Class teachers 01.06.20
Infection control issues						
Have alternative arrangements been made for those adults/children who fall into the extremely vulnerable or vulnerable categories?	✓			Staff and children assessed as vulnerable being advised following government guidance.	Admin staff to continue to liaise with parents who are key workers to assess support required on a weekly basis.	EHT and HoS Admin staff Ongoing

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Have all soft furnishing/toys etc. that are hard to clean been removed?	✓				Class teachers to check classroom areas on reset day.	Class teachers 01.06.20
Has a “deep clean” been conducted of any areas of the schools that have been out of action/mothballed since the lockdown?	✓			All areas of the school have had a summer clean during the period of school closure.		Site manager and cleaner
Is there an enhanced cleaning regime of common contact points in place (e.g. door handles, push bars, desks, whiteboards, etc)?	✓			Staff to wipe clean surfaces during the school day in their grouped areas. Site manager to clean all common points of contact throughout the day.	EHT and HoS to liaise with Site Manager regarding any additional support required especially as the number of teaching bases may increase.	Site manager and cleaner Periodically throughout the day
Are additional cleaning materials (e.g. wipes) available for use of shared equipment (e.g. kettle, microwave, printers, computer keyboards, pens/pencils, paint brushes, etc)?	✓			Additional PPE including ‘wipes’ to be supplied by MAC.	PPE equipment to be delivered to school.	Site manager to monitor on a weekly basis
Is there a good supply of liquid soap and alcohol-based hand rub (ABHR) available for pupils and adults?	✓			Additional PPE including large containers of hand sanitiser to be supplied by MAC.	PPE equipment to be delivered to school.	Site manager and cleaner to check on a daily basis

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Is there a ready supply of tissues for pupils and adults?	✓				Replenish daily	Site manager and cleaner to check on a weekly basis
Is contaminated waste disposed of regularly and appropriately?	✓			Double-bagged and disposed of weekly by the LA.		Site manager and cleaner to check on a daily basis
Is an isolation room available should an adult or pupil become symptomatic whilst at school?	✓			SENCo's Office		
Communication of Plans						
Have parents been informed of the drop-off and pick up protocols?		✓		Letter to parents outlining the logistics of the school day.	EHT and HoS to create letter to parents regarding the practicalities of reopening from Monday 1 st June.	EHT and HoS w/c Monday 25 th May
Are parents and young people aware of recommendations on transport to and from education or childcare setting (including avoiding peak times)?		✓		Letter to parents outlining the logistics of the school day.	EHT and HoS to create letter to parents regarding the practicalities of reopening from Monday 1 st June.	EHT and HoS w/c Monday 25 th May

Areas to consider	Y	N	N/A	Evidence/Comments	Further actions?	Who & When?
Are parents clear that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)?		✓		Letter to parents outlining the logistics of the school day.	EHT and HoS to create letter to parents regarding the practicalities of reopening from Monday 1 st June.	EHT and HoS w/c Monday 25 th May
Are parents clear that if their child needs to be accompanied to the education or childcare setting, only one parent should attend?		✓		Letter to parents outlining the logistics of the school day.	EHT and HoS to create letter to parents regarding the practicalities of reopening from Monday 1 st June.	EHT and HoS w/c Monday 25 th May
Have staff been briefed about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful?	✓			Staff meeting taken place via Teams to relay plans for reopening (21.05.20). All staff also included in all correspondence sent to parents.	Summary of logistics and parent letter to be sent to all staff.	EHT and HoS w/c Monday 25 th May

Part 2: Full Risk Assessment

Risk Assessment for: **Re-opening of Premise after COVID-19 lockdown**

School: Our Lady of Fatima Catholic Primary School

Assessment Date: 22.05.20

Name of Assessor(s): Mr Andrew Carry

Assessment Ref No:

Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

I. Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your LA on your plans

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	

Unable to assess likely numbers of pupils returning	All staff and pupils	Identify numbers of pupils likely to return: Contact parents and inform of how to notify school if their child is expected to return	None	Admin staff 21.05.20	1	1	1	
Unable to assess required staffing resource <i>(cross reference with risk assessment on staff health and wellbeing)</i>	All staff and pupils	Identify numbers and roles of staff required to support return: Risk assess staff returning	Complete staff risk assessments Identify which staff will work where on identification of children returning	EHT and HoS Prior to 01.06.20	1	1	1	
Number of staff available is lower than that required to teach classes in school and operate effective home learning or meet the required ratios as required by EYFS	All staff and pupils	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place A blended model of home learning and attendance at school is utilised until staffing levels improve Consideration of available testing for school staff is updated according to latest government advice 	None EHT and HoS to monitor	Ongoing	4	1	4	
Schools lose focus on continuing to apply in-year admissions process including admitting 'new' pupils including in EYFS	New admissions children and families	<ul style="list-style-type: none"> Review in-year school admissions expectation with key admission staff Ensure key school contact and related resources in place Ensure timely returns of individual pupil (applications and outcomes through a Pupil Movement Form) and wider cohort data returns Ensure speedy admission of children in the relevant year groups Review current admissions policy and how this can be adapted for new cohorts 	Senior office manager to continue to review new admissions process.	Ongoing	1	1	1	

2. Plan how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance

Hazard		CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating	Date completed
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	Who might be harmed and how?				L	S	R	
Plans are not in place to identify number of classrooms required to allow appropriate social distancing for each year group	All staff/pupils	<ul style="list-style-type: none"> EHT, HoS and site manager to review school site and assess which classrooms can accommodate entry/exit points Capacity of each teaching base calculated to ensure social distancing of 2m Additional 'bubbles' created as higher uptake of pupils returning increases over time 	Continue to review	Ongoing	2	4	8	
Classroom arrangements do not currently allow for adequate social distancing	All staff/pupils	<ul style="list-style-type: none"> Agreed new timetable and confirmed arrangements for each year group Arrangements in place to support pupils when not at school with remote learning at home Classroom size and numbers reviewed through daily planning Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils) Classrooms re-modelled, with chairs and desks in place to allow for social distancing Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. Hand washing facilities identified for each learning zone Classes stay together with their teacher and do not mix with other pupils Consideration of staffing changes to cover absence. The EYFS environment is re-organised to meet requirements of social distancing Children in EYFS are organised into small groups with a key worker and do not mix with other children or other small groups 	Confirm new timetables once numbers known All used classrooms to be adapted	EHT and HoS All Staff	2	4	8	

Appropriate planning for the use of alternative spaces not currently in place to meet shortfall	All staff/pupils	<ul style="list-style-type: none"> Limits set for large spaces for teaching. i.e. hall Identify reasons for large space use Large gatherings prohibited Design layout and arrangements in place to enable social distancing. The EYFS environment is re-organised to meet requirements of social distancing Staff to familiarise themselves with new timetables 	<p>Confirm new timetables once numbers known</p> <p>Assess use of large spacing including break time rotas</p> <p>Summary of logistics shared with all staff</p>	EHT and HoS Final arrangements by 01.06.20	2	4	8	
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3. Prioritising provision

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Insufficient support is available for vulnerable and/or disadvantaged children as numbers of pupils increase.	Vulnerable children/key workers and families	<ul style="list-style-type: none"> Support for individual pupils is planned through risk assessment and any issues addressed through SLT discussion Put in place provision for the return of pupils with SEND in conjunction with families Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 Requests for support for vulnerable families sent through Early Help Hubs LA support for individual or complex cases Priority given to vulnerable/key worker children 	None	EHT, HoS and SENCo Ongoing	4	1	4	

Plans to accommodate children of critical workers and vulnerable children who will be accommodated alongside returning year groups not in place	Vulnerable children/key workers and families	<ul style="list-style-type: none"> Review numbers of children returning according to status and year group Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds A plan is in place for the phasing in of the other cohorts 	Ongoing review by SLT	EHT and HoS Ongoing	I	I	I	
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4. Content and timing of communications to parents and pupils including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	All	<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools A COVID-19 section on the school website is created and updated clearly showing arrangements for arriving/collecting pupils Parent and pupil handbooks created reflecting changes to usual school policy Advice is made available to parents on testing for COVID-19 	<p>Letter to parents to outline logistics for reopening</p> <p>All staff made aware of responsibilities before reopening</p>	EHT and HoS prior to 1 st June	2	4	8	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	All	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website and verbally. Clear procedures in place where a child falls ill whilst at school with reference to the school's infectious diseases policy Ensure contact details of families are up to date. 	<p>Letter to parents to outline logistics for reopening</p> <p>All staff made aware of responsibilities before reopening</p>	EHT and HoS prior to 1 st June	2	4	8	

Communications with parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	All	<ul style="list-style-type: none"> At least weekly communication with parents regarding expectations for parents and pupils to follow Request daily changes of clothes where possible to reduce the risk of infection Children to only bring in packed lunch and water bottle to school Clarity around attendance expectations; in particular when COVID-19 is a risk factor within the family 	<p>Letter to parents to outline logistics for reopening</p> <p>All staff made aware of responsibilities before reopening</p>	<p>EHT and HoS prior to 1st June</p> <p>Ongoing communication through text messaging service and letters</p>	2	4	8	
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5. The school day

This section should be considered in conjunction with <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
New way of working (including working from home) leading to feeling a lack of supervision, interaction, support and social isolation.	<p>Teaching, non-teaching staff, pupils.</p> <p>Anxiety, depression, stress, poor mental health & wellbeing</p>	<p>Keep in touch (KIT) meetings regularly organised to ensure staff are supported</p> <p>Managers to ensure employees are aware of the following advice:</p> <ul style="list-style-type: none"> Ensure that all adults have regular breaks and are encouraged to pay regard to their work/life balance Changes in new school protocols explained to children and individual support made available when/if needed Arrangements in place for employees to access a confidential counselling service Schools stress risk assessment has been reviewed regularly throughout the pandemic. 	<ul style="list-style-type: none"> Refer to Stress Risk Assessment for more information. Use of Microsoft teams to conduct meetings/briefings <p>Text messages/emails for ongoing communication</p>	<p>EHT and HoS</p> <p>Ongoing</p>	3	4	12	

The start and end of the school day create risks of breaching social distancing guidelines	All school community	<ul style="list-style-type: none"> Start and departure times are staggered The number of entrances and exits to be used is maximised Different entrances/exits are identified and used for different groups Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use A plan is in place for managing the movement of people on arrival to avoid groups of people congregating Floor markings are visible where it is necessary to manage any queuing Attendance patterns have been optimised to ensure maximum safety A plan is in place for the effective and safe hand over of very young children at the beginning and end of the session - particularly around issues of responding to young children who are showing signs of distress 	<p>Timetable to be created and shared with staff</p> <p>Daily arrangements to be shared with parents</p>	<p>EHT and HoS prior to 1st June</p> <p>Ongoing as more year groups are introduced</p>	2	4	8	
Daily attendance registers for new cohorts are not in place and DfE online educational setting status form to provide daily updates on how many children and staff are in school is not completed		<ul style="list-style-type: none"> Systems in place to ensure registers are taken All staff understand responsibility in taking daily register and who is responsible Report to responsible body 	Ensure any new systems in place by 1 st June	<p>Admin staff</p> <p>Ongoing</p>	2	4	8	

6. Provision for meals and FSM

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	

Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	PP Children	<ul style="list-style-type: none"> FSM Voucher scheme is continued (Edenred) A member of the school's administrative team is tasked with ensuring that pupils eligible receive free meals when in school and continue to receive vouchers/school meals when not in school. Seek support from LA for clarification on circumstances where there is inevitable cross-over Issues with food poverty to be addressed through application to Early Help Hubs FSM vouchers are given to families who are not in attendance and are eligible. 	Edenred vouchers are ordered by senior office manager for pupils not in attendance	Admin team Ongoing	1	1	1	
The school is unable to provide breakfast clubs, lunch clubs and after-school clubs	Families who access wrap-around care	<ul style="list-style-type: none"> BASC provision will only be for key worker children https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Communicate decisions to parents Collaborate with other schools where there are arrangements in place 	Monitoring of numbers in attendance at BASC.	BASC manager Ongoing	2	1	2	
Meals are not available for all children in school	All pupils	<ul style="list-style-type: none"> Communication with catering provider to consider options based upon numbers of pupils in school Grab bags only provided in school – no hot meals Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures. Safe food preparation space, taking account of social distancing Alternative arrangements in place for provision of school meals Usual considerations in place for dietary requirements 	Admin team to contact parents of children entitled to a grab bag for weekly requirements	Admin team Ongoing	2	1	2	

7. Safeguarding provision is needed in school to support returning children and consider any necessary changes and referrals as more children return to school including those with problems accessing online offer

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	

School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	Whole school community	<ul style="list-style-type: none"> Safeguarding remains highest priority and policy is updated to reflect changes All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school All DSLs have swift access to advice from LA, CSC, school / health visitors and police (LA has provided contact details) School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements Expectations to be shared with pupils in the event of the need to evacuate the building in an emergency 	<p>Ongoing dialogue with DSL and DDLs regarding safeguarding arrangements</p> <p>Safeguarding expectations shared with all staff through summary sheet and reinforced on 'reset' day</p>	EHT and HoS prior to 1 st June	2	3	6	
High risk of increased disclosures from returning pupils	Whole school community	<ul style="list-style-type: none"> DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help School is aware of support through Early Help Hubs 	Weekly updates with staff	EHT and HoS Ongoing	2	3	6	
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school	Staff/Children	<ul style="list-style-type: none"> Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general 	Regular updates with staff	EHT and HoS Ongoing				

8. Behaviour policies reflect the new rules and routines necessary to reduce risk in your setting

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	

Pupils' behaviour on return to school does not comply with social distancing guidance	Whole school Community	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games • Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice • Staff model social distancing consistently • The movement of pupils around the school is minimised • Large gatherings are avoided and group sizes comply with DfE guidance • Break times and lunch times are structured to support social distancing and are closely supervised • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed • Messages to parents reinforce the importance of social distancing 	Revise Behaviour management policy and communicate expectations with staff	EHT and HoS prior to 1 st June	3	4	12	
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9. Identify curriculum priorities, agree revised expectations and required adjustments in practical lessons including any approaches to 'catch up' support

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened	All children	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified • Plans for intervention are in place for those pupils who have fallen behind in their learning and are supported through home learning • Consider the response to young children who have fallen behind in their self-care skills 	Staff to assess children where possible and adapt curriculum	All staff Ongoing	3	1	3	

School unable to meet full provision required in line with EHCP	Vulnerable children with EHCP	<ul style="list-style-type: none"> Review individual pupil's EHCP to consider what can reasonably be provided whilst in school Where EHCPs have been adapted to make allowances for the restrictions of COVID-19, these plans are reviewed to include the interim arrangements under the recovery plan Access support through health and social care offer Support offered through LA SEND Panel/ Early Years Inclusion Support Service 	Ongoing monitoring by SENCo	SENCo Ongoing	2	1	2	
Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school, as well as those that continue to be out of school	All children	<ul style="list-style-type: none"> Review home learning offer for pupils that are unable to attend school Learning offer for pupils unable to access online resources Access Early Help Hub support for those pupils affected by ICT poverty Differentiate offer for eligible children that can't attend school to support future transition Staff understand responsibility to ensure home learning resources are ready to be uploaded onto the school website by the Thursday of each week 	<p>All staff to continue to provide resources</p> <p>HoS to monitor work created by teachers</p>	<p>All teachers</p> <p>Ongoing – weekly home learning resources</p>	2	1	2	
No current plans on how to approach ongoing learning offer for vulnerable children and children of critical workers who are in school but not in the returning year groups	All children	<ul style="list-style-type: none"> Review numbers of children attending school who are not in the returning year groups Engagement of appropriate services for families not engaging Identify staff resource to manage curriculum offer Set out short/medium term offer for this group of children Planning scheduled for longer term offer Curriculum leads in school meet regularly to review impact of plan Creation of timetable so children can complete online work Key worker and vulnerable children to complete activities set by teacher 	<p>All staff to continue to provide resources</p> <p>HoS to monitor work</p>	<p>All teachers</p> <p>Ongoing – weekly home learning resources</p>	2	1	2	
Pupils moving on to the next phase in their education are ill-prepared for transition	Year 6 and new Reception cohort	<ul style="list-style-type: none"> A plan is in place for staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	<p>HoS to create virtual tour of school and provide further communication</p> <p>Admin team to provide further assistance on preparation for new admissions</p>	EHT, HoS and Reception teacher/s	3	1	2	

10. Content and timing of staff communications including bringing in staff in advance of pupils returning

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Staffing levels can't be maintained	All staff	<ul style="list-style-type: none"> Only the staff required to be in school are in school, to maintain safeguarding and ratios – reduce foot-fall in school Contingency planning in place at appropriate levels, e.g. SLT, DSLs, first aid qualified staff Advice sought from LA to support staffing levels or support eligible children to access provision through another school Chair of responsible body kept informed throughout 	Continued monitoring by SLT	EHT and HoS Ongoing	4	1	4	
Identify staff unable to return to school	All staff	<ul style="list-style-type: none"> Identify staff clinically vulnerable or living with someone who is clinically extremely vulnerable, unable to attend school and social distancing cannot be adhered to on site, but can work effectively from home, for example supporting remote education, or safeguarding calls Identify specific activities for staff who are vulnerable/shielded Create risk assessment for identified staff Staff survey completed 	Monitor staff surveys Complete risk assessments for individuals	HoS Prior to 1 st June	2	4	8	
Staff are insufficiently briefed on expectations	All staff	<ul style="list-style-type: none"> Staff receive daily/weekly briefings on day-to-day school matters and evolving working arrangements around pupils returning to school Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders Flexible working arrangements needed to support any changes to usual working patterns are agreed Staff workload expectations are clearly communicated Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school 	EHT and HoS to complete rota/bubbles EHT/HoS weekly staff meeting through MS teams	Reset day on 01.06.20 Ongoing				

11. Protective measures and hygiene

This section should be considered in conjunction with <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Hazard		CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating	Date completed
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	Who might be harmed and how?				L	S	R	
Unable to meet social distancing rules and the virus is transmitted from person to person	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> School drop-off/collection times are staggered to minimise numbers Drop-off/collection zones have been clearly marked with tape/paint to encourage social distancing Separate entrance and exit routes are in place Smaller class sizes, re-arranged furniture (preferably not face to face seating arrangements) and clear markings/signage to allow for "social distancing" space between pupils and adults during lessons wherever possible Break and lunch times are staggered and supervised to minimise numbers and allow for social distancing One-way system in place where possible in and around the school to minimise close contact between adults and pupils Foot marks and/or tape has been used in key areas of the school (e.g. dining hall) to show "social distancing" lengths and no access areas Playground has been marked to encourage social distancing. Parents/carers can only visit the school by appointment. Regulate access to areas where it is difficult to maintain social distancing (Toilets, stairwells, storage rooms etc.) limit to 1-person access at a time for example Communicate new ways of working to all staff, through posters, briefings etc. 	<p>When weather allows, lessons will be conducted outside of the classroom</p> <p>Message sent to parents prior to school opening that outlines the new regime (e.g. maximum 1 adult per child) and importance of them sticking to the protocols.</p>	<p>EHT and HoS</p> <p>Prior to 1st June</p>	3	4	12	
Lack of hand and respiratory hygiene practices and/or facilities	As above	<ul style="list-style-type: none"> All staff and pupils made aware of the "catch it, bin it, kill it" protocol via signage posters around the school. All toilets and handwashing stations have liquid soap available. Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school. 	<p>Daily briefings in class to remind pupils of the importance of good hygiene practices.</p> <p>Regular checks made to ensure there is sufficient stock of soap.</p>	<p>Site manager to monitor on a daily basis</p>	2	4	8	

		<ul style="list-style-type: none"> • Use of <u>e-bug</u> learning resources to promote and teach pupils the importance of good hygiene practices. • Reception desk/area has glass screen/barrier. • Enhanced/regular cleaning schedule in place that concentrates on common touch areas (e.g. door handles, bannisters, etc.) • Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use. • Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc.) • Any contaminated waste (used tissues etc.) is disposed of appropriately (double bagged and held for 72 hours prior to putting in the bin) and regularly taken away. • Staff provided with daily checklist – monitored by SLT • Any persons entering the building to immediately wash hands – taken into account with drop off times. 	<p>Regular checks made to ensure there is sufficient ABHR each day.</p> <p>Windows to be opened each morning in classrooms to allow for a free flow of fresh air.</p> <p>Refer to Government guidance on <u>Health protection in schools and other childcare facilities</u> for further information.</p>					
Inability to maintain social distancing when dealing with accidents	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> • Safety of the injured/affected to be prioritised during incidents • 2m social distancing is not required when attending to emergency situations • People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands) • Use of full PPE non-negotiable when dealing with any first aid 	All staff briefed as to location of first aid resources and protocol for dealing with accidents dependent on age of child involved and severity of accident.	EHT and HoS Prior to 1 st June	2	4	8	
Staff rooms and offices do not allow for observation of social distancing guidelines	All members of staff	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing • Staff have been briefed on the use of these rooms 	Signage to be placed in staff room and common areas e.g. reprographics	EHT, HoS and Site Manager Prior to 1 st June	2	4	8	

Queues for toilets and handwashing risk non-compliance with social distancing measures	All pupils	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored • Floor markings are in place to promote social distancing • Pupils and staff know that they can only use the toilet one at a time • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues • The toilets are cleaned frequently to take account for the number of pupils accessing the facilities • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. Handwashing is incorporated into the daily timetable • Provision of hand gel is made available where there are no handwashing facilities, e.g. reception areas and entry and exit points 	Site Manager to put in place floor markings internally to support with social distancing around the school site	Site Manager Prior to 1 st June				
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12. Enhanced cleaning and how it will be implemented in your school for example how often, when/if additional clean is necessary and how you will ensure sufficiency of supplies

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required	Whole school community	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection • Working hours for cleaning staff are increased in agreement with staff. • Seek LA support to manage insufficient capacity 	Cleaning Rota established	EHT and HoS Site Manager Ongoing	2	4	8	

Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school	Whole school community	<ul style="list-style-type: none"> Plans are in place to identify and clean all areas with which the symptomatic person has been in contact Sufficient and suitable equipment is available for the required clean Adequate waste disposal arrangements are in place to dispose of contaminated equipment Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean Seek LA support if additional cleaning support is required 	Planning between EHT/HoS and Site Manager	Site Manager to monitor on a daily basis	2	4	8	
13. Enhanced hygiene for example toilet use, hand washing and decide on policy related to usually shared items e.g. books, toys practical equipment								
Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established	Whole school community	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Appropriate measures to supervise effective hand washing of young children are in place Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day Posters reinforce the need to wash hands regularly and frequently. 		Ongoing	2	4	8	
Inadequate supplies and resources mean that shared items are not cleaned after each use	Whole school community	<ul style="list-style-type: none"> Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces cleaned and disinfected more frequently Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products The governing board finance committee is aware of any additional financial commitments 		Ongoing	2	4	8	

14. School level response should someone fall ill on site in line with govt guidance								
Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc Illness – flu like symptoms through to fatality.	PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if 2 meters cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	Isolation room cleared of unnecessary resources and equipment. PPE for dealing with illness located and stored in this room (DHT office)		3	4	9	
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school	Whole school community	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. Staff caring for young children are vigilant for symptoms of COVID-19 and signs of illness that may be associated to it as per government advice. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Continue to brief all stakeholders on a regular basis	Ongoing	2	4	8	

15. Plan for personal protective equipment for staff providing intimate care for any children and young people and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Provision of PPE for staff where required is not in line with government guidelines	Whole school community	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated Sufficient PPE has been procured through normal stockist PPE requirements have been risk assessed against scenarios produced by Public Health Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Seek LA support for emergency PPE stock 			2	4	8	
PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home		<ul style="list-style-type: none"> Requirements for PPE have been assessed in line with DfE guidelines Sufficient stock has been ordered using school's usual suppliers Arrangements to seek LA support to obtain PPE in case of an emergency are known and in place Health and safety governors are satisfied that arrangements are in place and in line with DfE guidelines 			2	4	8	

16. Managing premises related issues

Hazard		CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating	Date completed
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	Who might be harmed and how?				L	S	R	
Utilities, plant & equipment has not been inspected / serviced within the recommended timescales	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Legionella, electrocution, CO² exposure, burns, cuts, bruises, broken bones etc.</p>	<ul style="list-style-type: none"> School has a scheme of works whereby competent contractors are engaged to carry out statutory testing/inspection of all plant and equipment Pre-use visual checks are carried out by the user on all equipment. All little used outlets of water have been regularly/will be flushed prior to school reopening Any plant/equipment that has been “mothballed” during the lockdown, will be/has been inspected/checked by a competent person before coming back into use, and before reopening the school 	<p>Where extensions/exemptions have been granted by the HSE, a specific risk assessment for continued use of the plant/equipment has been completed.</p> <p>Any defects or faults are reported, and equipment taken out of use.</p> <p>Refer to and <u>School Premise Policy Logbook</u> for further guidance.</p>	<p>Site Manager</p> <p>Ongoing</p>	2	4	8	
Lack of persons in safety critical roles (e.g. first aiders, fire marshals, etc.) due to self-isolation and/or shielding.	<p>Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors</p> <p>Illness, infection, fatality</p>	<ul style="list-style-type: none"> Fire risk assessment kept under constant review First aid needs assessment regularly reviewed Number of pupils and adults on site will not exceed the number of persons required to carry out safety critical roles as per the relevant assessments 	<p>Fire drill practised first week back to ensure school can be evacuated safely (considering social distancing at assembly point) with new working arrangements.</p> <p>If numbers of those in safety critical roles falls below that required by the assessments, then overall school numbers will be decreased for the time they are off/until substitutes can be trained.</p> <p>Daily correspondence between the EHT and HoS</p> <p>Refer to Fire Safety Policy & First Aid Policy for further guidance</p>	<p>EHT/HoS – during w/c 1st June</p> <p>SLT – as and when need arises</p> <p>Ongoing</p>	1	5	5	

There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Whole school community	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained Where possible, temperature checks are carried out on arrival and before entering the school building Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) Premises governing board committee is aware of planned works and associated risk assessments 	Site manager to monitor and feedback to EHT/HoS	Site manager Ongoing	2	4	8	
Fire procedures are not appropriate to cover new arrangements	Whole school community	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff, pupils and academy reps. have been briefed on any new evacuation procedures Incident controller and fire marshals have been trained and briefed appropriately Fire drill arranged in line with Covid plan 	EHT and HoS to review and update procedures	EHT and HoS prior to 1 st June	2	5	10	
Fire evacuation drills - unable to apply social distancing effectively	Whole school community	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place and are in line with social distancing measures. 	EHT and HoS to review and update procedures	EHT and HoS prior to 1 st June	2	5	10	

Statutory compliance has not been completed due to the availability of contractors during lockdown	Whole school community	<ul style="list-style-type: none"> All statutory compliance is up-to-date Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged LA support is in place 	Monitoring and regular checks conducted by site manager EHT/HoS kept informd on a regular basis	Ongoing	I	I	I	
The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty	Whole school community	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with MAC 	Admin team to maintain a record of additional expenditure	Ongoing	I	I	I	

17. Ensure you have considered the impact on staff and pupils with protected characteristics including race and disability in developing you approach

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding	Specific members of school community	<ul style="list-style-type: none"> All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff and parents of pupils are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. Additional guidance is sought from Public Health England regarding BAME staff 	Staff risk assessments to be completed	HoS by 1 st June	2	4	8	

Staff, particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus.	Specific members of school community	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided Staff have been signposted to useful websites and resources 	Continual staff briefings and monitoring by EHT and HoS	EHT and HoS Ongoing	2	4	8	
Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to coronavirus	Specific members of school community	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils and parents with these anxieties There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school School arrangements demonstrating social distancing measures are shared with parents and pupils Resources/websites to support parent and pupil anxiety are provided. 	Signpost parents to local support groups i.e. Education Psychology Service, Kooth etc.	EHT, HoS and SENCo	2	4	8	
Parents do not follow advice on social distancing when visiting the school	Whole School community	<ul style="list-style-type: none"> Visitors (including parents/carers) to the school may be restricted to one area, or to an allocated appointment time Arrangements for visiting the school are communicated to parents/carers Expectations around hygiene and social distancing are communicated with parents/carers 	Letter to be sent out to all returning families as to new expectations	EHT and HoS Prior to 1 st June	3	4	12	

18. Work with other school-based provision as necessary e.g. nursery SEN unit to ensure policies are aligned where they need to be

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for	Whole School community	Arrangements are in place to review the policies in line with further DfE guidance on Early Years, SEN resource base, post 16 etc.	Meetings between EHT and HoS to adapt policies and procedures as necessary to ensure that these are fit for purpose	EHT and HoS prior to 1 st June	2	5	10	

purpose in the current circumstances								
Risks are not comprehensively assessed in every area of the school in light of COVID-19		<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school including any Early Years and BASC provision When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	EHT and HoS to meet to discuss final arrangements	EHT and HoS Prior to 1 st June	2	5	10	

Assessment reviewed [Date]:	Reviewed by [Name]:	Comments:
23.05.20	Mr Andrew Carry	Focus on responses where 'no' has been assessed and complete prior to 1 st June 2020
