

Coronavirus (COVID-19): Risk assessment for reopening after partial closure

St Catherine's Catholic School

Assessment conducted by: Business and Finance Manager.	Agreed by Head teacher, SLT, Governors.	Covered by this assessment: <u>staff, students, parents, visitors</u> and <u>volunteers</u> .
Date of assessment: June 2020, Updated: June 15 th 2020	Review interval: Weekly	Date of next review: 22 nd June 2020
Related documents		
Plan for the Re-opening of St Catherine's Catholic School, Social Distancing Policy Statement, Infection Control Policy, First Aid Policy, Fire Safety Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Supporting students with Medical Conditions Policy, Bereavement Policy and Behaviour Policy.		

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By Whom?	Deadline	Risk rating following action H/M/L
Policies and procedures	H	<ul style="list-style-type: none"> • All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control during the Pandemic Statement</u> - <u>First Aid Policy</u> - <u>Social Distancing Policy Statement</u> - <u>Plan for the Re-opening of St Catherine's Catholic school</u> - <u>Behaviour Policy</u> 	Y	RCH/	June 2020	M
		<ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Y	Executive Headteacher (NWA) Head of School (UNO)	June 2020	M
		<ul style="list-style-type: none"> • Staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and pupil wellbeing training. 	Y	Executive Headteacher (NWA) Head of School (UNO)	June 2020	M
		<ul style="list-style-type: none"> • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The school's local Health Protection Team (HPT) 	Y	DCU	June 2020	M

		<ul style="list-style-type: none"> All staff, parents and students are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email The <u>Business and Finance Manager</u> conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more students. The <u>SLT</u> reviews relevant school policies to ensure they account for new provisions, e.g. reduced class sizes, staffing ratios. The <u>SLT</u> reviews the Behaviour Policy to update with information about Coronavirus 	Y	NWA	May 2020	M
			Y	LEB	June 2020	M
			Y	SLT	June 2020	L
			Y	JLO	June 2020	M
Premises	M	<ul style="list-style-type: none"> The <u>Premises Manager</u> checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. The <u>Premises Manager</u> identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. Untrained personnel do not carry out roof and loft inspections. A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. The <u>Premises Manager</u> checks all areas of the school grounds, including car parks and walkways, for any potential hazards. The <u>Premises Manager</u> checks all trees and shrubbery to ensure 	Y	GEB/CWG	June 2020	L
			Y	GEB	June 2020	L
			Y	GEB/CWG	June 2020	L
			Y	GEB/CWG	June 2020	L
			Y	GEB/Lifeline	June 2020	L
			Y	GEB	June 2020	L

	<p>they do not pose a risk, e.g. there are no broken or overhanging branches.</p> <ul style="list-style-type: none"> • The Premises Manager checks all security systems for integrity and that they are in working order. • The Business and Finance Manager makes insurers aware of the building's state of use. • The Business and Finance Manager ensures that the insurer's risk mitigation requirements are enacted and observed. • All key holder information is updated in accordance with the insurer's instructions, where required. • The Premises Manager checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. • External signage is visible to show that access to the school premises is restricted. • Any hazards found during checks on the premises are reported to the Headteacher as soon as possible and issues are resolved prior to school reopening to more pupils. • The Headteacher in conjunction with the Governing Board ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The Headteacher identifies which areas of the school may be used for school activity and communicates this to staff, student and volunteers accordingly. • Areas of the premises that remain closed are adequately secured 	Y	GEB	June 2020	L
		Y	GEB	June 2020	M
		Y	LEB	June 2020	L
		Y	LEB	June 2020	L
		Y	LEB	June 2020	L
		Y	GEB/LEB	June 2020	L
		Y	GEB/LEB	June 2020	L
		Y	GEB/LEB	June 2020	M
		Y	NWA/UNO	June 2020	M
		Y	NWA/UNO	June 2020	M
			GEB/NWA/		

		<p>and clearly identifiable.</p> <ul style="list-style-type: none"> The Premises Manager arranges for any changes to the premises to be made to account for social distancing measures. The Business and Finance Manager limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extracurricular clubs. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>UNO</p> <p>GEB/NWA/ UNO</p> <p>LEB</p>	<p>June 2020</p> <p>June 2020</p> <p>June 2020</p>	<p>M</p> <p>M</p> <p>M</p>
Gas supply, systems and equipment	M	<ul style="list-style-type: none"> A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. A suitably trained technician checks all gas cylinders, e.g. butane and liquid petroleum gas (LPG), for integrity. The Premises Manager checks that all mandatory inspections of gas equipment are up-to-date, and arranges any required inspections as soon as possible. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>GEB</p> <p>GEB</p> <p>GEB</p> <p>GEB</p> <p>GEB</p>	<p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p> <p>June 2020</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
Electrical supply, systems and equipment	M	<ul style="list-style-type: none"> A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches 	<p>Y</p>	<p>GEB</p>	<p>June 2020</p>	<p>L</p>

		<p>them back on, where required.</p> <ul style="list-style-type: none"> The relevant staff check that all phone and broadband connectivity is in working order. A suitably trained technician checks that the main and emergency lights are in working order. The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. The Premises Manager ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	GEB	June 2020	L
			Y	CTS	June 2020	L
			Y	Global Compliance	June 2020	L
			Y	GEB	June 2020	L
			Y	GEB	June 2020	L
Heating and ventilation	M	<ul style="list-style-type: none"> The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school reopens. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. The Premises Manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	Y	GEB/ Stonegrove	June 2020	L
			Y	GEB/ Stonegrove	June 2020	L
			Y	GEB/ NRGAC	June 2020	L
Fire safety and evacuation routes	M	<ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The Business and Finance Manager ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. 	Y	GEB / CTA	June 2020	L
			Y	LEB	June 2020	L

		<ul style="list-style-type: none"> The Headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils. 	Y	NWA/UNO	June 2020	L
Water storage, drainage systems and sanitary appliances	M	<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. 	Y	GEB/ Stonegrove/ NRGAC	June 2020	L
		<ul style="list-style-type: none"> All water systems are thoroughly flushed, e.g. toilets and taps, and the Premises Manager commissions a water treatment specialist to chlorinate water systems where required. 	Y	GEB/ Stongrove	June 2020	L
		<ul style="list-style-type: none"> All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush lime scale and bacteria build-up. 	Y	RMC	June 2020	L
		<ul style="list-style-type: none"> A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. 	Y	RMC/ Initial	June 2020	L
		<ul style="list-style-type: none"> Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. 	Y	GEB	June 2020	L
Lifts, automatic doors and plant equipment	L	<ul style="list-style-type: none"> The Premises Manager checks that lifts, stair lifts and automatic doors are in working order. 	Y	GEB	June 2020	L
		<ul style="list-style-type: none"> The Premises Manager ensures that that any mandatory inspections for lifts, stair lifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. 	Y	GEB	June 2020	L
		<ul style="list-style-type: none"> A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up-to-date – the Premises Manager ensures any required inspections take place as soon as possible. 	Y	GEB / Guideline Lifts	June 2020	L

Cleaning	H	<ul style="list-style-type: none"> The Business and Finance Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from Government guidance and recommendations 	Y	LEB/RMC	June 2020	L
		<ul style="list-style-type: none"> Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> The necessary areas of the school are deep cleaned before reopening with suitable cleaning agents in line with the Government Guidance 	Y	RMC	June 2020	L
		<ul style="list-style-type: none"> All areas that have been cleaned and are inspected to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. 	Y	RMC	June 2020	L
		<ul style="list-style-type: none"> All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. 	Y	RMC	June 2020	L
		<ul style="list-style-type: none"> Adequate amounts of suitable cleaning agents are available. 	Y	RMC	June 2020	L
		<ul style="list-style-type: none"> PPE is available to members of staff who require it to carry out cleaning safely. 	Y	RMC	June 2020	L
		<ul style="list-style-type: none"> Soft furnishings and any items that are hard to clean are removed from classrooms and are stored separately. 	Y	GEB	June 2020	L
		<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s Guidance. 	Y	All staff	June 2020	L
		<ul style="list-style-type: none"> Where school transport is essential, infection control and social distancing measures are implemented. 	Y	NWA/UNO	June 2020	L

Infection control	H	<ul style="list-style-type: none"> Parents are briefed on new provision for the drop-off and collection of their children (if appropriate) 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> Infection control stations are set up in areas that have been highlighted (hand sanitiser stations and additional wash hand basins) where necessary, providing soap and water, bins and alcohol-based hand sanitiser. 	Y	LEB	June 2020	L
		<ul style="list-style-type: none"> Adequate amounts of soap, tissues and bins with lids are available in the relevant areas. 	Y	RMC	June 2020	L
		<ul style="list-style-type: none"> Students and staff are encouraged to wash their hands regularly, particularly before and after break times and lunchtimes. 	Y	LEB	June 2020	L
		<ul style="list-style-type: none"> The school ensures pupils and staff adopt good respiratory practice, i.e. coughing and sneezing into their elbow or tissue. 	Y	LEB	June 2020	L
		<ul style="list-style-type: none"> The school's Plan for Wider Opening has been developed in line with the relevant Local and National advice and communicated to all staff, parents and stakeholders. 	Y	NWA/UNO	Week beginning 22 nd June 2020	L
		<ul style="list-style-type: none"> The Headteacher work with all staff to ensure a suitable plan is in place to maximise infection control during transitions during the day, e.g. one-way systems and staggered lesson times. 	Y	NWA/UNO/SLT	June 2020	L
		<ul style="list-style-type: none"> Instances of staff, students and volunteers displaying symptoms of coronavirus (COVID-19) are managed in line with Local and National guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> Clinically vulnerable and extremely clinically vulnerable students and staff remain at home until further notice and are supported to learn or work from home. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for students in 				

		<p>need and for cases where a student's becomes unwell with symptoms of coronavirus whilst in school and needs direct personal care until they can return home.</p> <ul style="list-style-type: none"> Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Additional risk planning in place for identified groups of staff e.g. those who live with vulnerable people or who are identified as BAME Guidance from BAMEed provided to staff and a telephone call by a senior member of staff with regards their wellbeing and to support them. Staff to sign to confirm they have read the guidance provided. 	Y	JLE/LEB	June 2020	L
			Y	DCU/LEB	June 2020	L
			Y	UNO	June 2020	L
Social distancing	H	<ul style="list-style-type: none"> The <u>Social Distancing Policy Statement</u> is shared with all relevant members of the school community and adhered to as far as possible. Students are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. The <u>SLT</u> records how many students are returning to school and ensures reduced class sizes are implemented (a basic principle of halving class sizes is applied) – each class is staffed accordingly. Students and staff do not mix with those outside of their class or group. Visual aids are used to display social distancing measures, e.g. floor tape, floor signs and posters to mark two-metre spacing. Students take break times and lunchtimes (no lunchtimes before 	Y	NWA/UNO/ Governors	Week beginning 15 th June 2020	L
			Y	All staff	June 2020	L
			Y	SLT	June 2020	L
			Y	All Staff	June 2020	M
			Y	NWA/GEB	June 2020	L

	September) in their class groups and these breaks are staggered throughout the day to avoid congestion of people.	Y	SLT	June 2020	L
	<ul style="list-style-type: none"> No assemblies take place. 	Y	NWA/UNO	June 2020	L
	<ul style="list-style-type: none"> The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. 	Y	All Staff	June 2020	L
	<ul style="list-style-type: none"> Where students, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Headteacher assess whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 	Y	NWA/UNO	June 2020	L
	<ul style="list-style-type: none"> If a student is unable to follow any social distancing measures, e.g. due to their age or needs, the Headteacher in conjunction with relevant staff and the students' parents, will consider whether it would be more appropriate for the student to remain at home. 	Y	NWA/UNO	June 2020	L
	<ul style="list-style-type: none"> Only a quarter of students in Year 10 are in school at any one time, including vulnerable students and children of critical workers in those year groups, in addition to vulnerable students and children of critical workers from other year groups. 	Y	NWA/UNO	June 2020	L
	<ul style="list-style-type: none"> Split day rotas are not implemented to ensure only a quarter of students are attending in one day. 	Y	SLT	June 2020	L
	<ul style="list-style-type: none"> Public transport to and from school is minimised as far as possible. Where it is totally necessary, students are encouraged not to travel during peak times, and staggered start and end times are implemented to ensure this is possible. 	Y	SLT	June 2020	L
	<ul style="list-style-type: none"> Students and parents are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. 	Y	NWA/UNO	June 2020	L

Mental health and wellbeing	H	<ul style="list-style-type: none"> • Student and parent surveys are sent out to assess how they feel about the school reopening and to enable staff to act on any concerns students and parents may have. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> • Questionnaire sent to staff to assess how they feel about the school reopening and enable the SLT to act on any concerns staff may have. 	Y	SLT	June 2020	L
		<ul style="list-style-type: none"> • The relevant staff liaise with the parents of students who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. 	Y	HOY	June 2020	L
		<ul style="list-style-type: none"> • Staff notify the Headteacher and their line manager if they need to be shielded because they are extremely clinically vulnerable. 	Y	NWA/UNO/LM	June 2020	L
		<ul style="list-style-type: none"> • Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. 	Y	SLT	Week beginning 15 th June 2020	L
		<ul style="list-style-type: none"> • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. 	Y	NWA/UNO/SLT	June 2020	L
		<ul style="list-style-type: none"> • If required, staff can adjust their working hours, as agreed by the SLT. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> • The Headteacher ensure that the school can be adequately and safely staffed when it reopens. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> • The SLT discusses the implications on staff and students workload when the school reopens and puts measures in place to minimise the risk of stress. 	Y	SLT	June 2020	L

		<ul style="list-style-type: none"> • Students who are in key transition years, e.g. Year 6-7 are provided with the appropriate support. • The <u>SENCO</u> liaise with the LA to determine what additional support is available for students who are suffering with their mental health once they return to school. • The <u>SENCO</u> identify students with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • The <u>DSL</u> ensure provision is in place to help protect wellbeing and mental health, and ensure all students have access to psychological support when the school reopens. • The <u>SLT</u> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff have access to psychological support when the school reopens. • Staff and student bereavement is managed in line with the <u>Bereavement Policy</u>. 	Y	KSA – Year 7 SHA	June 2020	L
			Y	DCU/SHA/IRY	June 2020	L
			Y	DCU/SHA/IRY	June 2020	L
			Y	DCU	June 2020	L
			Y	SLT	June 2020	L
			Y	DCU/SWA	June 2020	L
Access to learning	M	<ul style="list-style-type: none"> • The <u>Headteacher</u> will identify priority groups and plans how they will access school, e.g. students of parents who cannot work from home and are returning to work. • Class sizes are no larger than 10 students in Year 10 to one teacher in a classroom space appropriately socially distanced in a larger space. • Desks are spaced as far apart as possible, with at least a one-chair 	Y	NWA/UNO	June 2020	L
			Y	SLT	June 2020	L

		<p>gap in between each student – two metre distancing is adhered to where possible.</p> <ul style="list-style-type: none"> The SLT and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material during all phases of reopening, where required. The SENCO and curriculum leaders identify what provision can be provided for students with EHC plans. The Deputy Headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all students who are learning remotely. Teachers consider how to support the educational needs of disadvantaged students and students with SEND. The taking of attendance registers is resumed and the Educational Setting Status form continues to be carried out and submitted to the DfE. Students and parents are not penalised for continuing education at home. 	Y	NWA/UNO/ GEB	June 2020	L
			Y	SWA	June 2020	L
			Y	DCU/IRY	June 2020	L
			Y	SWA/SHA	June 2020	L
			Y	DCU/DOL/IRY	June 2020	L
			Y	RCH/DGU	June 2020	L
			Y	RCH	June 2020	L
Extra-curricular activities	M	<ul style="list-style-type: none"> The Headteacher determines whether after-school clubs can resume – this will only be done where social distancing can be adhered to. NO CLUBS BEFORE SEPTEMBER 2020 	Y	NWA/UNO	June 2020	L
Safeguarding	H	<ul style="list-style-type: none"> The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. 	Y	DCU	June 2020	L

		ongoing bullying.				
		<ul style="list-style-type: none"> The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. 	Y	DCU	June 2020	L
			Y	DCU	June 2020	L
Communication	M	<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus does not enter the school grounds. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> The Headteacher puts into place any actions or precautions advised by the local Health Protection Team (HPT) – London Coronavirus Response Cell (LCRC). Schools notify the LCRC on 0300 3030450 or lcrc@phe.gov.uk of all confirmed cases following a test arranged in line with DfE Guidance for schools. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> The Headteacher to liaise with the LA / local schools about reopening the school and includes any local guidance into the reopening action plan, where required. 	Y	NWA/UNO	June 2020	L
		<ul style="list-style-type: none"> The school's website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. 	Y	RCH	June 2020	L
		<ul style="list-style-type: none"> Parents are informed via letter/email about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. 	Y	NWA/UNO	Week beginning 15 th June 2020	L
		<ul style="list-style-type: none"> Children are encouraged, where possible, to walk or cycle to school. 	Y	SLT	June 2020	L
		<ul style="list-style-type: none"> Staff and volunteers are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered break times, lunchtimes and social distancing. 	Y	NWA/UNO	Week beginning 22 nd June 2020	L

	<ul style="list-style-type: none"> • Staff are informed of who they can turn to for support and there are several options they can follow, e.g. line manager, other senior staff or colleagues. • • All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms and if others display symptoms. • The Headteacher liaises with the Governing Body about possible arrangements for reopening the school, where necessary. • Students and parents are informed by letter/email about the relevant information regarding reopening, e.g. social distancing measures and how lessons will be delivered. • The Business and Finance Manager communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. • The Headteacher to inform staff, volunteers and the Governing Body about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these are to be carried out in line with social distancing guidance when the school reopens. • Parents to update emergency contact details to exclude grandparents and other vulnerable people 	Y	SLT	June 2020	L
		Y	SLT	June 2020	L
		Y	NWA/UNO	June 2020	L
		Y	NWA/UNO	June 2020	L
		Y	LEB	June 2020	L
		Y	NWAUNO	June 2020	L
		Y	JLE	June 2020	L

Classroom Preparation	M	<ul style="list-style-type: none"> All classrooms being used to deliver face to face contact to operate a 'clear desk 'policy 	Y	All staff	June 2020	L
		<ul style="list-style-type: none"> All classrooms being used to deliver face to face contact to be decluttered as far as possible 	Y	GEB	June 2020	L
Uniform / Dress Code	M	<ul style="list-style-type: none"> Students are informed about relaxation of dress code for the rest of the academic year following guidance about frequent washing of clothes or that the same clothes are not to be worn for 72 hours. 	Y	NWA/UNO	Week beginning 22 nd June 2020	L
		<ul style="list-style-type: none"> Parents are informed about relaxation of dress code for the rest of the academic year following and reminded about guidance about frequent washing of clothes or that the same clothes are not to be worn for 72 hours. 	Y	NWA/UNO	Week beginning 22 nd June 2020	L
		<ul style="list-style-type: none"> Staff informed about the relaxation of dress code for the rest of the academic year following guidance. Staff also reminded about guidance about frequent washing of clothes or that the same clothes are not to be worn for 72 hours. 	Y	NWA/UNO	Week beginning 22 nd June 2020	L
Daily/Weekly Risk Review	H	<ul style="list-style-type: none"> Create checklist for Headteacher to use to assess at the end of the day whether the school is able to be open the next day/week 	Y	SLT	June 2020	L