St George's Catholic Voluntary Academy
Blessed Holy Family Catholic Academy Trust

Covid 19 operational risk assessment for full school reopening: September 2020

Reviewed Jan 2021 & March 2021

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 22nd Feb 2021

Assessment conducted by:	BHFCAT HT's Deirdre Monaghan	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers, Governors.

Date of assessment:	23rd July 2020	Review interval:	1 September 2020 6 Jan 2021 25 Feb 2021	Date of next review:	

Related documents

Trust documents:	Government guidance: DFE/ GOV.UK
Guidance on estates and facilities management Checks and balances: responding to COVID-19 Guidance on supporting children in EYFS Checks and balances: respond to COVID - 19	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications 8 January 2021 government guidance: Restricting attendance during the national lockdown Critical workers who can access schools or educational settings Coronavirus: advice for pregnant employees

	Mass asymptomatic testing: schools and colleges 22 February 2021 government guidance early years and childcare providers Schools Covid-19 operational guidance Further education Covid-19 operational guidance Contingency framework: education and childcare settings

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of full opening.					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	• Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed timetables and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home.	YES	•	M
1.2 Organisation of 'bubbles' in full class/ year group groupings					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Unintended mixing between classes/ year group "bubbles" will increase the risk of the virus spreading	H	• There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Each class remains within its designated room/space and predominantly stays within this area. • Any facilities used by more than one yr group are cleaned and disinfected after use and before use by a new group.. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups comply with social distancing and hygiene guidance. • Timetable and arrangements for each class avoid contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). • When two or more yr group bubbles come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed. • When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines and allocated spaces are fully observed. • Staggered arrival and leaving times; break times and lunch times.	YES	• Only 2 yr groups at a time in assembly at social distance / different exit & entrances	L
1.3 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing. **Teaching pupils in full classes will increase the risk of the virus spreading**	H	• Classroom size and numbers for full opening and partial closure is agreed and safe. • Children – majority of the school day will be in class bubbles with break time and lunchtime in Year group bubbles • Staff- majority of the school day will be in class bubbles and year group bubbles (exceptions – SLT and PPA teachers) • Classrooms re-modelled, with chairs and desks in place to allow for front facing • Spare furniture removed so they cannot be used. • Set seating plan so children have their desk which is the same every day. • Sitting on the carpet needs to be as spread out as possible (some could sit at desks) • Ensure good ventilation in each classroom all day (window or door open) • More lessons planned for individual work • PE outside weather permitting / review reuse of hall.	YES	Capacity for number of children in classrooms during lockdown 3 is 15 pupils in order to keep PPA N/A during Lockdown 3. staff safe and avoid overcrowding. Child friendly posters – children's noticeboards/ toilets Photocopied circular / signs for display outside school for parents social distancing resources Cleaning products in classrooms kept in a safe children away from children. Music room not in use for more than 6 pupils	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		• Classes/ yr groups stay together with their teachers & support staff and do not mix with other pupils. • Pupils observe hygiene guidance and wash hands frequently. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents by all staff. • Contact between individuals minimised and social distancing maintained wherever possible.			
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles	H	• Limits set for large spaces (e.g. hall, dining hall) for eating, exercise. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing. • Larger spaces and specialist classroom (Lucy's Room) are used by one discrete class at a time. • Large and specialist spaces are cleaned and disinfected thoroughly before and after use. • When two or more class bubbles come together in a shared space (e.g. for an assembly) they are kept separate and social distancing guidance is observed. • Design layout and arrangements are in place to enable social distancing where possible. • Resources that are shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	YES	• It is very rare practice that 2 bubbles "come together" for a period of time.	M
1.4 Availability of staff					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	• 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 but who are well enough to plan and provide work. • Those who are clinically extremely vulnerable to complete personal risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Agree staff are allowed to wear PPE if relevant following individual	YES	• Staff advised re-Gov Testing for key workers • Families are advised re- lateral flow test centres in Harrow. • Introduction of testing for staff rolled out 25th Jan and all guidance & procedures followed.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		RA. • Flexible and responsive use of teaching assistants to supervise classes is in place if required. • Cleaning agency on standby if needed. • Liaise with Chair of Governors re-closing classes if school does not have staff capacity • Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at school is utilised until staffing levels improve.			
1.5 Vulnerable staff					
Vulnerable staff are placed at increased risk	H	• Staff who are in higher risk categories from serious impact of Covid 19 (male, older and BAME) seek further medical advice if they have any other pre-existing conditions that are causing them concern • All medical advice to be followed • Staff self-identify and an individual risk assessment to be undertaken if relevant • All staff in these categories to rigorously follow all government guidance and school protocols on social distancing and protective measures if no other pre-existing conditions apply • All staff who have self-identified as a vulnerable group seek medical advice and keep themselves updated with the latest advice from Public Health England. • Undertaking duty of care towards others so staff feel protected at work.	YES	• Contact staff for further update if they have been absent due to shielding • Individual conversations / risk assessment undertaken where appropriate with staff members. • Individual RA for CEV staff and pregnant members of staff. • Staff who are 28 weeks pregnant are not in school as are in vulnerable category.	M
1.6 Prioritising provision					
Some vulnerable pupils are more at risk due to full re-opening.	H	• Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Efforts continue to monitor the attendance of vulnerable pupils and those from disadvantaged backgrounds. • Pupils who are extremely clinically vulnerable or who are living with anyone who are extremely clinically vulnerable to have a discussion with DHT/ SENCO and individual risk assessment completed if necessary.	YES	Deployment of support staff- DHT.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.7 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	• Start and departure times are staggered. • Different entrances/exits are 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. • Yr 6 Pupils actively taught and discouraged from gathering together before and after school	YES	• When all in - floor markings • Home/school contract specific reference to Yr 6 pupils and parents. • Staff are recommended to wear face masks outside • Staff wear mask/visor inside through own choice • All parents are expected to wear face masks when on school site/grounds	M
1.8 Planning movement around the school					
Movement around the school risks contact between discrete year group bubbles	H	• Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, • Pupils are regularly briefed regarding observing social distancing guidance. – Explicit teaching. • Staff moving between class groups observe social distancing and hygiene procedures at all times • Appropriate duty rota and levels of supervision are in place.	YES	Circulation plan. entrances/exits DHT/Site Manager use exit doors to playgrounds Use of toilets plan	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.9 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps widened	H	• The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. • Gaps in learning will be assessed and addressed systematically in teachers' planning. • Gaps in learning are and addressed in teacher's planning through the teaching of key skills. • Homework is calibrated to complement and reinforce in-school learning • Plans for intervention are in place for those pupils who have fallen behind in their learning.	YES	Key skills in Lit + Maths – overlearning PHSE & Curriculum planning – inset for staff September 2020. Catch Up funding plan - DHT	L
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	H	• Learning activities for which there is a greater risk of infection are identified and relevant staff informed. • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. • Enrichment activities are reviewed and revised accordingly. • For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.		Review out of hours letting procedures for safety with providers. No outside clubs to take place during lockdown 3. BC/ASC staff on furlough Jan 21	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		• For team sports, we will follow the return to recreational team sport framework. For individual sports, we will follow the guidance on the phased return of sport and recreation.			
The resumption of non-overnight school visits poses risks to infection control	H	• All school visits are considered on a case by case basis. • A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. • Measures are taken to ensure that discrete group bubbles do not mix on school visits.	YES	All off sire educational visits/trips are not happening for at least the first half term. PGL / Yr6 trip postponed until May 2021. EVC to keep up to date – advice on trips.	M
1.10 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	• Staff rooms and offices have been reviewed with limited numbers of staff made known and appropriate configurations of furniture • Staff have been briefed on the use of these rooms.	YES	Office Rota in place Staff Room procedures/ floor markings / allocated seating areas in staffroom. Additional areas for eating allocated for staff Jan 2021 – support staff in school on rota basis to support KW pupils. Teachers teaching from home – remote learning. Teachers visit school 1 x per week.	M
1.11 Managing the school lifecycle					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	H	• School calendar for the Spring term reviewed and rationalised. • School calendar & SIP for 2020-21 finalised within the context of the latest guidance on full re-opening. • Curriculum and timetable to be reviewed for each scenario – full opening/ partial opening	YES	Senior Leadership Team (SLT)	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	• Communications with the parents of incoming pupils are in place, including letters, newsletters. • Transition plans in place for all pupils returning to school for their next class – September 2020	YES	Parents evenings Spring Term TBD	L
1.12 Governance and policy					
Governors are not fully informed or involved in making key decisions	H	• Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening in all possible scenarios. • Governors are briefed regularly on the latest government guidance and its implications for the school. • Chair of Govs kept regularly informed	YES	•	L
1.13 Policy review					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	• All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September. • Staff, pupils, parents and governors have been briefed accordingly.	YES	• All relevant policies on school website	L
1.14 Communication strategy					

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	• Communications strategies for the following groups are in place:
		  • Staff
		  • Pupils
		  • Parents
		  • Governors/Trust Board
		  • Local authority
		  • Other partners
			YES	•	L

An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	H	• Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. • A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. • Contact records for pupils, parents and staff are kept up to date.	YES	• All policies and procedures for remote learning are in place.	L
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	• Communications with parents reassure them about the safety measures in school under the latest government guidance. • Dialogue is held with parents who have concerns. • Dialogue is held with parents with children with poor attendance	YES	• M Walsh – Attendance Officer. • Support – Carol Gould	L
1.15 Staff induction and CPD					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff are not trained in new procedures, leading to risks to health	H	• A revised staff handbook is issued to all staff prior to reopening. • Induction and CPD are in operation for all staff prior to reopening, and include: • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk assessment distributed to staff. • Induction programmes are in place for all new staff – either online or in-school – prior to them starting.	YES	• A revised staff information is issued to all staff prior to reopening • Infection control- Site manager • Fire safety and evacuation procedures Review • Constructive behaviour management – Review Home /school agreement • Risk management- Staff meeting	L
1.16 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	• A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. • Voucher Provision for FSM pupils is set up	YES	• M Power	L
1.17 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	• Risk assessments are updated or undertaken and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • 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 • School trips & visits • We will follow the government's guidance for lessons involving	YES	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.			

1.18 School transport + Travel to and from school

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Risks associated with public transport are not comprehensively assessed.	H	• Communication with parents regarding travel – Gov guidance travel to and from school. Encourage more walking / cycling • Staff and students to travel on foot, bicycle, motorcycle or own car as far as possible. • No car sharing apart from with members of own household • Social distancing rules to be followed by staff who use public transport. • Anyone who needs to take public transport will be referred to government guidance.	YES	• Speak to staff who use public transport about their safety • Review use of school minibus and risk assess	M

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

2.1 Public Health England system control measures

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school	H	• Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: **1. Minimise 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** The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to	YES	• Continue to monitor that school's control measures are effective: working as planned. • Keep up to date with PHE advice.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		parents: • Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). In addition: • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. **2. Clean hands thoroughly more often than usual** • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • It is defined which bubbles are using which toilets and sinks. • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)

		3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
		• Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.
		• The location of bins around the school is checked on, and more are ordered if necessary.
		• A schedule for bins to be emptied / disinfected is in place and is adhered to.
		• Pupils using public transport are reminded of the need to wear face coverings/masks.
		• A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.
		
		4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
		• The site manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.
		• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.
		• Stock checks and stock control are maintained
		
		5. Minimise contact between individuals and maintain social distancing wherever possible
		• Bubbles are extended to full class size./ 15 during Lockdowns where there is partial school opening
		• Staff are kept consistent with each bubble as far as possible.
		• In class, furniture is arranged so that children are facing forwards and sitting side by side.
		• Any furniture that is surplus to requirements is removed.
		• As far as possible, children are taught not to touch each other or staff. This will involve re-learning about play time.
		• No more than 1 year group ever occupies a shared space (hall, dining room etc) at one time. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles (from the same year group) are together in the same space.
				Close contact means:
				• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:
				  o Being coughed on
				  o A face-to-face conversation, or
				  o Unprotected physical contact (skin-to-skin)
				• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
				Travelling in a small car with an infected person	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		• Staggered start and finish times, staggered break times and staggered lunch times are implemented. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. • For each class/bubble, basic equipment (such as pen/ pencil/ eraser/ ruler) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use. • Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library. **6. Where necessary, wear appropriate personal protective equipment (PPE)** • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished **7. Engage with the NHS Test and Trace process** • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process. **8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community** • The contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive.			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		• A record is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. **9. Contain any outbreak by following local health protection team advice** • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.		Record kept of all staff who test positive and dated From Jan 25th we will be taking part in the government's rapid testing programme- lateral flow coronavirus test 2 x per week for staff. If the test is **positive**, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms, including asking them to take a standard coronavirus test at home. If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on **0800 046 8687** and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. LA PH Contact Laurence Gibson	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.2 Cleaning cleaning for non-healthcare settings.					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	• A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. • Ensuring that there are always enough staff able to work	YES	• Working hours for cleaning staff are increased • Consider agency cleaners should staff become ill. • Covid-19 DFE claim form completed July 2020	M
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Daily monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Cleaning stations with resources available to staff.	YES	• Daily checks – Site manager	L
Pupils forget to wash their hands regularly and frequently	H	• Staff need to remind pupils of the need to wash their hands regularly and frequently. • Posters and explicit teaching videos reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. • Handwashing & sanitising children - Built into daily routine/ Posters • Handwashing & sanitising – adults – posters • Pupils will be encouraged to go to the toilet throughout the school day to minimise excessive groupings at during break and lunchtimes	YES	• Erection of hand sanitising stations	M
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	• Expectations are agreed on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. • Items that need laundering (e.g.Nursery bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.	YES	• Inform parents wherever possible pupils wear freshly laundered clothes each day. • Uniform expectations	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of fabric chairs may increase the risk of the virus spreading	H	• Deep cleaning of fabric chairs. • Limit use of fabric chairs. • Daily cleaning of staff room seating area.	YES	• 2 chairs in lobby – 2 metres apart.	M
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing	H	• Guidance on engaging with the NHS Test and Trace process has been explained to staff • Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. • Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. • Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).	YES	• Settings should have a clear understanding of the NHS test and trace process Tests can be booked on the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119. Essential workers, which includes anyone involved in education, childcare or social work, and their households, have priority access to testing. Settings must take swift action when they become aware that someone who has attended has tested positive for Covid-19. Based on the advice from their local PHE health protection team,	M
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	• Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Staff and pupils. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.** • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.	YES	• Medical Room Procedures • Clear procedures for staff & parents • Positive cases -= PHE template letters sent to staff and parents.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		• Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation • ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene • No attendance for pupils if symptoms in household.			
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	H	• 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. • This guidance has been explained to staff. pupils and parents. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	YES		L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	• Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and parents • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	YES	• Plans are in place all stakeholders • Readily available contact list of who to contact PHE/LA/Govs if confirmed case. • To ensure the incident is recorded on Harrow councils accident /incident reporting portal www.sheassure.net/Harrow or report to corporate health and safety at Health and Safety HealthandSafety.HealthandSafety@Harrow.gov.uk , If RIDDOR	L
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts	H	• There is sufficient first aid cover • First Aid certificates extended for three months. • First Aid risk assessment. • First-aiders are required to wear eye protection (face shield) where	YES	• MP check list. • Check 1st Aid Training register. • Paediatric First Aid and EYFS	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
children's safety at risk		the risk of splashing, for example from coughing, spitting, or vomiting is apparent			
2.7 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	• Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • PPE available in medical rooms.	YES	• Gloves, Mask Apron , visor	M
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the school	H	• As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations as each new group/pupils come on rota using a range of communication tools. • A COVID-19 section on the school website is created and updated.	YES	•	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	• Key messages in line with government guidance are reinforced in a timely way via school PING.	YES	• Telephone calls to parents who need reminders. • Pupils are not allowed in school between taking a test and awaiting result	M
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. Intimate care, staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing.	YES	• Key workers Nursery Intimate care- nappy changing PPE	M
Reduced PPE stock	H	• Stock to be checked regularly and ordered so that there is a minimal	YES	• M Power/ Site manager	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The lack of stock will potentially result in lack of protection from the virus		supply of PPE in school for at least 3 weeks. (Gloves, masks, Aprons, face shields). • To close school until PPE stock is made available			
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, and floor markings. For young children this is done through age-appropriate methods such as stories and games and videos. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • 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. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Wilful disobeying of rules relating to staying within class groups and following hygiene procedures will be sanctioned appropriately and proportionately	YES	• Ensure all parents are aware – re Behaviour Policy review.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	• Home base arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant and in line with government guidance • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly.	YES	• July 2nd Guidance on reconfiguration of primary classrooms in place	M
The use of shared spaces (e.g. hall, dining room) risks different class group bubbles mixing	H	• • Year group bubbles are kept at least 2 metres apart if occupying the same shared space. – dining halls • Shared spaces are cleaned after use. • Strict procedures in place for SMSAs and dining hall/playground arrangements. • Allocated seating for pupils	YES	• ICT room should be cleaned after and after each use by a group of Learners- brief staff in measures. • Review use of ICT suite	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.3 Movement in corridors					
The discrete year group 'bubble' arrangements are breached when pupils circulate in corridors	H	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • Explicitly teach children what "social distancing" means and the expectations for school measures in place. • Explicitly teach children why face coverings are necessary in the wider community- that it may become a feature of life – that it is positive for society and helping others.	YES	• Review cloakroom use especially yr3 area • Walking using outside of buildings/ external doors	M
3.4 Break times					
Pupils in year groups may not observe social distancing at break times	H	• Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision by staff is consistent	YES	• Zones in playground.	L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	• Lunch times are staggered • Pupils are reminded about social distancing as lunch times begin. • Pupils wash/ sanitise their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Floor markings are used to manage queues and enable social distancing. • Eating areas are cleaned after lunch. • Pupils play in own zoned area in playground.	YES	• Site walk with Site Manager to cordon off areas.	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	• Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Specific toilets have been allocated to each year group • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Daily 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. • Strict use of toilet allocation to "bubbles" Signage – toilets	YES	• Toilets 2 x per day cleaning. • Site Manager + 1 x cleaner. • Signs for toilets	M
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	• Social distancing provisions are in place for medical room. • Segregated area designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be closed then cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	YES	• Staff Induction- safe use of Medical room	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	• Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Parents are encouraged not to come in and to telephone with queries.	YES	• Social distance stickers in entrance area inside and outside. • Parents encouraged not to come into school – Postbox placed outside. • Visitors sanitise hands on entry	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	• Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Regular messages to parents stress the need for social distancing at arrival and departure times.	YES	Parents should be advised to refer to safer travel guidance for passengers.	M
3.10 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Staff are briefed about the limitations to use of staff rooms. • Staff leaving the building and returning to school after their lunch break are briefed. All staff are advised to remain on site and adhere to social distancing • Limit numbers of staff in photocopier room • Staff should be advised to wipe their workstations before and after use.	YES	• Office staff on rota – lockdown 3 • Remind staff of numbers in allocated rooms PPA/ Photocopying room	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	• Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** • Those living in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding • Schools have a regularly updated register of pupils with underlying health conditions. • BAME pupils may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. •	YES	• Contact relevant parents • To following individual risk assessment, for those pupils	M
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	• Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. • All members of staff 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 with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable as set out in latest Gov guidance.** • All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. • Current government guidance is being applied.	YES	• 1-1 Conversations with some staff regarding individual circumstances. • CEV staff at home – lockdown 3.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	• There are sufficient numbers of staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. • To improve teachers' confidence in talking and teaching about mental health and wellbeing in the classroom through the provision of appropriate training, teaching about mental wellbeing • To ensure that additional support and access to services such as educational psychologists, social workers, and counsellors is provided where required	YES	• Vulnerable list shared with teachers • SG team ensure key information is shared • Staff to be aware of signs of new vulnerable children due to current situation. • PHSE leader – staff inset Sept 2020 • Families & families at risk register – telephone calls	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	• 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.	YES	•	L
5.3 Bereavement support					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils and staff are grieving because of loss of friends or family	H	• The school can signpost staff to bereavement counselling and support. • Support is requested from other organisations when necessary. • School community support is provided for staff. • Parish Support.	YES	•	M

6. Operational issues

6.1 Review of fire procedures

Fire procedures are not appropriate to cover new arrangements	H	• Fire procedures have been reviewed and revised where required, due to: • Pupils operating in discrete year group 'bubbles' • Staff moving between discrete group 'bubbles' • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately.	YES	• Staff on site • Fire Marshals check • Planned Fire Drill practice	L
Fire evacuation drills - unable to apply social distancing effectively	H	• Plans for fire evacuation drills are in place which are in line with social distancing measures. • Staff ensure children adhere to guidelines.	YES	•	L
Fire marshals absent due to self-isolation	H	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	YES	• DHT/Site Manager	L

6.2 Managing premises on reopening after lengthy closure

All systems may not be operational	H	• Government guidance is being implemented where appropriate. • All systems have been recommissioned.	YES	• Gov.UK guidance on flushing taps in rooms not being used – prevention of legionnaires	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	• 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.	YES	• Stat log	L
Use of Kitchens Potential exposure to the virus through contaminated surfaces i.e. fridge, microwave etc.	H	• Only 3 persons to use the kitchen area at a time; to avoid congregating; staff should be advised to leave the kitchen as quickly as possible. • Doors to kitchen area/s will be left open to reduce the risk of transmission through contact • Kitchens will be cleaned every day by kitchen staff who will be assigned to clean certain areas • To advise staff to clean any surfaces (fridge, water, boiler, microwave, where applicable) before touching and wash hands on entrance and exit the kitchen • To ensure that appropriate hygiene posters are displayed to remind staff of good hygiene and to reduce risk of transmission	YES	• School Kitchen manager to ensure all procedures in place	M
Site Manager absent due to self-isolation	H	• An additional staff rota is in place to cover any absences and staff have been briefed accordingly.	YES	•	L
6.3 Contractors working on the school site					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	• 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 attending the have procedures in place to ensure effective social distancing is maintained at all times. • 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).	YES	• Site Manager to ensure that contractors present own risk assessments. • Site manager to monitor use of toilets by contractor visitors • H&S (HSE) guidance followed. • Contractors wear PPE	L

7. Finance

7.1 Costs of the school's response to COVID-19

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • The school's projected financial position has been shared with governors and LA or trust.	YES	• The impact on the school budget of additional measures for Covid -19 has been discussed with Governors. • Finance Officer keeps record of additional expenditure • Gov UK reimbursement submitted July 20	M
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	• The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities and BHFCAT trust board is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	YES	•	L

Monitoring + Review: Weekly Review – oversight check by Headteacher.

Phase 1/ RA 1 (Partial school opening) –Summer Term 2020 Governors

Phase 2/RA 2 (Full Opening) – 23 July 2020 Governors

Revised 23 September 2020 Governors

Reviewed 6th Jan 2021- Partial school opening – Lockdown 3