

TCS COVID-19 RISK ASSESSMENT

RA to be completed by Friday 22 May	This RA is intended to cover the return of additional students from June 1st - 15th approx 30-70 dependent on setting.	Overall recommendation on school opening below	
Area	Risks and concerns - list only once	Mitigating actions	Priority
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Clinically extremely vulnerable students/staff are put at risk 	Obtain copies of Public Health England letters sent to most vulnerable – students	1
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Staff not adhering to new guidance creates infection spread 	Update HR guidance so that testing staff and students confers day release and time off waiting for results – up to 5 days	1
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Lack of Communication creates increased risk of infection 	Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.	3
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Insufficient PPE for key staff 	Increase first aid provision – embed first aid into all new support staff JDs	3
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Staff not adhering to new guidance 	New staff induction to include infection control	2
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Office staff at risk from high contact with outsiders 	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 also how to dispose of them safely.	1
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Staff mental health issues 	PHE vulnerable list constantly being updated – HR to check in regularly	1
<i>People and HR considerations</i>	<ul style="list-style-type: none"> First Aid staff face greater exposure 	Issue guidance to staff about holidays - voluntary holidays will not be paid if late August – 14 days quarantine arrangements	1
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Staff are not trained in new procedures, leading to risks to health 	Consider the impact on staff and pupils with protected characteristics, including race and disability	3
<i>People and HR considerations</i>	<ul style="list-style-type: none"> New staff are not aware of policies and procedures prior to starting at the school when it reopens 	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.	1
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Insufficient First Aid provision within the school 	Staff are encouraged to focus on their wellbeing and this is discussed in line management meetings along with workload.	3
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Vulnerable staff at greater risk of serious illness 	Staff have been signposted to useful websites and resources.	3
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Pupils and staff are grieving due to loss of friends or family 	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.	1
<i>People and HR considerations</i>		All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.	1
<i>People and HR considerations</i>		create procedure for notification within school if student is infected	1

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<i>People and HR considerations</i>		Update HR guidance - In the event of a staff member developing suspected coronavirus symptoms whilst working they should return home immediately and isolate at home in line with the NHS guidance.	1
<i>People and HR considerations</i>		PPE for First Aiders : mouth guards; full face mask; glove supplies; hand san stations	1
<i>People and HR considerations</i>		Letter to staff to be asked to wash clothes as soon as they get home	1
<i>People and HR considerations</i>		Screens to be bought for reception	1
<i>People and HR considerations</i>		Infection control training for all staff (e course)	2
<i>People and HR considerations</i>		New RAs to be written for TAs with regard to helping SEND students especially those who have close connect - and any that require bathroom support	1
<i>People and HR considerations</i>		Comprehensive audit of staff available to return to school	1
<i>People and HR considerations</i>		No personal items to be delivered to the school	3
<i>People and HR considerations</i>		Ensuring part time and term time staff understand what happening – virtual meetings on their days off – overtime	1
<i>People and HR considerations</i>		Technicians are trained in the cleaning of PE equipment and apparatus	2
<i>People and HR considerations</i>		One way system around the building	2
<i>People and HR considerations</i>		Reduce maximum occupancy for lifts, and encouraging use of stairs	2
<i>People and HR considerations</i>		Issue new guidance on face to face working - prefer side by side or facing away from each other where possible	1
<i>People and HR considerations</i>		Using a consistent pairing system if people have to work in close proximity	1
<i>People and HR considerations</i>		Identifying areas where people need to hand things to each other and find ways to remove direct contact	2
<i>People and HR considerations</i>		Provide equipment for employees to work from home safely and effectively – for example, laptops, where required	1
<i>People and HR considerations</i>		Monitor the wellbeing of employees who are working from home	3
<i>People and HR considerations</i>		Keep in touch rota with off-site employees including welfare, mental and physical health and personal security	3
<i>People and HR considerations</i>		Remove hot desking. Assign desk plan to staff	1
<i>People and HR considerations</i>		Purchase extra high-touch items of shared office equipment	2
<i>People and HR considerations</i>		Hand sanitiser in meeting rooms	2
<i>People and HR considerations</i>		Guidance of maximum occupancy of rooms and maximum meeting duration times	2
<i>People and HR considerations</i>		Establish dates for re-opening	1

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<i>People and HR considerations</i>		All staff CPD to be online - programme to be devised	3
<i>People and HR considerations</i>		Provide advice and training for staff in managing children safely and to reduce the risk of cross infection as part of training plan	2
<i>People and HR considerations</i>		Revise and adjust performance management processes to take account of the circumstances and lack of exam results	3
<i>People and HR considerations</i>		Daily sickness monitoring for infection control	1
<i>People and HR considerations</i>		Plan how to address any outstanding grievance, performance and/or disciplinary matters	3
<i>People and HR considerations</i>		Provide support mechanisms for staff to address any bereavement, anxiety or concerns	3
<i>People and HR considerations</i>		Identify staff who can't return to school at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can work from home (for example, supporting remote education).	1
<i>People and HR considerations</i>		Establish cleaning protocols if a staff member develops symptoms in the day - follow isolation and cleaning protocols and contact networks to warn those working in close proximity	1
<i>People and HR considerations</i>		Dept safety profroma to be carried out prior to reopening	3
<i>People and HR considerations</i>		Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place	3
<i>People and HR considerations</i>		Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online	3
<i>People and HR considerations</i>		Clarify the role of TAs and procedures	2
<i>People and HR considerations</i>		School calendar for the summer term rationalised	2
<i>People and HR considerations</i>		Identify extremely vulnerable and clinically vulnerable staff	1
<i>People and HR considerations</i>		Identify extremely vulnerable and clinically vulnerable students	1
<i>People and HR considerations</i>		Establish clear protocols for suspected cases (deep clean) and confirmed cases (self-isolation for all possible contacts)	1
<i>People and HR considerations</i>		Ensure senior staff that are on the rota don't have meetings on their allocated day. They need to be 'on duty' and 'stay alert'	
<i>People and HR considerations</i>	For the RP, list what protective equipment may be required for staff to carry out duties. Ensure separate RP RA is completed and RAs for children completed		
<i>Estate considerations</i>	• Classroom sizes will not allow adequate social distancing	Allocate a quarantine room	1

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<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Poor air circulation aids virus spread 	<p>Purchase extra door props to keep doors open where possible to discourage touching</p>	
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Available capacity of the school is reduced when social distancing guidelines are applied 	<p>Quarantine room cleaning protocol established - to be cleaned with full PPE – if it has been used</p>	<p>1</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Deliveries risk bringing in virus from outside 	<p>Quarantine bathroom to be allocated for potential infected/isolated?</p>	
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> High-touch areas aid spread of disease 	<p>Providing additional parking or bike racks if possible</p>	<p>3</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Toilets aid spread of disease 	<p>Ensure practical lessons have more frequent cleaning of equipment using the technicians</p>	
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Evening lets may be unsupervised 	<p>Socially distance the chairs in the staffroom</p>	
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Possible transmission through food eg open counters 	<p>Employ full time high contact area cleaning operative - through contract arrangements</p>	<p>2</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Food preparation and service spreads covid 19 through touch 	<p>Staff toilets area to be cleaned start, pre-break, after break and after lunch – Record sheet to be produced and used</p>	<p>2</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Bacteria spreads through food utensils 	<p>Staff toilets to have toilet lids installed</p>	<p>3</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Cooking staff transmit virus to food 	<p>Biozones air care cleaning chambers in all toilets</p>	<p>2</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Virus transmission via medical waste 	<p>Change taps in hand wash dispensers in students toilet areas to be non-touch</p>	<p>3</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Virus transmission in high contact areas 	<p>Yellow bins to be bought for First Aid room</p>	<p>1</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Virus transmission from person to person 	<p>More wall mounted antibacterial wipes for Gym areas</p>	<p>1</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Virus transmission from person to person 	<p>Hand sanitiser stations to be put around the building especially at entrance and exit areas</p>	<p>1</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Movement around the school risks breaching social distancing guidelines 	<p>Classroom 2 metre rule - this will apply until further notice - issue guidelines</p>	<p>1</p>
<p><i>Estate considerations</i></p>	<ul style="list-style-type: none"> Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school 	<p>Ensure corridor doors are kept open to minimise contacts from movements</p>	<p>1</p>

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<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency 	<p>Establish protocol for deliveries to school</p>	<p>1</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> Medical rooms are not adequately equipped or configured to maintain infection control 	<p>Audit of classroom sizes</p>	<p>2</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply 	<p>Consider opening the school gyms as extra classrooms</p>	<p>2</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> The configuration of staff rooms and offices makes compliance with social distancing measures problematic 	<p>Introducing more one-way flow routes through buildings</p>	<p>2</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> Fire procedures are not appropriate to cover new arrangements 	<p>Review staff room layouts to allow staff to work further apart from each other</p>	<p>2</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> Fire evacuation drills - unable to apply social distancing effectively 	<p>Space lines on the floor in the kitchen area</p>	<p>1</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> Fire marshalls absent due to self-isolation 	<p>Reconfiguring classroom seating and tables to maintain spacing and reduce face-to-face interactions - all to face the front</p>	<p>2</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> All systems may not be operational 	<p>Use intercom system to allow visitor screening at reception</p>	<p>1</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> Statutory compliance has not been completed due to the availability of contractors during lockdown 	<p>Using floor tape or paint to mark areas to help staff maintain 2 metres</p>	<p>1</p>
<p><i>Estate considerations</i></p> <ul style="list-style-type: none"> Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control 	<p>Carrying out contractor services at night where possible</p>	<p>3</p>
<p><i>Estate considerations</i></p>	<p>Servicing and adjusting ventilation systems - ensure up to date</p>	<p>3</p>
<p><i>Estate considerations</i></p>	<p>Frequent cleaning and disinfecting of objects and surfaces 2x per day</p>	<p>1</p>
<p><i>Estate considerations</i></p>	<p>Clearing workspaces and removing waste at the end of the day to be instigated - clear desk policy - all objects on desks to be disposed of daily</p>	<p>1</p>

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<i>Estate considerations</i>		Establish Cleaning procedures for equipment, tools, and vehicles after each shift and after each use of shared equipment	2
<i>Estate considerations</i>		Using outside premises for queuing eg parents/carers if coming to the office	1
<i>Estate considerations</i>		For areas where regular meetings take place, using floor signage to help people maintain social distancing	1
<i>Estate considerations</i>		Revising pick-up and drop-off collection points if necessary and schedule times for the delivery of goods	2
<i>Estate considerations</i>		Ensure all school utilities and systems are commissioned and up and running prior to school re-opening	2
<i>Estate considerations</i>		Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere, remove soft furnishings that are hard to clean	2
<i>Estate considerations</i>		Ensure adequate hot water, soap and hand towels for teachers at all times	1
<i>Estate considerations</i>		Establish protocols for lettings on site	2
<i>Estate considerations</i>		Agree approach to any scheduled or ongoing building works	3
<i>Estate considerations</i>		All personal items to be removed from school	2
<i>Estate considerations</i>		Checking all windows work – fresh air circulation	3
<i>Estate considerations</i>		Exams – desks currently at 1.25M apart, do we have space for 2M – impact on sports hall lettings, do we have enough space (240 in current year 10)	1
<i>Estate considerations</i>		Suspected COVID case that has been in a class room should be locked down for 72 hours before cleaning	1
<i>Estate considerations</i>		Spare chairs removed from desks so they cannot be used	1
<i>Estate considerations</i>		(Deep clean)Twice a day, clean all desks with disinfectant, and we also clean door handles, playgrounds and other critical areas.	1
<i>Estate considerations</i>		Keyboards to be cleaned before and after use - wall mounted hand sanitisers to be placed in ICT/Music Rooms	2
<i>Estate considerations</i>		Cost alternatives to touch-based security devices such as keypads	3
<i>Estate considerations</i>		Using protective screening for staff in receptions or similar areas	2
<i>Estate considerations</i>		Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions in meeting rooms (designated classrooms)	2
<i>Estate considerations</i>		Spacing workstations 2 metres apart as much as possible	2
<i>Estate considerations</i>		Providing packaged meals or similar to avoid opening staff canteens	2
<i>Estate considerations</i>		All food and drink outlets to serve takeaways only?	3
<i>Estate considerations</i>		Minimising interaction between kitchen workers and other workers	2

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<i>Estate considerations</i>		Minimising access to walk-in pantries, fridges, and freezers, with likely only one person being able to access these areas at one point in time	2
<i>Estate considerations</i>		All statutory compliance is up to date.	2
<i>Estate considerations</i>		Minimising contact at “handover” points with other staff, such as when presenting food to serving staff and delivery drivers	2
<i>Estate considerations</i>		Minimising contact between kitchen and food preparation workers and delivery drivers	2
<i>Estate considerations</i>		Additional cost pressures due to COVID-19 identified and an end-of- year forecast which factors them in has been produced.	3
<i>Estate considerations</i>		Water fountains must be closed	2
<i>Estate considerations</i>		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.	3
<i>Estate considerations</i>		Establish social distancing queueing system for parents	1
<i>Estate considerations</i>		Cancelling face to face parents' evenings	1
<i>Estate considerations</i>		Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	3
<i>Estate considerations</i>		Carry out site checks for lifts, gas supply, capital works etc if not been used or overseen	
<i>Estate considerations</i>		Are there paper based tasks that can be digitalised – example signatures/paper orders?	2
<i>Estate considerations</i>		The number of entrances and exits to be used is maximised	
<i>Estate considerations</i>		Floor markings are visible where it is necessary to manage any queuing	2
<i>Estate considerations</i>		Corridors are divided where feasible	2
<i>Estate considerations</i>		Pinch points and bottle necks are identified and managed accordingly	2
<i>Estate considerations</i>		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.	2
<i>Estate considerations</i>		Take fabric chairs out of use where possible/ensure they are for single person use.	2
<i>Estate considerations</i>		New fire procedures to be put in place in line with social distancing, fire wardens, staff and students to be briefed.	2
<i>Estate considerations</i>		Ensure windows are kept open	2
<i>Estate considerations</i>		Clinically Extremely vulnerable are not on rota and shield as per Governments guidance	2
<i>Estate considerations</i>		Clinically vulnerable are given back of house roles if they cannot work at home	2

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<i>Estate considerations</i>		Government guidelines followed re self- isolation if employee or family present with symptoms for as long as this is the guidance	2
<i>Estate considerations</i>		Rotas will ensure that staff work with the same team members whilst on rota.	2
<i>Estate considerations</i>		Cashiers to wear face coverings and till pods to include Perspex barriers	2
<i>Estate considerations</i>		Contactless ports installed where available, where not available the biometric unit to be cleaned regularly with alcohol wipes	2
<i>Estate considerations</i>		Pre order systems implemented	2
<i>Estate considerations</i>		Sanitiser stations at entrances and exits	2
<i>Estate considerations</i>		Teams are refreshed on Hygiene practises and kept regularly updated	2
<i>Estate considerations</i>		Covid Secure poster in place	2
<i>Estate considerations</i>		Covid-19 Risk Assessment completed and will be published on our website	2
<i>Estate considerations</i>		No self help bars will be used in dining room	2
<i>Estate considerations</i>		move the chairs in reception to establish gaps.	2
<i>Estate considerations</i>		Reduced menu to avoid queues and ensure speed of service. Grab bags and Takeaway to be used where schools require classroom delivery	2
<i>Estate considerations</i>		All salads to be pre-boxed. Catering facility acts as a take away with single use products - no use of tongs.	2
<i>Estate considerations</i>		Catering may need split lunch - to liaise with catering company/chef on this	2
<i>Estate considerations</i>		2M social distancing markers to be marked out for queuing purposes in canteen	2
<i>Estate considerations</i>		Catering staff must wear PPE to prevent contamination.	2
<i>Estate considerations</i>		Minimise access to walk-in pantries, fridges and freezers. Only one person is able to access these areas at one point in time	2
<i>Estate considerations</i>		Minimise contact at "handover" points with other staff, such as when presenting food to serving staff and receiving goods from delivery drivers.	2
<i>Estate considerations</i>		Minimise contact between kitchen and food preparation workers and delivery/facilities staff.	2
<i>Estate considerations</i>		Till operators to wear face coverings and till pods to include Perspex barriers	2
<i>Estate considerations</i>		Pre-order systems implemented.	2
<i>Estate considerations</i>		Sanitiser stations at entrances and exits.	2
<i>Estate considerations</i>		Teams are refreshed on hygiene practises and kept regularly updated.	2

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<i>Estate considerations</i>		Covid Secure poster in place	2
<i>Estate considerations</i>		Covid-19 Risk Assessment completed - we will publish this on our website	2
<i>Estate considerations</i>		Reduced menu to avoid queues and ensure speed of service. Grab bags and Takeaways to be used where we require classroom delivery	2
<i>Estate considerations</i>		Floor signage followed to ensure one way system adopted with social distancing reminders.	2
<i>Estate considerations</i>		Tills to be cleaned regularly with alcohol wipes.	2
<i>Estate considerations</i>		Cashless catering/fingerprinting - reader must be cleaned after every use.	2
<i>Estate considerations</i>		Floor signage followed to ensure one way system adopted with social distancing reminders	2
<i>Estate considerations</i>		Equipment cleaning protocol for high touch areas	1
<i>Estate considerations</i>		Remove all unnecessary displays.	2
<i>Estate considerations</i>		Keep entrance doors open where possible to minimise touch	2
<i>Estate considerations</i>		Check adequate PPE for intimate care needs	1
<i>Estate considerations</i>		Staggering the bells when all return	3
<i>Estate considerations</i>		Decide on new procedures for the library	3
<i>Estate considerations</i>		Clutter removal. Task all individual teachers to do this.	2
<i>Estate considerations</i>		Throw stuff out. Environment check ahead of full return	2
<i>Estate considerations</i>		Consider summer camp arrangements	2
<i>Estate considerations</i>		Order extra stationery to give out to children who need it - no borrowing	
<i>Estate considerations</i>	Purchase staff hand san and masks and vitamin d.	1	
<i>Curriculum considerations</i>	• Students have gaps in learning which prevent progress	Decide whatever will be stood down from the calendar.	2
<i>Curriculum considerations</i>	• Practical subjects encourage high touch transmission of disease	Ensure no trips are planned for foreseeable future	2
<i>Curriculum considerations</i>	• Children remain anxious re covid	HODs Risk Managing thier own currclum needs	3
<i>Curriculum considerations</i>	• Children unaware of how to conduct themslves	Identify the students we will target and gauge who will come in.	1
<i>Curriculum considerations</i>	• Practical subjects increase interaction and hence spread of disease	Make clear that social distancing may not be 2m in class - children will need to sit adjacent to one another	

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<i>Curriculum considerations</i>	<ul style="list-style-type: none"> Pupils moving on to the next phase in their education do not feel prepared for the transition 	Changing room techniques to be discussed with PE teams	3
<i>Curriculum considerations</i>	<ul style="list-style-type: none"> Educational provision must still be maintained for priority children when the school reopens 	Science/Food/DT/ Music practical lessons to be modified	3
<i>Curriculum considerations</i>		Science required practicals (% of exam) to be considered and control measures put in place	3
<i>Curriculum considerations</i>		Any practical examination subjects to be discussed - Art/Drama	3
<i>Curriculum considerations</i>		Decide how to support those kids who won't be back in school soon - the clinically extremely vulnerable - how will they be taught ?	3
<i>Curriculum considerations</i>		Consideration to teaching students intermittently	2
<i>Curriculum considerations</i>		System to provide on-line and remote learning for cohorts not yet able to access school	2
<i>Curriculum considerations</i>		Plan for early Y10/12 assessment to ascertain the extent and nature of learning gaps	1
<i>Curriculum considerations</i>		Build in time for adjustment of curriculum and schemes of work to address and re-teach significant gaps in knowledge	3
<i>Curriculum considerations</i>		Plan specific intervention classes for those with the greatest learning loss in Yr 10 and Yr 12	1
<i>Curriculum considerations</i>		Distribute devices and enhanced internet access and monitor take-up and usage	1
<i>Curriculum considerations</i>		Monitor and report on the engagement of students still experiencing distance learning	2
<i>Curriculum considerations</i>		Shared textbook use - consider policy for books sharing and taking home	2
<i>Curriculum considerations</i>		Consider policy on work to be collected in by teachers	3
<i>Curriculum considerations</i>		Look at a whole school education around COVID 19 that students can access and contribute to through master mission	3
<i>Curriculum considerations</i>		Look at integrating kindness and gratitude activities to focus on the positive	1
<i>Curriculum considerations</i>		No team sports, choir or choral activities should take place and no singing activities to take place where extended social distancing is not possible	1
<i>Curriculum considerations</i>	Cancel or amend exam skills	1	
<i>Curriculum considerations</i>	List activities that cannot take place	2	
<i>Curriculum considerations</i>	Inform staff they may have to supervise classes outside of their subject area		

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<i>Curriculum considerations</i>		Decide - will Saturday intervention continue/exams skills – could this be done remotely	2
<i>Curriculum considerations</i>		Cancel/amend the way assemblies are delivered	2
<i>Curriculum considerations</i>		Exam syllabi are covered	
<i>Curriculum considerations</i>		Commission school virtual tours ?	3
<i>Curriculum considerations</i>		Rationalise the calendar	3
<i>Curriculum considerations</i>		Teaching children about corona	3
<i>Timetable considerations</i>		<ul style="list-style-type: none"> • Safety elements cannot be addressed with social distancing in place 	Agree any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times)
<i>Timetable considerations</i>	<ul style="list-style-type: none"> • Challenges of social distancing with significant numbers of students 	Allocate computer rooms for Year 10 children based on maximum occupancy size of 15	1
<i>Timetable considerations</i>	<ul style="list-style-type: none"> • Availability of staff and class sizes 	Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.	
<i>Timetable considerations</i>		Identify staff to supervise children in these rooms	1
<i>Timetable considerations</i>		Establish priority cohorts and preferred phases and dates of re-opening	1
<i>Timetable considerations</i>		Remove the bell to stagger movement around building	1
<i>Timetable considerations</i>		Staggering arrival/departure times by 5 minutes by year group to reduce crowding in and out	1
<i>Timetable considerations</i>		Staggering break times by 5 mins to reduce pressure on the break rooms, using outside areas for breaks	1
<i>Timetable considerations</i>		Staggering lunch times by 5 mins to reduce pressure during lunch queue	1
<i>Timetable considerations</i>		Considering room occupancy levels to maintain social distancing	3
<i>Timetable considerations</i>		Practical lessons - devise new protocols	3
<i>Timetable considerations</i>		Plan how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance	1
<i>Timetable considerations</i>		Organise social distancing of lunch queue	2
<i>Timetable considerations</i>		Will a year group stay together and not mix with other pupils? TBD	2
<i>Timetable considerations</i>		Create plan in place for the phasing in of the other cohorts after year 10	3
<i>Timetable considerations</i>		Appropriate duty rota and levels of supervision are in place. Duty rota revised and new instructions. PPE for staff on duty if they want it.	2

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<i>General Health & Safety</i>	<ul style="list-style-type: none"> School is an unsafe environment for all stakeholders 	Risk assessment carried out for school opening	1
<i>General Health & Safety</i>	<ul style="list-style-type: none"> Insufficient First Aid provision within the school 	New CPR training for all first aiders – No mouth to mouth resuscitation - guidance sent and training to be inhouse	1
<i>General Health & Safety</i>	<ul style="list-style-type: none"> Insufficient PPE for key staff 	Weekly checks to be done on stock levels of PPE, hand sanitiser and other safety equipment so that it can be reordered and does not run out	2
<i>General Health & Safety</i>	<ul style="list-style-type: none"> Contamination via clothing from school to home 	Mask policy - not for teachers when teaching, allowed for students if they wish	2
<i>General Health & Safety</i>	<ul style="list-style-type: none"> Contamination through high contact areas/ surfaces 	Clarify staff dress code - consider allowing sports gear etc	1
<i>General Health & Safety</i>	<ul style="list-style-type: none"> Staff and students not adhering to social distancing protocols 	No sharing equipment guidance	2
<i>General Health & Safety</i>	<ul style="list-style-type: none"> High risk of contamination from those showing symptoms 	Review biometric data - will it be used? how collected? Alternatives	2
<i>General Health & Safety</i>	<ul style="list-style-type: none"> 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. 	Transition data or files from primary schools to be handed with gloves – or left for 72 hours before opening	3
<i>General Health & Safety</i>	<ul style="list-style-type: none"> Provision of PPE for staff where required is not in line with government guidelines 	Large gatherings prohibited	
<i>General Health & Safety</i>	<ul style="list-style-type: none"> Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines 	Departments list the take home articles and limit this as much as possible	
<i>General Health & Safety</i>		Department RA issued and completed	2
<i>General Health & Safety</i>		Special arrangements for SeN kids ? Issue guidance ?	2
<i>General Health & Safety</i>		Limit the list of equipment that staff and students can bring in . Share this before June 1	
<i>General Health & Safety</i>		Close staff fridges and microwaves	
<i>General Health & Safety</i>		Ensure all rooms being used are unlocked each morning before 8am so no keys are used	

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<i>General Health & Safety</i>		Divide up entrances that are used in school to stop heavy traffic through certain doors/ receptions	
<i>General Health & Safety</i>		Provide antibac wipes in every room for staff and students to wipe down own equipment	
<i>General Health & Safety</i>		Ensure staff sign in with what rooms they are using and this is communicated to site staff daily to ensure those rooms are deep cleaned.	
<i>General Health & Safety</i>		Storage of lost property arrangements reviewed to minimise handling	
<i>Pastoral and Welfare considerations</i>	• Safeguarding risks to those students who do not attend	Students who refuse to attend - establish protocols	3
<i>Pastoral and Welfare considerations</i>	• Vulnerable students not receiving adequate food at home	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.	
<i>Pastoral and Welfare considerations</i>	• Staff not adhering to new guidance	Establish home visits procedures with social distancing	2
<i>Pastoral and Welfare considerations</i>	Staff not adhering to new guidance	Limiting the time spent in unavoidable close proximity to no more than 15 minutes for staff	1
<i>Pastoral and Welfare considerations</i>	• Contamination via clothing from school to home	Students to be asked to wash cloths as soon as they get home - Letters to be sent HT/CEO	1
<i>Pastoral and Welfare considerations</i>	Insufficient First Aid provision within the school	Consider whether blazers should be optional due to the difficulties in washing them	
<i>Pastoral and Welfare considerations</i>	• Need for swift identification of those with symptoms	Infection control training for students - virtual assembly before return	2
<i>Pastoral and Welfare considerations</i>	• Contamination risk and parental concerns re transition	Train and communicate with staff, students and parents/carers on the symptoms of COVID 19 and the required actions	2
<i>Pastoral and Welfare considerations</i>	• Contamination risk and parental concerns re transition	Year 6 Transition Day cancelled - HT/CEO to send letter	1
<i>Pastoral and Welfare considerations</i>	• Current Behaviour policy does not address specific C19 issues	Revise behaviour policy and procedures and communicate to parents	2
<i>Pastoral and Welfare considerations</i>	• Non lesson activities/food/recreation pose higher risks of contamination	Students with behaviour issues brought to reception are (FB/TB)	2
<i>Pastoral and Welfare considerations</i>	• Contamination from loaned items	Medical items handed to reception - new protocol needed	2
<i>Pastoral and Welfare considerations</i>	• Challenges of social distancing with significant numbers of students	Breakfast club protocols to be agreed	2

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<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Increased duty of care responsibilities 	All children need to be self-sufficient for the whole day bringing their own pencil case as they can't borrow anything from anyone else.	2
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Safeguarding of more vulnerable students 	Cashless catering/fingerprinting - unit must be cleaned after every use - JB to investigate alternatives with Olive maybe card reader	2
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Student wellbeing 	Decide on how and where children arrive, line up and use playgrounds	1
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Contamination through contact 	Decide on what adjustments to rules and expectations are required during transitions and when children move around the building	1
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Challenges of social distancing and effective support for students 	Ensure there are processes in place to monitor the attendance and health of children and staff daily	2
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Need for swift identification and follow up of those with symptoms including protection of staff 	Ensure there is an agreed point of contact to allow the passage of information to any legitimate contact tracing professionals	2
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Contamination via clothing from school to home 	Secure support from external agencies in anticipation of larger than normal numbers of disclosure	3
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Social distancing with high numbers will be very challenging 	Ensure graduation events are rescheduled for year 11	3
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Students transition poorly to next phase due to lock down 	Safeguarding policies are up to date	2
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Lockdown leaves our most vulnerable are at higher risk than normal 	Hand shaking to be discouraged - letters to be sent HT/CEO	1
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> High risk of contamination at points when students gather 	Students with low personal hygiene to be supported by pastoral staff	3
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen 	For dual registered children - check they are safe and RA	3
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Pupils forget to wash their hands regularly and frequently and pass on virus 	Establish process for vulnerable students and students with an EHCP plan who may not understand why social distancing is taking place, eg those with ASD	1

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<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> • Pupils may not observe social distancing at lunch times 	Check that student medications are still in date and check with parents/carers for any changes	1
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> • Queues for toilets and handwashing risk non-compliance with social distancing measures 	Issue TA guidance on distancing	2
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> • 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 	In the RP only, agree which additional pupils will return irrespective of year groups to achieve a phased return.	2
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> • Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general 	Cleaning regime when chrome books are returned	3
<i>Pastoral and Welfare considerations</i>		Should spitting be a straight exclusion?	3
<i>Pastoral and Welfare considerations</i>		Adapt Behaviour policy in light of government advice. Share with staff, students, parents and LSB	1
<i>Pastoral and Welfare considerations</i>		In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolate at home in line with the NHS guidance. Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation. The staff member responsible for the child during this time should be a staff member from their small group. Staff will wear suitable PPE.	1
<i>Pastoral and Welfare considerations</i>		Children to be told to arrive with thoroughly washed hands, and must wash hands and use the hand sanitisers that are placed at entrances and in classrooms	
<i>Pastoral and Welfare considerations</i>		Virtual tours of the school are available for parents and pupils	
<i>Pastoral and Welfare considerations</i>		Online induction days for pupils and parents are planned	
<i>Pastoral and Welfare considerations</i>		Establish zoommeeting protocols for parents in the behaviour policy	2
<i>Pastoral and Welfare considerations</i>		Get updated list of critical workers children from SIMS (IF DON'T HAVE IT SURVEY PARENTS)	2
<i>Pastoral and Welfare considerations</i>		Purchase additional school uniform for distribution to vulnerable children.	
<i>Pastoral and Welfare considerations</i>		Remove school ties - uniform adjustment	2
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> • Protocols/Documentation does not address issues raised by Covid19. 	Check and update SOD	2

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<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Challenges of social distancing and effective support for students 	Fire evacuation Assembly strategy to be written	2
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Concern from community if infections do happen within the school 	Ensure there is a clear decision making process in case of the need for further closures, or partial closures, to address local infections	2
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Panic and anger if a second lockdown is required 	Going back into Lockdown – planning and preparation	3
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Poor communication amongst senior leaders and governors lead to confusion/mixed messages 	Online meetings are held regularly with governors	3
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Governors are not fully informed or involved in making key decisions 	Governing bodies are involved in key decisions on reopening	2
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> 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 	Governors are briefed regularly on the latest government guidance and its implications for the school	2
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties 	All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school staff, pupils, parents and governors have been briefed accordingly..	2
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. 	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	3
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Mixed messages will cause confusion for parents 	Take RA to local school board of each school	2
<i>Policy Framework considerations</i>		Robust governance meeting procedures remain in place.	2
<i>Transport considerations</i>	<ul style="list-style-type: none"> Safeguarding of more vulnerable students 	Home visits via Taxi - RA will need to be rewritten	1
<i>Transport considerations</i>	<ul style="list-style-type: none"> Need to reduce risk of cross contamination 	Minibus usage to be at a minimum	3
<i>Transport considerations</i>	<ul style="list-style-type: none"> High risk of some students journey to school 	Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.	2

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<i>Transport considerations</i>	<ul style="list-style-type: none"> High risk of some staff journeys to school 	<p>Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</p>	2
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Need to reduce risk of cross contamination between schools 	<p>Organise online transition day for parents</p>	3
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Fears of parents will reduce student attendance 	<p>Issue parent survey to ascertain thoughts of community</p>	1
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Need to reduce risk of contamination from visitors 	<p>Clarify masks for children (yes) and staff (generally, not whilst teaching, yes for corridors)</p>	2
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Poor information will increase risk. Reassurance also required. 	<p>Discouraging non-essential trips within buildings and sites</p>	3
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Staff perceived and actual concerns re contamination 	<p>Encouraging parents to come into school alone - only if essential. If accompanied by children that they are responsible for supervising them at all times.</p>	1
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Need for long term planning for Covid19 beyond July 	<p>Providing clear guidance to people on arrival</p>	1
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Both actual and perceived risks of contamination from those handling food 	<p>Make staff aware of precautions being introduced so that they can take responsibility to protect themselves - ie, work side by side - do NOT sit opposite a colleague, open windows, sanitise, do not share equipment, follow rules, etc.etc.</p>	2
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Cross contamination from use of toilet facilities by multiple staff or students 	<p>Add safety and covid planning to school SDP</p>	1
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> High risk in primary. Risk of contamination from parents to other students 	<p>New sign board outside reception - informing parents etc about emailing/phone school</p>	1
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Parents and carers may not fully understand their responsibilities should a child show symptoms 	<p>Discourage parents from gathering at school gates. Contact them directly</p>	2
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Risk of social distancing balanced against more students being able to attend 	<p>Communicate the key aspects of this action plan to governors, middle leaders, staff, parents and students as appropriate</p>	1

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<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health 	<p>Strongly communicate to parents that they cannot drop in forgotten items and their child MUST be sent in with drink, lunch, equipment. Parents to label items and to discuss the importance of their children not forgetting their coats, bags, losing PE kit etc.</p>	1
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Parents and carers are not fully informed of the health and safety requirements for the reopening of the school. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school 	<p>DfE guidance is shared with students and parents to provide reassurance</p>	1
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Social distancing at lunch with high numbers will be very challenging 	<p>Mental Health and Wellbeing resources are in parent update letters and on website</p>	3
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Risk of cross contamination from parents 	<p>Regular reminders sent to students and parents about online safety</p>	2
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Little/poorly communicated information will mean the community does not follow safe guidance 	<p>Clear safety signage everywhere to indicate social distancing</p>	2
<i>Communication/stakeholders considerations</i>		<p>Parents and visitors are not allowed on the school premises at all (unless on the allowed list kept at reception)- Letters to be sent HT/CEO - see below for advice to be sent to parents under Communications/Stakeholder considerations</p>	2
<i>Communication/stakeholders considerations</i>		<p>Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)</p>	2
<i>Communication/stakeholders considerations</i>		<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners Staff 	2
<i>Communication/stakeholders considerations</i>		<p>Create a physical booklet for children and parents to know what we are doing to keep kids safe</p>	2

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<i>Communication/stakeholders considerations</i>		A COVID-19 section on the school website is created and updated.	2
<i>Communication/stakeholders considerations</i>		key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	2
<i>Communication/stakeholders considerations</i>		Agree a regular protocol for keeping staff and parents and children updated. Use existing procedures eg briefing where possible but create common agenda items.	3
<i>Communication/stakeholders considerations</i>		Communicating the behaviour code to staff	2
<i>Communication/stakeholders considerations</i>		Notification that ofsted may not be able to be accommodated safely on school site	
<i>Communication/stakeholders considerations</i>		Inform parents of slightly staggered collection times for parents/carers collecting children	1