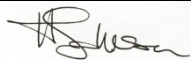




RISK ASSESSMENT RECORDING FORM

Location: The Birkenhead Park School CH43 4UY	Date assessment undertaken: 21 June 2021	Assessment undertaken by: Helen Johnson
Activity or situation Full re-opening of school after lockdown	Review date: As required	Signature: 

Overview

School reopened fully for all students in March 2021 after the spring term national lockdown. Many control measures implemented for the re-opening of the school in September 2020 remain in place and have been updated/extended in line with the latest government guidance.

This whole-school Risk Assessment is updated regularly in line with latest national PH/government guidance and in response to local PH advice.

Wirral (Liverpool City Region) was identified as an Enhanced Support Area on 14 June 2021 and a number of additional measures have been re-introduced and/or reinforced in line with the guidance issued – see below. <https://www.gov.uk/government/news/further-support-for-birmingham-blackpool-cheshire-east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b16172-v>

The school's strengthened response to this guidance has been communicated with all staff, students and parents, including:

- Reminder of hands, face, space, fresh air
- Face coverings – see below
- Encourage vaccination for all staff
- 2m technical area in classrooms
- Twice weekly home testing

The school will implement the DfE Contingency Framework, describing the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) and follow any guidance issued as a result: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/995020/COVID-19_Contingency_Framework_-_Education_and_Childcare_June-2021.pdf

Helen Johnson (Headteacher) and Peter Mee (Deputy Headteacher) will oversee the implementation of the full school opening plan with Dave Colley (Facilities manager). Lyndsey Weekes (Assistant Headteacher) will act as Compliance Officer.

Area of Control		Control Measures	Any further action/ altered measures/ notes?	Implemented by: Initials
Prevention: 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school	Communication	<ul style="list-style-type: none"> All staff, students and any persons likely to come onto the school site will be informed that they must not attend if they or anyone in their household are displaying any symptoms of Corona virus: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 		SLT
		<ul style="list-style-type: none"> The school will follow the latest government guidance for schools (updated 24 May 2021): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak https://www.gov.uk/government/publications/evidence-summary-covid-19-children-young-people-and-education-settings 		SLT
		<ul style="list-style-type: none"> PHE/Government guidance for schools will be monitored and followed in all communications with staff, students, parents/carers, visitors and contractors. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care 		SLT
		<ul style="list-style-type: none"> Plans for full school opening have been drawn up in consultation with Wirral LA, supported by the latest local guidance from Public Health Wirral. 		SLT
		<ul style="list-style-type: none"> Clear communication will be sent regularly to parents and students with links on the school website. 		SLT
		<ul style="list-style-type: none"> The latest FCO travel advice will be communicated with families who are returning from overseas to ensure quarantine guidelines are followed as necessary. https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors 		SLT
		<ul style="list-style-type: none"> Induction sessions will be held for staff and students as school re-opens to share all necessary information including health and safety instructions, routines and expectations. 		SLT
		<ul style="list-style-type: none"> Clear guidance will be issued to staff on actions to be taken should they or a family member have any symptoms of Corona virus. 		SLT
		<ul style="list-style-type: none"> Staff, students and parents will be advised of recommendations on transport to and from School and directed to Guidance on safe travel https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers (updated 15 June 2021) and local travel advice from Liverpool City Region Combined Authority. 		SLT
		<ul style="list-style-type: none"> Supply staff and any temporary or peripatetic teachers will be briefed on the school's safety measures upon arrival at the school. 		SLT
<ul style="list-style-type: none"> The school will collaborate with the LA to share data and will analyse weekly surveillance reports received from PH Wirral. 		SLT		
<ul style="list-style-type: none"> The school will follow the latest government guidance for dealing with students who develop Coronavirus symptoms on site: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf 		SLT		
<ul style="list-style-type: none"> The school will apply the latest PH Wirral guidance when identifying close contacts of any positive cases in school and will implement contact tracing for 2 calendar days prior to onset of symptoms or date of test if asymptomatic. 		SLT		

		<ul style="list-style-type: none"> • Whilst awaiting pick-up, any staff/students will be isolated in the designated separate sanitary area (meeting room off main reception) and will be provided with a face-mask. PPE will be worn by staff caring for students who are awaiting pick-up. • This area and any other rooms used by staff or students who display symptoms of Coronavirus will be left for 72 hours if possible and then a deep clean of those areas will be undertaken. • If a member of staff, likely to be a First Aider, has helped someone who was unwell with coronavirus symptoms, they should wash their hands thoroughly for 20 seconds after any contact. The member of staff may choose to go home if they wish but there is no requirement for them to remain at home unless they develop symptoms themselves or the student or staff member subsequently tests positive. Core areas where the staff or student has been will be deep cleaned. 	SLT/Staff DCo/SPIE SLT
	Access to School	<ul style="list-style-type: none"> • The front car park and main reception will be the entry point for staff and visitors coming into school. Notices will be displayed on the main reception front door advising that 'Business is by appointment only'. • Visitors will be admitted by appointment only and all visitors will be required to sign in upon arrival. • The main reception area will be taped to give the requisite distance from visitors and 2 screens will be put up on reception desk. Visitors to this area will be expected to wear a face covering. • Any visitors to the school site without an appointment will be asked to communicate with reception staff via the intercom at the main front door. • All visitors/staff/students will be required to sanitise hands on arrival. • There will be two entry/exit points to the school for students: <ul style="list-style-type: none"> ○ Student entrance/exit for Years 8-9 and 10-11 (staggered times) ○ Year 7 Base entrance/exit for Year 7 • The car park gates will be closed between 8.30-8.50 and again between 2.50-3.10 to ensure the safety of Year 7 students arriving at or leaving the school premises. • Year groups re-entering the school building after lunch will be instructed to sanitise or wash their hands and will be directed back to their year zone by the most appropriate route. Staff will be directed to support movement around the school. • Students arriving late to school will be directed by staff and segregated to support distancing. Year leaders will confirm whether late students are permitted to enter school or whether they should be at home in self isolation. 	SLT/ Marketing SLT DCo SLT SLT SLT DCo/SPIE SLT SLT Staff
Prevention: 2. Ensure face coverings are used in recommended circumstances.		<ul style="list-style-type: none"> • Face coverings will be worn by staff, students and visitors in all communal areas of the school in line with Public Health Wirral guidance issued Friday 18th June. Students will also be advised to wear face coverings in classrooms from 22nd June 2021: https://www.gov.uk/government/news/further-measures-in-additional-areas-to-tackle-delta-b16172-variant • Staff should be familiar with relevant guidance on <u>how to put on, remove, store and dispose of face coverings</u>. Students will be guided through this in tutor time sessions. • Face visors should not be worn as an alternative to face coverings unless a risk assessment has been carried out for a specific situation. 	SLT Staff SLT

		<ul style="list-style-type: none"> • If there is suspected case of Covid 19 the school will follow the COVID-19: cleaning of non-healthcare settings guidance. • Where students move between rooms within the year group zone to enable setting or option subjects they will be instructed to wipe down surfaces. • Where classrooms have to be shared across year groups, e.g. music, IT, daytime cleaning staff will be deployed to wipe down key equipment and surfaces in between classes. Individual risk assessments will be undertaken for these rooms and a timetable for shared use will be implemented. • Fabric upholstery/soft furnishings, including teacher chairs, will be stored away and replaced to enable regular cleaning. • Shared resources, e.g. science and PE equipment, will be cleaned frequently and meticulously between use by year group bubbles. • Wipes will be available at all shared printers and staff and students will be encouraged by signage to follow the 'If you use it-wipe it' principle. 		SLT Staff DCo DCo DCo SLT/Staff
Prevention: 6. Consider how to minimise contact across the site and maintain social distancing wherever possible	Social Distancing	<ul style="list-style-type: none"> • Parents and students will be informed not to attend school if they are displaying any symptoms of coronavirus (COVID-19). • Parental communication will be limited to phone/email to limit face to face contact. • Emergency face to face parental meetings in school will be limited to one member of family and will be by appointment only. Social distancing will be enforced and rooms will be cleaned between meetings. • Year groups entering school via the student entrance will be segregated and supermarket style queuing will operate as required to ensure adequate social distancing. • Year groups will have a designated arrival time to support a staggered start to the day. • Social interaction will be minimised through the removal of a morning break, with split 30-minute lunch breaks for year group bubbles. • The canteen will be divided into distinct year group spaces with physical barriers in place to segregate students where two year groups share a lunch break. Year groups will access separate outdoor space. • Students will enter/exit the canteen via separate routes to support distancing. • A teaching zone will be marked out with tape in classrooms to ensure that teachers maintain adequate social distance from students. Teaching zones will be reviewed termly and re-taped as required. • 2m social distancing will be maintained between adults. • Classroom support staff will be re-allocated outside of classrooms. • Spare equipment and furniture will be removed or stored at the back of classrooms to support distancing. • No close-contact activities will be built into the PE programme. • Risk assessments will be carried out by HOFs for practical subjects and these will incorporate subject specific guidance. • There will be no assemblies or activities that require large groups of staff or students in enclosed spaces. 		SLT SLT SLT SLT SLT DCo SLT SLT/DCo Staff SLT DCo SLT/HOFs SLT

		<ul style="list-style-type: none"> • Signage will be in place to promote social distancing to staff and students. Signage will direct staff and students to turn their heads when passing each other on the corridor and allow as much room as possible. • Staff and students will be directed to observe social distancing when using toilet facilities. • Use of staff rooms and offices will be managed to ensure limited occupancy and support social distancing. Additional staff work areas will be allocated. • No overnight educational visits will take place within the UK or overseas. • Any non-overnight educational visits and trips will have a full risk assessment that incorporates COVID controls to ensure they can be carried out safely. No such visits will take place beyond Wirral following PH Wirral guidance 18 June 2021. • Internal examinations and assessments will be carried out in the hall with a full seating plan in place, ensuring desks are spaced apart adequately. Cleaning will take place between use of the hall by different year group bubbles. • The number of contacts that students have each day will be minimised by implementing year group “bubbles”, taught in a dedicated suite of classrooms and minimising the use of shared classrooms across year groups. Year groups will be taught in the following zones for most subjects: <ul style="list-style-type: none"> ○ Year 7 – Year 7 Base ○ Year 8 – English ○ Year 9 – Mathematics ○ Year 10 – Humanities ○ Year 11 – Science • Teaching staff will teach across year zones and zones will be supervised at lesson changeover via pastoral staff. Doors to classrooms occupied by students will remain open at lesson changeover and risk assessments will be carried out by HOFs. • Students will sit at a designated desk within the same classroom each day for most subjects. A seating plan will be implemented, which will be used to identify close contacts if a positive case is confirmed within the student population. Student desks will face the front of the room in rows. • All students will be provided with their own stock of equipment to ensure no sharing of stationery etc and this will remain in school. Students will bring a bag to school. • External supply staff in school will be supported in implementing correct seating plans by the year leader in each teaching zone. • Staff will be asked to fill up classrooms from the back to allow as much space at the front of rooms as possible. • Year groups will have designated toilets available within or close to their teaching zones. Toilet cubicles available for breakfast club and at lunchtime will be marked for different year groups to minimise cross contamination. • The staff room will remain open for access to vending machines and a staff work area. Seated occupancy will be limited 6 members of staff at any one time. 		DCo/ Marketing SLT SLT SLT SLT SLT DCo SLT SLT/Staff Staff SLT SLT Staff SLT SLT
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		<ul style="list-style-type: none"> Staff toilets will remain open. Water fountains will be closed – parents to supply bottled water if required. 		SLT DCo/ SLT
	Home to School transport	<ul style="list-style-type: none"> Students will be encouraged to walk or cycle to school where possible. Staff, parents and students will be encouraged to follow government guidance on how to travel safely when using public transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Staff, parents and students will be encouraged to follow travel advice issued by Liverpool City Region Combined Authority. https://www.merseytravel.gov.uk/ Staggered start and end time to the school day will support safe travel to and from school. 		SLT SLT SLT SLT
Prevention: 7. Keep occupied spaces well ventilated.		<ul style="list-style-type: none"> All spaces will be well ventilated using natural ventilation (opening windows) as far as possible. All doors will be propped open, where safe to do so, to limit use of door handles and aid ventilation. Staff will be asked to report any estates issues to the facilities manager e.g. doors, windows, immediately so that these can be fixed. Air conditioning units can be turned on as these circulate fresh air from outside. Staff and students will be advised to wear additional layers of clothing in cold weather and the heating will be switched on in school as required to maintain a comfortable temperature. 		DCo DCo/Staff DCo SLT
Prevention: 8. Ensure individuals wear the appropriate PPE where necessary.		<ul style="list-style-type: none"> Staff working in the testing site will be provided with PPE in accordance with government guidance – see section below Designated First Aiders will be supplied with full PPE including a full visor. If a student becomes unwell with symptoms of coronavirus in school and needs direct personal care until they can return home, a face mask will be worn by the supervising adult. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. PPE equipment will be available in teaching rooms for use by staff in the unlikely event of having to restrain a student. 		SLT SLT SLT SLT/DCo
Prevention: 9. Promote and engage in asymptomatic testing.	Rapid Testing Programme Spring Term 2021 and Home Testing	<p>The school will operate rapid testing in accordance with government guidelines. The end to end health, safety and infection control risks for mass lateral flow testing have been identified and pre-assessed by the school in accordance with Public Health England and the Health and Safety Executive, https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94779/9/schools_and_schools_testing_handbook.pdf</p> <p>This asymptomatic rapid testing programme will be managed and monitored regularly by SLT and the Trust Covid-19 Testing Coordinator, Sarah Crosbie.</p> <ul style="list-style-type: none"> School will retain a small on-site testing facility from March 2021 for those students who may be unable to test at home in order to identify asymptomatic cases. This testing aims to identify people who have COVID-19 but do not have symptoms so could be spreading the infection to others without knowing: https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-schools 		SLT/Trust SLT SLT/Trust

		<ul style="list-style-type: none"> • A full risk assessment for the school's test site will be implemented in line with government/PH/HSE guidance and can be accessed on the school website. • School will distribute home test kits from March 2021 on a regular basis to all students in line with government guidance. • Staff and students will be encouraged to undertake twice-weekly home testing and report results to NHS Test and Trace and to school. • Any students with a positive LFD test result in school will be sent home to self-isolate for 10 days and advised to access a follow-up PCR test. Contact tracing will be undertaken to identify any close contacts in school. • Staff and students reporting a positive test result from an LFD test at home will be advised to self-isolate and take a confirmatory PCR test within 2 days in accordance with government guidance (31 March 2021). https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-schools • Staff and students who have tested positive for coronavirus within the past 90 days do not need to access testing in school or at home until the 90 day period is ended unless they develop new symptoms: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • The school will arrange testing for students attending Alternative Provision settings. 		SLT/Trust SLT SLT SLT SLT SLT
Response to any infection: 10. Promote and engage with the NHS Test and Trace process.		<ul style="list-style-type: none"> • The school will implement Government guidance around test and trace and will promote details of this with staff and parents: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • The school will share guidance from Public Health Wirral regarding the NHS COVID app and contact tracing during school hours with staff. • The school will issue PCR test kits to staff/students in exceptional circumstances where an individual becomes symptomatic and there may be barriers to accessing testing at a test site. 		SLT SLT SLT
Response to any infection: 11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.		<ul style="list-style-type: none"> • The school will implement the latest government guidance when made aware of a positive case within the school. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf • The school will consult with PH Wirral on a case by case basis to seek guidance on self-isolation where close contacts are identified who have already tested positive for COVID. • Where a positive case is picked up through the school's LFD test site or home testing, staff/parents will be informed that they should seek a follow-up PCR test, in line with PH Wirral guidance issued Feb 2021. • The school will utilise the DfE COVID helpline 0800 046 8687 if required to seek further advice. • A school response plan is in place with clear roles and responsibilities outlined for SLT and pastoral staff should a positive case be confirmed. • The school will implement a COVID email address for parents to report positive cases at weekends and during holidays. Plans for remote contact tracing are in place. 		SLT SLT SLT SLT SLT SLT

		<ul style="list-style-type: none"> A review of school actions will be held following the management of any positive cases to capture “lessons learned” and refine the school response. Public health messages are reinforced regularly with parents following analysis of positive cases in school. 		SLT SLT
Response to any infection: 12. Contain any outbreak by following local health protection team advice.		<ul style="list-style-type: none"> If an outbreak is suspected or there is an overall rise in sickness absence linked to COVID, the school will seek advice from PH Wirral and apply their outbreak indicators, as advised. Emergency plans will be in place should the school be advised to close fully or partially due to a localised spike in infection rates. These will include contingency plans for continued remote education. DfE guidance will be followed in the case of a local lockdown: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 		SLT SLT
Vulnerable Groups	Clinically extremely vulnerable students	<ul style="list-style-type: none"> Students confirmed as CEV are advised that they should attend school. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 School will communicate clearly with parents to reinforce that attendance is compulsory. School will monitor PHE/HMG updates. Individual risk assessments will be carried out for students’ needs where appropriate. 		SLT SLT SLT SLT
	SEND students	<ul style="list-style-type: none"> Reasonable adjustments will be considered for students with SEND or vulnerabilities. Pastoral and TA support will be implemented to manage student anxieties and to assess any hidden vulnerabilities as a result of school closure. Individual risk assessments will be carried out for students’ needs where appropriate. 		SLT SLT SLT
	Shielded and clinically extremely vulnerable staff	<ul style="list-style-type: none"> Staff in this position are advised that they can return to the workplace from Monday 12th April: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 School will follow government guidance regarding shielding for CEV staff during periods of national or local restrictions: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Individual risk assessments will be undertaken with staff in this category and reasonable adjustments will be made as required. Strict social distancing will be maintained for these staff. 		SLT/HR SLT/HR HR SLT/Staff

	Clinically vulnerable staff	<ul style="list-style-type: none"> Identified staff will be advised that they can return to work: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf Staff with specific concerns about the definition of clinically vulnerable should raise these concerns with SLT and all concerns will be reviewed on an individual basis. 		SLT/HR Staff
	New and/or expectant mothers –	<ul style="list-style-type: none"> The school will follow the specific guidance for pregnant employees: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees Individual risk assessments will be carried out for these staff. Staff in the third trimester of pregnancy will be advised to work from home. Guidance from GP and mid-wife will be followed. High standards of hygiene must be maintained. Staff must inform line manager if circumstances change. Staff with specific concerns should raise these with SLT and all concerns will be reviewed on an individual basis. Strict social distancing will be maintained for these staff. 		HR Staff Staff Staff
	Black and Asian Minority Ethnic staff and students	<ul style="list-style-type: none"> Individual risk assessments will be carried out for these staff and reasonable adjustments will be made as required. 		HR
	Staff anxiety and stress returning to work post lockdown	<ul style="list-style-type: none"> Staff consulted prior to the re-opening of the school to establish levels of concern and inform planning and support. Implementation of whole-school approach emphasising mental wellbeing, resilience and mutual support. Reasonable adjustments made if required. Ongoing line manager and HR support for any emerging needs. School re-opening plans incorporate actions to address staff workload. Regular whole-staff HR messages to check in on staff wellbeing and share sources on support. 		SLT/HR SLT SLT SLT/HR SLT HR
Other considerations	Vaccination programme	<ul style="list-style-type: none"> School leaders will promote the COVID vaccination programme and encourage all staff to book a vaccination appointment as soon as possible following the final stage of the vaccine rollout. https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/ 		SLT
	Behaviour	<ul style="list-style-type: none"> Behaviour policy reviewed in line with social distancing and infection control advice from PHE, and shared with staff, students and parents. Staff and students will have induction sessions to remind about routines and expectations and these will be regularly revisited. Year Leader roles amended to support in year group zones and the Return to Learn function. 		SLT SLT

	<ul style="list-style-type: none"> • Staff will be vigilant to any potential escalation in students' behaviour and seek support from SLT at an early stage as required. • Support staff will be deployed to manage and support year group zones. • PPE equipment will be available in teaching rooms for use by staff in the unlikely event of having to restrain a student. • Revised guidelines and advice to staff on managing behaviour incorporates latest guidance from Wirral LA (June 2020). • Students on AP will continue their placement and Wirral LA will oversee risk assessments for AP settings. 		SLT Staff SLT SLT SLT
Remote Learning	<ul style="list-style-type: none"> • The school will follow DfE guidance in implementing its remote learning programme: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res • https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19 • Staff will undertake safeguarding training linked to remote education and the principles of the school's safeguarding policy will apply to remote teaching and learning. • Students will undertake online safety training so that they know how to keep themselves safe in any periods of remote education. 		SLT SLT SLT
Contractors on site	<ul style="list-style-type: none"> • Plans for full school re-opening incorporate risk assessments obtained from SPIE. • Risk assessments will be required from contractors which include their social distancing and infection control protocols. • Zero tolerance will be applied to contractors found to be not following PHE social distancing guidelines. 		DCo DCo DCo
First aid / Medication	<ul style="list-style-type: none"> • There will be a designated First Aider on site at all times who will deal with any incidents requiring first aid. • First Aiders must follow updated first aid guidance including training in donning and removing PPE: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Where possible, First Aiders must maintain 2m distance and assess ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e can the casualty help themselves, run wound under water, apply plaster? • If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> ○ Apron ○ Gloves ○ Fluid Resistant (IIR) surgical mask or face visor • First Aid staff will be advised how to safely don and remove PPE. • PPE must be discarded in clinical waste. 		SLT SLT Staff Staff SLT Staff Staff

	Fire systems	<ul style="list-style-type: none"> • Prior to re-opening, the servicing of the fire alarm and emergency lighting will be checked. • Staff and students will be briefed to ensure everyone knows their roles and responsibilities and the fire alarms will be regularly tested. • Social distancing on evacuation and at assembly points will be implemented. • The needs of staff/students who require assistance in an emergency will be considered and resources available to carry this out. 		DCo SLT SLT SLT
	HS Checks	<ul style="list-style-type: none"> • All staff should carry out pre-use visual checks of their classrooms/areas as usual. • Daily visual whole site checks will be carried out. 		SLT
	Equipment	<ul style="list-style-type: none"> • Teachers will be required to check their own classrooms to ensure all is in good condition. • Any equipment which has not been used will need inspection, checking smooth operation of opening and wheeling. • Trolleys will be supplied to staff for transporting equipment and resources around school. 		Staff Staff SLT
	Security – Opening and locking up procedures	<ul style="list-style-type: none"> • Adequate numbers of key holders familiar have been briefed on how to open/lock up. Set and re-set the alarm. • Keys are easily accessible to unlock School gates in the event of evacuation away from the premises. 		DCo DCo
	Heating/Boilers	<ul style="list-style-type: none"> • The boilers and heating systems have been serviced through lock down as required. 		DCo
Ongoing Review		<ul style="list-style-type: none"> • The school risk assessment will be shared with staff and parents on a regular basis/as updated when agreeing the best approaches to be implemented. • The compliance officer will check that the control measures in this risk assessment are fully implemented prior to full school opening. Weekly compliance checks will then be carried out by SLT and the facilities manager to ensure that any issues are communicated to site staff and addressed immediately. • A weekly compliance meeting will be held with the Headteacher, compliance officer and facilities manager to update controls in light of new guidance and raise / address any emerging issues. • School staff will be vigilant and will report any health and safety concerns to the facilities manager for follow-up action. 		SLT SLT SLT Staff