

COVID-19 risk assessment – Partial re-opening of Avanti House School-Year 10 and 12 support

Site / school name:	Avanti House School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Pupils ▪ Staff ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Partial re-opening of school – Children of Key workers; Pupil Premium, vulnerable. Years 10 and 12 from the start w/c 15th June 2020.8th June 2020 at the earliest ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ Continued remote working of some staff 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Principal: Simon Arnell	Date of completion:	1st June 2020
Risk assessment approved by:	Ashutosh Bhardwaj	Date of approval:	
Date risk assessment to be reviewed by:	Within two weeks of completion	Risk assessment no:	

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	▪
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Guide to Determining Risk

- Determine Severity** (You need to consider the potential of the hazard you have identified, has it the potential to kill or cause major injury, or will it just cause minor cuts or bruising?)

High	Death, major injury (broken bones etc.), or illness causing long-term disability.
Medium	Injuries or illness causing short-term disability.
Low	All other injuries and illnesses, cuts, bruises etc.

- Determine Likelihood of Occurrence** What is the chance that the hazard will result in an injury (Is it near certain that it will happen or is it remote, taking into consideration duration and frequency of exposure and adequacy of existing precautions?)

High	Where it is certain or almost certain that harm will occur in the next year.
Medium	Unlikely for harm to occur in the next year, but possible.
Low	Where harm is very unlikely.

- Calculate Risk** (Once you have determined the severity and estimated the likelihood, weigh up the risk using the table below)

	Severity		
Likelihood	Low	Medium	High
Low	Low	Low	Medium
Medium	Low	Medium	Medium
High	Medium	Medium	High

What are the hazards?	Who might be harmed and how?	General guidance and measures to consider	What do you need to do at your school to manage the risk	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Organise class groups</p> <ul style="list-style-type: none"> Ensure maximum numbers are adhered to. 12 pupils maximum per class. 25% of each cohort from 10 and 12 on site each day maximum. Children with EHCplan's will be supported, possibly in classrooms unfamiliar to them because of the social distancing rule. Minimise contact between groups. Where possible ensure that the same teachers and other staff are assigned to the same groups during the day and on subsequent days. Ensure pupils are only in school when they need to be. Staff and students must wash or sanitise their hands on arrival, after using the toilet, Before and after break times, before and after lunch. 	<ul style="list-style-type: none"> Identify which areas of the school will be accessible and assess capacity according to numbers of pupils Keep groups to a maximum of 12 pupils to 2 adults Have a staggered start and finish times for pupils in year 10 and 12 so that a limited number of parents are in the car parking area at drop off and pick up times and to minimise use of public transport. 	HT/Site Team & SLT		
		<p>Organise classrooms and other learning spaces</p> <ul style="list-style-type: none"> Move furniture and desks to enable social distancing between pupils. Ensure the same principle is applied to teachers' desks. Floor markings can be used as well to define transit routes or no-go spaces in classrooms. Remove any unnecessary items including soft furnishings and other items that are hard to clean. Allocate pupils to an individual learning station so they use the same desk if they are in on consecutive days. 	<ul style="list-style-type: none"> Assess capacity of classrooms Rearrange furniture to ensure social distancing Assign pupils and staff to the same room/desk Apply floor markings in areas being used by both staff & pupils, if necessary Assign pupil to the same desks Keep pencil cases and books in school Regular cleaning of all play equipment using disinfectant 	All staff working with pupils		

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		<ul style="list-style-type: none"> All spaces should be well ventilated using windows etc where possible. 				
		<p>Review curriculum provision</p> <ul style="list-style-type: none"> Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. 	<ul style="list-style-type: none"> All TLR holders and SLT with class teachers to plan lessons/activities for core subjects and pastoral support, using the outdoor spaces. SLT to plan and organise physical activities for each day so pupils have as much exposure outdoors as possible, ensuring equipment is not used. 	SLT/Class teachers	Friday 29 th May	
		<p>Movement around the school</p> <ul style="list-style-type: none"> Use the timetable to and selection of classrooms to reduce movement around the school as much as possible. Consider if teachers move rather than pupils ensuring that contact between different groups is minimised. If pupils need to queue to get into a classroom mark out clear waiting areas with 2 metre spacing. Pupils may need to enter classrooms one at a time as directed by staff. Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time: 2 pupils at any one time With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation. 	<ul style="list-style-type: none"> Groups to stay in the same areas as much as possible Draw up staggered timetables for playtimes and lunchtimes. Install one way directional signs in both halls and corridors. Directional signs in both playgrounds for dropping off & picking up pupils. Social distancing reminder posters throughout all areas that are being utilised. Manage use of toilet facilities with limited numbers (no more than 2) allowed to use at any one time. Prop open doors in high traffic areas where possible. 	HT/SLT/ Site Manager (DC)/ Operations Manager (AB)/	Friday 29th May 2020	

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		<ul style="list-style-type: none"> ▪ Some children may need additional support with these measures e.g. those with special educational needs. ▪ All visitors and contractors who will access the school beyond reception (visitors by pre-arranged appointment only) will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase. ▪ Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave. ▪ If a toilet is required for the isolated person – they shall use a separate toilet to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly. 	<ul style="list-style-type: none"> ▪ Provide PPE for staff who need to support SEN pupils. ▪ medical questionnaire and ensure copies are left at the front reception desk. ▪ Inform all staff, particularly admin staff of the new process. ▪ Sign post the ‘ground floor disabled toilette as the isolation facilities. 			
		<p>Policies Schools “Sickness Policies” updated to ensure that staff and pupils that are displaying symptoms of COVID 19 are excluded from the school site for at least 7 days or until they are symptom free or confirmed to be COVID 19 free by testing.</p> <ul style="list-style-type: none"> ▪ (pfe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.) 	<ul style="list-style-type: none"> ▪ Update Sickness Policy/procedures and share with all staff and parents 			
		<p>Schools “Sickness Policies” updated to ensure that staff and pupils that have someone in their household displaying the symptoms of</p>				

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		COVID 19 are excluded from the school site for 14 days. <ul style="list-style-type: none"> (pfe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.) 				
		Update the school's "Behaviour Management Policy" to ensure that it covers COVID 19.	▪			
		Update the school's "Attendance Policy" to ensure that it covers COVID 19.	▪			
		Update the school's "Exclusions Policy" to ensure that it covers COVID 19.	▪			
		Update the school's "Contractor Management Policy" to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	▪ Site Manager to update the Contractor Management Procedures and update and rag rate any testing that needs to be completed.			
		<ul style="list-style-type: none"> Share all updated policies with staff and parents. 				
<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> Limited use of school hall Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group. Stagger the use of work rooms and offices to maintain social distancing. 	<ul style="list-style-type: none"> Assembly will be held in classrooms Lunches will take place in outside spaces/dining area and the sports hall in inclement weather. Spaces have been allocated to consider staggered break times and adhering to social distancing Staff breaks will be staggered to maintain social distancing 	HT/SLT/Staff working with pupils				

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			<ul style="list-style-type: none"> ▪ Staff Room will be for tea/coffee and refreshments. ▪ Cleaning and sanitising of surfaces, door handles, toilets, taps will be cleaned at regular intervals throughout the day, including a thorough clean at the end of each day. 			
		Outside spaces <ul style="list-style-type: none"> ▪ Should be used for exercise and breaks where possible ▪ Outdoor education can limit transmission and allow easier distancing between children and staff ▪ Outdoor equipment should not be used. 	<ul style="list-style-type: none"> ▪ Stagger use of playgrounds and outdoor learning spaces ▪ Outdoor equipment will not be used since cleaning between use is not practicable 			
		Shared resources <ul style="list-style-type: none"> ▪ Limit what shared resources are required and, particularly any that are taken home. ▪ Cleaning will be needed after each use where shared resources are used by different groups. ▪ Practical lessons can go ahead only if equipment is cleaned between used and the classroom / space is cleaned between different groups using them. 	<ul style="list-style-type: none"> ▪ Equipment (books/pencil cases) will not be allowed home ▪ Where possible all small pieces of equipment (dice, shapes, counters etc.) will be sterilised after use ▪ There will be no music lessons where instruments are used ▪ The ICT equipment will be cleaned after use in preparation for the next group 			
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons arising from travel to 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. 	Getting to school and drop off / pick up <ul style="list-style-type: none"> ▪ Highlight government advice on safe travel to parents and carers. ▪ Stagger start and finish times to limit numbers at any one time. ▪ Mark drop and pick up areas including with social distancing markers. 	<ul style="list-style-type: none"> ▪ Parents/staff/pupils will be discouraged to share vehicles ▪ No educational visits or external workshops will take place during this period ▪ Start and finish times will be staggered to limit numbers 	HT/ SLT/Site Manager (DC)/ Operations Manager (AB)	Plans In place by Friday 29th May 2020	

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school or dropping / picking up at school.	<ul style="list-style-type: none"> Potential for spread to other family members / persons. 		<ul style="list-style-type: none"> Entrance and Exit points will be kept separated to maintain social distancing Have dedicated entrances and exits for different groups of pupils. 			
<ul style="list-style-type: none"> Risks of spread of COVID-19 from providing first aid or care. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision. Potential for spread to other family members / persons. 	<p>First aid and care provision</p> <ul style="list-style-type: none"> The school will maintain suitable first aid and where needed paediatric first aid cover. Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons All first aid equipment will be accessible in each classroom. Children, and pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way If a child, young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron should be worn by the supervising adult. 	<ul style="list-style-type: none"> To limit the number of pupils using first aid at the same time we shall have access to first aid equipment in each classroom. Major first aid requirement will be dealt with in the medical room All classrooms will have hand sanitisers, hand washing facilities and disposable tissues and hand towels Staff will have access to face masks, aprons and gloves First aid equipment will be sanitised after every use Hand free thermometers will be used Staff will adhere to strict guidelines pertaining to Covid-19 symptoms and isolation procedure Office at the front of the school will be the dedicated isolation rooms and will be signposted for ease. All Covid -19 incidents will be recorded as per normal arrangements 			

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		<ul style="list-style-type: none"> ▪ All incidents must be recorded as per the school's normal arrangements. 				
<ul style="list-style-type: none"> ▪ Safeguarding and Mental Health concerns 	<ul style="list-style-type: none"> ▪ Staff ▪ Children/pupils 	<ul style="list-style-type: none"> • School to liaise with both local authority and school safeguarding and social services contacts prior to reopening to facilitate referrals of any families/ pupils struggling to readjust. • Principal/Leadership team to attend online webinars via ASCL on bereavement and share learning on how to support children/pupils with all staff • Weave into the curriculum offer opportunities to discuss what life is like in lockdown... 	<ul style="list-style-type: none"> ▪ Leadership team/Principal to attend online bereavement training. <ul style="list-style-type: none"> • Regular communication of mental health information and open door policy for those who need additional support. • Employee Assistance Programme details as a body that employees can contact for health & wellbeing advice or counselling during this period, this also extends to immediate family. Number is 0800 030 5182. Just need to state that they work for Avanti Schools. 	Leadership Team/SLT	June 1 st 2020	
<ul style="list-style-type: none"> ▪ Vulnerable staff and children/pupils who are shielding 	<ul style="list-style-type: none"> ▪ Staff ▪ Children/pupils/families 	Staff who have severe underlying health conditions, pregnant workers with underlying health conditions or where a member of their household has underlying health conditions (as listed on the NHS website, IN ADDITION TO the higher risk shielding group) to work from home for the duration of the pandemic.	<ul style="list-style-type: none"> • Line managers will maintain regular contact with staff members during this time. 	SLT/Principal	ongoing	

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<ul style="list-style-type: none"> ▪ Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons. ▪ Direct contact with air born droplets Direct contact with virus particles from hand contact surfaces. <p>Personal Hygiene</p>	<p>Direct infection of a well individual with virus particles</p> <p>Direct infection of a well individual with virus particles</p>	<ul style="list-style-type: none"> ▪ In the event of a positive test the school should ensure that the classroom and resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting. ▪ School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign “Catch it, Kill it, Bin it”. This should be repeated frequently. ▪ Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved “20 second” method on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> ▪ On arrival at school ▪ After visiting the toilet 	<ul style="list-style-type: none"> ▪ All staff will be briefed on safety procedures weekly or as they develop; signs will be clearly displayed around the school ▪ The school has purchased adequate quantities of cleaning supplies to maintain high standards of hygiene ▪ Cleaning of doors, door handles, desks and keyboards will continue throughout the day with a thorough clean at the end of each day including a deep clean each Friday. ▪ Staff will disinfect equipment in their allocated areas daily (IWB, laptops, visualisers etc.) ▪ Place ;Catch it, Kill it, Bin it, signs in each classroom, each corridor. 	<p>HT/ Site Manager (DC)/ Operations Manager (AB)</p>	<p>Plans In place by Friday 22 May 2020 Confirmed again on 1st June 2020</p>	

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		<ul style="list-style-type: none"> Returning the classroom after breaks Before lunch time 				
<ul style="list-style-type: none"> Contamination of food products and packaging from supply chain or from food preparation on site. 	<ul style="list-style-type: none"> Staff and occupants infected by consumption of contaminated food packaging or food product. Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	Catering provision <ul style="list-style-type: none"> Confirm with Govindas that all relevant safety procedures are in place and that they are adhering to government guidelines Ensure that Govindas are aware of any changes to lunch times and operating practices you have made. 	<ul style="list-style-type: none"> Govindas will be delivering packed lunches which will be distributed in the dining hall. Identified staff members will distribute the lunches All packaging from lunch will be disposed of in the lidded bins. Students with specific dietary needs will have their lunches prepared accordingly and will have their package clearly labelled for distribution. 	Catering Manager Jay Pindolia	Plans and RA In place by Friday 29 May 2020	
<ul style="list-style-type: none"> Staff and pupils may be unfamiliar with changes to fire safety or other emergency arrangements. 	<ul style="list-style-type: none"> Risk of injury arising from panic due to lack of clear emergency arrangements. 	Emergencies <ul style="list-style-type: none"> Consider if any changes are required to emergency evacuation procedures because of any other changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing assembly areas etc. A full fire drill may not be appropriate but ensure all staff are familiar with any changes to arrangements. 	<ul style="list-style-type: none"> Review fire wardens, ensure there are adequate numbers to cover all areas On staff training day (15/6/2020) -ensure all staff are briefed about procedures should there be an alarm (fire/lockdown) The same applies to lockdown procedures 	Site Manager (DC)/ Site Manager (DC)	Plans In place by Friday 29th May 2020	
<ul style="list-style-type: none"> Safety of health issues relating to 	<ul style="list-style-type: none"> All persons at risk of Legionnaires disease from 	Maintenance and inspection <ul style="list-style-type: none"> Before school reopens: 	<ul style="list-style-type: none"> Flush all water outlets not in frequent use 	Site Manager (DC)/	Week of half term	

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interrupted maintenance or inspection schedules whilst school has been closed or in limited use.	<p>little used systems</p> <ul style="list-style-type: none"> Damaged or broken items may not be identified or repairs actioned leading to injury. Statutory inspections or maintenance may be missed leading to failure of safety critical items. 	<ul style="list-style-type: none"> Ensure all little used water outlets are flushed through. Check and test all fire protective systems Check and test all relevant safety critical devices Carry out a visual site inspection to identify any issues that may need remedying Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place. 	<ul style="list-style-type: none"> Test all fire protective systems, review fire assemble points to maintain social distancing Conduct site inspection All equipment must be checked to ensure they are within their testing cycle. 	Operations Manager (AB)		
<ul style="list-style-type: none"> Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. 	<p>Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> If anyone becomes unwell with a new, continuous cough or a high temperature whilst in school, they must be sent home and advised to follow government guidance. If a child is awaiting collection, they should be moved, if possible, to the allocated isolation room (meeting room) where they can be isolated behind a closed door with appropriate adult supervision. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron should be worn by the supervising adult. 	<ul style="list-style-type: none"> Isolation rooms identified and those with symptoms will be sent home immediately or, in the case of pupils, isolated until they can be collected by a parent Face Masks will be worn by staff attending to pupils or adults with Covid-19 symptoms Disposable face masks, gloves and aprons will be used by welfare when in close contact with a pupil or other adult showing symptoms Staff will be reminded to have a test if they develop symptoms or if they treat someone who tests positive 	HT/staff training/ Welfare staff		

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		<ul style="list-style-type: none"> ▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people ▪ Availability of Testing and contact tracing. 	<ul style="list-style-type: none"> ▪ Staff will be signposted to local testing centres ▪ Hand washing for 20 seconds is to be actively encouraged ▪ Disinfecting areas after someone has visited either the medical room or isolation room 			
		<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. ▪ All staff and pupils will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. ▪ Where a child, pupil, or staff member tests positive, the rest of their group within should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless the child, pupil or staff member they live with in that group subsequently develops symptoms. 	<ul style="list-style-type: none"> ▪ Clear instructions given to staff and their fellow household occupants on self isolation if symptoms develop ▪ In the event of an adult or child testing positive all members of that group/class will be instructed to self-isolate. The school shall follow the appropriate guidelines issued by the NHS and DfE ▪ Risk assessments will be completed for any pupils with an EHCP attending school ▪ Pupils with underlying conditions will not be allowed to return to school unless it is absolutely safe to do so. 	HT/Welfare staff	On going	

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		<ul style="list-style-type: none"> There is guidance available for managing children and pupils with education, health, and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people. 				
<ul style="list-style-type: none"> Remote working of staff. Potential for DSE related issues when away from site. 	<ul style="list-style-type: none"> Staff may not have designed work location due to the 'exceptional' need to work at home who are otherwise school based employees. There is a risk of musculoskeletal injuries. 	<p>Staff working remotely</p> <ul style="list-style-type: none"> School to identify any staff that are classified as being clinically extremely vulnerable and required to be shielded and inform them they are not to work at the school. Other tasks may be identified for them to do at home. Seek advice if required. All staff working remotely to undertake DSE assessment and home working checklist. All staff provided guidance on setting up a safe and suitable work area, given the relative short duration and exceptional circumstances associated with the school closure. E-learning courses can be carried out to supplement guidance as required. Ensure regular communication with staff working remotely. 	<ul style="list-style-type: none"> Staff working from home have completed Risk Assessments (DSE assessment & checklist) SLT maintain regular contact with members of their teams Messages sent to staff via email 	HR Director/Principal	By 29 th May 2020	