**Safety Arrangements Summary**

This one-page guide is a summary of the arrangements that we have taken as a Multi-Academy Trust (MAT) / school in order to return pupils, staff, visitors and contractors to our premises in as safe a manner ‘as is reasonably practicable’.

**Actions taken:**

* Consulted and agreed on a COVID-19 Policy (and Policy Statement, which is signed by [name]) which will be regularly reviewed and updated.
* Consulted and agreed a risk assessment that has been conducted for managing and controlling COVID-19 and communicated this to all stakeholders. This assessment will be regularly reviewed and updated.
* Implemented a COVID-19 Restart Pack that covers various topics such as cleaning, infection prevention and control (IPC), personal protective equipment (PPE) and training (to outline a few).
* Implemented a COVID-19 Visitor Declaration. Additionally, contractors coming to our premises will be required to complete a Contractor Checklist before admission.
* Implemented a COVID-19 Visiting Other Schools Checklist.
* In liaison with our Health & Safety Consultants, we have communicated at frequent periods in order to establish whether further controls measures are required in order to fulfil our statutory obligations and confirm that we are operating in line with current guidance.
* Requested that our Health & Safety Consultants conduct a ‘COVID-19 Secure’ audit/review at the earliest opportunity.

If you wish to be provided with further information as to our control measures for managing COVID-19, please enquire at/with [insert contact information].

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| **Signed:** |  |
| **Job Title:** |  |
| **Dated:** |  |