

Actions to be taken which apply to all schools planning for reopening.

Persons at risk				
Hazard - What can cause harm	Is this risk applicable? Yes / Not Applicable	Required control measures	Control measure options to minimise risk	List actual control measures implemented
Schools are encouraged to review their arrangements for approving expenditure and governors are advised to review continuity plans in respect of key staff and processes in relation to the school budget and financial arrangements. Schools should contact School Resource Team (Paul Little as per contact details).				
Please also refer to the West Sussex Scheme for Financing schools, in terms of general control measures the normal scheme of delegation and standing orders for schools apply.				
Please refer to the finance FAQ on the Services for school Website and in relation to COVID the DfE guidance.				
Loss of income resulting in reduction in staffing levels or statutory checks (Eg safety) not being completed	Yes	Review finances and set balanced budget	Yes	School has set balanced budget for 2020-2020 taking into account loss of income e.g. from lettings, breakfast club, after school club and nursery.