Actions to be taken which apply to all schools planning for reopening from 1st September 2020.

Persons at risk	Pupils, staff and parents						
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 should contact School Resource Team (Paul Little as per contact details). 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.							
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.							
Disruption due to COVID-19 causes irregular monitoring and spending of schools finances	Yes	Bursar able to work from home where necessary. GB to continue to maintain duties with regard to monitoring school spending.	Yes	All statutory aspects of Finance have been completed, such as signing off and setting the new budget for the coming financial year. A record has been created for all aspects of spending necessitated by COVID-19.			

Finance