



Risk Assessment for Childrens' Services (Schools).

Assessment Title:	SAMPLE Managing Covid 19 in Schools from September 2020	Ref No :	V3.2
School Name:	Allerton Bywater PS	School Address:	leeds Rd Allerton Bywater Wf102dr
Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
28th August 2020	RICHARD CAIRNS	richard Cairns	TBC
Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
RICHARD CAIRNS	RICHARD CAIRNS	ADELE DEMPSTER	Adele Dempster

Main Legislation and/or Information Source:	Health
& Safety at Work Act 1974. - Management of H & S at Work Regulations 1999.	

<p><u>Guidance:</u></p> <p>This is a sample risk assessment and will remain so unless the following criteria are satisfied:</p> <ol style="list-style-type: none"> 1. The boxes highlighted in grey above must be completed with the required details. 2. The Ref number can be the EVOLVE visit number if this is for Educational Visits. 3. The signature boxes may be typed if this is to be uploaded to EVOLVE. 4. The control measures in the risk assessment section must be either complied with or altered to reflect the establishment's control measures. 5. Once criteria 1 - 4 have been satisfied, you should remove 'SAMPLE' from the Title.
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The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19 and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening in whichever form that takes.

Managing Covid 19 in Schools from September 2020

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Managing Covid 19 in Schools for September 2020 opening - Risk Assessment - Version 3.3

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1 If your site has been closed over the summer break inspect the site for :			
	1.1.1 Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	Asbestos management plan in place	RC	Annual inspection
	1.1.2 Damage to the building and fixtures and fittings	None	RC/MA	Sep-20
	1.1.3 Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	None	RC/MA	Sep-20
	1.1.4 Rodent activity and/or infestations - commissioning of pest control may be required	None	RC/MA	SLA in place
	1.2 Operational checks (to ensure good working order) to be carried out on :			
	1.2.1 Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	checked	MA	Sep-20
	1.2.2 Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	checked	MA	Sep-20
	1.2.3 Emergency lighting	Checked	MA	Sep-20
	1.2.4 Gas supplies including science laboratories and kitchens	Checked after building work completed	MA	Sep-20
	1.2.5 Kitchen equipment	Checked after building work completed	MA	Sep-20
	1.2.6 Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Altered due to construction work	MA	Sep-20
	1.2.7 Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Checks in place	MA	Sep-20
	1.2.8 Water systems to look for leaks and ensure there is provision of hot water	Checked	MA	Sep-20
	1.2.9 Windows, doors and gates including electronic gates and doors	Checked after building work completed	MA	Sep-20
	1.2.10 Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	in school	RC/TA	on going
	1.2.11 Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	on going	MA	when needed
	1.3 Ensure Statutory Inspections are up to date for :			
	1.3.1 Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Booked for half term	MA	Sep-20
	1.3.2 Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Booked for half term	MA	Sep-20
	1.3.3 LEV (if the scheduled inspections have not taken place in the last 14 months);	NA	NA	NA
	1.3.4 Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Booked for half term	MA	Sep-20
	1.3.5 Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	TBC	MA	Sep-20
	1.3.6 PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Booked for half term	MA	Sep-20
	1.3.7 Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	Being removed as part of the building programme	MA	Sep-20
	1.3.8 Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Booked for half term	MA	Sep-20
	1.3.9 Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Being removed as part of the building programme	MA	Sep-20
1.3.10 Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Being conformed for the summer break	MA	Sep-20	
1.3.11 Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).	Completed July 20	MA	Sep-20	
1.4 Cleaning of the premises				

	1.4.1	Thorough cleaning is not required if no-one has been into the premises during the summer break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.	Cleaning rota and schedule agreed	TA/RC	From 17th July 20
	1.4.2	If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	As above	TA/RC	from 17th July
	1.5	Supplies			
	1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required.	Orders for all equipment in place	TA/RC	10th July 20
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Orders for all equipment in place	TA/Rc	10th July 20
	1.5.3	Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.	under review		10th July 20
2. Assessing staff and pupil numbers to assist in plans for opening	2.1	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are from the beginning of the Autumn Term. Allowing time to review plans and carrying out regular review means that schools can judge how all pupils and staff can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff have been out of school for several months and may be unfamiliar with new systems and plans. Ensure adequate time is allowed for pupils and staff who are new starters e.g reception, Year 7, Year 12 as they may take longer to become familiar with the setting and procedures.	Plans agreed by the BLP. We will be to open to all children from September with a slightly staggered start for each year group. EYFS will be staggered in during the month of September	senior management team	Sep-20
	2.2	Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	In place. Pastoral and SEND department are in regular contact with identified children with plans being put in place to bridge them back into school	RC/LS/DO	on going
	2.3	Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.	NA	na	na
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	School bubbles being organised by year groups and no wrap around provided at the moment. If needed then a bubble could be collapsed and sent home	SLT in conjunction with PHE	13th July 20
		Ongoing			
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Ongoing	CL and SLT	Ongoing
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	All up to date through contact during lockdown	TA/SLT	20th May 2020
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	SEND Co is reviewing all IPRA's	SENCO	20th May 2020

	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	On going and updated through staff training.	SENCO	20th May 2020
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	As normal. Nut-free to be recomunicated to parents ASAP.	TA/SLT	20th May 2020
4.Assess activities / lessons which can take place	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 below.	Altered		
	4.2	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Communicated to parents about what can be brought in and what cant	RC/SLT	13th July 20
	4.3	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	Already a consideration within the plans being drafted	SLT in conjunction with PHE	13th July 20
		Ongoing			
	4.4	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Children grouped by year group. Staff assigned a yr gp bubble. All children have their learnig pack. Shared resources cleaned	RC	13th July 20
5.Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Communications sent to parents		
	5.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Communications sent to parents		
	5.3	This may be by newsletters, letters, emails, signs etc...	Communications sent to parents		
	5.4	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	On going and completed over the summer break with the addition of the BLP Behaviour Addendum	RC/SLT	Summer break ready for September
6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.			
	6.1.1	Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working,e.g some administrative roles, school leaders should consider what is feasible and appropriate. IPRA's and employee risk assessments e.g WASPs must be carried out for all Category 1, 2 and 3 staff who are now returning to work before they return to ensure it is as safe as possible. OH can assist with medical advice for staff.	WASP completion is on going after a review of all staff. These will be reviewed prior to shielding staff returning to school	TA	On going throughout the summer break
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. OH can assist with medical advice for staff.	As above and meetings will be had with all vulnerable staff	TA	13th July 20
	6.1.3	Schools should be as flexible as possible in how members of staff previously in these categories are deployed to enable them to work remotely where possible (for staff previously in category 1), in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE (for staff previously in categories 1,2 and 3).	As above	TA	13th July 20
7.Persons who are already	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace.	Communicated to all stakeholders	RC	13th July 20

displaying Coronavirus symptoms	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	Communicated to all stakeholders	RC	13th July 20
8.Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.	Follow the guidance given and communicated to all stakeholders	RC/SLT	13th July 20
	8.2	Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Already identified area agreed and communicated	SLT in conjunction with PHE	13th July 20
	8.3	An IIR 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 gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	We have plenty of PPE equipment but might need to buy some face guards	RC	Sep-20
	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.	Training and communicated with all stakeholders	SLT	
	8.5	Where the child, young person or staff member tests positive , contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert.	Communicated to parents about this process	RC	Sep-20
	8.6	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.	Communicated with all stakeholders	RC	Sep-20
	8.7	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 or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Staff training	RC	Sep-20
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Cleaning rota	RC/TA	Sep-20
	8.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	As agreed by the location	SLT	Sep-20

	8.10	Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	Already identified area and communicated	SLT	Sep-20
	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school.	Training	SLT	Sep-20
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple flowchart for cases - these are all available on Leeds For Learning.	Altered PHE guidance expected soon.*	Local Authority	Summer break
		Useful information on self isolating https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection			
9. Controlling access into the school for staff, pupils and members of the public.	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	Staggered entry and exit times by family surnames	SLT	Sep-20
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for larger numbers of pupils.	As above	SLT	Sep-20
	9.3	Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible.	All accessible entry and exits points will be used	SLT	Sep-20
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Adults will generally not be allowed on site apart from one parent of the younger children	SLT and TA	Sep-20
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help.	Communicated and markings already being considered	SLT	Sep-20
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	Communicated to parents	SLT	Sep-20
	9.7	Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	Communicated to parents	SLT	Sep-20
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Training	SLT	Sep-20
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	As and when necessary	SLT	Summer break
	9.10	Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	Access points will be shared with parents before the start of term	SLT	Summer break
	9.11	Ensure that staff working in the reception area / office are protected from face to face contact e.g via the use of screens. Staff in open reception areas may require face coverings or face shields if screens cannot be provided.	In place. Parents not allowed in unless by prior appointment	RC	Summer break
	10.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Being reviewed and in place	RC/TA/MA	Sep-20

10.Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	In place and part of the timetable	SLT	Sep-20
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Deleted provision of washing bowls	SLT	Sep-20
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Training and in place	RC/SLT	Sep-20
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	In place	RC/TA	Sep-20
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.	In place for September	TA/MA	
	10.7	In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Training and a review of sanitisers is in place	RC	Sep-20
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Traininig for staff and the children will be in place	RC	Sep-20
	10.9	Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g science labs, kitchens and some D&T rooms.	liase with catering leeds	RC	Sep-20
11.Cleaning	11.1	General Cleaning			
	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	As per the guidance - see this. Training	TA/RC	Sep-20
	11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	Checked to make sure it is in place.Trainig	TA/RC	Sep-20
	11.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	Checked to make sure the training is effective Staff Training	TA/RC	Sep-20
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Rota and staff training	TA/RC	Sep-20
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives.	Already in place	TA/RC	Sep-20
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Training and needs to be put in place for all clainers	TA/RC	Sep-20

	11.2	Rooms used for Isolating persons displaying symptoms			
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.	Training for staff and in place	TA/RC	Sep-20
	11.3	Clothing			
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	Training for staff around this information	SLT	Sep-20
	11.4	Hygiene Suites / Intimate Care Facilities			
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	Review of the laundry area in school and this cleaned and tidied	TA/RC	Sep-20
	11.5	Leeds City Council / FM cleaning providers			
	11.5.1	Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	Discussions with RC and TA	TA/RC	Sep-20
		Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-	NA	TA/RC	Sep-20
		Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	Training of staff	TA/RC	Sep-20
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	As above	TA/RC	Sep-20
		Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	Rotas produced in conjunction with other rotas	TA/RC	
	<p>Government Guidance states that : Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum.</p> <p>We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.</p>		School bubbles being organised by year groups and no wrap around provided at the moment. If needed then a bubble could be collapsed and sent home	SLT	From Sept 20
	12.1	Corridors and Circulation Spaces			
	12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.	plans in place to add tape and signs	MA/TA	Sep-20

12.1.2	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	tape to indicate one way systems and rotas identify staggered timetables	SLT	Sep-20
12.2	Bubble sizes and Classrooms / Learning Areas			
12.2.1	Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly at KS 4 and KS 5, this is likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in KS 3 schools may be able to implement smaller groups the size of a full class.	We will have children in classes of no more than 30 but working in year group bubbles so staff can work across two classes. This will include TAs and well as children	SLT	Sep-20
12.2.2	Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that are able should be encouraged to keep their distance within groups. Settings with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.	Time tables and rotas will ensure that children are kept apart and that bubbles have limited interaction	SLT	Sep-20
12.2.3	Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.	Sept	SLT	Sep-20
12.2.4	Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	review with staff for resources needed for provision through school	SLT and staff	Sep-20
12.2.5	For older year groups consider locating staff members at designated points where possible.	NA	NA	
12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.	Training	SLT	Sep-20
12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Communicated through training	SLT with all staff	Sep-20
12.2.8	As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g for subject specific teaching, targeted work etc. . Staff should ensure social distancing is observed as far as possible with pupils. In secondary settings this may mean a designated teaching space at the front of the class.	Communicated through training and already built into our plans	SLT	Sep-20
12.2.9	Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Classes have their assigned classroom	SLT	Sep-20

12. Bubbles / Social Distancing	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. staff in secondary settings and support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible.	Assigned classrooms and work areas already built into plans	SLT	Sep-20
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	Training for staff and in place	SLT	Sep-20
	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.	Training for staff	all staff	Sep-20
	12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g not working across multiple different bubbles every day unless they can maintain social distancing. Consider grouping staff to a smaller number of PPA bubbles, having PPA when outside areas / activities could be used, use of HLTAs and TAs that are already part of that bubble where appropriate, and the use of PPE if close contact is required.	Built into plans that there will one member of staff per year group that will cover PPA	SLT	Sep-20
	12.4	Outdoor Areas			
	12.4.1	Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	Built into plans	SLT	Sep-20
	12.5	Breaks and Lunchtimes			
	12.5.1	Breaks and lunchtimes could be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.	Staggered play times and lunch times built into plans	SLT	Sep-20
	12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.	Plans are that children will eat in classrooms and that these will be cleaned after they go outside	SLT	Sep-20
	12.6	Toilets			
	12.6.1	Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Hand washing and sanitising time will be built into the daily timetable	SLT - TA	Sep-20
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	During class time any child who needs the toilet will be escorted	all staff	Sep-20
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Training for the children	all staff	Sep-20
	12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Staff toilets clearly identified	all staff	Sep-20
	12.6.5	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.	Training need for staff and wipes need to be left in the toilets	all staff	Sep-20
	12.6.6	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets you could use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.	Signage needed in all toilets for the older children and for staff	SLT	Sep-20
12.7	Assemblies / Collective Worship				

	12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	There will be no assemblies	slt	Sep-20
	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	NA		
	12.8	Staff areas			
	12.8.1	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.	Training and signage on all doors. Staff will be encouraged to eat with the children or their classroom. Review of staff catering is happening at the moment	SLT	Sep-20
	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.	as above	SLT	Sep-20
	12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Wipe It" principle with anti-viral wipes.	Anti bac wipes are available in all areas and staff training reminder needed	SLT and TA	Sep-20
	12.8.4	Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	As above	SLT	Sep-20
	12.9	Communication			
	12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Training for staff but we already have walkie talkies and an internal phone system	SLT - checked each mornig by MA	Sep-20
	12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.	Training for all staff needed although most staff can use school equipment	SLT	Sep-20
13.First Aid	13.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	IN place and under review constantly	CL and TA	Sep-20
	13.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	Changed as will revert to previous requirements	CL/TA	14th July 20
14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g entry points, registration, food and drink purchasing.	Many entry points are no touch and the use of key fobs is firmly established	TA/RC/MA	Sep-20
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Training	RC and SLT	Sep-20
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or ant-viral wipes.	Training	MA/TA	Sep-20
	14.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	Signage and hand sanitiser at the station where people sign in	TA and office staff	Sep-20
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Training for all staff	SLT	Sep-20
15.1	15.1	Ventilation			
	15.1.1	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Staff training - doors should be kept open unless the classroom is empty and children are outside	SLT and all staff to remember	Sep-20
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	Good ventilation around the whole building	All staff	Sep-20

15.General controls	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.	Air con units will not be used initially and windows will be kept open as much as possible for circulation	MA/TA	Sep-20
	15.2	Learning Outside			
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Staff training and reminders given but also may need to be timetabled	SLT	Sep-20
	15.3	Medical Needs			
	15.3.1	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Trainsition from last years teachers has happened. Reminders in staff training will be given	All staff	Sep-20
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	In place	TA	Sep-20
	15.4	Water fountains			
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	Still covered and will not be used	SLT and MA	Sep-20
15.4.2	Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required.	Training for staff in place to ensure sanitisation can take place	Teachers	Sep-20	
16.Educational Visits	16.1	Government guidance is currently that over night domestic and international educational visits are ceased for the time being. Settings can resume non-overnight domestic educational visits.	Nothing booked at the moment	SLT	Sep-20
	16.2	This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic visits should complete the Day Visits risk assessment along with any venue specific assessments.	Nothing will be booked	SLT	Sep-20
	16.3	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, settings will need to consider what Covid 19 control measures need to be used, familiarise themselves with the Covid 19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.	Nothing has been booked	SLT	Sep-20
	16.4	From 8 August, face coverings will be required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings	Training update	SLT	Sep-20

17.PPE for staff and pupils	17.1	The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11). If staff have to work in close contact with pupils e.g to supervise science experiments, D&T or Art activities, speech and language work, feeding, face shields or Perspex screens may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	Checked for how many face masks we have and a review in training of the use of masks	SLT	Sep-20
	17.2	FFP2 / 3 masks are not generally necessary in a school setting.	As above	SLT	Sep-20
	17.3	Activities such as close intimate care e.g nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	Trainig for staff	RC/TA	Sep-20
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	Training for staff	SLT	Sep-20
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Review of fface mask use and put into staff training	SLT	Sep-20
	17.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	Training needed for staff	SLT	Sep-20
	17.7	In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.	Training	SLT	Sep-20
		See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be purchased via the PPE Team and the range of items available has extended.	PPE in stock	SLT and TA	Sep-20
18.Staff Wellbeing	18.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. As staff may feel anxious about returning to school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Staff training in place and meetings with staff organised if needed	SLT	Sep-20
	18.2	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils. Where staff have been out of school for a considerable time this may take longer.	Where and when we can, staff have been into school even if not working directly with children	SLT	Sep-20
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	Shared information and training to sign post	SLT	Sep-20
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Leeds for Learning.	Meetings arranged for staff who are in need od a WASP	SLT	Sep-20
	18.5	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	Already in place and happening with staff	SLT	Sep-20
	18.6	Identify Mental Health First Aiders.	One identified and in the middle of training	SLT and HW	Sep-20
	18.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	Shared with staff at training	SLT	Sep-20
		Guidance on Staff Wellbeing is available on Leeds for Learning.			

19.Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works.	Shared with appropriate staff. Most repair work planned for Oct 20	SLT/TA	Sep-20
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	In place and staff to ask to see information	TA/MA	Sep-20
	19.3	Contractors should adhere to social distancing guidelines.	explained when and of they enter	SLT and TA	Sep-20
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Explained when they arrive	SLT and office staff	Sep-20
	19.5	If contractors need supervising this should be done following social distancing guidelines.	All required to show Risk Assessment and method statement	SLT and MA	Sep-20
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Communication in place between school and current contractors. Only appointments pre booked will be allowed in school	SLT	Sep-20
	19.7	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	Shared information with school and their place of work	SLT	Sep-20
	19.8	If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.	Their own facilities	SLT	Sep-20
	19.9	School should still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Info collected in the inventory system	SLT and office staff	Sep-20
20.Lettings / Meetings / Visitors	20.1	Lettings, visitors and on site meetings can take place if they cannot be done remotely. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene and control measures are explained to visitors on or before arrival.	Will be in place for September	TA/RC	Sep-20
	20.2	Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff	Will be in place for September	SLT	Sep-20
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	Part of the visitors introduction to school	SLT/ MA	Sep-20
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. .	On inventory	TA and office staff	Sep-20
20.5	Sports lettings must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc.. Guidance and a list of NGB whose rules have been approved can be found at : https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework .	NA			
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing			
	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	To be reviewed during the summer break	MA/TA	Jul-20
	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	amended to remove 2m rule within bubble.	MA and SLT	Sep-20
	22.3	Consider if you need to re-allocate fire marshal roles.	Fire marshall roles will be allocated in the room they are in. Staff training	MA/SLT	Sep-20
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc	Staff awareness of the classroom	MA	Sep-20

22.Fire safety	22.5	Practice new procedures as soon as possible after opening.	In place for September and Monday morning alarm sound practice	RC and MA	Sep-20
	22.6	Consider if staff and pupil PEEPs need to be amended.	As and when appropriate	LS/TA/MA	Sep-20
	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19". LCC sample Fire Risk Assessment has a page in the appendices for interim changes to be noted rather than rewriting sections.	See plan	MA/TA	Sep-20
23.Supervision at Lunchtimes	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	Already in staff plans and rotas being considered	SLT	Sep-20
24.Catering	24.1	Inform catering staff of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc..	Children will be eating in the classrooms so this info shared with all staff	SLT and lunch staff	Sep-20
	24.2	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g limiting meal choices (taking onto account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Hot grab bags already agreed but will be reviewed as we progress through the year	SLT	Sep-20
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. LCC catering can provide hot and cold grab bags which can be served to pupils in their classrooms for schools using their services and this may be possible for other catering teams to do.	Hot grab bags already agreed	SLT	Sep-20
	24.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Hot grab bags will be delivered but left outside of rooms	SLT	Sep-20
	24.5	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Cleaning product available for staff to use to wipe and clean	SLT and staff	Sep-20
	24.6	Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene.	Discussion with catering staff around their practices	SLT/TA/ catering staff	Sep-20
25.Staff Training	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.	Trainig for staff	SLT and staff	Jul-20
26. Drop off of Essential Items Forgotten by Pupils	26.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Training for agreed staff and communication to parents	SLT and office staff	Jul-20
27. Transport to School by My Bus or	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	Checking with Transport	SLT/TA	Aug-20
	27.2	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g cones, signage etc..	Checking with Transport	SLT/TA	Aug-20
	27.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	Checking with Transport	SLT/TA	Aug-20

School Buses (not public transport buses)	27.4	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	Checking with Transport	SLT/TA	Sep-20
	27.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept. of Education is that children on dedicated school buses will not need to maintain social distancing however, social distancing should still be encouraged wherever possible within vehicles	NA as it is a private service that is used	SLT/TA	Sep-20
	27.6	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible • on secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. 	Training for children and staff	SLT/TA	Sep-20
	27.7	Travel Assistance Cards to show to the driver are available for download at wymetro.com.	NA	SLT	Sep-20
	27.8	Transport to swimming pools and other centres organised by the Combined Authority will not be provided until after the October half term break so that resources can be used to provide additional school bus services. This arrangement may have to be extended further.	NA	SLT	Sep-20
	27.9	In accordance with advice from PHE, from the autumn term, we recommend that schools advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport.	Training	SLt	Sep-20
28. School Sites Shared with other Users e.g PFI Staff, Children's Centres	28.1	Where applicable, ensure arrangements that impact on other site users e.g opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc ...are discussed / information provided to users who share the school site.	Training provided for all staff that will outline opening and closing times	SLT	Sep-20
	28.2	Schools who operate a childrens centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting.	NA		
29. Marking / Handling School Work	29.1	Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).	Training for staff and primarily stff will be giving feedback in school rather than taking work home to mark. If marking needs to be done it will be completed in school and with the childre	SLT/TA	Sep-20
30. Agency staff and volunteers	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	In place and staff will be trained	SLT	Sep-20
	30.2	Settings can continue to engage supply teachers and other supply staff during this period. To minimise the numbers of temporary staff entering the setting consider using longer assignments with supply teachers. You should also limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff.	Disucssion with the supply agency around their control measures and where possible we would try and get the same teacher each time	SLT	Sep-20
	31.1	Settings can extend before and after school provision to any breakfast and after-school provision from the start of the autumn term. Settings may need to respond flexibly and build this up over time.	NA at the moment	SLT	Sep-20

31. Before and after school clubs	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where this is not possible smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall.	school organised by year group bubbles	SLT	Sep-20
	31.3	Make parents / carers aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	NA as we have no external providers at the moment	NA	NA
	31.33	Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance	Training	SLT	Sep-20
32. Music and Performing Arts	32.1	Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place.	Provision for music is being reviewed at the moment	KM	Sep-20
	32.2	Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.	NA as we do not have of these instruments being taught	SLT	Sep-20
	32.3	Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation.	No singing planned at the moment	SLT	Sep-20
	32.4	Schools that offer specialist, elite provision in music, dance and drama may also wish to contact educ.hs@leeds.gov.uk for more specific advice.	NA		
	32.5	Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.	Whenever music lessons happen instruments will be named	SLT	Sep-20
33. PE / Sports including dance.	33.1	If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands)	A rota for PE is being drafted to enable school to provide outside PE lessons where possible	NA	NA
	33.2	Instruments should be cleaned by the pupils playing them, wherever possible	As per the plans above	NA	NA
	33.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.	NA at the moment	SLT/teachers	Sep-20
	33.4	Settings can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Such providers should provide settings with their own Covid 19 control measures and follow any school based controls.	NA at the moment	NA	NA
	33.5	To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.	Children will come in their PE kit	KM/SLT	Sep-20
	33.6	Swimming pools are now able to open so swimming will be allowed from 25/07/2020. The Covid 19 requirements laid down by the venues must be followed during visits and lessons. The Swimming Lessons risk assessment will be updated to reflect any controls needed and this will be available on Evolve. When available, the LA guidance for swimming lessons and Covid 19 measures will be published on Evolve.	NA at the moment	KM/SLT	Sep-20

	33.7	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-possa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	Training for the PE lead	SLT/teachers	Sep-20
34. Science and D&T	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	Training for the PE lead and staff	SLT	Sep-20
35. Shared Resources	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	there should be enough equipmnet that it does not need to be shared. What ever is will be cleaned. Trainnig on this for staff	SLT/TA	Sep-20
	35.2	General - Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	A review of every room will be carried out prior to openeing with teachers and SLT	Staff	Sep-20
	35.3	Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	As mentioned above - staff welfare provision is being reviewd	Teachers	Sep-20
	35.4	Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	Trainig for staff and for children in the use of theequipment and how it needs to be cleaned as well as good hand hygiene	ST/TA	Sep-20
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Reduce the use of shared resources e.g stationery, books etc . and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	All children will have learning packs. These will be cleaned daily and all other resources that are shared will be cleaned	SLT/ Staff	Sep-20
	35.6	Early Years - Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	Cleaning rota in place	EYFS staff	Sep-20
	35.7	Pupils can take resources e.g library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.	Books will not be going home initially but this will be reviewed early in the autum term	All staff	Sep-20
	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	Rotas will be shared and regularly updated	All staff working with children	Sep-20

36. Record Keeping	36.2	Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc.. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g class / lesson registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	Attendance records of each bubble will be kept	TA/office staff	Sep-20
	36.3	If your existing systems do not record times when pupils, staff and others are working together e.g small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record.	Children will initially be kept in class. Any one else working with children will need to keep a record - training for staff	As above	Sep-20
	36.4	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs could be used for this for pupils and / or a simple spreadsheet for staff and pupils. A sample one is provided on LfL.	record keeping will use the agreed template	All staff	Sep-20
	36.5	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used.	In place	SLT and SBM	
37. Use of school minibuses / transport e.g for visits, transfer between settings, emergencies	37.1	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted in your setting, • use of hand sanitiser before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), • additional cleaning of vehicles, • organised queuing and boarding, • distancing within vehicles wherever possible, • the use of face coverings for staff and children over the age of 6 (unless exempted for medical or other reasons) where appropriate - for example if they are likely to come into close contact with people outside of their group. 	Discussed with staff, parents and children	SLT	Sep-20