



Managing Covid 19 in Schools from September 2020 opening - Risk Assessment - Version 3.5

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
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| 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 | Refer to asbestos management plan and check weekly any areas that may contain asbestos throughout the summer break. | ML/SF | Weekly |
| | 1.1.2 | Damage to the building and fixtures and fittings | Site inspection carried out by Site Management Team weekly throughout the summer break. | ML/SF | Weekly |
| | 1.1.3 | Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc... | Site inspection carried out by Site Management Team weekly throughout the summer break. | ML/SF | Weekly |
| | 1.1.4 | Rodent activity and/or infestations - commissioning of pest control may be required | Site inspection carried out by Site Management Team weekly throughout the summer break. | ML/SF | Weekly |
| | 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. | System checked by Site Management Team during last week of the summer break ready for reopening in September. | ML/SF | w/c 31/08/2020 |
| | 1.2.2 | Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function. | All doors checked by site Site Management Team | ML/SF | Weekly |
| | 1.2.3 | Emergency lighting | Routine Inspection carried out 19/02/2020 by MDR Security. 6 Monthly reinspection provisionally booked for Summer break (awaiting confirmation of date). | MDR Security | TBC |
| | 1.2.4 | Gas supplies including science laboratories and kitchens | Inspection carried out by Site Management Team weekly throughout the summer break. | ML/SF | Weekly |
| | 1.2.5 | Kitchen equipment | Equipment checked by site management team and also to be checked by LCC Catering upon resuming service | ML/SF/LCC Catering Team | w/c 31/08/2020 (Site Management) |
| | 1.2.6 | Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms | System checked by Site Management Team during last week of the summer break ready for reopening in September. | ML/SF | w/c 31/08/2020 |
| | 1.2.7 | Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy | Inspection carried out 16/03/2020- system flushes carried out weekly | LCC Water Management Team/SF/ML | Weekly |
| | 1.2.8 | Water systems to look for leaks and ensure there is provision of hot water | Site inspection carried out by Site Management Team weekly throughout the summer break. | ML/SF | Weekly |
| | 1.2.9 | Windows, doors and gates including electronic gates and doors | Site inspection carried out by Site Management Team weekly throughout the summer break. | ML/SF | Weekly |
| | 1.2.10 | Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments. | N/A | N/A | N/A |
| | 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). | System checked by Site Management Team during last week of the summer break ready for reopening in September. | ML/SF | w/c 31/08/2020 |
| | 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); | N/A | N/A | N/A |
| | 1.3.2 | Pressure systems (if the scheduled inspections have not taken place in the last 12 months); | N/A- Carried out 28/10/2019 | | 28/10/2019 |
| 1.3.3 | LEV (if the scheduled inspections have not taken place in the last 14 months); | N/A | N/A | N/A | |

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| 1.3.4 | Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); | N/A- Carried out Jan 2020. Visual inspection carried out weekly through the summer break by site management team to check for any damage. | ML/SF | Weekly |
| 1.3.5 | Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); | N/A- Carried out 01/09/2017 | | 01/09/2017 |
| 1.3.6 | PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) | N/A- Carried out 08/11/2019 | | 08/11/2019 |
| 1.3.7 | Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); | N/A- Carried out 02/01/2020 | | 02/01/2020 |
| 1.3.8 | Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); | N/A- Carried out 14/10/2020 | | 14/10/2019 |
| 1.3.9 | Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); | N/A- Carried out 14/10/2020 | | 14/10/2019 |
| 1.3.10 | Tree surveys (if the scheduled inspections have not taken place in the last 12 months); | Site inspection carried out by Site Management Team weekly throughout the summer break. | ML/SF | Weekly |
| 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). | Contractor Testing of Fire Alarm- 07/07/2020, Fire Extinguisher Maintenance- 28/10/2019, Emergency Lighting- 23/12/2019 | External Contractors | |
| 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. | Deep cleaning of whole school taking place during the summer break. Cleaning staff will attend Mon-Weds until w/c 31/08/20 where they will attend Weds-Fri to ensure school receives last clean before reopening. | LCC Cleaning Team/ML/SF | Weekly |
| 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. | Deep cleaning of whole school taking place during the summer break. Cleaning staff will attend Mon-Weds until w/c 31/08/20 where they will attend Weds-Fri to ensure school receives last clean before reopening. | LCC Cleaning Team/ML/SF | Weekly |
| 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. | Weekly checks of dispensers and stock levels monitored daily | ML/SF | Daily |
| 1.5.2 | Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs. | Levels of stock monitored daily- cleaning team order supplies which are delivered by LCC. Weekly order of PPE made by JO to the local authority. | LCC Cleaning Team/ML/SF/JO | Daily |
| 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. | Additional wall mounted hand sanitiser stations ordered to be placed around school in time for reopening in September. | JO/ML/SF | 01/07/2020 |
| 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. | Staff have been briefed on the first phase of the reopening of school and all have returned to school in phases. Reception parents have received a full briefing on the school systems, policies and procedures and the new intake will be phased as part time for the first week to accommodate any transition. Pupils who find difficulties with returning full time or have an EHCP in place may access a reduced timetable to support transition. Nursery will begin a week later, again phasing in. | Senior Leadership Team | Autumn Term |

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| 2. Assessing staff and pupil numbers to assist in plans for opening | 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. | SEND and Inclusion Team have held regular conversations with these parents and any changes or updates will be added to individual risk assessments. Updates will be made to staff WASPs following medical advice. | Senior Leadership Team | Ongoing |
| | 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 | School currently has one child accessing 'Reach' provision. They are dual registered and this provision is following Leeds city council's RA. | N. Edensor | Sep-20 |
| | 2.4 | Consider that if there is a positive case in school that staff and pupil numbers may be affected. | Plans are in place if this happens. | Senior Leadership Team | Sep-20 |
| | | Ongoing | | | |
| | 2.7 | Review ratios, rotas, medical and first aid needs on an ongoing basis. | 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. | Where applicable. | Office Team | Jul-20 |
| | 3.2 | Re-assess if IPRAs or PBSPs 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 IPRAs / PBSPs may need to be altered to reflect the current situation. | Where applicable. | SEND Team | Ongoing |
| | 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. | Office to ensure all medical files have been returned for updating and that any information is added. SEND team to update new staff members during transition meetings. | Office Team SEND Team | Ongoing |
| | 3.4 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. | Regular communication with Leeds Catering Team. Systems already in place. | Office Team | Ongoing |
| 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. | Guidance followed. | Senior Leadership Team | Jul-20 |
| | 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. | Families will be notified by letter. | Senior Leadership Team | Ongoing |
| | 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. | Timetables and the school day altered to reduce large gatherings. | Senior Leadership Team | Ongoing |
| | | 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. | New systems, procedures and timetables in place | Senior Leadership Team | Ongoing |
| 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. | Regular communication with all stakeholders via letters, website, Face books and text | Senior Leadership Team | Ongoing |
| | 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. | Signs around school. Letter to all stakeholders | Senior Leadership Team | Mar-20 |
| | 5.3 | This may be by newsletters, letters, emails, signs etc... | Already established and ongoing | Senior Leadership Team | Ongoing |
| | 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. | Briefing for all staff from June 2020.New staff, starting in September, attending an induction briefing in July. All staff have had a refresher briefing during the first week back in September 2020. | Senior Leadership Team | Sep-20 |

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| 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 | Government advice is now that where schools implement the system of controls outlined in government guidance and in this workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. 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. IPRAs 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. | WASPs are in place for those members of staff returning to work and alternative roles in June. These will be updated to reflect current guidance and for those staff to reintegrate in to their setting. For any staff who have continued to shield they will receive a WASP to reintegrate them in to their normal roles from September. | SN | On going |
| | 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. | WASPS to be updated following any advice from OH or GP. IPRA to be updated by SEND Team following updated GP advice. | SN/LJ/GK | Aug-20 |
| | 6.1.3 | Staff in Category 1,2 and 3 should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing where possible. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. 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. | School will consider an alternative role (where applicable) for any staff member in category 1. For all other categories WASPs will be updated following medical advice and H&S guidelines will be followed. | SN | Ongoing |
| 7.Persons who are already displaying Coronavirus symptoms | 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. | Regularly communicated to staff. | Senior Leadership Team | Ongoing |
| | 7.2 | Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. . | Regularly communicated to staff and stakeholders | Senior Leadership Team | Ongoing |
| | 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 flow chart guidance issued by LCC. Ensure all staff are made aware of a dedicated isolation room. Room to be cleaned after use and bubble to be moved out of the classroom so this can be deep cleaned. | Senior Leadership Team | On going |
| | 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. | The Hive to be used as an isolation room and children can be supervised by the Inclusion Team. The Hive will need deep cleaning in between use by the Superintendants. Parents to collect from the side entrance. | Senior Leadership Team/Inclusion Team/Site Management Team | Ongoing |

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| 8.Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site | 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. | First Aid' packs include the appropriate medical resources to protect staff are available at key points around school. Staff are aware of these from June's briefing. | Senior Leadership Team | Jun-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. | On receiving a negative result, the staff member will be required to show this to a member of SLT to confirm they are able to return to work. We will require parents to provide evidence of a negative result to the school office. | Senior Leadership Team/Office staff | Ongoing |
| | 8.5 | Where 1 child, young person or staff member tests positive , or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected , contact the DfE helpline 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 using form PCIF 01. | School will continue to follow the advice and guidance set out by Leeds Local Authority. | Senior Leadership Team | Ongoing |
| | 8.6 | If settings have 2 or more confirmed cases in connected groups within 14 days they may have an outbreak, and must contact the PHE helpline. 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 publish health outbreak control practice. Inform DCS Alert using form PCIF 01. | School will follow the advice and guidance set out by Leeds Local Authority. | Senior Leadership Team | Ongoing |
| | 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. | School will follow the advice and guidance set out by Leeds Local Authority. If symptoms develop then the staff member will be required to isolate and arrange a test. | All staff | Ongoing |
| | 8.8 | Clean core areas those staff or pupils have been in with standard cleaners / disinfectants. | Extra hours of cleaning is already in place | JO/ML/SF | Jun-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. | The Hive room will be used and will be thoroughly cleaned by the Site Management Team through the day | Site Management Team | Ongoing |
| | 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. | ICT Suite to be used as additional sterile classroom which will then be deep cleaned following use. | LCC Cleaning Team/Site Management Team | Ongoing |
| | 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). | School will follow this advice and will inform all staff. | Senior Leadership Team | Ongoing |
| | | 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. | Senior Leadership Team have been issued with Bulletin 12 and will follow the guidance set out. | Senior Leadership Team | Ongoing |
| | | 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.* | | |
| | | 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 | This advice/link will be given out where necessary. | Senior Leadership Team | Ongoing |

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| 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. | Timetables and the school day altered to reduce large gatherings. | Senior Leadership Team | Jul-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. | Actioned in timetable | Senior Leadership Team | Jul-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. | Actioned where possible for start and end of school day. | Senior Leadership Team | Jul-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. | Appropriate external doors will be kept open at the start and end of day for pupils to enter and exit school building. Plenty of safe cleaning products in classrooms to wipe door handles | Senior Leadership Team | Jul-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. Heads have the discretion to ask parents / carers to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to. | Markings not possible due to the state of the playground floor, however Site Management Team will be out on the playground giving guidance to parents. Mentioned in HT newsletter that parents are encouraged to wear face coverings on the playground. | Site Management Team | Oct-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. | Mentioned in letter to parents and on our Social media platforms | Office Team | Jun-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. | Mentioned in letter to parents and on our Social media platforms | Office Team | Jun-20 |
| | 9.8 | Staff should access and exit through the closest entrance to the area they will be based in. | Actioned | Senior Leadership Team | Jun-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. | Actioned through the school office. Code of conduct sent to all visitors and contractors prior to scheduled visit. | Office Team/JO | Ongoing |
| | 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. | To be considered where appropriate | Senior Leadership Team | Ongoing |
| | 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. | Enclosed office space suitable for staff. Glass screens to remain closed. | Senior Leadership Team | Jun-20 |
| 10. Handwashing and hand sanitisers (N.B Regular and thorough hand | 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. | Actioned- Available at entrance points. Site Management Team to regularly re-fill and wipe down. | Senior Leadership Team/Site Management Team | Jul-20 |
| | 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. | Sinks closest to classrooms timetabled for classes to access on a frequent basis throughout the day. Hand sanitiser stations available at key points inside the school building. All classrooms now have hand sanitiser dispensers directly outside the classroom doors | Senior Leadership Team | Sep-20 |
| | 10.3 | If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided. | Hand sanitiser available in shared areas and in classrooms | Site Management Team | Jul-20 |
| | 10.4 | All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas. | Expectations set with all staff, visitors and pupils. Wall mounted hand sanitiser stations located in the corridors around school to encourage staff/pupils to sanitise when changing work areas. | Senior Leadership Team/Site Management Team | Jun-20 |

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| (NB Regular and thorough hand cleaning is going to be needed for the foreseeable future.) | 10.5 | Tissues should be available in all group areas and should be single use only and binned after use. | Extra bins available in areas. Extra handroll ordered and out for pupils to use. Regular cleaning of these shared areas throughout the day by Site Management Team. | Site Management Team | Ongoing |
| | 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. | Expectations set with staff through briefing prior to pupils starting school. Always one member from the Site Management Team on site to action this. Yellow waste bags available to store | Site Management Team | Ongoing |
| | 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. | Expectations set through briefing prior to pupils starting school. Wall mounted hand sanitiser placed at the entry point to the staffroom. Hand washing facilities/hand sanitiser available once in the staffroom. | Senior Leadership Team | Ongoing |
| | 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. | Hand washing stations made available for all classes. Hand sanitiser and anti-bacterial wipes also available as an alternative. | Site Management Team | Ongoing |
| | 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. | Cleaning products checked with kitchen- Non alcohol based santising products are used | LCC Catering Team | 13/07/2020 |
| | 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 | Cleaning Team on site during the summer break to carry out thorough cleaning of used areas. Site Management Team to do regular checks throughout the day. Anti-bacterial wipes, sprays and standard cleaning chemicals/disinfectants used in all cleaning. | LCC Cleaning Team/ML/SF | Daily |
| | 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. | Cleaning supplies ordered through the local authority each week to fulfill classroom requirements. Hand sanitiser, anti-viral wipes etc. are kept in classrooms in a wipeable storage box. Additional bins have been placed in classrooms to dispose of anti-bacterial wipes, paper towels etc. | ML/SF/JO | 04/09/2020 |
| | 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). | Cleaning Team on site to carry out thorough cleaning of regularly touched surfaces. Site Management Team to do regular checks throughout the day. Anti-bacterial wipes and non-latex gloves are also available in classrooms to aid in the frequent cleaning. | LCC Cleaning Team/ML/SF | Daily |
| | 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. | Site Management Team cleaning areas at regular intervals throughout the day. Anti-bacterial wipes and non-latex gloves are also available in classrooms to aid in the frequent cleaning. | ML/SF | Daily |
| | 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. | Site Management Team cleaning areas at regular intervals throughout the day. Shared soft playdough to be removed from play. Alternatively individual pieces of playdough could be given to pupils for their sole use ensuring they are not sharing this with other pupils. | ML/SF/Teaching Staff | Daily |

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| 11.Cleaning | 11.1.6 | Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area. | Aprons provided to site management team where applicable. LCC Cleaning Department has provided their cleaners with the appropriate PPE. | LCC Cleaning Team/ML/SF | Daily |
| | 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. | Cleaning guidelines shared with cleaning team/site management team. Room to remain out of use for 72 hours if used by pupil or staff who display symptoms. Deep clean of the room will then be undertaken following 72 hour quarantine. | LCC Cleaning Team/ML/SF | Ongoing |
| | 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. | Parents/pupils/staff will be reminded of the importance of normal personal hygiene and the need to wash clothes following a day in school. | Senior Leadership Team | 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. | Site Management Team to be informed after each use of the Care Suite to allow them to clean after each use. Appropriate PPE, including waste bags, gloves, aprons, masks etc. are being ordered weekly. There will a supply available in the hygiene suite. | ML/SF | Ongoing |
| | 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:- | Additional Cleaning arranged. | LCC Cleaning Team | Ongoing |
| | | 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:- | Deep cleaning of whole school taking place during the summer break. Cleaning staff will attend Mon-Weds until w/c 31/08/20 where they will attend Weds-Fri to ensure school receives last clean before reopening. Cleaning duties to return Mon-Fri following schools reopening. | LCC Cleaning Team | Ongoing |
| Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points. | | Deep cleaning of whole school taking place during the summer break. Cleaning staff will attend Mon-Weds until w/c 31/08/20 where they will attend Weds-Fri to ensure school receives last clean before reopening. Cleaning duties to return Mon-Fri following schools reopening. | LCC Cleaning Team | Ongoing | |
| Cleaning of hard surface toys such as plastics, wood, sports equipment etc. | | Equipment use has been minimised, however, should they be used they will be cleaned. Anti-bacterial wipes available in classes and sanitiser spray is available to all staff. | LCC Cleaning Team | Ongoing | |
| | Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon. | N/A- Full day attendance. A whole school clean will take place at the end of each day. | N/A | N/A | |
| <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. 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</p> | | | | | |

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| | <p>feasibility of keeping distinct groups separate while offering a broad curriculum. 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. 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. 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. 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 actively follows Government Guidance. All health and safety bulletins from the Local Authority, DFE daily emails and regular LA emails are disseminated to the appropriate staff. | Senior Leadership Team | Ongoing |
| 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. | Social distancing indicators will remain on the floor around school to encourage social distancing. | Site Management Team | Jun-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. | Timetables and the school day altered to reduce large gatherings. Markings on shared area walkways used. | Site Management Team | Jun-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. | Class bubbles are in place and Year group bubbles in place for using the playgrounds. Timetables in place to limit large gathering and movement around school grounds and building. | Senior Leadership Team | 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. | Timetables in place to limit large gathering and movement around school grounds and building. | Senior Leadership Team | 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. | Staff have been informed by email of this expectation from Y1 up to Y6. | Senior Leadership Team | Jul-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. | Achieved as it is good classroom practice | Senior Leadership Team | Jul-20 |
| 12.2.5 | For older year groups consider locating staff members at designated points where possible. | Timetabled | Senior Leadership Team | Jul-20 |

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| 12. Bubbles / Social Distancing | 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. | Staff will be informed to keep their distance when covering PPA or sickness absence. PPE available to staff if they prefer to use it to help ease any anxiety. Staff are encouraged to wear visors. It is compulsory for staff to wear a face covering when moving around school, in high traffic areas and when passing through other 'bubbles'. | Senior Leadership Team | 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. | Actioned where possible. All staff to take ownership of this expectation | Senior Leadership Team | Jul-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. | Staff will be informed to keep their distance when covering PPA or sickness absence. PPE available to staff if they prefer to use it to help ease any anxiety. Staff are encouraged to wear visors. | Senior Leadership Team | 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. | Extra hours of cleaning is already in place. Pupils to remain in same classroom. | Senior Leadership Team | Jul-20 |
| | 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. | Sinks closest to classrooms timetabled for classes to access on a frequent basis throughout the day. Hand sanitiser stations available at key points inside the school building. | Senior Leadership Team | Jul-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. | PPE available if needed around school | Senior Leadership Team | Jul-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. | Expectation set at briefings. | Senior Leadership Team | 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. | PPA can be taken in a large staffroom or large conference room seated apart. PPE equipment available if staff feel it is necessary. Regular cleaning throughout the day of communal spaces. | Senior Leadership Team | Jul-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. | Timetables and year group bubbles in place for play and lunchtimes | Senior Leadership Team | Jul-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'. | Timetables and year group bubbles in place for play and lunchtimes. Pupils to eat in classrooms for one term and then reviewed. | Senior Leadership Team | Jul-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. | Dining room only used for Foundation Stage pupils at lunchtimes and will be easy to clean and allows for pupils to be seated apart whilst eating their lunch. | Senior Leadership Team | Jul-20 |
| 12.6 | Toilets | | | | |

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| 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. | Toilets cleaned frequently through the day by the Site Management Team. | Site Management Team | Jul-20 |
| 12.6.2 | Limit the number of children or young people who use the toilet facilities at one time. | Expectation set at staff briefing | Senior Leadership Team | Jul-20 |
| 12.6.3 | Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve). | Expectation set at staff briefing | Senior Leadership Team | Jul-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 available around school site. | Site Management Team | On going |
| 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. | If you use it - Wipe it' principle already established across school. | Senior Leadership Team | Jun-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 applied to the backs of toilet doors and above sinks to remind of the "If you use it- Wipe it" principle. One in - one out system now set up. | Site Management Team | 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. | Weekly class assembly timetabled in class space. Hall not used for collective worship. | Senior Leadership Team | Jul-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. | Weekly class assembly timetabled in class space. Hall not used for collective worship. | Senior Leadership Team | Jul-20 |
| 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. | Large staffroom space allows staff to be seated apart. Various office reconfigured to ensure adequate space between work stations. | Senior Leadership Team | From June 2020 |
| 12.8.2 | Consider creating additional staff break areas to limit use and aid with social distancing. | Staff encouraged to go outside during break. Breakfast club space can be used as an additional staffroom space. | Senior Leadership Team | From June 2020 |
| 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. | If you use it - Wipe it' principle already established across school. | Site Management Team | From June 2020 |
| 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). | Good safe housekeeping in place | Site Management Team | From June 2020 |
| 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. | Use of walkie talkies and in school emails used during school day. Expectations set at staff briefings in June. | Senior Leadership Team | From June 2020 |
| 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. | All staff have read and signed that they understand and will follow the expectations set in the Safer Working Practice guidance | Senior Leadership Team | Ongoing |

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| 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. | The vast majority of staff are first aid trained. Paediatric first aiders on site every day. Refresher training is booked in for 20 staff in September. | Senior Leadership Team | 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. | Paediatric first aiders on site every day. | Senior Leadership Team | Jun-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. | Sanitiser is available next to keypad entry/exit systems for staff to use before/after use. | JO/ML/SF | Ongoing |
| | 14.2 | Sanitisers could be used before touching biometrics if they cannot be cleaned between users. | Sanitiser is made available next to keypad entry/exit systems for staff to use before/after use. | JO/ML/SF | Ongoing |
| | 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. | Any control panels to only be accessed by site management team. Site management team to carry personal hand sanitiser at all times. | JO/ML/SF | Ongoing |
| | 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. | All staff to use contactless signing in and out system by scanning their staff ID badge. Hand santiser/anti-viral wipes available next to systems should a staff member need to use the touch screen. | Senior Leadership Team/JO | Ongoing |
| | 14.5 | IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual. | ICT suite to be closed to pupils to reduced spreading. | ML/SF | Jun-20 |
| 15.General controls | 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 | All classrooms with external doors to keep doors open to aid ventilation (weather permitting) . Remaining classrooms with only internal doors to be provided with anti-viral wipes to clean the door handle after each use. | ML/SF | Ongoing |
| | 15.1.2 | Where possible open windows to classrooms, offices, staff rooms etc. If classrooms etc. become too cold windows could be closed whilst discrete bubbles are in them and then opened at breaks / lunchtimes or in between bubble usage to aid air circulation. | Windows in classrooms to be opened by site management team every morning when opening up the building for the day. Teachers to close windows when cold but will follow the actions in this point where necessary. | ML/SF | Daily - amended October 2020 |
| | 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. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm . | Air conditioning systems to continue to be used as normal. | J. Oxley | Ongoing |
| | 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. | Evolve guidance used and referred to as and when appropriate | Senior Leadership Team | Ongoing |
| | 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. | Medical files made available to each class for staff to refer to. | Office Team | 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. | Kitchen staff supplied with any food allergies of pupils they are catering for | GT/LS | June 2020- ongoing | |

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| | 15.4 | Water fountains | | | |
| | 15.4.1 | Water fountains in shared pupil areas should be taken out of use. | Water fountains have already been decommissioned. To remain out of use. | ML/SF | Mar-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. | Pupils to provide their own water bottle. The bottles can be filled with water from a tap at their allocated sink. Hand wash/sanitiser and anti-viral wipes provided for use before and after. | Senior Leadership Team | Jun-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. | Actioned | Senior Leadership Team | Ongoing |
| | 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. | Currently school is not encouraging any educational visits and will follow the guidance set out in EVOLVE when it is appropriate to do so. | Senior Leadership Team | Ongoing |
| | 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. | Appropriate risk assessments will be written and followed. | Senior Leadership Team | Ongoing |
| | 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 | It is compulsory for staff to wear a visor or face mask/covering when in high footfall areas. HLTAs will teach with visor when working between bubbles. It is their responsibility to look after and disinfect their visor on a daily basis. Parents are welcome to wear face coverings when dropping off and collecting pupils. It is up to parents if they want their child to wear a face mask on the playground. | Senior Leadership Team | 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. In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do 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. | It is compulsory for staff to wear a visor or face mask/covering when in high footfall areas. HLTAs will teach with visor when working between bubbles. It is their responsibility to look after and disinfect their visor on a daily basis. Parents are welcome to wear face coverings when dropping off and collecting pupils. It is up to parents if they want their child to wear a face mask on the playground. | Senior Leadership Team | Sep-20 |
| | 17.2 | FFP2 / 3 masks are not generally necessary in a school setting. | N/A | N/A | N/A |
| | 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. | PPE made available for those staff who carry out intimate care. These needs will be outlined in intimate care plans and IPRA's where appropriate for individuals. Such documents will be shared with staff. | LJ/GK/JO/ML | May-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. | PPE readily available for those staff who require it as advised by SEND team. | JO/LJ | Ongoing |

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| | 17.5 | Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted. | Goggles used to be cleaned by individuals between each use. Cleaning supplies to be made available in care suites. Where there is a requirement for this protection due to a medical or SEND needs, it will be outlined in intimate care plans and IPRA's where appropriate for individuals. Such documents will be shared with staff. | ML/SF | Ongoing |
| | 17.6 | Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work. | Staff who are working with pupils who may get bodily fluids and spit on their clothes have been advised to bring a change of clothes to work. | LJ/JO | Jul-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. | Orders placed weekly through the PPE Team | JO | Ongoing |
| | 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. | It is encouraged for staff to wear a visor or face mask/covering when in high footfall areas. HLTAs will teach with visor when working between bubbles. It is their responsibility to look after and disinfect their visor on a daily basis. Parents are welcome to wear face coverings when dropping off and collecting pupils. It is up to parents if they want their child to wear a face mask on the playground. | Senior Leadership Team | Sep-20 |
| | 17.8 | Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them. | This RA shared with all staff via email. Staff take own responsibility for this. If they require a sealable plastic bag then they will contact Jess Oxley. Due to primary age of pupils, they do not need to wear masks around the school site. | N. Edensor and J Oxley | Oct-20 |
| | 17.9 | It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly. | Staff will be made aware of this requirement when RA is emailed out. Staff will then become accountable for this. All staff have access to own school visor and face mask from home. | N. Edensor and J Oxley | Oct-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. | All staff have returned to school during the phased reopening apart from those shielding. They will receive a WASP and will be able to access Smart Clinic to support with anxieties. Risk assessment will be shared with all staff and will continue to attend supervision. | Senior Leadership Team | September 2020 |
| | 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. | Staff have received supervision meetings and have been phased in part time. Briefings will be held to address and issues or concerns with the RA. | Senior Leadership Team | 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 | Access to DFE guidance, cascaded to staff. Priority on the school improvement plan. School's HR is use to sign post staff for support. | Senior Leadership Team | Ongoing |
| | 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. | WASPs to be updated or written to support any changes in physical or mental health issues. | SN | Ongoing |
| | 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. | Staff meetings/briefings will be held adhering to social distancing guidelines and where appropriate via Zoom or Teams. Staff who are working at home will be contacted regularly. | Senior Leadership Team | Ongoing |

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| | 18.6 | Identify Mental Health First Aiders. | All staff are aware of who the mental first aiders are from June's staff briefings. A reminder will be placed in the staffroom | Senior Leadership Team | Ongoing |
| | 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). | All staff were signposted to our HR's external support at our June staff briefings. A poster with relevant contact details will be available in the staffroom | Senior Leadership Team | Ongoing |
| | | 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. | All unessential work has been cancelled and will be rescheduled when safe to do so. Essential work only permitted access to site. | JO | May-20 |
| | 19.2 | Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. | Risk assessments to be sought before any works commence. | JO | Ongoing |
| | 19.3 | Contractors should adhere to social distancing guidelines. | Essential contractors made aware they must adhere to social distancing prior to commencing work. Essential works to be scheduled to be carried out at the end of the day or through the holidays when the building is unoccupied where possible. Contractors provided with code of conduct prior to visit. | JO/ML/SF | Ongoing |
| | 19.4 | Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site. | Contractors made aware they must adhere to regular handwashing whilst on site and asked to wash/sanitise their hands before entering the building. | JO/ML/SF/Office Team | Ongoing |
| | 19.5 | If contractors need supervising this should be done following social distancing guidelines. | Contractors to be supervised when necessary by the site management team whilst maintaining social distancing. | ML/SF | Ongoing |
| | 19.6 | Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms. | Contractors will not be permitted to site should they or their family members be self isolating or displaying any symptoms- detailed on code of conduct. | ML/SF | Ongoing |
| | 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. | Cleaning Team to deep clean any areas following 72 hour quarantine where a contractor has worked should they display any symptoms. Contractors will be asked to leave immediately should they display symptoms. | LCC Cleaning Team/ML/SF | Ongoing |
| | 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. | Should a contractor be on site for long periods they will be provided with separate toilet facilities. They will only be permitted to use the designated toilet area. The toilet will be cleaned once the work is completed. Contractors will also be made aware of the "If you use it-wipe it" principle. | LCC Cleaning Team/ML/SF | Ongoing |
| | 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. | Normal procedures will still remain in place whilst adhering to social distancing. Records of contractors who access the site will be kept for 14 days. | JO/ML/SF | Ongoing |
| | 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. | All lettings have ceased during this time. Any meetings that need to be held with external individuals will be carried out via online platforms e.g. Zoom, Microsoft Teams. Where this is not possible visitors will be allowed onto the site and sent the code of conduct which they must agree to prior to their visit. | All | Jun-20 |

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| 20.Lettings / Meetings / Visitors | 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. | Only essential meetings are allowed to take place. All other meetings should be held virtually where appropriate. Meetings that are still required to go ahead will take place in a large, well ventilated room where social distancing can be adhered to. Hand sanitiser and anti-viral wipes will be supplied. Visitors will be allow onto the site and sent the code of conduct which they must agree to prior to their visit. | All | Ongoing |
| | 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. | Visitors will be provided with separate toilet facilities. They will only be permitted to use the designated toilet area. The toilet will be cleaned once the meeting has ended. Visitors also made aware of the "If you use it- wipe it" principle. | LCC Cleaning Team/ML/SF | Jun-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. . | Normal procedures will still remain in place whilst adhering to social distancing. Records of visitors who access the site will be kept for 14 days. | All | Jun-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 . | There are currently no lettings of the school building. Pupils will come to school in their PE kit for the day and PE lessons will be taught outside. All equipment used will be fully cleaned. School does not have changing rooms or a shower block. | Senior Leadership Team | Sep-20 |
| 21.Pupil Wellbeing | | | | | |
| | 21.1 | Guidance is available on Leeds for Learning for pupil wellbeing | | | |
| 22.Fire safety | 22.1 | Consider if the fire evacuation routes need to be altered to take into account the changed use of the site. | Staff supplied with fire eacuation route plan showing how they exit the building should there be a fire. | JO | Jun-20 |
| | 22.2 | Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed. | Guidance supplied to staff to advise that 'bubbles' should not be allowed to mix at fire assembly points. | JO | Jun-20 |
| | 22.3 | Consider if you need to re-allocate fire marshal roles. | Fire marshal roles reassigned to the area they work in only. | JO | Jun-20 |
| | 22.4 | Ensure staff know how to use fire extinguishers, where call points are etc | Staff made aware of who is trained on how to safely use fire extinguishers in their designated area. | JO | Jun-20 |
| | 22.5 | Practice new procedures as soon as possible after opening. | Practice to take place as soon as possible upon reoprning in September. | NE/JO/ML | Jun-20 |
| | 22.6 | Consider if staff and pupil PEEPs need to be amended. | SEND to amend where applicable if a pupil with a PEEP attends once reopening commences. | LJ/GK | Jun-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. | Any changes to be checked with Bev Spooner at LCC and amendment made to the Fire Risk Assessment/Fire Management Plan. | JO | Jun-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. | Timetable in place. Briefing to explain all expectations prior to pupils returning to | Senior Leadership Team | Sep-20 |
| | 24.1 | Inform catering staff of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc.. | Regular communication continues with Leeds Catering Team | Senior Leadership Team | Ongoing |

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| 24. Catering | 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. | Pupils will be an option of a hot or cold grab bag eaten in their classrooms (Y1 to Y6). | Senior Leadership Team | Ongoing |
| | 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. | Grab bags available for FS 2 pupils in the hall only. | Senior Leadership Team | Jul-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. | Ongoing | Leeds Catering Team | Ongoing |
| | 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. | Ongoing | Leeds Catering Team | Ongoing |
| | 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. LCC catering staff are allowed to use alcohol based hand sanitisers. | Ongoing | Leeds Catering Team | Ongoing |
| 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. | Inductions for new staff carried out in July. Existing staff communicated frequently via email. | Senior Leadership Team | Jun-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. | System already established since June by the Office Team | Office Team | Jun-20 |
| 27. Transport to School by My Bus or School Buses (not public transport buses) | 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. | N/A | N/A | N/A |
| | 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.. | N/A | N/A | N/A |
| | 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. | N/A | N/A | N/A |
| | 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. | N/A | N/A | N/A |
| | 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. | N/A | N/A | N/A |
| | 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. | N/A | N/A | N/A |

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| | 27.7 | Travel Assistance Cards to show to the driver are available for download at wymetro.com . | N/A | N/A | N/A |
| | 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. | | | |
| | 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. | | | |
| 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. | N/A | N/A | N/A |
| | 28.2 | Schools who operate a childrens centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting. | N/A | | |
| 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). | Current marking and feedback policy still applicable. Online formative assessment system already in use. Expectations will be set on the 7th September during the staff training day. | Senior Leadership Team | Ongoing |
| 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. | Reading volunteers will be assigned to a bubble | | |
| | 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. | School does not use Supply agencies | N/A | N/A |
| 31. Before and after school clubs | 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. | Breakfast club set up with a limited number of pupils. | Senior Leadership Team | Sep-20 |
| | 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. | Limited number of pupils uses additional space across school will encourage pupils to stay in their bubbles during Breakfast club time. | Senior Leadership Team | 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. | Communicated to parents in July via newsletter plus regular communication with parents in Septembers via various social media platforms. | Senior Leadership Team | Ongoing |
| | 31.4 | 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. | School currently has no lettings. | Senior Leadership Team | Sep-20 |

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| 32. Music and Performing Arts - for detailed guidance follow https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/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. | Music will be taught in bubble in classrooms. There will be no 'coming together' as a school community during the Autumn Term | Senior Leadership Team | 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. | School will follow this advice and will inform all staff. | Senior Leadership Team | 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. | School will follow this advice and will inform all staff. | Music Leader | 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. | N/A | N/A | N/A |
| | 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. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands). Instruments should be cleaned by the pupils playing them, wherever possible. | School will follow this advice and will inform all staff. | Music Leader | Sep-20 |
| 33. PE / Sports including dance. | 33.1 | Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities. | Shared sports equipment will be cleaned regularly by the Site Management Team. All PE will be actioned outside - weather permitting and will be reviewed after Half Term 1. | PE Leadership Team | Sep-20 |
| | 33.2 | Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation | No contact sports planned for the first term | PE Leadership Team | Sep-20 |
| | 33.3 | External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities. | N/A | N/A | N/A |
| | 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. | School will continue working with Leeds United. School will have access to their risk assessment and this risk assessment will be shared with the external coaches | PE Leadership Team | Sep-20 |
| | 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. | Pupils will be encouraged to come into school on PE days in appropriate sports wear. Communicated to parents via newsletter. | Senior Leadership Team | 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. | No swimming planned for the first term. This will be reviewed from Spring term. | Senior Leadership Team | Sep-20 |

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| | 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-pesspa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary). | Resources mentioned in this section will be referred to as and when necessary | PE Leadership Team | Jun-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/ | N/A for primary school pupils | N/A | N/A |
| 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. | Cleaning rota in place for the site management team to action throughout the school day. | Site Management Team | Jul-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 | Teachers have the responsibility to remove any equipment they feel will be difficult to clean. This was actioned in June 2020 and will continue for term 1. It will be reviewed as informed by the LA. | Teaching Staff | June 2020 and ongoing |
| | 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). | Good safe housekeeping in place | Senior Leadership Team | Ongoing |
| | 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. | Cleaning rota in place for the site management team to action throughout the school day. | Site Management Team | Ongoing |
| | 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 stationary, 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. | Cleaning rota in place for the site management team to action throughout the school day. Parents informed as to what their children can take to school via letter. | Site Management Team | Ongoing |
| | 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. | Early Years staff aware of this expectation from reading this risk assessment. | Senior Leadership Team | 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. | English Team will share this expectation with all staff. | English Team | Sep-20 |
| | 36.1 | Good record keeping is key to managing any potential positive cases and / or outbreaks. | System already established since June by the Office Team | Office Team | June 2020 and ongoing |

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| 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. | Good record keeping already established to ensure that safe systems and procedures are in place. | Senior Leadership Team | Ongoing |
| | 36.3 | If your existing systems to 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. | Good record keeping already established to ensure that safe systems and procedures are in place. | Senior Leadership Team | Ongoing |
| | 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. | School effectively uses CPOMS which is established across school and used by all staff. | Senior Leadership Team | Ongoing |
| | 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. | Good record keeping already established to ensure that safe systems and procedures are in place. | Senior Leadership Team | Ongoing |
| 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. | The school mini bus is currently only being used for staff. If in the future, pupils need to be transported or collected then face masks and sanitiser will be provided. Furthermore pupils will be socially distanced to limit any contact. | Senior Leadership Team | Sep-20 |