

## Managing Covid 19 in Schools from March 2022 - Risk Assessment - V7.00 - Section 1 - Overall Covid Controls

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Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
<b>1. Handwashing and hand sanitisers</b>	1.1	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	Reviewed March 2022
	1.2	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 or hand dryers 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	Autumn term - reviewed January 2022
	1.3	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 Wall mounted hand sanitiser units are located outside each classroom door.	Site Management Team	Ongoing
	1.4	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	on going
	1.5	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
	1.6	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
	1.7	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
	1.8	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
	1.9	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 sanitising products are used	LCC Catering Team	On going
<b>2.Cleaning / Hygiene</b>	<b>General Cleaning</b>				

2.1	Regular cleaning plays a vital role in limiting the transmission of COVID-19. Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. Guidance is available in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> .	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
2.2	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.	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	On going
2.3	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 day or at regular points throughout the day. Cleaning is especially important if other groups will be using the equipment in the next 2 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
2.4	Malleable materials for messy play can be used provided they can be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	Amended. Foundation Stage team are aware of this information via email with RA attached	SN/LH	Sep-21
2.5	Staff undertaking wider cleaning should wear disposable gloves and aprons.	Aprons provided to site management team/staff where applicable. LCC Cleaning Department has provided their cleaners with the appropriate PPE.	LCC Cleaning Team/ML/SF	Daily
2.6	<b>Resources shared between groups</b> - for lessons that use resources that are shared between groups, such as sports, art and science equipment staff and pupils should regularly wash or sanitise hands and equipment / resources that have been handled should be cleaned between groups or rotated to allow them to be left unused for a period of 48 hours.	Cleaning rota in place for the site management team to action throughout the school day.	Site Management Team	01/07/2020. Reviewed Jan 2021
2.70	<b>General classroom resources</b> - Classroom based resources, such as stationary, books and games, that are used by one group can be used and shared within this group and these should be cleaned regularly. Pupils can take resources e.g. library books, home and these should be wiped down on return. Staff handling these should sanitise or wash hands before and after handling them	Staff are made aware of this information via email with the RA attached.	SLT	2021

2.8	<b>Soft Furnishings / Therapeutic equipment</b> - Consider how soft furnishings can be cleaned and ensure this is carried out on a regular basis. Steam cleaning may be required. 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 discrete group of users / user (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 use / group of users, or be left unused for a period of 48 hours between use by different individuals / discrete groups of users. 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 a limited number of pupils and be washed at regular intervals.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
2.9	<b>Staff Rooms</b> - shared resources such as fridges, milk, tea, coffee etc. Computers etc can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle.	Actioned	SLT	Sep-21
2.10	<b>Play equipment</b> - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
<b>Toilets</b>				
2.11	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.	Site Management to continue to provide extra cleans of targeted areas throughout the day. Expectation set at staff briefing	Site Management Team	Sep-21
2.12	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 “ <b>If You Use It – Wipe It</b> ” principle. 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 / Clean It” principle (for older pupils, staff and visitor facilities).	'If you use it - Wipe it' principle already established across school. Signage applied to the backs of toilet doors and above sinks to remind of the "If you use it- Wipe it" principle.	Senior Leadership Team	01/06/2020. Reviewed January 2021
<b>Areas used for Isolating persons displaying symptoms</b>				
2.13	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. Sign placed on door to show room cannot be entered and when deep clean can take place from. Deep clean of the room will then be undertaken following 72 hour quarantine.	LCC Cleaning Team/ML/SF	Ongoing
2.14	Areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. In other areas all surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as resources, door handles, seating etc. Details on how to clean these can be found in COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk). When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.	Cleaning guidelines shared with cleaning team/site management team.	LCC Cleaning Team/ML/SF	Ongoing
<b>Clothing</b>				
2.15	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 clothes washing.	Senior Leadership Team	Ongoing
<b>Hygiene Suites / Intimate Care Facilities</b>				

	2.16	Touch surfaces such as toilet seats, couches etc should be cleaned between use, including slings and hoists and control panels. This could follow the 'If you use it - Wipe it' principle.	Care Suite to be cleaned by the last member of staff to use it. 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
		<b>Water fountains</b>			
	2.17	Water fountains in shared pupil areas should continue to be taken out of use.	Water fountains have already been decommissioned. To remain out of use.	ML/SF	Mar-22
	2.18	Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands before and after is required. For younger pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.	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	01/06/2020 Reviewed Feb 2021
		<b>Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.</b>			
	2.19	Sanitisers should be used before touching biometrics or paper / electronic signing in systems 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
	2.20	Lift control panels should be cleaned at least twice a day in line with other frequent touch points.	N/A	N/A	N/A
	2.21	IT equipment should be cleaned at least once a day if used by several persons and individuals should wash or sanitise their before and after use.	ICT suite to be closed to pupils to reduce cross contamination.	ML/SF	Ongoing
<b>3. Ventilation</b>	3.1	Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is : a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy or smell bad. Schools can use the CO2 monitors provided by the DfE to help identify poorly ventilated areas. Where teaching areas (and staff rooms in SEND settings) are identified as poorly ventilated and this cannot be resolved through simple measures such as opening doors and windows, or other remedial works then air cleaning units should be considered. State funded schools that met the eligibility criteria can apply for funded air cleaning units. <a href="https://drive.google.com/file/d/1K9jZhgH1fjbBvYKg2b4sjIMiVWrQK1vH/view">https://drive.google.com/file/d/1K9jZhgH1fjbBvYKg2b4sjIMiVWrQK1vH/view</a>	Assemblies will continue to be virtual this term. Staff are aware of the importance of well ventilated rooms and will continue to follow these control measures.	SLT	Sep-21
	3.2	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. External opening doors may also be used (as long as they are not fire doors and where safe to do so) 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.	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. External opening doors can be kept open (confirmed by the LCC Fire Safety Team).	ML/SF	Ongoing
	3.3	Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21

	3.4	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. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> .	Air conditioning systems to continue to be used as normal.	JO	Ongoing
	3.5	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened, d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
	3.6	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable.	Staff are made aware of this information via email with the RA attached.	SLT and Site Management	Sep-21
<b>4. Persons displaying Covid symptoms or testing positive for Covid.</b>	4.1	All persons who are displaying symptoms or who have tested positive for Covid should not come into school and should follow the current Government guidance on self isolating. In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice.	Staff and parents to be informed via email and letters sent to advise on correct procedure.	SLT	Sep-21
	4.2	Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. If COVID-19 is suspected the child should start isolating and get tested.	Staff are made aware of this information via an email with the RA attached.	SLT	Sep-21
<b>5. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site.</b>	5.1	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. Settings have been 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.	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

	5.2	Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so. Pupils will need to be supervised whilst this takes place. A window should be opened for fresh air ventilation if possible. 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 room will be used and will be thoroughly cleaned by the Site Management Team through the day	SLT and Site Management	reviewed Sept 2021
	5.3	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	Autumn term - reviewed January 2021
	5.4	Where the <b>initial</b> child, young person or staff member with symptoms tests <b>negative</b> , they can return to their setting.	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 or positive result to the school office.	Senior Leadership Team/Office staff	Ongoing
	5.5	If a member of staff has helped someone who was unwell with Covid symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Amended. Staff are made aware of this information via email with the RA attached.	NS. Nicholson	Sep-21
	5.6	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
	5.7	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
	5.8	UK Health and Safety Agency (UKHSA) 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
		<b>Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have reasonable evidence that a member of staff has contracted Covid-19 through their work activities.</b>			
		<b>Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.</b>			
<b>6. Outbreak Management</b>	6.1	There should be a school specific outbreak management plan in place, relevant staff should be aware of the thresholds for potential outbreaks and should be monitoring positive cases in the school. If settings think they may have an outbreak and require support they should contact <b>DfE COVID-19 helpline</b> for advice. In some cases, measures such as re-introducing bubbles, LFD testing, masks and social distancing may be recommended. In addition schools may be contacted by the Local Health Protection Team and / or LCC HSWT if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01.	SLT to follow the steps set out in the Outbreak management plan	SLT	Sep-21
	6.2	Notify LCC of positive cases in your setting via DCS Alert using form PCIF 01.	SLT to follow the steps set out in the Outbreak management plan	SLT	Sep-21
	6.3	If there are unvaccinated clinically vulnerable pupils and staff within a setting schools may need to put temporary additional protective measures in place in earlier in certain circumstances. These could include wearing face coverings (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Any decision to take additional precautions should be based on the schools specific circumstances and the needs of the clinically vulnerable children and young people within the setting. Schools should weigh up what impact additional precautions may have on education and wellbeing.	SLT to follow the steps set out in the Outbreak management plan. Additional steps to be brought in when needed e.g. face coverings etc.	SLT	Mar-22

<b>7. Close household contacts of positive cases</b>	7.1	People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID-19 while they were infectious are also at high risk.	Staff and parents informed to be aware of COVID-19 symptoms.	SLT	Mar-22
	7.2	Adults who live with, or have stayed overnight in the household of, someone who has COVID-19, are advised to: a) work from home if they are able to, b) limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces, c) avoid contact with anyone known to be at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system, d) wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people, e) pay close attention to the main symptoms of COVID-19. If they develop any of these symptoms, they should order a PCR test. They should stay at home and avoid contact with other people whilst awaiting the test result.	Staff and parents informed to be aware of COVID-19 symptoms.	SLT	Mar-22
	7.3	This advice should be followed for 10 days after the day the first person they live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).	Staff and parents informed to be aware of COVID-19 symptoms. Advised to monitor for 10 days.	SLT	Mar-22
	7.4	Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.	Parents encouraged to continue bringing child to school .	SLT	Mar-22
<b>8. Controlling access into the school for staff, pupils and members of the public.</b>	8.1	In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping 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, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time.	Staggered starts and end of the days continue. Pupils lunch and playtimes now in year groups not class bubbles.	SLT	Sep-21
	8.3	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	Jan-21
	8.4	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
	8.5	<b>Travelling from Abroad</b> - the guidance for persons travelling from abroad is updated regularly. Staff and pupils returning from abroad should follow the government guidance. This can be found at <a href="https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</a>	Actioned	N/A	01/09/2021 updated Dec 2021



9. PPE for staff and pupils.	9.1	<p><b>The legal requirement to wear a face covering no longer applies. However, the government suggests that people continue to wear a face covering in crowded and enclosed spaces where they may come into contact with people they do not normally meet.</b> Pupils, staff or visitors may choose to wear face coverings in any setting. Schools can also choose to ask their staff or visitors to wear a face covering, even though they are not legally required.</p> <p><b>Outbreak Management</b> - Schools also have discretion in whether they consider pupils and staff should continue to wear face coverings and this is a decision which can be taken by considering the individual context of the school and the number of cases the school is experiencing. The use of face masks in individual settings will continue to be one of the measures that can be taken to reduce transmission in the case of significant outbreaks as per your Outbreak Management Plan. <b>Transport</b> - it is recommended face coverings are still worn by staff and pupils over 11 on public and dedicated transport. <b>Close contact</b> - if staff have to work in close contact with pupils e.g. to supervise science experiments, D&amp;T or Art activities, speech and language work, feeding, etc .. face shields or Perspex screens may still be appropriate. <b>Choice / IPRA or WASP</b> - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face coverings should still be worn where it has been identified in an employee or pupil risk assessment as a necessary control measure for that individual.</p>	Staff are made aware of this information via email with the RA attached.	SLT	01/09/2021 Updated Dec 2021
	9.2	FFP2 / 3 masks are not generally necessary in a school setting. Face shields may offer staff an additional level of protection when working in places where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).	Staff are made aware of this information via email with the RA attached.	SLT	01/09/2021 Updated Dec 2021
	9.3	<b>Intimate Care</b> - 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 IPRAs where appropriate for individuals. Such documents will be shared with staff.	LJ/GK/JO/ML	01/05/2020. Reviewed January 2021
	9.4	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
	9.5	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 IPRAs where appropriate for individuals. Such documents will be shared with staff.	ML/SF	Ongoing
	9.6	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	On going
	9.7	As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face to face contact e.g. via the use of screens. Staff in open reception areas should wear face coverings (and face shields) if screens cannot be provided.	Enclosed office space suitable for staff. Glass screens to remain closed.	Senior Leadership Team	Reviewed January 2021



	9.8	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 whenever a new risk assessment has been published by LCC or when changes are made. Staff take own responsibility for this. If they require a sealable plastic bag then they will contact J. Oxley.	Senior Leadership Team	01/10/2020. Reviewed January 2021
	9.9	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.	Senior Leadership Team	01/10/2020. Reviewed January 2021
<b>10. Staff and Pupil Wellbeing</b>	10.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns. School staff should be inducted / become familiar with new working practices as soon as possible.	Staff are made aware of this information via email with the RA attached. Inductions for new staff carried out in July. Existing staff communicated frequently via email.	SLT	Sep-21
	10.2	Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety with the removal of many of the previous restrictions and as whole school control measures have changed. A WASP is available via Leeds for Learning.	S. Nicholson to work with HR to achieve this	S. Nicholson	Sep-21
	10.3	It is recommended that regular staff meetings 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
	10.4	Identify Mental Health First Aiders. 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 are aware of who the mental first aiders are from June's staff briefings. A reminder will be placed in the staffroom. 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
	10.5	Consider that staff may still be supporting remote learning of pupils and / or a mixture of face to face and remote learning and that additional PPA time / time may be needed on staffing rotas to support this or support amended learning plans.	Clear staff rota ensures that one teacher is in school weekly teaching pupils, whilst the other two teachers in that year group work from home providing quality home learning for pupils. PPA is taken at home.	Senior Leadership Team	From January 2021
		<b>Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning.</b>			
		<b>Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages.</b>			
<b>11. Persons at Higher risk from Covid.</b>		<b>Persons at higher risk (formerly called Clinically Extremely Vulnerable persons, Clinically Vulnerable persons and including BAME, staff over 60, pregnant staff).</b>			

11.1	<p><b>Staff</b> - Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID 19. Government guidance is that for most people who were CEV, they are no longer at substantially greater risk than the general population, and they are advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19). In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. WASPs or employee risk assessments already in place for staff at higher risk should be reviewed following the recent changes to guidance to ensure it is as safe as possible within the remit of the guidance. This should include considering if additional control measures are still required. For example : a) can certain activities / tasks be carried out at home to reduce time on site ? b) can a lower risk role be carried out for all / some of the time ? c) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation ? d) travelling at non peak times if using public transport, e) face masks / face shields / Perspex screens in class, f) additional PPE such as aprons / gloves.</p> <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with additional treatments for some staff at higher risk are all additional control measures that are now in place. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and applicable LFD testing programmes if they are able to.</p>	<p>WASPs are in place for those members of staff returning to work and alternative roles from June and have been reviewed in September 2021. These reflect current guidance for those staff to continue in to their setting.</p>	SN	Sep-21
11.2	<p><b>Pupils</b> - following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. IPRAS must be reviewed for such pupils following the recent changes to guidance to ensure it is as safe as possible within the remit of the guidance. This should include considering if additional control measures are still required.</p>	<p>WASPS to be updated following any advice from OH or GP. IPRA to be updated by SEND Team following updated GP advice.</p>	SN/LJ/GK	01/09/2021 Updated Dec 2021

11.3	<p><b>Pregnant Staff and Pupils</b> - The Royal College of Obstetricians and Gynaecologists (RCOG) says: "<b>Studies from around the world show that pregnant women are no more likely to get COVID-19 than other healthy adults. Roughly, two-thirds of pregnant women with COVID-19 have no symptoms at all, and most pregnant women who do have symptoms only have mild cold or flu-like symptoms. But people who are pregnant and unvaccinated or not fully vaccinated are at increased risk of becoming severely unwell if they catch COVID-19, which can lead to them needing intensive care and their baby being born prematurely. Those who are pregnant, as a minimum, should follow the same guidance on COVID-19 as the general population (for example about vaccination, testing or self-isolation).</b>" Some pregnant staff may be at higher risk including those who are BAME, have a BMI of 30 or above, have pre-pregnancy co-morbidity, such as pre-existing diabetes and chronic hypertension, have a maternal age 35 years or older or who are over 26 weeks pregnant.</p>	WASPs are in place for those members of staff returning to work and alternative roles from June and have been reviewed in September 2021. These reflect current guidance for those staff to continue in to their setting.	SN	Sep-21
11.4	<p>With the above in mind : a) all pregnant staff should have an employee risk assessment carried out when you are informed they are pregnant taking into account if they are at higher risk, b) pregnant staff over 26 weeks, or with underlying medical conditions that place them at increased risk must have their employee risk assessment reviewed before they reach 26 weeks and any additional control measures should be in place before they continue in work after 26 weeks. Be mindful that stress and anxiety can also have a negative impact on pregnant staff and their unborn children. Taking into account if staff have been vaccinated, additional control measures for all pregnant staff should be considered and implemented if they are reasonably practicable following the hierarchy below: a) whether it is possible for the individual to work from home if their role means they cannot distance easily, b) what reasonable adaptations to their role would mean they could work from home for some or all of the time, c) can certain activities / tasks be carried out at home to reduce time on site, d) can a lower risk role e.g. working with older pupils where distance can be achieved be carried out for all / some of the time, e) can the groups of pupils / staff they work with be restricted to reduce mixing, f) identify times when the member of staff / pupil can distance in school and inform others of the need to distance at those times, g) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation, h) can they travel at non peak times if using public transport, i) the use of face masks / face shields / Perspex screens in class and communal areas, j) additional PPE such as aprons / gloves. This will be in addition to the general control measures contained in the overall Covid-19 assessment. Advice can be sought from Occupational Health. The same principles should be applied to pregnant pupils when completing their IPRA.</p>	WASPs are in place for those members of staff returning to work and alternative roles from June and have been reviewed in September 2021. These reflect current guidance for those staff to continue in to their setting.	SN	Sep-21

	11.5	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. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. If there are <b>unvaccinated clinically vulnerable pupils and staff</b> within your setting, you may consider temporary additional protective measures if they are in close contact with another pupil or member of staff who is a household contact of a positive case. These could include the household contact wearing a face covering (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Any decision to take additional precautions should be based on the specific circumstances of the individual close contact and the clinically vulnerable children and young people within the setting, and you should weigh up what impact additional precautions may have on education and wellbeing. No pupil or student should be denied education based on their compliance with any additional precautions.	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	01/09/2021 Updated Dec 2021
12. First Aid	12.1	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 completed in June/July 2021.	Senior Leadership Team	Completed June/July 2021
	12.2	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. Refresher training completed in November.	Senior Leadership Team	Completed November 2020
13. Contractors, visitors, lettings and meetings.	13.1	Contractors and lettings should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors, visitors, and lettings should adhere to the schools risk assessment when on site including wearing face coverings if required.	Risk assessments to be sought before any works commence. Schools Risk Assessment shared with contractors	JO	Ongoing
	13.2	Contractors, lettings and visitors should 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
	13.3	Contractors, lettings and visitors should follow the current Government advice on self isolating if they have Covid symptoms or have tested positive. It is recommended schools do not allow contractors or visitors on site if they are not following the isolation guidance and are displaying symptoms or have tested positive.	Contractors to be supervised when necessary by the site management team whilst maintaining social distancing.	ML/SF	Ongoing
	13.4	If contractors, lettings or visitors 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.	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
	13.5	If contractors, lettings or visitors are on site for long periods of time when the school is open to pupils 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 / Clean 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
	13.6	Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, can meet indoors and outdoors. The activities should ensure that a) everyone maintains good hand hygiene and cleans their hands regularly, including as they arrive, between activities, and as they leave, b) adults are asked to wear face coverings where settings have identified this is advisable, c) indoors the areas used are well ventilated with fresh air (see the section on ventilation), d) any rooms used by these groups are cleaned after each use, e) activities take place outside where safely possible.	Records of visitors who access the site will be kept for 14 days.	Office Team	Ongoing

	13.7	In Early Years settings parents are more likely to come into the premises to drop off / pick up children, settle new children and to help their children adapt to their new environment. It is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) ask visitors to wear face coverings during such contact in enclosed / crowded spaces, c) ensure parents / carers avoid close contact with other children where possible.	N/A	N/A	N/A
14. Catering	14.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc.. Catering staff should observe the school risk assessment whilst on site. LCC catering staff are allowed to use alcohol based hand sanitisers.	Regular communication continues with Leeds Catering Team	Senior Leadership Team	Ongoing
	14.2	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between sittings.	Ongoing	Leeds Catering Team	Ongoing
15. Drop off of Essential Items Forgotten by Pupils	15.1	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. Staff doing this should thoroughly wash or sanitise hands before and after handling the items.	System already established since June by the Office Team	Office Team	01/06/2020. Reviewed January 2021
16. Marking / Handling School Work	16.1	Staff and pupils can take books and other shared resources home. For marking work, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. If pupils or staff have been displaying symptoms any work or resources they have handled during that time should be left for at least 48 hours or cleaned.	Current marking and feedback policy still applicable. Online formative assessment system already in use. Expectations set on the 7th September during the staff training day and revisited on a regular basis where necessary.	Senior Leadership Team	Ongoing
17. Curriculum activities - music, dance, drama, PE, D&T, Science.	17.1	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. However, there is now 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 loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 for events and attractions, which provides details of how to manage audiences.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
	17.2	If activities are carried out indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition rooms with high ceilings are expected to enable dilution of aerosol transmission. Where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercise), providing ventilation sufficient to keep CO2 levels below 800ppm is recommended.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
	17.3	Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
	17.4	Avoid sharing instruments and equipment wherever possible. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. If equipment such as props, scripts, scores and microphones need to be shared or passed hand to hand ensure good handwashing or sanitising before and after this takes place. Instruments should be cleaned by the pupils playing them, wherever possible.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
	17.5	Agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival or before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, if this is less than 48 hours they should be cleaned before first use and before returning the instrument.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21

	17.6	For PE ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment that has been 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 48 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
	17.7	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. Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a> . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
	17.8	PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.	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	01/09/2020. Reviewed January 2021
	17.9	To minimise time spent in changing rooms if they are poorly ventilated 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 to continue coming to school in sports wear on PE days	SLT	Sep-21
	17.10	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a>	N/A for primary school pupils	N/A	N/A
<b>18. Educational Visits</b>					
	18.1	Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. Schools should be aware that the travel list (and broader international travel policy) is subject to change and travel lists may change during a visit. Schools must comply with international travel legislation and should have contingency plans in place to account for these changes.	There are no international visits planned.	N/A	01/09/2021 Updated Dec 2021
	18.2	Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
	18.3	Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21

<b>19. Use of dedicated transport, school minibuses / transport e.g. for travel to school, visits, transfer between settings, emergencies</b>	<b>19.1</b>	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: a) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.	Windows to be kept open when aboard the schools minibus. Staff are made aware of this information via email with the RA attached.	Staff licensed to drive mini bus	Ongoing
	<b>19.2</b>	If using private vehicles or car sharing the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, e) cleaning the touch points between journeys using standard cleaning products.	Staff are made aware of this information via email with the RA attached.	SLT	Sep-21
<b>20. Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk assessment.</b>	<b>General Controls</b>				
	<b>20.1</b>	Carry out events outdoors wherever possible. If indoors, use a large well ventilated space.	Actioned via email to staff	SLT	Sep-21
	<b>20.2</b>	In line this risk assessment, it is recommended that for events involving contact with large numbers of visitors, including parents / carers, that : a) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, b) visitors are asked to avoid close contact with pupils who are not part of their household where possible.	Actioned - all staff to read risk assessment	SLT	Sep-21
	<b>20.3</b>	Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons.	All sports equipment fully cleaned between bubbles.	SLT	Jun-21
	<b>20.4</b>	Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place.	School will adhere to all guidance. Staff aware of this information through RA	SLT	Jun-21
	<b>20.5</b>	Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils.	N/A	N/A	N/A
	<b>20.6</b>	Visitors to all school settings can be asked to wear a face covering when in school premises.	Actioned - staff to read risk assessment and follow these control measures	SLT	01/09/2021 Updated Dec 2021
	<b>20.7</b>	Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance.	Actioned - staff to read risk assessment and follow these control measures	SLT	Sep-21
	<b>20.8</b>	Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible.	Actioned - staff to read risk assessment and follow these control measures	SLT	Sep-21
	<b>20.9</b>	Risk assess whether staff, especially those who are at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities.	School will adhere to all guidance. Staff aware of this information through RA	SLT	Jun-21
	<b>20.10</b>	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.	N/A	N/A	N/A
	<b>Arrival, departure and movement around the premises.</b>				
<b>20.11</b>	Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site.	No attendees invited.	SLT	Jun-21	



	20.12	Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits.	Classes will exit and enter via classroom external doors where applicable	SLT	Jun-21
	20.13	Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground.	In place	SLT	Jun-21
	20.14	In line with 18.2 above visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day where possible.	This is not possible but additional cleaning throughout the day will happen.	Site Management Team	Sep-21
	20.15	Provide allocated seating where possible and consider deploying marshalling staff to manage crowding before and after events. Marshalling may also be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding.	No large gathering events planned	No large gathering events planned	Sep-21
21. Asymptomatic Testing	21.1	Asymptomatic mass testing is no longer recommended for staff (and pupils where relevant) in mainstream settings.	Actioned	SLT	Feb-22
	21.2	Staff and pupils in <b>specialist SEND settings, AP and SEND units in mainstream schools or equivalent in FE colleges</b> , (for example those completing courses which are specifically for students with disabilities and/or learning disabilities such as Supported Learning courses and Foundation/SEND courses), are currently advised to continue regular twice weekly testing. Staff, and pupils and students of secondary school age and above, should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. <b>There is no need for primary age pupils (those in year 6 and below) to test.</b>  These settings should maintain an on-site asymptomatic testing site (ATS) where possible. Even if it is appropriate for the majority of pupils or students to test at home, we recommend settings retain a small ATS so that they can offer testing to pupils or students unable to test at home. In some settings, the on-site ATS may need to maintain more capacity if a large number of pupils or students cannot take advantage of the home testing offer.	N/A	N/A	N/A
	21.3	Sections 2 of this risk assessment is being followed by the school and staff / pupils taking part.	Actioned	SLT	Feb-22
22. School Sites Shared with other Users e.g. PFI Staff, Children's Centres	22.1	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
	22.2	Schools who operate a children's centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting.	N/A	N/A	N/A
23. Record Keeping	23.1	Good record keeping is key to managing any potential positive cases and / or outbreaks. Records of positive cases should be kept and the sample spreadsheet can be used for this.	System already established since June by the Attendance and Office Team	Office Team	June 2020 and ongoing
	23.2	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 Covid case spreadsheet.	Staff are made aware of this information via email with the RA attached.	Office Team and S. Nicholson	Sep-21