

Managing Covid 19 in Schools from 8th March 2021 opening - Risk Assessment - Version 5.06 - Section 2 Ongoing procedures and practices subject to regular review and change

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).			
	6.1.1	<p>Staff - From 1st April 2021 CEV staff are no longer advised to shield and can return to the workplace. Government advice is currently that everyone is advised to continue to work from home where possible, but if staff cannot work from home they should now attend the workplace. Employee risk assessments e.g WASPs must be reviewed for all Clinically Extremely Vulnerable staff before they return to the workplace to ensure it is as safe as possible. This should include considering if it is possible for the member of staff to continue to work from home, or whether reasonable adaptations to their role would mean they could work from home or if additional control measures are required. For example :</p> <ul style="list-style-type: none"> o can certain activities / tasks be carried out at home to reduce time on site ? o can a lower risk role be carried out for all / some of the time ? o travelling at non peak times if using public transport, o face masks / face shields / perspex screens in class, o additional PPE such as aprons / gloves. <p>Staff that were advised to shield in the February expansion of the shielding programme that did not have an individual Covid risk assessment should have one carried out now before they return to the setting in line with the above considerations. 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, wider use of face coverings in schools, along with LFD testing programmes in schools, for parents / carers, for household members of school staff and in other workplaces, are all additional control measures that are now in place since shielding re-commenced in January 2021. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and LFD testing programmes if they are able to.</p> <p>Pupils -The advice for pupils who remain in the clinically extremely vulnerable group is that they can return to school from 1st April 2021 unless they are under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. IPRA's must be reviewed for all CEV pupils returning to school to ensure it is as safe as possible. Pregnant staff and pupils - More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Pregnant staff and pupils over 28 weeks gestation and those with underlying health conditions which place them at higher risk should work from home if strict social distancing cannot be adhered to or in roles where this is possible and all pregnant staff and pupils should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p>	<p>All staff in the CEV category are working from home in line with Government guidance currently until 31.03.2021. Where appropriate CEV staff will be asked to seek medical advice prior to returning to work and where appropriate Occupational Health will be consulted. Individual risk assessments will be reviewed following any changes to national restrictions or Government guidance. Staff in the CV risk assessment will also be reviewed. Staff who are required to be on site can leave when the school day finishes providing there are no meetings or the meeting can be conducted virtually from home. Where there are any specific childcare concerns arrangements have been agreed with individuals to support their circumstances with the principal of shared care applied. Risk assessments will also be reviewed for pregnant staff</p>	SC/LDB/SW	01/03/2021 & ongoing
	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 March (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.	All staff who were shielding are asked to seek medical advice before returning and have an individual risk assessment where any medical advice is incorporated, see 6.1.1 above	JS/SC/LDB	ongoing
	6.1.3	All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. 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. 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 in these categories are deployed e.g., placing them in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE.	All staff who are CEV or CV have an individual risk assessment, see 6.1.1 above. All staff will be reminded of the control measures in place as part of the transition back to the workplace and regularly thereafter. There are visual signs around the building regarding expectations of hand hygiene and social distancing. Staff working 1:1 can wear visors in the classroom and have a designated seat in the classroom. Until Easter all staff are expected to wear face covering even in the classroom unless they are exempt. As part of the transition back to the workplace all staff will updated with the new Government guidance on wearing face coverings.	JS/LDB/SC	ongoing

	6.1.4	Staff who live with someone who is CEV but who are not CEV themselves, can still attend work where home-working is not possible and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. Staff who live with those who are CV can attend the workplace and they should ensure they maintain good prevention practice in the workplace and at home. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. People who live with CEV or CV persons should have their COVID risk assessment reviewed to see if additional control measures such as staggered start and finish times to avoid rush hour, working in lower risk roles / with lower risk year groups, additional PPE, working with smaller group sizes than full classes, changing clothes / showering on return home could be put in place.	All staff and pupils in this category have had their individual risk assessments reviewed in line with national guidance to take account of work and personal circumstances. Staff who are carers for CEV family members were recently emailed to advise them to be able to access a vaccination.CV students we are aware of have an IPRA which will be reviewed and updated. All staff to maintain 2m distance from other adults and children	JS/LDB/SC	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.	This is made explicit on staff communications, expectation, on Frog and on Risk assessment and during normal communications with staff.	SC/LDB/AMS	4/1/21 and ongoing
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	As above	SC/LDB/AMS	4/1/21
8.Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.1	All persons who develop Coronavirus symptoms 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. 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. Advice will be provided alongside these kits.	Clear guidance shared with all first aiders and with all staff and students. These reminders are consistently be shared with staff.	SW	4/1/21
	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.	A Covid19 isolation room has been identified as the current inclusion room.This has ventilation and own toilet.	SW	4/1/21
	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.	Clear guidance shared with all first aiders, masks available for use	SW	4/1/21
	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 10 days after symptoms have started. Fellow household members can end their self-isolation.	Guidance will be followed. All staff informed they must engage with testing process and inform school of the result-showing evidence where possible i.e. text.	RD/ JS	11/12/20
	8.5	Where a child, young person or staff member tests positive , or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you can 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 10 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.	Guidance is being followed	RD/ JS	11/12/20
	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.Alternatively you can contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. 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.	We will act accordingly on advice from local authority, PHE and DFE	SW	3/3/21
	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.	Clear guidance issued to first aiders/ mass testing team	SW	3/3/21
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Daily cleaning routine in place for all areas used	RC	4/1/21

	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.	Toilet in the isolation room to be used	SW / RC	4/1/21
	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.	Additional space identified as small meeting room to the rear of CLC Auditorium or U1.	SW	4/1/21
	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).	No routine temp checking in place, only students presenting ill at first aid may have their temp taken	RD/SW	4/1/21
		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. Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.			4/1/21
		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.*		4/1/21
		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	Link shared with all staff	LDB/SC	4/1/21
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.	Start and finish times will be staggered additionally each bubble will have their own specific entrance and exit to school. Critical Worker and Vulnerable children group have now same school day as numbers are at present manageable	RD	8/3/21
	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.	Start and finish times will be staggered additionally each bubble will have their own specific entrance and exit to school. Critical Worker and Vulnerable children group have now same school day as numbers are at present manageable	RD	8/3/21
	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.	Start and finish times will be staggered additionally each bubble will have their own specific entrance and exit to school. Critical Worker and Vulnerable children group have now same school day as numbers are at present manageable	RD	8/3/21
	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.	All in use classroom doors will be wedged open and cleaning will take place after each entrance and exit time. Staff will be on duty during these time to ensure safeguarding and social distancing is adhered to.	RD	8/3/21
	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 continue to ask parents / carers/visitors to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to.	Parents advised not to wait outside the gates 2M markers set up for all students lining up to enter	RD	8/3/21
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school. 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.	Key communication by usual channels of social media, website, email and text	RD	8/3/21
	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.	Key communication by usual channels of social media, website, email and text	RD	8/3/21
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Staff entrance in the CLC. Staff told they should use main staff entrance to exit school.	RD	8/3/21
	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.	External notices contact details for suppliers	SW/ RC	8/3/21
	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.	Photographs shared in induction and communications	RD	8/3/21
	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.	Staff in reception work behind a screen	RD	8/3/21
	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.	Written into our entry to school plan	JS/RC/SW	8/3/21
	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 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.	Staff and Student Communication through signage/ email/ FROG notices	SW	8/3/21

10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Sanitiser is provided in the student, staff entrance, visitor entrance, communal areas, all offices and classrooms	SW	8/3/21
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Staff Communication through signage/ email, staff notices	SW	8/3/21
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Tissues are available in all areas and single use and bins emptied regularly. Stocks replenished weekly or when premises staff informed.	SW	8/3/21
	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.	Communication with medical and premises staff through signage, email and notices.	SW	8/3/21
	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.	External notice powerpoint induction. Signage around school reminding staff, students and visitors	SW	8/3/21
	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.	Students have TA support for any identified students where this is required	SW	8/3/21
	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.	In place	SW /RC	8/3/21
	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	Supplies and instructions have been given and discussed with all cleaning personnel. Cleaning detergent/disinfectant has been identified to comply with recommendations and being used. Staff reminded weekly. Notices on staff noticeboard in staffroom and Facilities manager's office	RC	3/3/21
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 products are present in all classrooms under the supervision of teachers. .	RC/SW	3/3/21	
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).	Supplies and instruction given to all cleaning personnel. Students in classrooms to wipe down table prior to start of lesson. Teachers/Teaching Assistants to supervise. Teachers responsible for classroom/work spaces	RC	3/3/21	
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.	All Cleaning staff made aware and is in place. Supervisor regularly speaks and quality assures work	RC	3/3/21	
11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Given the current rates of infection it is recommended malleable materials are taken out of use at the present time unless they are single user. The malleable material for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, daily, and children 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.	All Cleaning staff made aware. Teachers manage classroom, teaching space and resources with classroom hygiene protocols	RC	3/3/21	
11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	All Cleaning staff made aware on a regular basis through quality assurance by Supervisor	RC	3/3/21	
			RC	8/3/21	
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.	Current Inclusion Room. All Cleaning staff made aware.	RC/ JS	25/2/21	
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. Increased ventilation may make school buildings cooler than usual in cold weather so schools should consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.	Normal School Uniform to be worn / Staff in professional dress	RD/SW	3/3/21	
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 Staff made aware. and process in place to notify when the facility has been used and cleaning is required. Room is cleaned daily even if has not been used	RC	3/3/21
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:-	N/A	N/A	N/A
	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:-	N/A	N/A	N/A
	Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	N/A	N/A	N/A
	Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	N/A	N/A	N/A
	Additional hours throughout the day i.e. midday cleans if school attendance is to be split	N/A	N/A	N/A
	<p>"Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. 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 pupils 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: pupil's ability to distance, the layout of the building and the feasibility of keeping distinct groups separate while offering a broad curriculum.</p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. 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 to keep that number as small as possible.</p> <p>When using larger groups, the other measures from the system of controls become even more important to minimise transmission risks and the numbers of pupils and staff who need to self-isolate.</p> <p>Younger pupils 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.</p> <p>Using small groups can restrict the normal operation of education and present educational and logistical challenges.</p> <p>You will need to consider the cleaning and use of shared spaces, such as playgrounds, dining halls and toilets, and the provision of specialist teaching and therapies. Assess your circumstances and try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible."</p>	Year group bubbles and they follow a timetable with reduced movement around school	RD	2/3/21
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.	All main corridors, classrooms and walkways are marked out as required.	RC /DG /RD	4/1/21
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. Groups should be kept apart and movement around the school site kept to a minimum.	Social distancing markings on the floor. Designated toilets that are regularly cleaned. Numbers of students onsite are significantly reduced. Year group bubbles in place.	DG/RD/JS	4/1/21
12.2	Bubble sizes and Classrooms / Learning Areas			

12. Bubbles / Social Distancing	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. All Alternative Provision (AP) settings, especially larger AP schools, should consider whether pupils can be placed into smaller groups and still receive a broad and balanced curriculum. Due to the smaller size of many AP settings, and because AP settings are not typically organised by year groups, AP settings may wish to adopt whole school bubbles as part of their system of controls.	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Each Year group will be a bubble. Year group bubbles- to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. During lockdown numbers of students onsite is significantly reduced and staffing levels are also reduced	RD /VS/ AMS	17/5/21
	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.	Timetable constructed so that year groups are kept apart. No more than three year groups will be moving around the building at any one time. Critical worker and Vulnerable children cohort are in school and have lessons at same time but are kept in Year group bubbles.	RD/VS	8/3/21
	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 wherever possible and pupils allocated designated desks / spaces where possible/practicable given the increase in transmission rates at present. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.	Classrooms in use set out to allow social distancing, seating plans made to support this. Surplus furniture removed from rooms and where possible all studnets will be facing forward.	RD/VS	3/3/21
	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.	Teachers using own classroom/teaching space and have control over resources. Departmental RA updated to identify what resources are needed, additional text books and photocopying in place. Resources will be allocated to bubbles and limited range of activities in place in practical subjects.	RD/VS	8/3/21
	12.2.5	For older year groups consider locating staff members at designated points where possible.	Review of rotas.	RD/AMS	8/3/21
	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.	All shared rooms/ offices have signage on showing maximum occupancy. Telephone/email/video call should be used to avoid unnecessary movement around school. Classrooms all have 2m Teaching Zones	RD	8/3/21
	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). You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for specialist teaching, wraparound care, and transport. Siblings may also be in different groups.	Students allocated to the same groups and seating at same desks throughout their attendance as far as possible.	VS	8/3/21
	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 lessons, targeted work, to cover staff illness etc. . . Staff should ensure social distancing is observed as far as possible with pupils.	Staff will not be moving around the school but will be remain in their timetabled regularly room and ensure 2m distancing from students and staff. Staff will teach their timetabled groups and therefore reduce the groups they will work with	RD /VS	8/3/21
	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. <i>It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.</i>	Groups are allocated to their own suite of rooms or classroom to use. Teachers will use their own room. Sharing of rooms is at absolute minimum.	RD/AMS	8/3/21
	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. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.	Classrooms and work spaces allocated	RD/AMS	8/3/21
	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.	Explained in briefing to staff / Perspex screens used at catering tills / reception areas. Position to stand with staff will be shared in wider opening guidance presentation, first aid advice is to wear ppe. Staff who have previously been shielding and working 1:1 can chose to wear to clear visors.	RD /SW	8/3/21
	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.	Explained in briefing to staff / Classrooms marked out with 2m teaching spaces	RD/AMS	8/3/21

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.	All teaching staff PPA is planned into the timetable, only under rarely cover occasions would a member of staff be covering a different class. Would teach within the 2m teaching zone too	AMS	8/3/21
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.	All breaks and lunchtimes are bubble/area specific	RD/VS/JS	8/3/21
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'.	Staff informed on guidance. Monitored by staff on duty	RD/AMS	8/3/21
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.	Break and lunchtime bubbles in place	SW/JS	8/3/21
12.6	Toilets			
12.6.1	As far as possible allocate different groups their own toilet blocks if the site allows for it. 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.	Rota's and schedules are in place. The Cleaning Supervisors will be responsible for ensuring all toilets are clean every hour. Toilets checked hourly by the site and cleaning teams	SW/RC	3/3/21
12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Staff informed	VS/JS	8/3/21
12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Considered when discussing classrooms that are being used and site/cleaning team aware	RC/RD	8/3/21
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 informed	RC/RD	8/3/21
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.	Signs in place, anti bacterial wipes in place	RC/RD	8/3/21
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.	Wash your hands signs in situation in all areas of the school, signage placed.	RC/RD	8/3/21
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 a large bubble e.g. year group, should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	Assemblies are only virtual at present	SAH /JS	8/3/21
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.	Rules have been shared and will be followed if collective worship takes place	SAH/JS	8/3/21
12.8	Staff areas			8/3/21
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. It is recommended schools work out the square metred area available for staff seating and divide this by 4 to give a maximum occupancy rate. The actual number may need to be lower to take into account pinch points such as hot and cold food / drinks stations. Provide signage on the door / in the room to remind staff to socially distance, wear face coverings and maximum occupancy.	Limits applied of the number of staff in office/workrooms - posters displayed advising of the maximum number of people to be in thast space	RC/AMS/SW	8/3/21
12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing and consider limiting the number of staff that can be together to work outside the classroom / take breaks together.	Staggered break times for staff based on timetable	SW	8/3/21

	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.	Staff have access to anti bac wipes in key areas	SW/RD	8/3/21
	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).	Notice displayed in staff room re social distancing	SW/RD	8/3/21
			Anti viral wipes available in all offices, classrooms, communal areas.	SW/RD	
	12.9	Communication	Communicated to staff electronically and notices displayed on kitchenette / rest room doors	SW/RD	
	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.	Radios to be placed in teaching room as required	RD/JS	8/3/21
	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.	Staff to be briefed on this change in policy where staff can keep phones with them	RD /JS	8/3/21
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.	First Aider will be onsite at all times	JS/SW	8/3/21
	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.	N/A	JS	8/3/21
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.	Dry antibacterial wipes available if biometric need to be used after all transactions	SW	8/3/21
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Biometrics can be cleaned between users	SW	8/3/21
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned	Antiviral wipes available in all lifts	SW	8/3/21
	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.	Signing system badge operated not finger operated/bacterial wipes available at each sign in system.	SW	8/3/21
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual	IT equipt cleaned with anti bac wipes between users	SW	8/3/21
15.General controls	15.1	Ventilation			
	15.1.1	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. 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. 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.	Teaching/Support and Site staff are aware and take responsibility ensuring all door handles or other 'hard' areas that are touched by staff are sanitised.	SW/RD	8/3/21
	15.1.2	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.	All rooms identified with/without Air Con and all staff made aware. AHU have been disabled so if aircon in situ it can be used	SW/RD	8/3/21
	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. 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 https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm .	All rooms identified with/without Air Con and all staff made aware. Air Con units being service completed w/c 27/7 and will be programmed to expel fresh air.	SW/RD	17/12/20
15.1.4	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct drafts, 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 informed	RD	2/11/20	

	15.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	In place	RD/SW	3/3/21
	15.2	Learning Outside			
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Staff to follow guidance when outdoor learning required	RD/VS	8/3/21
	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 pens and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Allergy posters are in place and first aid room holds all relevant medication	JS	8/3/21
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Communicated to staff electronically through Frog/ student notice updated ongoing	JS/SW	8/3/21
	15.4	Water fountains			
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	Completed	RC	3/3/21
	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. For older pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.	Water is available from flasks in atrium/courtyard. Taps can be accessed in the Atrium	SW	8/3/21
16.Educational Visits	16.1	From 12 April 2021 schools can resume educational day visits. From 17 May 2021 schools can resume domestic residential educational visits. Annex C of the Schools coronavirus (COVID-19) operational guidance sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3 of the roadmap out of lockdown along with the guidance for Hotels and other Guest Accommodation https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation . A new Sample Covid Specific Residential Risk Assessment and guidance has been produced and is available on Evolve. This should be completed along with any activity specific risk assessments for the visit. The government have advised that, given the complexities attached to international travel at this stage of the pandemic, schools should not go on any international visits this academic year up to and including 5 September 2021. The position beyond 5 September will be reviewed again in advance of Step 4	All cancelled or postponed at this stage.	RD	17/5/21
	16.2	Visits should be done in line with protective measures, such as keeping children within their consistent groups, 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 day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.	Guidance from LCC/EVOLVE when domestic day visits to support curriculum authorised.	RD	17/5/21
	16.3	From 12 April 2021 schools can resume making use of outdoor spaces in the local area. This should be done in line with protective measures, such as keeping children within their consistent group, and any coronavirus (COVID-19) secure measures in place at the destination. In such situations, pupils and staff should be able to safely adhere to social distancing with members of the public.	Staff informed. Approval with appropriate risk assessments/ control measures in place.	RD	17/5/21
	16.4	From 8 August 2020, face coverings have been 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	Optional for students to wear face coverings in communal areas and corridors. Guidance could change with local guidance	RD	17/5/21

17.PPE for staff and pupils	17.1	<p>Secondary / SILC settings - From 17th May 2021 - the government have advised that face coverings are no longer recommended to be worn by pupils in Year 7 and above in classrooms or communal areas and that staff in these settings are also no longer recommended to wear face coverings in classrooms. In Leeds our rates are higher than the England average and we have continued to have outbreaks in a number of schools across the city. For these reasons, Public Health recommends pupils to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained.</p> <p>Staff and visitors should still wear face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas. Primary / Nursery Settings - in primary schools, it is still recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. Transport - face coverings are required at all times on public and dedicated transport (for children over the age of 11). Close contact - 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, etc., face shields or Perspex screens may be appropriate. Choice - 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. Community Settings - where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff. Face shields offer staff an additional level of protection when working in classrooms with pupils 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 also 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). Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason / it is identified in a risk assessment as to why a face shield is appropriate. Staff and pupils should also continue to wear face coverings where this is identified as a control measure in their individual risk assessment e.g WASP / IPRA.</p>	All staff and pupils with risk assessments outlining the requirement to wear a mask should continue to do so. Staff working one to one are strongly encouraged to wear a face mask. Staff to continue to wear face covering in communal areas where 2m distance cannot be maintained.		17/5/21
	17.2	FFP2 / 3 masks are generally not necessary in a school setting	Not required but JFD requested/ 1x5 in school for JFD. See above.	SW	17/5/21
	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.	Gloves/masks/visors/aprons available	SW	8/3/21
	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 available for all first aid staff and cleaning	SW	8/3/21
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Visors provided for medical staff	SW	8/3/21
	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 informed.	RD/JS	4/1/21
	17.7	Amalgamated into 17.1	If local restrictions come into place all staff will be informed via usual communications briefing/email/Frog notices. As Leeds are currently in tier 2 - high alert level all Staff, students and visitors are required wear face coverings in communal areas unless exempt	SW/LDB/SC	8/3/21
	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.	Updated Guidance on use of face coverings introduced in week commencing 28th September 2020 when it was compulsory to wear face coverings in communal areas and on corridors	RD/ JS/ SAH	8/3/21
	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.	Advice and recommendation given to staff and students	RD/SW	4/1/21
		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.			
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 being in school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Risk assessment will be shared with staff and reviewed regularly. All staff will be made aware that if staff require an individual discussion about their circumstances or a risk assessment to request this via the Head of School or HR.	RD/LDB/SC	ongoing	

18. Staff Wellbeing	18.2	Consider building in familiarisation time, training time and practice time for staff before the school opens fully. Where staff have been out of school for a considerable time this may take longer.	Staff invited to come into school to prepare for re-opening and staff induction planned 7th September is a professional development day and there will be a staggered start for year groups to allow staff and students time to prepare for the start of the new school year. Further PDD day 4th Jan 2021 to refamiliarise selves with covid measures and policy changes	RD/LDB/SC	ongoing
	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	Staff will be directed to Government resources via the link in this risk assessment. There is also a range of other support services including Education Support Partnership on the well being pages on Frog. Well being plans will be completed for staff as appropriate.	RD/LDB/SC	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.	All current staff WASP and Risk assessments are being reviewed. Any staff with any concerns or BAME staff offered the opportunity to discuss concerns so they can be supported to return to work.	RD/LDB/SC	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.	Frog and emails are normal forums for communications. 3CX and microsoft teams should be used for any team communications or face to face contact with students. It is expected that nearly all staff will be back in the workplace from 1st September 2020. Given the third lockdown provision in place to minimise numbers on site at any one time- approx 90% reduction and majority meetings done virtually.	RD/LDB/SC	ongoing
	18.6	Identify Mental Health First Aiders.	Mental Health First Aiders are highlighted on staff wellbeing pages on Frog	RD/LDB/SC	4/1/21
	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).	Throughout this pandemic staff have been reminded of resources available to them, there are dedicated pages set up on Frog.	RD/LDB/SC	4/1/21
		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. Where visits can happen outside of school hours, they should.	No visitors on site unless essential.	RC/RD	3/3/21
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	This is in place and checked by Facilities manager/ Business Manager and or Head of School	RC	3/3/21
	19.3	Contractors should adhere to social distancing guidelines and wear face masks or appropriate face coverings.	All made aware of this and checks completed. Visitor protocols shared by office staff	RC	3/3/21
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	All made aware of this and checks completed. Visitor protocols shared by office staff	RC	3/3/21
	19.5	If contractors need supervising this should be done following social distancing guidelines.	All made aware of this and checks completed	RC	3/3/21
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Contractors reminded upon visiting. Visitor protocols shared on arrival	RC	3/3/21
	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.	Would ask contractors to leave if any symptoms witnessed - Office staff on arrival or person they are visiting	RC	3/3/21
	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.	All designated internal toilets that are used daily, are checked and cleaned hourly.	RC	3/3/21
	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.	In place	SW	3/3/21
20.	20.1	There will be occasions when visits to the setting are necessary, but settings should limit these to essential visits only to avoid visitors entering their premises, wherever possible and use remote means. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site. Lettings should only continue if the activities are in line with those permitted under the lockdown. 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, face coverings and control measures are explained to visitors on or before arrival. Face masks or appropriate face coverings should be worn by visitors whilst on site.	To be completed by conference call where possible. No current guidance on group size or length of meetings but key is to keep as short as necessary, records must be taken of attendees and contact details should it be needed for track and trace. All visitors are asked to read the visitor guidance on entry to the building and where possible it is sent to them prior to them attending site	SW	4/1/21
	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. 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. They can also participate in schools' rapid testing programmes where these have been established and the school has capacity to include them.	If they need to attend in person to be informed of school RA and must not attend if have symptoms of covid or are self isolating and what to do if develop symptoms whilst on site. i.e inform meeting lead and leave the premises. Lead to inform HR for logging and site for cleaning purposes. Refreshments- bring own or provide disposable cups and to hand sanitize after use of hot water and wipe all handles. If getting own refreshments to ensure social distancing when entering kitchen area- i.e. 1 person at a time.	SW	2/3/21
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site 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. There is a legal requirement to provide hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.	Ensure office aware of visitors names and contact details. If using CLC facilities have own toilet area and kitchen area.	SW	4/1/21

20. Lettings / Meetings / Visitors	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. For track and trace also need contact number as well as name/time/date visited.	Procedures in place and relevant staff informed.	SW	4/1/21
	20.5	Sports lettings are currently restricted under the new lockdown requirements and can only take place if for elite sportspeople (and their coaches if necessary, or parents/guardians if they are under 18) - or those on an official elite sports pathway - to compete and train. From 29th March 2021 'organised sports' can take place outside so schools can also re-commence lettings to such groups. 'Organised' sport, is one which is formally organised by a qualified instructor, club, national governing body, company or charity and follows sport-specific guidance. They 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.. Toilets can be accessed. Guidance and a list of NGB whose rules have been approved can be found in : Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK (www.gov.uk). From 12 April 2021 lettings can be extended to include indoor disability sport activities and indoor supervised sport and physical activity for under-18s (including those who were under 18 on 31 August 2020 and should be limited to 15 participants). From 17th May 2021 indoor adult group sports and exercise classes are also allowed.	In place as we use Leeds City Council procedures. Changing Rooms not in use.	SW	4/1/21
	20.6	From 17 May 2021 Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, for the provision of support for parents and their children, that are necessary to deliver in person, can continue with up to 30 participants (children under five are not counted in the number) where formally organised to provide mutual aid, therapy or any other form of support. This includes where parents and carers meet other parents and carers with or without their young children. From 17 May 2021 all parent and child groups, for the benefit of children under 5 years of age, can meet indoors and outdoors with up to 30 participants (children under five are not counted in the number). The activities should ensure that social distancing is maintained between adults who do not live together and who are not in the same support bubble, everyone maintains good hand hygiene all should clean their hands regularly, including as they arrive, between activities, and as they leave, adults wear face coverings where social distancing between adults is not possible (for example, when moving around in corridors and in communal areas), indoors the areas used are well ventilated with fresh air (see the section on ventilation), any rooms used by these groups are cleaned after each use, and a record of all visitors to the setting is kept. Group singing can take place. Taking account of the evidence about singing and COVID-19, singing is considered safer when limited numbers of people sing together. From 17 May 2021 where the singing is to take place outdoors multiple groups of 30 attendees can take part. This limit includes children aged under 5, so where the parent and child group has more than a total of 30 attendees of all ages, they should divide into groups of 30 or less and remain in these groups for the duration of the session. Where singing is to take place indoors, no more than 6 adults in the room, including the group leader, should sing and singing should be limited to the same 6 adults for the duration of the group session. Good ventilation with fresh air should be maintained throughout the session. In addition the guidance below in section 32 should be followed.	N/A		17/5/21
	20.7	In Early Years settings parents may continue to settle new children and settings may take new admissions in line with current guidance. Parents and carers are able to enter a setting to help their children adapt to their new environment. Settings should ensure that parents and carers wear face coverings, if required, in line with arrangements for staff and other visitors to the setting, stay for a limited amount of time (ideally not more than an hour), avoid close contact with other children and are aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting a setting with their child. For new admissions, settings should consider providing virtual tours for prospective parents and carers. If parents and carers are keen to visit in person, settings should consider ensuring face coverings are worn if required in line with arrangements for staff and other visitors to the setting, regular handwashing, especially before and after the visit and holding visits after hours. If this is not possible, consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed. Other in-person visits from parents can take place if they are necessary. Settings should work with parents to ensure parents still have visibility of the childcare environment during this time, including through the use of remote visits, pictures and phone calls.	Guidance will be provided for parents and any meetings/visits will be for a limited period of time	SW/JS/VA	17/5/21
21. Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing	Relevant wellbeing guidance has been shared with all stakeholders.	JS	8/3/21
	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Completed - only critical worker and vulnerable children in school	SW/RC/RD	8/3/21

22.Fire safety	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	Risk assessment of number of persons we can suitably accomodate on the playground and at what number of staff do we need to supervise.	SW/RC/RD	8/3/21
	22.3	Consider if you need to re-allocate fire marshal roles.	The staff in each bubble will ensure all pupils are accounted for in their bubble	SW/RC/RD	8/3/21
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc	Staff trained on use of fire extinguishers	SW/RC	8/3/21
	22.5	Practice new procedures as soon as possible after opening and carry out emergency drills as normal (following social distancing as appropriate). Adjustments should be made to fire drills to allow for social distancing where possible	Updated procedures in place	SW/RC/RD	8/3/21
	22.6	Consider if staff and pupil PEEPs need to be amended.	PEEPs for students/ teacher reviewed	SW/RC/RD/ JS	8/3/21
	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.	No further training required.New fire orders completed and communicated to staff .	SW/RC/RD	8/3/21
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.	Review of rotas	RD /AMS	19/4/21
24.Catering	24.1	Inform catering staff of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc..	Communicated to catering staff - Staff briefing and FROG Notices shared by Chef to team	SW	8/3/21
	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.	Communicated to catering staff, students, teachers	SW	8/3/21
	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.	Meals served in atrium/courtyard. Separate sections of atrium for year group bubbles	SW	8/3/21
	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. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and schools should report this using the PCIF01 form.	Catering staff using CLC entrance to enter/staff entrance to exit. All positive cases are recorded and reported using PCIF01 form	SW	8/3/21
	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.	Tables in atrium deep cleaned then cleaned after each lunch and break service	SW	8/3/21
	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.	Catering staff informed to observe social distancing weekly/ daily in briefings with Chef.	SW	8/3/21
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.	Covid-19 Essential Guidance written and shared with staff. Induction of new staff covers protocols. Guidance on FROG	VS/AMS	8/3/21
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.	Clear plan discussed with the office	JS/SJC/SW	8/3/21
27. Transport to School by My Bus	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.	Student to be informed	SW	8/3/21
	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..	Area to be supervised at start and end of school.	SW	8/3/21
	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.	In place where appropriate	SW	8/3/21
	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	8/3/21

School by My Bus or School Buses (not public transport buses)	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 those involved in the provision of home to school or college transport must do all that is reasonably practicable to maximise social distancing where possible and minimise the risk of transmission. What is practicable is likely to vary according to local circumstances. Local authorities are not required to uniformly apply the social distancing guidelines for public transport, on dedicated school or college transport. However, distancing should still be put in place within vehicles wherever possible. This means that where fewer children and young people are attending school or college, sufficient levels of capacity should be maintained to maximise social distancing. For example, through alternate seating or separation between year groups or schools.	Requirements shared with students and parents/carers	JS /SW	8/3/21
	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 • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents , • the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	Requirements shared with students and parents/carers	JS/SW	8/3/21
	27.7	Travel Assistance Cards to show to the driver are available for download at wymetro.com.	Students informed		8/3/21
	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.	N/A	N/A	8/3/21
	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.	Message shared	RD	8/3/21
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.	Shared with relevant additional users	SW	8/3/21
	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).	Staff informed and guidance provided for staff	VS/RR	8/3/21
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.	Protocols in place if volunteers are to be used	RD/AMS	8/3/21
	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 although their attendance on site should be limited where possible.	In place. Internal staff are used to cover lessons when appropriate and agency staff will only be used on rare occasions. Volunteers/External coaches are only used with SLT approval and appropriate risk assessments in place	AMS	8/3/21
	31.1	From 12 April, in line with the commencement of step 2 of the COVID-19 response – spring 2021, before and after school clubs, holiday clubs, wraparound care and extra curricular activities can be offered to all children, without restriction on the reasons for which they may attend. Both indoor and outdoor activities are now able to take place.	After school activities will be based on proposals and appropriate risk assessment in place.	SW/ RD	19/4/21

31. Before and after school clubs	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible. Smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g. the hall. If necessary, it would be appropriate for one staff member to supervise up to two small groups, provided that any relevant ratio requirements are met. The relevant guidance on face coverings in section 17 should be followed depending on the age of children attending. From 17 May 2021 provision taking place indoors and outdoors can be in groups of any number. It remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.	Interventions groups and any approved after school clubs will be with students in the same year so as not to mix year group bubbles	JS/SAH/RD	15/5/21
	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.	N/A	N/A	8/3/21
	31.4	Schools should follow the principles in the school guidance and holiday and after school club guidance for extra curricular activities and clubs : 1) keeping children in the same bubbles they are in during the school day, 2) if this is not possible - keeping children in consistent bubbles for these activities, 3) limiting the number of after school activities a pupil attends, 4) carrying out activities outside where possible. Music, performing arts, dance and sporting activities should be carried out in line with sections 32 and 33 below.	Extra Curricular sports and arts activities started and are in year groups only	SW	15/5/21
	32.1	Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. 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. From 17 May 2021 schools can host indoor and outdoor face to face performances in front of a live audience. If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance schools should also give particular consideration to the guidance on delivering outdoor events. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. Government has also published advice on safer singing https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing.	In place. Plans updated for delivery of curriculum. Risk Assessments in place	VS/RR/AMS	15/5/21
	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 and strict social distancing and mitigation can be maintained as detailed in 32.3 .	In place. Risk Assessments	RD/TN	8/3/21

32. Music and Performing Arts	32.3	Playing instruments and singing in the smaller groups permitted 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. Schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Mitigating factors include : Pupils and staff being positioned back-to-back or side-to-side when playing or singing (rather than face-to-face, positioning wind and brass players so that the air from their instrument does not blow into another player, use of microphones where possible or encouraging singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly. Keep the activity time involved as short as possible and it is recommended individuals are seated rather than standing to help maintain social distancing.	In place	RD	8/3/21
	32.4	Schools that offer specialist, elite provision in music, dance and drama should also consider the DCMS guidance on the performing arts. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts		AMS/TN	8/3/21
	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) and always between users . Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. Instruments should be cleaned by the pupils playing them, wherever possible. Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Peripatetic teachers can move between schools, for instance, but schools should consider how to minimise the number of visitors where possible. In addition, in individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction. Individual lessons in music, dance and drama can continue in schools and organisations providing out of school childcare. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures on peripatetic teachers. If there is no viable alternative, music lessons in private homes can resume, following the same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision.	In place when needed. N/A during lockdown period as school is only open to Vulnerable/critical worker children	VS/TN	4/3/21
	32.6	Consider limiting the number of suppliers when hiring instruments and equipment. You should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument.	This will be considered if required	TN	4/3/21
	33.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.	Timetable in place	AMS/SW/TN	11/12/20
	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. The ability for schools to offer team sports is likely to be limited. Where schools are considering team sports schools must only consider those 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 https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events . Both outdoor and indoor competition between different schools can now take place and should be organised in line with the above guidance.	Curriculum plans in place to account for this	AMS/TN	4/1/21

33. PE / Sports including dance.	33.3	External leisure and sports facilities such as leisure centres and gyms, swimming pools, tennis and basketball courts, golf courses, fitness and dance studios, climbing walls, archery, driving, and shooting ranges are permitted to be open for a small number of exempt activities, including education and training (including for schools to use sports and leisure facilities where that it part of their normal provision).	SLT Approval required before arranged	SW	8/3/21
	33.4	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 for those pupils eligible to attend school. 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.	SLT Approval required before arranged	SAH/TN	8/3/21
	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.	Students not going to wear PE kit to school as it may not be appropriate to stay in the kit after exercise	JS/VA	8/3/21
	33.6	Amalgamated into 33.3	N/A	N/A	N/A
	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. APE – 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-peppa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary). Swimming - https://www.swimming.org/swimengland/pool-return-guidance-documents/	All staff have read and understood additional guidance	AMS/TN	8/3/21
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/	Links sent to Heads of Departments to support their completion of Department Risk Assessments. All science staff/ Technology staff are expected to read and understand guidance from CLEAPSS and departmental risk assessment.	SW/SAH	8/3/21
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.	Staff informed and guidance provided for staff	VS	8/3/21
	35.2	General - Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	Staff informed and guidance provided for staff	VS	8/3/21
	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).	Staff informed to bring their own provisions.	SW	8/3/21
	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.	No outdoor play equipment is available at social times. PE Staff follow guidance with equipment required for curriculum delivery	AMS/SW	8/3/21

	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. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	Staff informed and guidance provided for staff	SW/VS/RR	4/3/21
	35.6	Early Years - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be handled by a consistent group of children of and that no one else outside this group can come into contact with it. Alternatively single user alternatives can be used. The malleable material for messy play (for example sand/water/mud) must be able to 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.. 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.	N/A	N/A	N/A
	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.	Studnets informed	EC	4/3/21
36. Record Keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	Absence management process will ensure contact is made with any staff members absent with coronavirus and a spreadsheet created to record outcome of test results. Staff will be expected to share the results of their tests wherever possible such as by text.	SW/LDB/SC	ongoing
	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.	Records/registers and Timetables in place.	RD/AMS/SW	8/3/21
	36.3	If your existing systems do not record times when pupils, staff and others are working together e.g small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record.	All group work, counselling etc will ensure records of kept as to who attended and days. dates etc	JS	8/3/21
	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.	Recording spreadsheet adapted to record those staff who become symptomatic and outcome of testing	AMS/SW/LDB/SC	8/3/21
	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.	First aid records will keep this logged at all times	JS	8/3/21
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: a) how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting, b) additional cleaning of vehicles, c) organised queuing and boarding where possible and distancing within vehicles wherever possible, d) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), d) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, e) boarding the transport 'first in last out' and allocating specific seats where possible, f) maximising the ventilation of fresh air particularly through opening windows and vents, g) avoiding the use of face to face seating on home to school transport wherever possible and h) the use of face coverings for children 11 and over. 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.	Staff informed and guidance provided for staff. No students currently using school transport	SW/CB	11/2/21

	37.2	If the use of private vehicles or car sharing is unavoidable / necessary 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) considering seating arrangements to maximise distance between people in the vehicle, f) cleaning the car between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and g) drivers and passengers wearing face coverings.	Information shared with staff where applicable	SW	11/2/21
38. AS, A level and GCSE exams	38.1	GCSEs, A and AS level exams will not go ahead this summer as planned. Schools undertaking mock exams / other exams should follow the advice below.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.2	Collect and keep contact information for candidates and invigilators so that you can use it to identify close contacts if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the setting.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.3	Ensure every exam has a seating plan, so the names of the invigilators can be cross referenced to the contact details held for candidates and invigilators.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.4	Make arrangements to ensure candidates that arrive before the scheduled start time of exams are kept separate from other students arriving at the school or college. This is likely to include a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.5	Make sure that any candidates who arrive late for the exam follow social distancing measures.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.6	Make sure that there is a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this take into account any candidates who need extra time in exams.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.7	Frequently touched surfaces in exam rooms (for example, door handles, individual desks) should be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.9	Desks should not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations. This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, you should follow the guidance specified by the relevant awarding organisation.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.9	All other candidates, whether in different group bubbles, private candidates or those returning to school or college to take exams, should be seated 2 metres apart from each other. These candidates can be seated in the same room. . It is recommended 2m distance is achieved between candidates wherever possible.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.1	There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.11	Good ventilation is important and you should maximise this wherever possible, for example, opening windows and propping open doors where safe to do so (bearing in mind safeguarding in particular).	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.12	Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room. Invigilators and other staff should stand alongside candidates when interacting with them, rather than face to face.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.13	As staff and pupils are unlikely to be able to be 2m apart at all times they would need to wear face coverings - for this reason it is recommended exams do not take place whilst the additional requirements for face coverings in classrooms / during activities is in place.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.14	Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
	38.15	Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
38.16	For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2 metre distance, they should avoid close face to face contact and minimise time spent within 1 metre of others. These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams. Perspex screen could also be used.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21	

	38.17	If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2 metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and using a face covering.	Exams policy, protocols and guidance updated.	RD/AMS/PC	8/3/21
39. Asymptomatic Testing	39.1	An asymptomatic lateral flow device testing programme has been put in place in the school.	This has been in place since January	SW	3/3/21
	39.2	Staff and pupils (where relevant) are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions.	Communicaions with safth and parents have promoted and encouraged testing	SW	3/3/21
	39.3	Where relevant, pupils are being offered 3 lateral flow tests in the school on site testing site followed by regular twice weekly home testing on their return to school.	This is place	SW	3/3/21
	39.4	Sections 3 or 4 of this risk assessment are being followed by the school and staff / pupils taking part.	Section 3 of RA shared with and followed by staff and students. Section 4 not applicable	SW	3/3/21