



Risk Assessment for Childrens' Services (Schools).

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| Assessment Title: | Managing Covid 19 in Schools from March 2021 | | Ref No : | V5.02 |
| School Name: | UTC Leeds | School Address: | Sayner Road Leeds LS10 1LA | |
| Date Assessment Undertaken: | Name of Assessor (print): | Assessor Signature: | Assessment Review Date: | |
| | | | | |
| Name of Head Teacher / Centre Manager (print): | Head Teacher / Centre Manager Signature: | Name of Chair of Governors (print): | Chair of Governors Signature: | |
| Hannah Wilson | | Tim Craven | | |

Main Legislation and/or Information Source:

Health & Safety at Work Act 1974.
- Management of H & S at Work Regulations 1999.

Guidance:

This is a sample risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
3. The signature boxes may be typed if this is to be uploaded to EVOLVE.
4. The control measures in the risk assessment section must be either complied with **or** altered to reflect the establishment's control measures.
5. Once criteria 1 - 4 have been satisfied, you should remove 'SAMPLE' from the Title.

The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19, **cross contamination risks and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening in whichever form that takes.**

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
|---|------------------|---|--|-----------------|-----------------------|----------------|
| | 1.1 | Regular ongoing checks required. | ONLY CHANGE THE COLOUR OF COLUMNS D-G | | | |
| | 1.1.1 | Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure | | | USE THIS GREEN | |
| | 1.1.2 | Damage to the building and fixtures and fittings | | | USE THIS AMBER | |
| | 1.1.3 | Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc... | | | USE THIS RED | |
| | 1.1.4 | Rodent activity and/or infestations - commissioning of pest control may be required | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2 | Operational checks (to ensure good working order) to be carried out on : | | | | |
| | 1.2.1 | Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms. | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.2 | Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function. | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.3 | Emergency lighting | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.4 | Gas supplies including science laboratories and kitchens | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.5 | Kitchen equipment | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.6 | Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.7 | Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.8 | Water systems to look for leaks and ensure there is provision of hot water | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.9 | Windows, doors and gates including electronic gates and doors | Ongoing by care taker as school has been open. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.2.10 | Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments. | D&T equipment has been in use over closure, checks performed by technicians and engineering teaching staff. Full set of PPE available to all students. | SDA, MHI | Ongoing | Ongoing |
| | 1.2.11 | Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements). | Same cleaning products being used as previous term, checks completed. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3 | Ensure Statutory Inspections are up to date for : | | | | |
| 1.1. Building Management / readiness | 1.3.1 | Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months); | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3.2 | Pressure systems (if the scheduled inspections have not taken place in the last 12 months); | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3.3 | LEV (if the scheduled inspections have not taken place in the last 14 months); | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3.4 | Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3.5 | Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3.6 | PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3.7 | Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |

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|-----------------|------------------|---|---|-----------------|------------------------|----------------|
| | 1.3.8 | Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); | N/A | N/A | 1st March - 5th March | Ongoing |
| | 1.3.9 | Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3.10 | Tree surveys (if the scheduled inspections have not taken place in the last 12 months); | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.3.11 | Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing). | Inspection up to date as confirmed by school plant log. | PMO,RNI | 1st March - 5th March | Ongoing |
| | 1.4 | Cleaning of the premises | | | | |
| | 1.4.1 | If the school has been partially open i.e not using all the rooms / spaces that will need to be used on the 8th March, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied. | Cleaning has continued during first half term up until March 8th opening | PMO/ HT | N/A | Ongoing |
| | 1.4.2 | If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to the 8th March unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place. | As above | PMO/ HT | N/A | Ongoing |
| | 1.5 | Supplies | | | | |
| | 1.5.1 | Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required. | RNN to stock check and order | RNN | March 1st to March 5th | March 5th |
| | 1.5.2 | Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs. | RNN to stock check and order | RNN | March 1st to March 5th | March 5th |
| | 1.5.3 | Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary. | RNN to stock check and order | RNN | March 1st to March 5th | March 5th |
| | 2.1 | <p>All pupils can attend schools from the 8th March.</p> <p>Early Years settings - If there is a need to prioritise places (for example, where a nursery is oversubscribed, or unable to operate at full capacity), priority should be given to vulnerable children and children of critical workers, then 3- and 4-year-olds, in particular those who will be transitioning to reception, followed by younger age groups.</p> <p>Secondary settings (and SILC settings undertaking pupil testing) have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. This will depend on a schools circumstances and local arrangements. Priority should be given to vulnerable children and children of critical workers, and year groups 10 to 13. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the schools operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 February such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on site testing. They will need to continue testing on-site until the test at home kits arrive for pupils. For the remainder of pupils schools should not start home testing pupils before the week beginning Monday 15th March. Schools will need to consider the transport implications of testing pupils before Monday 8th March.</p> <p>The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.</p> | HWI, NCO, TSM, GLI to reach decision on phased return of students to best ensure safe flow of students through the test site and back to regular lessons after first negative result. | TSM, NCO, HWI | March 1st | March 5th |

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|--|------------------|--|--|-----------------|--------------------------|--------------------------|
| 2. Assessing staff and pupil numbers to assist in plans for opening | 2.2 | Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made. | SEL to confirm all medical information is updated | SEL | 13th to 17th July | September 2020 |
| | 2.3 | Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the child or young person. It is recommended pupils attend only one setting to reduce potential transmission risks. Settings should work together with the pupil and parents / carers to ascertain which setting can best support the pupils needs. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact. | Not applicable | | | |
| | 2.4 | Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result. | Amended March 21 | | | |
| | 2.5 | Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home where possible. | PMO to liaise with staff to determine who is to return and conduct risk assessments for those who are vulnerable | PMO | March 1st- March 5th | March 2021 |
| | 2.6 | Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans. | Staff to double teach to allow lessons to be streamed to remote learners | | | Ongoing |
| | | Ongoing | | | | |
| | 2.7 | Review ratios, rotas, medical and first aid needs on an ongoing basis. | ABE to review | ABO | Ongoing | Ongoing |
| 3. Updating pupil and staff details | 3.1 | Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible. | SEL to coordinate gathering student data/. PMO to update staff data. No new year groups starting March 2021, information still up to date | SEL/ PMO | Completed Septmber 2020 | Completed September 2020 |
| | 3.2 | Re-assess if IPRA's or PBSP's are needed or need to be altered given the full return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc....Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation. | TSM/ NCO/ SEL to update pupil plans for incoming students | TSM/ NCO/ SEL | February 26th- March 8th | Ongoing |
| | 3.3 | Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. This is especially important at this time as many staff and pupils have been out of the setting for a considerable time. | SEL to coordinate dissemination of data for new classes for new timetable | TSM/ NCO/ SEL | February 26th- March 8th | Ongoing |
| | 3.4 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return to full opening. | PMO to liaise with LCC if staffing new. SEL to provide information. Information of new students eating in canteen to be passed onto canteen staff. | PMO/ SEL | February 26th- March 8th | |
| | 4.1 | There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2. | See section 31 to 35 | | | |

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|--|---|--|--|-----------------|--|--------------------|
| 4. Assess activities / lessons which can take place | 4.2 | It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed. | Altered sections 4.2, 4.3, 4.4 and 4.5 and moved to section 35. | | | |
| | 4.3 | Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely. | ABE to timetable | ABE | 26th February - 8th March | March 2021 |
| | Ongoing | | | | | |
| | 4.4 | Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary. | ABE to timetable | ABE | 26th February - 8th March | March 2021 |
| 5. Information to pupils, staff, parents / carers, visitors and contractors. | 5.1 | Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children. This should include informing parents / carers who are critical workers that they should keep their children at home if they can. It may also be of value to inform those parents / carers if your learning provided is the same for both pupils in and out of school to help re-inforce the message to keep their children at home if they can. | TSM/ NCO to communicate with parents | TSM/ NCO | 26th February - 8th March | March 2021 |
| | 5.2 | All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms. | TSM/ NCO to communicate with parents. Visitor policy in place to communicate this with potential visitors before attending the school. | TSM/ NCO | | Ongoing |
| | 5.3 | This may be by newsletters, letters, emails, signs etc... | PMO to create signage for front door and desk. Still in place March 2021 | PMO/ TSM/ NCO | | Ongoing March 2021 |
| | 5.4 | Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk. | TSM to train staff 07/09/20. TSM/ NCO to induct pupils 08/09 and 09/09. Parents to be informed 07/09 | TSM/ NCO | Prep 13th to 17th July. Deliver 7th to 9th September | |
| 6.1 | Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people). | | | | | |

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|---|---|---|-------------------------------------|----------------------------|----------------|
| 6.Clinically extremely vulnerable and vulnerable staff and pupils | <p>6.1.1 Staff - CEV staff should continue to shield, should not come into the workplace and should work from home. This includes those recently identified as CEV and advised to shield. If employees who are CEV wish to attend the workplace, regardless of the government advice to shield, because they believe that working from home may have a serious impact on their wellbeing, then they can make a request to their manager. This request would only be approved if it is supported by their GP/specialist and all mitigation measures to reduce the likelihood of contracting Covid are identified through an individual risk assessment e.g. WASP conducted by their manager, and there should also be input from an Occupational Health Adviser. The request to be in a workplace during the current lockdown can be withdrawn at any point by the employee or manager and there is absolutely no pressure for CEV people to be in the workplace at this time.</p> <p>Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. Pupils - pupils who are classed as CEV should not come into school and should be educated remotely at home. IPRA's and employee risk assessments e.g. WASPs and IPRA's must be reviewed for all CV and higher risk staff and pupils before they return to ensure it is as safe as possible. OH can assist with medical advice for staff. 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> | Amended | PMO - staff. NCO/ TSM - students | 26th February - March 8th | March 2021 |
| | <p>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. OH can assist with medical advice for staff.</p> | PMO to liaise with staff/. TSM/ NCO to work with parents of pupils. | PMO - staff. NCO/ TSM - students | February 26th to March 8th | March 2021 |
| | <p>6.1.3 Government advice to all persons in tier 3 is to work from home where possible . Most school-based roles are not ideally suited to home working and schools may expect most staff to attend work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. 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. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing where possible. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. Schools should be as flexible as possible in how members of staff in these categories are deployed to enable them to work remotely where</p> | ABE to consider when timetabling. PMO to discuss with ABE/ HWN when carrying out WASP | ABE/ PMO | February 26th to March 8th | March 2021 |

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| | <p>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.</p> | Amended | | | |
| 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. | TSM/NCO to communicate to students. TSM/NCO to communicate with parents. GWR to communicate to staff during induction | GWR/ TSM/ NCO | February 26th to March 8th | March 2021 |
| | 7.2 Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. . | TSM/NCO to communicate to students. TSM/NCO to communicate with parents. GWR to communicate to staff during induction | GWR/ TSM/ NCO | February 26th to March 8th | March 2021 |
| | 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. | TSM/NCO to communicate to students. TSM/NCO to communicate with parents. GWR to communicate to staff during induction. This ongoing with staff and students. | GWR/ TSM/ NCO | Prep 13th to 17th July. Deliver 7th to 9th September To be reviewed March 2021 | March 2021 |
| | 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. | Meeting room to be repurposed for this. GWR to inform staff during induction. PMO to organise the repurposing of the room | GWR/ PMO | Prep 13th to 17th July. Deliver 7th to 9th September | August 2020 - Still in place March 2021 |
| | 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. | Staff will not enter the meeting room. GWR to inform staff during induction | GWR | Prep 13th to 17th July. Deliver 7th to 9th September | Ongoing March 2020 |
| | 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. | TSM/NCO to communicate to students. TSM/NCO to communicate with parents. GWR to communicate to staff during induction | GWR/ TSM/ NCO | | Ongoing March 2020 |

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| 8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site | 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. | TSM/ NCO to communicate to parents if this occurs. | GWR/ TSM/ NCO | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 8.6 If settings have 2 or more confirmed cases in connected groups within 14 days they may have an outbreak, and should 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. Inform DCS Alert using form PCIF 01. | TSM/ NCO to communicate to parents if this occurs Amended March 2021 | TSM/ NCO | On occurrence | Ongoing March 2021 |
| | 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. | GWR to inform staff during induction | GWR | Ongoing. Prep 13th to 17th July. Deliver 7th September | Ongoing March 2021 |
| | 8.8 Clean core areas those staff or pupils have been in with standard cleaners / disinfectants. | PMO to notify cleaners and coordinate areas to be cleaned | PMO | On occurrence | Ongoing March 2021 |
| | 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. | Meeting room, first aid room, SEND rooms - if more than one person presents at a time. | PMO | February 26th to March 8th | March 2021 |
| | 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. | Room to be identified | GLI | February 26th to March 8th | |
| | 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). | Thermal camera installed to measure temperatures on entry to college. No other temperature taking measures in place | RTT | 15th June | Ongoing March 2021 |
| | 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. | On occurrence | PMO, GLI | Ongoing | Ongoing |
| | Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning. | Amended | | | |
| | Useful information on self isolating https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection | | | | |
| | 9.1 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. | ABE to timetable. TSM/ NCO to inform students and parents. GWR to notify staff during induction | ABE/ TSM/ NCO GWR | Parents 13th to 17th July. Prep staff and students 13th to 17th July. Deliver 7th to 9th September | Completed Septmber 2020 - Ongoing March 2021 |
| | 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. | Not practicable. Staggered start as alternative | | | |
| | 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. | Not practicable. Staggered start as alternative | | | |

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed | |
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| 9. Controlling access into the school for staff, pupils and members of the public. | 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. | GWR to notify staff during induction | GWR | Prep 13th to 17th July. Deliver 7th September | Completed September 2020 - Ongoing March 2021 |
| | 9.5 | Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help. Heads have the discretion to ask parents / carers / visitors to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to. | Not applicable | | | |
| | 9.6 | Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school. | Not applicable | | | |
| | 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. | TSM/ NCO to communicate with parents | TSM/ NCO | | Ongoing March 2021 |
| | 9.8 | Staff should access and exit through the closest entrance to the area they will be based in. | Only one entrance/exit | | | |
| | 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. | School has been open normal times for full Jan - Feb half term and is continuing to do so moving forward so this is not needed | PMO/ HMA | | September 2020 - To be reviewed March 2020 |
| | 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. | Not applicable | | | |
| | 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 (and face shields) if screens cannot be provided. | Screens are up around reception, hand sanitisers and masks available for visitors. | GLI | February 2021 | February 2021 |
| 10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.) | 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. | HMA to remind everyone entering the building | HMA | Ongoing | |
| | 10.2 | Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not. | RNN to check all classrooms have hand sanitizer/ wipes/ paper towel/ tissues in tray | RNN | March 1st- March 5th 2021 | March 5th 2021 |
| | 10.3 | If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided. | RNN to check all classrooms have hand sanitizer/ wipes/ paper towel/ tissues in tray | RNN | March 1st- March 5th 2021 | March 5th 2021 |
| | 10.4 | All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas. | RNN to check all classrooms have hand sanitizer/ wipes/ paper towel/ tissues in tray | RNN | March 1st- March 5th 2021 | March 5th 2021 |
| | 10.5 | Tissues should be available in all group areas and should be single use only and binned after use. | RNN to check all classrooms have hand sanitizer/ wipes/ paper towel/ tissues in tray | RNN | March 1st- March 5th 2021 | March 5th 2021 |
| | 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. | GWR to inform staff during induction | GWR | Prep 13th to 17th July. Deliver 7th September | Ongoing March 2021 |
| | 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. | GWR to inform staff during induction | GWR | Prep 13th to 17th July. Deliver 7th September | Ongoing March 2021 |
| | 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. | n/a | n/a | n/a | n/a |

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| | 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. | RNN to check sanitizers is not alcohol based. Some alcohol gel used in testing facility and stored appropriately Rest of school using non alcohol gel | RNN, GLI | March 1st- March 5th 2021 | March 2021 |
| <p>"At this current moment in time 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."</p> <p>"At this current moment in time 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."</p> | 11.1 | General Cleaning | | | | |
| | 11.1.1 | Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or antiviral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings | PMO to check that LCC staff are informed | PMO | 13th to 17th July | Ongoing March 2021 |
| | 11.1.2 | Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, antiviral 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. | RNN to stock check classroom kits and order additional bins | RNN | March 1st- March 5th 2021 | Ongoing March 2021 |
| | 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). | Students to wipe down desk at the start and end of the session. TSM/ NCO to inform students. GWR to inform staff during induction. RNN to ensure stocks are available to do this. | TSM/ NCO/ GWR | Prep 13th to 17th July. Deliver 7th to 9th September. To be reviewed March 2021 | Ongoing March 2021 |
| | 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. | Day cleaner - PMO to check LCC have actioned this | PMO | 13th to 17th September To be reviewed March 2021 | Ongoing March 2021 |
| | 11.1.5 | 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. | Students to wipe down any surfaces they touch after practical sessions using machinery/ tools. TSM/ NCO to inform students. GWR to inform staff in induction Amended March 2021 | TSM/ NCO/ GWR | Prep 13th to 17th July. Deliver 7th to 9th September To be reviewed March 2021 | Ongoing March 2021 |
| | 11.1.6 | Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area. | PMO, GLI to check LCC staff are informed | PMO, GLI | March 1st- March 5th 2021 | |
| | 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. | GWR to notify staff during induction. PMO to generate procedure and signs. i.e. room to be sealed with tape and notice to cleaners with date to open room on. HMA to carry out procedure. | GWR/ PMO/ HMA | 13th to 17th July. Prep 13th to 17th July. Deliver 7th to 9th September | 07/09/2020 |
| | 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. | GWR to notify staff during induction. TSM/ NCO to communicate with parents. TSM/ NCO to communicate to students Amended March 2021 | GWR/ TSM/ NCO | Parents 13th to 17th July. Prep 13th to 17th July. Deliver 7th to 9th September To be reviewed March 2021 | Ongoing | |

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| | 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. | Not applicable | | | |
| | 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:- | PMO to confirm with LCC FM cleaning | PMO | 13th to 17th July To be reviewed March 1st to March 5th | Ongoing March 2021 |
| | 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:- | PMO to confirm with LCC FM cleaning | PMO | 13th to 17th July To be reviewed March 1st to March 5th | Ongoing March 2021 |
| | Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points. | PMO to confirm with LCC FM cleaning | PMO | 13th to 17th July To be reviewed March 1st to March 5th | Ongoing March 2021 |
| Cleaning of hard surface toys such as plastics, wood, sports equipment etc. | PMO to confirm with LCC FM cleaning | PMO | 13th to 17th July To be reviewed March 1st to March 5th | Ongoing March 2021 | |
| Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon. | PMO to confirm with LCC FM cleaning | PMO | 13th to 17th July To be reviewed March 1st to March 5th | Ongoing March 2021 | |
| | <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.</p> <p>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</p> | Amended March 2021 | | | |
| | 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. | RNN to establish 2m markers in atrium as visual aid | RNN | 13th July to 7th September | September 2020 |
| 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. | Movement system to be devised. TSM/ NCO to inform students. GWR to inform staff. RNN to sign post Amended Jan 2021 | TSM/ NCO/ GWR/ RNN | 13th to 17th July to prep. 7th to 9th September to deliver. To be reviewed March 2021 | Ongoing March 2021 | |

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| | 12.2 | Bubble sizes and Classrooms / Learning Areas | | | | |
| | 12.2.1 | Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly at KS 4 and KS 5, this is likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in KS 3 schools may be able to implement smaller groups the size of a full class. | Year group bubbles to be timetabled ABE. Movement system implemented including consideration of how to keep bubbles discrete. TSM/ NCO to inform students on induction. GWR to inform staff. RNN to create signage Amended March 2021 | ABE/ TSM/ NCO/ GWR/ RNN | 13th to 17th July To be reviewed March 2021 | September - Ongoing March 2021 |
| | 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. | As above | ABE/ TSM/ NCO/ GWR/ RNN | 13th to 17th July To be reviewed March 2021 | September - Ongoing March 2021 |
| | 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. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. | TSM/ NCO to risk assess each classroom and label furniture to move/ remove. RNN to implement Amended March 2021 | TSM/ NCO/ RNN | 13th to 17th July To be reviewed March 2021 | March 2021 |
| | 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. | Do not share resources unless they can be cleaned or kept in isolation for 72 hours See 35 for Engineering and Science practical work. GLI to inform staff. | GLI | To be reviewed March 2021 | |
| | 12.2.5 | For older year groups consider locating staff members at designated points where possible. | SLT to circulate around college whilst students are in the building | SLT | Ongoing | Ongoing March 2021 |
| | 12.2.6 | If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene. | Staff informed to maintain 2m distancing, limit time spent in teaching spaces beyond their own. Enact this where necessary but keep to a minimum. GWR to inform staff. | GWR | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 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. | Consideration to this given when agreeing final timetable for September. 3 systems developed. A - Covid reduction announced 11th August. B Covid remains the same. C Covid increases. Movement systems developed to recognise 3 different scenarios. 3 systems shared with staff and then enacted as of 11th August Amended March 2021 | ABE/ TSM/ NCO/ GWR/ RNN | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 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. | As above Amended March 2021 | ABE/ TSM/ NCO/ GWR/ RNN | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 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. | As above | ABE/ TSM/ NCO/ GWR/ RNN | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed | |
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| 12. Bubbles / Social Distancing | 12.2.10 | All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. 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. | As above Amended March 2021 | ABE/ TSM/ NCO/ GWR/ RNN | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 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. | Closer supervision not necessary. GWR to inform staff of side to side approach in an emergency | GWR | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 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. | All staff informed that they must maintain 2m at all times. GWR to inform during induction | GWR | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 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. | Not applicable | | | |
| | 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. | Year 10 and Year 11 staggered social times. ABE to timetable. TSM/ NCO to inform students. GWR to inform staff. | ABE/ TSM/ NCO/ GWR | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 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'. | Year 10 and Year 11 staggered social times. ABE to timetable. TSM/ NCO to inform students. GWR to inform staff. | ABE/ TSM/ NCO/ GWR | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Ongoing March 2021 |
| | 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. | Canteen cleaned in between sittings. No eating outside. PMO to inform LCC catering and cleaning. Staggered lunch times in place | PMO | Ongoing | September 2020 - Ongoing March 2021 |
| | 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. | Staff toilet allocation in place. Student toilet allocation to be reviewed for new term. | GLI, RNN | To be reviewed March 2021 | | |
| 12.6.2 | Limit the number of children or young people who use the toilet facilities at one time. | Students access designated toilets on the way to and from lessons during social times rather than downstairs toilets. TSM/ NCO to inform students. GWR to inform staff. | GLI, RNN | To be reviewed March 2021 | | |

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| | 12.6.3 | Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve). | TSM/ NCO to inform students. GWR to inform staff. RNN to provide signage. Signage still in place March 2021 | TSM/ NCO/ GWR/ RNN | Prep 13th to 17th July. Deliver 7th to 9th September. | Ongoing March 2021 |
| | 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 assigned nearest facilities | GWR | Prep 13th to 17th July. Deliver 7th September To be reviewed March 2021 | Septmber 2020 Ongoing March 2021 |
| | 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. | RNN to stock check wipes and provide signage. Signs still in place March 2021. | TSM/ NCO/ GWR/ RNN | March 1st to March 5th | March 2021 |
| | 12.6.6 | Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets you could use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time. | Signage still in place March 2021, bins in toilets in place and emptied by cleaning staff. | RNN | To be reviewed March 2021 | March 2021 |
| | 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. | All assemblies virtual via google meet. GWR to inform staff to aid planning of employer visits. Still in place March 2021 | GWR | Ongoing | Ongoing March 2021 |
| | 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. | Not applicable | | | |
| | 12.8 | Staff areas | | | | |
| | 12.8.1 | Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas. 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. | Staff room desks need measuring out to ensure 2m distacing, clutter to be tidied away to maximise floor space. GLI to measure benches and encourage this during week commencing March 8th | GLI | March 2021 | |
| | 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. | No other spaces available | | | |
| | 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 antiviral wipes. | RNN to organise signs. Order additional bins. GWR to inform staff during induction. Signs still in place March 2021 | PMO/ GWR | 13th to 7th September. Deliver 7th September. | September 2020 |
| | 12.8.4 | Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold). | To be reviewed March 2021 | GLI, PMO, RNN | March 2021 | |
| 12.9 | Communication | | | | | |
| 12.9.1 | It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing. | Use of on call to communicate. Google Meets for meetings. Still in place March 2021, google meets used regularly for training and breifing | GWR | Prep 13th to 17th July. Deliver 7th September. | Ongoing March 2021 | |

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| | 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. | GWR to notify staff during induction | GWR | Ongoing | Ongoing March 2021 |
| 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 Aid Training renewal done Jan 2021 for existing staff members along with 3 new first aiders | PMO | December 2020 | January 2021 |
| | 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. | Not applicable | | | |
| 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. | Hand sanitisers in place by entrance so biometrics can be used as they produce a more accurate fire register in an emergency. Barrier needs service to ensure biometrics can be used on all turnstiles. | GLI, RNN | March 2021 | |
| | 14.2 | Sanitisers could be used before touching biometrics if they cannot be cleaned between users. | See above | | | |
| | 14.3 | The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or antiviral wipes. | SEL to identify students with lift access. PMO to identify staff with lift access. RNN to clean where contractors are on site. | SEL/ PMO/ RNN | Ongoing | Ongoing March 2021 |
| | 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 antiviral wipes. | Paper sign in system being used currently. | RNN, GLI | Jan 2021 | Ongoing |
| | 14.5 | IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual. | Students instructed to wipe keyboards and mice at the start of the lesson. TSM/ NCO to inform students. GWR to inform staff. RNN to stock check wipes in rooms daily | TSM/ NCO/ GWR/ RNN | Prep 13th to 17th July. Deliver 7th to 9th September. Ongoing for stock checks | September 2020 |
| 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. | Doors to be held open (not fire doors). GWR to inform staff. RNN to make or order door stops. | GWR/ RNN | To be reviewed March 2021 | |
| | 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. 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. | Not applicable | | | |
| | 15.1.3 | You can continue using most types of air conditioning system as normal. If you use a | Recirculation turned off. AHU due to be serviced. | PMO | March 2021 | |
| | 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. | | | | |

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed | |
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| | 15.1.5 | Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. | | | | |
| | 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. | Not applicable due to suitability of outdoor space | | | |
| | 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 epipens and inhalers should be available wherever the CYP is. Ensure staff are trained in their use. | SEL to disseminate medical information of new teaching groups to staff team | SEL | 13th to 17th July - Reviewed March 2021 | March 2021 |
| | 15.3.2 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. | SEL to liaise with LCC catering - new information to be communicated March 2021 | SEL | 13th to 17th July - Reviewed March 2021 | March 2021 |
| | 15.4 | Water fountains | | | | |
| | 15.4.1 | Water fountains in shared pupil areas should be taken out of use. | Water fountains taped off. RNN to action and create signage. GWR to inform staff. NCO/ TSM to inform parents and students. Tape on water fountains to be redone. | PMO/ GWR/ TSM/ NCO/ ABE | March 5th 2021 | |
| | 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. | Not applicable due to tap water not being potable Amended March 2021 | | | |
| 16.Educational Visits | 16.1 | Off site educational visits are not allowed at this time. This advice will be kept under review. | GWR to inform staff | GWR | Ongoing | Ongoing |
| | 16.2 | When visits can recommence they should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic visits schools should complete the Day Visits risk assessment along with any venue specific assessments. | GWR to inform staff. ABE to complete Evolve as EVC | GWR/ ABE | Ongoing | Ongoing |
| | 16.3 | At this current time and with new lockdown restrictions, settings should only make use of outdoor spaces in the local area to fulfil any essential requirements stated in an individual's existing EHCP and if there is limited outdoor space available onsite. In such situations, pupils should be able to safely adhere to social distancing from staff and members of the public. | Not applicable | | | |
| | 16.4 | From 8 August, face coverings will be required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings | | | | |

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| 17.PPE for staff and pupils | 17.1 Secondary / SILC settings - Schools teaching pupils in Year 7 and above should ensure staff, visitors and pupils wear face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas. Face coverings do not need to be worn by pupils when outdoors on the premises although it is recommended in high density outdoor areas where social distancing is difficult. In addition, it is now recommended that face coverings are worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Primary / Nursery Settings - in primary schools, it is 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. Face coverings are required at all times on public transport (for children over the age of 11). If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, face shields or Perspex screens may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. It is strongly recommended by LCC that staff and visitors in settings teaching Year 6 and under wear face coverings in all communal areas. 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 why a face shield is more appropriate. | GWR to notify staff. TSM/ NCO to notify students and parents Amended March 2021 Rules to be enforced by all staff from 8th March onward | GWR/ TSM/ NCO | March 8th 2021 | |
| | 17.2 FFP2 / 3 masks are not generally necessary in a school setting. | | | | |
| | 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. | Not applicable | | | |
| | 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. | PMO to stock check and order | PMO | March 1st to March 5th | March 2021 |
| | 17.5 Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted. | Supply of goggles for each student now provided, students to be given own set of goggles week commencing 8th March | GLI/ SDA/ EHA | March 8th - March 14th | |
| | 17.6 Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work. | Not applicable | | | |
| | 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. | PMO to read bulletin | PMO | 13th to 17th July | 7/1/2020 Ongoing March 2021 |
| | 17.7 Amalgamated into 17.1 | | HWI | | October 2020 |
| | 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 number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns. | Risk Assessment to be shared after ratification by Governors. PMO to arrange 1 to 1s with anxious staff | HWI/ PMO | 13th to 17th July. 7th September. | Ongoing March 2021 |
| | 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. | Building open through first half term Jan-Feb, most staff have been in the building to get accustomed to the measures in place, all staff attending staff briefings and training by zoom call. | PMO | | Ongoing March 2021 |

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| 18. Staff Wellbeing | 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 | PMO to signpost staff. TSM/ NCO to signpost students | PMO/ TSM/ NCO | 13th to 17th July | Ongoing March 2021 |
| | 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. | PMO to identify need and risk assess where appropriate. GLI Trained on mental health first aid for staff. | PMO | 13th to 17th July - Reviewed March 2021 | Ongoing March 2021 |
| | 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. | Google meets used for all staff meetings. GWR to inform staff. | GWR | Prep 13th to 17th July. Deliver 7th September | Ongoing March 2021 |
| | 18.6 | Identify Mental Health First Aiders. | PMO to check progress with GLY | PMO | 13th to 17th July | Training complete November 2020 |
| | 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). | PMO to signpost staff. | PMO | 13th to 17th July Reviewed March 2021 | Ongoing March 2021 |
| | | Guidance on Staff Wellbeing is available on Leeds for Learning. | | PMO to read guidance | PMO | 13th to 17th July Reviewed March 2021 |
| 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. | RNN to develop contractor process. PMO to sign off process. To be reviewed March 2021 | RNN, GLI, PMO | March 2021 | |
| | 19.2 | Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. | RNN to liaise with contractors on booking visit | RNN | Ongoing | Ongoing March 2021 |
| | 19.3 | Contractors should adhere to social distancing guidelines and wear face masks or appropriate face coverings whilst on site. | RNN to inform on induction | RNN | Ongoing | Ongoing March 2021 |
| | 19.4 | Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site. | RNN to inform on induction | RNN | Ongoing | Ongoing March 2021 |
| | 19.5 | If contractors need supervising this should be done following social distancing guidelines. | RNN to action on occurrence | RNN | Ongoing | Ongoing March 2021 |
| | 19.6 | Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms. | RNN to inform on induction | RNN | Ongoing | Ongoing March 2021 |
| | 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. | RNN to include within contractor process. | RNN | On occurrence | Ongoing March 2021 |
| | 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. | RNN to include within contractor process. | RNN | On occurrence | Ongoing March 2021 |
| | 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. | RNN to include within contractor process. | RNN | Ongoing | Ongoing March 2021 |
| 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. | All meetings take place remotely. PMO to develop visitor process. PMO to train HMA. HMA to deliver induction to visitors as part of visitor process | PMO/ HMA | 13th to 17th July | Ongoing March 2021 | |

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| 20. Lettings / Meetings / Visitors | 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. 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. | As above GLI to organise testing of these people when needed. Amended March 2021 | | | |
| | 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. | Visitor toilet in reception area. Information delivered as part of visitor process. | HMA | On going | On going |
| | 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. . | PMO to include with visitor process. Visitor details being kept on paper records from January 2021 | PMO | 13th to 17th July | Ongoing March 2021 |
| | 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. 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.. Guidance and a list of NGB whose rules have been approved can be found at : https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework . | not applicable | | | |
| | 20.6 | 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 15 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. This would not typically permit parent-and-child groups focused on social or development activities, such as singalong groups or art classes. | Not Applicable | | | |
| | 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. 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. | Not Applicable | | | |
| | 21. Pupil Wellbeing | 21.1 | Guidance is available on Leeds for Learning for pupil wellbeing | TSM/ NCO to read guidance | TSM/ NCO | |
| | 22.1 | Consider if the fire evacuation routes need to be altered to take into account the changed use of the site. | PMO/ GLI to review fire evacuation procedures. HWI to sign off process. Fire drill to be done during term when students have fully returned to premises. | PMO/ GLI/ HWI/ GWR/ TSM/ NCO | April 2021 | |

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| 22.Fire safety | 22.2 | Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed. | Muster points altered accordingly | PMO/ GLI/ HWI/ GWR/ TSM/ NCO | 13th to 17th July to risk assess system. Prep 13th to 17th July. Deliver 7th to 9th September | September - Still in place March 2021 |
| | 22.3 | Consider if you need to re-allocate fire marshal roles. | Roles reallocated for reduced staff and students in building between Jan and March 2021. Roles to revert back to original roles once full staff is back during week commencing March 8th | GLI | March 8th | |
| | 22.4 | Ensure staff know how to use fire extinguishers, where call points are etc | Smartlog training on this up to date and records kept. | PMO/ GLI/ HWI/ GWR/ TSM/ NCO | Ongoing | Ongoing March 2021 |
| | 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. | Muster points altered accordingly to ensure social distancing during drills. Drill to be carried out when full staff and student return. | PMO/ GLI/ HWI/ GWR/ TSM/ NCO | March - April 2021 | |
| | 22.6 | Consider if staff and pupil PEEPs need to be amended. | No PEEPs currently required for staff or students | PMO/ GLI/ HWI/ GWR/ TSM/ NCO | Ongoing | Ongoing |
| | 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. | Details to be added to fire risk assessment before renewal. | GLI, RNN | March 2021 | |
| | 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. | ABE to timetable staff rota with this consideration in mind dependent on system A, B or C in place. GWR to inform staff. PMO to liaise with LCC catering | ABE | March 1st to 8th 2021 |
| 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.. | PMO to liaise with LCC catering | PMO | 13th to 17th July - No further changes made March 2021 | Ongoing March 2021 |
| | 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 into account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals. | PMO to inform LCC of split breaks and lunches. PMO to discuss any alterations. LCC to advise of best practice | PMO | 13th to 17th July - No further changes made March 2021 | Ongoing March 2021 |
| | 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. | Split breaks and lunches. Breakfast service to be risk assessed. TSM/ NCO to inform parents/ students. GWR to inform staff. | PMO/ TSM/ NCO/ GWR | 13th to 17th July - No further changes made March 2021 | Ongoing March 2021 |
| | 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. | PMO to inform LCC | PMO | 13th to 17th July - No further changes made March 2021 | Ongoing March 2021 |
| | 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. | PMO to confirm with LCC | PMO | 13th to 17th July - No further changes made March 2021 | Ongoing March 2021 |
| | 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. | PMO to check LCC staff have been inducted | PMO | 13th to 17th July - Reviewed 2021 | Ongoing March 2021 |
| 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. | Staff training day 7th September. GWR to inform staff of schedule for the training day. | GWR | 13th to 17th July | July 2020 |
| 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 antiviral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items. | RNN to order bin and create signage. HMA to implement system and instruct parents as part of the visitor to school procedure | RNN/ PMO/ HMA | 15th June onwards | Ongoing March 2021 |

| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| 27. Transport to School by My Bus or School Buses (not public transport buses) | 27.1 | Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families. | Not applicable | | | |
| | 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.. | Not applicable | | | |
| | 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. | Not applicable | | | |
| | 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. | Not applicable | | | |
| | 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. | Not applicable Amended Jan 2021 | | | |
| | 27.6 | The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible, distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents , • on secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. | Not applicable | | | |
| | | In accordance with advice from PHE, from the autumn term, we recommend that schools advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport. | | | | |
| 28. School Sites Shared with other Users e.g PFI Staff, Children's Centres | 28.1 | Where applicable, ensure arrangements that impact on other site users e.g opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc ...are discussed / information provided to users who share the school site. | Not applicable | | | |

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| | 28.2 | Schools who operate a childrens centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting. | | | | |
| 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 it should be left for at least 48 hours (72 hours for plastic) before and after marking.. It is recommended that paperwork to be marked is placed in a plastic bag that can be wiped down after collection or work and before handing work back to the pupils. Alternatively, staff can wash hands or sanitise before marking work, at regular intervals throughout and after completing marking. 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. 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). | GWR to develop system for marking and feedback. GWR to inform staff. | GWR | 13th to 17th July to prep. 7th September to deliver | Ongoing March 2021 |
| 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. | Support staff used before supply. | ABE | On occurrence | Ongoing March 2021 |
| | 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. | Supply agency staff kept to a minimum Amended Jan 2021 | ABE | On occurrence | |
| 31. Before and after school clubs | 31.1 | From 8 March, schools can resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, or is part of a pupil's wider education and training. Vulnerable children can attend settings regardless of circumstance. Advise parents that where they are accessing this provision for their children, that they must only be using this, where the provision is being offered as part of the school's educational activities (including catch-up provision), the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution, or the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group. | Not applicable Amended March 2021 | | | |
| | 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. | Not applicable Amended March 2021 | | | |
| | 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. | Not applicable Amended March 2021 | | | |

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| | <p>31.4 At this current time schools should not open up or hire out their premises for use by external organisations such as sports coaches and wrap around care unless they are for provision to a) vulnerable children and young people, b) other children where the provision is reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group, c) being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education, d) being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments. From the 29th March, and in line with when schools close for the Easter holidays, out-of-school settings and wraparound providers will be able to offer outdoor provision to all children, without restrictions on the purpose for which they may attend. Indoor provision will be able to be offered to the same categories as above with the addition children on free school meals, where they are attending as part of the Department for Education's holiday activities and food programme.</p> | Not applicable Amended March 2021 | | | |
| 32. Music and Performing Arts | <p>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. Schools must not host performances with an audience. 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.</p> | Not applicable | | | |
| | <p>32.2 Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place.</p> | Not applicable | | | |
| | <p>32.3 Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. Use microphones where possible or encourage singing quietly.</p> | Not applicable | | | |
| | <p>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</p> | Not applicable | | | |

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| | <p>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). 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. Limit handling of music scores, parts and scripts to the individual using them. 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.</p> | Not applicable Amended March 2021 | | | |
| | <p>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.</p> | Not applicable Amended March 2021 | | | |
| 33. PE / Sports including dance. | <p>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. Pupils should be kept in consistent groups. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.</p> | Not applicable | | | |
| | <p>33.2 Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports listed on the return to recreational team sport framework. Competition between different schools should not take place, in line with the wider restrictions on grassroots sport. framework. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> | Not applicable | | | |
| | <p>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).</p> | Not applicable | | | |

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| | 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. | Not applicable Amended February 2021 | | | |
| | 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. | Not applicable | | | |
| | 33.6 Amalgamated into 33.3 | Not applicable | | | |
| | 33.7 PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-pesspa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary). Swimming - https://www.swimming.org/swimengland/pool-return-guidance-documents/ | Not applicable | | | |
| 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/ | GLI to read and disseminate to staff - all measures in place for now- awaiting new guidance from CLEAPSS in August | GLI EHA | 13th to 17th July To be reviewed March 8th to March 15h before oracial work commences | |
| | 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. | GLI/ SDA/ EHA to devise system for practical work, risk assessing if equipment can be cleaned between use by different bubbles or left for 48 hours/ 72 hours if plastic or metal. | GLI/ SDA/ EHA | 13th to 17th July - Reviewed March 2021 | 17th July - Ongoing March 2021 |
| | 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 discrete 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. | Not applicable | | | |
| | 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). | GWR to inform staff.PMO to assess adherence to RA w/c 15th September. Change of staff rooms March 2021 | PMO/ GWR | To be reviewed March 2021 | |

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| 35. Shared Resources | 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. | Year 10/ Year 11 benches assigned to maintain bubbles. Table tennis/ basketballs assigned to year 10 and year 11. RNN to create signage. GWR to inform staff | TSM/ RNN/ GWR | 13th to 17th July. Deliver 7th to 9th September | |
| | 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. | GWR to establish classroom system and inform staff. TSM/ NCO to inform students | GWR/ TSM/ NCO | 13th to 17th July. Deliver 7th to 9th September | |
| | 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. | Not Applicable | | | |
| | 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. | SSI to create system for library. GWR to inform staff. TSM/ NCO to inform students. RNN to create signage. Library moved to suit covid testing needs Feb 2021, systems still place but need reviewing March 2021 | RNN SSI GLI | March 8th - March 15th | |
| 36. Record Keeping | 36.1 | Good record keeping is key to managing any potential positive cases and / or outbreaks. | PMO to develop system based on track and trace categories - See HWI. TSM/ NCO to consider pupil record keeping based on classroom seating plans i.e. students with 1-2m for each lesson. GWR to inform staff of system. | PMO/ GWR | Prep 13th to 17th July. Deliver 7th September Reviewed March 2021 | Ongoing March 2021 |
| | 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. | As above | PMO/ GWR | Prep 13th to 17th July. Deliver 7th September | Ongoing March 2021 |
| | 36.3 | If your existing systems to not record times when pupils, staff and others are working together e.g small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record. | As above | PMO/ GWR | Prep 13th to 17th July. Deliver 7th September | Ongoing March 2021 |

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| | 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. | As above | PMO/ GWR | Prep 13th to 17th July. Deliver 7th September | Ongoing March 2021 |
| | 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. | As above | PMO/ GWR | Prep 13th to 17th July. Deliver 7th September | Ongoing March 2021 |
| Mini Bus/Coach Travel | 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. | Not Applicable | | | |
| 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. | Amended | | | |
| | 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. | | | | |
| | 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. | | | | |
| | 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. | | | | |
| | 38.5 | Make sure that any candidates who arrive late for the exam follow social distancing measures. | | | | |
| | 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. | | | | |
| | 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. | | | | |
| | 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. It is recommended 2m distance is achieved between candidates wherever possible. | Amended | | | |
| | 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. | | | | |

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| 38. AS, A level and GCSE exams | 38.10 | 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. | | | | |
| | 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). | | | | |
| | 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. | | | | |
| | 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. | Amended | | | |
| | 38.14 | Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff. | | | | |
| | 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. | | | | |
| | 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. | | | | |
| | 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. | | | | |
| 39. Asymptomatic Testing | 39.1 | An asymptomatic lateral flow device testing programme has been put in place in the school. | See Mass testing section | GLI | March 8th 2021 | March 2021 |
| | 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. | See Mass testing section | GLI | March 8th 2021 | March 2021 |
| | 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. | See Mass testing section | GLI | March 8th 2021 | March 2021 |
| | 39.4 | Sections 3 or 4 of this risk assessment are being followed by the school and staff / pupils taking part. | See Mass testing section | GLI | March 8th 2021 | March 2021 |



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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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Leeds
CITY COUNCIL

M: 19 in Schools for March 2020 opening - Risk Assessment - Version 5.02

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by: | Timeframe | Date Completed |
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Assessment - Version 5.02

Section 3 - Mass Asymptomatic Testing for Secondary and SILC settings - daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed | |
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| Secondary and SILC schools - now changed to twice weekly home testing for staff 3 / 4 days apart (where possible) and 3 tests (3 -5 days apart) for pupils on return to school followed by twice weekly home testing. Detailed guidance is available on the DfE Schools Portal. | | | | | |
| ST 1. Setting Up the Testing Area. | 1.1 | Assessing and identifying the staff and area(s) to be used. | | | |
| | | Identify which staff and pupils have given consent for tests to be carried out. Persons should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual or parent / carer at any time and they should not be directed to or forced to take the tests. Staff and pupils attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid-19. | Students and students parents/carers are to be informed that they inform the relevant curriculum leader, SEN staff or pastoral staff that they plan to attend. The student or parent will then be asked to complete a consent form before coming into the building. GLI to be informed of all new students arriving to make arrangements for testing. | GLI, CPA NCO TSM, SEL | |
| | 1.1.1 | Identify the number of testing bays and testing personnel likely to be needed. Use the data obtained from step 1.1.1 in the workplace toolkit. This can then be used to identify the personnel and space required for a testing area. | Testing bays to be built on site by SDA and engineering department | RNI, GLI, SDA | March 2021 |
| | 1.1.2 | Identify appropriate staff / volunteers to carry out the roles required. Consideration should be given to their suitability for the role e.g. underlying health conditions, vulnerable family members. | | HWI, GLI | January 2021 |
| | 1.1.3 | Staffing levels should be sufficient to allow breaks for staff and to reduce risk of errors due to fatigue. | Staff trained and instructed on testing process, schedule for testing process to be prepared by GLI | | March 2021 |
| | 1.1.4 | Identify 1 / more than 1 suitable dedicated testing area (s) in the school. Testing areas require : | Library area to be used | HWI | January 2021 |
| | | a. Adequate space to follow the layout requirements for the testing areas, bays each bay and associated support stations in the " How to Guide ". This includes allowing for safe movement between registration desks, testing bays, a one way system, entry and exit points and a socially distanced waiting area (if required). You may be able to use a space adjacent to and connected to the testing area for the registration desk. | | GLI | March 2021 |
| | | b. Adequate ventilation (in line with Section 2 of this risk assessment) and lighting. Consider if additional task lighting is required for those processing the tests and at other stations in the testing area. | | GLI | March 2021 |
| | | c. A non porous floor and readily cleansable surfaces. Temporary floor coverings could be used e.g. installing temporary hardcovers on carpets, to facilitate cleaning. | Floor already non porous. | | January 2021 |
| | 1.1.5 | d. Privacy - it should not be possible for passers by / staff and pupils in other areas to see persons visiting the testing area whilst they are being tested. | Barriers need to be sourced to block off testing area | GLI, RNI | March 2021 |
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| | 1.2 | Setting up the Testing Area. | | | |
| | 1.2.1 | Set up the testing area in accordance with the "How to Guide ". It is recommended bays are numbered and the bay number is written on the test kit and entered on the school records so that any issues with high numbers of inconclusive tests e.g. faulty batches, staff training issues can be identified and rectified. | Only one bay at present, rest will need to be implemented before full staff and students return. Bay Numbers to be added to testing system. | GLI, MHI | March 2021 |
| | 1.2.2 | It is recommended signage and floor marking is used to identify the entrance and exit, one way system and the outline of the bays (if screens are not used). It is also recommended the floor is marked in front of each testing bay where the person being tested can stand whilst waiting to be called forward / being given instructions. | To be implemented 4/3/21-5/3/21 | GLI, RNI | March 5th 2021 |
| | 1.2.3 | Testing bays should be set up and provided with the facilities outlined in the How to Guide. | | SDA, RNI, GLI | March 2021 |

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| | 1.2.4 | Suitable seating should be available if persons taking the tests need to or wish to do the test in a seated position. Any seating provided must be readily cleansable and be cleaned before and after each use. | | GLI, RNI | March 2021 |
| | 1.2.5 | Consider if alternative tables / facilities are required for persons in wheelchairs. | Staff arranging visitors or new students to inform covid testing team if any measures for wheelchair users are required | GLI, RNI, PMO | March 2021 |
| | 1.2.6 | Fixed or standing mirrors may be easier for some persons to use whilst taking the test. Consider the potential height of users in positioning fixed mirrors. | Stick on mirrors used to cover all heights | GLI, HWI | March 2021 |
| | 1.2.7 | To provide a degree of privacy to persons undertaking the test consider the use of opaque or solid screens either side of the testing bay. Any screens used should be of adequate height / size to afford privacy and must be readily cleansable. Wipeable sheeting could be used to cover screens / dividers that you may already have in school that are not cleansable. | Solid screens used either side of booth | GLI, RNI, SDA | March 2021 |
| | 1.2.8 | Closely located toilets and wash basins for the sole use of staff working in the testing area should be available. Staff using these should still follow social distancing, hand hygiene and the 'Use it Wipe It' principle. | Toilets available just before queue starts. | | March 2021 |
| | 1.2.9 | Depending on the time of day / length of time the testing area is in operation, a separate break area for the sole use of staff working in the testing area may be needed so they do not need to go into the main school staff rooms whilst they are involved in testing. This should be cleaned regularly in line with the enhanced cleaning programme in school. The number of persons using these areas at any one time should be limited and follow the guidelines for staff rooms / communal staff areas in xxx of Section 2 of this RA. | Not applicable | | |
| | 1.2.10 | In addition to or instead of timers in each bay, it may be useful to provide a large clock visible to the processing staff to assist in the timing of the test development. Processing staff should write the time of the test on the test vial or the LFT device. | Clocks to be ordered by GLI to cut back on use of stop clocks | GLI, RNI | March 2021 |
| | 1.2.11 | It is recommended bins are provided in each bay and at each station in the testing area to ensure waste is easily and correctly disposed of. Bins should be unliddded or foot operated. See also Waste disposal below. | Bins in booths with correct bags, waste contracted arranged by GLI | GLI, RNI | |
| | 1.2.12 | Consider pre-making up testing kits / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate whilst they are processing. | | | |
| | 1.2.13 | Consider the use of separate containers for the sheets for test results awaiting entry onto the DHSC log and school log and those that have already been entered. For example : | GLI to arrange and inform GKA | GLI | March 2021 |
| | 1.3 | After mass on site testing of pupils has been completed | New | GLI | |
| | 1.3.1 | A small on-site testing centre e.g. 1 to 3 bays, that complies with this Section and the 'How to Guide' should be retained so that testing can be offered to pupils (and staff if relevant) who are unable or unwilling to test themselves at home or who return to school after the majority of pupils e.g. pupils who are shielding and need to undergo the 3 tests before starting home testing. | Testing site will remain in place as space is not required for anything else | GLI | March 2021 |
| | 2.1 | All staff / volunteers involved in the testing process must complete the online training accessed via the schools portal for the roles they will be / are undertaking. In order to provide flexibility to the process of testing and opportunities for rotation it is recommended persons train for multiple roles e.g. registration, sample processing, data entry. Only staff who have passed the assessments should commence testing and schools/colleges are responsible for ensuring this is the case. | Records of training kept both digitally and in print. GLI to fill out assessment forms for each member of staff | GLI, RNI MBA, CPA, CPO, RBA, GKA | March 5th 2021 |

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| ST 2. Training / competency | 2.2 | Carry out several dummy runs before starting the testing for real. This will enable testing staff to gain competency / confidence before the actual testing takes place. | Covid test team meetin to establish roles and run through testing system with all team members present performed march 5th | GLI | March 5th 2021 |
| | 2.3 | Consider that pupils who have never swabbed before may take longer to undertake the swabbing process at first start compared to staff that are now familiar with it. This may impact on how many tests can be carried out each day and the rota for pupils attending to take their tests. | Staff trained on instructing students, staff doing this are familiar with student subjects. | GLI, TSM, NCO | March 5th 2021 |
| | 2.4 | Staff competency at their roles should be assessed at regular intervals throughout the process e.g. weekly. The checklists on the school portal could be used to assist with this. Any areas for improvement should be addressed. | Checklist and assessment of staff to begin bi-weekly | GLI | Done march 5th for all staff - Ongoing |
| ST 3. Storage and management of Testing Materials / Supplies for the Testing area. | 3.1 | Testing kits should be stored between 2°C and 30°C and the antigen LFD devices and reagents must be between 15°C and 30°C during use. | Test kept in science prep room to keep them well within temperature limit | GLI | March 2021 |
| | 3.2 | Storage areas should be lockable and access restricted to authorised personnel only. | Test kept in science prep room to keep them well within temperature limit, rst of PPE and equipment kept in locker rooms under lock and k | GLI | March 2021 |
| | 3.3 | Checks of supplies should be undertaken at the end of each session to ensure there are adequate supplies of all relevant materials for the testing area before testing commences for the next session e.g. at the end of each day for the following day. | | | |
| ST 4. Waste Disposal | 4.1 | Waste generated by the testing area can now all be disposed of as general waste your mainstream waste disposal routes. It no longer needs to go in yellow / clear or 'tiger' bags and be disposed of as healthcare waste. | Waste contract and bin arranged by GLI, needs cancelling to suit change of rules. | GLI | March 2021 |
| | 5.1 | Staff working in the testing area must don and doff PPE in line with the guidance in the Schools and Colleges "How to Guide" available on the DfE Schools Portal. | Signs put up to remind staff how to do this, weekly check to be introduced to ensure this is still being done | GLI | |
| | 5.2 | Staff working in the testing area should wear and change PPE as identified below. A session is considered to end when a worker leaves the setting i.e. at break or end of shift. New PPE should be worn for each session. In addition PPE should be changed if protective properties are compromised or contaminated from secretions. | Weekly PPE checks to be done - checks done for each member of testing team in week commencing 1st March | | Completed March 5th - Ongoing Weekly |
| ST 5. PPE | 5.3 | Staff processing / handling the tests should wear IIR masks and eye protection / face shields, disposable glove and aprons. Gloves must be changed after each test and the rest changed at the end of each session including after breaks. | | | Completed March 5th - Ongoing Weekly |
| | 5.4 | Staff undertaking cleaning of the area should wear IIR masks and eye protection / face shields, disposable gloves and aprons. This should be changed at the end of each session including breaks and immediately after cleaning up spillages. | | GLI | Completed March 5th - Ongoing Weekly |
| | 5.5 | All other staff working in the testing area e.g. co-ordinating supplies and queuing, registering and recording should wear IIR masks at all times and use and replace these in line with Point 17. PPE in Section 2 of this RA and at the end of each session including breaks. | | | Completed March 5th - Ongoing Weekly |
| | 5.6 | Persons taking the test should wear a face mask / face covering at all times except when they are physically carrying out the test on themselves / being assisted to carry out the test. | | | Completed March 5th - Ongoing Weekly |
| | 5.7 | Staff directly assisting persons to undertake tests should wear IIR masks and eye protection / face shields, and disposable aprons and gloves These should be changed between each person being assisted. | | | Completed March 5th - Ongoing Weekly |
| | 5.8 | All Testing centre staff must not leave the testing area without removing and disposing of their PPE appropriately or before donning any new PPE required in areas of the school outside of the testing area. | Signs in place to indicate this, weekly checks of standards to be initiated to ensure this is followed. | GLI | |
| | | Before the Test | | | |
| | 6.1 | It is recommended schools pre-register pupils who have consented to the test on the DHSC portal before they attend the testing area. | Spreadsheet prepared for each year group to be sent off and registered in bulk on day of testin | GLI, GKA, CPO | Ongoing March 2021 |

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| | 6.2 | To inform staff and pupils and to alleviate anxiety around the testing process it is recommended staff and pupils are provided with information about the process and the chance to raise any specific questions / concerns. Consider using the videos and materials on the schools portal, the videos / photographs from other schools on Leeds for Learning, producing your own video / photographs of the process / testing area. If staff or pupils have higher anxiety it is possible to carry out 1 : 1 controlled walk throughs of the area. All staff and pupils / parent / carers should be provided with the privacy statement. | NHS training given to testing team on this. | | |
| | 6.3 | Ascertain if staff or pupils need assistance with administering the test or taking part in the process e.g. pupils with SEN who may need emotional / reassurance support. Trained staff can assist individuals with the test if they are unable to conduct the test themselves. Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician. There is training and guidance on how to perform assisted swabbing on the DFE schools portal. Any staff carrying this out should be appropriate i.e. known and trusted, for the person being assisted and be familiar with the process and the person they are assisting. There may also be circumstances where staff may need assistance / practice on site initially before they are comfortable with home swabbing. This should be carried out in the testing area. | GLI to liaise with CPA and SEL on this to ensure needs of SEN students who are to be tested are communicated to testing team - no assistance required on this front other than supervision of students in hallways by staff. | GLI, CPA, SEL | March 2021 |
| | 6.4 | Inform staff and pupils to notify a named person in school if they have any particular concerns / issues relating to the taking of the test that they may require assistance with e.g. conducting the test when no -one else is if they have a strong gag reflex. | GLI to liaise with pastoral and SEN support about this to appoint a person for this role. | GLI, PMO, SEL, CPA | |
| | 6.5 | Consent to be tested can be withdrawn at any stage including during the test. This includes verbal withdrawal. No staff or pupils should be forced or coerced in any way to undertake the tests. | | | |
| | 6.6 | Where a school feels it may not be appropriate or safe to test a pupil who has parental / carer consent they should discuss this with the parent / carer (and pupil where possible). | | | |
| | 6.7 | All staff and pupils can now be part of the on site or home testing programmes. Staff are expected to move to twice weekly home testing by the 8th March. | Amended March 2021 - GLI to distribute these and explain how the tests are to be used via staff briefing on Friday 5th March | GLI | |
| | 6.8 | Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFT programme. | Amended March 2021 - Staff and students with positive PCR tests to be excluded from testing. | GLI | |
| | 6.90 | It is recommended that pupils to be tested are given an appointment time / time slot to attend or (if the number of bays and waiting space allows) this may be a group time. If pupil testing starts from March 8th a pupils first on-site test should be as soon as possible after they arrive at school and they will be allowed to resume face to face learning if they test negative after that first test. | Timetable to be put together and communicated. Staggered start agreed to and students to enter in alphabetical order to ease flow of students | GLI, PMO, HWI, TSM, NCO | March 2021 |
| | 6.10 | All persons taking tests should be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. | Letter sent out by HWI informing parents and students of this. | HWI | March 2021 |
| | 6.11 | Where possible, testing should be carried out in the morning to limit the potential contact time that persons who test positive will have had with other staff / pupils and to allow the re-taking of inconclusive tests as soon as possible. | Timetable for morning testing and staggered entry of students communicated to parents. Testing to be done in AM only. | GLI, HWI | March 2021 |
| | During the Test | | | | |
| | 6.12 | Access to the testing area should be controlled and social distancing between those taking the tests and testing area staff should be observed wherever possible. | One way system to be put in place along with storage areas for students awaiting tests and awaiting results. Testing area itself is cordoned off so level of privacy is as high as it can be. | GLI, RNI | March 5th 2021 |

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| | 6.13 | Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area. | Hand sanitiser dispensers to be put up in testing area and reception to accommodate needs of queuing students - dispensers have arrived and require fixing to the wall. | RNI | March 5th 2021 |
| | 6.14 | Persons undertaking the test should be informed they must sanitise their hands before they remove their face coverings, before / after they carry out the test and before and after re-donning their face coverings. Removal / re-donning of face coverings should be carried out in the testing bay and not whilst they are waiting to enter the bay or after they have exited. | Staff on hand to remind students of this while they are queuing. Signs will be in place for this | GLI, RNI | March 2021 |
| | 6.15 | Persons being tested should be asked to read the testing instructions and / or have them explained to them prior to taking the test. This should be done before they remove their face coverings. | Presentation/video to be prepared and shown on screens around school as students are queuing. Signs will be put on each booth with step by step on how to undertake test. Testing assistants | GLI, NCO, HWI | March 2021 |
| | 6.16 | It is recommended that the processing staff open the correct end of the swab package and peel it down a short distance before handing the swab package to the persons being tested. This will help avoid the wrong end of the swab being handled. | Not applicable | | |
| | 6.17 | Once the test swabbing has been undertaken it is recommended the processing staff place the rack with the test vial in onto the table in front of the person carrying out the test for them to place the swab into swab end down. Holding onto the rack whilst they place the test swab into it may prevent accidental spillages and the need for the swab to be re-done. | Already being done as part of testing system. Staff are being trained on this. | GLI | |
| | 6.18 | If, at any point during the test, the swab end touches any surface apart from the vial it is being deposited into, or any part of the person being tested other than those required for swabbing, the swab should be discarded and a new one issued. | Already being done as part of testing system. Staff are being trained on this. | GLI | |
| | 6.19 | Once the processing staff have confirmed the swab is safely in the vial the person being tested can leave the testing bay / area and await their results. | | | |
| | 6.20 | Tests should be handled and processed in line with the guidance in the How to Guide. | | | |
| | 6.21 | Results should be actioned as below in 7. | | | |
| | 7.1 | Positive result - individual and their household should start self isolation following government guidance straight away as only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFT. Where a pupil has tested positive for coronavirus (COVID-19), they need to be sent home. The parent or carer should be contacted to make arrangements for the pupil to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to keep a safe distance from others. They must not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the pupil's journey home, home to school transport may be provided. | GLI to communicate this with SLT | TSM, NCO, HWI | |
| | 7.2 | Schools should undertake close contact tracing and inform contacts they must start self isolation as per government guidelines immediately. | | | |
| ST 6. Conducting the tests | 7.3 | Negative result - individual and household can continue as normal. | | | |
| | 7.4 | Invalid result - the individual should re-take a LFT as soon as possible and relevant action should then be taken when a positive / negative result is obtained. | | | |
| | 7.5 | If the second test is invalid or void the person should take a PCR test and relevant action should be taken when a result is obtained. Persons do not need to isolate whilst awaiting the results if they are asymptomatic. | GLI to communicate this. | GLI | |
| | 8.1 | Social Distancing - staff working in the testing area should maintain a 2m distance from other staff and persons attending the testing area whenever practicable. It is appreciated that for some roles in the testing area and at certain points in the process this may not be possible all the time. Timetabling test times will help with this. | Staff aware of overall risk assessment regarding social distancing. Testing area set up to be as socially distanced as possible. | GLI | March 2021 |
| ST 7. Test Results and Actions to Take. | | | | | |

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| | 8.2 | Regular reviews and quality assurance checks should be carried out of the testing area and procedures to ensure they are effective and the correct procedures are being followed. | GLI to conduct weekly checks on all staff in testing area | | Ongoing |
| ST 8. General | 9.1 | After taking the test the individual should wipe down the table, mirror and any areas touched with an anti-viral wipe. This should be overseen by the processing staff or staff assisting with test administering. If persons taking the test are not capable of doing this / there are doubts as to the thoroughness of the cleaning these areas should be cleaned / wiped by testing centre staff wearing the appropriate PPE as identified above. | Wipes in place behind each booth along with bin to allow for this - students being reminded to do this by testing staff after training from GLI | GLI | Ongoing |
| | 9.2 | Cleaning should be carried out regularly following schools cleaning procedures, especially frequent touch points as detailed in Section 2 of this risk assessment. Cleaning should be undertaken at the end of each session. | Suitable cleaning supplies available in plentiful supply in testing area, all equipment and surfaces to be cleaned between uses. | | March 5th - Ongoing |
| | 9.3 | Spillages – any spillages should be cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area should be paused until it is safe to continue. | Spills kit available in testing area, staff to be trained on cleaning of spills during week commencing 1st March by GLI on top of previous NHS online training. | GLI | March 5th 2021 |
| ST 9. Hygiene / cleaning | 9.4 | Once the area has had the final thorough clean of the day it should be secured and access restricted to authorised persons only. | | | March 2021 |
| | 10.1 | Schools must keep records of : a) the consent forms and any withdrawal of consent, b) their own records of the results of tests, c) when a child or young person has required assistance with swabbing and a parent or member of staff has assisted or performed the swabbing. | Record being kept on relevant spreadsheets - GLI to communicate info on students requiring assistance | GLI | March 2021 |
| | 10.2 | Records must be kept in accordance with GDPR requirements. | | | |
| PT 10. Record keeping / Reporting. | 10.3 | There is an example register on the School Portal. Schools can amend and tailor this to their own needs provided they still contain the data identified in the samples. | | | |
| | 10.4 | All positive results should also be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk). | On occurrence | GLI | Ongoing |
| Home Mass Testing | | | | | |
| | 11.1 | Staff and pupils should be provided with the school amended letter for staff and pupils and privacy notice (on the schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the schools portal to enable them to make an informed decision regarding consent for weekly home testing. It is recommended this is done as a group in staff meetings / class time for those pupils in school to give a consistent message and it could be done via a virtual staff meeting with time during / after for staff / pupils to ask questions / raise any issues or concerns. For staff, as this may involve large groups of staff and be of some length it is recommended this is not done face to face to minimise the risk of transmission / potential contacts. | New | | |
| | 11.2 | Staff and pupils should be informed that if they consent to testing they must carry out the testing at the time agreed with the school, follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible | New | | |
| | 11.3 | Identify and record which staff and pupils have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid - 19. | New | | |

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| T11. Organising the home testing system. | 11.4 | Set up a system of recording the distribution of test packs and the results of testing carried out. | GLI to arrange packs for each profile team group | GLI | |
| | 11.5 | One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include : | GLI assigned for this role | GLI | March 8th 2021 |
| | | a) who is communicating with staff and pupils and addressing any personal issues / concerns with regards to testing they may have. | GLI assigned for this role. PMO to assist with concerns from staff | GLI, PMO | March 8th 2021 |
| | | b) who is distributing the correct number of kits to staff and pupils, ensuring they have the right instructions and are signing for the test kits. | GLI assigned for this role | GLI | March 8th 2021 |
| | | c) who is the point of contact for staff and pupils if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Schools EY LFD Testing" document could be used. | GLI assigned for this role | GLI | March 8th 2021 |
| | | d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form. | GLI assigned for this role | GLI | March 8th 2021 |
| | e) who is managing the storage, stock control and re-ordering of test kits. | GLI assigned for this role | GLI | March 8th 2021 | |
| | 11.6 | It is recommended staff (and pupils if relevant) undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person. | GLI to inform testing staff | GLI | |
| | 11.7 | Set up a collection point in school for the distribution of the test packs / decide how to distribute packs. Any space used should be big enough to allow social distancing for the numbers permitted to enter the space at any one time and be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2'C and 30' C. For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen. | GLI to decide on distribution system and space to do it in. Medical room being used as storage of test kits. | GLI | |
| | 11.8 | The lot numbers of the testing kits provided should be recorded on arrival. | GLI to check these and record on distribution spreadsheet | GLI | |
| ST12. Storage and management of Testing Materials / Supplies for the Testing area. | 12.1 | Testing kits should be stored between 2'C and 30'C. | New | GLI | March 2021 |
| | 12.2 | Storage areas should be lockable and access restricted to authorised personnel only. | Medical room used which is behind locked reception door | GLI | March 2021 |
| | 12.3 | Checks of supplies should be regularly undertaken to ensure there are adequate supplies of all relevant materials for the testing to be undertaken and stocks re-ordered as required. | GLI to stock check by 12th March 2021 | GLI | Ongoing |
| | 13.1 | The tests should only be offered to staff and pupils who attend the school setting and not those still working / learning from home from home. Staff and pupils are expected to sign for the receipt of their test kits. | | | |
| | 13.2 | If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers, peripatetic teachers etc. you could include them in your testing offer if the amount of kits you have been provided with allows for this. This would need to be done in consultation with the contractors / managers and test results would need to be shared between both parties. Those persons would be expected to follow the same procedures as your own staff. | GLI to stock check too see if this is possible and the distribute accordingly | | |
| 13.3 | All staff and pupils consenting to testing should test twice a week as the tests work best when there is a high viral load. This will apply to part time and full time staff. | Communicated with staff during staff briefing by GLI, and reminders to be send out on testing days. | GLI | | |
| 13.4 | It is recommended staff and pupils are given time slots for the collection of their test kits to avoid people congregating in the area. You may wish to allocate staff to deliver the testing kits to staff in areas where they are based and pupils directly during the registration process in classrooms. Staff distributing / collecting test kits must wear face masks / face coverings, maintain a 2m distance and hand sanitise before / after handling kits. | New | | | |

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| | 13.5 | When issuing test kits the issuer must complete the test kit log - see record keeping below. | New | | |
| | 13.6 | Test kits should be issued with the most up to date Instructions for Use leaflet (at this current time test kits may not have the most up to instructions included) . It is recommended staff and pupils are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff and pupils can still access the instructions if they loose the leaflet. | New | | |
| ST 13. Issuing tests | 14.1 | When testing at home, pupils aged 18 and over should self-test and report the result, with assistance if needed. Pupils aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 (who attend a secondary school) should be tested/swabbed by an adult. | New | | |
| | 14.2 | Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and Wednesday or Thursday. Consider identifying set days for staff and pupils to undertake their tests. It is recommended one of the days is the first day they are in school each week / the day before. This may mean the same set day for all staff or different set days depending on the working patterns of staff. | New | | |
| | 14.3 | Consider the time consenting staff and pupils will take the test. This may be : a) in the morning to minimise the chance of being exposed to Covid after taking the test or (b) late afternoon / evening to enable time for the school to take action re close contacts / manage absences in the event of a positive result and for staff and pupils to have the time to re-take a test if they get void results. | New | | |
| | 14.4 | Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFD testing programme. | New | | |
| | 14.5 | The LFD test kits should be stored between 2°C and 30°C. However the devices and reagents must be used between 15 °C and 30 °C during use so if they are stored somewhere colder than 15 °C they should be moved to a room temperature area for around 30 minutes before use. | New | | |
| | 14.6 | Staff and pupils should : a) wait at least 30 minutes after eating or drinking anything before starting the test. | New | | |
| | | b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one. | New | | |
| | | c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first. | New | | |
| | | d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy or swab the throat if they cannot do nose swabs. | New | | |
| | | e) Wash their hands or hand sanitise before taking the test. | New | | |
| | | f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time. | New | | |
| g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer. | | New | | | |
| 14.7 | If a test result is Inconclusive / Void the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. If both tests are void the member of staff or pupil should arrange to have a PCR test. | New | | | |

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| ST14. Conducting the Tests | 14.8 | The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant. | New | | |
| | 14.9 | As soon as possible after a positive or negative result staff and pupils should upload their results to the NHS online at www.gov.uk/report-covid19-result or by contacting 119. They must also inform the school via the identified route / at the identified time. | New | | |
| | 14.10 | Staff and pupils should report any issues with testing to the school e.g. unable to take the test, missing / broken / damaged items, unable to log results with NHS, void results. The school can monitor and / or then raise this with DfE helpline or 119 as identified in the How to Guide. | New | | |
| ST 15. Test results and actions to take | 15.1 | Positive result - individual and their household should start self isolation straight away and the individual should get a PCR test to confirm the result. | New | | |
| | 15.2 | Only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFD test. For this reason household contact isolation and the tracing and isolation of close contacts of the positive case should take place at the point of a positive LFD test and should not wait for the PCR test result. | New | | |
| | 15.3 | If the PCR test is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19. | New | | |
| | 15.4 | Negative result - individual and household can continue as normal unless they have symptoms of Covid-19. | New | | |
| | 15.5 | Inconclusive / Void result the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff or pupil should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic. | New | | |
| ST 16. Record keeping / Reporting. | 16.1 | Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff and pupil signatures on collection and c) their own records of the results of tests. | New | | |
| | 16.2 | Records must be kept in accordance with GDPR require | New | | |
| | 16.3 | The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples. | New | | |
| | 16.4 | The test kit log and test results register should be kept for a minimum of 8 years after the last entry. | New | | |
| | 16.5 | All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk). | New | | |
| ST 17. Waste Disposal | 17.1 | Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste. | New | | |

Managing Covid 19 in Schools from 8th March 2021 Risk Assessment Content List

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Section 1 - pre-opening checks and assessments

1. Building Management / readiness

2. Assessing staff and pupil numbers to assist in plans for opening

3. Updating pupil and staff details

4. Assess activities / lessons which can take place

5. Information to pupils, staff, parents / carers, visitors and contractors.

Section 2 - Ongoing Procedures - subject to regular review and change

6. Clinically extremely vulnerable and vulnerable staff and pupils

7. Persons who are already displaying Coronavirus symptoms

8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site

9. Controlling access into the school for staff, pupils and members of the public.

10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)

11. Cleaning

12. Bubbles / Social Distancing

13. First Aid

14. Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.

15. General controls

16. Educational Visits

17. PPE for staff and pupils

18. Staff Wellbeing

19. Contractors visiting site

20. Lettings / Meetings / Visitors

21. Pupil Wellbeing

22. Fire safety

23. Supervision at Lunchtimes

24. Catering

25. Staff Training

26. Drop off of Essential Items Forgotten by Pupils

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| 27. Transport to School by My Bus or School Buses (not public transport buses) |
| 28. School Sites Shared with other Users e.g PFI Staff, Children's Centres |
| 29. Marking / Handling School Work |
| 30. Agency staff and volunteers |
| 31. Before and after school clubs |
| 32. Music and Performing Arts |
| 33. PE / Sports including dance. |
| 34. Science and D&T |
| 35. Shared Resources |
| 36. Record Keeping |
| 37. Use of school minibuses / transport e.g for visits, transfer between settings, emergencies |
| 38. Exams |
| 39. Asymptomatic Testing. |
| Secton 3 - Mass Asymptomatic Testing - Secondary and SILCs |
| On site |
| Home |