



Risk Assessment for Childrens' Services (Schools).

Assessment Title:	SAMPLE Managing Covid 19 in Schools from September 2020	Ref No :	V3.3
School Name:	Lawnswood School	School Address:	Ring Road, West Park, Leeds. LS16 5AG
Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
Jun-20	Jo Bell	<i>JBell</i>	05-Sep-20
Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
Jo Bell	<i>JBell</i>	Margaret Hamlet	

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

<p><u>Guidance:</u></p> <p>This is a sample risk assessment and will remain so unless the following criteria are satisfied:</p> <ol style="list-style-type: none"> 1. The boxes highlighted in grey above must be completed with the required details. 2. The Ref number can be the EVOLVE visit number if this is for Educational Visits. 3. The signature boxes may be typed if this is to be uploaded to EVOLVE. 4. The control measures in the risk assessment section must be either complied with or altered to reflect the establishment's control measures. 5. Once criteria 1 - 4 have been satisfied, you should remove 'SAMPLE' from the Title
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<p>The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19 and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening in whichever form that takes.</p>
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Managing Covid 19 in Schools from September 2020

Assessment Content List

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

Area of control	Control Measures	Additional / altered measures / notes
	1.1 If your site has been closed over the summer break inspect the site for:	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.1.1 Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.1.2 Damage to the building and fixtures and fittings.	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.1.3 Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.1.4 Rodent activity and/or infestations - commissioning of pest control may be required	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2 Operational checks (to ensure good working order) to be carried out on:-	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.1 Fire alarm/smoke/drainage/alert systems, panic and accessible toilet alarms	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.2 Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.3 Emergency lighting	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.4 Gas supplies including science laboratories and kitchens	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.5 Kitchen equipment	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.6 Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.7 Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.8 Water systems to look for leaks and ensure there is provision of hot water	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.9 Windows, doors and gates including electronic gates and doors	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.10 Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.2.11 Equipment used on site e.g floor cleaners, photocopyers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements)	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3 Ensure Statutory Inspections are up to date for:	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.1 Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.2 Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.3 LEV (if the scheduled inspections have not taken place in the last 14 months);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.4 Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.5 Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.6 PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.7 Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.8 Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.9 Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.3.10 Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	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).	Mitig - NB school has been operational throughout and all PPM checks done as usual.
	1.4 Cleaning of the premises	Usual lifecycle works taking place and increased cleaning routines organised.
	1.4.1 Through cleaning is not required if no-one has been into the premises during the summer break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.	Deep cleaning has taken place over the summer and records kept by Mitig.
	1.4.2 If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	
	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.	Mitig to provide for school toilets and kitchens. School to order hand sanitiser, hand towels, tissues and alcohol based sprays for each classroom. Teachers to take ownership of stock control in their room and request additional supplies from the admin team who will deliver supplies to the classroom or office which requires them. Each classroom has a hand sanitiser unit installed.
	1.5.2 Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	As above.
	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.	Hand sanitisers to be placed at all student entrances, outside the Diners and on each floor of the school as well as inside each classroom. Duty staff to be positioned on each entry and exit with sanitiser which is given to students as they enter and exit. Each year group will enter and exit through three different locations and only one year group at a time will be using the entrances and exits. Breaks and lunches staggered and toilet facilities around the school can be used. Each classroom has a hand sanitiser installed in them - staff to notify office staff if running low. Students brought back in over the first week and entry and exit times are staggered. Two training days at the beginning of term to ensure control measures are understood by staff. Year 7 in for one day on their own to deliver their induction day 1 and then only with Year 8 on their second induction day. All other year groups will have a 3 or 4 hour induction session on Thursday and Friday with the opportunity to test the catering system with two of the older year groups. Full curriculum begins on Monday 14 September. See timetable plans and first week of term plans.
	2.1 Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are from the beginning of the Autumn Term. Allowing time to review plans and carrying out regular reviews that schools can judge how all pupils and staff can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff have been out of school for several months and may be unfamiliar with new systems and plans. Ensure adequate time is allowed for pupils and staff who are new starters e.g reception, Year 7, Year 12 as they may take longer to become familiar with the setting and procedures.	All parents/carers were contacted via letter throughout the summer and again in the first week of September to ask if there are any changes to medical or SEND needs. Students with HCPs to be contacted by pastoral staff in the last week of term to check on HCPs and any updated allergies or information. School to update IPRA's for students who are CV or CEV and contact with parents about the ability for them to return in September - this will need to be updated again in September. School to contact all alternative providers and liaise to ensure control measures ensure students can attend both settings. These measures will need to be individualised and recorded on an IPRA.
	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, rotas, 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.	
	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, so that they can address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required pupils in this situation should not be isolated as a solution to the risk of greater contact.	
	2.4 Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Staff absence to be reported in the usual way and usual cover system to be used. We have our own pool of supply teachers and will use this to cover any absences. Methods of communication to staff and students about positive cases. Remote learning plan ready to be activated if required. Supply teachers will be briefed on the health and safety procedures upon arrival. Tier 2-4 planning has been done and will be shared with staff and parents/carers as and when necessary.
	Ongoing	
	2.7 Review rotas, rotas, medical and first aid needs on an ongoing basis.	Staffing reviewed by 7.30am on each day and cover put in place. Ratio of first aid staff to students is high but will be monitored and if new staff will be activated for some or all students.
	3.1 Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Contact made with CV and CEV students during the last week of term and the first week of term to ensure that HCPs are up to date and that any risk assessments are completed and information shared with staff during the training day in September and Notes on Class Charts. All staff will be contacted either in person or by telephone on the training day on 7 September. Staff asked to keep us updated about any change in circumstances during the holidays.
	3.2 Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc... Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	Pastoral staff to complete IPRA's and PBSP's during the last week of 19/20 and the first week of 20/21.
	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.	Training day will include information about key students and staff will be directed to find out where the information is stored about the students they teach. Notes on Class charts to be updated by the pastoral teams during the last week of 19/20 and the first week of 20/21. Updated first aid training took for staff took place on 14 July 2020. All first aid staff to be directed to review HCPs for students.
	3.4 Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Updated allergy information (plus the new Year 7 information) to be shared with catering staff by 7 September. Any series new allergies for Year 7 students to be shared with catering staff by 24 August so they can prepare menus etc.
	4.1 There is activity / subject specific and shared resources guidance in sections 31 to 35 below.	A full curriculum will be delivered to all students. Subject leaders are deciding what isn't/shouldn't be delivered to students and are following subject specific guidance. At a meeting on 7 July subject leaders discussed their plans with senior leaders. Subject specific risk assessments have been written following updated guidance. Subject specific risk assessments will be shared with students during week beginning 14 September and with parents/carers during that week too.
	4.2 It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Guidance given to students and parents/carers about what they can't bring into school. Letters sent to parents/carers and a webinar is planned for the first week of term before they return. All students will have a 3 hour induction to familiarise them with new routines and explain what they can't bring in to school.
	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.	School day is staggered and movement has been limited by adopting double lessons. All year group bubbles are of break and lunch at separate times and therefore there is only one time where movement around the building is happening by more than one year group. To minimise face to face contact a one way system will be implemented and staff will be responsible for checking corridors are clear before letting students leave their classrooms. Staff will be fully trained on the training day on 7 September.
	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.	Induction days will test the one way system and the catering capacity. Staff will be asked to feedback concerns or problems to SLT who will review the activities and movement around site on a daily basis.
	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.	Communication has been consistent and clear throughout the school closure and gradual re-opening. Communication with parents on Friday 17 July will explain that students will be expected back in school in September but that further details will be given in September. For parents/carers who struggle with literacy, there will be a webinar and where necessary personal phone conversations.
	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.	Signage around the site as well as communication with parents and carers. Mitig has been asked to communicate this with any contractors and staff will be asked remind any visitors that they must not come onto site if they are showing any signs of symptoms.
	5.3 This may be by newsletters, letters, emails, signs etc.	As above.
	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 include the steps that could be taken if e.g. guidance on social distancing and self-isolating outside the school is not being followed and this places other persons in the school at increased risk.	Behaviour policy is being updated in last week of 19/20 and will be shared with staff on Monday 7 September as part of the training day. Students who are not following the school's expectations will have an IPRA completed and extra controls measures put in place as necessary. Staff code of conduct will be updated to include steps taken to remind staff and the possible consequences of not adhering to social distancing.
	6.1 Clinically Extremely Vulnerable persons (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.	List of CEV, CV category 1 and 2 staff is held. WASPs for these staff will be updated by 7 September to ensure communication of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working some administrative roles, school leaders should consider what is feasible and appropriate. IPRA's and employee risk assessments e.g. WASPs must be carried out for all Category 1, 2 and 3 staff who are now returning to work before they return to ensure it is as safe as possible. OH can assist with medical advice for staff.
	6.1.1 Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working some administrative roles, school leaders should consider what is feasible and appropriate. IPRA's and employee risk assessments e.g. WASPs must be carried out for all Category 1, 2 and 3 staff who are now returning to work before they return to ensure it is as safe as possible. OH can assist with medical advice for staff.	List of CEV, CV category 1 and 2 staff is held. WASPs for these staff will be updated by 7 September to ensure communication of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working some administrative roles, school leaders should consider what is feasible and appropriate. IPRA's and employee risk assessments e.g. WASPs must be carried out for all Category 1, 2 and 3 staff who are now returning to work before they return to ensure it is as safe as possible. OH can assist with medical advice for staff.
	6.1.2 Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. OH can assist with medical advice for staff.	Staff and students who fall into the category will be contacted prior to the 7 September to discuss WASP or IPRA and whether a return to school is possible for advice. Where appropriate and possible, some students may continue to learn remotely and a more phased return to school will be planned.
	6.1.3 Schools should be as flexible as possible in how members of staff previously in these categories are deployed to enable them to work remotely where possible (for staff previously in category 1), in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE (for staff previously in categories 1, 2 and 3).	Classrooms are being re-organised to ensure staff have 2 metre space between them and the students. Visitors are being offered to work from home where possible. If necessary as part of their WASP. Where possible if CEV of CV category 1 can work from home they will be able to. Individual control measures will be put in place for staff to ensure they feel confident and comfortable to carry out their role.

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.	Reminders to all stakeholders and visitors that they should not come onto site if displaying symptoms. Track, test and trace system will be in place. Contact details from all visitors will be taken to enable us to contact them if they have been in contact with someone who has displayed symptoms. Parents/carers will be reminded and supported to get students tested and to be self-isolated until necessary following the government guidance. As above.
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace.	
8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.	Dance studio has been identified as a place for staff or students to be isolated if they are displaying symptoms. Staff supervising can do so from afar and it is near where they will exit. Staff and students will be told to get tested and they will not be able to return until it is safe to do so. If we have tests available then we will test students who we feel may not be able to access a test otherwise. Pastoral teams will keep in constant contact with student and their families to ensure they are following government advice and arrange their return to school when it is safe to do so.
	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.	As above.
	8.3	An IR 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 PPE face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	First aid staff have been trained and PPE equipment is available, including visors.
	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.	All stakeholders will be reminded of this advice. Staff through training and ongoing reminders in e-briefing, students through the induction. Pastoral teams will support students and their families to ensure they are also following this advice. Headteacher/Update's will contain reminders too.
	8.5	Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.	All SLT are aware of the procedure and all staff who may be contacting parents are also aware of the messages to give. There are always members of senior staff on site and the contact with PHE and informing DCS alert will be done by the HT or Associate HT or DHT in that order. Communication with staff and parents/carers will be coordinated by the HT or Associate HT if she is not available.
	8.6	Where the child, young person or staff member tests positive, contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert.	All SLT to be aware of this protocol. The HT will coordinate this and the Associate HT in her absence. Advice from Director of PH will be taken into consideration before making decisions about closure in this instance. Organisation of testing will be discussed by SLT and communicated with staff, students and parents/carers.
	8.7	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.	Staff training will include these details on 7 September so all staff are aware of the guidance.
	8.8	Clear core areas those staff or pupils have been in with standard cleaners / disinfectants.	SLT on duty will direct Mite to clean the areas with clear information that the area has had a person displaying symptoms at it and therefore the appropriate level of cleaning and precaution will be taken.
	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.	A rolling empty classroom can be identified for each period if a class need to be moved to enable a deep clean. Staff to be trained on the training day but the decision to move the class would be made by SLT on duty.
	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.	No routine taking of temperature however we do have thermometers if required.
	9. Controlling access into the school for staff, pupils and members of the public.	8.11	Public Health England state that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).
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.	Information about self-isolating and will be shared with staff and parents/carers as well as students. This will be through staff training, staff e-briefings and letters to parents/carers as not registration and teaching for students.
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.	Staggered arrival and departure at school to ensure year group bubbles are not mixing. Students taking public transport will be reminded of the need to socially distance and wear face coverings. Staggered starts and finishes should ease large numbers of students getting on the bus at the same time if the buses keep to their time schedules. Staff on duty will remind students about keeping their distance and suggest they walk to the next bus stop if it is crowded. Communication with parents/carers has recommended students walk or cycle to school. It has provided the guidance on safe use of public transport and car sharing.
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.	Entry to the school will be via 4 entrances rather than two and entry into the building will be by 3 entrances rather than 1. This in addition to the students coming in at different times and only one year group at a time.
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 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.	Doors will be wedged open by duty staff and then closed again once all the students are in the building. The doors on corridors and staircases will also be wedged open by duty staff and closed once the movement has finished. Corridor doors are on mag locks and classroom doors will be wedged open and wedges removed by teachers if there is a fire evacuation.
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.	Letters during the summer have frequently reminded parents and carers that they are not allowed on site. The main school gate is being provided with soap and 1.5m and then again between 2.15pm and 3.15pm to prevent parents/carers coming on to the school site. All parents told to make an appointment if it is necessary for them to come onto the school site. This will be reiterated through the webinar on Monday 7 September.
9.6		Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	As above.
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.	If they make an appointment, parents/carers will access the building via Student Reception and wait there to be met by the member of staff they are meeting. They will need to sanitise their hands upon entry and exit to the school.
9.8		Staff should access and exit through the closest entrance to the area they will be based in.	Staff will enter through Main Reception to ensure they are signed in and out. External doors to Main Reception will be closed on the mag lock after 8.45am until 2.45pm. If staff wish to enter the building during these times then they should do so via student reception making sure they are signed in. The mag lock will be put back on again at 4.30pm. Main reception will be manned until 4pm. If staff leave after that time, they must sign themselves out.
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.	All contractors will be asked to attend site before or after the hours that students are on site. They will be required to maintain social distancing, where possible. Track and trace details will be held with Mite and clear communication about confirmed cases will be in place to ensure any necessary self-isolation can take place.
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.	Staff handbook includes a visual of how staff, students and visitors enter and exit the school as well as detail the one way system. Building plan used to share details of one way system with staff and students.
9.11		Ensure that staff working in the reception area / office are protected from face to face contact e.g via the use of screens. Staff in open reception areas may require face coverings or face shields if screens cannot be provided.	All visitors will be directed to Student Reception where there is glass protection. Furniture has been rearranged in Main Reception to create a physical barrier and signage is in place to remind people to keep a 2 metre distance. Reception staffs working area has been rearranged to ensure they have control and are able to maintain a 2 metre distance. Face shields offered if staff feel it is necessary.
10. Handwashing and hand sanitiser (NB 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.	Hand sanitising stations with staff on duty to be placed at each entry and exit. Staff on duty to ensure that students sanitise their hands when they arrive and leave.
	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 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.	Visitors to be reminded to sanitise their hands upon arrival and departure. Classrooms with sinks will be provided with soap and paper towels but hand sanitiser is provided for all classrooms. Students will be required to sanitise their hands at the beginning and end of lessons. Students will be asked to bring hand sanitiser with them so they have their own supply, but school supplies will also be in place in each classroom. Separate protocols for staff working with students who may find it difficult to maintain social distancing. See TA protocols.
	10.3	If sinks are not available close to or in classroom / work areas then hand sanitiser must be provided.	Hand sanitiser stations are available in every classroom and sanitiser pumps will be on each entrance.
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	See 10.1 and 10.2 staff to be informed during the health and safety planning day and students through their 3 hour induction session.
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	All classrooms have boxes of tissues and bins with lids.
	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.	Mite staff aware of the waste system for products used by staff and students displaying symptoms. Staff to be told to contact Mite and make it clear that they need to secure the waste securely.
	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 to use.	Staff asked to wash their hands upon arrival and departure. Hand sanitiser available at Main Reception so staff can sanitise too. Hand sanitiser stations available in every classroom for staff to use.
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Students will always be supervised when using hand sanitiser. This will either be when they arrive and leave school in classrooms or on corridors when moving between classrooms where there will be plenty of staff on duty. Staff will be briefed on supervision of students and hand sanitiser during the health and safety planning day.
	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.	These classrooms have sinks with soap and hand towels so alcohol based sanitiser is not required.
	11.1	General Cleaning	
11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Mite staff have been trained and re-trained and are aware of the cleaning schedules and products to use.	
11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti - viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbook 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.	All classrooms have the following products: paper towels, surface and hand sanitising spray, tissues and in ICT and music rooms anti-viral wipes instead of spray for the equipment. Staff can access this equipment whilst still maintaining social distancing. Staff are responsible for letting the admin team know when their stock needs replacing. Admin staff will then top up and ensure plentiful supplies are ordered.	
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 cleaning).	Mite cleaning schedule has been enhanced to cover frequently used touch points and toilets regularly throughout the day. We are adopting the you use it you wipe it approach and all offices, work spaces and classrooms have an antibiral spray, paper towels and non-latex gloves. Students will be required to wipe the desk before they use it and after they have used it. Antiviral wipes will be provided for ICT rooms. Staff will supervise the students cleaning the tables and chairs. Staff will be working at their own computer and centralised photocopying will eliminate the need for many staff to touch the copiers. Doors will be propped open where possible to reduce the number of people that touch them.	
11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, more regularly than normal.	See above. Shared resources such as books will be limited to a year group bubble. Where this is not possible they must be cleaned by the students with the you use it you wipe it principle and monitored by staff or resources must be isolated for 72 hours.	
11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives.	See above.	
11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Each cleaner is allocated an area and therefore their uniform is washed at the end of each shift. Mite staff have been trained about the need to wear clean uniform each day.	
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.	The Dance Studio is the room used for staff or students displaying symptoms. They will be deep cleaned by Mite and, where possible, left for 72 hours before the cleaning takes place. If necessary additional places will be identified to isolate staff or students who are displaying symptoms.	
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.	Full school uniform and professional dress will be worn. Staff and students reminded about the need for good personal hygiene following a day in school.	
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.	NA	
11.5	Leeds City Council / FM cleaning providers		
	Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:	Headteacher and Mite have discussed cleaning schedules and they will be focused on areas that they are used and the measures described above for frequently touched surfaces.	

	<p>11.5.1 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: Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points. Cleaning of hard surface toys such as plastics, wood, sports equipment etc. Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon</p> <p>Government Guidance states that Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum. We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings. In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not</p>	<p>NA See 11.5 See 11.5 See 11.5 See additional staff hand book for more details but in summary: We will be adopting staggered starts and finishes to the day to ensure each year group arrives and leaves with no other. Movement around the school has been limited by introducing double lessons and for all but one transition no bubble is moving when another is. Breaks and lunches are staggered and a one way system has been introduced. Staff will move across bubbles but will be maintaining 2 metres social distancing as marked out in classrooms. Students and staff will be asked to wear face coverings in communal areas where social distancing is not as possible, i.e. corridors and in the queue for the Diner. Students will be reminded to keep their distance and not engage in physical contact.</p>
<p>12. Bubbles / Social Distancing</p>	<p>12.1 Corridors and Circulation Spaces</p>	<p>Our corridors are marked out with social distancing signage and staff and students will be trained about what this means. We will introduce a one way system too so that all travel is in the same direction.</p>
	<p>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.</p>	<p>Our corridors are marked out with social distancing signage and staff and students will be trained about what this means. We will introduce a one way system too so that all travel is in the same direction.</p>
	<p>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 changeover will help minimise corridor occupancy.</p>	<p>All movement around the school is staggered and for the one time when three year groups will be moving there is a one way system in place. Staff will need to check a corridor is clear before letting students move to their next lesson. Staff to be trained on this during the Health and Safety planning day and students during their induction session</p>
	<p>12.2 Bubble sizes and Classrooms / Learning Areas</p>	<p>Year group bubbles with a maximum of 270 students. Bubbles are to be kept separate.</p>
	<p>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 KS4 and KS5, 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 KS3 schools may be able to implement smaller groups the size of a full class.</p>	<p>Students will be encouraged to maintain social distancing where possible, but this is impossible in a classroom. Year group bubbles will not mix and where they may pass on the corridor, the one way system will ensure they are not passing face to face. KS3 and KS4 have separate dining spaces and they are cleaned in-between. Socialisation will be outside and wet weather plans will have different indoor areas allocated for different year groups. Students and staff will also be wearing face coverings on the corridors.</p>
	<p>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.</p>	<p>Classroom desks will be arranged so they are facing forward and that students can move around. Any surplus furniture will be removed to allow the teacher to remain 2 metres away from the students. Doors will remain propped open to reduce the potential touch point of door handles.</p>
	<p>12.2.3 Classroom desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.</p>	<p>The curriculum will ensure that resources are kept to a minimum and where necessary cleaned after each use.</p>
	<p>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.</p>	<p>Duties have been overhauled and re-allocated to ensure full coverage of the site and the areas in which students are at break and lunch and on entries and exits to school.</p>
	<p>12.2.5 For older year groups consider locating staff members at designated points where possible.</p>	<p>Staff will move across bubbles but 2 metre social distancing will be maintained. Classrooms are marked out with a 2 metre box around the member of staff's teaching zone. Duty staff remain on the same duties with the same groups of students and face coverings are to be worn on corridors.</p>
	<p>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.</p>	<p>This is not possible but students will clean the desk upon arrival and at the end of the lesson.</p>
	<p>12.2.7 Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g. for subject specific teaching, targeted work etc. Staff should ensure social distancing is observed as far as possible with pupils. In secondary settings this may mean a designated teaching space at the front of the class.</p>	<p>See 12.2.6</p>
	<p>12.2.8 As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g. for subject specific teaching, targeted work etc. Staff should ensure social distancing is observed as far as possible with pupils. In secondary settings this may mean a designated teaching space at the front of the class.</p>	<p>See 12.2.7</p>
	<p>12.2.9 Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.</p>	<p>Year group bubbles will not mix. KS3 and KS4 have separate facilities and they are cleaned in between the different year groups using them. Staff who are moving between bubbles will maintain social distancing whilst moving around the school and in classrooms.</p>
	<p>12.2.10 All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. staff in secondary settings and support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible.</p>	<p>When it is necessary for staff to work more individually with students at a closer proximity than they must sit side by side and face shields will be provided for staff. See TA protocols for further guidance.</p>
	<p>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.</p>	<p>Staff will be made aware that they should maintain a 2m distance from other staff, students and any essential visitors. In classrooms a 2m exclusion zone will be marked out and on corridors 2m social distancing measures are in place. The toilets are one in one out and the staffroom has been marked out to enable staff to maintain the 2m social distancing.</p>
	<p>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.</p>	<p>NA - for a primary setting</p>
	<p>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 HL TAs and TAs that are already part of that bubble where appropriate, and the use of PPE if close contact is required.</p>	<p>Year group bubbles do not have social times at the same time as another year group. Staff supervising have been informed they should maintain a 2 m distance from the students.</p>
	<p>12.4 Outdoor Areas</p>	<p>Year group bubbles do not have social times at the same time as another year group. Staff supervising have been informed they should maintain a 2 m distance from the students.</p>
	<p>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.</p>	<p>Year group bubbles do not have social times at the same time as another year group. Staff supervising have been informed they should maintain a 2 m distance from the students.</p>
	<p>12.5 Breaks and Lunchtimes</p>	<p>See 12.4.1 All movement and breaks and lunches are staggered throughout the day. Cleaning will take place between using dining spaces.</p>
	<p>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'.</p>	<p>See 12.5.1</p>
	<p>12.5.2 If it is 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 to 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.</p>	<p>Toilets will be cleaned after every break or lunch. Hand sanitiser are located around the building and near toilets. Students requiring the toilet during lessons should be accompanied to the nearest toilet to their teaching area.</p>
	<p>12.6 Toilets</p>	<p>Toilets will be cleaned after every break or lunch. Hand sanitiser are located around the building and near toilets. Students requiring the toilet during lessons should be accompanied to the nearest toilet to their teaching area.</p>
	<p>12.6.1 Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.</p>	<p>Toilet usage will be limited to year group bubbles at any one time and students will be reminded to remain a safe distance from others. Students only allowed to use a toilet in lesson times if accompanied by an adult and if absolutely necessary.</p>
	<p>12.6.2 Limit the number of children or young people who use the toilet facilities at one time.</p>	<p>Student told to wash their hands before and after using the toilets. Signage in toilets and around toilets. Duty staff remind students where appropriate.</p>
	<p>12.6.3 Wash hands before and after using the toilet (or use hand sanitiser if hand washing is difficult to achieve).</p>	<p>Staff toilets operate on a 1 in 1 out basis. Social distancing markers in toilets and reminders in health and safety briefing.</p>
	<p>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.</p>	<p>Toilets will be regularly cleaned. If staff adopt an if you use it you wipe it approach then wipes are not to be flushed down the toilet but disposed of in the bins provided.</p>
<p>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.</p>	<p>Toilets have signage reminding staff to wash their hands and staff have been informed through the health and safety briefing follow the if you use it you wipe it principle. Bins are provided in the toilet to ensure staff can dispose of the wipes - the wipes are not to be flushed down the toilet. Staff and sixth form toilets operate a 1 in 1 out system. Where possible outer doors to be propped open and where this isn't possible a laminated engaged/vacant sign should be used on the door.</p>	
<p>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.</p>	<p>All assemblies will be delivered virtually at least for the first half term. This will be reviewed after October half term.</p>	
<p>12.7 Assemblies / Collective Worship</p>	<p>See 12.7.1</p>	
<p>12.7.1 Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.</p>	<p>First aid staffing has been considered when putting rotas together. Recent first aid training for staff means that we have more than enough first aid trained staff. Ongoing monitoring will ensure that staff are alerted to the fact that they will need to cover first aid, if and when necessary.</p>	
<p>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.</p>	<p>NA</p>	
<p>12.8 Staff areas</p>	<p>The staffroom has been rearranged to have 2m gaps between the seating and the work stations in there. Staff will have different lunches so there will not be a shortage of space in the staffroom. Staff to be reminded about using faculty social/work areas to maintain a 2 metre distance. All staff must observe social distancing in staffrooms. All offices have a no entry or wait here sign to ensure social distancing is achievable. Main office furniture to be rearranged to prevent more staff than it is safe to do enter.</p>	
<p>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.</p>	<p>Photocopying will be centralised so only the admin team use the copiers. They will adopt the if you use it you wipe it principle. Staff have access to their own PC and telephones where necessary. But if you use equipment then the if you use it you wipe it principle must apply.</p>	
<p>12.8.2 Consider creating additional staff break areas to limit use and aid with social distancing.</p>	<p>Staff may use shared resources such as fridges and water heaters but must use the if you use it you wipe it principle. Staff are encouraged to bring their own provisions where appropriate. The number of staff in the shared staff kitchen is limited to 1 in, 1 out.</p>	
<p>12.8.3 For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It - Wipe It" principle with anti-viral wipes.</p>	<p>Staff may use shared resources such as fridges and water heaters but must use the if you use it you wipe it principle. Staff are encouraged to bring their own provisions where appropriate. The number of staff in the shared staff kitchen is limited to 1 in, 1 out.</p>	
<p>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).</p>	<p>Hand sanitiser are near the two loading machines, so when students do use them, whilst being supervised, they will be encouraged to sanitise their hands before and after use and the finger pad will be wiped with an antiviral wipe inbetween use.</p>	
<p>12.9 Communication</p>	<p>Staff reminded of the staff handbook expectations for use of mobile telephones and the safer working practice guidance when using their own phones.</p>	
<p>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. Staff need to communicate outside their group they should observe social distancing.</p>	<p>Staff reminded of the staff handbook expectations for use of mobile telephones and the safer working practice guidance when using their own phones.</p>	
<p>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.</p>	<p>NA</p>	
<p>13 First Aid</p>	<p>First aid staffing has been considered when putting rotas together. Recent first aid training for staff means that we have more than enough first aid trained staff. Ongoing monitoring will ensure that staff are alerted to the fact that they will need to cover first aid, if and when necessary.</p>	
<p>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.</p>	<p>Biometrics will not be used and students will be issued with a PIN to purchase their food. Students are encouraged to load money onto their account by ParentPay rather than bringing cash into school. In the rare occasions where this is not possible they will be given the opportunity to load their money supervised by staff who will clean the machine between each child. The money loading machines will be switched off between these times. Parent/carers will be notified that we are aiming to be a cashless school and their support in making that happen would be appreciated. Parents have been informed about this through communication during the summer. Students will be issued with PINs during their induction session.</p>	
<p>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.</p>	<p>Hand sanitiser are near the two loading machines, so when students do use them, whilst being supervised, they will be encouraged to sanitise their hands before and after use and the finger pad will be wiped with an antiviral wipe inbetween use.</p>	
<p>14 Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.</p>	<p>Lift should only be used by students and staff who have mobility issues. Students' life passes to be reviewed by pastoral staff to ensure it is essential that they use the lift. Staff and students who use the lift must sanitise their hands before and after using the lift.</p>	
<p>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.</p>	<p>NA - we do not have these in our building.</p>	
<p>14.2 Sanitisers could be used before touching biometrics if they cannot be cleaned between users.</p>	<p>NA - we do not have these in our building.</p>	
<p>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 sanitiser or anti-viral wipes.</p>	<p>NA - we do not have these in our building.</p>	
<p>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 sanitiser or anti-viral wipes.</p>	<p>NA - we do not have these in our building.</p>	

	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	All staff to use their own ICT equipment. ICT rooms to use the if you use it you wipe it approach and antiviral wipes will be provided for this purpose.	
	15.1	Ventilation Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health & 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.	Recommendations for doors and windows to be left open - use of door stops will be written into the Fire Risk Assessment for classrooms and offices only. Window restrictors will be taken off the ground floor windows to aid ventilation. All fire doors to be open using the mag lock system. Site staff to mend any broken mag logs and keep checking that these are working. Site staff to open all windows in the corridors and classrooms being used at the beginning of the day and shut them at the end of the day.	
	15.1.1	Where possible open windows in classrooms, offices, staff rooms etc.	See 15.1.1	
	15.1.2	You can continue most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.	Air conditioning systems not to be used without consultation with a member of SLT.	
15. General controls	15.2	Learning Outside 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.	Where possible and appropriate this may be implemented by staff. However, they will need to communicate their intent with SLT to ensure it can be accommodated.	
	15.2.1	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 spi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	All staff wishing to learn outside must write an individual risk assessment which ensures social distancing can be in place and that movement to and from the outside learning is possible with the other movement around school.	
	15.3	Medical Needs 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 spi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Parent/Carers asked to update us about any medical needs/conditions. HCPs will be updated. All first aid staff to be trained about where to look for HCPs and to ensure they can implement them. Staff training to ensure they are aware of which students have HCPs and the details of them.	
	15.3.1	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Parent/Carer questionnaire requests updated information about new allergies. Allergy information to be added to HCP and communicated to the catering staff. Initially there will be no catering on site, but this will be reviewed for September.	
	15.3.2			
	15.4	Water fountains Water fountains in shared pupil areas should be taken out of use.	Water fountains have been taken out of use.	
	15.4.1	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.	Students can fill up their water bottles from the water supply in the Diner. Students to be informed about this through their induction session.	
	15.4.2			
	16. Educational Visits	16.1	Government guidance is currently that overnight domestic and international educational visits are ceased for the time being. Settings can resume non-overnight domestic educational visits.	No overnight visits will be arranged. All non-overnight visits will be reviewed after the first four weeks.
		16.2	This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic visits should complete the Day Visits risk assessment along with any venue specific assessments.	Staff wishing to run a trip must work closely with the EVC to ensure all the risk assessments are in place and that the trip is safe to go ahead.
	16.3	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, settings will need to consider what Covid 19 control measures need to be used, familiarise themselves with the Covid 19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.	This is not necessary at the moment but will be reviewed as and when necessary.	
	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	Staff and students must wear face coverings in communal areas where social distancing is not possible. This includes in corridors and in particular when queuing for food or for staff on duty in these areas. Students and staff who are exempt from wearing face coverings will wear a sunflower lanyard. Staff and students will be trained how to safely and hygienically remove face coverings. Students have been asked to bring them as part of their equipment (spare disposable masks will be provided) and 3 reusable masks have been provided for staff. Staff may also wish to use their own masks.	
17. PPE for staff and pupils	17.1	The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering. There may also be negative effects on communication and this education. Face coverings are required at all times on public transport (for children over the age of 11). If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, face shields or Perspex screens may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves	Staff and students must wear face coverings in communal areas where social distancing is not possible. This includes in corridors and in particular when queuing for food or for staff on duty in these areas. Students and staff who are exempt from wearing face coverings will wear a sunflower lanyard. Staff and students will be trained in how to safely and hygienically remove face coverings. Students have been asked to bring them as part of their equipment (spare disposable masks will be provided) and 3 reusable masks have been provided for staff. Staff may also wish to use their own masks. Staff and students are not being told to wear face coverings in the classroom. If staff or students feel that they require a face covering in the classroom then they should discuss this with their line manager (staff) and Head of Year (student) and this should be considered as part of an individual risk assessment.	
	17.2	FFP2 / 3 masks are not generally necessary in a school setting.	If staff feel they need this level of mask, they should discuss this with their line manager as part of an individual risk assessment.	
	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.	NA	
	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.	First aid staff will have PPE made available to them. See 17.1	
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Staff trained on using PPE but first aid have their own individual face shields.	
	17.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	Staff will be advised that they should have a change of clothes, if they feel they are in this category.	
	17.7	In areas where local lockdowns or restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.	We have taken the decision that staff and students should wear face coverings in corridors and communal areas where social distancing is not possible and this has been communicated with staff and students.	
	17.8	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. As staff may feel anxious about returning to school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Unions consulted on 14 July. All staff consulted on 17 July and staff available throughout the day to ask questions. Individual conversations and meetings will take place as and when appropriate.	
	17.9	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils. Where staff have been out of school for a considerable time this may take longer.	Health and Safety planning day to be held on Monday 7 September and a further training day on Tuesday 8 September. All students will have a three hour induction period where health and safety curriculum will be discussed	
	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	Staff wellbeing training to take place on 7 September and reviewed daily. The recovery curriculum and pastoral care will ensure that individual needs are recognised and supported.
18.4		Consider if employees need to be amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Leeds for Learning.	All staff WASPs will be reviewed to ensure the risk and control measures are still appropriate.	
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.	Calendar meeting on 8 September will look at the meeting structure and where possible staff meetings will be virtual. Where not possible, social distancing will be in place. Training days have recorded virtual sessions and where this has not been possible social distancing has been put in place.	
18.6		Identify Mental Health First Aiders.	We have two mental health first aiders, Michelle Harris and Caroline Coop.	
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).	During staff wellbeing training on 7 September staff will be informed about the support available to them	
		Guidance on Staff Wellbeing is available on Leeds for Learning.		
19. Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g. to carry out statutory testing, repair work or building works.		
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.		
	19.3	Contractors should adhere to social distancing guidelines on site.		
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.		
	19.5	If contractors need supervising this should be done following social distancing guidelines.		
	19.6	Contractors to follow Government guidelines on self-isolation if they or their family members display any symptoms.		
	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.		
	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.	JBK has agreed with Mile that any contractors required onsite will come when students and staff are not there. Mile staff will ensure that they supervise as necessary and monitor social distancing. Mile will manage this part of the Risk Assessment.	
	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.	To discuss with Mile but suggestion that no letters take place until further notice.	
	19.10	Lettings, visitors and on site meetings can take place if they cannot be done remotely. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene and control measures are explained to visitors on or before arrival.		
20. Lettings / Meetings / Visitors	20.1	Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.		
	20.2	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the 'If You Use It - Wipe It' principle.		
	20.3	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.		
	20.4	Sports lettings must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed enquiries must 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		
	20.5	recreation/return-to-recreational-team-sport-framework		
	21. Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing	
	21.2	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Exit routes to remain the same. Students and staff to wear face coverings in the corridors and maintain social distancing as much as possible.	
22. Fire safety	22.1	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	All students and staff to continue to assemble on allocated field. Muster points to remain the same for all year groups as they are in tutor group and year group bubbles. Staff must maintain social distancing.	
	22.2	Consider if you need to re-allocate fire marshal roles.	School to be swept by on call staff rather than designated staff who may not be in the building. All staff to report to the identified SLT lead.	
	22.3	Ensure staff know how to use fire extinguishers, where call points are etc.	All detailed in fire risk assessment and staff training.	
	22.4	Practice new procedures as soon as possible after opening.	Students and staff to be reminded of protocols in the form of revised handbook and induction sessions.	
	22.5	Consider if staff and pupil PEEPs need to be amended.	All PEEPs revisited.	
	22.6	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.	Fire risk assessment amended. Fire evacuation details shared with staff through training and students through the first session of the recovery curriculum.	
	22.7	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	Year group duty teams remain the same each day. Breaks are built into the rota for duty staff.	
23. Supervision at Lunchtimes	23.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc.	JBK to liaise with catering staff to share risk assessment and new rotas for breaks and lunches with catering team.	
	23.2	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.	Menu choices discussed and altered to ensure the food is packaged as well as the cutlery. Students still to be able to buy a hot lunch as well as pasta and paninis and sandwiches. Dietary information to be shared with the catering staff for new Year 7 and any updates over the school closure period.	
	23.3	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.	All year groups to use the dining spaces separately and they are to be cleaned in-between use. Food to be ordered by the Sixth Form to avoid mixing of bubbles.	
	23.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Tables to be cleaned in between each year group bubble. Dining times allow a 10-15 minute slot between students leaving and arriving to allow for cleaning. Catering staff will spray and wipe all tables and chairs inbetween each year group bubble. Catering staff to be trained on social distancing and updated food hygiene. Catering staff have been given the option to wear face coverings when not behind the counter.	
	23.5	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.		
	23.6	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.		
24. Catering	24.1	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.		
	24.2	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.		
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.	Additional staff handbook to be written. All staff to be trained during the training day on 7 September. All staff will have to sign to say they have read and understood the risk assessment and staff handbook along with the other statutory documents.	
	25.2	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Student reception used for this purpose. Table to be left in the chamber, parent/carer to leave items on the table. Admin staff to call for on call, member of staff comes and wipes the items and takes them to the child. See staff handbook. Communicated with parents by letter.	
	25.3	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.	NA	
26. Drop off of Essential Items Forgotten by Pupils	26.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.		
	26.2	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.		

27. Transport to School by My Bus or School Buses (not public transport buses)	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.	NA
	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.	NA
	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 a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	NA
	27.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept of Education is that children on dedicated school buses will not need to maintain social distancing however, social distancing should still be encouraged wherever possible within vehicles.	NA
	27.7	Travel Assistance Cards to show to the driver are available for download at wymetro.com .	NA
	27.8	Transport to swimming pools and other centres organised by the Combined Authority will not be provided until after the October term break so that resources can be used to provide additional school bus services. This arrangement may have to be extended further.	NA
	27.9	In accordance with advice from PHE, from the autumn term, we recommend that schools advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport.	Communication with parents/carers throughout the summer has made this recommendation. This will be included in the student induction session during the first week of term.
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.	Mitie staff enter and exit the building via the loading bay and have all been trained in social distancing measures.
	28.2	Schools who operate a children's centre on other premises (land holder) should implement the schools Covid 19 risk assessment in that setting.	NA
29. Marking / Handling School Work	28.3	Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance.	We have agreed with Mitie that no lettings will be made until further notice.
	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 paper work 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).	Teaching and learning training will guide staff on how to safely mark and assess work, using a range of different methods. Students will not be taking books home and staff trained to sanitise/wash their hands before and after marking as well as, where possible, leave the books for at least 48 hours before marking or handing work back to students. We have advised staff not to take students' books home, but to complete marking during PPA time in school to minimise the risk of spreading the virus.
	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.	Any agency staff will need to maintain 2m social distancing and will cover for no more than two colleagues. They will be included into the health and safety measures we have in place including the you use it you wipe it principle.
30. Agency staff and volunteers	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.	Separate risk assessment for peripatetic staff. Before and after school clubs will not run initially - to be reviewed after the first four weeks.
	31.1	Settings can extend before and after school provision to any breakfast and after-school provision from the start of the autumn term. Settings may need to respond flexibly and build this up over time.	
31. Before and after school clubs	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where this is not possible smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall.	
	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.	
	32.1	Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation, singing, wind and brass teaching can still take place.	See below and peripatetic risk assessment.
32. Music and Performing Arts	32.2	Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.	
	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.	
	32.4	Schools that offer specialist, elite provision in music, dance and drama may also wish to contact educ.hs@leeds.gov.uk for more specific advice.	
	32.5	Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands). Instruments should be cleaned by the pupils playing them, wherever possible.	
	32.6	School Music classroom layout to be adapted to reduce the possible transmission rate.	Desks and workspaces must be facing away from each other. Students do not share instruments. There will be clear signage to show protocols and explain how to sanitise equipment. Students will be briefed on how and when to move into the classroom. Student movement will be limited, seating plan/room plan clearly visible to staff and pupils. Staff demonstration and modelling of protocols built into each lesson.
	32.7	Use of breakout spaces in the department for Music.	Limit use of Break out space to only ventilated spaces. No use of F40 or F44 as no ventilation until further guidance is published. Peripatetic Teachers using the Breakout Spaces F46 and F48 have separate Risk Assessment in place.
	32.8	Use musical equipment during lessons.	Classroom instruments must not be shared, students will be expected to follow the whole school expectation of "You Use it, You Wipe it". Anti-Bacterial wipes must be used to wipe down any instrument used at the end of each session. For bulk instruments that are plastic, a bucket of sterilising fluid may be used for students top drop instruments in between sessions.
	32.9	Extra-curricular Music.	No extra-curricular activity will take place for the first four weeks. Staff will advertise and create a register of the bubble of no more than 15, this will be students from the same year. At the club the students will be back to back and in an open environment such as the hall. Students will stand distanced apart and will not share equipment. Students and staff will use the "You use it, You wipe it" rule. Students who use an instrument that cannot be fully sanitised such as a ukulele, guitar or bass guitar will not use this again for at least 72 hours. When possible rehearsals will be outdoors. Staff leading the session will remain at the front or directed area. Extra-curricular sessions and clubs will be mostly one type of instrument in the first term to limit complexity, such as keyboard club, ukulele club, choir and steel pans. Every rehearsal space for a club will have dedicated provision of cleaning products in each classroom / work areas in use containing hand sanitiser, anti-viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. Movement inside room is limited, students will be given a designated space during the club.
	32.21	Woodwind and brass instruments	Students must not share instruments that are woodwind or brass. Students and staff must play in no larger groups of 15. Students and staff must play instruments at a soft dynamic. Students must face away from each other.
	32.23	Drama Lessons	Workspaces will be taped out on the floor or marked out using stage equipment to allocate working 'pods' prior to lessons starting. This will support differentiated learning activities as well. Any staging used during the lesson will be cleaned by the students using paper towels and spray. No students outside of the group bubble will share stage equipment. There will be no use of props and costumes for the foreseeable future. Students to be well spaced so teacher can observe from teaching space without moving around the classroom. Teaching groups to be organised prior to start of lesson. Limit use of break out spaces so as to minimise use of corridor / old isolation space. No entry for pupils to prop rooms / costume store due to lack of ventilation and space. Students to face the front for the majority of their rehearsal where possible. Minimal touch between students expected. Vocal work to be limited / no choral speaking / chanting / heavy exertion in order to reduce respiratory transmission. Teachers to limit length of practical tasks and support where required without touch and whilst maintaining physical distance.
32.23	Shared Resources within Drama.	Ensure all scripts are projected rather than paper copies presented.	
32.24	Extra-curricular Activities Drama	No extra-curricular activities will take place for the first four weeks. Upon receiving updated information from SLT activities will commence. Similar to Music, only 15 students will be in attendance at once with these individuals from within a specific year group bubble. Protocols for the sessions will follow lessons, with limited contact and adopting the you use it you wipe it approach.	
33. PE / Sports including dance.	33.1	Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximizing distancing between pupils. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternatively you can Rola use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	Registrations will no longer take place in the corridor. Registers will be taken in the sports hall, gymnasium and dance suite with all doors and windows open.
	33.2	Contact sports should not take place. APE guidance is that many physical activities can be adapted so they are non-contact e.g tag rugby instead of contact rugby, so that a broad curriculum can still be delivered.	Curriculum offer will be fitness and striking and fielding initially. All equipment will be wiped clean by the students at the start and end of lessons. Staff will have their own bags of spray/paper towels and will follow procedure.
	33.3	External facilities can also be used in line with government guidance for the use of and travel to and from those facilities.	External coaches will be briefed on the expectations and safety protocols the school will be using and a separate PE risk assessment will be available for visiting coaches to adhere to.
	33.4	Settings can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Such providers should provide settings with their own Covid 19 control measures and follow any school based controls.	
	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 / joining home in PE kits if lessons are near the beginning or end of the day. Where this is not possible swimming pools are now able to open so swimming will be allowed from 25/07/2020. The Covid 19 requirements laid down by the venues must be followed during visits and lessons. The Swimming Lessons risk assessment will be updated to reflect any control needed and this will be available on Evolve. When available, the LA guidance for swimming lessons and Covid 19 measures will be published on Evolve.	All students who have "Core PE" will arrive to school wearing PE kit and will not be using the changing rooms. Where students do need to not changed, respiratory levels will be given the opportunity to reduce.
	33.6	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. APE - Interpreting the government guidance in a PESSA context. https://www.aape.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-PESSA-context/ YST - PE COVID Response - deliver principles (contains wellbeing element for both primary & secondary).	These documents have been consulted and used to decide the control measures below.
	33.8	Registering of students who normally line up on corridors.	Registration will no longer take place on corridors but will now be in the bigger spaces of the Sportshall, Gym and Dance studio with all windows and doors open for ventilation. Registration will be accessed via the corridors to reduce the risk of wet floors from joining via the quad fire doors.
33.9	Curriculum delivery and content.	No contact sport will be undertaken for the first half term. Students will follow a striking and fielding curriculum offer along with indoor fitness. This will follow guidance from APE. See below the measures in place to mitigate the risks. Rounders/Sofball/Cricket Any lines of students encouraged to be 1m+ Bats and bats are wiped/sprayed at the end of each lesson Posts and bases sprayed/wiped at the end of each lesson All equipment can be sanitised throughout lesson if handled or in vicinity of coughs or sneezes Indoor fitness lessons Mats can be used one student at either end Yoga mats 1 student per mat Mats are 1m+ away from each other whenever possible Mats to be wiped/sprayed after use	

	33.12	Extra-curricular	No extra-curricular activity will take place for the first four weeks, once given the whole school green light, external coaches will be briefed prior to attending school and will follow the guidance set by the department and our individual subject risk assessment. GSO will talk through operating procedures and give opportunities for questions to be asked during the formal induction. No more than 15 students in a session and these students will be from the same year group. No contact sports or modifications made to eliminate contact will be expected. Year groups cannot mix and wont. Hands must be washed prior to starting extra-curricular club. Equipment is wiped or sprayed after use.
34.1 D&T	34.11	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	DT protocols available in a separate document. For each practical lesson, staff will be required to write an individual risk assessment to cover the hazards for the particular room, activity and class.
	34.21	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	Safety goggles/glasses need to be sanitised before and after every use or quarantined after every use. We will be using technicians to oversee sanitisation. Each practical requiring eye protection will include a bucket of Milton in which students will leave their glasses upon exiting the classroom. These will then be aired in the prep room.
	34.22	Each practical lesson will require an individual risk assessment by the member of staff	Each science teacher will write a risk assessment for unsupported practical work to ensure it is safe for the group and that equipment can be cleaned or quarantined!
	34.23	Equipment for students needs to be collected and this overseen whilst still maintaining social distancing.	Equipment for students will be provided in trays before the lesson starts to allow social distancing. The trays will include paper towels to allow students to clear up their own minor spills.
	34.24	Shared fixed equipment needs to be cleaned between bubbles.	Fixed equipment such as sockets and gas taps will be wiped down by students using the you use it you wipe it approach. Wipes will be provided as part of each practical tray for each group.
34.2 Science	34.25	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.	Equipment to be stored and labelled in year group areas with the airt date of use clearly marked. Teacher demonstration equipment should be sanitised on return to the prep room and before the next use. Teacher demonstrations equipment should not be used by students after the demonstration and should be returned to the prep room. Re-arrangement of the the prep room storage to create quarantine space for each bubble and for each day or use.
	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.	All resources that are shared between bubbles will be cleaned using appropriately cleaning materials. PPE for students will be cleaned using antiviral solutions by technicians. Other equipment will either be cleaned or left unused for a period of 48 hours or 72 hours for plastics when used by other bubbles. Textbooks will either be only used within a bubble or left for a period of 48 hours before being used by different bubbles. ICT and music equipment will be wiped with antiviral wipes inbetween use as it is more difficult to keep this for specific use in one bubble.
	35.2	General - Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	NA currently in the mainstream. Staff in the Link to keep equipment for separate bubbles or clean it in between use.
	35.3	Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Staff have been advised to bring in their own provisions and told that the staff kitchen area is one in one out. If shared resources are used, then the You use it you wipe it approach should be used to minimise the risk of infection on the touch points.
	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	NA
35.5 Shared Resources	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, stationary and mobile phones. Bags are allowed.	Student have been told to bring in their own equipment through communication with parents/carers during the end of the summer term and throughout the summer holidays. Staff will have some spare equipment in their classroom to give to students who don't have it. If this becomes a regular occurrence a member of the year team will contact home to gain support with a student's equipment. Staff to be trained to minimise the use of shared equipment and where necessary adopt the you use it, you wipe it principles. Students have been told to bring their own equipment in a bag and the usual rules around mobile phones apply. They are able to have them but they should not be used during school time. We recognise a supportive approach to re-training students will be necessary after so long of not following these routines.
	35.6	Early Years - Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	NA
	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.	Students can borrow books from the library and upon return, they will be quarantined for 48 hours before re-issuing them. Use of the library protocols to be in place before the library is used as a classroom.
	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	Track and trace information collected from each visitor. Records will be kept which include which students they worked with or visited. Staff will be trained to complete a visitor request form with additional information required. Class charts will be used to identify students who have been in close contact with a positive case. Staff are trained on what to do when they are notified of a positive case. SLT are aware of the procedures and the flow chart will be followed.
	36. Record Keeping	36.2	Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc., and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g class / lesson registers, signing in / out systems.
36.3		If your existing systems do not record times when pupils, staff and others are working together e.g small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record.	Timetable and intervention records keep this information. Sealing plans on classcharts must be used so we can identify students who have been in close contact.
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 L1.	A spreadsheet of symptoms and positive cases was set up during the spring term. This will be used again to record cases for staff and students.
36.5		A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used.	First aid records will identify staff who have assisted students or staff who are displaying symptoms.