



## Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.02 - Section 2 Ongoing procedures and practices subject to regular review and change

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
	<p><b>5.1</b> Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).</p>			
	<p><b>5.1.1</b> Staff - From 1st April 2021 CEV staff were no longer advised to shield and could return to the workplace. Employee risk assessments e.g. WASPs must be reviewed for all Clinically Extremely Vulnerable staff before they return to the workplace in September to ensure it is as safe as possible. This should include considering if additional control measures are required. For example :</p> <ul style="list-style-type: none"> <li>o can certain activities / tasks be carried out at home to reduce time on site ?</li> <li>o can a lower risk role be carried out for all / some of the time ?</li> <li>o travelling at non peak times if using public transport,</li> <li>o face masks / face shields / Perspex screens in class,</li> <li>o additional PPE such as aprons / gloves.</li> </ul> <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with LFD testing programmes in schools, for parents / carers, for household members of school staff and in other workplaces, are all additional control measures that are now in place. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and LFD testing programmes if they are able to.</p> <p>Pupils - it remains the case that pupils who remain in the clinically extremely vulnerable group could return to school from 1st April 2021 unless they were under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. IPRA's must be reviewed for all CEV pupils returning to school in September to ensure it is as safe as possible.</p> <p>Pregnant Staff and Pupils - Studies from the UK show that pregnant persons are no more likely to get COVID-19 than other healthy adults, but they are at slightly increased risk of becoming severely unwell if they do catch COVID-19, and are more likely to have pregnancy complications like preterm birth or stillbirth. With this in mind : a) all pregnant staff should have an employee risk assessment carried out when you are informed they are pregnant. b) pregnant staff over 28 weeks or with underlying medical</p>	List of CEV staff is maintained. WASPs will be updated during the training day. IPRA's for students will be reviewed by the Year teams.	SLT, Year Teams.	Sep-21

5. Clinically extremely vulnerable and vulnerable staff and pupils	5.1.2	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. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. <b>If there are unvaccinated clinically vulnerable pupils and students within your setting, following the identification of a close contact, you may wish to put in place temporary additional protective measures whilst waiting for the outcome of any PCR test. These could include the identified close contact wearing a face covering (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Those identified as a close contact should also continue to engage with regular LFD testing if they are able. Any decision to take additional precautions should be based on the specific circumstances of the individual close contact and the clinically vulnerable children and young people within the setting, and you should weigh up what impact additional precautions may have on education and wellbeing. No pupil or student should be denied education based on their compliance with any additional precautions.</b>	Staff who feel they have medical needs that mean they are not safe in school should talk to the HT or re-visit their risk assessment to ensure they are safe or make alternative arrangements. Students who feel they are risk should contact their Head of Year and an IPRA should be put in place to determine how they will be safe in school. Advice from GPs may be sought, if necessary.	JBE, Year Teams	Sep-21
	5.1.3	All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. <b>Home working - The DfE schools guidance says that: "We expect all education and childcare settings, including further and higher education providers, to continue to provide face-to-face teaching, and staff should continue to attend their place of work if required in order to deliver this. Teaching and learning should not be moved online as a result of the work from home guidance and we continue to expect higher education students (unless distance learners) to receive an element of face-to-face tuition. Therapists and wider children's service professionals should continue to be invited into education and childcare settings. Education and childcare leaders are best placed to determine the workforce required to meet the needs of their children, pupils and students. Education and childcare leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home, while minimising disruption to face-to-face education and care." It is recommended that schools consider which roles, or which elements of roles, could be carried out effectively at home without disrupting face to face education and care e.g some office roles, PPA time at the beginning and end of the day, remote learning support etc.. Where possible, those roles, or elements of roles, should be carried out at home.</b>	All staff will be provided with the risk assessment to read and are required to read and sign to say they have read and understood it. Any requests to work from home will be considered and if not possible then appropriate control measures will be put in place.	JBE - all staff	Dec-21
	5.1.4	Staff who live with someone who is CEV / CV but who are not CEV/CV themselves, can attend work and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. People who live with CEV or CV persons should have their COVID risk assessment reviewed for the return in September to see if additional control measures such as additional PPE, changing clothes / showering on return home could be put in place.	WASPs will be reviewed by SLT in September and this advice will be given to staff living with CEV people.	JBE, SLT, staff living with CEV family members.	Sep-21

6. Persons who are already displaying Coronavirus symptoms	6.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace. <b>In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice.</b>	All staff and students will be informed that they should not come into school if they are displaying symptoms and will be reminded about the current government guidance. Any parents/carers who are insisting that their child must come in even if they have symptoms should be referred to the Headteacher. Local authority advice will be sought if necessary.	JBE	Sep-21
	6.2	Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. If COVID-19 is suspected the child should start isolating and get tested.	When making decisions about whether a child is well enough to be in school these will be taken into consideration.	Year Teams, JBE	Sep-21
	6.3	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.	Staff and parents carers will be reminded of the current guidance.	JBE	Sep-21
7. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	7.1	All persons who develop Coronavirus symptoms in between attendance times or whilst on site, should follow the <b>latest government guidance on self-isolating including any isolation periods and test and trace</b> . Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Settings have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.		JBE, Year Teams, Student Reception and all staff.	Nov-21
	7.2	<b>Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so.</b> Pupils will need to be supervised whilst this takes place. <b>A window should be opened for fresh air ventilation if possible.</b> 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.	Staff who develop symptoms will be asked to leave straight away. If this is not possible they should wait in G04. Students should wait 2 metres apart from anyone else in the outside area of Student Reception and if this is full then in G04.	JBE - Student Reception	Sep-21
	7.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Staff in Student Reception have been trained and PPE is available for them.	Student Reception staff	Sep-21
	7.4	Where the <b>initial</b> child, young person or staff member with symptoms tests <b>negative</b> , they can return to their setting and the fellow household members can end their self-isolation. Where a <b>contact</b> traced staff member / adult who is isolating tests negative following the development of symptoms they will need to continue self -isolating until 10 days after symptoms have started.	Staff and students will be informed of this guidance.	JBE	Sep-21
	7.5	Where a child, young person or staff member tests <b>positive</b> , <b>or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected</b> , you can contact the DfE helpline for advice around what action should be taken. Inform DCS Alert using form PCIF 01.	DfE helpline will be contacted by the Headteacher when necessary. PCIF will be completed and sent to DCS email address.	JBE	Sep-21
	7.6	If settings <b>think they may have an outbreak they should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take.</b> <b>In some cases, measures such as re-introducing bubbles, masks and social distancing may be recommended.</b> In addition schools may be contacted by the Local Health Protection Team and / or LCC if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01.	Headteacher will contact the DfE Helpline when necessary and make a decision about whether to re-introduce any further control measures.	JBE	

	7.7	If a member of staff has helped someone who was unwell with Covid symptoms they do not need to go home unless they develop symptoms themselves <b>or they receive notification to self isolate as a close contact</b> . They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Staff will be informed of this information during the training day on Monday 6 September.	JBE	Sep-21
	7.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Mitie will be asked to clean any areas where staff of students with symptoms have been. All areas of the school are cleaned at the end of each day with appropriate cleaners/disinfectants.	JBE - Mitie	Sep-21
	7.9	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.	Disabled toilet opposite reprographics should be used for this and a do not use sign should be displayed until the cleaning has taken place.	JBE, Student Reception, Mitie	Sep-21
	7.10	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.	Re-rooming will take place, where possible, if a member of staff displays symptoms and needs to go home throughout the day. Cleaning will take place as soon as possible	JBE	Sep-21
	7.11	<b>UK Health and Safety Agency (UKHSA)</b> is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	We will not be routinely taking the temperature of students.	JBE	Nov-21
		<b>Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have reasonable evidence that a member of staff has contracted Covid-19 through their work activities.</b>		JBE	Sep-21
		<b>Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.</b>		JBE	Sep-21
		<b>Useful information on self isolating</b>			
		<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>			
<b>8. Controlling access into the school for staff, pupils and members of the public.</b>	8.1	In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time.	KS3, KS4 and KS5 arrive and leave at different times. We have 2 gates open rather than one and there are three doors open to enter and leave the building. Parents/Carers are not permitted to come onto the school site to pick up or drop off their child unless they have special permission. We have a student reception and a visitor reception so students and visitors will not mix. It is possible to control the number of visitors we have in reception at one time and parents/carers will be requested not to attend school without an appointment and ring us, rather than visiting where possible.	JBE	Sep-21
	8.2	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Staff on duty prop open the doors and then close them again at the beginning and end of the school day. All corridor doors are now held open using door stops that are linked to the fire alarm.	Duty staff	Sep-21
	8.3	Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	See 8.1	JBE, Year Teams	Sep-21
	8.4	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.		Admin teams and Mitie	Sep-21

9. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	9.1	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 sanitisers are located in main and student reception as well as the student entrances. Students will be asked to use these as they enter the building.	Duty staff	Sep-21
	9.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels or hand dryers should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	All classrooms have hand sanitisers in them and students must use this upon entry and exit. Toilets have hand dryers in them apart from staff toilets where there are paper towels. Staff and students will be regularly reminded about the need for good hygiene.	JBE	Sep-21
	9.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	See 9.2 Staff in teaching rooms must inform the Office Manager if the hand sanitiser needs to be replenished.	All teaching staff	Sep-21
	9.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	See 9.1 and 9.2		
	9.5	Tissues should be available in all group areas and should be single use only and binned after use.	Tissues are provided for all classrooms and teaching staff should inform the Office Manager if they need further supplies.	All teaching staff	Sep-21
	9.6	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.	Mitie will be asked to dispose of any waste products used by staff or pupils who show symptoms.	Mitie	Sep-21
	9.7	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.	Hand sanitisers are located in the staffroom and kitchen areas. Staff will be reminded to use these.	JBE	Sep-21
	9.8	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.	Staff on duty and in classrooms will monitor the use of hand sanitiser.	All staff	Sep-21
	9.9	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.		All staff	Sep-21
	<b>10.1 General Cleaning</b>	re-numbered from 11 to 10			
	10.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>	Mitie staff have been trained how to clean and are aware of the products they should use.	Mitie	Sep-21
	10.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	Each classroom is equipped with anti-viral spray, paper towels (antiviral wips for computer rooms) and tissues with a lidded bin in which to put the waste. Staff must alert the Office Manager if they require additional materials.	All teaching staff	Sep-21

10.Cleaning	10.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc. at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	Mitie to put cleaning regime in place after discussion with the Headteacher.	JBE - Mitie	Sep-21
	10.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Each classroom is cleaned at the end of each day as is each area of the school.	Mitie	Sep-21
	10.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	Practical subjects will ensure that shared equipment is cleaned frequently.	Teaching staff	Sep-21
	10.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Mitie staff will be wearing PPE.	Mitie	Sep-21
	10.2	<b>Rooms used for Isolating persons displaying symptoms</b>			
	10.2.1	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.	Mitie staff to undertake a deep clean and also use the fogging machine.	Mitie	Sep-21
	10.3	<b>Clothing</b>			
	10.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	Staff and students will be informed of this guidance.	JBE	Sep-21
	10.4	<b>Hygiene Suites / Intimate Care Facilities</b>			
	10.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	NA		
		Removed section on LCC / FM cleaning providers			
11.1	11.1	In order to minimise risk at a time of high prevalence, the government expects and recommends that individuals limit the close contact they have with those they do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. Following this principle it is recommended that : a) if members of staff need to move around numerous different groups of pupils / classrooms on a regular basis they should try to avoid close contact where this is possible, b) if possible, large / whole staff meetings and assemblies are held outside or in larger well ventilated areas and that staff still distance if they wish to, c) ask adults to avoid congregating / holding prolonged discussions / conversations in unventilated spaces e.g. corridors, where possible.	Teaching staff should try where possible to avoid close contact with students. (ie closer than 2 metres for more than 15 minutes or less than 1 metre face to face). Whole staff meetings will be held in well ventilated larger rooms and staff are given the option to distance if they wish to. Staff will be asked to avoid prolonged discussions in unventilated spaces.	All staff	Sep-21
	11.2	On 28th November 2021 the Government recommended that all staff, visitors and pupils (Year 7 and above) recommence the wearing of face coverings in communal areas and corridors. It is also still recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces.	All staff and students have been informed that they should wear face coverings in communal areas.	All staff	Nov-21

11. Close Contact and Test and Trace	11.3	As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face to face contact e.g. via the use of screens. Staff in open reception areas <b>should</b> wear face coverings (and face shields) if screens cannot be provided.	Student Reception have glass screens and wear face coverings when speaking to students. Main reception is an open reception area which has a 2metre distance between where visitors stand and the receptionist. They are also advised to wear face coverings or a face shield.	Reception staff	Nov-21
	11.4	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	Staff should aim to support students side by side rather than face to face and where this is not possible screens, face shields or masks should be worn.	All staff	Sep-21
	11.5	<b>Test and Trace</b> - from 19th July 2021 schools, colleges and nurseries will no longer be required to carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.	School staff will not conduct test and trace	JBE	Sep-21
	11.6	<b>Close contact isolation</b> - from 16th August 2021, children under the age of 18 and adults who are fully vaccinated will no longer be required to isolate if identified as a close contact unless informed to do so by Test and Trace.	Staff will be informed of this information during the training day on Monday 6 September.	JBE	Sep-21
	11.7	<b>Close contact isolation</b> - from 16th August 2021 people are exempt from close contact isolation if they: a) are under the age of 18 years and 6 months, or b) are fully vaccinated (over 2 weeks ago), or c) have taken part in or are currently part of an approved COVID-19 vaccine trial, or d) are not able to get vaccinated for medical reasons. <b>The exception to this is if persons are close contacts of suspected or confirmed Omicron variant cases. Individuals will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.</b>	Staff and students will be informed of this guidance.	JBE	Nov-21
	11.8	<b>Test and Trace guidance, some frequently asked questions and answers and a template letter for settings to send to parents, pupils and students on changes to contact tracing of close contacts have been provided by the DfE and can be found on the document sharing platforms for primary and early years, secondary schools, further education and higher education and children's social care. In addition LCC has produced a sample letter schools can use to inform parents / carers of positive cases in their child's class / year group.</b>			
12. First Aid	12.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	Ratio of first aiders to students and staff will be monitored on a daily basis.	JBE/TBE	Sep-21
	12.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	NA		
13. Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	13.1	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.	See 13.2		
	13.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Students will be required to sanitise their hands before using the money loaders and upon entry to the Diner. Staff and visitors will be asked to sanitise their hands before using the signing in system.	Duty staff	Sep-21
	13.3	Lift control panels should be cleaned between users e.g. using hand sanitisers or anti-viral wipes.	Staff are advised not to use the lift unless necessary. Only students with lift passes should use the lift and cleaning staff will clean the call point regularly with anti-viral products.	Mitie and all staff	Sep-21

	13.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	Hand sanitiser will be used before using the signing in system.	All staff and reception staff	Sep-21
	13.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	You use it - you wipe it aproach. All offices and classrooms have anti-viral wipes available for this purpose.	All staff	Sep-21
14. General controls	14.1	<b>Ventilation</b>	Re-numbered from 15 to 14		
	14.1.1	Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is : a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy or smell bad. <b>Schools can use the CO2 monitors provided by the DfE to help identify poorly ventilated areas. Where teaching areas (and staff rooms in SEND settings) are identified as poorly ventilated and this cannot be resolved through simple measures such as opening doors and windows, or other remedial works then air cleaning units should be considered. State funded schools that met the eligibility criteria can apply for funded air cleaning units.</b> <a href="https://drive.google.com/file/d/1K9jZhgH1fjbBvYKg2b4sjlMiVWrQK1vH/view">https://drive.google.com/file/d/1K9jZhgH1fjbBvYKg2b4sjlMiVWrQK1vH/view</a>	All areas of the school have ventilation. Ask staff to let Mitie know if windows don't open and these will be fixed. Air conditioning has been checked to ensure it has an outdoor air supply. Staff with concerns about ventilation have been issued with a CO2 monitor and fans to put near windows to improve ventilation.	JBE	Nov-21
	14.1.2	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Staff will be asked to keep classroom doors wedged open and windows open where possible. When staff are not in the rooms, even when it is cold, they should leave the windows open to ensure there is fresh air in the room.	JBE and all staff	Sep-21
	14.1.3	Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. <b>As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated.</b>	See 14.1.1 Staff to be informed that classrooms must be comfortable and therefore it may not be possible, in colder weather, to keep windows open all lesson.	JBE and all staff	Sep-21
	14.1.4	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> .	Air conditioned rooms have been checked to ensure the air conditioning units meet regulations.	JBE	Sep-21



	14.1.5	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened, d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.	See 14.1.1 Staff will be asked to make a judgement call about whether a room needs students to wear additional clothing (ie their coat) if they are unsure, they should ask a member of SLT to advise.	JBE and all staff	Sep-21
	14.1.6	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable.	Heating will be on when required.	Mitie	Sep-21
	14.2	<b>Learning Outside / Activities Outside</b>			
	14.2.1	Conducting activities e.g. meetings, school events, assemblies etc.. And learning outside is encouraged wherever possible, following hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Consideration about whether large gatherings and events can be held outside will be given. Where possible and comfortable, this will be organised.	JBE	Sep-21
	14.3	<b>Medical Needs</b>			
	14.3.1	Staff should be made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Students with medical needs have health care plans which are shared with staff. All first aiders are aware of students with complex medical needs.	JBE	Sep-21
	14.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	See 3.4		
	14.4	<b>Water fountains</b>			
	14.4.1	Water fountains in shared pupil areas should continue to be taken out of use.	Water fountains will not be in use.	JBE	Sep-21
	14.4.2	Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required. For younger pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.	Students can fill up water bottles in the Diner and in classrooms. Staff and students will be made aware of this.	JBE	
15.Educational Visits	15.1	Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. The government now recommends that schools consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. Schools should be aware that the travel list (and broader international travel policy) is subject to change and travel lists may change during a visit. Schools must comply with international travel legislation and should have contingency plans in place to account for these changes.	No international trips are going ahead or being planned at the moment.	SWA	Nov-21
	15.2	Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.	All visits are discussed at SLT diary meetings and these considerations are taken in to account.	JBE/SWA	Sep-21

	15.3	Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly.	As above	JBE/SWA/trip leader	Sep-21
16. PPE for staff and pupils	16.1	<p><b>Government guidance from 20th November 2021 is that staff, visitors and pupils (in Year 7 and above) wear face coverings in communal areas and corridors. Pupils in Year 7 and above should also wear a face covering when travelling on public transport and dedicated transport to and from school. From January 4th, the government have recommended that face coverings should be worn in classrooms in schools where pupils in year 7 and above are educated. This does not apply where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons and will be a temporary measure. The DfE have also said: "We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers." It is recommended that staff should have a choice whether to wear a face covering in classrooms even if they are distancing from the pupils, that they should be worn if an individual risk assessment identifies them as a necessary control measure, and that they should be worn for close supervision work. Transport - face coverings should be worn by staff and pupils over 11 at all times on public and dedicated transport. Close contact - If staff have to work in close contact with pupils e.g. to supervise science experiments, D&amp;T or Art activities, speech and language work, feeding, etc .. face shields or Perspex screens may still be appropriate. Choice - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face shields may offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Staff and pupils should also continue to wear face coverings where this is identified as a control measure in their individual risk</b></p>	Staff and students will be informed of this guidance. Visitors will be required to wear face coverings and staff meeting them in enclosed or crowded areas will also be asked to wear them. Staff working in close contact with students will also be required to wear a face covering (ie if staff need to support a student in a practical lesson or a classroom). Parents and students notified and masks provided to students who do not have masks.	JBE	Jan-22
	16.2	FFP2 / 3 masks are not generally necessary in a school setting.			
	16.3	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		
	16.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	School has a supply of PPE which is provided to staff and students where necessary.	JBE	Sep-21
	16.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	First Aid staff have been trained in the cleaning requirements for eye protection and face shields.	JBE	Sep-21
	16.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	Advise first aiders to bring a change of clothes to school.	JBE	Sep-21
		<b>See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be purchased via the PPE Team and the range of items available has extended.</b>			

	16.7	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them.	Staff and pupils will be reminded of how to wear a face covering if they are choosing to do so and will be advised to bring more than one to school.	JBE	Sep-21
	16.8	It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly.	Staff and students will be made aware of this.	JBE	Sep-21
17. Staff Wellbeing	17.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Risk assessment shared with staff during the summer holidays and on the training day in September. 1:1 meetings with line manager or the Headteacher will be offered to talk through any concerns.	JBE	Sep-21
	17.2	Consider building in familiarisation time, training time and practice time for staff before the school opens in September.	School is open to staff throughout the holidays. The training day on 6 September will give staff the chance to be back in the building without students to familiarise themselves with new routines etc.	JBE	Sep-21
	17.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>	This support along with others will be regularly signposted to staff and students.	JBE	Sep-21
	17.4	Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety on the return to school in September as whole school control measures have changed. A WASP is available via Leeds for Learning.	Staff contacted by SLT and made aware that they can have a WASP if they feel anxious or worried about any of the changes.	JBE	Sep-21
	17.5	It is recommended that regular staff meetings are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	Our usual meeting schedule will take place to ensure regular team and whole school meetings.	JBE	Sep-21
	17.6	Identify Mental Health First Aiders.	The school has two mental health first aiders. Carolyne Coop and Michelle Harris.	JBE	Sep-21
	17.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	This information is regularly shared through e-briefing, the sickness absence procedure or through 1:1 meetings.	JBE	Sep-21
			<b>Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning.</b>		
	18.1	Where visits can happen outside of school hours this should continue.	Mitie requested to ensure contractors keep to out of school hours where possible.	JBE/Mitie	Sep-21
	18.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors should adhere to the schools risk assessment when on site including wearing face coverings. Ask contractors to carry of a LFD test before coming on site.	Mitie to manage this aspect.	JBE/Mitie	Nov-21
	18.3	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Mitie to manage this aspect.	JBE/Mitie	Sep-21

18.Contractors visiting site	18.4	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Mitie to manage this aspect.	JBE/Mitie	Sep-21
	18.5	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.	Mitie and school to liaise if this is the case.	JBE/Mitie	Sep-21
	18.6	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 / Clean It" principle.	Contractors will use the you use it you wipe it approach.	Mitie	Sep-21
	18.7	A record should be kept of all visitors for at least 14 days.	School and Mitie to both keep visitor records. School has moved to inventory system.	JBE/Mitie	Sep-21
19.Lettings / Meetings / Visitors	19.1	Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site Covid-19 guidance and control measures are explained to visitors on or before arrival and they are asked to wear a face covering. Ask visitors to carry out a LFD test before coming into the school.	All visitors will be asked to wear masks.	JBE/all staff	Nov-21
	19.2	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. There is a legal requirement to provided hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.	Visitors will need to use the You use it, you wipe it principle.		
	19.3	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.	See 18.7		
	19.4	Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, can meet indoors and outdoors. The activities should ensure that a) everyone maintains good hand hygiene and cleans their hands regularly, including as they arrive, between activities, and as they leave, b) adults are asked to wear face coverings where settings have identified this is advisable e.g. when moving around in corridors and in communal areas, c) indoors the areas used are well ventilated with fresh air (see the section on ventilation), d) any rooms used by these groups are cleaned after each use, e) activities take place outside where safely possible, f) a record of all visitors to the setting is kept, g) adults should wear face coverings in communal areas. All participants attending or working in a parent and child group operating in community premises (such as community centres, youth clubs, public libraries, and places of worship), where there is a mandatory requirement to wear a face covering, are exempt from doing so when they are in: <ul style="list-style-type: none"> <li>• a private activity room or classroom or</li> <li>• where the premises has been hired out for the sole use of the provision</li> </ul> For the exemption to apply, the parent and child group must be meeting for the benefit of children under the age of 5 years and organised by a business, a charitable, benevolent or philanthropic institution or a public body. Group singing can take place and should follow the guidance below in section 28.	NA		
	19.5	In Early Years settings parents are more likely to come into the premises to drop off / pick up children, settle new children and to help their children adapt to their new environment. It is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces, c) ensure parents / carers avoid close contact with other children where possible, d) ask parents to LFD test before coming into the school if they will be on site for a significant time and not just to drop off / pick up e.g to help settle a child, for familiarisation visits.	See 11.2		

20. Pupil Wellbeing	20.1	<b>Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages.</b>	re-numbered from 21 to 20. Amended		
21. Catering	21.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc..	Risk assessment will be shared with Mitie staff.	JBE	Sep-21
	21.2	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and schools should report this using the PCIF01 form.	Liaison with Mitie about any positive cases is ongoing.	JBE	Sep-21
	21.3	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between <b>sittings</b> .	There is a block of time in between sittings when tables and seating can be cleaned by the Diner teams.	JBE/Mitie	Sep-21
	21.4	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 distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitisers.		JBE/Mitie	Sep-21
22. Staff Training	22.1	School staff should be inducted / become familiar with new working practices before opening the school to pupils <b>in September</b> , this is especially important for staff members who are new or who may not have been in school during the past months. <b>See also 2.1.</b>	Staff will be sent the risk assessment during August. There will be an updated handbook and the training day will include some verbal updates.	JBE	Sep-21
23. Drop off of Essential Items Forgotten by Pupils	23.1	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.	Parents/carers on the few occasions this happens will collect drop them off on a table in Student Reception and staff will then wipe the items before taking them to the students.	Student Reception staff	Sep-21
24. Dedicated Transport	24.1	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) unnecessary risks such as overcrowding and these should be minimised, b) additional cleaning of vehicles, c) maximising the ventilation of fresh air particularly through opening windows and vents, d) staff and children 11 and over wearing a face covering unless exempted for medical or other reasons.	Students on the Slxth Form Minibus to wear face coverings.	Bus Driver	Nov-21
25. School Sites Shared with other Users e.g. PFI Staff, Children's Centres	25.1	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.	Liaison with Mitie about changes to the school day and other routines has taken place and will continue to take place on an ongoing basis.	JBE	Sep-21
	25.2	Schools who operate a children's centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting.	NA		
26. Marking / Handling School Work	26.1	Staff and pupils can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).	Staff to be reminded about the protocols for marking work during the Teaching and Learning session on the training day on Monday 6 September.	JBE/FGI	Sep-21

27. Before and after school clubs	27.1	Before and after school clubs, holiday clubs, wraparound care and extra curricular activities can be offered to all children, without restriction on the reasons for which they may attend. Such activities will be subject to the measures in this risk assessment. If sessions are normally run indoors, consider whether they can be run safely outdoors instead, as the risk of transmission is lower outdoors. Music, performing arts, dance and sporting activities should be carried out in line with the overall risk assessment and additional controls in sections 28 and 29 below.	Full programme of extra curricular clubs and activities to be offered again from September.	All staff	JBE
	27.2	Where possible keep children and staff in consistent groups.	Staff to keep registers of students who attend clubs and activities using the systems that PE had in place last year.	All staff	JBE
28. Music and Performing Arts - for detailed guidance follow <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a>	28.1	Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance schools should also give particular consideration to the guidance on delivering outdoor events. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.	Re-numbered from 32 to 28. Amended. Music staff to make visiting staff aware. Visiting staff are from Artforms and will follow Leeds City Council Risk Assessment. Where possible extra-curricular rehearsals should take place in the largest room possible.	All Music and Drama staff	MTR Sept 21
	28.2	Playing instruments and singing should still take place outdoors wherever possible. If indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition rooms with high ceilings are expected to enable dilution of aerosol transmission.	Removed previous 32.2. Amended - previous 32.3. Music Classrooms have double height ceilings to allow for aerosol transmission. Ventilation guidance to be given to staff.	All Music and Drama staff	MTR Sept 21
	28.3	Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly.	Amended - previous 32.3.	All Music and Drama staff	MTR Sept 21
	28.4	Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. Limit handling of music scores, parts and scripts to the individual using them. Instruments should be cleaned by the pupils playing them, wherever possible.	Removed previous 32.2. Amended - previous 32.5. All classess to continue using the "If You Use It – Wipe / Clean It" when sharing instruments such as Ukulele, Guitars, Drum Sticks and Keyboards.	All Music and Drama staff	MTR Sept 21
	28.5	Agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument.	Amended previous 32.6 N/A	N/A	

29. PE / Sports including dance.	29.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	Re-numbered from 33 to 29. Amended.	GSO	13.08.21
	29.2	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a> . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance.	Amended. Removed previous 33.3	GSO	13.08.21
	29.3	PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.	Same as previous 33.4	GSO	13.08.21
	29.4	To minimise time spent in changing rooms if they are poorly ventilated settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.	Amended previous 33.5. Removed previous 33.6 and 33.7.	GSO	13.08.21
30. Science and D&T	30.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a>	re-numbered from 34 to 30. Same		
	31.1	<b>General</b> - Resources that are shared between groups, such as sports, art and science equipment should be cleaned between groups of users, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics).	Subject leaders to remind staff about cleaning equipment and rotating it to ensure it is either cleaned or left unused for 48 hours.	Subject leaders and all staff	Sep-21
	31.2	<b>General</b> - in returning to more 'normal' operation consider reducing clutter and removing difficult to clean items. Consider how soft furnishings can be cleaned and ensure this is carried out on a regular basis. 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. 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 a limited number of pupils and be washed at the end of every day.	Anti viral spray to be used on shared soft furnishings such as offices, the staffroom and reception.	All staff	Sep-21

31. Shared Resources / Areas	31.3	<b>Staff Rooms</b> - shared resources such as fridges, milk, tea, coffee etc.can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle.	Soap, sanitiser and paper towels are all available in the staffroom kitchen. Staff will be reminded to wipe down equipment with the antiviral wipes before and after using it.	JBE and all staff	Sep-21
	31.4	<b>Play equipment</b> - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment.	Students will be asked to wash/sanitise their hands before playing with equipment.	JBE	Sep-21
	31.5	<b>Classroom resources</b> - 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 and these should be cleaned regularly, along with all frequently touched surfaces. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	All students should have their own equipment. If equipment is borrowed, it should be left for 48 hours before being used by other students.	All staff	Sep-21
	31.6	<b>Early Years</b> - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	NA		
	31.7	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.	Amended		
	31.8	<b>Toilets</b>	Moved from previous section 12.6		
	31.8.1	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.	Signage in the toilets to remind students to wash their hands. There are sanitiser stations outside the toilets too which students will be encouraged to use. Toilets will be	JBE/Mitie	Sep-21
	31.8.2	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Signage in the toilets to remind staff and students to wash their hands before and after using the toilet.	JBE	Sep-21
	31.8.3	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.	Signage in the toilets encouraging the you use it you wipe it approach and to ensure wipes go in the bin and not down the toilet.	JBE	Sep-21
	31.8.4	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe / Clean It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	See 31.8.3		
	31.9	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 / Clean It" principle.	All shared resources have anti-viral wipes next to them and staff are aware that they should follow the you use it you wipe it principle.	All staff	Sep-21
32.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	COVID log is kept by Student Reception and monitored by senior leaders. A separate log of positive cases is kept by the Headteacher which is set up to record contact tracing, if this was required.	JBE and Student Reception	Sep-21	



<b>32. Record Keeping</b>	<b>32.2</b>	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. signing in / out systems, meeting registers, training records, physical intervention records and first aid records.	Inventory signing in system used.		
	<b>32.3</b>	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.	See 32.1		
	<b>32.4</b>	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple covid case spreadsheet.	This will be added to the COVID log	JBE and Student Reception	Sep-21
<b>33. Use of school minibuses / transport e.g. for visits, transfer between settings, emergencies</b>	<b>33.1</b>	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible and f) the use of face coverings for staff and children 11 and over. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.	Use of minibus will follow the procedures that have been in place since September 2020. There will be a seating plan, students will be asked to wear masks (there will be spares kept in the minibus), students will be asked to clean their hands before and after the journey. Windows will be open and students will sit facing forward. Regular cleaning of the minibus will be carried out by the driver.	Mini bus driver/trip leader	Sep-21
	<b>33.2</b>	If using private vehicles or car sharing the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, f) cleaning the vehicle between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and e) drivers and passengers wearing face coverings.	Private vehicles are not used routinely. If used for a trip, then these control measures will be put in place and added to the travel risk assessment.	Trip leader/SWA	Sep-21
	<b>34.1</b>	An asymptomatic lateral flow device testing programme has been put in place in the school.		MTR/MHA/SWA	Sep-21
	<b>34.2</b>	Staff and pupils (where relevant) are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions.	Regular communication has been sent to parents/carers with follow up emails to remind them to sign up.	MTR	Aug-21
	<b>34.3</b>	Where relevant, pupils are being offered 1 lateral flow test in the school on site testing site followed by regular twice weekly home testing on their return to school in <b>January 2022</b> .		MTR	Jan-22

34. Asymptomatic Testing	34.4	Staff and pupils (where relevant) who are attending activities on site during the christmas break should continue to test regularly if they are attending settings that remain open, such out of school activities. Staff and pupils (where relevant) who are not attending their setting during the holiday period do not need to test twice weekly but may wish to take a rapid lateral flow test in situations where they are more likely to catch or spread COVID-19. This includes spending time in crowded and enclosed spaces, or before visiting people who are at higher risk of severe illness if they catch COVID-19. <b>Secondary age pupils</b> should undertake one test on-site at the start of term in their school asymptomatic test site (ATS) followed by one LFD self-test at home 3-4 days after their on-site test. They should then continue to test in line with government guidelines. <b>Secondary settings have the option to stagger the return to school for the first week to accommodate on-site testing. Schools have the flexibility to consider how best to deliver the one test on return according to their circumstances.</b> Staff in all education and childcare settings (and FE College students) should take one LFD self-test at home either the evening or morning before they return to their school/college followed by one LFD self-test at home 3-4 days after. They should then continue to test in line with government guidelines.	All students will be offered a test on 4 January 2022. All staff and students will be reminded to take LFD tests before returning after Christmas and then 3-4 days after that. Student will return to school on Wednesday 5 January.	MTR/MHA/SWA	Jan-22
	34.5	Sections 3 or 4 of this risk assessment are being followed by the school and staff / pupils taking part.	Section three will be followed by staff and students taking part.	MTR/MHA/SWA	Sep-21
35. Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk	35.1	<b>General Controls</b>	Removed section 40. New section added and Section 5 tab on Indoor and Outdoor events removed .		
	35.1.1	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.	All events will be considered by SLT at our diary meeting and the best location chosen. Parents evenings have moved to virtual November 2021 .	SLT	Nov-21
	35.1.2	In line 11.3 above, it is recommended that for events involving contact with visitors, including parents / carers, that : a) staff continue to socially distance from visitors where possible, b) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, c) visitors are asked to avoid close contact with pupils who are not part of their household where possible.	Staff in contact with visitors will follow these control measures.	All staff	Sep-21
	35.1.3	Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons.	See section 14		Sep-21
	35.1.4	Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place.	See section 14		Sep-21
	35.1.5	Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils.	Same as previous Section 5 E5.5		Sep-21
	35.1.6	<b>Visitors to all school settings should wear a face covering when in school premises and be asked to LFD test before coming into the school.</b>	All visitors will be asked to wear a face mask and take an LFD before they come to school.		Nov-21
	35.1.7	Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance.	New		Sep-21
	35.1.8	Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible.	New		Sep-21
	35.1.9	Risk assess whether staff, especially those who are CEV, CV or at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities.	Same as previous Section 5 E1.13		Sep-21

to the other controls in this risk assessment.	35.1.10	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.	Same as previous Section 5 E 5.6		Sep-21
					Sep-21
	35.2	<b>Arrival, departure and movement around the premises.</b>			Sep-21
	35.2.1	Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site.	Same as previous Section 5 E 2.1		Sep-21
	35.2.2	Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits.	Same as previous Section 5 E 2.2		Sep-21
	35.2.3	Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground.	Amalgamated previous section 5 E2.3 and E2.4		Sep-21
	35.2.4	In line with 18.2 above visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day <b>where possible</b> .	Amended Section 5 E 2.5		Sep-21
	35.2.5	Schools are not required to use the NHS COVID Pass, unless they are holding a specific event, such as a reception, concert or party), that meets the attendance thresholds detailed below for indoor and outdoor events. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds. Schools should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training. "The use of the NHS COVID Pass is required as a condition of entry into the following places a) <b>indoor events with 500 or more unseated attendees</b> , where those attendees are likely to stand or move around for all or part of the event, such as music venues with standing audiences or large receptions, b) <b>outdoor events with 4,000 or more unseated attendees</b> , where those attendees are likely to stand or move around for all or part of the event, such as outdoor festivals; and c) <b>any events with 10,000 or more attendees indoor or outdoor</b> , such as large sports and music events. There are some settings that will be exempt from requirements to use the NHS COVID Pass including communal worship, wedding ceremonies, funerals and other commemorative events, protests, and mass participation sporting events.	School will not be holding events with more than 500 attendees.		Nov-21