



Managing COVID-19 in Schools for September 2020 opening - Risk Assessment - Version 4.03

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
6. Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).			06/11/2020
	6.1.1	Staff - CEV staff should now shield again and should not come into a workplace and should work from home. If employees who are CEV wish to attend the workplace, regardless of the government advice to shield, because they believe that working from home may have a serious impact on their wellbeing, then they can make a request to their manager. This request would only be approved if it is supported by their GP/specialist and all mitigation measures to reduce the likelihood of contracting Covid are identified through an individual risk assessment e.g WASP conducted by their manager and should have input from Occupational Health. The request to be in a workplace during the current lockdown can be withdrawn at any point by the employee or manager and there is absolutely no pressure for CEV people to be in the workplace at this time. All other staff should work from home where reasonably possible. If it is not reasonably possible for CV and staff at higher risk to work from home their employee risk assessment e.g WASPs must be reviewed to see if there are additional control measures that could be put in place e.g staggered start and finish times to avoid rush hour, working in lower risk roles / with lower risk year groups, additional PPE, working	CEV staff have begun to shield again and are working from home as much as they are able. We have no CEV pupils currently.	HC	12/01/2021
	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 January (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.	Noted- see above.	HC	12/01/2021
	6.1.3	Government advice is that all persons should work from home unless it is unreasonable to do so. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing where possible. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children/adolescents. Schools should be as flexible as possible in how members of staff in these categories are deployed to enable them to work remotely where possible, in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE.	Personal WASPs being updated.	HC	12/01/2021

	6.1.4	Staff (and children who are eligible to attend school) who live with someone who is clinically extremely vulnerable or clinically vulnerable but who are not clinically extremely vulnerable or clinically vulnerable themselves, can still attend school if it is unreasonable for them to work from home or 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 to see if additional control measures such as staggered start and finish times to avoid rush hour, working in lower risk roles / with lower risk year groups, additional PPE, working with smaller group sizes than full classes, changing clothes / showering on return home could be put in place.	Noted.	HC	12/01/2021
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.	Noted- information regularly circulated to all parties about self-isolation	HC/ AB	27/01/2021
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	Noted- information regularly circulated to all parties about self-isolation	HC/ AB	27/01/2021
	8.1	All persons who develop Coronavirus symptoms in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Settings have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.	Quick Guide to COVID-19 actions is regularly circulated to all families to remind them of expectations and actions to take.	HC	04/11/2020
	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.	Hall or main reception area- ensure window is opened	HC/ AB/ VF/ all staff	08/09/2020
	8.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Noted	HC/ AB/ VF/ all staff	08/09/2020
	8.4	Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation. Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.	Updated information circulated to all stakeholders. School webpage updated.	HC/ AB/ VF	14/12/2020

8.Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.5	Where a child, young person or staff member tests positive , or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you can contact the DfE helpline for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert using form PCIF 01.	Updated information circulated to all stakeholders. School webpage updated. Flow charts in office updated.	HC/ AB/ VF	14/12/2020
	8.6	If settings have 2 or more confirmed cases in connected groups within 14 days they may have an outbreak, and must contact the PHE helpline. 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. Inform DCS Alert using form PCIF 01.	Ensure procedure clearly displayed in school office/ specified in staff handbook	HC/ AB/ VF	04/11/2020
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Ensure procedure clearly displayed in school office/ specified in staff handbook	HC/ AB/ VF	08/09/2020
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Ensure PW is notified as soon as a suspected case is identified to arrange cleaning.	AB/ PW	15/07/2020
	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.	Staff toilet allocated for this purpose: signage available to restrict use if this becomes applicable	HC/ PW	15/07/2020
	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.	Mezzanine could suffice, if it has not been used for interventions. Sign in sheet to track use of room	HC/ PW	08/09/2020
	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	Circulate information to all stakeholders	HC	17/07/2020
		Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school.	Ensure procedure clearly displayed in school office/ specified in staff handbook	HC/ AB/ VF	08/09/2020
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple flowchart for cases - these are all available on Leeds For Learning.	All guidance referred to	HC	27/01/2021
		Useful information on self isolating			
		https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection			
	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	Staggered entry points established for keyworker/ vulnerable pupil bubbles. Communicated to staff/ parents January 2021.	HC	27/01/2021

9. Controlling access into the school for staff, pupils and members of the public.	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 pupils.	All 3 gates to be used, with specific gates allocated to specific classes	HC	12/01/2021
	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.	Already in place	HC	15/07/2020
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Noted	HC	15/07/2020
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help. Heads have the discretion to ask parents / carers to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to.	Social distance markers on spaces outside gates to assist this (Scarborough Road/ Long Row/ Springfield Place). Recommend parents wear face coverings at drop off and pick up.	HC/ PW	02/10/2020
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	Communicated by letter/ newsletter July 2020; signage	HC	17/07/2020
	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.	Communicated by letter/ newsletter July 2020; signage	HC	17/07/2020
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Staff handbook	HC	07/09/2020
	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.	Information on school website/ confirmed verbally and in writing as needed	PW/ HC	15/07/2020
	9.10	Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	Information leaflet for each class circulated end August 2020	HC	07/09/2020
	9.11	Ensure that staff working in the reception area / office are protected from face to face contact e.g via the use of screens. Staff in open reception areas may require face coverings (and face shields) if screens cannot be provided.	To keep window closed when speaking to parents. Face shield/ mask to be worn if 2 people are in the office area.	AB/ HC	12/01/2021
10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	10.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Hand sanitiser available on front desk and at back door to kitchen	PW	07/09/2020
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	New routines implemented for hand washing. All families asked to train their children in this over the summer using NHS song.	HC/ all staff	15/07/2020
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	All rooms have hand sanitiser, and most have sinks. 5l pump action flasks provided for hand hot water where there is a sink with no running hot water.	PW	07/09/2020
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	staff handbook; signage	HC/ all staff	
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Available in all rooms	PW	07/09/2020

	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.	Noted	PW	07/09/2020
	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.	staff handbook; signage	HC	07/09/2020
	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.	Noted	HC	07/09/2020
	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.	Noted	PW	07/09/2020
11.Cleaning	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	Noted	PW/ CC/ AW	15/07/2020
	11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	In place	PW/ HC	15/07/2020
	11.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	Agreed schedule with PW/ CC/ AW	HC/ PW/ CC/ AW	07/09/2020
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Noted. Washable toys to be put through dishwasher after use using mesh zip bags	All	07/09/2020
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Given the current rates of infection it is recommended malleable materials are taken out of use at the present time unless they are single user. The malleable material for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, daily, and children wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	Alterations to EYFS provision. Information circulated to EYFS staff	EJ/ MC/ HR/ GB/ JN/ KG/ LP	12/01/2021
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Noted	PW/ CC/ AW	15/07/2020
	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.	Noted. Use of fogger and thorough cleaning.	PW	15/07/2020
	11.3	Clothing			

	11.3.1	At this present time it is recommended that, where possible, pupils and staff attend in clean top layers daily. There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However to allow pupils (and staff where uniform is usually worn) to wear clean top layers every day you may wish to consider relaxing or removing the need to wear uniform with guidelines on appropriate dress eg as on non-uniform days. An alternative may be rotating top layers every 3 days, where possible, if they cannot be cleaned in between uses	School uniform or school PE kit for attendance at school	HC	12/01/2021
	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.	Nursery: Dedicated changing mat for children needing regular assistance	HR/ HC	07/09/2020
	11.5	Leeds City Council / FM cleaning providers			
	11.5.1	Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	N/A		
		Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-	N/A		
		Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	N/A		
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	N/A		
		Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	N/A		
		<p>It is recommended schools follow the overarching principle of reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') in smaller groups than normal and through maintaining distance between individuals. Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people.</p> <p>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.</p> <p>We recognise that maintaining distance could be particularly difficult in special settings and primary schools, and it is likely that for younger children the emphasis will be on separating groups and minimising group sizes, and for older children it will be on distancing.</p> <p>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.</p> <p>It is recommended schools limit the number of pupils and staff on site at any one time as far as possible in keeping with the overarching principle of minimising contacts and working from home where reasonable to do so. The number of pupils that can safely be accommodated on site at any one time will depend on a number of factors and these should form the basis of your risk assessment on safe occupancy and operation of the school as detailed in 2.5 in Section 1 of this risk assessment.</p>	KWV bubbles of 15 max in any given session and overall total of no more than 20 pupils across a week; max of 4 people in the staff room at any one time; social distancing where possible for older children. Staff in school reduced to minimum needed to run bubbles. Where teachers need to come in to complete remote learning duties, this is done away from bubbles and without cross-bubble contact.	All staff	12/01/2021
	12.1	Corridors and Circulation Spaces			

12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.	Not applicable		
12.1.2	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy. Groups should be kept apart and movement around the school site kept to a minimum.	Noted.	HC	12/01/2021
12.2	Bubble sizes and Classrooms / Learning Areas			
12.2.1	Settings should assess their circumstances and look to implement 'bubbles' of a small size, to achieve the greatest reduction in contact and mixing. As detailed above it is recommended schools limit the number of pupils and staff on site at any one time as far as possible. Pupils of different year groups can be mixed in a 'bubble' but bubbles and staffing should be kept consistent. If staff need to work on rota with bubbles it is recommended these are done 2 weekly with a weekend break in between.	Bubbles of up to 15 in attendance at any given point: pupils grouped by year groups: Nur/ Rec; Y1/2; Y3/4; Y5/6. A separate Nursery universal access bubble also runs.	HC	27/01/2021
12.2.2	Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that are able should be encouraged to keep their distance within groups. Settings with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.	Staggered staggered break and lunch times; zoned playground spaces; no assemblies all avoid contact between classes	HC	27/01/2021
12.2.3	Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side wherever possible and pupils allocated designated desks / spaces given the increase in transmission rates at present. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.	Classrooms all altered to remove non-essential furniture, create space and improve use of storage to facilitate clear surfaces		12/01/2021
12.2.4	Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	Noted	All staff	07/09/2020
12.2.5	For older year groups consider locating staff members at designated points where possible.	N/A		
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.	Updated staff guidance/ staff handbook	HC	07/09/2020
12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Updated staff guidance/ staff handbook	HC	07/09/2020
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.	Staff do not cross bubbles during lockdown, but remain within one bubble only. This includes staff who normally have roles across several classes.	All staff	27/01/2021

12. Bubbles / Social Distancing	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.	KWV bubbles only using their classroom, allocated toilets, and playground. Nur/ Rec and Y1/2 bubble eat lunch in hall (staggered slots to avoid contact). Other teaching spaces eg mezzanine not in use.	HC	27/01/2021
	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.	Max 4 members of staff in staffroom at any time. Staff should wear face coverings at all times when moving around school or when they are not alone in a room.	HC	27/01/2021
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	Staff handbook; advice to staff in briefings; use of face shields mandated for Tas/ teachers working closely with children	HC	07/09/2020
	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.	Staff briefings and staff handbook; signage in communal areas	HC	07/09/2020
	12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g not working across multiple different bubbles every day unless they can maintain social distancing. Consider grouping staff to a smaller number of PPA bubbles, having PPA when outside areas / activities could be used, use of HLTAs and TAs that are already part of that bubble where appropriate, and the use of PPE if close contact is required.	Not applicable during lockdown; all children remaining in their bubbles.		27/01/2021
	12.4	Outdoor Areas			
	12.4.1	Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	Timetabled breaks and zoned outdoor spaces to prevent classes coming into contact with each other. Strict adherence to timings.	HC/ all staff	17/07/2020
	12.5	Breaks and Lunchtimes			
	12.5.1	Breaks and lunchtimes could be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.	breaks and lunch times staggered; all classes except Nur/ Rec and Y1/2 to eat in their classrooms.	HC/ all staff	27/01/2021
	12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.	See above	HC/ all staff	17/07/2020
	12.6	Toilets			
	12.6.1	As far as possible allocate different groups their own toilet blocks if the site allows for it. Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Toilet rota implemented for KS2. Sign system in KS1. Allocated cubicles & basins in EYFS for Nursery/ Nur/ Rec KWV bubble		12/01/2021
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	See above	HC	07/09/2020
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	training children in class, additional handwashing upon return to class if needed.	HC/ all staff	07/09/2020
	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.	Already in place	all staff	07/09/2020

	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.	Not applicable to primary aged pupils. Resources and signage in staff toilets	PW/ HC	07/09/2020
	12.6.6	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets you could use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.	Signage in place. All staff toilets are single not shared use.	HC	07/09/2020
	12.7	Assemblies / Collective Worship			
	12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	No face to face assemblies. Recorded/ broadcast eg via Loom, Teams.	HC	07/09/2020
	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	Not applicable	HC	07/09/2020
	12.8	Staff areas			
	12.8.1	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas. It is recommended schools work out the square metred area available for staff seating and divide this by 4 to give a maximum occupancy rate. The actual number may need to be lower to take into account pinch points such as hot and cold food / drinks stations. Provide signage on the door / in the room to remind staff to socially distance, wear face coverings and maximum occupancy.	Remove furniture. Staggered breaks and lunchtimes. Limit occupancy to 4. Signage to reflect this. Single occupancy of EYFS kitchen. Break facilities installed in KS1 cupboard	HC/ all staff	12/01/2021
	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing and consider limiting the number of staff that can be together to work outside the classroom / take breaks together.	Noted. KS1 refreshment area created.	HC	12/01/2021
	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.	anti-viral wipes available in staff kitchen areas	PW	07/09/2020
	12.8.4	Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Touch it wipe it to manage risk		04/11/2020
	12.9	Communication			
	12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.			17/07/2020
	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.	Update Acceptable Use Policy, staff handbook	HC	17/07/2020
13.First Aid	13.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	All staff are First Aid at Work qualified. Additional Paediatric First Aiders are in place in EYFS and before/ after school care.	HC/ AB	07/09/2020

	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.	Noted	HC/ AB	07/09/2020
14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g entry points, registration, food and drink purchasing.	Not applicable. All staff to use fobs not key pads	HC/ PW/ all staff	07/09/2020
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Not applicable		07/09/2020
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or anti-viral wipes.	Not applicable		07/09/2020
	14.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	Not applicable		07/09/2020
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	all laptops and iPads to be wiped down before and after use	All staff	07/09/2020
15.General controls	15.1	Ventilation			
	15.1.1	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Internal doors propped open when occupied to reduce surface touch and increase ventilation. Exception: EYFS to Y1 door. Update fire procedure to include closing fire doors upon evacuation.	HC/ PW/ all staff	04/11/2020
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.	Noted- staff and children to dress accordingly	All staff	06/11/2020
	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm .	Open window instead of use of air conditioning wherever possible	All staff	04/11/2020
	15.1.4	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct drafts, Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.	Noted and communicated to staff	HC/ PW/ all staff	04/11/2020
	15.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	Noted	PW	05/11/2020

	15.2	Learning Outside			
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Noted. Outdoor space zoned and timetabled all day every day. Increased use of outdoors for WOOSH.	HC/ PW/ HK/ KD/ all staff	17/07/2020
	15.3	Medical Needs			
	15.3.1	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Updated medical conditions bubble lists circulated to all staff.	AB/ VF	27/01/2021
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Checked with catering staff 07/09/20	AB/ VF/ kitchen staff	17/07/2020
	15.4	Water fountains			
16.Educational Visits	15.4.1	Water fountains in shared pupil areas should be taken out of use.	Not applicable		
	15.4.2	Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required.	Children to bring own, pre-filled bottles each day. Refills to be managed by classroom staff as specified.	All staff	17/07/2020
	16.1	Given the new lockdown and restrictions on activities for all persons, all off site educational visits should cease until the lockdown has been removed / altered.	Noted	HC/ HH (EVC)	12/01/2021
	16.2	When visits can recommence they should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic visits schools should complete the Day Visits risk assessment along with any venue specific assessments.	Noted	HC/ HH (EVC)	12/01/2021
	16.3	At this current time and with new lockdown restrictions, settings should only make use of outdoor spaces in the local area to fulfil any essential requirements stated in an individual's existing EHCP and if there is limited outdoor space available onsite. In such situations, pupils should be able to safely adhere to social distancing from staff and members of the public.	Noted- Grove Hill Park	HC/ HH (EVC)	12/01/2021
	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	Noted	HC	04/09/2020

17.PPE for staff and pupils	17.1	Schools teaching pupils in Year 7 and above should ensure staff, visitors and pupils wear face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas. In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering. There may also be negative effects on communication and thus 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. It is strongly recommended staff and visitors in settings teaching Year 6 and under wear face coverings in communal areas. Face shields offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason why a face shield is more appropriate.	Staff to wear face coverings in classrooms and while moving around school/ using communal areas.	HC	12/01/2021
	17.2	FFP2 / 3 masks are not generally necessary in a school setting.	Noted		17/07/2020
	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.	Amended Intimate Care Policy	HC	17/07/2020
	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.	Noted	HC	17/07/2020
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Noted	HC	17/07/2020
	17.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	Noted	HC/ MC	17/07/2020
	17.7	Amalgamated into 17.1	Noted	HC	06/11/2020
	17.8	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them.			02/10/2020
	17.9	It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly.			02/10/2020
		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.	Noted	AB	17/07/2020
	18.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Done through Zoom/ Teams/ Email/ Face to face	HC	12/01/2021
	18.2	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.	3 training days end July/ start September	HC	07/09/2020

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	New		07/09/2020
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Leeds for Learning.	WASP to be completed for identified staff	HC	07/09/2020
	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.	Staff meetings to continue to be held via Teams Autumn 1. To be reviewed regularly. Regular face to face communication with all staff in school- socially distanced.	HC	07/09/2020
	18.6	Identify Mental Health First Aiders.			
	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).	Via email & face to face briefings	HC	07/09/2020
		Guidance on Staff Wellbeing is available on Leeds for Learning.			
19.Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works. Where visits can happen outside of school hours, they should.	Noted	HC/ PW	12/01/2021
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Noted	PW/ AB	17/07/2020
	19.3	Contractors should adhere to social distancing guidelines and wear face masks or appropriate face coverings whilst on site.	Noted	PW/ AB	12/01/2021
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Noted	PW/ AB	17/07/2020
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Noted	PW/ AB	17/07/2020
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Noted	PW/ AB	17/07/2020
	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.	Noted	PW/ AB	17/07/2020
	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.	Noted- signage to indicate they should use KS2 disabled toilet already in place	PW/ AB	17/07/2020
	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.	Noted	PW/ AB	17/07/2020
	20.1	There will be occasions when visits to the setting are necessary, but settings should limit these to essential visits only to avoid visitors entering their premises, wherever possible and use remote means. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site. Lettings should only continue if the activities are in line with those permitted under the lockdown. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene, face coverings and control measures are explained to visitors on or before arrival. Face masks or appropriate face coverings should be worn by visitors whilst on site.	No lettings currently in place. Most meetings planned to take remotely, where appropriate.	HC/ AB	12/01/2021

20.Lettings / Meetings / Visitors	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. They should also participate in schools' rapid testing programmes where these have been established.	Noted	HC/ MC/ AB/ PW/ all staff	12/01/2021
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. There is a legal requirement to provide hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.	Noted- signage to indicate they should use KS2 disabled toilet already in place	AB/ VF	04/11/2020
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Noted	AB/ VF	07/09/2020
	20.5	Sports lettings are currently restricted under the new lockdown requirements and can only take place if for elite sportspeople (and their coaches if necessary, or parents/guardians if they are under 18) - or those on an official elite sports pathway - to compete and train. They must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc.. Guidance and a list of NGB whose rules have been approved can be found at : https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework .	Noted	Hc	12/01/2021
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing			
22.Fire safety	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Noted	HC/ PW	07/09/2020
	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	Noted	HC	07/09/2020
	22.3	Consider if you need to re-allocate fire marshal roles.	Not needed	HC	07/09/2020
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc	Current fire marshall certification in place	HC/ PW	07/09/2020
	22.5	Practice new procedures as soon as possible after opening and carry out emergency drills as normal (following social distancing as appropriate). Adjustments should be made to fire drills to allow for social distancing where possible.	Planned for 4th week back	HC/ PW	12/01/2021
	22.6	Consider if staff and pupil PEEPs need to be amended.	To review.	MC/ PW	07/09/2020
	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19". LCC sample Fire Risk Assessment has a page in the appendices for interim changes to be noted rather than rewriting sections.	Noted	HC/ PW	07/09/2020
23.Supervision at Lunchtimes	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	All lunchtime staff allocated to a class bubble. Timetable circulated to all staff.	HC	17/072020
	24.1	Inform catering staff of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc..	Noted	HC	17/07/2020

24.Catering	24.2	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g limiting meal choices (taking onto account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Completed July 2020	HC/ A Bradley	17/07/2020
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. LCC catering can provide hot and cold grab bags which can be served to pupils in their classrooms for schools using their services and this may be possible for other catering teams to do.	Arrangements agreed July 2020	HC/ A Bradley	12/01/2021
	24.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and schools should report this using the PCIF01 form.	Arrangements agreed	HC/ A Bradley	17/07/2020
	24.5	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Arrangements agreed July 2020	HC/ A Bradley	17/07/2020
	24.6	Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitisers	Arrangements agreed July 2020	HC/ A Bradley	21/09/2020
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.	Training days and individual meetings	HC	07/09/2020
26. Drop off of Essential Items Forgotten by Pupils	26.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Delivered to school office	AB/ VF	07/09/2020
	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	N/A		
	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..	N/A		
	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.	N/A		
	27.4	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	N/A		

27. Transport to School by My Bus or School Buses (not public transport buses)	27.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept of Education is that those involved in the provision of home to school or college transport must do all that is reasonably practicable to maximise social distancing where possible and minimise the risk of transmission. What is practicable is likely to vary according to local circumstances. Local authorities are not required to uniformly apply the social distancing guidelines for public transport, on dedicated school or college transport. However, distancing should still be put in place within vehicles wherever possible. This means that where fewer children and young people are attending school or college, sufficient levels of capacity should be maintained to maximise social distancing. For example, through alternate seating or separation between year groups or schools.	N/A		12/01/2021
	27.6	<p>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:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible, distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents , • on secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. <p>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:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible, distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents , • on secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. <p>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:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • <u>organised queuing and boarding where possible, distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents ,</u> 	N/A		06/11/2020
	27.7	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.	Noted	HC	04/09/2020
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.	N/A		

29. Marking / Handling School Work	29.1	Staff can take books and other shared resources home if they can be cleaned. If not or if work is to be marked 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).	Noted. Staff to wash hands/ sanitise or use gloves when marking pupils' work. Increased use to be made of whole class feedback, reduced individual written feedback.	HC/ all staff	07/09/2020
30. Agency staff and volunteers	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	Novolunteers in school during lockdown.	HC/ AB	27/01/2021
	30.2	Settings can continue to engage supply teachers and other supply staff during this period. To minimise the numbers of temporary staff entering the setting consider using longer assignments with supply teachers. You should also limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff although their attendance on site should be limited where possible.	Noted	HC/ AB	12/01/2021
31. Before and after school clubs	31.1	Before and after school activities (including wraparound care) should only take place for children eligible to attend the setting e.g only vulnerable children and children of critical workers. Currently, supervised activities, training and education for children can continue for pupils eligible to attend the school setting.	Noted	HC/ HK/ KD/ AB	12/01/2021
	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible. Smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall. If necessary, it would be appropriate for one staff member to supervise up to two small groups, provided that any relevant ratio requirements are met.	Wraparound care provided within bubbles only.	HC/ HK/ KD/ AB/ FS	12/01/2021
	31.3	Make parents / carers aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	To communicate with parents via letter/newsletter.	HC	07/09/2020
	31.4	At this current time schools should not 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 unless they are for permitted activities e.g early years provision, childcare for pupils eligible to attend school.	Noted	HC	12/01/2021

32. Music and Performing Arts	32.1	Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Schools must not host performances with an audience. Government has also published advice on safer singing https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing .	Singing may take place in KVV bubbles provided: all children face the front at all times; all windows and external doors are opened to increase ventilation; staff do not face the children and wear a face covering at all times; children are asked to sing at a medium volume or below. Arrangements made to provide online access to peripatetic music lessons.	HC/ TD/ all staff	12/01/2021
	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 10/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.	See above. No singing, wind or brass playing may take place indoors in groups other than a class bubble.	HC/ TD/ all staff	24/11/2020
	32.3	Playing instruments and singing in the smaller groups permitted should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Mitigating factors include : Pupils and staff being positioned back-to-back or side-to-side when playing or singing (rather than face-to-face, positioning wind and brass players so that the air from their instrument does not blow into another player, use of microphones where possible or encouraging singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly. Keep the activity time involved as short as possible and it is recommended individuals are seated rather than standing to help maintain social distancing.	See above	HC/ TD/ all staff	12/01/2021
	32.4	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). Instruments should be cleaned by the pupils playing them, wherever possible. Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Peripatetic teachers can move between schools, for instance, but schools should consider how to minimise the number of visitors where possible. In addition, in individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.	See above. Peripatetic lessons to be provided remotely.	HC/ TD/ all staff	12/01/2021
	32.5	Schools that offer specialist, elite provision in music, dance and drama should also consider the DCMS guidance on the performing arts. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts	N/A		12/01/2021

33. PE / Sports including dance.	33.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Pupils should be kept in consistent groups. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	PE should take place outdoors at all times unless weather conditions (heavy rain, snow, sleet, hail, high winds) prevent this.	HH/ SE/ all staff	07/12/2020
	33.2	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. The ability for schools to offer team sports is likely to be limited. Where schools are considering team sports schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events . Competition between different schools should not take place.	Noted	HH/ SE/ all staff	12/01/2021
	33.3	External leisure and sports facilities such as leisure centres and gyms, swimming pools, tennis and basketball courts, golf courses, fitness and dance studios, climbing walls, archery, driving, and shooting ranges are permitted to be open for a small number of exempt activities, including education and training (including for schools to use sports and leisure facilities where that is part of their normal provision).	Noted	HH/ SE/ all staff	06/11/2020
	33.4	PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons for those pupils eligible to attend school.	Noted	HH/ SE/ all staff	12/01/2021
	33.5	To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.	All children will wear PE kit all day on the days their class has PE.	HH/ SE/ all staff	07/09/2020
	33.6	Amalgamated into 33.3	Noted.	HH/ SE/ all staff	07/12/2020
	33.7	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-possa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	Noted	HH/ SE/ all staff	07/09/2020
34. Science and D&T	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	Noted	HH/ SE/ all staff	07/09/2020

35. Shared Resources	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Noted	All staff	07/09/2020
	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.	Noted. Use of dishwasher and mesh bags for daily/ sessional cleaning of washable plastic resources.	All staff	07/09/2020
	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).	Moved		07/09/2020
	35.4	Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	Daily rota instigated.	HC	07/09/2020
	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 stationery, books etc . and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared	Individual resources wherever possible. Expectations communicated to staff, parents and children.		07/12/2020
	35.6	Early Years - Shared materials and surfaces should be cleaned and disinfected more frequently. Given the current rates of infection it is recommended malleable materials are taken out of use at the present time unless they are single user. The malleable material for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, daily, and children wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group. 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.	Updated information circulated to EYFS team	MC/ EJ/ HR/ JN/ GB/ KG/ LP	12/01/2021
	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.	Noted.	All staff	07/09/2020
	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	New online systems for booking/ managing pupil attendance eg in WOOSH	AB/ VF	07/09/2020

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, meeting registers, training records, physical intervention records and first aid records. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	Noted	AB/ VF	07/09/2020
	36.3	If your existing systems to not record times when pupils, staff and others are working together e.g small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record.	Noted	HC	07/09/2020
	36.4	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs could be used for this for pupils and / or a simple spreadsheet for staff and pupils. A sample one is provided on LfL.	Noted. To use spreadsheet.	HC/ AB/ VF	07/09/2020
	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.	Noted. To use spreadsheet.	HC/ AB/ VF	07/09/2020
37. Transport	37.1	<p>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:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted in your setting, • use of hand sanitiser before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards). Drivers and passenger assistants should use alcohol hand rub or sanitiser at intervals throughout the journey, and should always do so after performing tasks such as helping a child into the vehicle or handling a child's belongings. • additional cleaning of vehicles, • organised queuing and boarding, • distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents , avoiding the use of face to face seating on home to school transport wherever possible • the use of face coverings for staff and children over the age of 6 (unless exempted for medical or other reasons) where appropriate - for example if they are likely to come into close contact with people outside of their group. 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. 	Note	HC/ all staff	07/12/2020