

Allerton Grange School

COVID Risk Assessment for full re-opening to all students and staff (updated 16th December 2020)

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1	If your site has been closed over the summer break inspect the site for :			
	1.1.1	Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure	N/A	Facilities management team (On Site)	N/A
	1.1.2	Damage to the building and fixtures and fittings	Frequent monitoring by FM team - none to report presently.	Facilities management team (On Site)	Jul-20
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	Frequent monitoring by FM team - none to report presently.	Facilities management team (On Site)	Jul-20
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Contract in place - monitored ever quarter.	Facilities management team (On Site)	Sep-20
	1.2	Operational checks (to ensure good working order) to be carried out on :			
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Weekly PPM (pre planned Maintenance)	Facilities management team (On Site)	Jul-20
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Weekly PPM (pre planned Maintenance)	Facilities management team (On Site)	Jul-20
	1.2.3	Emergency lighting	Monthly PPM	Facilities management team (On Site)	Jul-20
	1.2.4	Gas supplies including science laboratories and kitchens	Six month PPM	Facilities management team (On Site)	Apr-20
	1.2.5	Kitchen equipment	Six Month PPM	Facilities management team (On Site)	Jun-20
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Monthly PPM - Science classrooms; kitchen, store rooms. Sixth monthly PPM - Fume cupboard.	Facilities management team (On Site)	Jul-20
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Weekly PPM (pre planned Maintenance)	Facilities management team (On Site)	Jul-20
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Annual service	Facilities management team (On Site)	May-20
	1.2.9	Windows, doors and gates including electronic gates and doors	Daily PPM	Facilities management team (On Site)	Jul-20
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	Six month PPM (not part of re-opening plans)	Facilities management team (On Site)	Aug-20
	1.2.11	Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	Contractual PPM (as of July 2020 all in working order)	Facilities management team (On Site)	Jul-20
	1.3	Ensure Statutory Inspections are up to date for :			
	1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Six month PPM	Facilities management team (On Site)	May-20
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Six month PPM	Facilities management team (On Site)	Jul-20
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	Six month PPM	Facilities management team (On Site)	Aug-20
1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Annual PPM	Facilities management team (On Site)	May-20	
1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	5 year PPM	Facilities management team (On Site)	Aug-19	
1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	5 year PPM	Facilities management team (On Site)	Aug-19	
1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	N/A	N/A	N/A	
1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Annual PPM	Facilities management team (On Site)	Aug-20	
1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Weekly PPM	Facilities management team (On Site)	Jul-20	

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	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Annual PPM	Facilities management team (On Site)	Aug-20
	1.3.11	Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).	All PPMs for fire safety equipment are in place.	Facilities management team (On Site)	Jul-20
	1.4	Cleaning of the premises			
	1.4.1	Thorough cleaning is not required if no-one has been into the premises during the summer break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.	The whole school has been deep cleaned. Each area used is cleaned daily - additional cleaning of touch surfaces.	Facilities management team (On Site)	July 2020 onwards
	1.4.2	If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	The whole school has been deep cleaned. Each area used is cleaned daily - additional cleaning of touch surfaces.	Facilities management team (On Site)	July 2020 onwards
	1.5	Supplies			
	1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required.	Full stocks in place. Suppliers operating as normal.	Facilities management team (On Site)	Jul-20
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Fully stocked - Suppliers operating as normal	Facilities management team (On Site)	Jul-20
	1.5.3	Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.	All classrooms and school entrances will have hand sanitiser stations at the entrance.	Facilities management team (On Site)	Aug-20
	2. Assessing staff and pupil numbers to assist in plans for opening	2.1	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are from the beginning of the Autumn Term. Allowing time to review plans and carrying out regular review means that schools can judge how all pupils and staff can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff have been out of school for several months and may be unfamiliar with new systems and plans. Ensure adequate time is allowed for pupils and staff who are new starters e.g. reception, Year 7, Year 12 as they may take longer to become familiar with the setting and procedures.	Re-opening of the school will be phased - 7th September (Staff only for training); 8th September (Y7 only plus Y12 interviews); 9th September (all students return - except Y12); 14th September (Y12 return full time). All plans and risk assessment will be under constant review. Full reviews to take place every half term.	SLT
2.2		Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	All parents will be contacted to provide updated relevant medical details.	SLT	Sep-20
2.3		Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.	Other settings for dual registered students will be expected to submit risk assessments for scrutiny by school staff.	SLT	Sep-20
2.4		Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Students and staff in the contaminated group will be instructed to self-isolate for 14 days. All facilities exposed will be deep cleaned.	SLT	Jul-20

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		Ongoing			
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Reviews are scheduled for every 2 weeks.	SLT	Sep-20
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	All medical details for students and staff will be held centrally and shared with relevant staff in school.	SLT	Aug-20
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	These will be under constant review .	SENDCO	Aug-20
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	All medical needs will be recorded on the daily registers. Staff will be aware of any medicals needs for students.	SLT	Aug-20
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	All allergy details are shared daily with catering staff.	SLT	Aug-20
4.Assess activities / lessons which can take place	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 below.	See sections 31 to 35.	SLT	Jul-20
	4.2	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Student expectations (updated guidance letter 14th December)	SLT	Jul-20
	4.6	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely.	The one way system should further minimise contact and maintain social distancing between bubbles.	SLT	Sep-20
		Ongoing			
	4.7	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Reviews are scheduled every 2 weeks.	SLT	Sep-20
5.Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Parents have received ten COVID update letters from school. The latest (COVID update 10) outlines the plans and safety measures for re-opening in September.	MRP	Jul-20
	5.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Communicated to parents and staff.	MRP	Jul-20
	5.3	This may be by newsletters, letters, emails, signs etc...	Letters, emails and signage.	MRP	Jul-20
	5.4	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	The Policy for Positive Discipline has been amended.	SWH	Jul-20
	6.1	Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.			

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6. Clinically extremely vulnerable and vulnerable staff and pupils	6.1.1	Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working, e.g. some administrative roles, school leaders should consider what is feasible and appropriate. IPRA's and employee risk assessments e.g. WASPs must be carried out for all Category 1, 2 and 3 staff who are now returning to work to ensure it is as safe as possible. OH can assist with medical advice for staff.	Parent and staff expectations	SLT	Jul-20
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. OH can assist with medical advice for staff.	Parent and staff expectations	SLT	Jul-20
	6.1.3	Schools should be as flexible as possible in how members of staff previously in these categories are deployed to enable them to work remotely where possible (for staff previously in category 1), in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE (for staff previously in categories 1, 2 and 3).	Staff expectations	SLT	Jul-20
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.	Communicated to parents & staff	MRP/NWA	Jul-20
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.	Communicated to parents & staff	MRP/NWA	Jul-20
	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.	Parent and staff expectations	SLT	Jul-20
	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.	Interview room 3 - holding bay. This facility will ensure that students showing symptoms do not cross contaminate with other students or staff. Whilst sitting in the holding bay students will be provided with face masks. Parents will collect from reception. This facility will be cleaned on a daily basis. Communicated to parents and staff.	SLT	Sep-20
	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.	The person displaying symptoms will wear a face mask. The supervising staff will be outside the room, supervising through the window/door.	SLT	Sep-20

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8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	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 14 days after symptoms have started. Fellow household members can end their self-isolation.	Parent and staff expectations	MRP and NWA	Jul-20
	8.5	Where the child, young person or staff member tests positive, contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert.	SLT expectation	SLT	Sep-20
	8.6	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.	SLT expectation	SLT	Sep-20
	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.	Parent and staff expectations	MRP and NWA	Jul-20
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	See Facilities Management daily cleaning protocols	Facilities management team (On Site)	Jul-20
	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.	Disabled toilet facility - next door to interview room 3.	Facilities management team (On Site)	Sep-20
	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.	In these circumstances groups will either be moved outside, main hall or sports hall.	SLT	Sep-20
	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).	Staff expectations	SLT	Jul-20
		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.	Parent and staff expectations	MRP and NWA	Jul-20
		Follow the guidance in the local LCC FAQs on Test and Trace, Test and Trace Press Notice, Test and Trace Strategy and Government / NHS Flow chart - these are all available on Leeds For Learning.	Parent and staff expectations	MRP and NWA	Jul-20
		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	Parent and staff expectations	MRP and NWA	Jul-20

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9. Controlling access into the school for staff, pupils and members of the public.	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	No staggered start times.	SLT	Jul-20
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for larger numbers of pupils.	There will be 3 drop off points providing access to the school site and six entrances (one for each year group) into the main building.	SLT	Jul-20
	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.	Each year group bubble will have a separate entrance and exit into the bubble. Each entrance will be the closest to their learning pod minimising movement around school.	SLT	Sep-20
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	All doors will remain open to minimise hand touching.	SLT	Sep-20
	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.	Parent expectations	SLT	Jul-20
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	Parent expectations	SLT	Jul-20
	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.	Parent expectations	SLT	Jul-20
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Staff expectations.	SLT	Jul-20
	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.	Signage on display.	SLT	Jul-20
	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.	Building plans have been used to identify entrance points.	SLT	Jul-20
	9.11	Ensure that staff working in the reception area / office are protected from face to face contact e.g. via the use of screens. Staff in open reception areas may require face coverings or face shields if screens cannot be provided.	Screens are in place for reception and admission staff.	SLT	Jul-20
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.	All entrances to the building will have hand sanitiser stations available for use.	SLT	Sep-20
	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.	Student and staff expectations - Students will be encouraged to wash their hands during their designated break and lunchtime. They will be expected to hand sanitise as they enter the building and every classroom. Any student with such conditions will be referenced in medical details.	SLT	Sep-20
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Hand sanitiser stations are secured outside every classroom.	SLT	Sep-20
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Staff and student expectations	SLT	Jul-20
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Signage on display. Hand sanitiser stations all set up. Tissues will be available in every classroom.	SLT	Sep-20

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	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.	Signage on display. Hand sanitiser stations all set up. Any staff or student displaying symptoms whilst in school will be relocated to the COVID room.	SLT	Sep-20
	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 expectations	SLT	Jul-20
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	N/A	N/A	N/A
	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.	Already in place .	SLT	Jul-20
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	Already in place - facilities management team.	Facilities management team (On Site)	Ongoing
	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.	Already in place - facilities management team.	Facilities management team (On Site)	Ongoing
	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 wipe down dining tables, desks, chairs, equipment etc. at the beginning and / or end of a session, especially 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.	Already in place - facilities management team. Students will be expected to wipe down desks and equipment after practical subject lessons.	Facilities management team (On Site)	Ongoing
	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.	Already in place - facilities management team.	Facilities management team (On Site)	Ongoing
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives.	Already in place - facilities management team.	Facilities management team (On Site)	Ongoing
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Already in place - facilities management team.	Facilities management team (On Site)	Ongoing
	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.	Already in place - facilities management team.	Facilities management team (On Site)	Ongoing
	11.3	Clothing			
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	COVID Update 9 - 3rd July 2020	MRP	Jul-20
	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.	N/A	N/A	N/A
	11.5	Leeds City Council / FM cleaning providers			
			Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	N/A	N/A

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		Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-	N/A	N/A	N/A
	11.5.1	Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	N/A	N/A	N/A
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	N/A	N/A	N/A
		Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	N/A	N/A	N/A
		<p>Government Guidance states that :</p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum. We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings. In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.</p>	Measures have been put in place to minimise contact and promote social distancing. These include:	SLT	Sep-20
	12.1	Corridors and Circulation Spaces			
	12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for social distancing.	A one way system will be clearly marked on the corridors floor and social distancing signage visible throughout the school.	SLT	Sep-20

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12.1.2	<p>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.</p>	<p>Measures have been put in place to minimise contact and promote social distancing. These include:</p> <ul style="list-style-type: none"> • Students will be placed into year group bubbles. Year group bubbles should not mix. • Each year group bubble (Y7-11) will be located in an isolated learning pod. • KS3 & 4 (Y7-11) = 92% of the student population. Non-practical subjects (Maths, English, History, geography, Religion, MFL) this equates to 70% of their timetable. – These will be taught in discrete groups and groups will remain in the same classroom. Teachers will move to them. • KS3 & 4 practical subjects (PE, technology, art, music, , computing, science, drama and Hair & Beauty). This equates to 30% of their timetable, groups will move to these specialist facilities. • There will be a one way system running throughout the school. • Form time and DEAR time will be amalgamated. This 45 min. session will take place at the beginning of the day. • KS5 (8% of the student population) – lessons will either take place in CLC or in specialist teaching rooms. • Each year group will have a separate entrance and exit into the building. • Each year group will have a separate break time and lunchtime. 	SLT	Jul-20
12.2	<p>Bubble sizes and Classrooms / Learning Areas</p>			
12.2.1	<p>Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly at KS 4 and KS 5, this is likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in KS 3 schools may be able to implement smaller groups the size of a full class.</p>	<p>Measures have been put in place to minimise contact and promote social distancing. These include:</p> <ul style="list-style-type: none"> • Students will be placed into year group bubbles. Year group bubbles should not mix. • Each year group bubble (Y7-11) will be located in an isolated learning pod. • KS3 & 4 (Y7-11) = 92% of the student population. Non-practical subjects (Maths, English, History, geography, Religion, MFL) this equates to 70% of their timetable. – These will be taught in discrete groups and groups will remain in the same classroom. Teachers will move to them. 	SLT	Jul-20

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12. Bubbles / Social Distancing	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.	<ul style="list-style-type: none"> • KS3 & 4 practical subjects (PE, technology, art, music, , computing, science, drama and Hair & Beauty). This equates to 30% of their timetable, groups will move to these specialist facilities. • There will be a one way system running throughout the school. • Form time and DEAR time will be amalgamated. This 45 min. session will take place at the beginning of the day. • KS5 (8% of the student population) – lessons will either take place in CLC or in specialist teaching rooms. • Each year group will have a separate entrance and exit into the building. • Each year group will have a separate break time and lunchtime. 		
	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 where possible. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.	In all classrooms, desks will either be facing forward (facing the teacher) or placed so as to promote social distancing.	SLT	Sep-20
	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.	In most cases equipment will be cleaned between bubble use.	SLT	Sep-20
	12.2.5	For older year groups consider locating staff members at designated points where possible.	All staff on site have been allocated responsibilities and supervising points.	SLT	Sep-20
	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. Where possible you might wish to consider keeping a space free of furniture, equipment and pupils to allow this to happen whilst still maintaining social distancing.	Staff expectations.	SLT	Jul-20
	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.	See measures above to minimise contact and promote social distancing.	SLT	Sep-20
	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.	See measures above to minimise contact and promote social distancing.	SLT	Sep-20
	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.	See measures above to minimise contact and promote social distancing.	SLT	Sep-20
	12.2.10	All bubbles of staff and children should be kept separate in different areas with sinks available (where possible). Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible.	See measures above to minimise contact and promote social distancing.	SLT	Sep-20
	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 expectations.	SLT	Jul-20

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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 expectations.	SLT	Jul-20
12.2.13	PPA time - staff covering bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day and should maintain social distancing where possible. Consider grouping staff to a smaller number of PPA bubbles, having PPA when outside areas / activities could be used, use of HLTAs and TAs where appropriate.	Cover supervisors will be deployed to work within the same bubble on a daily basis, wherever possible.	SLT	Jul-20
12.4	Outdoor Areas			
12.4.1	Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	Year group bubbles are being isolated for their break time and lunch time. SLT and year pastoral leads will supervise.	SLT	Sep-20
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'.	Break and lunch times will be staggered enabling year bubbles to use dining facilities isolated from other bubbles. Bubbles will not mix and the dining facilities will be thoroughly cleaned after each serving. The one way system will ensure year group bubbles do not mix when exiting or entering the dining facilities.	SLT	Sep-20
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.			
12.6	Toilets			
12.6.1	Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Student expectations - students will only be permitted to use the toilet facilities during their designated break or lunchtime. Toilet facilities will be supervised by staff ensuring students wash hands thoroughly after use. Toilet facilities will be cleaned after each break and lunchtime.	SLT	Sep-20
12.6.2	Limit the number of children or young people who use the toilet facilities at one time.			
12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).			
12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Staff expectations.	SLT	Jul-20
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.	Staff expectations.	SLT	Jul-20
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 will be displayed around school and in toilet facilities reminding everyone of the "If you use it - Wipe it" principle. This will also be included in staff and student expectations.	SLT	Sep-20
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.	Updated 16th December: From January 4th weekly assemblies will take place for half a year group at a time. Seating plans will be maintained for T&T purposes.	SLT	Sep-20

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	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.	N/A	N/A	N/A
	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.	Departmental work offices are being re-deployed for pastoral teams. Additional staff work spaces (2m apart) are being created in the cyber café. Signage will be clearly visible at all times.	SLT	Sep-20
	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.			
	12.8.3	For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the "If You Use It – Wipe It" principle with anti-viral wipes.	Staff expectations.	SLT	Jul-20
	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).	Staff expectations.	SLT	Jul-20
	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.	Staff expectations - School mobile phones and walkie talkies are used at all times by staff who have access to them.	SLT	Jul-20
	12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.	Staff expectations.	SLT	Jul-20
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.	Adequate first aid provision will be on site every day.	SLT	Sep-20
	13.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	N/A	N/A	N/A
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.	All touch points including biometrics will be sanitised after each year group serving. This maintains sanitisation within year group bubbles.	Catering team	Sep-20
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.			
	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 ant-viral wipes.	Use of lifts will be limited and control panels will be cleaned after each use.	SLT	Sep-20
	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.	Visitors to school are being restricted however where to signing in system is used it will be cleaned between users.	SLT	Sep-20
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Staff and student expectations - Staff will be using their own allocated laptop. Students will clean down the keyboard after each use.	SLT	Sep-20
	15.1	Ventilation			
	15.1.1	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health 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 expectations - Doors and windows should be kept open at all times to aid ventilation.	SLT	Jul-20

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15.General controls	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.			
	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.	Ventilation systems (including chemical store) mix with fresh air and will remain working. Air conditioning systems re-circulate old air and will therefore be turned off.	Facilities management team (On Site)	Ongoing
	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.	Learning outside is restricted to PE only.	SLT	Sep-20
	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.	All medical needs will be recorded on the daily registers. Staff will be aware of any medicals needs for students.	SLT	Sep-20
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	All allergy details are shared daily with catering staff.	SLT	Sep-20
	15.4	Water fountains			
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	All shared water facilities have been taken out of use.	SLT	Sep-20
	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.	It is not expected for water bottles will be filled by staff.	SLT	Sep-20
16.Educational Visits	16.1	Government guidance is currently that over night domestic and international educational visits are ceased for the time being. Settings can resume non-overnight domestic educational visits.	All educational visits are cancelled for the foreseeable future - this policy will be reviewed every half term. (first review October 2020)	SLT	Sep-20
	16.2	This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this.			
	16.3	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, settings will need to consider what Covid 19 control measures need to be used, familiarise themselves with the Covid 19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.			
17.PPE for staff and pupils	17.1	When an area moves to the local restriction tier 2 or tier 3, in education settings where year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning. When an area moves to the local restriction tier 2 or tier 3, schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances.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.	Student and staff expectations - letter posted to all parents 25th September.	SLT	Aug-20

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	17.2	FFP2 / 3 masks are not necessary in a school setting.	N/A	N/A	N/A
	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.	N/A	N/A	N/A
	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.	Staff expectations	SLT	Jul-20
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Staff expectations	SLT	Jul-20
	17.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	Staff expectations	SLT	Jul-20
			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.	Staff expectations	SLT
18. Staff Wellbeing	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 returning to school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Plans and risk assessments have been shared and communicated to staff.	SLT	Sep-20
	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.	September 7th is dedicated to staff training. Part of this day will focus on staff wellbeing.	SLT	Sep-20
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	Staff will be signposted to this guidance.	SLT	Sep-20
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Leeds for Learning.	HR will review risk assessments as appropriate.	SLT	Sep-20
	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 and team meetings will take place via MS Teams.	SLT	Sep-20
	18.6	Identify Mental Health First Aiders.	Mental Health First Aiders will be identified for colleagues to approach.	SLT	Sep-20
	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).	Staff will be signposted to this guidance.	SLT	Sep-20
			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.	Facilities management supervision of contractors - all essential work is being carried out prior to re-opening on 7th September.	Facilities management team (On Site)	Sep-20
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Facilities management supervision of contractors - Yes.	Facilities management team (On Site)	Sep-20
	19.3	Contractors should adhere to social distancing guidelines.	Facilities management supervision of contractors - Yes.	Facilities management team (On Site)	Sep-20
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Facilities management supervision of contractors - Yes.	Facilities management team (On Site)	Sep-20
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Facilities management supervision of contractors - Yes.	Facilities management team (On Site)	Sep-20
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Facilities management supervision of contractors - Yes.	Facilities management team (On Site)	Sep-20
	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.	Facilities management supervision of contractors - Yes.	Facilities management team (On Site)	Sep-20

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	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.	Facilities management supervision of contractors - Yes.	Facilities management team (On Site)	Sep-20
	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.	Facilities management supervision of contractors - Yes.	Facilities management team (On Site)	Sep-20
20.Lettings / Meetings / Visitors	20.1	Lettings, visitors and on site meetings can take place if they cannot be done remotely. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene and control measures are explained to visitors on or before arrival.	Staff expectations	SLT	Jul-20
	20.2	Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.	Staff expectations	SLT	Jul-20
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	A central toilet facility is allocated for outside visitors.	SLT	Sep-20
	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. .	Visitors are being tightly restricted. Records are maintained.	SLT	Sep-20
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing	All LCC guidance has been considered when putting together our student recovery curriculum.	SLT	Sep-20
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.	Current fire evacuation plans have been reviewed and comply with year group bubbles and social distancing guidance. Sufficient fire marshals are trained and available - duty points do not need allocating. We will keep these plans under constant review.	SLT	Sep-20
	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.			
	22.3	Consider if you need to re-allocate fire marshal roles.			
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc.			
	22.5	Practice new procedures as soon as possible after opening.			
	22.6	Consider if staff and pupil PEEPs need to be amended.			
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.				
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.	Year group bubbles are being isolated for their break time and lunch time. SLT and year pastoral leads will supervise.	SLT	Sep-20
24.Catering	24.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc..	Risk assessment will be shared with all staff prior to re-opening.	SLT	Sep-20
	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.	Menu will be limited to aid speed of service.	SLT	Sep-20
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff.	All meals will only be served in the main dining hall.	SLT	Sep-20
	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.	A separate entrance and exit is in place for catering team.	SLT	Sep-20

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	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.	A cleaning schedule is in place to ensure all seating is cleaned before next sitting.	SLT	Sep-20
	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.	Catering staff will follow social distancing rules.	SLT	Sep-20
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.	Risk assessment and staff expectations document will be shared with all staff prior to re-opening. 7th September - staff training day will focus on new working practices.	SLT	Sep-20
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.	Parent and staff expectations - an area outside reception will be identified for parents to drop off forgotten items. Staff will wash hands after handling any such items.	SLT	Jul-20
27. Transport to School by My Bus or School Buses (not public transport buses)	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	N/A	N/A	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	N/A	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	N/A	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	N/A	N/A
			Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.	N/A	N/A

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		The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	N/A	N/A	N/A
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.	PFI staff are fully involved in risk assessment and all information is shared appropriately.	SLT	Jul-20
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. 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.	Staff expectations - students do not hand in exercise books. Assessments on paper should be stored for 48 hours before marking and for another 48 hours if required returning to students. Plastic wallets or bags can be used to store paper assessments.	SLT	Jul-20
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.	N/A	N/A	N/A
	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 limiting 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.	Cover supervisors and supply teachers will, wherever possible, be restricted to one year group each day. Peripatetic teachers and sports coaches will continue to operate remotely.	SLT	Sep-20
31. Before and after school clubs	31.1	Settings can extend before and after school provision to any breakfast and after-school provision from the start of the autumn term. Settings may need to respond flexibly and build this up over time.	(updated 16th December): School will open for students from 8.30am and close for students at 3.00pm. Staff can enter the building from 7am and should be off the school site for 4.30pm. The only exception will be breakfast club which will operate, with its own entrance, by the end of September. From 4th January after school clubs will run in PE, Music and Drama.	SLT	Sep-20
	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where this is not possible smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g. the hall.			
	31.3	Make parents / carers aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.			
32. Music and Performing Arts	32.1	There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Settings should physically distance, play outside wherever possible, limit group sizes to no more than 15, position pupils back-to-back or side-to-side, avoid sharing instruments, and ensure good ventilation.	There will be no music or performing arts clubs or rehearsals running on site. Virtual choirs or bands can still take place. This policy will be reviewed at the end of each half term.	SLT	Sep-20
	32.2	Singing, wind and brass playing should not take place in choirs and ensembles, or assemblies.			

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33. PE / Sports including dance.	33.1	Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternatively you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	The following restrictions will be put in place(updated 16th December): - PE groups will be kept within year group bubbles. - Lessons will take place outside as much as possible. - Any equipment touched will be cleaned by students at the end of every session. - Contact sports will not take place. - External facilities will not be used. - The use of external coaches will be restricted.- From 54th January students will change into their PE kits using the changing rooms. - Changing rooms will be cleaned after each sitting and before the next class arrives. - This policy will be reviewed every half term.	SLT/PE team	Sep-20
	33.2	Contact sports should not take place. Swimming pools are currently unable to open swimming is currently not allowed. When this changes the risk assessment will be updated to reflect any controls needed and changes will be highlighted on Evolve.			
	33.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.			
	33.4	Settings can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Such providers should provide settings with their own Covid 19 control measures and follow any school based controls.			
	33.5	If students are to use changing rooms they must be cleaned after each activity. Furthermore students should not be in a changing room for longer than 10 mins.			
	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. YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).			
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/	All guidance will be followed.	SLT	Sep-20
	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	All such equipment will be cleaned meticulously between bubbles.	SLT	Sep-20
	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.	Already in place - (facilities management team)	Facilities management team (On Site)	Sep-20
	35.3	Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc. to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Staff expectations - shared facilities will be stopped. Staff will be expected to bring in and keep with them their own food and drink.	SLT	Jul-20

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35. Shared Resources	35.4	Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	N/A	N/A	N/A
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Reduce the use of shared resources e.g. stationary, books etc. . and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	<u>Parent expectations</u> - equipment list.	SLT	Jul-20
	35.6	Early Years - Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	N/A	N/A	N/A
	35.7	Pupils can take resources e.g. library books, home as long as they are quarantined for 48 hours before and after (72 if plastic) if they cannot be cleaned.	The library as a book lending facility will be closed. The library space will house staff work spaces and sixth form work spaces. This policy will be reviewed at the end of each half term.	SLT	Sep-20