



## Managing Covid 19 in Schools from January 2021 opening - Risk Assessment - Version 4.05 -

Section

### 2 Ongoing procedures and practices subject to regular review and change

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 <b>Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).</b>			
	6.1.1 <b>Staff</b> - 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 The request to be in a workplace during the current lockdown can be withdrawn at any point by the employee or manager and there is absolutely no pressure for CEV people to be in the workplace at this time.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 with smaller group sizes than full classes. <b>Pupils</b> - pupils who are classed as CEV should not come into school and should be educated remotely at home. <b>IPRAs and employee risk assessments</b> e.g WASPs and IPRAs must be reviewed for all CV and higher risk staff and pupils before they return to ensure it is as safe as possible. OH can assist with medical advice for staff. <b>Pregnant staff and pupils</b> - More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Pregnant staff and pupils over 28 weeks gestation and those with underlying health conditions which place them at higher risk should work from home if strict social distancing cannot be adhered to or in roles where this is possible and all pregnant staff and pupils should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.	Staff who are clinically extremely vulnerable or those who live with someone who is clinically extremely vulnerable are all working from home. WASPS in place as appropriate for staff in the school setting who need additional support	Director of Operations/Heads of School	7.01.2021
	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.	See above in relation to staff. Safeguarding and Welfare Manager liaising with families of pupils where additional support is required prior to a return. Discussion with school paediatrician before pupils return.	Safeguarding and Welfare Liaison Manager	Ongoing

	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.	The whole school procedures put in place in March 2020 continue. These include frequent hand sanitising, social distancing, ensuring staff and pupils remain in bubbles. Additional hand sanitising stations are available. All staff are provided with hand sanitiser and face visors (changed regularly). Each class a supply of PPE which is replenished on request. PPE provided for intimate care and in line with the individual pupil risk assessment. Where appropriate staff work remotely.	Heads of School	Ongoing - reviewed 26/01/2021
	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.	See 6.1.1 and 6.1.2	Heads of School/Director of Operations/Safeguarding and Pupil Welfare Manager	Ongoing
<b>7. Persons who are already displaying Coronavirus symptoms</b>	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.	Staff advised through weekly staff briefings, emails and the school website. Parents and carers informed via letters, class dojo weekly. Signs in the school Reception and around the school site. Staff/families advised to request a test, school can refer staff for tests.	Heads of School/Director of Operations	ongoing
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	See above	See above	
	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.	Staff and families advised through briefing system. Home testing kits are available in school, alternatively staff and families may access a test via the 119 booking system. Lateral flow testing also taking place in school for staff.	Heads of School	Ongoing

8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	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.	The Bungalow and Art room (Boston Spa), and the Meeting Room (old reception) and toilet within this base (Woodhouse) are designated safe and hygienic areas for emergencies. These are checked daily by Facilities Staff to ensure the quality and hygiene of emergency resources supplied to these areas and the general environment. All daily checks and any corrective action are signed for as a record to be checked by Managers and staff.	Heads of School, Director of Operations, Facilities Staff	Ongoing
	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.	PPE is available for staff supervising a child awaiting collection, packs available in designated areas-See 8.2	Heads of School	Ongoing
	8.4	Where the <b>initial</b> child, young person or staff member with symptoms tests <b>negative</b> , they can return to their setting and the fellow household members can end their self-isolation. Where a <b>contact</b> traced 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.	Staff/families advised through briefings of processes in place in such circumstances	Heads of School/Director of Operations	ongoing
	8.5	Where a child, young person or staff member tests <b>positive</b> , <b>or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected</b> , you can contact the DfE helpline for advice around 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.	Where applicable processes will be followed by Heads of School/Director of Operations. The Head of School/Director have a COVID resource pack with key information which is kept on hand at all times so that a bubble can be collapsed out of school hours	Heads of School/Director of Operations	Ongoing
	8.6	If settings have 2 or more confirmed cases in connected groups within 14 days they may have an outbreak, and should contact the PHE helpline. 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.	See above	Heads of School/Director of Operations	Ongoing
	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.	See above	Heads of School/Director of Operations	Ongoing

	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Cleaning regimes in place with hospital strength disinfectant. Facilities staff must follow the prescribed personal hygiene practices when undertaking these tasks to protect themselves from possible infection. PPE is available and used for specialist cleaning tasks	Facilities staff/LCC Staff	Ongoing
	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.	See 8.2 and 8.8	Facilities staff/LCC Staff	Ongoing
	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.	Class to be moved to Art Room - Boston Spa or outside at Woodhouse Learning in such circumstances	Heads of School	Ongoing
	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 been made aware that routine monitoring of temperature is not appropriate	Heads of School	Ongoing
		<a href="#">Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable</a>	Staff been made aware.	Heads of School	Ongoing
		<b>Follow the guidance in the local PHE guidance on Test and Trace,</b>	Following PHE guidance.	Heads of School	Ongoing
		<b>Useful information on self isolating</b>			
		<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-</a>			
<b>9. Controlling access into the school for staff, pupils and members of the public.</b>	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings	Most students are transported by LCC	TLCOs/class staff	Ongoing
	9.2	Open as many access points into the school grounds during drop off and pick up as	Plans agreed to manage entry and exit of	TLCOs/class staff	Ongoing
	9.3	Where possible have separate access and exit points into the building for different	Access routes reviewed continually to	TLCOs/class staff	Ongoing
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door	Drop of and pick up to be supervised to	TLCO/Senior staff /Facilities	Ongoing
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside	Parental drop off points established to	Heads of School	Ongoing
	9.6	Parents and carers should be advised that where possible only one adult at a time	See above	Heads of School	Ongoing
	9.7	Parents and carers should be informed they should only come into the school	See above	Heads of School	Ongoing
	9.8	Staff should access and exit through the closest entrance to the area they will be	Access managed via school reception.	All school staff	Ongoing
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is	All suppliers are informed at the point of	Finance Manager/Finance	Ongoing
	9.10	Building plans can be utilised to plan and mark on any entry or exit routes to provide	Plans are available, however, to ensure and	Facilities Manager, School	Ongoing
	9.11	Ensure that staff working in the reception area / office are protected from face to	Staff work in separate screened area with a	Heads of School/Reception	Ongoing
<b>10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)</b>	10.1	Have hand wash stations or hand sanitisers at entrance points to the building and	Hands free hand sanitiser station in each	Facilities staff/Reception	Ongoing
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20	Staff/pupils reminded to wash hands	Heads of	Ongoing
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser	Sinks are available in all but 1 classroom	Heads of	Ongoing
	10.4	All persons should wash their hands or use hand sanitiser before leaving the	Staff reminded to clean hands on entering	Heads of School	Ongoing
	10.5	Tissues should be available in all group areas and should be single use only and	Facilities staff replenish tissue supplies as	Facilities staff	Ongoing
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in	Facilities staff replenish tissue supplies as	Facilities staff	Ongoing
	10.7	In addition staff are to wash hands or use hand sanitiser on entry to staff rooms,	Staff reminded to wash hands on entry to	Heads of School	Ongoing
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around	Class staff support pupils in hand washing.	Class staff	Ongoing
	10.9	Sanitising products should be non alcohol based in areas where there may be	Wipes available in class spaces-	Facilities staff	Ongoing
	11.1	<b>General Cleaning</b>			
	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and /	The school operates robust cleaning	Facilities Manager, Facilities	Ongoing
	11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in	Each class has a supply of cleaning	Facilities staff/Class	Ongoing
	11.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door	Robust cleaning regimes in place - routinely	Facilities Manager, Facilities	Ongoing
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books,	Touch surfaces included in regime of	Facilities staff/All staff	Ongoing
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently.	See above 11.1.5. The safe use of shared	Facilities Staff/Classroom	Ongoing
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and	The school has agreed procedures in	Facilities staff/Class leads	Ongoing
11.2	<b>Rooms used for Isolating persons displaying symptoms</b>	Where there is a second or third case,	Heads of School/Facilities	Ongoing	



<b>11. Cleaning</b>	<b>11.2.1</b>	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could			
			Deleted relaxing uniform or need for clean	Facilities Staff/ Individuals	Ongoing
	<b>11.3</b>	<b>Clothing</b>			
	<b>11.3.1</b>	At this present time it is recommended that, where possible, pupils and staff attend	Existing hygiene procedures will be followed	Facilities staff/Classroom	Ongoing
	<b>11.4</b>	<b>Hygiene Suites / Intimate Care Facilities</b>	Enhanced cleaning already in place - the	Heads of school, Facilities	Ongoing
	<b>11.4.1</b>	Hygiene suites and intimate care facilities should be cleaned between pupils	See above	Facilities Manager, LCC	Ongoing
			See above 11.5, LCC support and school	Heads of school, Facilities	Ongoing
	<b>11.5</b>	<b>Leeds City Council / FM cleaning providers</b>	See above	Heads of school, Facilities	Ongoing
<b>11.5.1</b>	Additional / alterations to cleaning may be available on request – for example LCC	See above-One of the Facilities staff at the	Heads of school, Facilities	Ongoing	
<b>12. Bubbles / Social Distancing</b>	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. 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. 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. 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. 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.				
	<b>12.1</b>	<b>Corridors and Circulation Spaces</b>			
	<b>12.1.1</b>	Corridors could be marked out with social distancing indicators as a visual aid for	This is not appropriate for the school	Heads of School, TLCOs	Ongoing
	<b>12.1.2</b>	A system for movement around school, into / out of classrooms, use of toilets should	A one way system has been put in place for	Heads of School	Ongoing
	<b>12.2</b>	<b>Bubble sizes and Classrooms / Learning Areas</b>			
	<b>12.2.1</b>	Settings should assess their circumstances and look to implement 'bubbles' of a	Pupils will be taught in their class group	Heads of School	Ongoing
	<b>12.2.2</b>	Whatever the size of the group, they should be kept apart from other groups where	See above	Heads of School	Ongoing
	<b>12.2.3</b>	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 have been organised to maximise learning taking account of individual pupil needs. This continues to be reviewed to take account of any RA changes/reviews and/or changes to student behaviours and staffing levels.	Class leads	Ongoing
	<b>12.2.4</b>	Consider the rotation of resources to limit what needs to be cleaned on a daily basis	The sharing of resources is kept to a	Class leads	Ongoing
	<b>12.2.5</b>	For older year groups consider locating staff members at designated points where	N/A in our setting		
	<b>12.2.6</b>	If other members of staff need to move around different 'bubbles' they should ensure	Where staff move to another bubble e.g. to	Heads of School	Ongoing
	<b>12.2.7</b>	Staff and pupils should stay in the same specified groups throughout their	See 12.2.1	Heads of School	Ongoing

	<b>12.2.8</b>	As far as possible, ensure that consistent staff are assigned to each 'bubble' and	Where staff move to another bubble e.g. to	Heads of School	Ongoing
	<b>12.2.9</b>	Ensure that wherever possible pupils use the same classroom or area of a setting	Pupils will be taught in the same group, in	Heads of School	Ongoing
	<b>12.2.10</b>	All bubbles of pupils and the staff working with those bubbles should be kept	See above		
	<b>12.2.11</b>	Where possible consider carrying out any necessary closer supervision side on	Staff have been made aware and are	Heads of School	Ongoing
	<b>12.2.12</b>	Adults must keep a social distance of 2m away from other adults wherever possible	Staff are reminded of the need to social	Heads of School	Ongoing
	<b>12.2.13</b>	<b>PPA time</b> - staff moving between bubbles for PPA time should be limited as far as	A limited number of staff cover PPA. This	Heads of School	Ongoing
	<b>12.4</b>	<b>Outdoor Areas</b>			
	<b>12.4.1</b>	Pupils should remain in their 'bubbles' when outside and socially distance where	See 12.2.1		
	<b>12.5</b>	<b>Breaks and Lunchtimes</b>			
	<b>12.5.1</b>	Breaks and lunchtimes could be staggered to allow safer movement around the	See 12.2.1 Pupils will eat consistently in the	Heads of School	ongoing
	<b>12.5.2</b>	If it not possible to achieve social distancing and clean tables and seating between	eating area in order that the number of	Heads of School	ongoing
	<b>12.6</b>	<b>Toilets</b>	Pupils have allocated toilet areas close to	Heads of School	Ongoing
	<b>12.6.1</b>	As far as possible allocate different groups their own toilet blocks if the site allows	See above	Heads of School	Ongoing
	<b>12.6.2</b>	Limit the number of children or young people who use the toilet facilities at one time.	See above	Heads of School	Ongoing
	<b>12.6.3</b>	Wash hands before and after using the toilet (or use hand sanitisers if hand washing	See above	Heads of School	Ongoing
	<b>12.6.4</b>	Where possible staff should use the staff toilets as close to their work areas as	Packets of antiviral wipes are placed in all	Heads of School	Ongoing
	<b>12.6.5</b>	For older pupils and staff toilets it is good practice for pupils and staff using the	Additional cleaning in place of all toilet areas	Facilities staff	Ongoing
	<b>12.6.6</b>	Signage to the backs of toilet doors and above sinks could be provided to remind			
	<b>12.7</b>	<b>Assemblies / Collective Worship</b>	No whole/part school assemblies will be orga	Class leads	Ongoing
	<b>12.7.1</b>	Bubbles should be kept apart so large gatherings such as assemblies or collective	See above. At woodhouse Learning Assemblies are virtually		
	<b>12.7.2</b>	If collective worship is required this should be carried out following the guidelines on			
	<b>12.8</b>	<b>Staff areas</b>	Additional classroom space has been	Facilities	Ongoing
	<b>12.8.1</b>	Staff rooms and offices should be re-arranged to have 2m gaps between seating	See above	Facilities team/Director of	Ongoing
	<b>12.8.2</b>	Consider creating additional staff break areas to limit use and aid with social	Touch surfaces are cleaned 4 times a day by	Facilities team/All staff	14/10/2020
	<b>12.8.3</b>	For shared touch points e.g door handles, drawer handles, microwaves, kettle	Where resources are shared e.g. coffee,	Facilities team/All staff	14/10/2020
	<b>12.8.4</b>	Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc			
	<b>12.9</b>	<b>Communication</b>			
	<b>12.9.1</b>	It is recommended that staff share mobile phone numbers and communicate via	Walkie talkies are allocated to staff team in	Class teams	Ongoing
	<b>12.9.2</b>	In these exceptional circumstances it is recognised that staff that are still working	School practice is that staff do not access	Staff	Ongoing
<b>13.First Aid</b>	<b>13.1</b>	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is	Identified first aiders are available on both	Heads of School	Ongoing
	<b>13.2</b>	Paediatric first aiders must be available at all times that children up to the age of 5	See above	As above	Ongoing
<b>14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.</b>	<b>14.1</b>	If it is not possible to clean surfaces between each user then the use of biometrics	Staff sign via sign in with QR code. Hand	Director of	Ongoing
	<b>14.2</b>	Sanitisers could be used before touching biometrics if they cannot be cleaned	see above	As above	Ongoing
	<b>14.3</b>	The use of Lifts and control panels should be limited to essential users only and	Sanitiser in available in school, staff also	Facilities staff	Ongoing
	<b>14.4</b>	Multi user Electronic signing in / out systems should not be used at this current time	see 14.1	All staff	Ongoing
	<b>14.5</b>	IT equipment should be cleaned between users if it cannot be kept for the sole use	where staff make use of the staff work room,	Facilities team/staff users	Ongoing
<b>15.General controls</b>	<b>15.1</b>	<b>Ventilation</b>			
	<b>15.1.1</b>	Once the school is in operation, it is important to ensure it is well ventilated and a	Individual areas are managed by class team	Class team/facilities staff	Ongoing
	<b>15.1.2</b>	Where possible open windows to classrooms, offices, staff rooms etc. In cooler	See above, Also pupils will spend more time	As Above	Ongoing
	<b>15.1.3</b>	You can continue using most types of air conditioning system as normal. If you use a	Each Air Conditioning system installed in	Facilities Manager,	Ongoing
	<b>15.1.4</b>	To balance the need for increased ventilation while maintaining a comfortable	See above. Windows are opened in class	Class leads	Ongoing
	<b>15.1.5</b>	Heating should be used as necessary to ensure comfort levels are maintained	See above	Class leads	Ongoing
	<b>15.2</b>	<b>Learning Outside</b>			
	<b>15.2.1</b>	Learning outside is encouraged wherever possible, following social distancing and	Outdoor class spaces are used as part of	Class staff/facilities team	Ongoing

	<b>15.3</b>	<b>Medical Needs</b>			
	<b>15.3.1</b>	Staff should be made aware of any medical conditions / needs of the pupils they are	This is part of ongoing systems and liaison	Heads of School/class team	Ongoing
	<b>15.3.2</b>	Food allergies / intolerances information should be shared with catering staff for staff	See above. Information shared with catering	Heads of	Ongoing
	<b>15.4</b>	<b>Water fountains</b>			
	<b>15.4.1</b>	Water fountains in shared pupil areas should be taken out of use.	N/A		
<b>16.Educational Visits</b>	<b>15.4.2</b>	Water bottles can be filled up from the taps in classrooms by a member of staff so	Soap and water available in class so staff	Class teams	Ongoing
	<b>16.1</b>	Given the new lockdown and restrictions on activities for all persons, all off site	There are no visitors to site and no off site	Heads of School	ongoing
	<b>16.2</b>	When visits can recommence they should be done in line with protective measures,	See above		
	<b>16.3</b>	use of outdoor spaces in the local area to fulfil any essential requirements stated in	See Above		
<b>17.PPE for staff and pupils</b>	<b>16.4</b>	From 8 August, face coverings will be required by law to be worn in a greater	Face masks used in accordance with the	Heads of School/class	Ongoing
	<b>17.1</b>	Schools teaching pupils in Year 7 and above should ensure staff, visitors and pupils	All staff have the option to wear a face		
	<b>17.2</b>	FFP2 / 3 masks are not generally necessary in a school setting.	PPE (aprons and gloves) used for all	Heads of School/TLCos	Ongoing
	<b>17.3</b>	Activities such as close intimate care e.g nappy changing, invasive medical	A supply of face masks is available in	Heads of School/TLCos	Ongoing
	<b>17.4</b>	If PPE is identified as necessary for certain activities or staff through a risk	A plentiful supply of PPE is available in	Class team	Ongoing
	<b>17.5</b>	Reusable eye protection / face coverings should be thoroughly cleaned between	Staff to be advised as part of briefing	Heads of School/TLCos	Ongoing
	<b>17.6</b>	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to	See 17.1		
		<b>See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be</b>	Face coverings for staff are only used for	Director of	10/12/2020
	<b>17.7</b>	Amalgamated into 17.1			
	<b>17.8</b>	Safe wearing of face coverings requires cleaning of hands before and after touching	Face shields are made available for all staff.	Staff/facilities staff	Ongoing
	<b>17.9</b>	It is recommended that staff and pupils using face coverings have at least two	See above	Staff/facilities staff	Ongoing
<b>18.Staff Wellbeing</b>	<b>18.1</b>	Consult with and involve staff in the setting up of individual school plans and	Staff briefed regularly face to face and by	Heads of School/Director of	Ongoing
	<b>18.2</b>	Consider building in familiarisation time, training time and practice time for staff	The first day of term in September was	Heads of School	Ongoing
	<b>18.3</b>	The Department for Education is providing additional support for both pupil and staff	See also 18.1		
	<b>18.4</b>	Consider if employee risk assessments need to be amended or new ones carried out	All staff have been made aware of the	Heads of School/Director of	Ongoing
	<b>18.5</b>	It is recommended that regular staff meetings (via skype etc. or following social	Meetings to be held with staff in POD teams	Heads of School/TLCos	Ongoing
	<b>18.6</b>	Identify Mental Health First Aiders.	Staff supported by Heads of	Heads of	Ongoing
	<b>18.7</b>	Inform staff about support via Education Support Partnerships and HELP Assist (for	Staff have been regularly reminded of the	Heads of	Ongoing
		<b>Guidance on Staff Wellbeing is available on Leeds for Learning.</b>			
<b>19.Contractors visiting site</b>	<b>19.1</b>	Minimise visits to wherever possible to essential visits only e.g to carry out statutory	No meetings other than any emergency	Heads of School/Facilities	Ongoing
	<b>19.2</b>	Contractors should provide their risk assessments and discuss additional needs with	Risks assessments are provided and	Facilities Manager	Ongoing
	<b>19.3</b>	Contractors should adhere to social distancing guidelines and wear face masks or	Advised by Reception staff on arrival and/or	Facilities Manager	Ongoing
	<b>19.4</b>	Contractors to carry out regular handwashing or hand sanitising, especially on arrival	Advised by Facilities prior to starting work	Facilities Manager	Ongoing
	<b>19.5</b>	If contractors need supervising this should be done following social distancing	Where contractors are deployed on site,	Facilities team	Ongoing
	<b>19.6</b>	Contractors to follow Government guidelines on self isolating if they or their family	This is in place/ overseen by Facilities	Facilities Manager	Ongoing
	<b>19.7</b>	If contractors display any symptoms whilst on site they should be asked to leave	Notices in place advising all those who enter	Director of	Ongoing
	<b>19.8</b>	If contractors are on site for long periods of time a separate toilet facility could be	It is not anticipated that any contractors will	Heads of School	Ongoing
	<b>19.9</b>	School should still follow procedures for controlling access / security whilst	Visits to the school will be minimised. Only	Heads of School/Director of	Ongoing
<b>20.Lettings / Meetings / Visitors</b>	<b>20.1</b>	There will be occasions when visits to the setting are necessary, but settings should	See above. Signs are displayed in reception		
	<b>20.2</b>	In instances where settings need to use other essential professionals such as social	See above. Signs are displayed in reception	Heads of School/reception	Ongoing
	<b>20.3</b>	A separate toilet facility could be identified for the sole use of visitors whilst on site	Visits to the school will be minimised. Only	Heads of School/reception	Ongoing
	<b>20.4</b>	School should still follow procedures for controlling access / security whilst visitors	See above. Visitors sign in using signing in	Reception staff	Ongoing
	<b>20.5</b>	Sports lettings are currently restricted under the new lockdown requirements and	N/A		
<b>21.Pupil Wellbeing</b>	<b>20.6</b>	Support groups for parents and children, such as for breastfeeding, postnatal, and	Visits to the school will be minimised. Only	Heads of School/TLCo/	Ongoing
	<b>20.7</b>	In Early Years settings Parents may continue to settle new children and settings may	Visits to the school will be minimised. Only	Heads of School/TLCo/	Ongoing
	<b>21.1</b>	<b>Guidance is available on Leeds for Learning for pupil wellbeing</b>			
	<b>22.1</b>	Consider if the fire evacuation routes need to be altered to take into account the	See 19.9	Heads of School/Director of	Ongoing
	<b>22.2</b>	Consider if muster points / practices need to be altered so staff and pupils bubbles	It is important that the school maintains	Heads of School/Director of	Ongoing
	<b>22.3</b>	Consider if you need to re-allocate fire marshal roles.	Groups are expected to assemble in their	Heads of School/Director of	Ongoing



<b>22. Fire safety</b>	<b>22.4</b>	Ensure staff know how to use fire extinguishers, where call points are etc	Further and updated training is planned for	Heads of School/Director of	Ongoing
	<b>22.5</b>	Practice new procedures as soon as possible after opening and carry out emergency	Further training planned. At the moment,	Heads of School/Director of	Ongoing
	<b>22.6</b>	Consider if staff and pupil PEEPs need to be amended.	Procedures regularly updated. These have	Heads of School/Director of	Ongoing
	<b>22.7</b>	If changes are made to the current Fire Evacuation Management Plan and staff re-	Ongoing reviews	Facilities Manager, Class	Ongoing
<b>23. Supervision at Lunchtimes</b>	<b>23.1</b>	Consider how to allocate staff at lunchtime to ensure supervisors stay with a	N/A pupils supervised by a consistent class team		
<b>24. Catering</b>	<b>24.1</b>	Inform catering staff of any changes made from this risk assessment e.g to entry /	No change to entry point at Boston Spa.	Facilities Manager/Head of	Ongoing
	<b>24.2</b>	Discuss with catering staff if there needs to be alterations to menu choices and	Discussion with catering staff regarding the	Heads of School/TLCOs	Ongoing
	<b>24.3</b>	Consider whether meals can be served in the hall or need to be delivered to	This will be an ongoing review which takes	Heads of School/TLCOs	Ongoing
	<b>24.4</b>	Where possible catering staff should remain in the kitchen / serving hall and use an	See above	Catering staff	Ongoing
	<b>24.5</b>	Tables / seating set out by catering staff should be cleaned before pupils and staff	This is the current practice operated in	Catering staff/Facilities staff	Ongoing
	<b>24.6</b>	Catering staff should observe the rules of social distancing and hygiene whilst on	Catering staff will continue to follow the	Catering staff	Ongoing
<b>25. Staff Training</b>	<b>25.1</b>	School staff should be inducted / become familiar with new working practices before	Those staff who have not been in school will	TLCOs/Class leads	Ongoing
<b>26. Drop off of Essential Items Forgotten by Pupils</b>	<b>26.1</b>	A system should be put in place for the potential drop off of essential items a pupil	Any items dropped off will be cleaned prior	Facilities staff/Reception	14/10/2020
<b>27. Transport to School by My Bus or School Buses (not public transport buses)</b>	<b>27.1</b>	Where pupils travel to school by My Bus or School Buses schools should work with	There is close liaison with LCC passenger	Heads of school/Facilities	Ongoing
	<b>27.2</b>	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear	See above	Heads of school/Facilities	Ongoing
	<b>27.3</b>	Where possible keep pupils travelling by My Bus / School Bus in the same discrete	See above	Heads of school/Facilities	Ongoing
	<b>27.4</b>	For primary school pupils - where there is a need for parents to board a school bus	See above	Heads of school/Facilities	Ongoing
	<b>27.5</b>	journeys and tend to be consistent. Latest advice from the Dept of Education is that	New guidance followed.	Heads of school/Facilities	Ongoing
	<b>27.6</b>	The approach to dedicated transport should align as far as possible with the	New guidance followed. The school will	Heads of school/Facilities	Ongoing
	<b>27.7</b>	Travel Assistance Cards to show to the driver are available for download at			
	<b>27.8</b>	Transport to swimming pools and other centres organised by the Combined Authority	N/A		
	<b>27.9</b>	In accordance with advice from PHE, from the autumn term, we recommend that	Pupils who are able to wear masks wear	Pupils	Ongoing
<b>28. School Sites Shared with other Users e.g PFI Staff, Children's Centres</b>	<b>28.1</b>	Where applicable, ensure arrangements that impact on other site users e.g opening	N/A		
	<b>28.2</b>	Schools who operate a childrens centre on other premises (fund holder) should	N/A		
<b>29. Marking / Handling School Work</b>	<b>29.1</b>	Staff can take books and other shared resources home if they can be cleaned. If not,	Staff will be asked not to take books off site	Heads of School, TLCOs	ongoing
<b>30. Agency staff and volunteers</b>	<b>30.1</b>	Mixing of volunteers across bubbles should be kept to a minimum, and they should	N/A		
	<b>30.2</b>	Settings can continue to engage supply teachers and other supply staff during this	Supply staff when used work in a consistent	Heads of school	Ongoing
<b>31. Before and after school clubs</b>	<b>31.1</b>	Before and after school activities (including wraparound care) should only take place	After school provision is not operating. This	Heads of School	04.01.2021
	<b>31.2</b>	Settings should try to keep to the bubbles in use during the school day where	See above	Heads of School	04.01.2021
	<b>31.3</b>	Make parents / carers aware that government guidance is that they limit the number	See above	Heads of School	04.01.2021
	<b>31.4</b>	At this current time schools should not open up or hire out their premises for use by	N/A		
<b>32. Music and Performing Arts - for detailed guidance follow <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></b>	<b>32.1</b>	Schools should take particular care in music, dance and drama lessons to observe	Each bubble has been provided with their	Heads of School/ TLCOs	Ongoing
	<b>32.2</b>	Singing, wind and brass playing should not take place in larger groups such as	There will be no choirs, ensembles	Heads of School/ TLCOs	Ongoing
	<b>32.3</b>	Playing instruments and singing in the smaller groups permitted should take place	See above	Heads of School/ TLCOs	Ongoing
	<b>32.4</b>	Schools that offer specialist, elite provision in music, dance and drama should also	N/A		
	<b>32.5</b>	Avoid sharing instruments and equipment wherever possible. Place name labels on	See 32.1	Heads of School/TLCOs	Ongoing
<b>33. PE / Sports including dance.</b>	<b>33.1</b>	Schools can hold PE lessons indoors, including those that involve activities related	All pupils will be taught in their class	Heads of School/ TLCOs	10/12/2020
	<b>33.2</b>	Schools have the flexibility to decide how physical education, sport and physical	No contact sports are taught during the	Heads of School/ TLCOs	Ongoing
	<b>33.3</b>	External facilities can also be used in line with government guidance for the use of,	All PE and physical activities will be taught	Heads of School/ TLCOs	Ongoing
	<b>33.4</b>	PE, sport and physical activity provided by schools to their own pupils under their	No external agencies will be involved in the	Heads of School/ TLCOs	Ongoing
	<b>33.5</b>	To minimise close contact in changing rooms settings may wish to consider allowing	Where PE kits have been worn, pupils will	TLCOs/ Classrooms staff	
	<b>33.6</b>	Amalgamated into 33.3			
	<b>33.7</b>	PE - there is additional advice available in the following two documents found on L4L			
<b>34. Science and D&amp;T</b>	<b>34.1</b>	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which			
<b>35. Shared Resources</b>	<b>35.1</b>	<b>General</b> - Resources that are shared between classes or bubbles, such as sports,	Each class will be provided with their own	Heads of School/ TLCOs/	Ongoing
	<b>35.2</b>	<b>General</b> - Minimise, or remove altogether, soft toys, soft decorations e.g hanging	This is an ongoing area of review and	Heads of School, TLCOs,	Ongoing
	<b>35.3</b>	<b>Staff Rooms</b> - Consider stopping the use of shared resources such as fridges, milk,	The staff fridges will continue to be provided	Facilities staff, All school	Ongoing
	<b>35.4</b>	<b>Play equipment</b> - Indoor and outdoor play equipment should be more frequently	Play equipment is cleaned in accordance	Class leads/Facilities staff	Ongoing
	<b>35.5</b>	<b>Classroom resources</b> - For individual and very frequently used equipment, such as	Each pupil will be provided with their own set	Classroom staff	Ongoing
	<b>35.6</b>	more frequently. Given the current rates of infection is is recommended malleable	Staff have been advised that sand should	Class leads	Ongoing



	<b>35.7</b>	Pupils can take resources e.g library books, home as long as they are quarantined	Only personal items such as communication	Class leads	Ongoing
<b>36. Record Keeping</b>	<b>36.1</b>	Good record keeping is key to managing any potential positive cases and / or	Main school visit records, timetabling,	Director of Operations, HoS,	Ongoing
	<b>36.2</b>	Records should be kept of pupils and staff in each bubble, and any close contact	Main school visit records, timetabling,	Director of Operations, HoS,	Ongoing
	<b>36.3</b>	If your existing systems to not record times when pupils, staff and others are working	Main school visit records, timetabling,	Director of Operations, HoS,	Ongoing
	<b>36.4</b>	It is good practice to record cases where pupils and staff are symptomatic or test	A spreadsheet system has already been	Director of Operations, HoS,	Ongoing
	<b>36.5</b>	A record should be kept of which staff have assisted pupils or staff who are	Records are kept of any staff either	Director of Operations	Ongoing
<b>37. Use of school minibuses / transport e.g for visits, transfer</b>	<b>37.1</b>	The approach to minibus / coach / private vehicle transport should align as far as	The school will continue to work very closely	Facilities Manager, Parent	Ongoing
<b>38. AS, A level and GCSE exams</b>	<b>38.1</b>	Advice for settings on exams to take place in the autumn term can be found at :	N/A		
	<b>38.2</b>	Collect and keep contact information for candidates and invigilators so that you can			
	<b>38.3</b>	Ensure every exam has a seating plan, so the names of the invigilators can be cross			
	<b>38.4</b>	Make arrangements to ensure candidates that arrive before the scheduled start time			
	<b>38.5</b>	Make sure that any candidates who arrive late for the exam follow social distancing			
	<b>38.6</b>	Make sure that there is a plan to manage candidates leaving the exam room and			
	<b>38.7</b>	Frequently touched surfaces in exam rooms (for example, door handles, individual			
	<b>38.9</b>	Desks should not be set up face to face. For GCSE, AS and A level exams, the			
	<b>38.9</b>	All other candidates, whether in different group bubbles, private candidates or those			
	<b>38.10</b>	There is no overall limit on the number of candidates who can sit in a room, as long			
	<b>38.11</b>	Good ventilation is important and you should maximise this wherever possible, for			
	<b>38.12</b>	Invigilators may walk up and down aisles between desks, but there must also be			
	<b>38.13</b>	Candidates and invigilators do not need to wear face coverings during exams, but			
	<b>38.14</b>	Invigilators can move between different schools and colleges. They should minimise			
<b>38.15</b>	Invigilators do not need to wear gloves when collecting exam scripts from candidates				
<b>38.16</b>	For encounters of over 15 minutes, for example, when scribes, readers or other				
<b>38.17</b>	If candidates need to leave the exam room and need to be accompanied for more				
<b>39. Asymptomatic testing</b>	<b>39.1</b>	A weekly asymptomatic lateral flow device testing programme has been put in place	At this stage tests are carried out weekly.	Educarers	Ongoing
	<b>39.2</b>	Staff are encouraged to take part in the programme and provided with information,	In place - addressed in regular briefings, one	Heads of School/senior	Ongoing
	<b>39.3</b>	Where relevant, pupils are being offered 2 lateral flow tests on their return to school.	At this stage pupils have not yet been tested,	Heads of School	01.02.21
	<b>39.4</b>	pupils taking part.	see section 3		



































