



Risk Assessment for Childrens' Services (Schools).

Assessment Title:	Managing Covid 19 in Schools from 8th March 2021		Ref No :	V5.08
School Name:	West Oaks SEN Specilaist School and College	School Address:	Westwood Way, Boston Spa, LS23 6DX	
Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:	
	Liz Mason			
Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:	
Andrew Hodgkinson		Elaine Hampson		

Legislation and/or Information Source:

Health & Safety at Work Act 1974.
- Management of H & S at Work Regulations 1999.

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Guidance:

This is a sample risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. The control measures in the risk assessment section must be either complied with or altered to reflect the establishment's control measures.
3. Once criteria 1 - 2 have been satisfied, you should remove 'SAMPLE' from the Title.

The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19, cross contamination risks and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for the safe operation of the school in whichever form that takes.

Managing Covid 19 in Schools from 8th March 2021 Risk Assessment Content List

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Section 1 - Pre - opening checks and assessments

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management	1.1 Regular ongoing checks required.	Amended		
	1.1.1 Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure	School is still operational with regular routine building and facilities inspections being undertaken	Facilities and Cleaning Co-ord	04/01/2021
	1.1.2 Damage to the building and fixtures and fittings	See above	Facilities and Cleaning Co-ord	04/01/2021
	1.1.3 Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc....	See above	Facilities and Cleaning Co-ord	04/01/2021
	1.1.4 Rodent activity and/or infestations - commissioning of pest control may be required	See above	See above	04/01/2021
	1.2 Operational checks (to ensure good working order) to be carried out on :	See above	Facilities and Cleaning Co-ord	04/01/2021
	1.2.1 Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	See above		
	1.2.2 Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	See above	Facilities Manager, all staff, F	04/01/2021
	1.2.3 Emergency lighting	See above	Facilities Manager, all staff, F	04/01/2021
	1.2.4 Gas supplies including science laboratories and kitchens	See above	Facilities Manager, all staff, F	04/01/2021
	1.2.5 Kitchen equipment	See above	Facilities Manager, all staff, F	04/01/2021
	1.2.6 Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Mechanical ventilation only installed in the main school kitchens at the Boston Spa Site. The ventilation systems at the Woodhouse site are controlled via the BMS (laptop control is located in the Comms room). Facilities or Reception staff check this every school day to ensure correct operation and no flagged faults.	Facilities Manager, all staff, F	04/01/2021
	1.2.7 Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm	As 1.1.1-Routine inspection schedules are in place at each site with each check logged and signed.	Facilities Manager, all staff, F	04/01/2021
	1.2.8 Water systems to look for leaks and ensure there is provision of hot water	Hot water supply systems at the Woodhouse site are controlled via the BMS, which laptop control is located in the Comms room. Facilities or Reception staff check this every school day to ensure correct operation and no flagged faults. All staff to report any signs of leaks or incorrect operation of water supply. Weekly flushing to be executed to systems in areas of infrequent use.	Facilities Manager, all staff, F	08/02/2021
	1.2.9 Windows, doors and gates including electronic gates and doors	Regular checks / jobs list updates	Facilities Manager, all staff, F	
	1.2.10 Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	See 1.1.1	Facilities Manager, all staff, F	04/01/2021
	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).	See 1.1.1	Facilities Manager, all staff, F	04/01/2021
	1.3 Ensure Statutory Inspections are up to date for :	See 1.1.1	Facilities Manager, all staff, F	04/01/2021
	1.3.1 Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last 12 months)	All service schedules and inspections	Facilities Manager	04/01/2021
	1.3.2 Pressure systems (if the scheduled inspections have not taken place in the last 12 months)	All service schedules and inspections	Facilities Manager	04/01/2021
	1.3.3 LEV (if the scheduled inspections have not taken place in the last 14 months);	All service schedules and inspections	Facilities Manager	04/01/2021
	1.3.4 Gas Appliances (if the scheduled inspections have not taken place in the last 12 months)	All service schedules and inspections	Facilities Manager	04/01/2021
	1.3.5 Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 12 months)	All service schedules and inspections	Facilities Manager	04/01/2021
	1.3.6 PAT (if the scheduled tests required by the regulations have not taken place in the last 12 months)	Inspection undertaken Summer 2020.	Facilities Manager	04/01/2021
	1.3.7 Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months)	Identified items tested Summer and October	Facilities Manager, Operator	04/01/2021
	1.3.8 Sports Equipment (if the scheduled inspections have not taken place in the last 12 months)	Up to date	Facilities Manager	04/01/2021
	1.3.9 Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months)	This inspection is due to be added to the Contractor inspection schedule in place as	Facilities Manager	04/01/2021
	1.3.10 Tree surveys (if the scheduled inspections have not taken place in the last 12 months)	Contractor inspection schedule in place as	Facilities Manager	04/01/2021
	1.3.11 Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 12 months)	Ongoing	Facilities Manager	04/01/2021
	1.4 Cleaning of the premises	All up to date with scheduled inspections	Facilities Manager	04/01/2021
	1.4.1 If the school has been partially open i.e. not using all the rooms / spaces that will	All areas of the school premises have been	Facilities Manager, LCC	05-Mar
	1.4.2 If the school has been using all the premises, a full deep clean of the premises	Full cleaning programme carried out prior to	Facilities and Cleaning Co-ord	05/03/2021
	1.5 Supplies	Full cleaning programme carried out prior to	Facilities and Cleaning Co-ord	04/01/2021
	1.5.1 Ensuring you have adequate supplies of hand sanitiser, soap and hand towels /			
	1.5.2 Ensuring you have adequate supplies of cleaning materials and any identified PPE	Hand sanitiser available in	Facilities Manager	04/01/2021
	1.5.3 Identify if you have enough hand washing or hand sanitiser 'stations' available so	Present ordering system to retain a 3 week	Facilities Manager with the	04/01/2021
2. Assessing staff and pupil numbers to assist in plans for	2.1 All pupils can attend schools from the 8th March. Early Years settings - If there is a need to prioritise places (for example, where a nursery is oversubscribed, or unable to operate at full capacity), priority should be given to vulnerable children and children of critical workers, then 3- and 4-year-olds, in particular those who will be transitioning to reception, followed by younger age groups. Secondary settings (and SILC settings undertaking pupil testing) have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. This will depend on a schools circumstances and local arrangements. Priority should be given to vulnerable children and children of critical workers, and year groups 10 to 13. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the schools operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 February such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on site testing. They will need to continue testing on-site until the test at home kits arrive for pupils. For the remainder of pupils schools should not start home testing pupils before the week beginning Monday 15th March. Schools will need to consider the transport implications of testing pupils before Monday 8th March. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.	Hand sanitiser available in reception and other congregation areas. Cleaning materials available in class spaces. Procedures are in place (see section 3 and 4) which are managed by the Director of Operations appropriately	Facilities Manager, Director of	04/01/2021
	2.2 Contact parents / carers of pupils, and staff, to ascertain if there are any changes to /	School reopened to all pupils on	Heads of School	04/01/2021

Section 1 - Pre - opening checks and assessments

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
partial opening	2.3 Where pupil 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 the curriculum for the pupil. 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 except when required by specific public health advice.	Families contacted to gather up to date information prior to return. Medical training in place prior to attendance for all new pupils in September. Parents/Carers updated weekly regarding and changes.	Heads of School /TLCOs/Safeguarding and Welfare Manager	6/1/2021
	2.4 Secondary pupils not undergoing testing should attend school in line with their	All pupils can attend school whether or not	Heads of School	05/03/2021
	2.5 Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home where possible.	See 2.1 heads of School work closely with the Principal, TLCOS and Director of operations to ensure appropriate staffing at all times and all classes are able to function safely and appropriately.	Principal, Heads of School, Director of Operations, TALCOS	05/03/2021
	2.6 Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.	As 2.5	Principal, Heads of School, Director of Operations, TALCOS	05/03/2021
	Ongoing			
	2.7 Review ratios, rotas, medical and first aid needs on an ongoing basis.	Reviewed as part of return to school plan,	Heads of School/TLCOs	w/c 1st Sept then
	3.1 Obtain up to date medical, allergy and emergency contact details from pupils and	Any changes to pupils' needs are	TLCOs, Heads of School,	04/01/2021
3.Updating pupil and staff details	3.2 Re-assess if IPRA's or PBSP's are needed or need to be altered given the full return	Updated by class lead and overseen by	TLCOs, Heads of School,	04/01/2021
	3.3 Staff should be made aware of any / reminded of medical conditions / needs of the	This is continuously reviewed but additional	TLCOs, Heads of School,	04/01/2021
	3.4 Food allergies / intolerances information should be shared with catering staff for staff	This is continuously reviewed but additional	TLCOs, Heads of School,	04/01/2021
	4.1 There is activity / subject specific and shared resources guidance in sections 31 to	Altered		
4.Assess activities / lessons which can take place	4.2 It is still recommended that children and young people limit the amount of equipment			04/01/2021
	4.3 Amend / stagger timetables for activities using halls or classrooms where activities	Ongoing management and review of all	TLCOs	06/01/2021
	Ongoing			
	4.4 Review how pupils and staff are interacting, numbers on site, how equipment is	Reviews take place weekly in consultation	Heads of	Ongoing
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. This should include informing parents / carers about any LFD testing programmes being undertaken in school for their children and the access to home testing kits for parents / carers / support and childcare bubbles. https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?priority-taxion=774cee22-d896-44c1-a611-e3109cceb4ee	Parents contacted on 5/01/2021 to inform them of revised arrangements in line with latest guidance from the government. Parents updated weekly (often twice weekly) via class dojo and on our Website updates page.	Heads of School/TLCOs	Ongoing
	5.2 All persons likely to come onto the school grounds must be informed they must not	Notices in reception areas. All staff and	Heads of	Ongoing
	5.3 This may be by newsletters, letters, emails, signs etc....	Communication to parents via DoJo,	Principal/Vice-	Ongoing
	5.4 Update behaviour and staff policies to reflect the new rules and routines necessary	Staff updated as part of systems of regular	Heads of School/Director of	Ongoing

Managing Covid 19 in Schools from 8th March 2021 opening - Risk Assessment - Version 5.07 Section 2 Ongoing procedures and practices subject to regular review and change

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
6. Clinically extremely vulnerable and vulnerable staff and pupils	6.1 Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).	Staff who are clinically extremely vulnerable have all returned to the workplace in line with government guidance and having taken up the opportunity to participate in the vaccination programme. WASPS in place as appropriate for staff in the school setting who need additional support. This includes any staff newly identified by the NHS. Those living with family members who are clinically extremely vulnerable have returned to work and are following their WASP.	Director of Operations/Heads of School	Reviewed 04.05.2021
	6.1.1 Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. Pupils - pupils who are classed as CEV should not come into school and should be educated remotely at home. IPRAs and employee risk assessments 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. Pregnant staff and pupils - 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.			
	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 March (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 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. 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 e.g., placing them 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 who live with someone who is CEV but who are not CEV themselves, can still attend work where home-working is not possible and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. Staff who live with those who are CV can attend the workplace and they should ensure they maintain good prevention practice in the workplace and at home. 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
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.	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
	8.2 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 initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.	Staff/families advised through briefings of processes in place in such circumstances	Heads of School/Director of Operations	ongoing

Managing Covid 19 in Schools from 8th March 2021 opening - Risk Assessment - Version 5.07 Section 2 Ongoing procedures and practices subject to regular review and change

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.5 Where a child, young person or staff member tests positive , or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected , you can contact the DfE helpline for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert using form PCIF 01.	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. Alternatively you can contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. 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. 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	Staff been made aware that routine	Heads of School	Ongoing
	Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have	Staff are advised clearly where CF50 forms	Heads of School	Ongoing
	Follow the guidance in the simple flowchart for cases - these are all available			
	Useful information on self isolating			
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	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
10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	9.11 Ensure that staff working in the reception area / office are protected from face to face	Staff work in separate screened area with a	Heads of School/Reception	Ongoing
	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- replenished	Facilities staff	Ongoing
11. Cleaning	11.1 General Cleaning			
	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 11.1.4. 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 place.	Facilities staff/Class leads	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	Where there is a second or third case,	Heads of School/Facilities	Ongoing
	11.3 Clothing			
	11.3.1 There is no need for anything other than normal personal hygiene and washing of	Deleted relaxing uniform or need for clean	Facilities Staff/ Individuals	Ongoing
	11.4 Hygiene Suites / Intimate Care Facilities			
	11.4.1 Hygiene suites and intimate care facilities should be cleaned between pupils	Enhanced cleaning already in place - the	Heads of school, Facilities	Ongoing
	11.5 Leeds City Council / FM cleaning providers	See above	Facilities Manager, LCC	Ongoing
	11.5.1 Additional / alterations to cleaning may be available on request – for example LCC	See above 11.5, LCC support and school	Heads of school, Facilities	Ongoing
	Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.	See above-One of the Facilities staff at the	Heads of school, Facilities	Ongoing
	The overarching principle to apply is reducing the number of contacts between pupils 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: pupil's ability to distance, the layout of the building and the feasibility of keeping distinct groups			

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
12. Bubbles / Social Distancing	<p>separate while offering a broad curriculum. Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. 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 to keep that number as small as possible.</p> <p>When using larger groups, the other measures from the system of controls become even more important to minimise transmission risks and the numbers of pupils and staff who need to self-isolate.</p> <p>Younger pupils 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.</p> <p>Using small groups can restrict the normal operation of education and present educational and logistical challenges.</p> <p>You will need to consider the cleaning and use of shared spaces, such as playgrounds, dining halls and toilets, and the provision of specialist teaching and therapies. Assess your circumstances and try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p>			
	12.1 Corridors and Circulation Spaces			
	12.1.1 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
	12.1.2 A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g. use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy. Groups should be kept apart and movement around the school site kept to a minimum.	A one way system has been put in place for the use of staircases. Break times are managed to reduce circulation with the use of identified play areas to minimise contact. The corridors at the Boston Spa Site are managed throughout the school day with staff and students maintaining a safe system where this is possible. Shared reas around school will no longer be in use by joint bubbles (activity hall, interactive zone). Where deemed necessary only one group will be allocated sole use of this space.	Heads of School	Ongoing
	12.2 Bubble sizes and Classrooms / Learning Areas			
	12.2.1 Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly 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.	Pupils are taught in their class group bubble for much of the time. At break and lunch time, some extended bubbles (amalgamation of two groups) of between 20 and 25 pupils will be created. Staff and pupils will remain consistent in these groups. More time for outside activities has been timetabled for pupils and small class bubbles.	Heads of School	Ongoing
	12.2.2 Whatever the size of the group, they should be kept apart from other groups where	See above	Heads of School	Ongoing
	12.2.3 Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side wherever possible and pupils allocated designated desks / spaces where possible / practicable. 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
	12.2.4 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
	12.2.5 For older year groups consider locating staff members at designated points where	N/A in our setting		
	12.2.6 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
	12.2.7 Staff and pupils should stay in the same specified groups throughout their	See 12.2.1	Heads of School	Ongoing
	12.2.8 As far as possible, ensure that consistent staff are assigned to each 'bubble' and that	Where staff move to another bubble e.g. to	Heads of School	Ongoing
	12.2.9 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
	12.2.10 All bubbles of pupils and the staff working with those bubbles should be kept	See above		
	12.2.11 Where possible consider carrying out any necessary closer supervision side on	Staff have been made aware and are	Heads of School	Ongoing
	12.2.12 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
	12.2.13 PPA time - 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
	12.4 Outdoor Areas			
	12.4.1 Pupils should remain in their 'bubbles' when outside and socially distance where	See 12.2.1		
	12.5 Breaks and Lunchtimes			
	12.5.1 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
	12.5.2 If it not possible to achieve social distancing and clean tables and seating between	See above. Classes will be allocated their	Heads of School	ongoing
	12.6 Toilets			
	12.6.1 As far as possible allocate different groups their own toilet blocks if the site allows for	Pupils have allocated toilet areas close to	Heads of School	Ongoing
	12.6.2 Limit the number of children or young people who use the toilet facilities at one time.	See above	Heads of School	Ongoing
	12.6.3 Wash hands before and after using the toilet (or use hand sanitisers if hand washing	See above	Heads of School	Ongoing
	12.6.4 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
	12.6.5 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
	12.6.6 Signage to the backs of toilet doors and above sinks could be provided to remind			
	12.7 Assemblies / Collective Worship			
	12.7.1 Bubbles should be kept apart so large gatherings such as assemblies or collective	No whole/part school assemblies are taking	Class leads	Ongoing
	12.7.2 If collective worship is required this should be carried out following the guidelines on	See above		
	12.8 Staff areas			
	12.8.1 Staff rooms and offices should be re-arranged to have 2m gaps between seating and	Additional classroom space has been	Facilities	Ongoing
	12.8.2 Consider creating additional staff break areas to limit use and aid with social	See above	Facilities team/Director of	Ongoing

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
	12.8.3 For shared touch points e.g. door handles, drawer handles, microwaves, kettle	Touch surfaces are cleaned 4 times a day	Facilities team/All staff	14/10/2020
	12.8.4 Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc.	Where resources are shared e.g. coffee,	Facilities team/All staff	14/10/2020
	12.9 Communication			
	12.9.1 It is recommended that staff share mobile phone numbers and communicate via	Walkie talkies are allocated to staff team in	Class teams	Ongoing
	12.9.2 In these exceptional circumstances it is recognised that staff that are still working	School practice is that staff do not access	Staff	Ongoing
13.First Aid	13.1 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
	13.2 Paediatric first aiders must be available at all times that children up to the age of 5	See above	As above	Ongoing
	14.1 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
14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.2 Sanitisers could be used before touching biometrics if they cannot be cleaned	see above	As above	Ongoing
	14.3 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
	14.4 Multi user Electronic signing in / out systems should not be used at this current time	see 14.1	All staff	Ongoing
	14.5 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
	15.1 Ventilation			
15.General controls	15.1.1 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
	15.1.2 Where possible open windows to classrooms, offices, staff rooms etc. In cooler	See above, Also pupils will spend more time	As Above	Ongoing
	15.1.3 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
	15.1.4 To balance the need for increased ventilation while maintaining a comfortable	See above. Windows are opened in class	Class leads	Ongoing
	15.1.5 Heating should be used as necessary to ensure comfort levels are maintained	See above	Class leads	Ongoing
	15.2 Learning Outside			
	15.2.1 Learning outside is encouraged wherever possible, following social distancing and	Outdoor class spaces are used as part of	Class staff/facilities team	Ongoing
	15.3 Medical Needs			
	15.3.1 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
	15.3.2 Food allergies / intolerances information should be shared with catering staff for staff	See above. Information shared with catering	Heads of	Ongoing
	15.4 Water fountains			
	15.4.1 Water fountains in shared pupil areas should be taken out of use.	N/A		
	15.4.2 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
16.Educational Visits	16.1 From 12 April 2021 schools can resume educational day visits. From 17 May 2021	There are no visitors to site and no off site	Heads of School	ongoing
	16.2 Visits should be done in line with protective measures, such as keeping children	See above		
	16.3 From 12 April 2021 schools can resume making use of outdoor spaces in the local	See Above		
17.PPE for staff and pupils	16.4 From 8 August 2020, face coverings have been required by law to be worn in a	Face masks used in accordance with the	Heads of School/class	Ongoing
	17.1	All staff have the option to wear a face	Heads of school/TLCOs	05/03/2021 Ongoing
	17.2 FFP2 / 3 masks are not generally necessary in a school setting.	PPE (aprons and gloves) used for all	Heads of School/TLCos	Ongoing
	17.3 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
	17.4 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
	17.5 Reusable eye protection / face coverings should be thoroughly cleaned between	Staff to be advised as part of briefing	Heads of School/TLCos	Ongoing
	17.6 Advise staff who may get bodily fluids, including spit, on their clothes from pupils to	See 17.1		
	See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be	Face coverings for staff are only used for	Director of	10/12/2020
	17.7 Amalgamated into 17.1			
	17.8 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
	17.9 It is recommended that staff and pupils using face coverings have at least two	See above	Staff/facilities staff	Ongoing
	18.1 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
18.Staff Wellbeing	18.2 Consider building in familiarisation time, training time and practice time for staff	The first day of term in September was	Heads of School	Ongoing
	18.3 The Department for Education is providing additional support for both pupil and staff	See also 18.1		
	18.4 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
	18.5 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
	18.6 Identify Mental Health First Aiders.	Staff supported by Heads of	Heads of	Ongoing
	18.7 Inform staff about support via Education Support Partnerships and HELP Assist (for	Staff have been regularly reminded of the	Heads of	Ongoing
19.Contractors visiting site	Guidance on Staff Wellbeing is available on Leeds for Learning.			
	19.1 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
	19.2 Contractors should provide their risk assessments and discuss additional needs with	Risks assessments are provided and	Facilities Manager	Ongoing
	19.3 Contractors should adhere to social distancing guidelines and wear face masks or	Advised by Reception staff on arrival and/or	Facilities Manager	Ongoing
	19.4 Contractors to carry out regular handwashing or hand sanitising, especially on arrival	Advised by Facilities prior to starting work	Facilities Manager	Ongoing
	19.5 If contractors need supervising this should be done following social distancing	Where contractors are deployed on site,	Facilities team	Ongoing
	19.6 Contractors to follow Government guidelines on self isolating if they or their family	This is in place/ overseen by Facilities	Director of	Ongoing
	19.7 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
	19.8 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
	19.9 School should still follow procedures for controlling access / security whilst	Visits to the school will be minimised. Only	Heads of School/Director of	Ongoing
20.Lettings / Meetings / Visitors	20.1 There will be occasions when visits to the setting are necessary, but settings should	See above. Signs are displayed in reception		
	20.2 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
	20.3 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
	20.4 School should still follow procedures for controlling access / security whilst visitors	See above. Visitors sign in using signing in	Reception staff	Ongoing
	20.5 Sports Lettings are currently restricted under the new lockdown requirements and	N/A		
	20.6 Support groups for parents and children, such as for breastfeeding, postnatal, and	Visits to the school will be minimised. Only	Heads of School/TLCos/	Ongoing
	20.7 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/TLCos/	Ongoing
21.Pupil Wellbeing	21.1 Guidance is available on Leeds for Learning for pupil wellbeing			
	22.1 Consider if the fire evacuation routes need to be altered to take into account the	See 19.9	Heads of School/Director of	Ongoing
22.Fire safety	22.2 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
	22.3 Consider if you need to re-allocate fire marshal roles.	Groups are expected to assemble in their	Heads of School/Director of	Ongoing
	22.4 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
	22.5 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
	22.6 Consider if staff and pupil PEEPs need to be amended.	Procedures regularly updated. These have	Heads of School/Director of	Ongoing
23.Supervision at Lunchtimes	22.7 If changes are made to the current Fire Evacuation Management Plan and staff re-	Ongoing reviews	Facilities Manager, Class	Ongoing
	23.1 Consider how to allocate staff at lunchtime to ensure supervisors stay with a	N/A pupils supervised by a consistent class		
24.Catering	24.1 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
	24.2 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
	24.3 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
	24.4 Where possible catering staff should remain in the kitchen / serving hall and use an	See above	Catering staff	Ongoing
	24.5 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
25.Staff Training	24.6 Catering staff should observe the rules of social distancing and hygiene whilst on	Catering staff will continue to follow the	Catering staff	Ongoing
	25.1 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
26. Drop off of Essential Items	26.1 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

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
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	There is close liaison with LCC passenger	Heads of school/Facilities	Ongoing
	27.2 Consider how to keep access to My Bus / School Bus drop off / pick up areas clear	See above	Heads of school/Facilities	Ongoing
	27.3 Where possible keep pupils travelling by My Bus / School Bus in the same discrete	See above	Heads of school/Facilities	Ongoing
	27.4 For primary school pupils - where there is a need for parents to board a school bus	See above	Heads of school/Facilities	Ongoing
	27.5 Pupils on dedicated school services do not mix with the general public on those	New guidance followed.	Heads of school/Facilities	Ongoing
	27.6 The approach to dedicated transport should align as far as possible with the	New guidance followed. The school will	Heads of school/Facilities	Ongoing
	27.7 Travel Assistance Cards to show to the driver are available for download at wymetro.			
	27.8 Transport to swimming pools and other centres organised by the Combined	N/A		
28. School Sites Shared with other Users e.g. PFI Staff, Children's Centres	27.9 In accordance with advice from PHE, from the autumn term, we recommend that	Pupils who are able to wear masks wear	Pupils	Ongoing
	28.1 Where applicable, ensure arrangements that impact on other site users e.g. opening	N/A		
	28.2 Schools who operate a children's centre on other premises (fund holder) should	N/A		
29. Marking / Handling School	29.1 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
30. Agency staff and volunteers	30.1 Mixing of volunteers across bubbles should be kept to a minimum, and they should	N/A		
	30.2 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
31. Before and after school clubs	31.1 From 8 March, schools can resume all before and after-school educational activities	After school provision is not operating. This	Heads of School	04.01.2021
	31.2 Settings should try to keep to the bubbles in use during the school day where	See above	Heads of School	04.01.2021
	31.3 Make parents / carers aware that government guidance is that they limit the number	See above	Heads of School	04.01.2021
	31.4 Schools should follow the principles in the school guidance and holiday and after	N/A		
32. Music and Performing Arts - for detailed guidance follow https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts	32.1 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
	32.2 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
	32.3 Playing instruments and singing in the smaller groups permitted should take place	See above	Heads of School/ TLCos	Ongoing
	32.4 Schools that offer specialist, elite provision in music, dance and drama should also	N/A		
	32.5 Avoid sharing instruments and equipment wherever possible. Place name labels on	See 32.1	Heads of School/TLCos	Ongoing
	32.6 Consider limiting the number of suppliers when hiring instruments and equipment.	See above		
	33.1 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
	33.2 Schools have the flexibility to decide how physical education, sport and physical	No contact sports are taught during the	Heads of School/ TLCos	Ongoing
33. PE / Sports including dance.	33.3 Sports whose national governing bodies have developed guidance under the	All PE and physical activities will be taught	Heads of School/ TLCos	Ongoing
	33.4 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
	33.5 To minimise close contact in changing rooms settings may wish to consider allowing	Where PE kits have been worn, pupils will	TLCos/ Classrooms staff	
	33.6 Amalgamated into 33.3			
	33.7 PE - there is additional advice available in the following two documents found on L4L			
	34.1 CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which			
34. Science and D&T	35.1 General - Resources that are shared between classes or bubbles, such as sports,	Each class will be provided with their own	Heads of School/ TLCos/	Ongoing
	35.2 General - Minimise, or remove altogether, soft toys, soft decorations e.g. hanging	This is an ongoing area of review and	Heads of School, TLCos,	Ongoing
	35.3 Staff Rooms - Consider stopping the use of shared resources such as fridges, milk,	The staff fridges will continue to be provided	Facilities staff, All school	Ongoing
	35.4 Play equipment - Indoor and outdoor play equipment should be more frequently	Play equipment is cleaned in accordance	Class leads/Facilities staff	Ongoing
	35.5 Classroom resources - For individual and very frequently used equipment, such as	Each pupil will be provided with their own set	Classroom staff	Ongoing
	35.6 Early Years - Shared materials and surfaces should be cleaned and disinfected	Staff have been advised that sand should	Class leads	Ongoing
	35.7 Pupils can take resources e.g. library books, home as long as they are quarantined	Only personal items such as communication	Class leads	Ongoing
36. Record Keeping	36.1 Good record keeping is key to managing any potential positive cases and / or	Main school visit records, timetabling,	Director of Operations, HoS,	Ongoing
	36.2 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
	36.3 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
	36.4 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
	36.5 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
37. Use of school minibuses / transport e.g. for visits, transfer between settings, emergencies	37.1 The approach to minibus / coach / private vehicle transport should align as far as	The school will continue to work very closely	Director of Operations,	Ongoing
	37.2 If the use of private vehicles or car sharing is unavoidable / necessary the following			
38. AS, A level and GCSE exams	38.1 GCSEs, A and AS level exams will not go ahead this summer as planned. Schools	N/A		
	38.2 Collect and keep contact information for candidates and invigilators so that you can			
	38.3 Ensure every exam has a seating plan, so the names of the invigilators can be cross			
	38.4 Make arrangements to ensure candidates that arrive before the scheduled start time			
	38.5 Make sure that any candidates who arrive late for the exam follow social distancing			
	38.6 Make sure that there is a plan to manage candidates leaving the exam room and			
	38.7 Frequently touched surfaces in exam rooms (for example, door handles, individual			
	38.9 Desks should not be set up face to face. For GCSE, AS and A level exams, the			
	38.9 All other candidates, whether in different group bubbles, private candidates or those			
	38.10 There is no overall limit on the number of candidates who can sit in a room, as long			
	38.11 Good ventilation is important and you should maximise this wherever possible, for			
	38.12 Invigilators may walk up and down aisles between desks, but there must also be			
	38.13 As staff and pupils are unlikely to be able to be 2m apart at all times they would need			
	38.14 Invigilators can move between different schools and colleges. They should minimise			
	38.15 Invigilators do not need to wear gloves when collecting exam scripts from candidates			
39. Asymptomatic Testing	38.16 For encounters of over 15 minutes, for example, when scribes, readers or other			
	38.17 If candidates need to leave the exam room and need to be accompanied for more			
	39.1 An asymptomatic lateral flow device testing programme has been put in place in the	The weekly testing for staff moves to a	Director of Operations/TLIs	Ongoing
	39.2 Staff and pupils (where relevant) are encouraged to take part in the programme and	In place - addressed in regular briefings, one	Heads of School/senior	Ongoing
	39.3 Where relevant, pupils are being offered 3 lateral flow tests in the school on site	Parents have been asked if they wish their	Heads of School	01.02.21
40. Transition Activities	39.4 Sections 3 or 4 of this risk assessment are being followed by the school and staff /	see section 3		
	40.1 Wherever possible, transition activities are planned to take place after 21st June	Transition visits/time reduced.	Senior Leader/HoS	8.4.2021
	40.2 For all transition activities it is currently recommended that pupils from the same	Pupils from different schools are not mixed.	Class leads	8.4.2021
	40.3 The 2m social distancing rule should be followed wherever possible. Transition		Class leads	8.4.2021
	40.4 Staff working with pupils in transition bubbles should be as consistent as possible,		Class leads	8.4.2021
	40.5 Where pupils from different schools have to be mixed for transition bubbles i.e. due	No mixing of groups/transition.	Class leads	8.4.2021
	40.6 Transition bubbles should be kept separate from other transition bubbles and	Groups are kept separate.	Class leads	8.4.2021
	40.7 Any areas / classrooms that might be used by different transition bubbles should be	Cleaning regime in place.	Class leads	8.4.2021
	40.8 If transition bubbles are made up from more than one school it is recommended	N/A	Class leads	8.4.2021
	40.9 Where pupils aged 11 and over are transitioning and where the pupil is able to, face	face coverings encouraged.	Class leads	8.4.2021
	40.1 Where pupils aged 11 and over are transitioning and if the pupil is able to, consider	LFD tests are insisted upon id pupils are able	Class leads	8.4.2021
	40.11 Consider timing the start and finish times of transition activities to avoid busy times	AM/PM slots are arranged to ensure busy tim	Class leads	8.4.2021
	40.12 Ensure pupils (and their parents / carers) attending transition activities are aware of	Signs/protocols in place.	Class leads	8.4.2021
	40.13 Consider which toilets transition bubbles will use and how this will cross over with	Separate facility in use.	Class leads	8.4.2021
	40.14 Records should be kept of which pupils have attended from which schools, the date	Senior Leader/Transitions coordinates this wq	Class leads	8.4.2021

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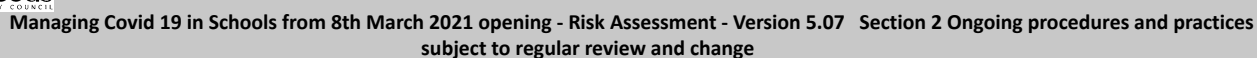
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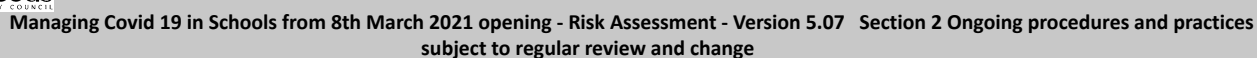
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Section 3 - On site and Home Asymptomatic Testing for Secondary and SILC settings - daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by	Initial Date Completed
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Secondary and SILC schools - now changed to twice weekly home testing for staff 3 / 4 days apart (where possible) and 3 tests (3 - 5 days apart) for pupils on return to school followed by twice weekly home testing. Detailed guidance is available on the DfE Schools Portal.

On Site Mass Testing

1.1	Assessing and identifying the staff and areas to be used.			
1.1.1	Identify which staff and pupils have given consent for tests to be carried out. Persons	Email sent to all staff with details of lateral	Director of Operations	15/01/2021
1.1.2	Identify the number of testing bays and testing personnel likely to be needed. Use	Testing areas set up at Boston Spa	Director of	In place as at
1.1.3	Identify appropriate staff roles and the roles required. Consideration	See above	Director of Operations and Educators	In place as at
1.1.4	Staffing levels should be sufficient to allow breaks for staff and to reduce risk of	See above	Director of	In place as at
1.1.5	a. Adequate space to follow the layout requirements for the testing areas. b. Adequate ventilation (in line with Section 2 of this risk assessment) and lighting. c. No person floor and readily accessible surfaces. Temporary floor coverings. d. Privacy - it should not be possible for passers by / staff and pupils in other areas	One testing area per site - Boston Spa In place Rooms have non porous floor One person tested at a time	Director of Director of Director of	In place as at In place as at In place as at

1.2	Setting up the Testing Area.			
1.2.1	Set up the testing area in accordance with the 'How to Guide'. It is recommended	Only one person tested at a time. Separate	Director of	In place as at
1.2.2	It is recommended signage and floor marking is used to identify the entrance and	and marked and staff directed to wait on	Director of	In place as at
1.2.3	Testing bays should be set up and provided with the facilities outlined in the How to	In place	Director of	In place as at
1.2.4	Hand sanitiser should be available if persons taking the tests need to or wish to do	Not available at each table for use by those	Director of	In place as at
1.2.5	Consider if alternative facilities are required for persons in wheelchairs.	N/A	Director of	In place as at
1.2.6	Hand or standing mirrors may be easier for some persons to use whilst taking the	Mirrors purchased for the testing programme	Director of	In place as at
1.2.7	To provide a degree of privacy to persons undertaking the test consider the use of	N/A	Director of	In place as at
1.2.8	Closely located toilets and wash basins for the use of staff working in the testing	Wash basin available in art room at Boston	Director of	In place as at
1.2.9	Depending on the time of day / length of time the testing area is in operation, a	There is a daily timetable in place, reviewed	Director of	Ongoing
1.2.10	In addition to or instead of timers in each bay, it may be useful to provide a large clock	Timers and clock available in the testing room	Director of	In place as at
1.2.11	It is recommended bins are provided in each bay and at each station in the testing	Waste disposal bins available at each table	Director of	In place as at

Consider pre-making up testing kit / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate where they are processing. For example:

1.2.12	Consider pre-making up testing kit / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate where they are processing. For example:			
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1.2.13	Consider the use of separate containers for the sheets for test results awaiting entry onto the COVID log and school log and those that have already been entered. For example:	As one person is tested at a time, One sheet per school site can be used	Educators	Ongoing
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Before the Test

1.3	After mass on site testing of pupils has been completed			
1.3.1	A trial on-site testing centre c/c. 1-3 have been completed with this Section and the	Testing areas have been identified where	Educators	Ongoing
2.1	All staff / volunteers involved in the testing process must complete the online training	Training has been completed, certificates	Director of	16/01/2021
2.2	Consent to attend surveys must be obtained before the testing for the	See above	Director of	16/01/2021
2.3	Consider that pupils who have never submitted before may take longer to undertake	This will be taken account of in timetable	Director of	16/01/2021
2.4	Staff competency at their roles should be assessed at regular intervals throughout	See 2.1	Director of	Ongoing
3.1	Testing kits should be stored between 2°C and 30°C and the ambient LFD should	Kits stored in H418 office (Boston Spa)	Director of	Ongoing
3.2	Storage areas should be lockable and access restricted to authorised personnel	See above	Director of	Ongoing
3.3	Procedures should be established at the end of each session to ensure there	Procedures established by Educators and approved	Director of	Ongoing
4.1	Waste generated by the testing area can now all be disposed of as general waste	Educators/Facilities staff have been advised	Director of	16/01/2021
4.2	Staff working in the testing area must don and doff PPE in line with the guidance in	Staff working in testing areas have	Educators	Ongoing
4.3	Working in the testing area should wear and change PPE as identified below. A	Staff have supply of PPE for use whilst	Educators	Ongoing
4.4	Staff processing / handling the tests should wear full masks and eye protection /	See above	Educators	Ongoing
4.5	Staff undertaking cleaning of the area should wear full masks and eye protection /	See above	Educators	Ongoing
4.6	All other staff working in the testing area e.g. co-ordinating supplies and	See above	Educators	Ongoing
4.7	Persons taking the tests should wear full masks and eye protection /	See above	Educators	Ongoing
4.8	Staff directly assisting persons to undertake tests should wear full masks and eye	See above	Educators	Ongoing
4.9	All testing centre staff must not leave the testing area without removing and	See above	Director of	Ongoing

During the Test

5.1	It is recommended schools pre-register pupils who have consented to the test on the	Staff are provided with guidance on to	Director of Operations	16/01/2021
5.2	to staff and pupils and to arrive directly around the testing area. It is	Staff have been provided with the testing on	Director of Operations	16/01/2021
5.3	Assessant / staff or pupils need assistance with administering the test or taking part	Staff and pupils (where participating) are	Director of	Ongoing
5.4	Inform staff and pupils to notify a named person in school if they have any particular	Staff are supported in the testing process by	Director of	Ongoing
5.5	Consent to be tested can be withdrawn at any stage including during the test. This	Staff are advised that they can withdraw	Director of	Ongoing
5.6	Where a school feels it may not be appropriate or safe to test a pupil who has	Families asked 26.2.2021 if they wish their	Principal	26.2.2021
5.7	for staff and pupils can now be part of the on site home testing programme. Staff	Staff have been provided with Home Testing	Director of Operations	16.3.2021
5.8	Staff and pupils that have had a positive PCR test in the last 90 days are exempt)	This is taken into account when the	Director of Operations	Ongoing
5.9	It is recommended that pupils to be tested are given an appointment time / time slot	Pupils waiting to self administer will be	Director of Operations	Ongoing
5.10	All persons taking tests should be advised in advance not to attend if they have any	Staff are advised that they must not attend	Director of Operations	Ongoing
5.11	Where possible, testing should be carried out in the morning to limit the potential	Tests are timetabled during the day to best	Director of Operations	Ongoing

During the Test

6.1	Access to the testing area should be controlled and social distancing between those	Tests are timetabled one at a time to ensure	Educators	Ongoing
6.2	Persons being tested should wear full PPE and maintain appropriate distance upon	Those being tested are asked to sanitise	Educators	Ongoing
6.3	Persons undertaking the test should be informed they must sanitise their	See above	Test subject	Ongoing
6.4	Persons being tested should be asked to read the testing instructions and / or have	Test instructions are displayed on the table	Test subject	Ongoing
6.5	It is recommended that the processing staff open the correct end of the swab	Test subjects are supported in the opening	Educators	Ongoing
6.6	Once the test swabbing has been undertaken it is recommended the processing staff	The rack is placed on the table ready for the	Educators	Ongoing
6.7	At any point during the test, the rack and individual kits awaiting testing should be	In place	Educators	Ongoing
6.8	Once the processing staff have confirmed the swab is safely in the vial the person	In place	Educators	Ongoing
6.9	Tests should be handled and processed in line with the guidance in the How to	In place	Educators	Ongoing
6.10	Results should be entered as follows:			

During the Test

7.1	Positive result: individual and their household should start self isolation following	In place - subjects advised that this course	Director of	Ongoing
7.2	Schools should undertake close contact tracing and inform appropriate bodies must start	In place	Director of	Ongoing
7.3	Negative result: individual and household can continue as normal.	In place	Educators	Ongoing
7.4	Invalid result: the individual should re-take a LFT as soon as possible and relevant	Tests are repeated immediately in the case	Educators	Ongoing
7.5	the second test is invalid or void the person should take a PCR test and return	Subjects advised to seek PCR test	Educators	Ongoing
7.6	Close Contacting - staff working in the testing area should maintain a 2m distance	In place	Educators	Ongoing
7.7	Regular reviews and quality assurance checks should be carried out of the testing			

During the Test

8.1	After taking the test the individual should wipe down the table, mirror and any areas	Test subjects asked to wipe down area after	Test subject	Ongoing
8.2	touching the area with arms. This should be repeated by the processing staff or			
8.3	staff assisting with test administering. If persons taking the test are not capable of			
8.4	sanitising their hands as able as to the thoroughness of the cleaning process PPE as			
8.5	should be cleaned / wiped by testing centre staff wearing the appropriate PPE as			
8.6	Cleaning should be carried out regularly following schools cleaning procedures.	Cleaning briefings on cleaning requirements	Facilities staff	Ongoing
8.7	Spillages - any spillages should be cleaned as immediately and thoroughly by	See above	Facilities staff	Ongoing
8.8	Once the area has had the first thorough clean of the day it should be secured and	Room locked when not in use.	Facilities staff	Ongoing
8.9	Schools must keep records of: a) the consent forms and any withdrawal of consent	COVID register kept by Directors of	Director of Operations	Ongoing
8.10	Records must be kept in accordance with GDPR requirements.	See above	Director of Operations	Ongoing
8.11	There is an example register on the School Portal. Schools can amend and tailor this	In place	Director of Operations	Ongoing
8.12	Any positive results should also be reported as usual via the PCR DT Form to LfL	Results also recorded on COVID tracker	Director of Operations	Ongoing

Home Mass Testing

9.1	Staff and pupils should be provided with the school amended letter for staff and	Briefing guidance document along with a	Director of Operations	Ongoing
9.2	test and pupils should be informed that if they consent to testing they must carry out	See above	Director of Operations	Ongoing
9.3	Identify and record which staff and pupils have given consent to carry out face	See 11.1 Testing register established.	Director of Operations	Ongoing
9.4	Provide a system of recording the distribution of test packs and the results of testing	Test kit log established, all staff required to	Director of Operations	Ongoing
9.5	One or more COVID-19 co-ordinators should be identified and they may need to be	This Director of Operations acts as COVID	Director of Operations/TLs	Ongoing
9.6	who is communicating with staff and pupils and addressing any personal issues	TLs manage the conversations with	TLs	Ongoing
9.7	who is distributing the correct number of kits to staff and pupils, ensuring they	The process has been established by the	Director of Operations/TLs	Ongoing
9.8	are at the point of contact for staff and pupils if they have incidents whilst testing	Results are reported via a specific email	Director of Operations/TLs	Ongoing
9.9	who is managing the storage, stock control and re-ordering of test kits.	See above	Director of Operations/TLs	Ongoing
9.10	It is recommended staff and pupils if relevantly undertaking testing are made aware	Stock levels are monitored by the Director of	Director of Operations/TLs	Ongoing
9.11	Set up a collection point in school for the distribution of the test packs / decide how	This has been included in the guidance	Director of Operations	Ongoing
9.12	The kit numbers of the testing kits provided should be recorded on arrival	Collection point established for distribution of	Director of Operations/TLs	Ongoing
9.13	Testing kits should be stored between 2°C and 30°C	Test kit log established	Director of Operations/TLs	Ongoing
9.14	Storage areas should be lockable and access restricted to authorised personnel	Kits stored in isolate cupboard on school	Director of Operations/TLs	Ongoing

During the Test

10.1	Checks of supplies should be regularly undertaken to ensure there are adequate	Stocks monitored by Director of	Director of Operations/TLs	Ongoing
10.2	the tests should only be offered to staff and pupils who attend for school testing and	Home testing kits have been offered to all	Director of Operations	2.3.2021
10.3	If you have regular contractor staff, therapists, volunteers on site e.g. cleaners and	Staff given the opportunity to participate as	Director of Operations	Ongoing
10.4	all staff and pupils consenting to testing should test twice a week as the tests work	included in guidance notes	Director of Operations	Ongoing
10.5	It is recommended staff and pupils are given time slots for the collection of their test	Test kits distributed to staff, face covering	Director of Operations/TLs	Ongoing
10.6	When making the test the issuer must complete the test kit log - see below	A form has been designed for staff to sign.	Director of Operations	2.3.2021
10.7	Test kits should be issued with the most up to date instructions for use (leaflet) at the	See above	Director of Operations	2.3.2021
10.8	When testing at home, pupils aged 18 and over should self-test and report the result,	Guidance note provided for staff regarding	Director of Operations	2.3.2021
10.9	assistance if needed. Pupils aged 12-17 should self-test and report the result, with	the process of reporting results to school	Director of Operations	2.3.2021
10.10	supervision. The adult may conduct the test if necessary. When testing at home	and via the NHS track and trace system	Director of Operations	2.3.2021
10.11	children aged 11 who attend a secondary school should be tested/assisted by an			
10.12	Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and	Guidance/NHS leaflet includes advice	Director of Operations	2.3.2021
10.13	Wednesday or Thursday. Consider identifying set days for staff and pupils to	reporting the timing of tests.	Director of Operations	2.3.2021
10.14	undertake their tests. It is recommended one of the days is the first day they are in			
10.15	school each week in the day before. This may mean the same set day for all staff or			
10.16	different set days depending on the working patterns of staff.			
10.17	Consider the time concerning staff and pupils will take the tests. This may be: a) in	See above	Director of Operations	2.3.2021
10.18	Staff and pupils that have had a positive PCR test in the last 90 days are exempt	The guidance note/NHS leaflet includes	Director of Operations	2.3.2021
10.19	The LFT test kits should be ordered between 2°C and 30°C. However the devices and	See above	Director of Operations	Ongoing
10.20	test and pupils should: a) wait at least 30 minutes after eating or drinking anything	See above	Director of Operations	Ongoing
10.21	Do not start their test if they have had a nosebleed in the last 24 hours. If this is the	See above	Director of Operations	Ongoing
10.22	case wash the other nostril if they have a nose-bleed or if both nostrils are blocked.	See above	Director of Operations	Ongoing
10.23	Do wash both nostrils if they cannot take a throat swab e.g. they have had a	See above	Director of Operations	Ongoing
10.24	or wash their hands or hand sanitise before taking the test.	See above	Director of Operations	Ongoing
10.25	Use a clean, flat surface and, if doing more than one test, make sure they sanitise	See above	Director of Operations	Ongoing
10.26	the test and check their results at the 30 minute point as tests results are	See above	Director of Operations	Ongoing
10.27	If a test result is inconclusive/void for individual should take another LFT test as	See above	Director of Operations	Ongoing
10.28	The testing solution is not toxic in the quantities provided and any spillages should	See above	Director of Operations	Ongoing
10.29	be wiped up as possible after a positive or negative result staff and pupils should	See above	Director of Operations	Ongoing
10.30	Staff and pupils should report any issues with testing to the school e.g. unable to	See above	Director of Operations	Ongoing
10.31	Deliver result: individual and their household should start self isolation straight	The guidance note includes the action	Director of Operations	2.3.2021
10.32	Once a very small proportion of people who do not have consented will need to be	See above	Director of Operations	Ongoing
10.33	Negative result: individual and household continue as normal they have	See above	Director of Operations	Ongoing
10.34	Inconclusive/void result: the individual should take another LFT test as soon as	See above	Director of Operations	Ongoing
10.35	Schools must keep records of: a) the consent forms and any withdrawal of consent.	Consent forms are kept in a locked drawer.	Director of Operations	Ongoing
10.36	Records must be kept in accordance with GDPR requirements.	See above	Director of Operations	Ongoing
10.37	The test kit log and the test results register / log must be separate documents. There	These documents have been established	Director of Operations	2.3.2021
10.38	is a separate LFT kit log that should be kept in the test kit for paper 12	See above	Director of Operations	2.3.2021
10.39	All positive results (even where a confirmatory PCR test is negative) should be	The guidance note confirms the process	Director of Operations	Ongoing
10.40	Tests can be disposed of in the waste bags provided in the test kit and put in	Staff have been provided with the leaflet	Director of Operations	2.3.2021

During the Test

11.1	Tests can be disposed of in the waste bags provided in the test kit and put in			
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During the Test

12.1	Tests can be disposed of in the waste bags provided in the test kit and put in			
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During the Test

13.1	Tests can be disposed of in the waste bags provided in the test kit and put in			
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Section 4 - Home Mass Asymptomatic Testing for Primary and Nursery Settings - daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
Primary and School Nursery Settings - currently limited to twice weekly staff home tests. Guidance and Resources are available on the Primary School Portal - a link is available on the Leeds for Learning Health, safety and Wellbeing Home page. Through schools where the Primary / Nursery and Secondary bases are on the same site should follow the Secondary schools testing process if safe access is available to the Secondary testing area. If based on separate sites the Primary / Nursery process should be followed.				
PT1. Organising the testing system.	1.1 Staff should be provided with the school amended letter for staff and privacy notice (on the Primary schools portal) - information leaflet, time to watch the how to test video and access to the relevant materials on the primary schools portal to enable them to make an informed decision regarding consent for weekly testing. It is recommended this is done as a group in staff meetings to give a consistent message and it could be done via a virtual staff meeting with time during / after to staff to ask questions / raise any issues or concerns. As this may involve large groups of staff and be of some length it is recommended this is not done face to face to minimise the risk of transmission / potential contacts.			
	1.2 Staff should be informed that if they consent to testing they must carry out the testing at the time agreed with the school. Follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible.			
	1.3 Identify and record which staff have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place. However, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid - 19.			
	1.4 Set up a system of recording the distribution of test packs and the results of testing carried out.			
	One or more COVID-19 co-ordinators should be identified and they may need to be supported by a secure Registration Assistant. The roles each person will carry out should be identified and should include: (i) who is communicating with staff and addressing any personal issues / concerns with regards to testing they may have (ii) who is distributing the correct number of kits to staff, ensuring staff have the right instructions and are signing for the test kits (iii) who is the point of contact for staff if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Settings LFT LFD testing" document could be used. (iv) who is receiving, recording and collating test results including reporting any positive results to LCR via the PCR or LFT. (v) who is managing the storage, stock control and re-ordering of test kits			
	1.5			
	1.6 It is recommended staff undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person.			
	1.7 Set up a collection point in school for the distribution of the test packs - this should be a big enough space to allow social distancing for the numbers permitted to enter the space at any one time and be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 21°C and 26°C. For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen.			
	1.8 The kit numbers of the testing kits provided should be recorded on arrival.			
	1.9 Testing kits should be stored between 2°C and 30°C.			
PT 2. Storage and management of Testing Materials / Supplies for the Testing area.	2.1 Storage areas should be lockable and access restricted to authorised personnel only.			
	2.2 Checks of supplies should be regularly undertaken to ensure there are adequate supplies of			
	2.3 The tests should only be offered to staff who attend the school setting and not those working			
PT 3. Issuing tests	3.1 If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers			
	3.2 All staff consenting to testing should test twice a week as the tests work best when there is a			
	3.3 It is recommended staff are given time away from the collection of their test kits to avoid staff congregating in the area. You may wish to allocate a number of staff to deliver the testing kits to staff in where they are based. Staff distributing / collecting test kits must wear face masks / face coverings, maintain a 2m distance and hand sanitise before / after handling kits.			
PT 4. Conducting the Tests	3.4 When issuing test kits the issuer must complete the test kit log - see record keeping below.			
	3.5 Test kits should be issued with the most up to date Instructions for Use leaflet (at this current			
	3.6 Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and			
	3.7 Consider the time consenting staff will take the test. This may be: a) in the morning to			
	3.8 Staff that have had a positive PCR test in the last 90 days are exempt from taking a LFD test			
	3.9 The LFD test kits should be stored between 2°C and 30°C. However the devices and reagents			
	3.10 Staff should: a) wait at least 30 minutes after eating or drinking anything before starting the			
	3.11 Do not start their test if they have had a nosebleed in the last 24 hours. If this is the case they			
	3.12 Swab the other nostril if they have a nose piercing or if both nostrils are pierced, remove			
	3.13 Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy.			
PT 5. Test results and actions to take	3.14 Wash their hands or hand sanitise before taking the test			
	3.15 Use a clean, flat surface and, if doing more than one test, make sure they sanitise their			
	3.16 Time the test and check their results at the 30 minute point as test results are invalid if left			
	3.17 If a test result is inconclusive / Void the individual should take another LFT as soon as			
	3.18 The testing solution is not here in the quantities provided and any swabbing should be			
	3.19 As soon as possible after a positive or negative result staff should upload their results to the			
	3.20 Staff should report any issues with testing to the school e.g. unable to take the test, missing /			
	3.21 Positive result - individual and their household should start self isolation straight away and			
	3.22 Only a very small proportion of people who do not have coronavirus will receive a positive			
	3.23 If the PCR test is negative the individual, household and close contacts can end isolation			
PT 6. Record keeping / Reporting.	3.24 Negative result - individual and household can continue as normal unless they have			
	3.25 Inconclusive / Void result - the individual should take another LFT as soon as possible using			
	3.26 Schools must keep records of: a) the consent forms and any withdrawal of consent, b) the			
	3.27 Records must be kept in accordance with GDPR requirements			
	3.28 The test kit log and the test results register / log must be separate documents. There are			
	3.29 The test kit log and test results register should be kept for a minimum of 6 years after the test			
	3.30 All positive results (even where a confirmatory PCR test is negative) should be reported as			
	3.31			
	3.32			
	3.33			
PT 7. Waste Disposal	3.34 Tests can be disposed of in the waste bags provided in the test kit and then put in with the			
	3.35			