



Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.04 - 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
	5.1 Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).			



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5. Clinically extremely vulnerable and vulnerable staff and pupils	<p>5.1.1</p> <p>Staff - From 1st April 2021 CEV staff were no longer advised to shield and could return to the workplace. Employee risk assessments e.g. WASPs must be reviewed for all Clinically Extremely Vulnerable staff before they return to the workplace in September to ensure it is as safe as possible. This should include considering if additional control measures are required. For example :</p> <ul style="list-style-type: none"> o can certain activities / tasks be carried out at home to reduce time on site ? o can a lower risk role be carried out for all / some of the time ? o travelling at non peak times if using public transport, o face masks / face shields / Perspex screens in class, o additional PPE such as aprons / gloves. <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with LFD testing programmes in schools, for parents / carers, for household members of school staff and in other workplaces, are all additional control measures that are now in place. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and LFD testing programmes if they are able to.</p> <p>Pupils - it remains the case that pupils who remain in the clinically extremely vulnerable group could return to school from 1st April 2021 unless they were under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. IPRA's must be reviewed for all CEV pupils returning to school in September to ensure it is as safe as possible. Pregnant Staff and Pupils - Studies from the UK show that pregnant persons are no more likely to get COVID-19 than other healthy adults, but they are at slightly increased risk of becoming severely unwell if they do catch COVID-19, and are more likely to have pregnancy complications like preterm birth or stillbirth. With this in mind : a) all pregnant staff should have an employee risk assessment carried out when you are informed they are pregnant, b) pregnant staff over 28 weeks or with underlying medical conditions that place them at increased risk must have their employee risk assessment reviewed before they reach 28 weeks and any additional control measures should be in place before they return or continue in work after 28 weeks. Be mindful that stress and anxiety can also have a negative impact on pregnant staff and their unborn children. Taking into account if staff have been vaccinated, additional control measures should be considered following the hierarchy below: a) whether it is possible for the individual to work from home if their role means they cannot distance easily, b) what reasonable adaptations to their role would mean they could work from home for some or all of the time, c) can certain activities / tasks be carried out at home to reduce time on site, d) can a lower risk role e.g working with older pupils where distance can be achieved be carried out for all / some of the time, e) identify times when the member of staff / pupil can distance in school and inform others of the need to distance at those times, f) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation, g) can they travel at non peak times if using public transport, h) the use of face masks / face shields / perspex screens in class and communal areas, i) additional PPE such as aprons / gloves. This will be in addition to the general control measures contained in the overall Covid-19 assessment. Advice can be sought from Occupational Health. The same principles should be applied to pregnant pupils when completing their IPRA.</p>	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



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	5.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required.	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
	5.1.3	All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.	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
	5.1.4	Staff who live with someone who is CEV / CV but who are not CEV/CV themselves, can attend work and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. People who live with CEV or CV persons should have their COVID risk assessment reviewed for the return in September to see if additional control measures such as additional PPE, changing clothes / showering on return home could be put in place.	See 5.1.1 and 5.1.2	Heads of School/Director of Operations/Safeguarding and Pupil Welfare Manager	Ongoing
6. Persons who are already displaying Coronavirus symptoms	6.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace. In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice.	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
	6.2	Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. If COVID-19 is suspected the child should start isolating and get tested.	See above	See above	Ongoing
	6.3	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.	See above	See above	Ongoing



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7.1	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
7.2	Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so. Pupils will need to be supervised whilst this takes place. A window should be opened for fresh air ventilation if possible. 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
7.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	PPE is available for staff supervising a child awaiting collection, packs available in designated areas-See 7.2	Heads of School	Ongoing
7.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and any fellow household members who are not exempt from isolation can end their self-isolation. Where a contact traced staff member / adult who is isolating tests negative following the development of symptoms they will need to complete the 10 day isolation period.	Staff/families advised through briefings of processes in place in such circumstances	Heads of School/Director of Operations	ongoing
7.5	Where a child, young person or staff member tests positive or the thresholds in the Outbreak Management Plan are reached , you can contact the DfE helpline for advice around what action should be taken. 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



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7. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	7.6	There should be a school specific outbreak management plan in place, relevant staff should be aware of the thresholds for potential outbreaks and should be monitoring positive cases in the school. If settings think they may have an outbreak they should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take. In some cases, measures such as re-introducing bubbles, masks and social distancing may be recommended. In addition schools may be contacted by the Local Health Protection Team and / or LCC HSWT if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01.	See above	Heads of School/Director of Operations	Ongoing
	7.7	If a member of staff has helped someone who was unwell with Covid symptoms they do not need to go home unless they develop symptoms themselves or they receive notification to self isolate as a close contact. 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
	7.8	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
	7.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	See 7.2 and 7.8	Facilities staff/LCC Staff	Ongoing
	7.10	Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	Class to be moved to Art Room - Boston Spa or outside at Woodhouse Learning in such circumstances	Heads of School	Ongoing
	7.11	UK Health and Safety Agency (UKHSA) is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	Staff been made aware that routine monitoring of temperature is not appropriate	Heads of School	Ongoing
		Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have reasonable evidence that a member of staff has contracted Covid-19 through their work activities.	Staff are advised clearly where CF50 forms are kept and instructed at all times to complete these where any dangerous occurrence incident, and/or injury or issue resulting in ill health encountered through staff work activities occurs. These are freely available and all are recorded on a school recording system	Heads of School	Ongoing
		Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning. Useful information on self isolating https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection			



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8. Controlling access into the school for staff, pupils and members of the public.	8.1	In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time.	Most students are transported by LCC Passenger Services, The safe systems of both LCC and the school ensure optimum safety as far as is reasonably practicable for home to school transport. A large number are transported/brought by parents/carers. To ensure pupils transition into the school building, school bus/taxi etc. or an independent vehicle safely, a robust system is in place at both sites to separate individuals and allow appropriate social distancing as persons move in and out of the buildings/vehicles at the start/end of the school day. LCC staff supporting the schools transport contribute to these systems which are reviewed regularly to accommodate any changes or concerns raised by any individual (see latest LCC Transport flow chart). Weekly meeting with Transport Supervisors monitor transport arrangements. Extra control measures introduced to limit numbers on Buses to approximately 5 pupils.	TLCOs/class staff	Ongoing
	8.2	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Drop off and pick up to be supervised to ensure procedures followed, Facilities staff cleaning to take place after and before areas are used at beginning and end of the day	TLCO/Senior staff /Facilities staff	Ongoing
	8.3	Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	Parental drop off points established to reduce contact - arrangements confirmed with parents via class dojo, newsletters on website. Parents/Carers asked to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to.	Heads of School	
	8.4	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	Staff work in separate screened area with a supply of hand sanitiser for their personal use. Hands free hand sanitiser stands are installed in the school reception area for everyone entering the Reception/school to use as soon as they enter. Staff have also been allocated different spaces to work at to prevent proximity issues.	Heads of School/Reception Staff	Ongoing



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9. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	9.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Hands free hand sanitiser station in each reception area, This has a large sign attached to it and staff/visitors are reminded hands must be sanitised on entry to the building. Hands free sanitiser stations also available in the staff rooms	Facilities staff/Reception Staff all school staff	Ongoing
	9.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels or hand dryers should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	Staff/pupils reminded to wash hands regularly. Posters displayed in school. Staff have supplies of hand sanitiser for use when they do not have immediate access to soap and water. Soap and water available in classrooms -replenished by Facilities staff, All hand wash soaps and detergents are anti bacterial.	Heads of School/TLCOs/Class Leads	Ongoing
	9.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Sinks are available in all but 1 classroom throughout the school estate. In the classroom without a sink, shared access to a sink is within 3 metres. All locations and staff have access to hand sanitiser. in specialist teaching areas such as outdoor learning, ICT etc. Class leads should ensure time and staff are available to wash hands of students and themselves prior to and after the lesson.	Heads of School/TLCOs/Class Leads/Facilities Staff	Ongoing
	9.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Staff reminded to clean hands on entering and leaving the premises. Signs placed with sanitisers and sanitiser stations. Routines firmly established.	Heads of School	Ongoing
	9.5	Tissues should be available in all group areas and should be single use only and binned after use.	Facilities staff replenish tissue supplies as part of daily routines. Hazardous waste bags available for this purpose.	Facilities staff	Ongoing
	9.6	Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.	Facilities staff replenish tissue supplies as part of daily routines	Facilities staff	Ongoing
	9.7	In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Staff reminded to wash hands on entry to staff rooms and before and after preparing food. Hand sanitiser is also provided in these areas. The foam type is recommended here as it encourages all areas of the hands are sanitised in the same way hands are washed with soap and water.	Heads of School	Ongoing



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	9.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Class staff support pupils in hand washing. Hand sanitiser in general areas or areas accessible by students, is alcohol free. However, it is the responsibility of all staff to manage their own personal sanitiser products as well as any others that are placed in designated areas of the school premises.	Class staff	Ongoing
	9.9	Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms.	Wipes available in class spaces- replenished by Facilities staff. See 10.8	Facilities staff	Ongoing
	10.1	General Cleaning			
	10.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	The school operates robust cleaning routines and specifications. The general school cleaning follows LCC guidance through contracting of the LCC Cleaning Services to operate and maintain this key area of the school operation. All products used by the LCC cleaning team are specified and purchased centrally as used across the LCC estates. Additional internal school cleaning is undertaken throughout the school day between the hours of 7.30am and 6.00pm to ensure additional thorough cleaning is undertaken when staff are not on the school premises and any specialist equipment/areas used in school can be suitably maintained, restocked and serviced appropriately (Coffee dispensers, water dispenser, staff room area supplies, hazardous /contaminated waste removal etc.)	Facilities Manager, Facilities Staff/LCC Cleaning Staff	Ongoing
	10.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	Each class has a supply of cleaning materials . Further/emergency supplies of wipes and sanitiser are provided in a sealed plastic box (for hygiene) containing masks, visors, sanitiser, aprons, disposable gloves (S,M,L) anti bacterial/viral wipes.	Facilities staff/Class Leads/Director of Operations	Ongoing



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10.Cleaning	10.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc. at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	Robust cleaning regimes in place - routinely carried out by Facilities staff. Following appropriate instruction and supervision, older and more independent students are able to support with the wiping down of their areas/equipment throughout the school day (16+, Curlew, Outdoor Learning etc.) Hygienic wipes are available to all staff/class groups on request. These are stored securely in the office of the Director of Operations.	Facilities Manager, Facilities staff/Class Leads/Director of Operations	Ongoing
	10.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Touch surfaces included in regime of cleaning carried out by Facilities staff. On occasion and subject to availability, classroom support staff contribute to maintaining school resources as hygienic as is reasonably possible. It is the responsibility of all staff to contribute to the maintenance of a clean and hygienic learning environment. Facilities staff are on call for deep/specialist cleaning requests throughout the school premises.	Facilities staff/All staff	Ongoing
	10.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	See above 11.1.4. The safe use of shared learning resources and materials is an ongoing process which is constantly reviewed with the help of classroom based staff. It is important to look at all options to ensure students are able to access an appropriate learning and sensory environment during the present time. Previous routines and practise can be altered and/or added to where safe to do so to provide students with the best learning experience, resources and opportunities. This may involve additional and/or alternative cleaning routines or pupil supervision.	Facilities Staff/Classroom based staff/TLCOs	Ongoing
	10.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	The school has agreed procedures in place. PPE will be worn and changed when cleaning where there has been a proven case of COVID-19 infection. Normal low risk cleaning will be undertaken using water and detergent and following the usual hand washing protocols.	Facilities staff/Class leads	Ongoing
	10.2	Rooms used for Isolating persons displaying symptoms			



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10.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.		Where there is a second or third case, emergency procedures will be implemented in line with advice from the Health Prevention team	Heads of School/Facilities staff	Ongoing
10.3	Clothing		Deleted relaxing uniform or need for clean clothes daily.	Facilities Staff/ Individuals	Ongoing
10.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.				
			Existing hygiene procedures will be followed Additional cleaning by facilities staff where intimate care facilities are used by increased numbers of pupils Classroom staff working with the intimate care of students should ensure slings and personal aids etc. are wiped down and appropriately cleaned for its intended use. PPE used for intimate care must be disposed of in the appropriate waste bin after each use. Disposable PPE for these tasks is maintained in the office of the Director of Operations. This stock is always kept at adequate levels. Facilities staff are supplied with personal work clothing and PPE. They should always present a clean and professional image to the school whilst ensuring effective hygiene of clothing given the work they undertake. They should bring to the attention of the Facilities Manager any shortfall in work clothing if they feel they do not have enough to allow them to fulfill their cleaning tasks and activities in a safe manner.	Facilities staff/Classroom based staff, TLCOs	05/03/2021 Ongoing
10.4	Hygiene Suites / Intimate Care Facilities				
10.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.		Enhanced cleaning already in place - the adequacy of cleaning will be considered on an ongoing basis. This is regularly reviewed. Meetings with higher level LCC Cleaning Services Management as well as the area Supervisor are ongoing.	Heads of school, Facilities Manager, LCC Cleaning Team	Ongoing



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11. Close Contact and Test and Trace	11.1	In order to minimise risk at a time of high prevalence, the government expects and recommends that individuals limit the close contact they have with those they do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. Following this principle it is recommended that : a) if members of staff need to move around numerous different groups of pupils / classrooms on a regular basis they should try to avoid close contact where this is possible, b) if possible, large / whole staff meetings and assemblies are held outside or in larger well ventilated areas and that staff still distance if they wish to, c) ask adults to avoid congregating / holding prolonged discussions / conversations in unventilated spaces e.g. corridors, where possible.	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
	11.2	On 28th November 2021 the Government recommended that all staff, visitors and pupils (Year 7 and above) recommence the wearing of face coverings in communal areas and corridors. It is also still recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces.	Visits to school have been limited to essential visits only- visitors are asked to wear face coverings in enclosed spaces, staff wear visors in communal areas	Heads of School	Ongoing
	11.3	As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face to face contact e.g. via the use of screens. Staff in open reception areas should wear face coverings (and face shields) if screens cannot be provided.	The reception area is screened - staff wear visors in and around school	Heads of School	Ongoing
	11.4	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	Staff have been made aware, visors available if needed	Heads of School	Ongoing
	11.5	Test and Trace - from 19th July 2021 schools, colleges and nurseries will no longer be required to carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.	Staff and parents provided with a letter pending contact from track and trace	Heads of School/Director of Operations	Ongoing
	11.6	Close contact isolation - Close contact isolation - from 16th August 2021 people are exempt from close contact isolation if they: a) are under the age of 18 years and 6 months, or b) are fully vaccinated (over 2 weeks ago), or c) have taken part in or are currently part of an approved COVID-19 vaccine trial, or d) are not able to get vaccinated for medical reasons. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.	See above	Heads of School/Director of Operations	Ongoing
	11.7	Travelling from Abroad - the guidance for persons travelling from abroad is updated regularly. Staff and pupils returning from abroad should follow the government guidance. This can be found at https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19	Staff and parents will be made aware of the latest guidance re travel overseas prior to the end of term	Principal/Heads of School	Ongoing



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	11.8	Test and Trace guidance, some frequently asked questions and answers and a template letter for settings to send to parents, pupils and students on changes to contact tracing of close contacts have been provided by the DfE and can be found on the document sharing platforms for primary and early years, secondary schools, further education and higher education and children's social care. In addition LCC has produced a sample letter schools can use to inform parents / carers of positive cases in their child's class / year group.	See 11.6	Principal/Heads of School	Ongoing
12.First Aid	12.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	Identified first aiders are available on both sites	Heads of School	Ongoing
	12.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	See above	As above	Ongoing
13.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	13.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g. entry points, registration, food and drink purchasing.	Staff sign via sign in with QR code. Hand sanitiser dispensed from a touch free dispenser with large sign, is available in reception should they need to touch the screen	Director of Operations/admin team	Ongoing
	13.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	see above	As above	Ongoing
	13.3	Lift control panels should be cleaned between users e.g. using hand sanitisers or anti-viral wipes.	Sanitiser in available in school, staff also have an individual hand sanitiser. Cleaning of the lift is included in the daily cleaning routine	Facilities staff	Ongoing
	13.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	see 13.1	All staff	Ongoing
	13.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	where staff make use of the staff work room, wipes are available for cleaning before and after use	Facilities team/staff users	Ongoing
	14.1	Ventilation			
	14.1.1	Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is : a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy or smell bad.	Individual areas are managed by class team in line with health and safety procedures taking account of the needs of the children in class. Additional cleaning schedules are in place in relation to touch surfaces	Class team/facilities staff	Ongoing



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14. General controls	14.1.2	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	See above, Also pupils will spend more time outside and despite the cold weather, windows would be then opened at breaks / lunchtimes or in between bubble usage to aid air circulation in any shared area.	As Above	Ongoing
	14.1.3	Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated.	See above, Also pupils will spend more time outside and despite the cold weather, windows would be then opened at breaks / lunchtimes or in between bubble usage to aid air circulation in any shared area.	As Above	Ongoing
	14.1.4	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm .	Each Air Conditioning system installed in various areas across the school estate are individual units drawing in External air independently. There is a recycled air system operational at the Woodhouse Site which we are unable to deactivate. The filters are checked and cleaned routinely by a specialist contractor.	Facilities Manager, Specialist Contractor,	Ongoing
	14.1.5	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened, d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.	See above. Windows are opened in class spaces where possible. The maximum use is made of outdoor spaces e.g use of the daily mile at Boston Spa Learning	Class leads	Ongoing



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	14.1.6	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable.	See above	Class leads	Ongoing
	14.2	Learning Outside / Activities Outside			
	14.2.1	Conducting activities e.g. meetings, school events, assemblies etc.. And learning outside is encouraged wherever possible, following hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Outdoor class spaces are used as part of the daily offer. Cleaning of outdoor spaces is included within the daily cleaning regimes. Additional outdoor spaces have been created at Boston Spa as part of the summer works programme 2020/21	Class staff/facilities team	Ongoing
	14.3	Medical Needs			
	14.3.1	Staff should be made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	This is part of ongoing systems and liaison with families. Procedures managed by Educators in liaison with NHS staff.	Heads of School/class team	Ongoing
	14.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	See above. Information shared with catering staff as part of routine procedures	Heads of School/TLCos/Class team/admin team	Ongoing
	14.4	Water fountains			
	14.4.1	Water fountains in shared pupil areas should continue to be taken out of use.	N/A		
	14.4.2	Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required. For younger pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.	Soap and water available in class so staff and pupils may wash their hands and any bottles, all classroom water is potable.	Class teams	Ongoing
	15.Educational Visits	15.1	Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. The government now recommends that schools consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. Schools should be aware that the travel list (and broader international travel policy) is subject to change and travel lists may change during a visit. Schools must comply with international travel legislation and should have contingency plans in place to account for these changes.	In line with the latest guidance, all off site visits have been paused	Heads of School
15.2		Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.	See above	Heads of School	Ongoing



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	15.3	Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly.	See above	Heads of School	Ongoing
16. PPE for staff and pupils	16.1	<p>Government guidance from 28th November 2021 is that staff, visitors and pupils (in Year 7 and above) wear face coverings in communal areas and corridors. Pupils in Year 7 and above should also wear a face covering when travelling on public transport and dedicated transport to and from school.</p> <p>Transport - It is our recommendation that face coverings are worn by staff at all times on public and dedicated transport. Close contact - If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, etc .. face shields or Perspex screens may still be appropriate. Choice - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face shields may offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Staff and pupils should also continue to wear face coverings where this is identified as a control measure in their individual risk assessment e.g. WASP / IPRA.</p>	All staff have the option to wear a face shield. Transparent face coverings are now encouraged and recommended for staff and visitors at all times they may come into contact with another person i.e walking around the school site, going into other persons work spaces etc. Face masks used in accordance with the pupil's risk assessment or in cases where the pupil has symptoms of COVID-19. National and local guidance followed with regards to the special school setting and the needs of our school community. From January 4th 2021, the use of face masks will be encouraged at transport pick up/drop off points. Any individual staff concerns are raised with the Director of Operations and solutions agreed and implemented as deemed appropriate and necessary. Where a WASP has been agreed, these will be reviewed and taken account of accordingly with regards to any risks and/or concerns raised.	Heads of school/TLCos	05/03/2021 Ongoing
	16.2	FFP2 / 3 masks are not generally necessary in a school setting.	PPE (aprons and gloves) used for all intimate care. The use of face masks is considered on a case by case basis and outlined in the pupil risk assessment. e.g where the child may spit as part of their special needs or have underlying health conditions.	Heads of School/TLCos	Ongoing
	16.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	A supply of face masks is available in school. in class bases and in the areas set aside of managing cases of COVID -19 in school	Heads of School/TLCos	Ongoing
	16.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	A plentiful supply of PPE is available in school, stocks are replenished on a regular basis	Class team	Ongoing
	16.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Staff advised as part of briefing process	Heads of School/TLCos	Ongoing
	16.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	See 16.1		
			See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be purchased via the PPE Team and the range of items available has extended.		



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	16.7	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them.	Face shields are made available for all staff. These are refreshed as needed. Supplies of PPE are kept in each classroom, toilet facilities and are replenished as necessary	Staff/facilities staff	Ongoing
	16.8	It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly.	See above	Staff/facilities staff	Ongoing
17. Staff Wellbeing	17.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Staff briefed regularly face to face and by email. Staff offered one meetings. Staff who have been shielding have been contacted regularly during the summer term. Staff contacted and offered support prior to their return to work. Staff made aware of the support offered via the Employee Assistance	Heads of School/Director of Operations	Ongoing
	17.2	Consider building in familiarisation time, training time and practice time for staff before the school opens in September.	The first day of term in September was allocated as a training day to provide the opportunity for familiarisation. Weekly staff updates constantly reinforce familiarisation with routines, expectations and support frameworks.	Heads of School	Ongoing
	17.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extramental-health-support-for-pupils-and-teachers	See also 17.1		
	17.4	Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety on the return to school in September as whole school control measures have changed. A WASP is available via Leeds for Learning.	All staff have been made aware of the WASP. Meetings to be held with staff returners	Heads of School/Director of Operations/TLCos	Ongoing
	17.5	It is recommended that regular staff meetings are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	Meetings to be held with staff in POD teams rather than bringing all staff together.	Heads of School/TLCos	Ongoing
	17.6	Identify Mental Health First Aiders.	Staff supported by Heads of School/TLCos/Director of Operations. Mental Health First Aiders not identified as yet	Heads of School/TLCos/Director of Operations	Ongoing
	17.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	Staff have been regularly reminded of the EAP programme - in email briefings and face to face meetings. Posters displayed in school - in staff rooms, toilets	Heads of School/TLCos/Director of Operations	Ongoing



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		Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning.			
18.Contractors visiting site	18.1	Where visits can happen outside of school hours this should continue.	No meetings other than any emergency meetings will held with staff who are not school staff. Contractors will only come onto site essential works e.g. ICT technical support, maintenance visits	Heads of School/Facilities Manager	Ongoing
	18.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors should adhere to the schools risk assessment when on site including wearing face coverings.	Risks assessments are provided and reviewed by the Facilities Manager/Director of Operations	Facilities Manager	Ongoing
	18.3	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Advised by Facilities prior to starting work	Facilities Manager	Ongoing
	18.4	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	This is in place/ overseen by Facilities Manager	Director of Operations/Facilities Manager	Ongoing
	18.5	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	Notices in place advising all those who enter the building of the government guidance regarding COVID-19.	Director of Operations/Facilities Manager	Ongoing
	18.6	If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe / Clean It" principle.	It is not anticipated that any contractors will be on site for long periods. All those working on the premises e.g supply staff follow the school guidance regarding hand washing, social distancing/ managing their health and well being.	Heads of School	Ongoing
	18.7	A record should be kept of all visitors for at least 14 days.	Visits to the school will be minimised. Only emergency meetings will be held where a virtual meeting is not appropriate. Visitors will be logged on the signing in system in accordance with normal procedures. Notices displayed in reception re handwashing /social distancing and advising those with symptoms not to enter the premises.	Heads of School/Director of Operations	Ongoing
19.1	Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site Covid-19 guidance and control measures are explained to visitors on or before arrival and they are asked to wear a face covering.	See above. Signs are displayed in reception setting out COVID measures and visitors are reminded to use the hand sanitising stations . Those working in school have the opportunity to participate in the lateral flow home testing programme	Heads of School/reception s	Ongoing	
19.2	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. There is a legal requirement to provided hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.	See above. Signs are displayed in reception setting out COVID measures and visitors are reminded to use the hand sanitising stations. Those working in school have the opportunity to participate in the lateral flow home testing programme	Heads of School/reception staff	Ongoing	



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19.Lettings / Meetings / Visitors	19.3	Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	See above. Visitors sign in using signing in system and hand sanitise before hand.	Reception staff	Ongoing
	19.4	Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, can meet indoors and outdoors. The activities should ensure that a) everyone maintains good hand hygiene and cleans their hands regularly, including as they arrive, between activities, and as they leave, b) adults are asked to wear face coverings where settings have identified this is advisable e.g. when moving around in corridors and in communal areas, c) indoors the areas used are well ventilated with fresh air (see the section on ventilation), d) any rooms used by these groups are cleaned after each use, e) activities take place outside where safely possible, f) a record of all visitors to the setting is kept. Group singing can take place and should follow the guidance below in section 28.	N/A		
	19.5	In Early Years settings parents are more likely to come into the premises to drop off / pick up children, settle new children and to help their children adapt to their new environment. From 19 July, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. Following this principle, it is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces, and c) ensure parents / carers avoid close contact with other children where possible.	N/A		
20.Pupil Wellbeing	20.1	Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages.			
21.Catering	21.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc..	No change to entry point at Boston Spa. Head of School Woodhouse Learning to liaise with Catering staff re changes linked to building work on site and will continue to monitor and review making any changes necessary for safe site entry	Heads of School	Ongoing
	21.2	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and schools should report this using the PCIF01 form.	Staff remain in kitchen area and access kitchen from door nearest to kitchen. Established procedures in place to ensure any case is communicated	Heads of School/Director of Operations	Ongoing
	21.3	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between sittings.	This is the current practice operated in school. Where necessary, facilities staff will support this process	Catering staff/Facilities staff	Ongoing
	21.4	Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitisers.	Catering staff will continue to follow the procedures they adopted when working in school over the summer term - following social distancing and the use of masks where appropriate	Catering staff	Ongoing



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22. Staff Training	22.1	School staff should be inducted / become familiar with new working practices before opening the school to pupils in September, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.	The first day of term in September was used as a training day to familiarise all staff with systems and procedures	Heads of School	6.9.2021
23. Drop off of Essential Items Forgotten by Pupils	23.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Any items brought in during the day will be quarantined and wiped before going to the class base	Reception staff	Ongoing
24. Dedicated Transport	24.1	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) unnecessary risks such as overcrowding and these should be minimised, b) additional cleaning of vehicles, c) maximising the ventilation of fresh air particularly through opening windows and vents, d) staff and children 11 and over wearing a face covering unless exempted for medical or other reasons.	New guidance followed. The school will continue to work closely with the Passenger Service home to school transport provision, contributing as appropriate to any new systems or changes to the present systems in order to maintain the safe ongoing transport of our students to and from the schools.	Heads of School	Ongoing
25. School Sites Shared with other Users e.g. PFI Staff, Children's Centres	25.1	Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. ...are discussed / information provided to users who share the school site.	N/A		
	25.2	Schools who operate a children's centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting.	N/A		
26. Marking / Handling School Work	26.1	Staff and pupils can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).	Staff will be asked not to take books off site in order to mark. They will mark any books they need to from their own bubble within their time at school. They will be advised to wash and sanitise their hands before, during and after marking any pupil work. Core subjects will be marked once a week, with non-core once a half term.	Heads of School, TLCOs	Ongoing
27. Before and after school clubs	27.1	Before and after school clubs, holiday clubs, wraparound care and extra curricular activities can be offered to all children, without restriction on the reasons for which they may attend. Such activities will be subject to the measures in this risk assessment. If sessions are normally run indoors, consider whether they can be run safely outdoors instead, as the risk of transmission is lower outdoors. Music, performing arts, dance and sporting activities should be carried out in line with the overall risk assessment and additional controls in sections 28 and 29 below.	After school provision is operating, staff are allocated to classes wherever possible consistent staffing is maintained	ASC lead	Ongoing
	27.2	Where possible keep children and staff in consistent groups.	As above		



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28. Music and Performing Arts - for detailed guidance follow https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions	28.1	Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 for events and attractions, which provides details of how to manage audiences as well as carry out performing arts safely. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.	Each bubble has been provided with their own individual outdoor play space. Staff are advised that if undertaking a singing activity, pupils must be spaced accordingly. Where instruments are used, cleaning equipment will be provided before and after use, and use will be limited to one instrument per person for the whole session.	Heads of School/ TLCos	Ongoing
	28.2	Playing instruments and singing should still take place outdoors wherever possible. If indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition rooms with high ceilings are expected to enable dilution of aerosol transmission.	There will be no choirs, ensembles performances or assemblies. Assemblies have been moved to remote sessions. This will be relayed to staff again to ensure safety at the Christmas period.	Heads of School/ TLCos	Ongoing
	28.3	Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly.	See 28.1	Heads of School/ TLCos	Ongoing
	28.4	Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. Limit handling of music scores, parts and scripts to the individual using them. Instruments should be cleaned by the pupils playing them, wherever possible.	See 28.1		
	28.5	Agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument.	N/A		



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29. PE / Sports including dance.	29.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	No contact sports are being taught.	Heads of School/ TLCos	Ongoing
	29.2	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance.	All PE and physical activities will be taught onsite.	Heads of School/ TLCos	Ongoing
	29.3	PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.	No external agencies will be involved in the teaching of the curriculum during the Autumn Term and Spring 2021.	Heads of School/ TLCos	Ongoing
	29.4	To minimise time spent in changing rooms if they are poorly ventilated settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.	Where PE kits have been worn, pupils will be provided with space in which to change. All sports activities will end with a cool down activity before changing occurs. PE kits will be stored in named bags. Where appropriate (Reaching High) pupils will be asked to come to school in their PE kit on days when they have PE.	TLCos/ Classrooms staff	
30. Science and D&T	30.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/			
	31.1	General - Resources that are shared between groups, such as sports, art and science equipment should be cleaned between groups of users, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics).	Each class will be provided with their own sets of equipment that meets the needs of their individual curriculum. Any shared resources will be cleaned thoroughly and timetabled for use.	Heads of School/ TLCos/ TLRs	Ongoing



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31. Shared Resources / Areas	31.2	<p>General - in returning to more 'normal' operation consider reducing clutter and removing difficult to clean items. Consider how soft furnishings can be cleaned and ensure this is carried out on a regular basis. Equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of a limited number of pupils and be washed at the end of every day.</p>	This is an ongoing area of review and monitoring in order to ensure optimum teaching and learning safety and meeting the complex needs of the students	Heads of School, TLCOs, classroom staff	Ongoing
	31.3	<p>Staff Rooms - shared resources such as fridges, milk, tea, coffee etc.can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle.</p>	The staff fridges will continue to be provided to keep food and milk cold. Fridges will be cleaned regularly by Facilities staff. Soap or hand washing gel will be made available in staff rooms. All school staff should contribute to the hygiene of shared staff room resources. Products are available to wipe any surface down at any time and by any person.	Facilities staff, All school staff	Ongoing
	31.4	<p>Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment.</p>	Play equipment is cleaned in accordance with the daily cleaning schedule. Play areas are used wherever possible by a maximum of 2 bubbles	Class leads/Facilities staff	Ongoing
	31.5	<p>Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared and these should be cleaned regularly, along with all frequently touched surfaces. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	Each pupil will be provided with their own set of key equipment, stored in a way that is suitable for each pupil's needs. Any shared resources within the bubble will be cleaned thoroughly after each use, using disinfectant wipes provided to each bubble. Pupil's personal equipment will be stored in a designated location in each classroom. If items are taken home, these will be cleaned and wiped appropriately upon return to the school. Any items taken on Transport to help manage behaviours will be managed in the same way and be wiped prior to leaving the school.	Classroom staff	Ongoing
	31. Shared Resources / Areas				



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31.6	Early Years - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	Staff have been advised that sand should not currently be used and water must have soap/washing up liquid in it. Where sensory play is used as part of the curriculum, it will be refreshed after each use. Play within the bubble using such resources will be limited to small numbers. Where dough is used, each pupil will be provided with their own set. All classroom resources used will be cleaned after each use. Facilities staff are available to support and advise with cleaning tasks and activities	Class leads	Ongoing
31.7	Pupils can take resources e.g. library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.	Only personal items such as communication support devices will be sent home from school- these will be cleaned on arrival, and regularly throughout the school day.	Class leads	Ongoing
31.8	Toilets			
31.8.1	Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this.	Cleaning regimes are in place to ensure toilets are cleaned regularly, hospital type disinfectant is used	Facilities staff/LCC cleaning team	Ongoing
31.8.2	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Staff reminded to wash hands on entry to staff rooms and before and after preparing food. Hand sanitiser is also provided in these areas. The foam type is recommended here as it encourages all areas of the hands are sanitised in the same way hands are washed with soap and water.	Staff	Ongoing
31.8.3	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.	Class staff support pupils in hand washing. Hand sanitiser in general areas or areas accessible by students, is alcohol free. However, it is the responsibility of all staff to manage their own personal sanitiser products as well as any others that are placed in designated areas of the school premises.	Class staff	Ongoing
31.8.4	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe / Clean It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	Staff/pupils reminded to wash hands regularly. Posters displayed in school. Staff have supplies of hand sanitiser for use when they do not have immediate access to soap and water. Soap and water available in classrooms -replenished by Facilities staff, All hand wash soaps and detergents are anti bacterial.	Staff	Ongoing
31.9	For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the "If You Use It – Wipe / Clean It" principle.	Touch points are cleaned regularly by Facilities staff	Facilities staff	Ongoing



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32. Record Keeping	32.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	This information is recorded on the School's COVID tracker and managed by the Director of Operations	Heads of School/Director of Operations/reception staff	Ongoing
	32.2	Records of visitors, agency staff, volunteers etc.. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g. signing in / out systems, meeting registers, training records, physical intervention records and first aid records.	Staff sign at reception and records are kept of which class any agency staff are allocated to	Reception staff/Heads of School/Director of Operations	Ongoing
	32.3	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak.	This information is recorded on the School's COVID tracker	Heads of School/Director of Operations/reception staff	Ongoing
	32.4	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple covid case spreadsheet.	See above	See above	See above
33. Use of school minibuses / transport e.g. for visits, transfer between settings, emergencies	33.1	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible and f) the use of face coverings for staff and children 11 and over. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.	There is limited use of school minibuses at the moment. The school will continue to work very closely with the Passenger Services Section and the local LCC staff supporting the school sites. Daily meetings are held with the Lead Drivers.	Director of Operations, Parent Liaison Staff, Heads of Centre, TLCO's	Ongoing
	33.2	If using private vehicles or car sharing the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, f) cleaning the vehicle between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and e) drivers and passengers wearing face coverings.			
	34.1	An asymptomatic lateral flow device testing programme has been put in place in the school.	See section 3		
	34.2	Staff and pupils (where relevant) are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions.	See section 3		
	34.3	Where relevant, pupils are being offered 1 lateral flow test in the school on site testing site followed by regular twice weekly home testing on their return to school in January 2022 .	See section 3		



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34. Asymptomatic Testing	34.4	Staff and pupils (where relevant) who are attending activities on site during the christmas break should continue to test regularly if they are attending settings that remain open, such out of school activities. Staff and pupils (where relevant) who are not attending their setting during the holiday period do not need to test twice weekly but may wish to take a rapid lateral flow test in situations where they are more likely to catch or spread COVID-19. This includes spending time in crowded and enclosed spaces, or before visiting people who are at higher risk of severe illness if they catch COVID-19. Secondary age pupils should undertake one test on-site at the start of term in their school asymptomatic test site (ATS) followed by one LFD self-test at home 3-4 days after their on-site test. They should then continue to test in line with government guidelines. Settings should consider how to limit interaction between pupils while they wait for their first test . Staff in all education and childcare settings (and FE College students) should take one LFD self-test at home either the evening or morning before they return to their school/college followed by one LFD self-test at home 3-4 days after. They should then continue to test in line with government guidelines.	See section 3		
	34.5	Sections 3 or 4 of this risk assessment are being followed by the school and staff / pupils taking part.			
35. Indoor and Outdoor Events - these should be followed in	35.1	General Controls			
	35.1.1	Carry out events outdoors wherever possible. If indoors, use a large well ventilated space.	In line with the latest information regarding the national increase in cases and Omicron varaiant all indoor and outdoor event have been postponed		03/12/2021
	35.1.2	In line 11.3 above, it is recommended that for events involving contact with visitors, including parents / carers, that : a) staff continue to socially distance from visitors where possible, b) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, c) visitors are asked to avoid close contact with pupils who are not part of their household where possible.			
	35.1.3	Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons.			
	35.1.4	Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place.			
	35.1.5	Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils.			
	35.1.6	From 19 July, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where persons may come into contact with people they don't normally meet. Following this principle, it is recommended that attendees who are not part of the school population are asked to wear face coverings for indoor events or when accessing indoor facilities.	Amended		
35.1.7	Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance.				



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<p>These should be followed in addition to the other controls in this risk assessment.</p>	35.1.8	Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible.			
	35.1.9	Risk assess whether staff, especially those who are CEV, CV or at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities.			
	35.1.10	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.			
	35.2	Arrival, departure and movement around the premises.			
	35.2.1	Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site.			
	35.2.2	Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits.			
	35.2.3	Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground.			
	35.2.4	In line with 18.2 above visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day where possible.			
	35.2.5	Provide allocated seating where possible and consider deploying marshalling staff to manage crowding before and after events. Marshalling may also be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding.			



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