



Managing Covid 19 in Schools for September 2020 opening - Risk Assessment - Version 3.2

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1 If your site has been closed over the summer break inspect the site for :			
	1.1.1 Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	Non on site	LA/KC	1.9.20
	1.1.2 Damage to the building and fixtures and fittings	Site inspections have been carried out daily during lockdown period	LA/KC	1.9.20
	1.1.3 Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	Daily/weekly/monthly PPM inspections have been carried out as normal during lockdown period, sheets kept in FM Office	LA/KC	1.9.20
	1.1.4 Rodent activity and/or infestations - commissioning of pest control may be required	Monthly pest control services carried out, service sheets kept in FM office	LA/KC	1.9.20
	1.2 Operational checks (to ensure good working order) to be carried out on :			
	1.2.1 Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Weekly tests of the fire alarm carried out and planned maintenance carried out during lockdown period, service sheets kept in FM office	LA/KC	1.9.20
	1.2.2 Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Planned maintenance carried out during lockdown period, service sheets kept in FM office	LA/KC	1.9.20
	1.2.3 Emergency lighting	Monthly tests carried out, service sheets kept in FM office	LA/KC	1.9.20
	1.2.4 Gas supplies including science laboratories and kitchens	Planned maintenance carried out during lockdown period, service sheets kept in FM office	LA/KC	1.9.20
	1.2.5 Kitchen equipment	Kitchen equipment has been used daily throughout lockdown period, annual service carried out in August	LA/KC	1.9.20
	1.2.6 Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Planned maintenance carried out during lockdown period, service sheets kept in FM office	LA/KC	1.9.20
	1.2.7 Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	All water management check and services carried out as normal throughout lockdown period, service sheets in FM office	LA/KC	1.9.20
	1.2.8 Water systems to look for leaks and ensure there is provision of hot water	All water management check and services carried out as normal throughout lockdown period, service sheets in FM office	LA/KC	1.9.20
	1.2.9 Windows, doors and gates including electronic gates and doors	Site checks carried out by site team daily, all planned maintenance carried out, service sheets kept in FM office	LA/KC	1.9.20
	1.2.10 Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	DT equipment to be checked and necessary PPE provided. Assessment during w/b 7th September.	WJC/APS	1.9.20
	1.2.11 Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	All cleaning chemicals COSHH and safety data sheets, found in FM Office and cleaning cupboards throughout school	LA/KC	1.9.20
	1.3 Ensure Statutory Inspections are up to date for :			
	1.3.1 Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Passenger lifts serviced quarterly 01/06/20 (last service) service sheets kept in FM office	LA/KC	1.9.20
	1.3.2 Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Pressure systems inspected yearly last inspection 16/09/2019, service sheets kept in FM office	LA/KC	1.9.20
	1.3.3 LEV (if the scheduled inspections have not taken place in the last 14 months);	LEV serviced yearly, last inspection Dec 2019, service sheets kept in FM office	LA/KC	1.9.20
	1.3.4 Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Last service Feb 20 service sheets kept in FM office	LA/KC	1.9.20
	1.3.5 Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Annual service last visit August 2019, service sheets in FM office	LA/KC	1.9.20
	1.3.6 PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Annual service last visit August 2019, service sheets in FM office	LA/KC	1.9.20
	1.3.7 Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	Non on site	LA/KC	1.9.20
	1.3.8 Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Annual service last visit Feb 2020, service sheets kept in FM office	LA/KC	1.9.20
	1.3.9 Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Annual service last visit Feb 2020, service sheets kept in FM office	LA/KC	1.9.20
	1.3.10 Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Annual survey last visit July 2019, service report kept in FM office	LA/KC	1.9.20
	1.3.11 Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).	Weekly tests of the fire alarm carried out and planned maintenance carried out during lockdown period, service sheets kept in FM office	LA/KC	1.9.20
	1.4 Cleaning of the premises			
	1.4.1 Thorough cleaning is not required if no-one has been into the premises during the summer break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.	The building has been deep cleaned daily throughout lockdown period	LA/KC	1.9.20

	1.4.2	If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	The building has been deep cleaned daily throughout lockdown period	LA/KC	1.9.20
	1.5	Supplies			
	1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required.	Supplies available on site ready for students/staff to return	LA/KC	1.9.20
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Supplies available on site ready for students/staff to return	LA/KC	1.9.20
	1.5.3	Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.	Hand sanitiser units installed in all classrooms and workrooms	MHK/KC/LA	31.8.20
2. Assessing staff and pupil numbers to assist in plans for opening	2.1	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are from the beginning of the Autumn Term. Allowing time to review plans and carrying out regular review means that schools can judge how all pupils and staff can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff have been out of school for several months and may be unfamiliar with new systems and plans. Ensure adequate time is allowed for pupils and staff who are new starters e.g reception, Year 7, Year 12 as they may take longer to become familiar with the setting and procedures.	Transition week planned for w/b 7th September to allow all year groups to adjust to altered circumstances and instill health and safety systems and processes	AC/WJC	27.08.20
	2.2	Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	Communicated to families in letter sent towards the end of the 2020 Summer term. This will be revisited in information sent out before the Autumn term.	AC/WJC	Letter scheduled for 1.9.20
	2.3	Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.	To be considered for any such students before 7th September. Ralph Thoresby is liaising with relevant off-site providers to support with ensuring students adhere to the respective plans, in order to access off-site provision safely. Plans in place to ensure students attending both Sixth Form sites (RTS and Lawnswood) are fully briefed about revised systems in both settings before commencing the full timetable.	MHK/WJC/JT	
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Follow specific Gov.uk guidance: implementing protective measures in education and childcare settings.	MHK/KC/WJC	31.8.20
		Ongoing			
		2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Ongoing	AC/MHK
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Notice to go into letter to parents asking for updated information if anything has changed during lockdown.	MHK/KC	1.9.20
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	Records constantly monitored and extra checks undertaken in advance of 7th September. Information stored on Arbor.	SSC/KC	31.8.20
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Records constantly monitored and extra checks undertaken in advance of 7th September. Information stored on Arbor.	SSC/KC	31.8.20
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	As required	KC	31.8.20
4.Assess activities / lessons which can take place	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 below.	See sections 31-35		
	4.2	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Information sent to parents in reopening guide and to be revisited in information sent out prior to 7th September	MHK/WJC	1.9.20
	4.3	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	Addressed through timetable	SJH	1.9.20
		Ongoing			
	4.4	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Ongoing	WJC/SLT	Ongoing
5.Information to pupils, staff, parents	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Regular communication with parents through school app, website and social media.	WJC	Ongoing
	5.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Only essential visitors allowed to enter the building. Reception to be adapted. LA to make KC/WJC aware of any external visitors.	WJC/LA	1.9.20
	5.3	This may be by newsletters, letters, emails, signs etc...		WJC	Ongoing

<p>Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.</p>	<p>5.4</p>	<p>Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.</p>	<p>Guidance developed for staff, parents and students. Communicated to families through the app, website and social media. Staff updated via email and training scheduled for 7th and 8th September. Revised behaviour policy in place.</p>	<p>WJC/MHK</p>	<p>25/8/20</p>
<p>6.Clinically extremely vulnerable and vulnerable staff and pupils</p>	<p>6.1</p>	<p>Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.</p>			
	<p>6.1.1</p>	<p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working,e.g some administrative roles, school leaders should consider what is feasible and appropriate. IPRA's and employee risk assessments e.g WASPs must be carried out for all Category 1, 2 and 3 staff who are now returning to work before they return to ensure it is as safe as possible. OH can assist with medical advice for staff.</p>	<p>WASPs carried out as appropriate for relevant staff. Support offered to individual staff as required. SLT to ensure regular and clear communication with all staff and in particular with more vulnerable individuals.</p>	<p>KC/WJC</p>	<p>30.8.20</p>
	<p>6.1.2</p>	<p>Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. OH can assist with medical advice for staff.</p>	<p>As above</p>	<p>KC/WJC</p>	<p>30.8.20</p>
	<p>6.1.3</p>	<p>Schools should be as flexible as possible in how members of staff previously in these categories are deployed to enable them to work remotely where possible (for staff previously in category 1), in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE (for staff previously in categories 1,2 and 3).</p>	<p>As above</p>	<p>KC/WJC</p>	<p>30.8.20</p>
<p>7.Persons who are already displaying Coronavirus symptoms</p>	<p>7.1</p>	<p>All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace.</p>	<p>Advise all members of the school community to observe Government guidance.</p>	<p>KC/WJC</p>	<p>Ongoing</p>
	<p>7.2</p>	<p>Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.</p>	<p>Advise all members of the school community to observe Government guidance.</p>	<p>KC/WJC</p>	<p>Ongoing</p>
	<p>8.1</p>	<p>All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 7 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p>	<p>Clear record keeping system to be in place for staff and students reporting systems using Arbor</p>	<p>AC/TB/KC</p>	<p>27.08.20</p>
	<p>8.2</p>	<p>Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	<p>Create an alternative first aid room. Separate room is set up to accommodate any student identified with COVID-19 symptoms.</p>	<p>MHK/KC/LA</p>	<p>28/8/20</p>
	<p>8.3</p>	<p>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.</p>	<p>Order appropriate PPE. This action is ongoing.</p>	<p>MHK/KC</p>	<p>Ongoing</p>
	<p>8.4</p>	<p>Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.</p>	<p>Action ongoing</p>	<p>MHK/WJC</p>	<p>Ongoing</p>
	<p>8.5</p>	<p>Where the child, young person or staff member tests positive, contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert.</p>	<p>Take advice and consider appropriate communication</p>	<p>MHK/WJC</p>	<p>Ongoing</p>

8.Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.6	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine publish health outbreak control practice.	Take advice and consider appropriate communication	MHK/WJC	Ongoing	
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Clear guidance to staff	MHK	Ongoing	
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.		KC/LA	1.9.20	
	8.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	Area to be identified. Separate room will be set up to accommodate any student identified with COVID-19 symptoms	MHK/KC	28/8/20	
	8.10	Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	Area to be identified. In the event of needing to move a group, due to a staff member/student displaying symptoms, the group will be moved to a free classroom. The initial classroom will then be taken out of use until it has been deep cleaned.	MHK/KC	28/8/20	
	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school.	We will not be doing this.			
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple flowchart for cases - these are all available on Leeds For Learning.	Altered PHE guidance expected soon.*			
		Useful information on self isolating https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection				
	9.Controlling access into the school for staff, pupils and members of the public.	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	Staggered start and finish times in place	AC	26.08
		9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for larger numbers of pupils.	Included in re-opening plan	AC/MHK	26.08
9.3		Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible.	Included in re-opening plan	AC/MHK	26.08	
9.4		Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	To be addressed through site safety plan	MHK	28/08/2020	
9.5		Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help.	Clear communication with parents	WJC	1.9.20	
9.6		Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	Clear communication with parents	WJC	1.9.20	
9.7		Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	Clear communication with parents	WJC	1.9.20	
9.8		Staff should access and exit through the closest entrance to the area they will be based in.	28/8/	WJC/MHK	28/8/20	
9.9		Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	Liaison with MITIE and clear communication. All school deliveries can be taken through delivery entrance where there is a display board of contact details for Mitie Staff.	WJC/LA	1.9.20	
9.10		Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	Building plans used where applicable.	MHK	1.9.20	

	9.11	Ensure that staff working in the reception area / office are protected from face to face contact e.g via the use of screens. Staff in open reception areas may require face coverings or face shields if screens cannot be provided.	To be addressed in site safety plan Perspex screen to be installed at main reception. Visitors to be permitted access to main reception on a one-in-one-out basis, with 2 metre distance marked out clearly from the main reception desk.	MHK/WJC	1.9.20
10.Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	10.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Hand sanitiser points reviewed and necessary supplies acquired. Hand sanitiser stations to be set up at all points of entrance All classrooms and staff workrooms fitted with a hand sanitizer dispenser. Hand sanitiser displayed prominently at entry/exit points.	MHK/KC	1.9.20
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	Clear instructions to staff and pupils. Staff and students will be expected to wash hands at all appropriate times. Staff and students will not be expected to wash their hands on entry/exit, when hand sanitiser will be used. - Hand sanitiser units installed in each classroom and staff workroom. - Students will be directed to sanitise hands upon entering each lesson. - Staff to sanitise upon entering workroom and retain 'If you use it, wipe it' principle	MHK	1.9.20
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Hand sanitiser points to be reviewed and necessary supplies acquired. Hand sanitiser will be available in all operational teaching spaces. (See also point 10.2)	MHK/KC	28/8/20
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Clear instructions to staff and pupils. Staff and students will not be expected to wash their hands on entry/exit, when hand sanitiser will be used. (See also point 10.2)	MHK	28/8/20
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Supplies ordered and made available. Tissues to be provided in all operational teaching spaces	MHK/KC	1.9.20
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.	Any clinical/soiled waste will be bagged into yellow clinical waste bags then stored in the delivery yard before collection.	KC/LA	1.9.20
	10.7	In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Clear instructions to staff and pupils. Staff and students will be expected and instructed to wash/sanitize hands at all appropriate times. (See also point 10.2)	MHK	28/8/20
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Address for individual students.	SSC/KC	1.9.20
	10.9	Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g science labs, kitchens and some D&T rooms.	Hand sanitiser units are wall mounted and positioned appropriately in classrooms and workrooms, in order to mitigate risk.	MHK/KC	28/8/20
		11.1	General Cleaning		
	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Mitie have chemical/disinfect and anti-viral spray, and Mitie staff have been trained in the use of these. Cleaners will be on site throughout the school day for additional cleaning duties that need to be carried out	KC/LA	1.9.20
	11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	- Hand sanitiser units installed in each classroom and workroom. - Students will be directed to sanitise hands upon entering each lesson. - Tray with all sanitary products* set up for use in each staff workroom, where 'If you use it, wipe it' principle will be maintained. - Tray with all sanitary products set up for each ICT classroom to use. Students to wipe down their area at the start and close of each lesson. - Students/staff to use hand washing facilities located in toilets/some classrooms, where hand sanitiser is not appropriate. *Tray, hand sanitiser, antibacterial wipes, tissues, etc.)	MHK/KC	1.9.20

11.Cleaning	11.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	Mitie staff will be cleaning throughout the school day, focusing on hand contact points. Mitie Team to clean classrooms during periods 3 and 5. Students to use hand sanitiser on the way into each lesson. Additional arrangements made for specific rooms where necessary including additional cleaning from MITIE and/or provision of anti-viral wipes to be used by students / staff.	MHK/KC/LA/SJH	1.9.20
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Mitie staff will be cleaning throughout the school day, focusing on hand contact points	KC/LA	31.8.20
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives.	Mitie staff will be cleaning throughout the school day, focusing on hand contact points	KC/LA	31.8.20
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Mitie staff are provided with all PPE required	LA/KC	1.9.20
	11.2	Rooms used for isolating persons displaying symptoms			
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.	The old bridge work room on the A1 corridor will be used to isolate a student/staff member, who is displaying COVID-19 symptoms. Any relevant person will be sent home asap. The room will need to be deep cleaned immediately/asap afterwards, so it can be used again at short notice, if needed.	MHK/LA/KC	28/8/20
	11.3	Clothing			
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	Clear communication to parents	WJC	1.9.20
	11.4	Hygiene Suites / Intimate Care Facilities			
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	Check that our systems are compliant with the guidance. Wipe down after use. PPE to be used in suites.	KC/SSC	1.9.20
	11.5	Leeds City Council / FM cleaning providers			
	11.5.1	Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	Additional cleaning to include: toilets, teaching spaces after use, corridor door handles after transition points, dining tables at transition points and after use etc.	MHK/LA	28/8/20
		Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-	Additional cleaning to include: toilets, teaching spaces after use, corridor door handles after transition points, dining tables at transition points and after use etc.	MHK/LA	28/8/20
		Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	N/A	N/A	
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc. Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	N/A Additional cleaning to include: toilets, teaching spaces after use, corridor door handles after transition points, dining tables at transition points and after use etc.	N/A MHK/LA	28/8/20
	Government Guidance states that : Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum. We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings. In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.	Altered			
12.1	Corridors and Circulation Spaces				
12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.	In key areas e.g. Library (anf any other) entrances. Corridors being used. Corridors marked out to reflect social distancing/2 metre distance.	MHK/KC	28/8/20	

12. Bubbles / Social Distancing	12.1.2	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	To be devised to support reopening plan. Procedures for moving around school, toilets at lunch times detailed in site safety plan and to be communicated clearly to students and staff w/b 7th September.	MHK	31.8.20	
	12.2	Bubble sizes and Classrooms / Learning Areas				
	12.2.1	Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly at KS 4 and KS 5, this is likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in KS 3 schools may be able to implement smaller groups the size of a full class.	To be reflected in timetable and re-opening plan. Y7 and Y8 will be placed into 2 corridors that will become the year group base. This allows us to reduce the flow of traffic around the building during lesson change over. Y7 in C1 and Y8 in C3. Years groups will all remain in year group bubbles throughout school day. Breaks and lunchtime changes and zoned areas reflect this. Specialist subjects such as technology, the arts and PE will continue to take place in specialist classrooms with enhanced subject specific risk assessments and cleaning processes.	SJH/AC/MHK	09/01/2020	
	12.2.2	Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that are able should be encouraged to keep their distance within groups. Settings with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.	To be reflected in timetable and re-opening plan. One way system along with year group corridors for year and year 8 will reduce traffic around the building.	SJH/AC	09/01/2020	
	12.2.3	Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.	Confirm standard, safe classroom layout and liaise with MITIE to implement. All now set up fully. Final checks to take place on Monday/Tuesday 7th/8th Sept.	SJH/MHK	09/01/2020	
	12.2.4	Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	Reflected in timetable and re-opening plan	SJH/AC	1.9.20	
	12.2.5	For older year groups consider locating staff members at designated points where possible.	Reflect in duty plan / lesson changeover systems	MHK/GC	24/08	
	12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.	Clear guidance to staff. Reflected in reopening plan.	MHK/WJC	28/8/20	AC confirmed with SSC that TAs allocated to year groups/consistent group of students
	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	To be reflected in timetable and re-opening plan. See 12.2.1	SJH/AC	09/01/2020	
	12.2.8	As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g for subject specific teaching, targeted work etc. Staff should ensure social distancing is observed as far as possible with pupils. In secondary settings this may mean a designated teaching space at the front of the class.	To be reflected in timetable and re-opening plan. Clear guidelines given to staff about how to operate in a classroom. Student desks have been moved 2m away from both the teacher desk and the whiteboard.	SJH/AC	09/01/2020	staff moving/cleanin desks/keyboard
	12.2.9	Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	To be reflected in timetable and re-opening plan. Will try to ensure consistent seating plans for Y7 and Y8 where they are in the same room.	SJH/AC	09/01/2020	
	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. staff in secondary settings and support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible.	To be reflected in timetable and site safety plan. Introducing one-way system	SJH/MHK		
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	To be reflected in site safety plan and communicated to staff	MHK/WJC	28/8/20	
	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.	To be reflected in site safety plan and communicated to staff	MHK/WJC	28/8/21	
	12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g not working across multiple different bubbles every day unless they can maintain social distancing. Consider grouping staff to a smaller number of PPA bubbles, having PPA when outside areas / activities could be used, use of HLTAs and TAs that are already part of that bubble where appropriate, and the use of PPE if close contact is required.	To be reflected in site safety plan and communicated to staff	MHK/WJC	28/8/22	
12.4	Outdoor Areas					

12.4.1	Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	Staggered break and lunchtimes planned.	AC/MHK	27.08.20	
12.5	Breaks and Lunchtimes				
12.5.1	Breaks and lunchtimes could be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.	Staggered break and lunchtimes planned.	AC/MHK	27.08.20	
12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.	Arrangements in place for year groups to have lunch separately in the Street with appropriate cleaning in between sittings. Break and lunch times are staggered and zoned	MHK	28/8/20	
12.6	Toilets				
12.6.1	Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Reflected in the site safety plan. Toilets with appropriate capacity and proximity to break and lunch zones will be used (Community toilets). Students escorted to toilets by Session Manager, during lesson time.	MHK	28/8/20	
12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Taken account of in re-opening plan and in code of conduct for pupils. Supervised toilets with controlled access. (See also site safety plan)	MHK	28/8/20	
12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Taken account of in re-opening plan and in code of conduct for pupils. Signs up in every toilet to remind staff and students of this. (See also site safety plan)	MHK	28/8/20	
12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Taken account of in re-opening plan and in code of conduct for staff. Staff will use toilet closest to their work area/toilets located opposite the staff room	MHK	28/8/20	
12.6.5	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.	Taken account of in re-opening plan and in code of conduct for staff and pupils. Staffroom toilets will be cleaned regularly by Mite staff, including an additional clean during the school day	MHK	28/8/20	
12.6.6	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets you could use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.	Taken account of in re-opening plan and in code of conduct for staff. Clear signage displayed to encourage appropriate hand washing: wash for 20 seconds and catch it, bin it, kill, etc.	MHK	28/8/20	
12.7	Assemblies / Collective Worship				
12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	Initial assemblies will be carried out in the theatre, with full year groups present, in order to convey crucially important site safety messages. Following assemblies (week 3 onwards) will be pre-recorded and broadcast in mentor time.	WJC/MHK	28/8/20	
12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	N/A			
12.8	Staff areas				
12.8.1	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.	To be reflected in site safety plan and communicated to staff. Staff will use professional judgement to maintain social distancing, rather than physically removing furniture.	MHK/WJC	28/8/20	spare rooms TT for staff to work in
12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.	To be reflected in site safety plan and communicated to staff	MHK/WJC		Exploring use of break-out work spaces (AMG)
12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Wipe It" principle with anti-viral wipes.	To be reflected in site safety plan and communicated to staff	MHK/WJC	28/8/20	
12.8.4	Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	To be reflected in site safety plan and communicated to staff. Shared resources to remain in action. (See site safety plan)	MHK/WJC	28/8/20	
12.9	Communication				
12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Staff members should model core standards and not use mobile phones within direct view of students. If an urgent call needs to be made, an appropriate space should be accessed	WJC/AMG	31.8.20	
12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.	Staff members should model core standards and not use mobile phones within direct view of students. If an urgent call needs to be made, an appropriate space should be accessed	WJC/AMG	31.8.20	

13.First Aid	13.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	Assessed and included in site safety plan. First aid staff will be onsite at all times. Appropriate PPE has been acquired to be used as needed by first aid staff	KC/MHK	28/8/20
	13.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	First aid staff will be onsite at all times. Appropriate PPE has been acquired to be used as needed by first aid staff	KC/MHK	28/8/20
14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g entry points, registration, food and drink purchasing.	Taken account of in re-opening plan. Biometrics will be brought back into action. Students will be required to sanitise their hands prior to touching the biometric reader	MHK/KC	28/8/20
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Taken account of in re-opening plan. Biometrics will be brought back into action. Students will be required to sanitise their hands prior to touching the biometric reader	MHK/KC	28/8/20
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or ant-viral wipes.	Taken account of in re-opening plan. Use of lifts to be limited to essential users only	MHK/KC	28/8/20
	14.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	N/A: No electronic system in operation.	MHK/KC	28/8/20
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Taken account of in re-opening plan Students directed to wipe down computer equipment and desks at start and close of each lesson. Signage used as visual reinforcement.	MHK/KC	28/8/20
15.General controls	15.1	Ventilation			
	15.1.1	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Taken account of in re-opening plan and included in instructions to staff Emphasis will be placed on limiting student contact with handles/surfaces as far as possible.	MHK/KC	28/8/20
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	Taken account of in re-opening plan and included in instructions to staff Windows in teaching spaces will remain open, where practical	MHK/KC	28/8/20
	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.	N/A - no rooms of this kind.	KC/LA	
	15.2	Learning Outside			
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	To be considered when planning	AC	26.08
	15.3	Medical Needs			
	15.3.1	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	All recorded in Arbor	SSC	31.8.20
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	As required	KC	31.8.20
	15.4	Water fountains			
15.4.1	Water fountains in shared pupil areas should be taken out of use.	Discuss with MITIE. Water fountains will be brought back into action with additional sanitising resources and clear guidance. (See site safety plan)	KC/LA/MHK	2.9.20	
15.4.2	Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required.	Students bring own water bottles from home. Clear instructions to be given to students. Water bottles will be refilled from water fountains, with additional sanitising resources and clear guidance provided	MHK	2.9.20	
16.Educational Visits	16.1	Government guidance is currently that over night domestic and international educational visits are ceased for the time being. Settings can resume non-overnight domestic educational visits.	All trips and visits currently on hold. This will be reviewed in line with government guidance	SJH	31.8.20
	16.2	This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic visits should complete the Day Visits risk assessment along with any venue specific assessments.	All trips and visits currently on hold. This will be reviewed in line with government guidance	SJH	31.8.20
	16.3	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, settings will need to consider what Covid 19 control measures need to be used, familiarise themselves with the Covid 19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.	All trips and visits currently on hold. This will be reviewed in line with government guidance	SJH	31.8.20

HOD input

17.PPE for staff and pupils	17.1	Public Health England does not (based on current evidence) recommend the use of face coverings in education settings, except where they are already routinely used as part of close contact care. They are not generally required in education settings as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11). If staff have to work in close contact with pupils e.g to supervise science experiments, D&T or Art activities, speech and language work, feeding, face shields or Perspex screens may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	Clear instructions communicated to staff and students There is no requirement to wear a face mask. Staff and students may make their own choice to wear a face mask, but none will be routinely provided.	WJC/MHK	28/8/20
	17.2	FFP2 / 3 masks are not necessary in a school setting.	Clear instructions communicated to staff and students There is no requirement to wear a face mask. Staff and students may make their own choice to wear a face mask, but none will be routinely provided.	WJC/MHK	28/8/20
	17.3	Activities such as close intimate care e.g nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	PPE to be ordered, stored and used as required. Clear instructions to be given to staff. Appropriate PPE has been sourced and is available in the relevant areas of school	MHK/KC	28/8/20
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	PPE to be ordered, stored and used as required. Clear instructions to be given to staff. Appropriate PPE has been sourced and is available in the relevant areas of school	MHK/KC	28/8/20
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	PPE to be ordered, stored and used as required. Clear instructions to be given to staff. PPE will be cleaned thoroughly in between use, as appropriate. E.g. intimate care/handling in COPE Team	MHK/KC	28/8/20
	17.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	MHK to liaise with relevant staff (predominantly COPE Team) to ensure appropriate instructions are given to staff	MHK/WJC	28/8/20
		See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be purchased via the PPE Team and the range of items available has extended.			
18.Staff Wellbeing	18.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. As staff may feel anxious about returning to school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Site safety plan shared with whole staff. Full site safety document to be shared with all staff. Site safety presentation to be delivered to full staff, with opportunity for Q and A. Individual WASP meetings held with staff, as appropriate	WJC	1.9.20
	18.2	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils. Where staff have been out of school for a considerable time this may take longer.	Staff training scheduled for 7th and 8th September. Additional day allocated for staff to be on site, without students present - Students will be staggered and phased back into school to allow for additional time for staff to prepare for the full reopening - Individual, additional requirements to be arranged and implemented, as part of WASP process and liaison with line managers	WJC	1.9.20
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers			
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Leeds for Learning.	AS required	KC/WJC	1.9.20
	18.5	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	A full meeting schedule will resume from September. Staff will be encouraged to check in with line managers regularly.	WJC	30.8.20
	18.6	Identify Mental Health First Aiders.	Team already trained. Plan a role for these staff. (See also MHFA Action	MHB/MHK	28/8/20
	18.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	Staff already aware but reinforce this. Staff coach to be in place for October 2020.	WJC/KC	30.8.20
	Guidance on Staff Wellbeing is available on Leeds for Learning.				
19.Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works.	Contractors not in during the the school day and have signed to follow government guidelines.	WJC/KC/LA	1.9.20
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Contractors not in during the the school day and have signed to follow government guidelines. MITIE have shared their risk assessments with us.	WJC/KC/LA	1.9.20
	19.3	Contractors should adhere to social distancing guidelines.	Any contractors attending will follow MITIE systems and government guidelines and have signed to agree to this	WJC/KC/LA	1.9.20
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Any contractors attending will follow MITIE systems and government guidelines and have signed to agree to this	WJC/KC/LA	1.9.20
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Any contractors attending will follow MITIE systems and government guidelines and have signed to agree to this	WJC/KC/LA	1.9.20
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Any contractors attending will follow MITIE systems and government guidelines and have signed to agree to this	WJC/KC/LA	1.9.20

	19.7	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	Any contractors attending will follow MITIE systems and government guidelines and have signed to agree to this	WJC/KC/LA	1.9.20
	19.8	If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.	Any contractors attending will follow MITIE systems and government guidelines and have signed to agree to this	WJC/KC/LA	1.9.20
	19.9	School should still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Any contractors attending will follow MITIE systems and government guidelines and have signed to agree to this. KC to liaise with LA to keep records of all visitors.	WJC/KC/LA	1.9.20
20.Lettings / Meetings / Visitors	20.1	Lettings, visitors and on site meetings can take place if they cannot be done remotely. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene and control measures are explained to visitors on or before arrival.	Lettings to be reviewed in Autumn Term. Meetings assessed on a case by case basis.	KC/LA/WJC	31.8.20
	20.2	Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.	Lettings to be reviewed in Autumn Term. Meetings assessed on a case by case basis.	KC/LA/WJC	31.8.20
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	Lettings to be reviewed in Autumn Term. Meetings assessed on a case by case basis.	KC/LA/WJC	31.8.20
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Lettings to be reviewed in Autumn Term. Meetings assessed on a case by case basis.	KC/LA/WJC	31.8.20
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing			
22.Fire safety	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Review processes and inform staff and students Emergency evacuation routes will remain the same	MHK	28/8/20
	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	Review processes and inform staff and students The MUGA will continue to be used as the muster point.	MHK	28/8/20
	22.3	Consider if you need to re-allocate fire marshal roles.	Updated 'Emergency Evacuation Plan' reflects changes to roles Emergency evacuation roles allocated to key staff	MHK	28/8/20
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc	Review processes and inform staff and students No requirement for staff to use fire extinguishers	MHK	28/8/20
	22.5	Practice new procedures as soon as possible after opening.	Emergency evacuation practice to take place during week 2 Invacuation and lockdown practice to take place during the first half term	MHK	28/8/20
	22.6	Consider if staff and pupil PEEPs need to be amended.	KC to amend, as appropriate	MHK/KC	28/8/20
23.Supervision at Lunchtimes	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19". LCC sample Fire Risk Assessment has a page in the appendices for interim changes to be noted rather than rewriting sections.	Review processes and inform staff and students. Revised 'Emergency Evacuation Plan' provided to KC to integrate evacuation plan into 'Fire Risk Assessment' as an interim measure and a sheet attached marked 'Interim Amendments to procedures in relation to COVID-19'.	MHK	28/8/20
	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	Revised duty plan required to support staggered break and lunchtimes	GC	24/08
24.Catering	24.1	Inform catering staff of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc..	Catering processes to be revised in accordance with school re-opening plan and government guidelines. PIN payment for students to replace fingerprints	GC/KC/LA	24/08
	24.2	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g limiting meal choices (taking into account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Menu choices agreed in accordance with government guidelines. System of payment to be confirmed	GC	24/08
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. LCC catering can provide hot and cold grab bags which can be served to pupils in their classrooms for schools using their services and this may be possible for other catering teams to do.	Taken account of in re-opening plan. Lunch in 3 groups (1X20, 1X20 1x6) and staggered at different times. Dining tables cleaned after each group. Break not timetabled.	GC	24/08
	24.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Catering processes revised in accordance with school re-opening plan and government guidelines.	GC	24/08
	24.5	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Taken account of in re-opening plan. Lunch staggered at different times for each year group. Dining tables cleaned after each group. Break not timetabled.	GC	24/08
	24.6	Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene.	This has been agreed between Jill (Chartwell manager), Lisa Arnold and RTS. Catering processes are now revised in accordance with school re-opening plan and government guidelines.	GC	24/08
25.Staff Training	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.	Staff training scheduled for 7th and 8th September	WJC	30/08/2020

26. Drop off of Essential Items Forgotten by Pupils	26.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	To be incorporated into re-opening plan Quarantine bin/room set up to receive any essential items	MHK	28/8/20
27. Transport to School by My Bus or School Buses (not public transport buses)	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	Discuss arrangements with key personnel in WYCA and bus companies where relevant. Contact made no follow up required.	GC	24/08
	27.2	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g cones, signage etc..	To be incorporated into re-opening plan - Students sent guidance from https://www.wymetro.com/ Those who do need to travel are being asked to pay by contactless and wear a face covering where possible, wash their hands before and after their journey and avoid peak times or consider cycling and walking as an alternative to using the car or public transport.	GC/MHK	24/08
	27.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	To be incorporated into re-opening plan	GC/MHK	24/08
	27.4	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	N/A		
	27.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept. of Transport is that children on dedicated school buses will not need to maintain social distancing and buses may operate up to full seated capacity.	N/A - no dedicated bus services		
	27.6	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible • on secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. 	N/A - no dedicated bus services		
	27.7	Travel Assistance Cards to show to the driver are available for download at wymetro.com .			
	27.8	Transport to swimming pools and other centres organised by the Combined Authority will not be provided until after the October half term break so that resources can be used to provide additional school bus services. This arrangement may have to be extended further.	N/A		
28. School Sites Shared with other Users e.g PFI Staff, Children's Centres	28.1	Where applicable, ensure arrangements that impact on other site users e.g opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc ...are discussed / information provided to users who share the school site.	Continue dialogue with The Library - currently no plans to re-open.	KC/WJC	31.8.20

29. Marking / Handling School Work	29.1	Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, 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).	Draft Marking Protocol and Homework protocol completed and to be discussed at SLT on Friday 4th - guidance then to be shared with staff on Monday 7th September	GC	27/08
30. Agency staff and volunteers	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	Signage and reminders to external staff via reception to be given to ensure proper social distancing enforced.	SJH	31.8.20
	30.2	Settings can continue to engage supply teachers and other supply staff during this period. To minimise the numbers of temporary staff entering the setting consider using longer assignments with supply teachers. You should also limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff.	AL and KG informed of procedures and guidance. If we require the use of the assembly hall to collapse classes to support with cover demand, classes will only be combined if they are part of the same year group bubble. Peri staff and sports coaches will mix with the same students and not different students each week - VEH and LR informed.	SJH	31.8.20
31. Before and after school clubs	31.1	Settings can extend before and after school provision to any breakfast and after-school provision from the start of the autumn term. Settings may need to respond flexibly and build this up over time.	Extra-curricular activities will resume in set bubbles/year groups as long as the groups stay the same and students do not chop and change.	SJH	31.8.20
	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where this is not possible smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall.	Extra-curricular activities will resume in set bubbles/year groups as long as the groups stay the same and students do not chop and change.	SJH	31.8.20
	31.3	Make parents / carers aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Communication will be sent out to all parents to inform them of this. Via return to school communication plan.	SJH	31.8.20
32. Music and Performing Arts	32.1	There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Settings should physically distance, play outside wherever possible, limit group sizes to no more than 15, position pupils back-to-back or side-to-side, avoid sharing instruments, and ensure good ventilation.	LR and SW have plans in place from rigorous distancing measures that still allow for the curriculum to be delivered.	SJH	31.8.20
	32.2	Singing, wind and brass playing should not take place in choirs and ensembles, or assemblies.	Follow updated guidance	SJH	2.9.20
33. PE / Sports including dance.	33.1	Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	PE will follow NGB guidance for each sport (as per DFE guidance). PE will begin by keeping physical activity confined to socially distanced activities - this will be reviewed every 2 weeks and PE will continually seek the advice and guidance from NGBs. Equipment can be shared in bubbles, but will require cleaning afterwards.	SJH	
	33.2	Contact sports should not take place. AFPE guidance is that many physical activities can be adapted so they are non-contact e.g tag rugby instead of contact rugby, so that a broad curriculum can still be delivered.	PE will begin by keeping physical activity confined to socially distanced activities - this will be reviewed every 2 weeks and PE will continually seek the advice and guidance from NGBs.	SJH	09/01/2020
	33.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.	Not in use for first term	SJH	09/01/2020
	33.4	Settings can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Such providers should provide settings with their own Covid 19 control measures and follow any school based controls.	Clubs will not be travelling to fixtures for at least the first term. Any external sport staff will be vetted and informed of proper measures. VEH aware.	SJH	09/01/2020
	33.5	To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.		SJH	1.9.20
	33.6	Swimming pools are now able to open so swimming will be allowed from 25/07/2020. The Covid 19 requirements laid down by the venues must be followed during visits and lessons. The Swimming Lessons risk assessment will be updated to reflect any controls needed and this will be available on Evolve. When available, the LA guidance for swimming lessons and Covid 19 measures will be published on Evolve.	N/A	SJH	1.9.20
	33.7	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AFPE – Interpreting the government guidance in a PESSA context. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-nesspa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	Head of PE part of collaborative group who are accessing all resources and advice.	SJH	09/01/2020

34. Science and D&T	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	Science, DT and Art departments (including technicians) to review for their area and report to GC.	GC	27/08
35. Shared Resources	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Additional sanitising of specialist equipment should be prioritised, observing the 'if you use it, wipe it' principle (See also site safety plan)	MHK	28/8/20
	35.2	General - Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	Classroom resources should be rationalised to remove potentially hazardous equipment and displays (See also site safety plan)	MHK	28/8/20
	35.3	Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Shared resources will remain in operation. Staff members should observe sanitary procedures closely, when using any shared resources. Hand should be sanitised immediately prior to and following use of any shared resource. 'If you use it, wipe it' principle to be closely observed (See also site safety plan)	MHK	28/8/20
	35.4	Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	Not relevant to high school setting	MHK	28/8/20
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Reduce the use of shared resources e.g stationary, books etc. and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Classroom and personal equipment should be limited to essential items only. Students should use their own equipment, which they will keep on their person, throughout the day. Bags are permitted. Students should bring a refillable water bottle with them each day. Students will sanitise their hands upon entering and exiting each lesson. Students should only bring essential items to school. Where resources are handed out and taken back in, they should be sanitised, observing the 'if you use it, wipe it' principle (See also site safety plan)	MHK	28/8/20
	35.6	Early Years - Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	Not relevant to high school setting	MHK	28/8/20
	35.7	Pupils can take resources e.g library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.	Resources taken home and returned to school should be limited as far as possible. Sanitising of any relevant items will remain paramount. Electronic submission of work should be utilised as far as possible. Any resources brought into lesson from home should be sanitised, immediately prior to use. Anti-bacterial wipes will be provided to each classroom to facilitate sanitising. (See also site safety plan)	MHK	28/8/20
36. Record Keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	Arbor	AC/TB/KC	26.08
	36.2	Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc.. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g class / lesson registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	Arbor	AC/TB/KC	26.08
	36.3	If your existing systems to not record times when pupils, staff and others are working together e.g small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record.	Arbor	AC/TB/KC	26.08
	36.4	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs could be used for this for pupils and / or a simple spreadsheet for staff and pupils. A sample one is provided on Lfl.	Arbor	AC/TB/KC	26.08

	36.5	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used.	First Aid log	AC/TB/KC	26.08
37. Use of school minibuses / transport e.g for visits, transfer between settings, emergencies	37.1	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted in your setting, • use of hand sanitiser before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), • additional cleaning of vehicles, • organised queuing and boarding, • distancing within vehicles wherever possible, • the use of face coverings for staff and children over the age of 6 (unless exempted for medical or other reasons) where appropriate - for example if they are likely to come into close contact with people outside of their group. 	Year group bubbles working with LLC on latest guidance. Screen to be fitted.	AC/KC	28.08

6th form transport