

Managing Coronavirus in Schools - Risk Assessment - Version 2.3

		Control Measures	Additional / altered measures / notes / Allocated to (initials)	Implemented by : Initial/Surname	Date Completed
1. Building Management / readiness	1.1	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	Checked OK	RSagoo	19.05.20
	1.1.2	Damage to the building and fixtures and fittings	Checked OK	RSagoo	19.05.20
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	Checked OK, some damaged section of fencing around secret garden removed, as rotten and nails sticking out.	RSagoo	19.05.20
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Checked OK - no signs of rodent activity	RSagoo	19.05.20
	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.	Fire alarms tested weekly on an evening, smoke alarms serviced twice a year by Clymac, and accessible toilet alarms checked in Feb 2020 last. Refuge system in new build not tested by staff, new building handed over in Aug 19 so should have been fully checked and commissioned.	RSagoo	26.05.20
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	I am not aware of any issue with the doors on site.	R Sagoo	02.06.20
	1.2.3	Emergency lighting	Testing to be done by RS - needs to be on regular checks. This has not been happening Rudy to start up testing of emergency lights.	R Sagoo	02.06.20
	1.2.4	Gas supplies including science laboratories and kitchens	Visually checked Kitchen and boiler rooms, no faults noted.	RSagoo	26.05.20
	1.2.5	Kitchen equipment	Visually not aware of any issues.	RSagoo	26.05.20
	1.2.6	Ventilation systems including LEV in kitchens and classrooms	Visually checked not aware of any issues.	RSagoo	26.05.20
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	These are flushed through monthly. checked by an external company.	RSagoo	26.05.20
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Monthly boiler room checks, and around the site daily would identify any leaks, any hot water supply issues would be brought to my attention.	RSagoo	RSagoo
	1.2.9	Windows, doors and gates including electronic gates and doors	Most doors are unlocked and locked daily, any issues are dealt with at the time.	RSagoo	RSagoo
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	No D&T to be used	KS Leads informed by email YDyal	01.06.2020
	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).	Photocopier is serviced under SLA. Whiteboards to be inspected before use	ALL STAFF	01.06.2020
	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);	Orona attended on 15.04.20 for the lift in the new build.	RSagoo	26.05.20
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Carried out April 2020	RSagoo	26.05.20
1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	N/A - none on site	RSagoo	02.06.20	
1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Last carried out in April 2019, now overdue, due on site w/c 08.06.20. Was due to be completed 09.06.20, engineer unable to get to site now scheduled for wc 15.06.20.	RSagoo	03.06.20 on going booked for 15.6.20	

	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Last carried out 29.05.19 at 100% visual and 20% testing, next due 29.05.24.	RSagoo	26.05.20
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	PAT testing carried out 03.06.19 -DG	RSagoo	02.06.20
	1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	Our last re-assessment was on the 29.10.19 by LCC, and no remedial works were recommended.	RSagoo	26.05.20
	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Sportsafe completed annual safety inspection on the 23.10.19	RSagoo	26.05.20
	1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	This was done in past 12 months	YDyal	26.05.20
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Cannot take place until new build field & pitch works are finished. Site work has started no finish date as yet (19.6.20)Site fencing to remain in place throughout summer (3.7.20)	Dglazer	03/07/20
	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)		Rudy Sagoo	26.05.20
	1.4	Cleaning of the premises			
	1.4.1	Thorough cleaning is not required if no-one has been into the premises during the time of closure. 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.	n/a school has remained open, see 1.4.2.	RSagoo	26.05.20
	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.	School is beng cleaned daily by LCC, and touch surfaces are being cleaned in the AM by Lisa, and in the PM by Rudy. A schedule is to be implemented and in place by the 8th June for 2 hourly cleaning around the site.	RSagoo	26.05.20
	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.	We have sufficienet supplies at the moment, an order has been placed to stock pile supplies in readiness for the 8th of June opening.	RSagoo	26.05.20
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE.	An order has been placed to increase stocks of cleaning materials, and to enable classrooms to all have their own cleaning anti bacterial spray cleaner.	RSagoo	26.05.20
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 about 'working towards' the re-integration of pupils. Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision.	Decision taken to introduce Y6 first in bubbles from 8.6.20 Pupils will use the new building only, eating lunch in there and not entering the main building. Allows for robust track and trace. Year 1 due to return 22.6.20 with Reception 29.06.20	HStott	11/06/2020

	2.2	Contact parents / carers of relevant pupils and staff to ascertain who will be coming into school / be available for work 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.	Survey sent out to all Y6 children, one CYP identified as needing an IPRA due to a broken bone in foot. This has been completed	HStott	02.06.20
	2.3	Consider if it is possible to have all eligible year groups back in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. For example some schools are looking at shift patterns; others at 2 days in for one year group and two for another; others at half days per year group. For secondary settings government advice is that only a quarter of pupils in year 10 and year 12 should be in school at any one time, including vulnerable children and children of critical workers in those year groups who are still encouraged to attend full-time. This is in addition to vulnerable pupils and children of critical workers who might be in full-time attendance from other year groups.	Staff have clear guidelines in terms of when they are and not in school, rotas available on google drive. Y6 - 4 days per week, REC 2 days and Y1 2 days. KWV Bubbles all have clear structure to enable effective track and trace	HStott	06/11/2020
	2.4	Consider that staff are likely to be still be supporting remote learning of pupils not attending school for whatever reason and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.	Staff working in Y6 bubbles will be in school 2 days, have 1 day for PPA and catching up on online marking, then 2 days WFH for online teaching/marketing/setting. Teachers working in KW Bubbles will be in school one week, and then two weeks WFH where time is allocated for PPA.	HStott	21.05.20
	2.5	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	If we have a positive test result then that bubble will be removed for 14 days. Staff will be informed, along with parents of the children in that bubble.	HStott	21.05.20
	2.6	Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, My Bus transport etc..	Done via email and phone calls coordinated by Key Stage Phase leader. All staff involved in discussion/Google shared documentation. If a bubble has reached capacity, the parents will have to accept the place in the other bubble.	HStott	11/06/2020
		Ongoing			
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Daily update from SLT lead in school, with weekly formal review on a Friday with SLT	HStott	11/06/2020
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.	In line with our current protocols. Admin bubble will have info on site.	DGlazer	01/06/2020
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	These have been updated and held in the secure SEN folders. Copies also held in the H&S Drive.	JLinsley	11/06/2020
	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.	Once bubbles are established - Denise to ensure Admin team have updated staff of any changes	Dglazer	06/12/2020
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	This is in line with our usual practices	DGlazer	12/06/2020
	3.5	Schools should continue to adhere to their medical needs policy regarding the administration of medication.	This is in line with our usual practices. Policy on Google for all staff to re read	JLinsley	21/5/20

	3.6	If staff and pupils are based at sites which are not their usual location they should share relevant medical conditions so these can be assessed and steps taken to manage them as above.	not applicable at this time but may be in different classrooms to their usual base, where their medicine may have been stored.	YDyal	21/5/20	
4. Assess activities / lessons which can take place	4.1	Teaching and play activities which require close direct supervision or contact should cease e.g gymnastics and football in PE, use of machinery in D&T and higher level / risk science experiments.	Email sent to KS Leads. Staff to follow guidance	YDYAL	01/06/2020	
	4.2	Indoor and outdoor equipment that cannot easily be cleaned after each discreet group or kept for one discreet group at all times should be taken out of use e.g trim trails, climbing frames, indoor and outdoor gyms. If it cannot be effectively cleaned between discreet groups consider allocating specific equipment to a specific discreet group, possibly on a weekly rota with a 72 hour break in between groups e.g not using it between 12pm Friday and 12pm Monday. Users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	Outdoor play areas that cannot be cleaned have been informally closed. CYP can only play in their designated areas on the playground or MUGA. If scooter is used then to follow the KWV Bubble Guidance on rota and isolation. If in EYFS area then to follow the SOP - EYFS Cleaning Outside Guidance	Mspink	11/06/2020	
	4.3	Remove the use of shared resources e.g stationary, books etc . and allocate individual resources to pupils wherever possible that is for their sole use.	Library closed for borrowing books. Dfe guidance has clear guidance re cleaning books after use. Key Stage leads ordering Pens/Pencils/learning resources and set up named pack for each child.	HStott	01/06/2020	
	4.4	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. 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.	All displays removed, soft toys removed in all areas except EYFS where they will be on a rota basis and once played with will go in the laundry. Equipment that is hard to clean to be removed and equipment used on a rota system allowing 72 hour isolation time. All phase leaders to check their classrooms etc prior to pupils starting back. Only one CYP uses a weighted blanket so this will be washed each week.	LWillis	11/06/2020	
	4.5	Shared materials and surfaces should be cleaned and disinfected more frequently.	SOP - Cleaning Guidance for Classrooms	Y Dyal	11/06/2020	
	4.6	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	From 8th June, Year 6 will be on site so key stage leads and teachers to coordinate this and plan weekly to ensure no cross over. Key times such as outside learning, pizza oven, MUGA use, fire pit to be taken in to account.	HStott	01/06/2020	
		Ongoing				
	4.7	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Weekly SLT Review meeting. Daily briefings for hte staff on site to reiterate key messages and protocols - led by the SLT lead in school. Ongoing.	HStott	01/06/2020 and ongoing	
	4.8	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	AfPE link - https://drive.google.com/drive/u/1/folders/155pAE02EBheBazA7nvwmFD0C6XZY_vm5 YST link - https://drive.google.com/drive/u/1/folders/155pAE02EBheBazA7nvwmFD0C6XZY_vm5	Rob Cosgrove	06/02/2020	
5. Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Decisions communicated clearly, emailed to all parents, on HT blog and on the weekly newsletter. Included in teacher communication to parents also.	HStott	01/06/2020	

	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.	Posters are on the front doors, email footer amended for staff showing the symptoms. No unannounced visitors will be accepted, appointments only. all appointments screened for necessity, phone and zoom/teams retained as the primary form of communication	YDyal	01/06/2020
	5.3	This may be by newsletters, letters, emails, signs etc...	As above.	HStott	01/06/2020
	5.4	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	This has been updated and emailed to all staff	Mspink	18/06/2020
6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons.			
	6.1.1	Staff and pupils who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves.	Staff - have been taken off rotas and working from home Pupils - IPRA have been completed for children and parents advised that they should continue with home learning Spreadsheet of pupils officially Shielding received on 2.6.20	HStott	01/06/2020
	6.1.2	Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, those pupils and staff should continue to learn / work from home. LCC Community and VC schools must have regard to the guidance issued in Coronavirus (COVID-19) – Advice for schools and school employees – Leeds City Council (available on HR pages on Leeds For Learning)	Staff - This has been taken into account with our staff planning and social distancing measures. Expectation that those staff who are required to be on site, follow the clear Gov guidance around living with someone who is shielding. Not required to shield also but strict home guidance. Ongoing as the guidance changes and discussion between individual staff, HT and HR. Pupils - parents have been advised of this as part of the communications to Y6, Y1 & REC	HStott	01/06/2020
	6.2	Clinically vulnerable persons			
	6.2.1	Staff - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If clinically vulnerable staff are on site settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment e.g a WASP. LCC Community and VC schools must have regard to the guidance issued in Coronavirus (COVID-19) – Advice for schools and school employees – Leeds City Council (available on HR pages on Leeds For Learning)	all staff have been surveyed on this and this information has been taken into account when planning our staff rotas. Reviewed daily with HR and HT, as guidance changing regularly. Staff not always informed from GP or Hospital so expectation is that individual staff will continue to be proactive in communicating with HT/HR and uploading relevant documents on to Breathe.	YDyal	21.05.2020

	6.2.2	<u>Pupils - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. An IPRA will be required for that pupil if they are to come on site.</u>	IPRAs have been completed for those children attending school	JLinsley	06/11/2020
	6.2.3	<u>Living with someone who is clinically vulnerable – pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting providing the risks have been assessed and discussed with them / their parents / carers about whether this involves an acceptable level of risk. LCC Community and VC schools must have regard to the guidance issued in Coronavirus (COVID-19) – Advice for schools and school employees – Leeds City Council (available on HR pages on Leeds For Learning).</u>	No further measure required	YDyal	
7. Persons who are already displaying Coronavirus symptoms	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace.	Email Footer/Posters in place. Staff reminded of this regularly, with the expectation that they will adhere to this guidance.	YDyal	01/06/2020
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	Reminders sent on weekly newsletter and teachers emails home.	HStott	01/06/2020
8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site. Symptoms are new, persistent cough, and/or high temperature, and/or loss of taste/smell.	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 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.	As part of our track and trace protocol - school has access to portal to enter details of those requiring tests	YDyal	01/06/2020
	8.2	Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils.	First Aid Room to be used by CYP until they can be collected. All PPE for First Aid to be kept in this room		01/06/2020
	8.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Face Shields once used should be allocated and kept by the staff member. These can be cleaned using hot, soapy water	RSagoo	01/06/2020
	8.4	Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.	see track and trace protocol	HStott	01/06/2020
	8.5	Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be 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. Public Health England should be notified.	see track and trace protocol	HStott	01/06/2020
	8.6	As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.	see track and trace protocol	HStott	01/06/2020

	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	see track and trace protocol	HStott	01/06/2020
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	see cleaning protocol	DGlazer	01/06/2020
	8.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	see 8.2 and cleaning protocol	DGlazer	01/06/2020
	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.	this will depend upon the occupancy of the school	HStott	01/06/2020
		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.	Documents held and understood	YDyal	21/5/20
		Follow the guidance in the local LCC FAQs on Test and Trace, Test and Trace Press Notice, Test and Trace Strategy and Government / NHS Flow chart - these are all available on Leeds For Learning.	These have been downloaded and shared on Google Drive for Staff	YDyal	18/06/2020
		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	Consider staggering start and finish times, attendance times / days etc where possible to limit numbers of children and adults arriving / leaving at the same time. This may be by year groups or learning / class groups.	Y6 to arrive 09:00 and finish at 14:30 to avoid KW bubbles. Splitting week so a maximum of 30 Y6 pupils at school at any one time	HStott	21/5/20
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing.	Use of both entry points to school (Nursery Lane & Lingfield Approach) with pupils assigned to specific entry points Y6 pupils to enter school property unaccompanied . Y1 & REC will only have one adult with them. Reminders about walking to school not mixing bubbles but will be hard to control.	HStott	21/5/20
	9.3	Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible.	Classrooms have external doors, routes around the school are planned.	HStott	21/5/20
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	The Staff for each bubble will be responsible for this in their area	ALL STAFF	21/5/20
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with 2m distance markers to help.	Designated drop off and pick up points have been established for each bubble. 2m distancing marks have been implemented	SLT	11/06/2020
	9.6	Parents and carers should be advised that only one adult should accompany their child to / from school.	Detailed briefing to parents given	HStott	01/06/2020
	9.7	Parents and carers should be informed they should not come into the school building unless by prior arrangement.	Detailed briefing to parents given	HStott	01/06/2020

	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Staff to follow the usual protocols in this.	HStott	01/06/2020
	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.	All suppliers informed when ordering, contractors aware	Dglazer	01/06/2020
	9.10				
	9.11				
	9.12				
10.Handwashing and hand sanitisers	10.1	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.	These are available on Google Drive, concern about publishing on website for safeguarding - access to school concerns	Hstott	11/06/2020
	10.2	School registers could be taken upon entry at the school gate to prevent any unauthorised entry from pupils, particularly if staff are unfamiliar with the pupils they are working with.	Key stage leads to organise daily, with staff knowing who is expected. Any not on the register will be sent home.	Hstott	11/06/2020
	10.3	Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, My Bus transport etc..	Communication to parents has this information clearly. Will be repeated on the website and in newsletters.	Hstott	11/06/2020
	10.4	If available have hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Completed	RSagoo	01/06/2020
	10.5	Pupils and staff should wash their hands with soap and 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.	SOP - Social Distancing & Hygiene Control	HStott	11/06/2020
	10.6	If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or hand sanitiser must be provided.	Completed	RSagoo	01/06/2020
	10.7	All persons should wash their hands before leaving the premises.	SOP - Social Distancing & Hygiene Control	HStott	11/06/2020
11.Cleaning	11.1	General Cleaning			
	11.1.1	Tissues should be available in all group areas and should be single use only and binned after use.	We have sufficient stock on site to implement this.	Rsagoo	02.06.20
	11.1.2	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.	We can use the shed to store this waste, staff will need to flag to site staff as and when this waste is created.	Rsagoo	02.06.20
	11.1.3	In addition staff are to wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving.	SOP - Social Distancing & Hygiene Control, Signs on Door	Hstott/SLT	11/06/2020
	11.1.4	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays.	This is what we have stocked at school.	RSagoo	02.06.20
	11.1.5	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.	Cleaning equipment in each classroom which is out of reach of children. Together with a SOP Cleaning Guidance & Record Sheet. Reminder issued to staff 18/06/20	Y Dyal	18/06/2020
	11.1.6	Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.	A cleaning schedule has been set up saved in Staff/Covid-19 Planning and Info/HR Safety Information/Documents for all staff to read prior to returning to a bubble, we will be using a 30 second contact anti bac spray, rather than hot soapy water to prevent cross contamination of using the same hot soapy water in different areas.	RSagoo	02.06.20

	11.2	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.	Refer to the SOP - Cleaning in Classrooms and SOP - EYFS Cleaning Guidance	Ydyal	11/06/2020
	11.2.1	Shared materials and surfaces should be cleaned and disinfected more frequently.	As above	ydyal	11/06/2020
		Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	SOP - Social Distancing & Hygiene Control	Hstott	11/06/2020
	11.3				
	11.3.1	Rooms used for Isolating persons displaying symptoms			
		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.	Room to be closed and secured for 72 hrs then a clean to take place - DGLAZER would organise this - not needed as yet	DGlazer	11/06/2020
	11.4				
	11.4.1	Clothing			
		There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However to allow pupils (and staff where uniform is usually worn) to wear clean clothes every day you may wish to consider relaxing or removing the need to wear uniform with guidelines on appropriate dress e.g as on non uniform days.	Parents informed	Hstott	01/06/2020
	11.5				
		Hygiene Suites / Intimate Care Facilities			
	11.5.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	n/a at this stage	Hstott	01/06/2020
		Leeds City Council / FM cleaning providers			
		Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	LCC Cleaning have been informed of returning Y6, Y1 & Rec pupils	Dglazer	12.06.20
		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:-	LCC Cleaning have been informed of returning Y6, Y1 & Rec pupils	Dglazer	12.06.20
		Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	LCC Cleaing have been informed of returning Y6, Y1 & Rec	Dglazer	12.06.20
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	LCC Cleaning informed	Dglazer	12.06.20
		Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	Change in cleaning hours is not always available, advertising for a school employed cleaner to work school hours. Advertised & applicants applied for position.	Dglazer/YDyal	28.05.20
		Government Guidance states that			
		<i>"We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring avoiding contact with anyone with symptoms</i>			
		<i>frequent hand cleaning and good respiratory hygiene practices</i>			
		<i>regular cleaning of settings</i>			
		<i>minimising contact and mixing</i>			
		<i>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young</i>			
		<i>Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning,</i>			
12.Social Distancing	12.1	Corridors and Circulation Spaces			
	12.1.1	Corridors could be marked out with 2m indicators as a visual aid for social distancing.	All internal floor areas have been marked to demonstrate 2m social distancing, all paths / outside areas where children are lined up are marked accordingly.	Y Dyal	18/06/2020

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.	This is completed and shared with staff	Hstott	03/06/2020
12.2	Classrooms / Learning Areas			
12.2.1	Keep cohorts together wherever possible.	Staff Briefed	Hstott	01/06/2020
12.2.2	Classes and groups of pupils should be kept to a minimal size to allow 2m social distancing. The Government recommends no more than half the size of the normal class however this is likely to be smaller if 2m social distancing cannot be achieved. As a starting guide measure the usable m2 of the space available and divide by 4 (this allows for 2m social distancing space) to determine a maximum occupancy for that space (including staff and pupils) e.g 48m2 space = 12 persons maximum.	class sizes have been determined by class size and will be less than 15	Hstott	01/06/2020
12.2.3	Classrooms desks (if in use) should be laid out to allow a 2m distance between each person (measured from where they are likely to be seated) and the location of the members of staff in that room. Chairs / desks surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. Tables / furniture not in use could potentially be used as physical barrier to separate areas of the classroom if suitable.	Completed	Hstott/SLT	01/06/2020
12.2.4	Reception and early years rooms may need 'play areas' removed / altered to allow more space in the room and to aid with social distancing. As these classes may need to be split to allow social distancing the furniture / play areas could be split between two or more areas.	All equipment removed from shelves, and furniture rearranged in REC Areas	Liz Willis	01/06/2020
12.2.5	For older year groups consider locating staff members at designated points where possible.	Y6 will be with designated members of staff	Hstott	01/06/2020
12.2.6	If other members of staff need to speak to / visit a different area e.g SLT they should avoid entering into the room wherever possible e.g stand in the doorway, as entering the area will affect occupancy. Administration of emergency first aid is an exception to this.	Staff Briefed	Hstott	01/06/2020
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.	Staff Briefed	Hstott	01/06/2020
12.2.8	Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary settings there will be subject specialist rotation of staff.	Completed	HSTott	01/06/2020
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.	Completed & Wednesday will be a thorough clean of areas	Hstott/SLT	01/06/2020
12.2.10	All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.	Staff Briefed	Hstott	01/06/2020
12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on.	Staff Briefed	Hstott	01/06/2020
12.3	Cloakrooms			
12.3.1	Consider how many pupils will be using cloak areas / pegs and take steps to minimise persons being closer than 2m e.g space out the ones in use to keep a 2m distance, rota access to these areas, keep bags and coats with the individual.	Children to keep coat under their table, only have outdoor shoes and no PE Bags	Hstott	01/06/2020

12.4	Outdoor Areas			
12.4.1	Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside.	Staff Briefed & use of social distancing champions	Hstott	01/06/2020
12.5	Breaks and Lunchtimes			
12.5.1	Breaks and lunchtimes should be staggered to allow safe movement around the school, safe use of the play areas and dining halls.	Ongoing as more children access school from 8th June. Weekly planning with staff on site and key stage leads.	Hstott	11/06/2020
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. Discrete learning groups should not mix in the dining hall or outside.	Lunches to be served in classrooms for Year 6 , Year 1 and Reception. Outside eating to be marked with 2m distancing markers and those in the hall the same. Agreement of a one way system around the site and where each bubble will eat, so track and trace can be clearly implemented. H Stott	SLT in school	01/06/2020
12.6	Toilets			
12.6.1	Use of toilets should be for individual groups where possible 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.	Toilets are designated to Year Groups	H Stott	01/06/2020
12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Staff Briefed and ensure regularly enforced	H Stott	11/06/2020
12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Staff Briefed and ensure regularly enforced	H Stott	11/06/2020
12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Staff Briefed and ensure regularly enforced	H Stott	11/06/2020
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.	Signage produced and displayed	Y Dyal	18/06/2020
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.	Signage produced and displayed	DGlazer	03/06/2020
12.7	Assemblies / Collective Worship			
12.7.1	Assemblies should be suspended during this current period until further notice.	Done via Google or Microsoft Teams, in KS phases.	H Stott	01/06/2020
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.	As above, to include those at home, or in bubble - classroom or outside space.	H Stott	11/06/2020
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.	This has been completed		11/06/2020
12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.	Café is available as additional space	Hstott	02.06.20
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.	Notices displayed	R Sagoo	11/06/2020

	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).	Advised in team briefing, however no additional kettles to be used around site. Hot water can be accessed from Staff room & cafe only.	Ydyal	11/06/2020
	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.	Walkie talkies are on site and charged	D Glazer	02.06.20
	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.	Using mobile phones whilst at work policy needs to be review	HStott	
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.	We have all first aiders trained to this standard and first aider allocated to each bubble.	YDyal	02.06.20
	13.2	Paediatric first aiders must be present on site at all times children up to the age of 2 are on site. Schools must take best endeavours to ensure a paediatric first aider is on site at all times children up to the age of 5 are on site. If this is not possible follow the guidance in Bulletin 15 - Important update on first aid arrangements and the associated risk assessment.	Use of PPE document has been produced and shared with First Aiders	YDyal	02.06.20
	13.3	Limit or cease activities more likely to result in injuries e.g gymnastics, D&T, science.			
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.	n/a	RSagoo	02.06.20
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	n/a	RSagoo	02.06.20
	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.	The lift is only used by one wheelchair user, or for moving bulky goods between floors.	RSagoo	02.06.20
	14.4	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.	We have now moved to smart phone operated sign in / out system on site, reducing the amount of users requiring to use the touch screen. The touch screen should be cleaned prior to using, and is on a 2 hour cleaning schedule of the site. InVentry system (Purchased May 15) is faulty we need to purchase a refresh system to enable the touch screen and app to work. Ordered place for refresh InVentry system w/c 29.6.20.	Dglazer	02.06.20
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Staff should be cleaning IT equipment prior to it being used, if equipment is to be only solely used by one person the IT equipment should be left marked up accordingly with a note clearly visible, this included desktop PC's, laptop's, and iPad's.	RSagoo	02.06.20
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.	Rooms - Fire doors should only be propped open when the room is in use, it is the responsibility of the teacher to ensure the door is closed upon leaving the room, especially upon an fire evacuation. Corridors - Fire doors can be propped open throughout the day, Rudy will ensure these are closed during the locking up of the school, however we need to assign responsibility in the event of a fire evacuation to close these doors.	ALL STAFF	02.06.20
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	Staff should be responsible for opening and closing windows as they use individual rooms. I will ask site staff to open the staffroom and cafe windows daily, and Rudy to be responsible for closing them during locking up.	RSagoo	02.06.20
	15.1.3	If rooms have shared air conditioning systems that do not filter the extracted air before it flows into another room these rooms should not be used.			
	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.	Outdoor Classroom Risk Assessment is here		
	15.3	Medical Needs			
	15.3.1	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Admin team will keep the spreadsheet update. Jo L will inform staff of any new updates re training needs. Yvonne Dyal to have central Google folder for CPD.	D Glazer	12/6/20 on going
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.			
	15.4	Water fountains			
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	NA as none in school	H Stott	
	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.	Key Stage leads to implement, in lie with current practice. All bottle and cups to be labelled with pupil name. Daily wash in Cafe dish washer. Sheet to be completed each time to track adherence. H Stott		02.06.20
16.Educational Visits	16.1	Government guidance is currently that all local, national and international educational visits are ceased for the time being.	Info only	H Stott	02.06.20
	16.2	For local visits e.g to local parks etc - if this is lifted further guidance has been provided by the Schools Health, Safety and Wellbeing Team on managing local visits, especially regarding social distancing and hygiene. There is also guidance on www.oeapng.info 4.4k Coronavirus	Outdoor learning to be done on school site only	H Stott	02.06.20
	16.3	Government guidance should be followed for national and international visits if restrictions are lifted. Guidance will be available of Evolve and will be updated as the situation changes.	Y6 residential cancelled. Changed dates for the Autumn Harry Potter London trip.	H Stott	02.06.20

17.PPE for staff and pupils	17.1	Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	R Sagoo and Y Dyal to inform staff of these, aswell as staff reading the full risk assessment document. Staff to sign to say that they have understood their role in adhering to the RA and to query anything unsure of. PPE guidelines to be shown to staff, especially those First Aiders or changing nappies. H Stott	Y Dyal	05/06/2020
	17.2	FFP2 / 3 masks are not necessary in a school setting.	Guidance provided to all staff is here: https://drive.google.com/drive/u/1/folders/155pAE02EBheBazA7nvwmFD0C6XZY_vm5	YDyal	06/02/2020
	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.	https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	YDyal	06/02/2020
	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.	Guidance provided to all staff is here: https://drive.google.com/drive/u/1/folders/155pAE02EBheBazA7nvwmFD0C6XZY_vm5	YDyal	06/02/2020
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	to be used by one person only and then washed with hot soapy water	YDyal	06/02/2020
		See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering.			
	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.	All decisions discussed with SLT, Key Stage Phase teams. Communication clear and shared on Google. H Stott	Hstott	11/06/2020
	18.2	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils.	Key Stage leads to organise with their teams. H Stott	Hstott	11/06/2020
	18.3	Wherever possible rota staff who have to come in to help manage their wellbeing and concerns. Consideration should be given to staff that have worked over holidays and the guidance that TAs can teach groups to allow staff adequate breaks / fair allocation of workloads.	HR has followed clear guidance with rota of all staff, lieu time for holidays worked. H Stott	Hstott	11/06/2020
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Leeds for Learning.	HR liaising with staff. Discussion with HT, HR and Key Stage leads as to welfare of their staff and if any further support needed. This is acted on and followed up if needed. H Stott	Hstott	11/06/2020
	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. Setting up closed WhatsApp groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media).	Regular meetings have taken place for all teams across school. Welfare checks done with Key Stage leads and HR manager. Groups are in Teams or Whats App, for support. H Stott	Hstott	11/06/2020
	18.6	Identify Mental Health First Aiders.	Completed with Y Dyal and Emma Brown. Staff are aware fo where to go for support. H Stott	Hstott	11/06/2020
	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).	Information shared regularly and on Breathe HR system, accessible to all staff. H Stott	Hstott	11/06/2020
	Guidance on Staff Wellbeing is available on Leeds for Learning.				

19.Contractors visiting site	19.1	Minimise visits to essential visits only e.g to carry out statutory testing, repair work or building works.	This is currently the situation.	RSagoo	02.06.20
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	This is currently the situation.	RSagoo	02.06.20
	19.3	Contractors should adhere to social distancing guidelines.	Guidance for Contractors was produced and to be issued every time they come to site	RSagoo	02.06.20
	19.4	Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site.	Guidance for Contractors was produced and to be issued every time they come to site	RSagoo	02.06.20
	19.5	If contractors need supervising this should be done following social distancing guidelines.	This is currently the situation.	RSagoo	02.06.20
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Guidance for Contractors was produced and to be issued every time they come to site	RSagoo	02.06.20
	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.	Guidance for Contractors was produced and to be issued every time they come to site	RSagoo	02.06.20
	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.	Guidance for Contractors was produced and to be issued every time they come to site	RSagoo	02.06.20
	19.9	Where possible an access / exit point separate to that used by staff and pupils should be used.	Guidance for Contractors was produced and to be issued every time they come to site	RSagoo	02.06.20
	19.1	School should still follow procedures for controlling access / security whilst contractors are on site.	This is currently the situation.	RSagoo	02.06.20
20.Lettings / Meetings / Visitors	20.1	Lettings, visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary.	Lettings have been cancelled. Only external visitors meetings are carried out if vital	DGlazer	02.06.20
	20.2	If they are for vital / necessary educational / health purposes e.g private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they should only go ahead if social distancing and hygiene rules can be adhered to.	No meetings taking place at present, conditions adhered to if meetings are vital	DGlazer	02.06.20
	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.	Separate toilet facility could be identified if needed	DGlazer	02.06.20
	20.4	Where possible an access / exit point separate to that used by staff and pupils should be used.	Not feasible, cleaning protocols in place	DGlazer	02.06.20
	20.5	School should still follow procedures for controlling access / security whilst visitors are on site.	Signing in sheets now used - so we have more information to enable track and trace	DGlazer	02.06.20
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.	Evacuation routes remain unchanged - leave by nearest, safe exit	Y Dyal	18/06/2020
	22.2	Consider if muster points / practices need to be altered so staff and pupils can be 2m apart and that separate groups do not mix	Muster points for the bubbles have been produced and communciated to all staff	Y Dyal	18/06/2020
	22.3	Consider if you need to re-allocate fire marshall roles.	n/a	RSagoo	02/06/2020
	22.4	Ensure staff know how to use fire extinguishers, where callpoints are etc	staff have not received training on fire extinguishers - advice is that if they see a fire they call 999	Y Dyal	02/06/2020

	22.5	Practice new procedures as soon as possible after opening.	Agreed with Resources SubCommittee Chair that as practices are done frequently during the school year and there is no change to the evacuation process that this is not required. School never fully closed	Y Dyal	11/06/2020
	22.6	Consider if staff and pupil PEEPs need to be amended.	These have been reviewed and no amendments are required at this time, will continue to monitor	JLinsley	11/06/2020
	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.	Have displayed the muster points in the staff room and available for all staff to view on Google Drive and to print for their class room. No other amendment is required.	Y Dyal	18/06/2020
23. Supervision at Lunchtimes	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	Y Dyal completes rotas for staff to review, prior to putting in place. Discussion weekly depending on number of pupils. Changes daily inline with spreadsheet of key workers. Lunch will be in classrooms from 8th June. Lunchtime assistants will be allocated to bubbles. H Stott	Y Dyal	11/06/2020
24. Catering	24.1	Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc..	They have their own entrance/exit point and fire evacuation point is unchanged	RSagoo	02/06/2020
	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.	Reduced menu choice, grab bags, dietary requirements for pupils on google docs	JLinsley/DGlazer	11/06/2020
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff.	lunches are served in the classrooms to maintain bubbles and social distancing	YDYAL	11/06/2020
	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.	Staff to remain in kitchen if pupils and staff are in the hall. Agreed with Angela Kilbride from LCC Catering Service	DGlazer	01/05/2020
	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.	n/a	J Linsley	11/06/2020
	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.	Angela Kilbride has informed all catering staff of rules	D Glazer	01/05/2020
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 may not have been in school during the past half term. See also 2.1.	all staff are briefed on their first day of each week by member of SLT. All documents re training of new SOPs are signed for on HR System	YDYAL	11/06/2020
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.	If packed lunches are forgotten then school dinner is ordered and charged. Medication to be left in bike shelter and admin to collect using a wipe to disinfect	DGlazer	11/06/2020
27. Transport to School by My Bus or School Buses (not public transport buses)	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	N/A	DGlazer	11/06/2020

	27.2	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g cones, signage etc..	N/A	DGlazer	11/06/2020
	27.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	N/A	DGlazer	11/06/2020
	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	DGlazer	11/06/2020
28. School Sites Shared with other Users e.g PFI Staff, Childrens 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.	Children's centre staff are currently wfh, the office has been cleaned and sign on door, information will be shared when returning to site	DGlazer	11/06/2020