



Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.00 -

Section 1 - Pre - opening checks and assessments

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| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
|------------------------|---|--|---------------------------------------|--------------------------|----------------|
| 1. Building Management | 1.1 | Regular ongoing checks required. | | | |
| | 1.1.1 | Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the summer break . | Amended | Site Team | 23/08/2021 |
| | 1.1.2 | Damage to the building and fixtures and fittings | Same | Site Team | 23/08/2021 |
| | 1.1.3 | Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc.... | Same | Site Team | 23/08/2021 |
| | 1.1.4 | Rodent activity and/or infestations - commissioning of pest control may be required | Same | Site Team | 23/08/2021 |
| | 1.2 | Operational checks (to ensure good working order) to be carried out on : | Same | | 23/08/2021 |
| | 1.2.1 | Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms. | Same | Site Team | 23/08/2021 |
| | 1.2.2 | Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function. | Same | Site Team | 23/08/2021 |
| | 1.2.3 | Emergency lighting | Same | Site Team | 23/08/2021 |
| | 1.2.4 | Gas supplies including science laboratories and kitchens | Same | Site Team | 23/08/2021 |
| | 1.2.5 | Kitchen equipment | Same | Site Team | 23/08/2021 |
| | 1.2.6 | Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms | Same | Site Team | 23/08/2021 |
| | 1.2.7 | Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm | Same | Site Team | 23/08/2021 |
| | 1.2.8 | Water systems to look for leaks and ensure there is provision of hot water | Same | Site Team | 23/08/2021 |
| | 1.2.9 | Windows, doors and gates including electronic gates and doors | Same | Site Team | 23/08/2021 |
| | 1.2.10 | Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments. | Same | Site Team | 23/08/2021 |
| | 1.2.11 | Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements). | Same | Site Team | 23/08/2021 |
| | 1.3 | Ensure Statutory Inspections are up to date for : | Same | | |
| | 1.3.1 | Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months); | Same | Due October 2021 | 23/08/2021 |
| | 1.3.2 | Pressure systems (if the scheduled inspections have not taken place in the last 12 months); | Same | Due April 2022 | 23/08/2021 |
| 1.3.3 | LEV (if the scheduled inspections have not taken place in the last 14 months); | Same | Due April 2022 | 23/08/2021 | |
| 1.3.4 | Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); | Same | Due October 2021 | 23/08/2021 | |
| 1.3.5 | Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); | Same | Due May 2024 | 23/08/2021 | |
| 1.3.6 | PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) | Same | Due September 2022 | 23/08/2021 | |
| 1.3.7 | Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); | Same | Due October 2021 | 23/08/2021 | |
| 1.3.8 | Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); | Same | Due December 2021 | 23/08/2021 | |

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| | 1.3.9 | Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); | Same | Due December 2021 | 23/08/2021 |
| | 1.3.10 | Tree surveys (if the scheduled inspections have not taken place in the last 12 months); | Same | Due October 2021 | 23/08/2021 |
| | 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). | Same | All reviewed | 23/08/2021 |
| | 1.4 | Cleaning of the premises | Same | | |
| | 1.4.1 | If the school has been partially open i.e. not using all the rooms / spaces that will need to be used on the September , it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied. | Amended | Summer Cleaning Programme in place | 23/08/2021 |
| | 1.4.2 | If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to September unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place. | Amended | as above | 23/08/2021 |
| | 1.5 | Supplies | Same | | |
| | 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 numbers of students and staff on site and the increased amounts of cleaning required. | Same | Site Team | 23/08/2021 |
| | 1.5.2 | Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs. | Same | Site Team | 23/08/2021 |
| | 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. | Same | Site Team | 23/08/2021 |
| 2. Assessing staff and pupil numbers to assist in plans for September opening. | 2.1 | All pupils are expected to attend schools in September unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Secondary settings (and SILC settings undertaking pupil testing) have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis which can commence from 3 working days before the start of term. This is voluntary and at the discretion of each school. These settings can also stagger the return of pupils across the first week to manage the 2 on site LFD tests for pupils. After September secondary pupils should return to face-to-face education following their first negative test result. If a school chooses to start testing before the start of term they should still follow the schools operational guidance in place for September 2021 and must ensure pupils go home after their test result. Pupils will need to do 2 tests on-site, each 3 to 5 days apart, before moving to home-testing. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document. | Parents informed | HS | 23/08/2021 |
| | 2.2 | Contact parents / carers of pupils, and staff, to ascertain if there are any changes to / new medical or SEND needs so that staff rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include re-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. | All Staffing in place | HS | 23/08/2021 |

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| | 2.3 | Where pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the pupil. Pupils should be able to continue attending both settings. | medical training planned for training days in Sept | HS | 23/08/2021 |
| | 2.4 | Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. | N/A | N/A | N/A |
| | 2.5 | Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans. | Remote Learning in place | HS | 23/08/2021 |
| | | Ongoing | | | |
| | 2.6 | Review rotas, rotas, medical and first aid needs on an ongoing basis. | in place | HS | 23/08/2021 |
| 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 place | HS | 23/08/2021 |
| | 3.2 | Re-assess if IPRA's or PBSP's are needed or need to be altered given the changes to Covid measures on return to school and any 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. | all plans in place | HS | 23/08/2021 |
| | 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. | Training Days - Sept | HS | 23/08/2021 |
| | 3.4 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return in September and catering arrangements may have changed. | Office hold information as well as kitchen staff | HS | 23/08/2021 |
| 4.Information to pupils, staff, parents / carers, visitors and contractors. | 4.1 | Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children and the amended control measures in place. This should include informing parents / carers about any LFD testing programmes being undertaken in school for their children and the access to home testing kits for parents / carers. https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/ | Newsletters informed parents | HS | 23/08/2021 |
| | 4.2 | All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Covid-19, if they are self isolating or if they are required to quarantine. | system in place | HS | 23/08/2021 |
| | 4.3 | This may be by newsletters, letters, emails, signs etc.... | Newsletters informed parents | HS | 23/08/2021 |
| | 4.4 | 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 self isolating outside of the school is not being followed and this places other persons in the school at increased risk. | behaviour policy in place | HS | 23/08/2021 |