



Managing Covid 19 in Schools for September 2020 opening - Risk Assessment - Version 3.5

| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
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| | 1.1 If your site has been closed over the summer break | Altered | | |
| | 1.1.1 Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure | Building is asbestos free as confirmed as part of expansion in 2018 | not applicable | Building confirmed asbestos free 2018 |
| | 1.1.2 Damage to the building and fixtures and fittings | School has been open throughout COVID-19 period and also Summer holiday 2020 - with caretaking staff on-site daily. No damage to the buildings fixtures or fittings during this time. Regular walk around and check of school site by superintendents (J Worsnop & A Ribeiro), School Business Manager (VH) to take place weekly. Staff previously reported any maintenance requirements in superintendent's book - now to alert via email or telephone call to SBM (VH/SN) - staff notified of this change in COVID-19 Staff Handbook (shared wk. beg. 01.06.20 & wk. beg. 07.09.20). Maintenance completed at the earliest opportunity. Superintendents will also review school as part of their daily timetable. | VH/SN (SBM) | 02.09.20 - confirmation no damage to fixtures and fittings. Weekly site inspection with SBM (VH and caretaking team to continue (see VH minutes of weekly meetings). J Waddington (Health & Safety Governor) also to take part in annual checks of school site. |
| | 1.1.3 Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc... | School has been open throughout COVID-19 period and also Summer holiday 2020 - with caretaking staff on-site daily. No damage to the buildings fixtures or fittings during this time. Regular walk around and check of school site by superintendents (J Worsnop & A Ribeiro), School Business Manager (VH) to take place weekly. Staff previously reported any maintenance requirements in superintendent's book - now to alert via email or telephone call to SBM (VH/SN) - staff notified of this change in COVID-19 Staff Handbook (shared wk. beg. 01.06.20 & wk. beg. 07.09.20). Maintenance completed at the earliest opportunity. Superintendents will also review school as part of their daily timetable. | VH/SN (SBM) | 02.09.20 - confirmation no damage to fixtures and fittings. Weekly site inspection with SBM (VH and caretaking team to continue (see VH minutes of weekly meetings). J Waddington (Health & Safety Governor) also to take part in annual checks of school site. |
| | 1.1.4 Rodent activity and/or infestations - commissioning of pest control may be required | Regular walk around with the SBMs and superintendents occur weekly and any issues are dealt with immediately. School has been open throughout COVID-19 period and also Summer holiday 2020 - with caretaking staff on-site daily. Pest control to be called as and when appropriate. | VH/SN (SBM) | Daily timetabled check of building by caretaking staff. Weekly site inspection with SBM (VH and caretaking team to continue (see VH minutes of weekly meetings). J Waddington (Health & Safety Governor) also to take part in annual checks of school site. |
| | 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 check of school alarm systems by caretaker (documented). School has SLA with local authority (Leeds Building Services) Completed as part of LA SLA | SN/VH | Termly checks (documented) monitored by VH/SN (SBM) |
| | 1.2.2 Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function. | Completed as part of LA SLA | SN/VH | Termly checks (documented) monitored by VH/SN (SBM) |
| | 1.2.3 Emergency lighting | Completed as part of LA SLA | SN/VH | Termly checks (documented) monitored by VH/SN (SBM) |
| | 1.2.4 Gas supplies including science laboratories and kitchens | Zurich (insurance provider) have completed checks on gas supplies. | | |
| | 1.2.5 Kitchen equipment | Leeds Catering are responsible for kitchen equipment. Kitchens have been in use throughout wider school closures. Kitchen checks/clean scheduled to take place wk. beg. 31.08.20 (C Hasty responsible). VH to monitor. | C Hasty (Catering Manager) VH to monitor | Kitchen checks/clean scheduled to take place wk. beg. 31.08.20 (C Hasty responsible). VH to monitor. |
| | 1.2.6 Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms | All checked and fully functioning | JW/AR (site team) and monitored by VH/SN (SBM) | all checked - 20/05/2020. Summer holiday check due wk. beg 31.08.20 |
| | 1.2.7 Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy | Completed weekly by superintendent. | JW/AR (site team) and monitored by VH/SN (SBM) | Weekly |
| | 1.2.8 Water systems to look for leaks and ensure there is provision of hot water | Completed weekly by superintendent. | JW/AR (site team) and monitored by VH/SN (SBM) | Daily/Weekly |
| | 1.2.9 Windows, doors and gates including electronic gates and doors | Completed weekly by superintendent. | JW/AR (site team) and monitored by VH/SN (SBM) | Daily/Weekly |
| 1. Building Management / readiness | 1.2.10 Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments. | DT resources stored securely. DT Curriculum Leader to check resources wk. beg. 07.09.20. Systems in place for staff to sign-out DT equipment and ensure that this is cleaned/stored for 72 hours after use prior to next pod/bubble using. PPE is available and stored securely in school. Stock control managed by School Business Managers. Staff made aware that School Business Managers hold PPE in COVID-19 Staff Handbook (to be shared wk. beg 07.09.20) | SCh (DT lead). PPE in school now and stored securely (SN/VH) | Check of DT equipment (wk. beg 07.09.20) |

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| 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). | Serviced in line with SLAs | SN/VH | Annual |
| 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); | Quarterly service in line with agreed SLA | VH/SN | Feb-20 |
| 1.3.2 | Pressure systems (if the scheduled inspections have not taken place in the last 12 months); | Completed weekly by superintendent and checked as part of annual SLA with LBS | VH/SN | Daily/Weekly |
| 1.3.3 | LEV (if the scheduled inspections have not taken place in the last 14 months); | not applicable | VH/SN | n/a |
| 1.3.4 | Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); | undertaken as part of schools SLA with LBS | VH/SN | Annually |
| 1.3.5 | Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); | Completed Sept.2019 | VH/SN | Sep-19 |
| 1.3.6 | PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) | Completed Feb.2020 as part of annual SLA | VH/SN | Feb-20 |
| 1.3.7 | Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months); | Not required following expansion in 2018 | VH/SN | 2018 |
| 1.3.8 | Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); | Annually checked as part of SLA with Sports Safe | VH/SN | 2019 |
| 1.3.9 | Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); | Annually checked as part of SLA with SportsSafe | VH/SN | 2019 |
| 1.3.10 | Tree surveys (if the scheduled inspections have not taken place in the last 12 months); | Referred to LBS for guidance as last review completed 2018. VH to update | VH/SN | 20/05/2020. VH to update |
| 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 fire call point checks and testing of alarm completed by J Wornsop (superintendent). Leeds Building Service manage the fire alarm system through an SLA. Requirement is for minimum 12 moth check. Last check of all alarm testing and emergency lighting was October 2019. 6 monthly additional check scheduled for 7th April but did not take place due to COVID-19. VH has made plans for this to be rescheduled as soon as possible. Fire extinguishers checked by Fire Solve (SLA) December 2019. School does not have a smoke exhaust system or smoke curtains. School has fire dampers with visual checks as part of 6 month servicing. | VH | Weekly checks of call points and alarm (ongoing) December 2019 for extinguishers checks. October for LBS check of alarm and emergency lighting - next due September 2020 |
| 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. | Whole school site has been deep cleaned following planned programme over summer holiday. Final deep clean of all areas scheduled for wk. beginning 31.08.20. School closed Friday 4th September until Monday 7th September to ensure 3 day period adhered to. | VH/SN | Final deep clean of school site wk. beg 31.08.20. School closed for 3 days 04.09 - 07.09 |
| 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 has been open throughout COVID-19 with thorough daily cleaning taking place in those areas accessed by staff and pupils. All rooms not in use have had deep clean and room has been locked during this period. Whole school site has been cleaned and set up by 28/05/20. No staff or pupils will be on site from then until 01/06/20. | SN/VH | 28/05/2020 |
| 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. | Monitoring and distribution completed by superintendents as part of daily cleaning schedule/site check. Timetabled, shared with superintendents and monitored by School Business Managers (SN/VH). Final checks all areas ready any stocked wk. beg 31.08.20 | SN/VH | Final checks all areas ready any stocked wk. beg 31.08.20. Daily checks to take place |
| 1.5.2 | Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs. | Weekly stock check to be performed every Monday and stock replenished as required. Final checks all areas ready any stocked wk. beg 31.08.20 | SN/VH | Weekly |
| 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. | All classroom bases have access to their own sink, soap and paper towels for regular hand washing. Hand washing scheduled to take place as part of timetable for each class. Access for each cohort pod to toilet handwashing facilities. Monitoring and distribution completed by superintendents as part of daily cleaning schedule/site check. Timetabled, shared with superintendents and monitored by School Business Managers (SN/VH). Final checks all areas ready any stocked wk. beg 31.08.20 | SN/VH | Final checks all areas ready any stocked wk. beg 31.08.20. Daily checks to take place on stock. |

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| 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. | Phased plan in place for September return - this has been communicated with all parents (with translation facility available on school website). Training days for all staff Monday 7th and Tuesday 8th September to ensure adequate time to share guidance and protocol. Year 4, Year 5 and Year 6 to return to school from Wednesday 9th September. Year 1, Year 2 and Year 3 to return to school from Monday 14th September. Planned programme of transition into school in place for Nursery and reception children to enable adequate time for pupils to become familiar with setting and procedures. | SC/HD (co-headteachers) | Planned programme shared and approved by Governors - July 2020. Communicated with parents July 2020 and again wk. beg. 31.08.20/ Phase return to begin 09.09.20 |
| | 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. | As pupils return to school - all parents will be asked to complete annual data collection; contact details and up-to-date medical information including any changes to medical needs/history. School requested all staff to alert if their medical needs have changed and have a list of staff who have declared any medical needs and details of these (information to be added to staff SIMS account and a copy of medical needs of staff stored securely and available to senior leadership team as required. New staff all complete health screening as part of recruitment process and aware to alert senior staff with any relevant information. SEND and Risk Assessments for pupils have been handed over as part of transition meetings with all relevant teachers and key pastoral and SEND staff. Medical Policy updated following LEA update (shared with Chair of Governors) and will be shared with staff in medical briefings during training days (7th and 8th September - FS). Briefings with all staff to make them aware that a Wellbeing Assessment (WASP) can be completed with a focus on any staff who fall into vulnerable categories as defined by LEA. List of staff who require WASP in place and some WASPs completed - further to take place within first two weeks of term - SC/FS/SN to complete. SC/HD to be responsible for ensuring tracking of WASP process for staff. | FS (AHT and SENDCo) lead on medical and SEND. KW (office manager) to lead on data collection and input for pupils and any updates to staff personnel information. | Briefing for all staff re: medical scheduled for training days (7th and 8th September). Staff to be made aware to update senior staff with any relevant medical information and changes to medical/contact information wk. beg 07.09.20 (FS to lead). SEND/Pupil risk Assessments and medical information for pupils on role and those joining the school that school are aware of - all information has been shared as part of transition hand over meetings and these are documented (July 2020). KW (Office Manager) to lead on data collection and update to school records from wk. beg. 07.09.20 |
| | 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. | Not applicable - no child routinely attending more than one setting. If this becomes the case then measures will be put in place in accordance with guidance here and this risk assessment updated. | n/a | n/a |
| | 2.4 | Consider that if there is a positive case in school that staff and pupil numbers may be affected. | Plans have identified staff who will be able to support should staffing levels change due to absence. HLTA and Cover Supervisor staff in school are able to work within pods and bubbles as required. If additional staff are required school pays into insurance for sickness and supply staff will be sought only where required and any supply staff to be fully briefed on risk assessment policy and procedures. Attendance policies and procedures updated (July 2020) in line with LEA guidance and pastoral and Senior team to be made aware of actions to be taken as part of training wk. beg. 07.09.20 | School Leadership and pastoral team - overseen by SC/HD (Co-headteachers) | Plans in place ready for any potential staff absence from September 2020. Ongoing to respond as need presents. |
| | 2.7 | Ongoing Review ratios, rotas, medical and first aid needs on an ongoing basis. | Weekly review by school leadership team | Senior leadership team overseen by HD/SC (Co-Headteachers) | ongoing |
| 3.1 | Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible. | As pupils return to school - all parents will be asked to complete annual data collection; contact details and up-to-date medical information including any changes to medical needs/history and allergies. Staff to be asked to update any changes to contact/emergency contact information and medical/allergies on return to school wk. beg. 07.09.20. School requested all staff to alert if their medical needs (including allergies) have changed and have a list of staff who have declared any medical needs and details of these (information to be added to staff SIMS account and a copy of medical needs of staff stored securely and available to senior leadership team as required. New staff all complete health screening as part of recruitment process and aware to alert senior staff with any relevant information. Medical Policy updated following LEA update (shared with Chair of Governors) and will be shared with staff in medical briefings during training days (7th and 8th September - FS). | FS (AHT and SENDCo) lead on medical and SEND. KW (office manager) to lead on data collection and input for pupils and any updates to staff personnel information. | Briefing for all staff re: medical scheduled for training days (7th and 8th September). Staff to be made aware to update senior staff with any relevant medical information and changes to medical/emergency contact information wk. beg 07.09.20 (FS to lead). SEND/Pupil risk Assessments and medical information for pupils on role and those joining the school that school are aware of - all information has been shared as part of transition hand over meetings and these are documented (July 2020). KW (Office Manager) to lead on data collection and update to school records from wk. beg. 07.09.20 | |

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| 3.Updating pupil and staff details | 3.2 | Re-assess if IPRA's or PBSP's are needed or need to be altered given the 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. | Pupil risk assessments and positive behaviour support plans for those children already attending as part of vulnerable/keyworker group have had risk assessments updated and shared with staff. Pupils in returning year groups (Y6/Rec/Y1) - teachers to update risk assessments and positive behaviour support plans week beg. 01.06.2020 - and then these are to be shared with staff - led by school SENCo and checked by SENCo (FS).All IPRA's to be reviewed by staff by Tues 2.6.20 and then by senior leaders by 3.6.20 all shared with all staff by 4.6.20. IPRA's for 1-1 pupils written by 21.5.20 by FS following engagement of Health and safety team, and STARS , shared with key workers by 22.5.20 | FS | Wk. beg 01.06.20 (FS) |
| | 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. | Medical alerts reviewed and updated Summer term 2020 (FS). Medical Policy updated July 2020 (FS) following update from LEA. Shared/approved with Chair of Governors and shared with all staff as part of key information briefing 7th and 8th September. Record of all pupils and staff who have epi-pens and/or inhalers updated for September 2020 and all medicines stored appropriately and with appropriate access. Emergency inhalers in school and consent sought for pupils and documented where in place. Medical alerts for pupils and staff to be updated as part of training days and distributed to key staff and all classrooms. Asthma care plans to be in place for all pupils with an inhaler (FS - September 2020). Medical information for pupils have been handed over as part of transition meetings with all relevant teachers and key pastoral and SEND staff July 2020 (documented). Training record for staff who have received training in epi-pen or other medical support in place (FS responsible). Additional training needs to be identified as required early September 2020 (FS to lead) | FS | Medical alerts reviewed and updated Summer term 2020 (FS). Medical Policy updated July 2020 (FS) following update from LEA shared with all staff as part of key information briefing 7th and 8th September. Record of all pupils and staff who have epi-pens and/or inhalers updated for September 2020. Medical alerts for pupils and staff to be updated as part of training days and distributed to key staff and all classrooms. Asthma care plans to be in place for all pupils with an inhaler (FS - September 2020). Medical information for pupils have been handed over as part of transition meetings with all relevant teachers and key pastoral and SEND staff July 2020 (documented). Training record for staff who have received training in epi-pen or other medical support in place (FS responsible). Additional training needs to be identified as required early September 2020 (FS to lead) |
| | 3.4 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. | As pupils return to school - all parents will be asked to complete annual data collection; including any changes to or any allergies. KW (Office Manager) to lead update of allergy information on SIMS, contact with catering team and relevant allergy paperwork completed with T Parkin (kitchen lead). FS to be made aware as medical lead. Allergy information shared with all catering team and severe allergies in medical alert file (to be updated and re-shared wk. beg. 07.09.20 (FS/KW)). FS & LB to ensure that lunchtime staff (support staff and midday staff have awareness of allergy information for pupils they are supervising. | FS (AHT and SENDCo) lead on medical and SEND. KW (office manager) to lead on data collection and input for pupils and any updates to staff personnel information. | Briefing for all staff re: medical scheduled for training days (7th and 8th September). Staff to be made aware to update senior staff with any relevant medical information and changes to medical/emergency contact information wk. beg 07.09.20 (FS to lead). SEND/Pupil risk Assessments and medical information for pupils on role and those joining the school that school are aware of - all information has been shared as part of transition hand over meetings and these are documented (July 2020). KW (Office Manager) to lead on data collection and update to school records from wk. beg. 07.09.20 |
| 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. | | | |
| | 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. | Parents and carers to be made aware to limit equipment brought into school as just essentials as listed (left) and also on days when children have PE they can come to school dressed in PE and so limit need to bring additional PE bags. Parents/carers notified via text sent out prior to pupil return (wk. beg 31.08.20) and in whole school newsletter (HD/SC) second week of term. Reminders provided as required by class teachers/pastoral team. Staff made aware of | Text to parents/carers - KW wk. beg 31.08.20. Letter from HD/SC wk. beg 14.09.20 | Text to parents/carers - KW wk. beg 31.08.20. Letter from HD/SC wk. beg 14.09.20 |
| | 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. | Pupils will be classroom based and any additional rooms will be limited to year group/pod access only. Rooms designated and will be shared with staff (alongside expectations for maintaining pod working) as part of training in September. DT/Science/Art and all practical lessons to take place within classrooms. PE to take place outdoors where possible and when indoors this is timetabled. School hall will not be used for lunch times - lunch to be eaten in classroom bases. | Senior leadership team. Ongoing - expectations shared in staff handbook and in training days - September 2020 | Ongoing - expectations shared in staff handbook and in training days - September 2020 |
| | 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. | Pod based system to be implemented from first days returning (training days included) for all staff and pupils. Ensuring minimal cross over of any pupils/staff in pod groups. Daily attendance to be monitored (CP) and senior staff made aware of key attendance information daily. Clear guidance on the use of any shared equipment (PE/DT/ART/COMPUTING and break/lunch resources) shared with all staff as part of briefings in training days - 7th and 8th and in staff handbook. | Use of equipment and resources - CW and LB | Information shared with all staff 7th and 8th September and then teachers to share with pupils on their return. |

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| 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. | Letter outlining protocols and safety measures sent out to all parents/carers with translation available via school website (July 2020). Follow-up letter to be provided wk. beg. 14.09.20 (HD/SC). Senior staff and pastoral team timetabled to be on duty daily at start /end of day at access to school to reassure and answer questions from parents/carers. A-Board posters ordered and in place outside each school gate to explain protocols and safety measures. Letter(s) from DCS shared with all parents. | Letter to parents (SC) July 2020. A Boards and senior staff/pastoral on duty and in place from September 9th (1st day for pupils) | Letter to parents (SC) July 2020. A Boards and senior staff/pastoral on duty and in place from September 9th (1st day for pupils) |
| | 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. | Parents/carers notified via letter from Co-headteacher (July 2020). Signage to be placed on all entrance gates in most common languages spoken in school. Text message to be sent to all families by office manager wk. beg 31.08.20. Senior leaders and pastoral staff to be available (at a distance) on all gates at start of school day to check with parent/carer at drop-off if pupil or anyone in household is displaying symptoms - daily check. | Letters and newsletters - SC/HD. Signage - SC/VH. Pastoral and SLT duty - SC | Letters sent July 2020. Text to be sent wk. beg 31.08.20 and posters displayed and SLT and pastoral on rota duty (wk. beg 07.09.20) |
| | 5.3 | This may be by newsletters, letters, emails, signs etc... | Please see above 5.1 and 5.2 | Please see above 5.1 and 5.2 | Please see above 5.1 and 5.2 |
| | 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. | Behaviour and staff policies all updated and included in the re-issued Staff Handbook (07.09.20 to all staff). Briefings held on training days (7th and 8th) to all staff . All staff walked through changes to behaviour policy and other key policies in place and updated/amended. Expectations shared with children on their return by class teachers as part of ethos work. Critical responder role is a member of SLT/pastoral who can support with any unsafe behaviour - pupil to be collected by parent/carer. If behaviour is a risk as ongoing and unsafe a suitable risk assessment will need to be in place prior to child returning to school. Newsletter to all parents/carers outlines that any unsafe behaviour may result in a phone call to parent/carer to collect their child. | FS - behaviour. HD/SC letter to parents | Training days - 7th and 8th and staff handbook shared. Letter to parents/carers wk. beg 14.09.20 |
| | 6.1 | Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff. | | | |
| 6.1.1 | Government advice is that all staff can continue to attend school at all Local COVID Alert levels. In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. Clinically extremely vulnerable persons are currently advised to work from home where possible. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. 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 unless advised otherwise by an individual letter from the NHS or a specialist doctor. IPRA's and employee risk assessments e.g WASPs must be reviewed for all Category 1, 2 and 3 staff who are now returning to work before they return or those already in work to ensure it is as safe as possible. OH can assist with medical advice for staff. More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workplace. | Briefings with all staff (June 2020) to make them aware that a Wellbeing Assessment (WASP) can be completed with a focus on any staff who fall into vulnerable categories as defined by LEA but also any member of staff who would like to access this. List of staff who require WASP in place and some WASPs completed - further to take place within first two weeks of term - SC/FS/SN to complete. Those staff returning following a period of shielding will all have WASPs completed in first two weeks of term. Staff who had been shielding supported to engage in an occupational health referral and these have been completed (June/July 2020) and actions put in place to support as advised. SC to lead on planned programme to complete all WASPs with support from Human Resources and Occupational Health accessed as required. SC/HD to be responsible for ensuring tracking of WASP process for staff. Where individual and unique circumstances/recommendations enable staff to work feasibly and appropriately from home (dependent on role) this will be looked at as part of consultation with co-headteachers (SC/HD) and governors. | SC/HD as co-headteachers. WASPs completed by SC/FS/SN following training in 2019-2020 | OH referrals and some WASPs completed July 2020. All remaining WASPs to be completed with first two weeks of Autumn term - SC to lead. | |
| 6.Clinically extremely vulnerable and vulnerable staff and pupils | | | | | |

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| | 6.1.2 | Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in 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. | School are aware of pupils and staff who have been shielding and have been in regular contact. FS (medical lead) to ensure up-to-date care/health needs discussed with parents/carers and school made aware of outcomes from any recent health professional meetings/consultations/clinical appointments. Any guidance will be consider and actions in place as part of IPRA. Those staff returning following a period of shielding will all have WASPs completed in first two weeks of term. Staff who had been shielding supported to engage in an occupational health referral and these have been completed (June/July 2020) and actions put in place to support as advised. SC to lead on planned programme to | FS - consulting with parents/carers of any previously shielding pupils. SC/HD as co-headteachers. WASPs | FS - linking with parent/carers wk. beg 07.09.20. Any IPRA updates to follow these discussions early Autumn term. OH referrals and some WASPs completed July 2020. All remaining WASPs to be completed with first two weeks of Autumn term - SC to lead. |
| | 6.1.3 | 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). | Please see 6.1.1 and 6.1.2 (above). HD/SC to meet with staff previously in vulnerable categories wk. beg. 07.09.20 (training days) to discuss. | HD/SC as co-headteachers | Please see 6.1.1 and 6.1.2 (above). HD/SC to meet with staff previously in vulnerable categories wk. beg. 07.09.20 (training days) to discuss. |
| 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. | Parents/carers notified via letter from Co-headteacher (July 2020). Signage to be placed on all entrance gates in most common languages spoken in school. Text message to be sent to all families by office manager wk. beg 31.08.20. Senior leaders and pastoral staff to be available (at a distance) on all gates at start of school day to check with parent/carer at drop-off if pupil or anyone in household is displaying symptoms - daily check. Staff made aware through briefings and staff handbook. Visitors made aware through signage prior to coming on site. | Letters and newsletters - SC/HD. Signage - SC/VH. Pastoral and SLT duty - SC | Letters sent July 2020. Text to be sent wk. beg 31.08.20 and posters displayed and SLT and pastoral on rota duty (wk. beg 07.09.20). Signage to go up on entrance gates for visitors. |
| | 7.2 | Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. . | Parents/carers notified via letter from Co-headteacher (July 2020). Signage to be placed on all entrance gates in most common languages spoken in school. Text message to be sent to all families by office manager wk. beg 31.08.20. Senior leaders and pastoral staff to be available (at a distance) on all gates at start of school day to check with parent/carer at drop-off if pupil or anyone in household is displaying symptoms - daily check. Staff made aware through briefings and staff handbook. Visitors made aware through signage prior to coming on site. | Letters and newsletters - SC/HD. Signage - SC/VH. Pastoral and SLT duty - SC | Letters sent July 2020. Text to be sent wk. beg 31.08.20 and posters displayed and SLT and pastoral on rota duty (wk. beg 07.09.20). Signage to go up on entrance gates for visitors. |
| | 8.1 | All persons who develop Coronavirus symptoms in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Settings have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. | Rainbow response designed and in place throughout COVID-19. Rainbow rooms set up and to be used for any need to isolate. PPE available in these rooms and guidance on putting on PPE and taking off/disposal. Rainbow response is compliant with all recent government and PHE guidance. Process outlined for all key staff, office and site teams - displays to be laminated and present in all classrooms and rainbow rooms. Protocol shared in school handbook and in briefings for all staff on training days in September (7th and 8th). Letter/templates informing parent/carers of isolation and test proceedings and also confirmation of a positive test within a class have been written and are available on one drive. Newsletter to parent/carers to make aware of process (HD/SC - wk. beg. 14.09.20). SLT and pastoral team to be clear on process. SLT to make decisions regarding any distribution of testing kits to parent/carers of pupils or staff. Data collection for every child on return to school will seek up-to-date contact information for every child KW (Office Manager) responsible for process of updating pupil records. | Rainbow response guidance and protocol - FS. Senior leadership team responsible for ensuring protocol followed. Pastoral team supporting families accessing test and trace programme. KW for leading data collection for pupils | Rainbow response protocol in place and shared with staff from 7th and 8th September (FS) and staff handbook. Newsletter to parents/carers wk. beg 14.09.20 and data collection of pupil information from pupil return 9th September |
| | 8.2 | Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. | Isolation rooms identified. All stripped of resources and have a phone line. Signage and naming of 'rainbow rooms' cleaning staff protocol of locking down a room once been in use is in place under rainbow response. | FS & SC | In place for return of pupils from 9th September 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. | PPE in class boxes. Guidance around putting on PPE and taking off correctly to be stored with box and displayed in rainbow rooms and in PPE disposal areas. First aid briefing with all staff during training days 7th and 8th September in terms of protocol and procedure. SN/FS to check that current facemasks are IIR compliant - wk. beg. 31.09.20 | FS/SN | Check face masks currently in stock are IIR compliant - wk. beg. 31.08.20 (FS/SN). Training for all staff and all equipment and information in place prior to pupil return on 09.09.20 |

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| 8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site | 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. | Process outlined for all key staff, office and site teams - displays to be laminated and present in all classrooms and rainbow rooms. Protocol shared in school handbook and in briefings for all staff on training days in September (7th and 8th). Letter/templates informing parent/carers of isolation and test proceedings and also confirmation of a positive test within a class have been written and are available on one drive. Newsletter to parent/carers to make aware of process (HD/SC - wk. beg. 14.09.20). SLT and pastoral team to be clear on process. SLT to make decisions regarding any distribution of testing kits to parent/carers of pupils or staff. Data collection for every child on return to school will seek up-to-date contact information for every child KW (Office Manager) responsible for process of updating pupil records. | Rainbow response guidance and protocol - FS. Senior leadership team responsible for ensuring protocol followed. Pastoral team supporting families accessing test and trace programme. KW for leading data collection for pupils | Rainbow response protocol in place and shared with staff from 7th and 8th September (FS) and staff handbook. Newsletter to parents/carers wk. beg 14.09.20 and data collection of pupil information from pupil return 9th September |
| | 8.5 | Where a child, young person or staff member tests positive, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you can contact the DfE helpline for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 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 using form PCIF 01. | Clear SLT guidance for information of positive test. To be displayed in all SLT rooms - laminated and stored centrally on OneDrive and include the contact information for PHE. Letter for other class members re positive test and inform of isolation written. Stored on one drive. Tracker for isolation set up to be used when a class has to isolate for 14 days (CP as attendance lead to update and keep up-to-date). SLT/ Pastoral / First aid allocated pod groups to respond to and if need to meet with children/parents/visitors a record needs to be kept so contact with pods/individuals can be traced. | FS/SC | Guidance to be in place and shared with SLT on 7th and 8th September - training days. Guidance shared with all staff as part of staff handbook and training days 7th and 8th September. |
| | 8.6 | If settings have 2 or more confirmed cases in connected groups within 14 days they may have an outbreak, and must contact the PHE helpline. 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 public health outbreak control practice. Inform DCS Alert using form PCIF 01. | Clear SLT guidance for information of positive test. To be displayed in all SLT rooms - laminated and stored centrally on OneDrive and include the contact information for PHE. Letter for other class members re positive test and inform of isolation written. Stored on one drive. Tracker for isolation set up to be used when a class has to isolate for 14 days (CP as attendance lead to update and keep up-to-date). SLT/ Pastoral / First aid allocated pod groups to respond to and if need to meet with children/parents/visitors a record needs to be kept so contact with pods/individuals can be traced. | FS/SC | Guidance to be in place and shared with SLT on 7th and 8th September - training days. Guidance shared with all staff as part of staff handbook and training days 7th and 8th September. |
| | 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. | Rainbow response guidance including appropriate distance and PPE advice in place. Displayed in every room and in isolation rooms. Correct use of PPE posters in place and supervision in place for anyone that supports symptoms. Guidance includes hand washing and staff have access to toilet facilities/changing facilities (toilet nearest headteacher office). | FS/SC | Shared in staff handbook and in training days with all staff 7th and 8th September. |
| | 8.8 | Clean core areas those staff or pupils have been in with standard cleaners / disinfectants. | Cleaning team have rainbow response procedure. SN/VH to share with cleaning/caretaking team as part of team meeting on training days (7th and 8th September) | SN/VH | Briefing for site/cleaning team on 7th and 8th training days |
| | 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. | Rainbow room - isolation units designated in school. Signs on door indicate use. Cleaning team have guidance and instructions on how room should be cleaned and disinfected. SN/VH to share with cleaning/caretaking team as part of team meeting on training days (7th and 8th September) | SN/VH | 29.05.20 |
| | 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. | School hall space available to be used (can be set up with dining room tables and chairs) in the event of a classroom space needing to be cleaned and disinfected. SLT aware this can be used as required - SLT to make any decision and direct staff accordingly. | SC | Information in staff handbook - shared with staff 7th and 8th September. |

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| | 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). | Staff made aware in staff handbook. | SC | Staff handbook to be shared 7th and 8th September |
| | | 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. | Guidance accessed and will be shared by SC with SLT | SC | Wk. beg. 07.09.20 |
| | | 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. | Guidance accessed and will be shared by SC with SLT | SC | Wk. beg. 07.09.20 |
| | | 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 | Guidance accessed and will be shared by SC with SLT | SC | Wk. beg. 07.09.20 |
| 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. | Start and end times staggered for pupils over longer period of time to support parent/carers and pupils social distancing as arriving for drop-off and collection. This does not impact on total teaching time. Information shared with parents/carers in letter from SC/HD - July 2020. To be re-sent wk. beg 31.09.20 and translation available on school website. Timetables shared and information in staff handbook and briefings for all staff (wk. beg 07.09.20). Senior staff and pastoral staff on duty on school gates start and end of day from 09.09.20 | SC | Shared with parents July 2020. To be re-shared wk. beg 31.08.20. Staff briefings and handbook wk. beg 07.09.20 |
| | 9.2 | Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for larger numbers of pupils. | Careful planning of one-way system to enable social distancing and safe movement of children/parents/carers arriving on school site. Inadequate space outside of school gates and near busy roads so parents/carers and children to be encouraged to enter site and to follow one way system and queue at distance outside classroom doors to give direct access to classrooms (for the three classes on 1st floor access will be through designated door and then use of designated staircase to give access to class). Markings of arrows and queuing points painted onto playground in summer holidays and signage explaining procedure on all gates with senior staff on duty to support. Designated gates to be used for entry to school site (3x entry gates) and 1 entry gate to ensure one-way system followed. | SC/VH | Shared with parents July 2020. To be re-shared wk. beg 31.08.20. Staff briefings and handbook wk. beg 07.09.20 |
| | 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. | Careful planning of one-way system to enable social distancing and safe movement of children/parents/carers arriving on school site. Inadequate space outside of school gates and near busy roads so parents/carers and children to be encouraged to enter site and to follow one way system and queue at distance outside classroom doors to give direct access to classrooms (for the three classes on 1st floor access will be through designated door and then use of designated staircase to give access to class). Markings of arrows and queuing points painted onto playground in summer holidays and signage explaining procedure on all gates with senior staff on duty to support. Designated gates to be used for entry to school site (3x entry gates) and 1 entry gate to ensure one-way system followed. | SC/VH | Shared with parents July 2020. To be re-shared wk. beg 31.08.20. Staff briefings and handbook wk. beg 07.09.20 |
| | 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. | Support staff to ensure doors held open to support pupils entering building. Class room doors propped open (if safe to do so) during transition of pupils in and out of class at times of the day when this is required. Safeguarding to always take precedence, all staff to be reminded of their duty of care. Emergency evacuation plans updated to ensure doors are closed in the event of a fire alarm sounding. Cleaning schedule timetables frequent cleaning of door handles throughout the day. Information in staff handbook and briefings for all staff. | SC | Staff briefings and handbook wk. beg 07.09.20 |
| | 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 social distance markers to help. Heads have the discretion to ask parents / carers to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to. | Careful planning of one-way system to enable social distancing and safe movement of children/parents/carers arriving on school site. Inadequate space outside of school gates and near busy roads so parents/carers and children to be encouraged to enter site and to follow one way system and queue at distance outside classroom doors to give direct access to classrooms (for the three classes on 1st floor access will be through designated door and then use of designated staircase to give access to class). Markings of arrows and queuing points painted onto playground in summer holidays and signage explaining procedure on all gates with senior staff on duty to support. Designated gates to be used for entry to school site (3x entry gates) and 1 entry gate to ensure one-way system followed. | SC/VH | Shared with parents July 2020. To be re-shared wk. beg 31.08.20. Staff briefings and handbook wk. beg 07.09.20 |
| | 9.6 | Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school. | Parents/carers advised of this in text to be sent out wk. beg 31.08.20 (KW). On all posters at school gates. To be in newsletter from HD.SC to all parents wk. beg. 14.09.20. SLT/pastoral team to ensure this is being followed (rota for SLT/pastoral staff for school gates). Information in staff handbook and briefings for all staff | SC/KW/SLT | text alert - wk. beg. 31.08.20. Monitoring and reminders - ongoing |
| | 9.7 | Parents and carers should be informed that they should only come into the school building via the office reception area and by prior arrangement where possible. | Parents/carers advised of this in text to be sent out wk. beg 31.08.20 (KW). On all posters at school gates. To be in newsletter from HD.SC to all parents wk. beg. 14.09.20. SLT/pastoral team to ensure this is being followed (rota for SLT/pastoral staff for school gates). Information in staff handbook and briefings for all staff | SC/KW/SLT | text alert - wk. beg. 31.08.20. Monitoring and reminders - ongoing |

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| | 9.8 | Staff should access and exit through the closest entrance to the area they will be based in. | Staff will need to enter and exit via main school office to use the inventory sign-in system. Barcodes in use to prevent the need to touch screen and area marked using tape to indicate social distancing. Information in staff handbook and briefings for all staff | SC/KW | ongoing |
| | 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. | KW, SN and VH to lead on contacting all regular suppliers and contractors and advising. KK and pastoral team linking with external safeguarding agencies and FS re: SALT support. Where possible - this whole school risk assessment to be shared in advance with any visitors due on site. | KW/SN/VH/ KK/FS | wk. beg 07.09.20 and ongoing |
| | 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 to be used as suggested and entrances, exits and movement mapped - VH and SC to lead | SC/VH | wk. beg 07.09.20 and ongoing |
| | 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. | Glass screen in place in office reception area - window to remain closed when office staff speaking with any visitors. | KW | wk. beg 07.09.20 and ongoing |
| 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 is provided at main entrance of school and immediately after entry into the main building. | SN/VH | wk. beg 07.09.20 and ongoing |
| | 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. | Planned programme for educating, reminding and embedding routines around hygiene and hand washing. Resources shared with all teaching staff and resources printed and displayed in areas of provision. Staff aware of expectations and planned time on class timetables. Information shared in staff handbook. Signs in place in entrances, sink and toilets for staff and pupils. | LB/CW (curriculum expectations) and VH/SN supplies and signage | wk. beg 07.09.20 and ongoing |
| | 10.3 | If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided. | Sinks available in or near all classroom spaces | n/a | n/a |
| | 10.4 | All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas. | Pupils will wash hands as part of daily routine prior to leaving school site. Posters will advise staff of the same and information shared in staff handbook and in briefings. | SC and VH/SN for posters and supplies | wk. beg 07.09.20 and ongoing |
| | 10.5 | Tissues should be available in all group areas and should be single use only and binned after use. | This has been completed and additional stock purchased. Superintendents are responsible for ensure stock is replenished as part of their daily tasks. Bins with lids have been provided in all group areas and will be regularly emptied - VH/SN (SBM) to ensure stock in place, monitored by site team regularly and replenished | SN/VH | Daily |
| | 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. | This waste will be stored in the designated isolation pods for 72 hours before being disposed of. | SN/VH | As required |
| | 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. | Soap dispensers are now at all sinks throughout schools as are paper towels. Superintendents are responsible for replenishing as required through the day | SN/VH | Daily |
| | 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. | Hand washing with soap to be primary approach. EYFS lead to ensure this is in place for youngest children. SENDCo (FS) to identify how any children with complex needs will be supported with hand washing and work with staff to put provision in place. | CMP/FS | as required |
| | 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. | n/a - no naked flames in DT rooms - induction heat only. No science labs. VH to ensure that any hand sanitiser in school kitchen is non alcohol. | VH | wk. beg 31.08.20 |
| | 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 | Additional products purchased to ensure supply is maintained & weekly stock check completed. VH and SN to read updated guidance (link on left) and ensure cleaning/site team briefed as part of training day briefings (7th and 8th September) | SN/VH | VH/SN share with cleaning/site team on training days 7th and 8th. Daily expectations shared/timetables in place and VH/SN to have planned monitoring of cleaning/site |

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| 11.Cleaning | 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. | Cleaners have separate provision and will be cleaning throughout the day. Superintendents are responsible for ensuring soaps/paper towels/tissues are regularly replenished daily. Each classroom and office to have a separate provision of disinfectant /hand sanitiser/tissues / antibacterial wipes/disposable gloves in a cleaning box - SN/VH to set up for 07.09.20. Staff to be made aware this is to be kept out of reach of all pupils in staff handbook. | VH/SN SC (staff handbook) | Set up for 07.09.20 |
| | 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). | Allocated rooms and spaces ensure that staff and pupils are working in consistent pods and rooms. Cleaning will happen throughout the day and touch points regularly cleaned. Cleaners are being provided with a schedule to ensure that specific activities take part at certain times of the day to ensure minimal contact and maximum cleaning - VH/SN to lead. Each classroom and office to have a separate provision of disinfectant /hand sanitiser/tissues / antibacterial wipes/disposable gloves in a cleaning box that can be used to clean classrooms/work spaces throughout the day or in any incident when shared resource/room are used. SN/VH to set up for 07.09.20. Staff to be made aware of expectations to clean/disinfect if they have had to share a space/equipment. Cleaning products/box are to be kept out of reach of all pupils. staff made aware in staff handbook. | VH/SN SC (staff handbook) | Set up for 07.09.20 |
| | 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. | Cleaning will happen throughout the day and touch points regularly cleaned. Cleaners are being provided with a schedule to ensure that specific activities take part at certain times of the day to ensure minimal contact and maximum cleaning. Teachers will be asked that desks and surfaces are left clear at the end of the day to ensure they can be properly cleaned. In areas where there is increased amounts of provision to support learning - EYFS and Year 1 - a schedule of cleaning will be agreed by EYFS and KS1 leaders (CMP & LB) to ensure that staff within these phases are cleaning equipment and resources in provision in a rotating and regular programme - this is to be done in conjunction with cleaning team (VH/SN to lead) to ensure all areas of provision can be cleaned regularly. CW to lead on provision of books and these will be classed based and then stored for a period of at least 72 hours prior to being returned to book shelves/library - CW to share guidance on training days/staff meeting first week of term. | LB/CMP re: EYFS and Y1 cleaning of provision - linking with VH/SN. CW re: use of school books | Programme of cleaning to be in place for wk. beg. 07.09.20 and CMP/LB to ensure shared with teaching staff and VH/SN with cleaning team. CW to share re: books in first week of term. |
| | 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. | Completed as part of the schedule referenced above in 11.1.4. Sand/water/playdough will only be used within designated pods and not shared across more than one pod. Playdough/clay used anywhere else in school to be for single use only. Staff to be made aware in staff handbook. | CMP/LB to share expectations within EYFS. Staff handbook - SC | To be in place 07.09.20 |
| | 11.1.6 | Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area. | Additional resource has been purchased and SN/VH control stock. This requirement has been shared with the cleaning teams | SN | since 20/05/2020 |
| | 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. | Rooms have been designated, including alternative options should the rooms have been used and clear signage will be displayed. Rooms will be locked to enable 72 hours closure then cleaned following guidance and protocols. VH/SN to make sure cleaning/site team aware-briefings on 7th and 8th September | SN/VH | VH/SN to make sure cleaning/site team aware-briefings on 7th and 8th September |
| | 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. | Uniform expectations shared with parents/carers in text home wk. beg 31.08.20. Also newsletter from HD/SC wk. beg 14.09.20. | SC | wk. beg 18.05.20 |
| | 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. | Cleaning suite to have box of cleaning materials and staff to ensure suite is wiped down/disinfected after each use. If additional support is required staff to contact office to alert site/cleaning team. CMP to communicate expectations and protocol with EYFS team as part of briefings wk. beg 31.08.20. Cleaning suite to be thoroughly cleaned at the end of each day as part of cleaning team schedule - VH/SN | CMP to share with EYFS team. SN/VH re: cleaning schedule and stock | CMP to share with EYFS team wk. beg 07.09.20. SN/VH to ensure suite has box of cleaning materials and stock maintained - ongoing monitoring. |
| | 11.5 | Leeds City Council / FM cleaning providers | | | |

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| | Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:- | This has been considered in the cleaning schedule which has been designed to be flexible | VH/SN | VH/SN to share cleaning schedule and expectations with site/cleaning team as part of briefings 7th and 8th of September and ensure ongoing monitoring of effectiveness and quality assurance |
| | 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:- | This has been considered in the cleaning schedule which has been designed to be flexible | VH/SN | VH/SN to share cleaning schedule and expectations with site/cleaning team as part of briefings 7th and 8th of September and ensure ongoing monitoring of effectiveness and quality assurance |
| | Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points. | This has been considered in the cleaning schedule which has been designed to be flexible | VH/SN | VH/SN to share cleaning schedule and expectations with site/cleaning team as part of briefings 7th and 8th of September and ensure ongoing monitoring of effectiveness and quality assurance |
| 11.5.1 | Cleaning of hard surface toys such as plastics, wood, sports equipment etc. | Teachers will be asked that desks and surfaces are left clear at the end of the day to ensure they can be properly cleaned. In areas where there is increased amounts of provision to support learning - EYFS and Year 1 - a schedule of cleaning will be agreed by EYFS and KS1 leaders (CMP & LB) to ensure that staff within these phases are cleaning equipment and resources in provision in a rotating and regular programme - this is to be done in conjunction with cleaning team (VH/SN to lead) to ensure all areas of provision can be cleaned regularly. LB to share guidance re: equipment used at break and lunch times and sports equipment to ensure that this is kept for individual pods to use and where any equipment needs to be shared it is cleaned after use. | LB - sports equipment and break/lunch. VH/SN re: other surfaces around school. CMP re: EYFS toys | Staff handbook to be shared 7th and 8th September. LB briefing 7th/8th re: break/lunchtimes and sports equipment. CMP brief team 7th/8th re: cleaning toys - planned programme for EYFS. |
| | Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon. | This has been factored into the cleaning schedule based on the staff we have in school at the different times of day | VH/SN | VH/SN to share cleaning schedule and expectations with site/cleaning team as part of briefings 7th and 8th of September and ensure ongoing monitoring of effectiveness and quality assurance |
| <p>Government Guidance states that : For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19). This guidance explains the steps schools need to take to reduce the risks further. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families. For as long as coronavirus (COVID-19) remains in the community, judgments will need to be made at a school level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people. 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> | | | | |
| 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. | Corridors will not be accessed by large groups of pupils or pupils mixing from different pods. Movement around the building has been planned to ensure that where possible this is directly from classrooms to outdoor spaces or separate corridors and stair ways for specific groups. Pods have been designated specific areas of school for learning, break out groups and access to toilets/playground. | Senior Leadership team | In place for return of pupils from 9th September 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. | Corridors will not be accessed by large groups of pupils or pupils mixing from different pods. Toilets have been specified for individual pod groups. Movement around the building has been planned to ensure that where possible this is directly from classrooms to outdoor spaces or separate corridors and stair ways for specific groups. Staggered break and lunch times and start and end of the day in place. | Senior Leadership team | In place for return of pupils from 9th September 2020 |
| 12.2 | Bubble sizes and Classrooms / Learning Areas | | | |

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| 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. | Children and staff will be pod based and these will, for the majority of children, be class based only at all times. There will be limited movement around school with children and adults remaining within designated areas for their pod, including cloakroom/toilet access. A small number of children may access Bsqared learning in consistent small groups with a consistent adult. Some adults may need to work across a cohort (2 classes within a year group) and a very small number of adults may need to work across a Key Stage if/as required to enable covering of release/PPA and any staff absence - this will be carefully deployed by senior leaders. | Senior Leadership team | In place for return of pupils from 9th September 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. | Children and staff will be pod based and these will, for the majority of children, be class based only at all times. There will be limited movement around school with children and adults remaining within designated areas for their pod, including cloakroom/toilet access. A small number of children may access Bsqared learning in consistent small groups with a consistent adult. Some adults may need to work across a cohort (2 classes within a year group). Staff will spend the initial days on return to school teaching and embedding approaches for children to support limiting contact and maintaining social distancing as much as possible. For EYFS children this will be a measured approach that balances limiting touch but also enabling younger children to feel secure and continue to develop building relationship skills with their peers. | Senior Leadership team | In place for return of pupils from 9th September 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. | Desks and chairs have been moved to ensure the largest possible distance from each other. All clutter and additional resources have been removed or cleared away to enable maximum space for desks, chairs and movement in the space. There is distance between desks/desks have been set out in forward facing rows wherever this is possible. Pupil's will have individual pencil cases to store their own set of equipment to ensure limited sharing/touching of any shared resources. | Senior Leadership team | In place for return of pupils from 9th September 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. | CMP and LB to ensure EYFS provision and Year 1 have a rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities. Cleaning programme that designates roles for staff within the setting and cleaning team established - in consultation with VH/SN who will direct cleaning teams. | LB/SC | In place for return of pupils from 9th September 2020 |
| 12.2.5 | For older year groups consider locating staff members at designated points where possible. | Teachers and support staff will be advised that, where possible, they maintain a 2m distance within classrooms when this is possible and not at the detriment to teaching and learning or the welfare and safety of children. | Senior Leadership team | In place for return of pupils from 9th September 2020 |
| 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. | Staff to use either school mobile phone/personal mobile to alert if support needed - via school office. Staff to be made aware to avoid interaction where possible outside of designated pods using phone call, virtual meetings (via TEAMS) or email or CPOMS alert system. Where staff are entering other pods they need to ensure social distancing maintained and/or PPE used and good hand hygiene. All offices and shared spaces in school have tape to demarcate entrance point to visually remind staff to consider if they need to enter before they do and if they do need to enter then social distancing to be maintained. All office and shared spaces to have maximum occupancy posters displayed externally. Staff briefed and information shared via staff handbook. | Senior Leadership team | In place for return of pupils from 9th September 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. | Seating plan to be in place in classes Y1-Y6 and pupils to use the same desks each day. Seating plans to be completed by class teachers prior to pupils returning. Changes to seating plans can be made this should be done at same time and after a weekend period. Expectations shared in staff handbook and briefings with all staff. | Senior Leadership team | In place for return of pupils from 9th September 2020 |

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| 12. Bubbles / Social Distancing | 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. | Staff will be pod based and these will, for the majority of staff, be class based only at all times. There will be limited movement around school with adults remaining within designated areas for their pod, including cloakroom/toilet access. A small number of children may access Bsquared learning in consistent small groups with a consistent adult. Some adults may need to work across a cohort (2 classes within a year group). Staff to be made aware to avoid interaction where possible outside of designated pods - using phone call, virtual meetings (via TEAMS) or email or CPOMS alert system. Where staff are entering other pods they need to ensure social distancing maintained and/or PPE used and good hand hygiene. All offices and shared spaces in school have tape to demarcate entrance point to visually remind staff to consider if they need to enter before they do and if they do need to enter then social distancing to be maintained. All office and shared spaces to have maximum occupancy posters displayed externally. Staff briefed and information shared via staff handbook. | Senior Leadership team | In place for return of pupils from 9th September 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. | All children and adults will use same spaces in day and not mix. Cleaning of regularly touched surfaces around school throughout the day and thorough clean of every office and learning space at the end of every day. Staff briefed and information shared via staff handbook. | VH/SN - directing cleaning and site team | VH/SN to ensure cleaning schedule is in place and cleaning/site team briefed in training days 7th and 8th September. VH/SN to ensure a weekly monitoring system in place to check quality of cleaning. |
| | 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. | Sinks available in or near all classroom spaces and will only be used by children or adults in this group with social distancing being followed. Staff briefed and information shared via staff handbook. Please also see 12.2.1-12.2.9 (above) | Senior Leadership team | In place for return of pupils from 9th September 2020 |
| | 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. | Staff briefed and information shared via staff handbook that where closer supervision is required side on should be preferred approach wherever possible. Face mask are available for all staff should these be required on a case-by-case basis. | Senior Leadership team | In place for return of pupils from 9th September 2020 |
| | 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. | Staff briefed and information shared via staff handbook. Additional staff room space set up to enable social distancing of adults. Meetings to take place virtually wherever possible unless it is adults from within the same pod/bubble and even in these instances 2m distance must be maintained at all times. Toilets are individual occupancy for adults throughout school. Female toilets near main office will be designated for single use only with signage to indicate if occupied. | Senior Leadership team | In place for return of pupils from 9th September 2020 |
| | 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. | PPA and release planned to ensure that HLTAs are deployed to cover within EYFS-KS1 and KS2 specifically and, where possible release is for the full day every other week to limit the amount of change over in a day. Cover supervisors already based within pod/bubble teams will provide cover within that pod/bubble to ensure consistency and limit staff working across more than one pod. HLTA and cover supervisor staff will be advised to maintain social distancing and good hand hygiene wherever possible. Staff briefings and staff handbook. | Senior Leadership team | In place for return of pupils from 9th September 2020 |
| | 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. | Staff and pupils will remain within their designated groups at all times to ensure pupils and staff are not crossing pods. Scheduled timetable for break, lunchtimes and outdoor PE ensures staggered approach and enables cohort groups to remain together. Staffing of supervision at break and lunchtimes draws from consistent staff working within this pod or midday/pastoral/office staff designated to consistently support at lunchtimes with this pod. Staff briefed and information shared via staff handbook on training days 7th and 8th | Senior Leadership team - LB leading | In place for return of pupils from 9th September 2020 |
| | 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' . | Staff and pupils will remain within their designated groups at all times to ensure pupils and staff are not crossing pods. Scheduled timetable for break, lunchtimes and outdoor PE ensures staggered approach and enables cohort groups to remain together. Staffing of supervision at break and lunchtimes draws from consistent staff working within this pod or midday/pastoral/office staff designated to consistently support at lunchtimes with this pod. Staff briefed and information shared via staff handbook on training days 7th and 8th September. Dining hall will not be used for lunchtimes - lunches to be eaten within classrooms. | Senior Leadership team - LB leading | In place for return of pupils from 9th September 2020 |

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| 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. | Staff and pupils will remain within their designated groups at all times to ensure pupils and staff are not crossing pods. Scheduled timetable for break, lunchtimes and outdoor PE ensures staggered approach and enables cohort groups to remain together. Staffing of supervision at break and lunchtimes draws from consistent staff working within this pod or midday/pastoral/office staff designated to consistently support at lunchtimes with this pod. Staff briefed and information shared via staff handbook on training days 7th and 8th September. Dining hall will not be used for lunchtimes - lunches to be eaten within classrooms. | Senior Leadership team - LB leading | In place for return of pupils from 9th September 2020 |
| 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. | Toilets are designated for specific pods with no mixing/use by multiple pods. Posters and teaching to remind pupils of importance of hand hygiene. Toilets to be scheduled to be cleaned regularly throughout the day - VH/SN to ensure this is timetabled for cleaning/site team and monitored. Staff toilets throughout building are single use occupancy with the exception of staff female toilets near school office which now have occupied sign to be used to ensure that only 1 occupant at any time. Staff toilets are throughout the school building and staff to be reminded, where possible, to use toilet nearest their base. Staff briefed and information shared via staff handbook. | SC/VN/SN | In place for return of staff 7th September and also pupils from 9th September 2020 |
| 12.6.2 | Limit the number of children or young people who use the toilet facilities at one time. | see 12.6.1 | Senior Leadership team | In place for return of pupils from 9th September 2020 |
| 12.6.3 | Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve). | Posters to advise this in toilet areas. Staff to educate children with regular teaching, reminders. Soap and hand sanitiser available and stock checked daily by superintendents. Staff briefed and information shared via staff handbook | Senior Leadership team | In place for return of pupils from 9th September 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. | Please see 12.6.1. Staff briefed and information shared via staff handbook | Senior Leadership team | In place for return of pupils from 9th September 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. | Regular cleaning of toilets throughout day by cleaning team. Posters to remind staff. Staff briefed and information shared via staff handbook (wk. beg 01.06.20) | VH/SN leading cleaning & site team | In place for return of staff from 7th September |
| 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. | Bins provided in all toilet spaces. Posters on display as advised. Staff toilets throughout building are single use occupancy with the exception of staff female toilets near school office which now have occupied sign to be used to ensure that only 1 occupant at any time. Staff toilets are throughout the school building and staff to be reminded, where possible, to use toilet nearest their base. Staff briefed and information shared via staff handbook | VH/SN leading cleaning & site team | In place for return of staff from 7th September |
| 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. | Collective worship guidance shared for each group - this is to be done within class and no mixing of adults or pupils required. Virtual collective worship planned in with senior and pastoral staff leading each week to ensure all children accessing. Staff briefed and information shared via staff handbook. | RC | In place for return of pupils from 9th September 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. | Collective worship guidance shared for each group - this is to be done within class and no mixing of adults or pupils required. Virtual collective worship planned in with senior and pastoral staff leading each week to ensure all children accessing. Staff briefed and information shared via staff handbook. | RC | In place for return of pupils from 9th September 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. | Additional staff room space created in small hall - for adult use only, access to water from community room with maximum occupancy. Both staff room bases set up with distancing in place and am spacing between chairs. Signage and maximum occupancy posters to remind staff to maintain 2m distancing. Offices set up to ensure distance between desks and maximum occupancy in each office. Staff to avoid entering office spaces outside of their own pod/base wherever possible. Staff briefed and information shared via staff handbook | Senior leadership team. VH/SN set up of new staff room space | Staff know your responsibility packs shared 7th September. |
| 12.8.2 | Consider creating additional staff break areas to limit use and aid with social distancing. | See 12.8.1 | Senior leadership team. VH/SN set up of new staff room space | Staff know your responsibility packs shared 7th September. |

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| | 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. | Posters used in staff areas as advised here. Staff provided with their own anti-bacterial wipes. Frequent daily cleaning timetables for all shared spaces with a focus on shared touch points. Staff briefed and information shared via staff handbook. | SN/VH/ to direct cleaning/site team and ensure monitoring in place | In place for return of staff from 7th September |
| | 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). | Staff briefed and information shared via staff handbook. Additional staff room with additional fridges provided. Frequent daily cleaning timetables for all shared spaces with a focus on shared touch points | SN/VH/ to direct cleaning/site team and ensure monitoring in place | In place for return of staff from 7th September |
| | 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 to use either school mobile phone/personal mobile to alert if support needed - via school office. Staff contact tree to be updated in September (KW office team) with any new staff mobile numbers. Staff to be made aware to avoid interaction where possible outside of designated pods - using phone call, virtual meetings (via TEAMS) or email or CPOMS alert system. All offices and shared spaces in school have posters to visually remind staff to consider if they need to enter before they do and if they do need to enter then social distancing to be maintained. All office and shared spaces to have maximum occupancy posters displayed externally. Staff briefed and information shared via staff handbook | KW update staff contact tree early September. VH/SN ensure signage up around school | SN/VH - signage up wk. beg 31.08.20. KW to update staff contact tree wk. beg. 07.09.20 |
| | 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 to use either school mobile phone/personal mobile to alert if support needed. School acceptable use policy updated to reflect this (LB). Policy shared as part of Know Your Responsibility pack provided for all staff at start of term and information in staff handbook as advised here. | LB | Staff know your responsibility packs shared 7th September. |
| 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. | First aiders on site including paediatric first aid staff in compliance with health and safety guidance/expectations. KW/FS to ensure first aid lists updated and re-distributed for start of term. Sufficient staff with first aid qualification. FS and KW to ensure staff training is maintained and updated as/when this becomes available. Guidance on when a first aider is needed is in place. | FS/KW and HD/SC to oversee as co-headteachers | ongoing |
| | 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. | Please see above 13.1. First aid on educational visits overseen by CW (EVC). All EVOLVES checked by CW and then a headteacher. | FS/KW and CW as EVC. HD/SC to oversee as co-headteachers | ongoing |
| 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. | Only system in use is Inventory sign-in system and staff have a bar code to use so no need to touch system | KW | Already in place prior to start of term. |
| | 14.2 | Sanitisers could be used before touching biometrics if they cannot be cleaned between users. | Hand sanitiser in place next to inventory system for any essential visitors attending school site | VH/SN | Already in place prior to start of term. |
| | 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. | Lifts only in use for essential need. Posters/signs mark them as such. Information shared via staff handbook | SC | wk. beg 18.05.20 |
| | 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. | Only system in use is Inventory sign-in system and staff have a bar code to use so no need to touch system. Hand sanitiser in place next to inventory system for any essential visitors attending school site | KW | Already in place prior to start of term. |
| | 14.5 | IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual. | Frequent daily cleaning of all office spaces including and with a focus on IT equipment. Hot desking not in place - users have their own desk space and if/when a space is to be shared - staff to alert cleaning team to clean between users. Class teachers and HLTA staff have use of their own staff laptops. Support staff can use the teacher iPad within their class base to record any CPOMS or to access any emails/virtual meetings. If children are accessing iPad or laptops this will need to be through a booking out system and where possible will not be used by another pod group until after 72 hours have elapsed. If this is not possible then each iPad will need to be wiped with antibacterial wipes prior to use. Staff briefed and information shared via staff handbook | LB | In place for return of staff 7th September and also pupils from 9th September 2020 |
| 15.1 | Ventilation | | | | |

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| 15.General controls | 15.1.1 | Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. | Support staff to ensure doors held open to support pupils entering building. Class room doors propped open (if safe to do so) during transition of pupils in and out of class at times of the day when this is required. Safeguarding to always take precedence, all staff to be reminded of their duty of care. Emergency evacuation plans updated to ensure doors are closed in the event of a fire alarm sounding. Cleaning schedule timetables frequent cleaning of door handles throughout the day. Information in staff handbook and briefings for all staff | Senior leadership team | wk. beg 07.09.20 and ongoing |
| | 15.1.2 | Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. If classrooms etc. become too cold windows could be closed whilst discrete bubbles are in them and then opened at breaks / lunchtimes or in between bubble usage to aid air circulation. | Superintendent to open all windows in classrooms, offices and staff areas as part of timetabled daily morning set up (and if suitable to do so) prior to staff and pupils arriving at school. | JW/AR (site team) and monitored by VH/SN (SBM) | wk. beg 07.09.20 and ongoing |
| | 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. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm . | Only air condition system in use is in reprographics room VH to ensure that this is set to follow guidance outlined (left). | VH | wk. beg 07.09.20 and ongoing |
| | 15.1.4 | To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct drafts, Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents. | Superintendent to open all windows in classrooms, offices and staff areas as part of timetabled daily morning set up (and if suitable to do so) prior to staff and pupils arriving at school. Staff briefed on ventilation - S Crawford staff briefing 22.10.20. Leaders to be aware that individual responses required according to each classroom/space in school to ensure balance of ventilation and comfort of staff and pupils with moving of furniture as required or wearing additional layers of clothing etc... | SC 31.10.20 | SC to brief VH to ensure superintendent aware staff also all briefed 22.20.20 |
| | 15.1.5 | Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. | Superintendent to liaise with School Business Managers re: any guidance to ensure heating levels are maintained as guidance states | VH - 02.11.20 | VH 02.11.20 |
| 15.2 | Learning Outside | | | | |

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| | 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. | Learning outside encouraged in curriculum planning as advised here, where possible and when prior agreed to ensure multiple groups not wanting to access the same space. EYFS learning to access outdoor spaces as part of provision daily. LB and CW to lead in co-ordination as EYFS-KS1 and KS2 leaders of learning. CW to access information from EVOLVE as EVC and share with staff as required. PE to take place as timetabled and outside wherever possible. Information in staff handbook and briefings for all staff. | LB/CW | wk. beg 07.09.20 and ongoing |
| | 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. | As pupils return to school - all parents will be asked to complete annual data collection; contact details and up-to-date medical information including any changes to medical needs/history and allergies. Staff to be asked to update any changes to contact/emergency contact information and medical/allergies on return to school wk. beg. 07.09.20. Medical alerts reviewed and updated Summer term 2020 (FS). Medical Policy updated July 2020 (FS) following update from LEA. Shared/approved with Chair of Governors and shared with all staff as part of key information briefing 7th and 8th September. Record of all pupils and staff who have epi-pens and/or inhalers updated for September 2020 and all medicines stored appropriately and with appropriate access. Emergency inhalers in school and consent sought for pupils and documented where in place. Medical alerts for pupils and staff to be updated as part of training days and distributed to key staff and all classrooms. Asthma care plans to be in place for all pupils with an inhaler (FS - September 2020). Medical information for pupils have been handed over as part of transition meetings with all relevant teachers and key pastoral and SEND staff July 2020 (documented). Training record for staff who have received training in epi-pen or other medical support in place (FS responsible). Additional training needs to be identified as required early September 2020 (FS to lead) | FS | Medical alerts reviewed and updated Summer term 2020 (FS). Medical Policy updated July 2020 (FS) following update from LEA shared with all staff as part of key information briefing 7th and 8th September. Record of all pupils and staff who have epi-pens and/or inhalers updated for September 2020. Medical alerts for pupils and staff to be updated as part of training days and distributed to key staff and all classrooms. Asthma care plans to be in place for all pupils with an inhaler (FS - September 2020). Medical information for pupils have been handed over as part of transition meetings with all relevant teachers and key pastoral and SEND staff July 2020 (documented). Training record for staff who have received training in epi-pen or other medical support in place (FS responsible). Additional training needs to be identified as required early September 2020 (FS to lead) |
| | 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 pupils return to school - all parents will be asked to complete annual data collection; including any changes to or any allergies. KW (Office Manager) to lead update of allergy information on SIMS, contact with catering team and relevant allergy paperwork completed with T Parkin (kitchen lead). FS to be made aware as medical lead. Allergy information shared with all catering team and severe allergies in medical alert file (to be updated and re-shared wk. beg. 07.09.20 (FS/KW)). FS & LB to ensure that lunchtime staff (support staff and midday staff have awareness of allergy information for pupils they are supervising. | FS (AHT and SENDCo) lead on medical and SEND. KW (office manager) to lead on data collection and input for pupils and any updates to staff personnel information. | Briefing for all staff re: medical scheduled for training days (7th and 8th September). Staff to be made aware to update senior staff with any relevant medical information and changes to medical/emergency contact information wk. beg 07.09.20 (FS to lead). SEND/Pupil risk Assessments and medical information for pupils on role and those joining the school that school are aware of - all information has been shared as part of transition hand over meetings and these are documented (July 2020). KW (Office Manager) to lead on data collection and update to school records from wk. beg. 07.09.20 |
| | 15.4 | Water fountains | | | |
| | 15.4.1 | Water fountains in shared pupil areas should be taken out of use. | not applicable | n/a | n/a |
| | 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 . | Water bottles will be filled up by member of support staff using disposable gloves. Water bottles to be washed in school dishwasher weekly (designated support staff to complete this using gloves for each class group). LB and CW to lead in deployment of support staff as leaders of learning across EYFS - KS2. | LB/CW to lead deployment of support staff to wash water bottles | wk. beg 07.09.20 and ongoing |
| 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 overnight educational visits have been cancelled and will not take place until guidance changes - non planned for Autumn term 2020 | SC | ongoing |
| | 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. | EVC (CW) aware of guidance and any planned visits will need to follow school policy of 6 week lead-in, including a thorough risk assessment that will ensure pods and bubbles maintained for children and staff. Risk assessments checked by EVC (CW) and co-headteachers (SC/HD) prior to visit being approved. | CW, SC/HD | ongoing |
| | 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. | EVC (CW) aware of guidance and any planned visits will need to follow school policy of 6 week lead-in, including a thorough risk assessment that will ensure pods and bubbles maintained for children and staff. Risk assessments checked by EVC (CW) and co-headteachers (SC/HD) prior to visit being approved. | CW, SC/HD | ongoing |

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| | 16.4 | From 8 August, face coverings will be required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings | EVC (CW) aware of guidance and any planned visits will need to follow school policy of 6 week lead-in, including a thorough risk assessment that will ensure pods and bubbles maintained for children and staff. Risk assessments checked by EVC (CW) and co-headteachers (SC/HD) prior to visit being approved. | CW, SC/HD | ongoing |
| 17.PPE for staff and pupils | 17.1 | The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering. 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. | School leaders aware that DfE and PHE guidance on face coverings has changed and may change further in weeks prior to schools re-opening. Leaders are keeping up-to-date with this guidance and have also read the most recent guidance from the Health and Safety Team at Leeds City Council. Leaders to meet wk. beg. 31.08.20 to agree measures to be put in place; what school approach will be, how this will be communicated with parents/carers and staff and identifying any circumstances where face covering/shielding will be required. This risk assessment will then be updated. | Senior leaders to meet wk. beg. 31.08.20 and agree based on all recently updated guidance. | Senior leaders to meet wk. beg. 31.08.20 and agree based on all recently updated guidance. |
| | 17.2 | FFP2 / 3 masks are not generally necessary in a school setting. | | | |
| | 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. | Information in staff handbook. CMP/SG/KG/LB to identify where children will need support in EYFS/KS1, FS to identify and older children with a SEND need with intimate care and/or feeding wk. beg. 31.08.20. Risk assessments completed for pupils where regular intimate care or close contact is likely. PPE available as required according to each individual risk assessment. Stock of PPE in place in intimate care suite - stock monitored and controlled by SN/VH | CMP/SG/KG/LB as Nursery, EYFS and KS1 leads. FS as SEND lead VH/SN in terms of PPE stock control | CMP/SG/KG/LB to identify where children will need support in EYFS/KS1, FS to identify and older children with a SEND need with intimate care and/or feeding wk. beg. 31.08.20 |
| | 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. | Please see 17.3 | Please see 17.3 | Please see 17.3 |
| | 17.5 | Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted. | Briefings for all staff where this may be applicable - e.g. first aid responders or where an individual pupil risk assessment deems necessary. | FS | As part of first aid briefings - 7th and 8th September - FS |
| | 17.6 | Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work. | CMP/SG/KG/LB to identify any possible children where this may apply EYFS/KS1, FS to identify and older children with a SEND need wk. beg. 31.08.20. Staff deployed to work with these children advised by these leaders | CMP/SG/KG/LB as Nursery, EYFS and KS1 leads. FS as SEND lead | To be in place for pupils returning on 9th September |
| | 17.7 | In areas where Local COVID Alert Level: high or very high restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances. | SLT to ensure school is following any local lockdown or restrictions in place. | SLT | ongoing |

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| | 17.8 | Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them. | | | |
| | 17.9 | It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly. | | | |
| | | See 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. | SN/VH made aware - PPE stock control | VH/SN | ongoing |
| 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. | Staff consulted throughout planning process and information shared via whole school virtual briefings by senior leaders on training days 7th and 8th September and ongoing weekly briefings as term progresses. Risk assessment to be shared with all staff 7th and 8th September. Staff opinions and feedback will be sought after sharing and future additions/amends take on board feedback. Staff aware that if they have concerns they can meet with senior staff to discuss. | Senor leaders | 7th and 8th training days and ongoing |
| | 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. | Please see 18.1 | Please see 18.1 | Please see 18.1 |
| | 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/extramental-health-support-for-pupils-and-teachers | Documents accessed by senior staff and pastoral and shared with mental health leaders in school (RK/KG) and disseminated to staff through PSHE/ Mindmate curriculum | RK/KG | ongoing |
| | 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. | Staff currently accessing a WASP for mental health support have been supported and consulted with regularly throughout COVID-19 pandemic. Briefings with all staff (June 2020) to make them aware that a Wellbeing Assessment (WASP) can be completed with a focus on any staff who fall into vulnerable categories as defined by LEA but also any member of staff who would like to access this. List of staff who require WASP in place and some WASPs completed - further to take place within first two weeks of term - SC/FS/SN to complete. Those staff returning following a period of shielding will all have WASPs completed in first two weeks of term. Staff who had been shielding supported to engage in an occupational health referral and these have been completed (June/July 2020) and actions put in place to support as advised. SC to lead on planned programme to complete all WASPs with support from Human Resources and Occupational Health accessed as required. SC/HD to be responsible for ensuring tracking of WASP process for staff. Where individual and unique circumstances/recommendations enable staff to work feasibly and appropriately from home (dependent on role) this will be looked at as part of consultation with co-headteachers (SC/HD) and governors. | SC/HD overseeing WASP process for staff | ongoing |
| | 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. | Staff TEAMS group in place since March and used by staff to maintain contact and morale. Regular updates from staff in school shared via email to all staff group. Weekly staff meetings and staff briefings (virtual) will continue in Autumn term | SLT | ongoing |
| | 18.6 | Identify Mental Health First Aiders. | KK and SH have received mental health first aider training - staff aware of this. Staff have been made aware throughout pandemic that they can access mental health support via Smart Clinic and Employee Assistance (as part of school HR package). Staff also encouraged to contact leaders in school if support is required | SH/KK and SLT | ongoing |
| | 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). | Please see 18.6 | SLT | ongoing |
| | | | Guidance on Staff Wellbeing is available on Leeds for Learning. | Downloaded and shared with senior leaders (SC) - 29.08.20 | SC |
| | 19.1 | Minimise visits to wherever possible to essential visits only e.g. to carry out statutory testing, repair work or building works. | VH and SN to identify any planned visits and ensure only essential work taking place | VH/SN | wk. beg. 07.09.20 and ongoing |
| | 19.2 | Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. | VH/SN to ensure these are shared prior to any contractors attending site | VH/SN | wk. beg. 07.09.20 and ongoing |
| | 19.3 | Contractors should adhere to social distancing guidelines. | VH/SN to ensure expectations shared prior to any contractor coming onsite | VH/SN | wk. beg. 07.09.20 and ongoing |

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| 19.Contractors visiting site | 19.4 | Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site. | VH/SN to ensure expectations shared prior to any contractor coming onsite | VH/SN | wk. beg. 07.09.20 and ongoing |
| | 19.5 | If contractors need supervising this should be done following social distancing guidelines . | VH/SN to ensure expectations shared prior to any contractor coming onsite | VH/SN | wk. beg. 07.09.20 and ongoing |
| | 19.6 | Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms. | VH/SN to ensure expectations shared prior to any contractor coming onsite | VH/SN | wk. beg. 07.09.20 and ongoing |
| | 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. | VH/SN to ensure expectations shared prior to any contractor coming onsite | VH/SN | wk. beg. 07.09.20 and ongoing |
| | 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. | VH/SN to ensure expectations shared prior to any contractor coming onsite | VH/SN | wk. beg. 07.09.20 and ongoing |
| | 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. | VH/SN to ensure expectations shared prior to any contractor coming onsite | VH/SN | wk. beg. 07.09.20 and ongoing |
| 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. | No lettings to take place. All staff to be made aware that only essential meetings should take place face to face and this must be done in a designated meeting space in school where social distancing measures have been put into place. FS (AHT) has created visitor information booklet to be provided to all visitors on arrival or preferably (where possible) emailed out prior to coming on site. Meetings rooms have been set up to accommodate this and maximum occupancy signage on door. Information in staff handbook and briefings for all staff - training days 7th and 8th September | FS - visitor leaflet. KW (office team) to ensure any visitors given access to visitor booklet on arrival. SLT/Pastoral to ensure any visitors follow expectations | wk. beg. 07.09.20 and ongoing |
| | 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. | No lettings to take place. All staff to be made aware that only essential meetings should take place face to face and this must be done in a designated meeting space in school where social distancing measures have been put into place. FS (AHT) has created visitor information booklet to be provided to all visitors on arrival or preferably (where possible) emailed out prior to coming on site. Meetings rooms have been set up to accommodate this and maximum occupancy signage on door. FS has contacted SALT team to understand their protocols for therapists coming into school and designated, consistent space provided that has ventilation and is near the front of school. Information in staff handbook and briefings for all staff - training days 7th and 8th September | Senior Leaders, pastoral team | wk. beg. 07.09.20 and ongoing |
| | 20.3 | A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. There is a legal requirement to provide hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers. | Essential visitors to use toilets nearest the main school office. Posters and signage in toilet areas display guidance on good hygiene and hand washing. Frequent cleaning of toilet spaces timetable to take place throughout the day. | SN/VH | wk. beg. 07.09.20 and ongoing |
| | 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. . | Visitors must use main office access and sign in via Inventory for security and safeguarding purposes. KW to look at adding information request for telephone number of any visitors to support contact if need to re: test and trace. Hand sanitiser in place next to inventory system for any essential visitors attending school site | KW to look at Inventory system recording visitor phone numbers All staff aware of visitor expectations via handbook | KW to look at inventory update - wk. beg. 31.09.20 staff handbook for all staff - 7th and 8th September |
| | 20.5 | Sports lettings must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc.. Guidance | n/a | n/a | n/a |
| 21.Pupil Wellbeing | 21.1 | Guidance is available on Leeds for Learning for pupil wellbeing | Documents accessed by senior staff and pastoral and shared with mental health leaders in school (RK/KG) and disseminated to staff through PSHE/ Mindmate curriculum | RK/KG | ongoing |
| | 22.1 | Consider if the fire evacuation routes need to be altered to take into account the changed use of the site. | SC to put protocols in place in Emergency Evacuation Policy updates - Information in staff handbook and briefings for all staff - training days 7th and 8th and staff handbook/Evacuation Policy shared. | SC | 7th and 8th training days and ongoing |

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| 22.Fire safety | 22.2 | Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed. | SC to put protocols in place in Emergency Evacuation Policy updates - Information in staff handbook and briefings for all staff - training days 7th and 8th and staff handbook/Evacuation Policy shared. | SC | 7th and 8th training days and ongoing |
| | 22.3 | Consider if you need to re-allocate fire marshal roles. | SC & VH to review fire warden roles and make changes to evacuation policy accordingly - wk. beg. 31.08.20 | SC/VH | wk. beg. 31.08.20 |
| | 22.4 | Ensure staff know how to use fire extinguishers, where call points are etc | No changes to call points or location of extinguishers, staff are familiar with these. Fire wardens (J Worsnop and A Riberio) onsite and trained in this role. | JW/AR | ongoing |
| | 22.5 | Practice new procedures as soon as possible after opening. | Planned fire evacuation to be scheduled for wk. beg 14.09.20 | SC/HD | wk. beg 14.09.20 |
| | 22.6 | Consider if staff and pupil PEEPs need to be amended. | FS identified PEEPs required for known pupils on roll. FS to share format with all teachers 7th/8th September. PEEPs to be completed in designated PPA - 8th September and so in place for pupils returning - 9th September onwards. | SC/FS | 7th and 8th September - training days |
| | 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. | SC to make changes to Emergency Evacuation Policy to accommodate school opening to more pupils - VH to follow up with fire risk assessment interim changes. Staff briefed in updated evacuation procedures 7th and 8th September. Pupils to be advised of procedures on first day back in setting. Practice for all staff and pupils to be scheduled for wk. beg 14.09.20 | SC/VH | wk. beg. 31.09.20 |
| 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. | Each pod of pupils has allocated midday supervisor/lunchtime staff supervising - these staff will not mix between groups (LB leading). Briefing and documents to be shared training days 7th and 8th September. | LB | 7th and 8th September - training days and ongoing. |
| 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.. | T Parkin - catering lead to join staff briefings and all catering staff to receive copy of staff handbook 7th and 8th September. VH/SN to ensure catering team have all information required in terms of risk assessment. | VH/SN & T Parkin and C Hasty | 7th and 8th September - training days and ongoing. |
| | 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. | Completed with C Hasty (catering) - menu choices agreed in advance, shared with parents. Grab bag packed lunches to be provided for all children accessing school lunch and to be eaten in classrooms. Allergy information aware to catering team and to be updated following any updates from data collection from all parents/carers on return to school (KW leading). | KW/T Parkin/LB as lunchtime lead | 7th and 8th September - training days and ongoing. |
| | 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. | Please see 24.2 | SC/KW/T Parkin | wk. beg. 18.05.20 |
| | 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. | To ensure site security and safeguarding - all catering staff to still use Inventory sign-in via main office entrance - social distancing in place to use sign in. Catering team will remain in kitchen area. | SC/T Parkin/ C Hasty | wk. beg. 7th September and ongoing |
| | 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 - pupils eating in classroom areas or outside in designated areas (weather permitting) | n/a | n/a |
| | 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. LCC catering staff are allowed to use alcohol based hand sanitisers. | C Hasty (catering) has confirmed with SC that catering team have had appropriate briefing and have PPE provided from catering team. | SC/T Parkin/ C Hasty | Jul-20 |
| 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. | All staff to be briefed and receive staff handbook on training days 7th and 8th September - prior to additional pupils joining school. All staff will need to sign to say they have read and understood handbook and Know Your Responsibility folder of documents. Induction form to be completed with all new staff by a designated leader and copies to co-headteachers | SC/HD and SLT | wk. beg 01.06.20 |
| 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. | KW to set up 'quarantine bin' in main office area. KW to ensure antibacterial wipes available to support use of this facility and disposable gloves (sources from SN/VH). Designated staff to deliver items that have been wiped/cleaned from this drop off point to outside classrooms where they are required. Information in staff handbook and briefings for all staff 7th and 8th September. | KW to ensure set up and office staff all aware - wk. beg. 31.09.20 | wk. beg 31.09.20 and ongoing |

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| 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. | no pupils arrive via My Bus/ School Bus | n/a | n/a |
| | 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.. | no pupils arrive via My Bus/ School Bus | n/a | n/a |
| | 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. | no pupils arrive via My Bus/ School Bus | n/a | n/a |
| | 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. | no pupils arrive via My Bus/ School Bus | n/a | 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 Education is that children on dedicated school buses will not need to maintain social distancing however, social distancing should still be encouraged wherever possible within vehicles. | no pupils arrive via My Bus/ School Bus | n/a | n/a |
| | 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 • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet | no pupils arrive via My Bus/ School Bus | n/a | n/a |
| | 27.9 | In accordance with advice from PHE, from the autumn term, we recommend that schools advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport. | n/a | n/a | 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. | not applicable | n/a | n/a |
| | 28.2 | Schools who operate a childrens centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting. | n/a | n/a | n/a |

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| 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 it should be left for at least 48 hours (72 hours for plastic) before and after marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection or work and before handing work back to the pupils. Alternatively, staff can wash hands or sanitise before marking work, at regular intervals throughout and after completing marking. 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. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic). | Staff to be given access to disposable gloves to use when handling children's books to be marked if books cannot be left for 48 hours prior to marking. Staff encouraged to mark in school rather than taking books home. If books are to be taken home the same procedures should be followed as outlined here. Staff to be advised to wash hands or sanitise before marking work, at regular intervals throughout and after completing marking. 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) | SC via staff handbook. CW in marking policy shared with all teaching staff during training days | 7th and 8th September and ongoing. |
| 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. | Guidance to be followed and protocols shared with any volunteers | SLT | ongoing |
| | 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. | Senior leadership team responsible for ensuring these guidelines (left) adhered to. Cover staff and HLTAs are assigned to pods and will be deployed within these pods as first response to cover absence. Where supply is needed - consistent supply sought and to remain within pods wherever possible and all risk assessments shared with any supply or temporary staff/volunteers. SMT/SLT to review staffing weekly as part of SMT meetings to plan deployment for following weeks. Any unplanned absence - deployment to be agreed by SLT. Volunteers and temporary staff will be assigned to work with specific pods only and not mix e.g. LB has looked at regular deployment of Hunslet Club coaches to specific pods. LB to liaise with Hunslet Club to ensure expectations in place and coaches have seen risk assessment and staff handbook in terms of protocols and procedures. After School Club provision due to be looked at wk. beg. 07.09.20 for later in Autumn term (LB leading) | LB and SLT | from 7th September and ongoing |
| 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. | Breakfast provision has been changed to enable all children to access pod based/class based breakfast provision each morning with consistent staff from within pod having direct supervision. Staff responsible for food prep and distribution to each class to wear disposable gloves, face masks and aprons during food prep. RC to lead and to lead briefings with all staff 7th and 8th September. After School Clubs not in place for start of term - to be discussed by SLT (LB leading) wk. beg. 07.09.20 for later in Autumn term | RC leading Breakfast provision. LB leading After School provision | Breakfast provision in place and briefings from 7th September for all staff. After School Clubs not in place for start of term - to be discussed by SLT (LB leading) wk. beg. 07.09.20 for later in Autumn term |
| | 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. | Please see 31.1 | Please see 31.1 | Please see 31.1 |
| | 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. | Parents made aware in letter sent July and re-sent prior to pupils returning (wk. beg. 31.08.20). Also information to be shared in newsletter to all parents/carers from co-headteachers (SC/HD) wk. beg 14.09.20 | Parents made aware in letter sent July and re-sent prior to pupils returning (wk. beg. 31.08.20). Also information to be shared in newsletter to all parents/carers from co-headteachers (SC/HD) wk. beg 14.09.20 | Parents made aware in letter sent July and re-sent prior to pupils returning (wk. beg. 31.08.20). Also information to be shared in newsletter to all parents/carers from co-headteachers (SC/HD) wk. beg 14.09.20 |
| | 31.4 | Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance. | n/a | n/a | n/a |

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| 32. Music and Performing Arts | 32.1 | Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. | EB (Music lead) to ensure that guidance here shared with Art Forms Music teacher. Music teacher scheduled to be working with consistent cohort groups each term so no crossing over of pod groups. EB and art forms music teacher to ensure that guidance (left) followed. CW (Curriculum leader) to link with EB wk. beg. 07.09.20 to ensure plans are in place following guidance here and this is disseminated to teachers wk. beg. 07.09.20. Updated guidance shared with CW by SC 05.09.20 | EB (music lead) with CW support | CW (Curriculum leader) to link with EB wk. beg. 07.09.20 to ensure plans are in place following guidance here and this is disseminated to teachers wk. beg. 07.09.20 |
| | 32.2 | Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. | n/a - no assemblies or choir groups | n/a | n/a |
| | 32.3 | Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. | EB (Music lead) to ensure that guidance here shared with Art Forms Music teacher. Music teacher scheduled to be working with consistent cohort groups each term so no crossing over of pod groups. EB and art forms music teacher to ensure that guidance (left) followed. CW (Curriculum leader) to link with EB wk. beg. 07.09.20 to ensure plans are in place following guidance here and this is disseminated to teachers wk. beg. 07.09.20. Updated guidance shared with CW by SC 05.09.20 | EB (music lead) with CW support | CW (Curriculum leader) to link with EB wk. beg. 07.09.20 to ensure plans are in place following guidance here and this is disseminated to teachers wk. beg. 07.09.20 |
| | 32.4 | Schools that offer specialist, elite provision in music, dance and drama may also wish to contact educ.hs@leeds.gov.uk for more specific advice. | n/a | n/a | n/a |
| | 32.5 | Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) Instruments should be cleaned by the pupils playing them, wherever possible. | EB (Music lead) to ensure that guidance here shared with Art Forms Music teacher. Music teacher scheduled to be working with consistent cohort groups each term so no crossing over of pod groups. EB and art forms music teacher to ensure that guidance (left) followed. CW (Curriculum leader) to link with EB wk. beg. 07.09.20 to ensure plans are in place following guidance here and this is disseminated to teachers wk. beg. 07.09.20. Updated guidance shared with CW by SC 05.09.20 | EB (music lead) with CW support | CW (Curriculum leader) to link with EB wk. beg. 07.09.20 to ensure plans are in place following guidance here and this is disseminated to teachers wk. beg. 07.09.20 |
| 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 take place following timetable and only in class groups so no mixing. Outdoor PE prioritised. If indoor required - school hall to be used and distancing maintained. If unable to use outdoors due to weather conditions - indoor activities to be used (shared by PE lead) and only within class groups. LB to ensure guidance shared re: sports equipment cleaning and sharing of resources. | LB | wk. beg. 07.09.20 and ongoing |
| | 33.2 | Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation | LB to ensure all staff are aware - wk. beg. 07.09.20 | LB | wk. beg. 07.09.20 and ongoing |
| | 33.3 | External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities. | EVC lead to ensure any external visits follow guidance | CW | Ongoing |
| | 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. | LB has looked at regular deployment of Hunslet Club coaches to specific pods. LB to liaise with Hunslet Club to ensure expectations in place and coaches have seen risk assessment and staff handbook in terms of protocols and procedures. After School Club provision due to be looked at wk. beg. 07.09.20 for later in Autumn term (LB leading) | LB | 07.09.20 and ongoing |

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| | <p>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.</p> <p>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.</p> | Children all to be supplied with PE kits and expectation will be to wear PE kit to school on days PE is timetables. Communicated to parents in text/letter wk. beg. 31.08.20 and in newsletter from co-headteachers wk. beg. 14.09.20. Staff made aware in staff handbook and briefings on training days 7th and 8th September | Senior Leadership team | communication with parents wk. beg. 31.08.20 and from pupils returning 09.09.20 and ongoing |
| | <p>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.</p> | CW as curriculum lead and EVC to ensure up-to-date information sought from EVOLVE and LA. CW to co-ordinate with RK (Y3-Y5 lead) to ensure plans in place following guidelines for any planned swimming programme for Y5/Y6 - due Spring/summer term 2021 | CW and RK | CW/RK as guidance is shared |
| | <p>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.</p> <p>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/</p> <p>YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).</p> | LB to access guidance wk. beg. 31.08.20 and ensure disseminated to staff | LB | wk. beg. 31.08.20 |
| 34. Science and D&T | <p>34.1 CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/</p> | Science and DT leads to access resources and disseminate to staff on return to work 07.09.20 and ongoing | CW to make subject leads aware | CW to make subject leads aware wk. beg. 07.09.20 |
| | <p>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.</p> | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 |
| | <p>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.</p> | Review of all spaces in school by leadership team wk. beg 31.08.20. SENCO (FS) to review use of any equipment identified for use in therapies and provide guidance for staff that follows guidance (left). Soft toys and sot decorations used in EYFS and Year 1 setting to be kept to a minimum wherever possible and only used if supporting the development and learning of pupils. These materials must not be shared beyond designated pods and cleaning rota must be in place to ensure regular washing of any soft toys and soft furnishings. | SLT to review learning spaces 31.09.20 CMP/LB to lead EYFS. | SLT to review learning spaces 31.09.20 |
| | <p>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).</p> | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 |

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| 35. Shared Resources | 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. | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 |
| | 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. | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 |
| | 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. | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 12.2.12 12.8.1 - 12.8.4 | Please see sections: 4.2 11.5.1 12.2.3 12.2.6 12.2.7 |
| | 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. | CW to lead on sharing book guidance (English lead). Classes allocated a box of books, books selected for general reading and specific books allocated to child's individual reading book band. Books to be kept by child and then stored for 48 hours prior to returning to library spaces. CW to brief staff in staff meeting wk. beg. 07.09.20 and information in staff handbook | CW | Wk. beg. 07.09.20 |
| | 36.1 | Good record keeping is key to managing any potential positive cases and / or outbreaks. | Deployment of staff on weekly overview - all changes to be made on OneDrive central copy. All staff on site logged through inventory sign in system - also any visitors. All pupil attendance tracked each day and updated data collection for every child to ensure up-to-date address and contact information | SLT, KW (data collection and Inventory) | 07.09.20 and ongoing |
| 36. Record Keeping | 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. | Deployment of staff on weekly overview - all changes to be made on OneDrive central copy. All staff on site logged through inventory sign in system - also any visitors. All pupil attendance tracked each day and updated data collection for every child to ensure up-to-date address and contact information. Training records held on Leeds for Learning and also mapped on weekly overview. Pastoral and leaders who have worked with children from different pods/met with parents or visitors to keep a record of this. CPOMS logs any meetings with parents/social workers or therapy work. Physical intervention recorded in normal fashion. First aid books document any first aid response. | All SMT, KW, VH/SN, pastoral team | 07.09.20 and ongoing |
| | 36.3 | If your existing systems do 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. | Weekly overview to document all deployment. Intervention and group records to be maintained by staff leading these groups (FS to lead setting this up) | All SMT through weekly overview. FS for group work | 07.09.20 and ongoing |
| | 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. | CPOMS used as per guidance here. Simple spreadsheet already set up by CP/KK (pastoral and attendance). KW to ensure staff absence tracked on this sheet and all leaders to ensure to keep KW updated on any staff absence. | CP/KK re: pupil absence and test and trace and KW and all SLT re; staff absence and test and | 07.09.20 and ongoing |
| | 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 records kept of all first aid staff assistance. Spreadsheet (above) to be used to track staff in contact with any pupil/staff displaying symptoms - SLT to ensure this is kept up-to-date. | SLT | 07.09.20 and ongoing |