

 Risk Assessment for Childrens' Services (Schools).			
Assessment Title:	Managing Covid 19 in Schools from September 2020	Ref No :	V3.7
School Name:	Park Spring Primary School	School Address:	Swinnow Lane, Bramley LS13 4QT
Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
02.11.20	I Barker	R Horan	On-going
(print):	Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
R Horan	I Barker	Rachel Yates	R Yates

Main Legislation and/or Information Source:
Health & Safety at Work Act 1974.

Guidance:

This is a sample risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
3. The signature boxes may be typed if this is to be uploaded to EVOLVE.
4. The control measures in the risk assessment section must be either complied with or altered to reflect the establishment's control measures.
5. Once criteria 1 - 4 have been satisfied, you should remove 'SAMPLE' from the Title.

The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19 and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening in whichever form that takes.

Key of changes from 'wider opening June 1st to whole school opening 7th September 2020'

- a) **new and amended sections** - highlighted in **Yellow** with comments added to identify where they are new or altered. Change colours back once actioned.

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.	New
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- b) **minor text changes** - also highlighted in **red text**.

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.	Altered
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- c) comments with ****** after them – denotes **further** changes made from the **draft v3.1** which some school and union colleagues received for consultation earlier this week.

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.	Altered *
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Bold and in italics added by SLT on 13/07/2020 review

Text in ORANGE has been added on 07/09/2020 this is in line with LA updates V3.2 (17/07/2020) and V3.3 (04/08/2020)

Text in RED has been added on 19/09/2020 this is in line with LA updates V3.2 (17/07/2020), V3.3 (04/08/2020) and V3.4(18/09/20)

Text in GREEN has been added on 02/10/2020 this is in line with LA updates V3.5 (02.10.20)

Text in BLUE has been added on 02/11/2020 this is in line with LA updates V3.7 (02.11.20)

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by:	Date Completed	
1. Building Management / readiness	1.1	If your site has been closed over the summer break inspect the site for :	Site manager to do post fortnight closure site checks	Site manager to do post fortnight closure site checks	DH	10/08/2020
			The site has not been closed - the majority has been accessed and assessed regularly by SLT with site manager	Usual daily check by site manager on daily opening Usual safeguarding requirements for all staff	DH All staff	29/05/2020
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	Asbestos issues dealt with previously during new build	n/a	DH / IB	29/05/2020
	1.1.2	Damage to the building and fixtures and fittings	None found		DH	29/05/2020
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	All checked		DH	29/05/2020
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	All checked / ongoing		DH	29/05/2020
	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.	All checked		DH	29/05/2020
	1.2.2	Fire-door mechanisms	Checked on daily opening		DH	29/05/2020
	1.2.3	Emergency lighting	Checked on daily opening		DH	29/05/2020
	1.2.4	Gas supplies including science laboratories and kitchens	All regular inspections have taken place		DH	29/05/2020
	1.2.5	Kitchen equipment	All regular inspections have taken place		DH	29/05/2020
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	ICT suite remains out of use until further notice for learning Y3b signage and teacher information provided Forms part of staff briefing		DH / SLT	29/05/2020 10/08/2020
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy				29/05/2020
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	School will make available hot water and soap in toilets the care suite and where ever else it is requires Daily check	Ensure this is provided Check water pressure	DH DH	29/05/2020
	1.2.9	Windows, doors and gates including electronic gates and doors	Checked on daily opening		DH	29/05/2020
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	n/a			29/05/2020
	1.2.11	Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements)	Regular servicing contracts maintained		DH / HT	29/05/2020
	1.3	Ensure Statutory Inspections are up to date for :	Regular servicing contracts maintained		DH	29/05/2020
	1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Regular servicing contracts maintained		DH	29/05/2020
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Regular servicing contracts maintained		DH	29/05/2020
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	Regular servicing contracts maintained		DH	29/05/2020
	1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Regular servicing contracts maintained		DH	29/05/2020
	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Regular servicing contracts maintained		DH	29/05/2020
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Regular servicing contracts maintained		DH	29/05/2020
	1.3.7	Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months);	Regular servicing contracts maintained		DH	29/05/2020
	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Regular servicing contracts maintained		DH	29/05/2020
	1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Regular servicing contracts maintained		DH	29/05/2020
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Regular servicing contracts maintained		DH	29/05/2020
	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)	Regular servicing contracts maintained		DH	29/05/2020
	1.4	Cleaning of the premises				29/05/2020
	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	School has been deep cleaned over this closed period Final clean before staff reopening	DH to organise normal cleaning for the end of 04/09/2020	DH	29/05/2020 & 04/09/2020
1.4.2	o 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			DH	29/05/2020	
1.5	Supplies			DH	29/05/2020	
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.	LA will provide us with emergency resources We are ordering usual quantities Stock order to be in line with all pupils and staff attending	Make appropriate order	DH	29/05/2020 17/07/2020	
1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Supplies in place and more ordered Stock order to be in line with all pupils and staff attending	Make appropriate order	DH	29/05/2020 & 17.07.2020	
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 classrooms have hand washing and sanitising facilities and products. Increased number of outside sanitising stations Increased number of entrances to school grounds Stock order to be in line with all pupils and staff attending	Make appropriate order	DH	17.07.2020	

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed
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.	Phasing will be implemented. SLT priority will be to monitor plans and procedures and update / improve where necessary over the first 3 weeks of wider opening of school - this will include a 'daily review with Site manager' Systems will be reviewed daily and changes communicated to staff as is appropriate Phased re-opening will be:- Current N2 pupils and Y1 to 6 returning on 7th September on a daily staggered timetable Week 2 new N2 and YR pupils attend stay and play sessions (without parent / family) Week 3 YR 9:15 to 12:45 and N2 children will be attending Week 4 YR pupils will be in 'full time'	Ensure daily review	SLT	29/05/2020 13/07/2020
	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.			SMT	29/05/2020
	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 to this site at the time of writing		SLT	13/07/2020
	2.4 Consider that staff are likely to be still be supporting remote learning of pupils not attending school for whatever reason and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.	Will be using the same planned learning for the majority of the day Shortened days initially - which will allow for more time than PPA would normally provide PPA provided by cover teachers (SMT) for the teachers of the Key worker group	SMT Arrange/d cover for PPA It is expected that contact remain with home learners but that the home / school learning is the same	SMT	29/05/2020
	2.5 Consider that if there is a positive case in school that staff and pupil numbers may be affected.	if a COVID-19 case is confirmed, everyone in that affected bubble will enter 14 days self-isolation immediately and the room deep cleaned	When and if required	DH / HT	29/05/2020
	Ongoing				
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	All ratios considered in creating new rotas All rotas will be in place for the beginning of Autumn term	SLT	13.07.2020

Area of control	Control Measures		Additional / altered measures / notes	To do ...	Implemented by	Date Completed
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	All in place already via SIMS. Parents will be prompted to let school know of any changes at half term prior to returning to school	Onto all further communication - it will be requested of parents/ families to inform school of updates	HT / LC / Office	29/05/2020 From 13.07.2020
	3.2	Re-assess if IPRAs or PBSPs 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 IPRAs / PBSPs may need to be altered to reflect the current situation.	On going - Inclusion manager is processing in order of pupil return		LC	30/05/2020 17.07.2020
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Requirement shared at training day sessions	SLT: Create agenda for coverage at training days June 1 and 2 Create t/t for training considering SD and priority over 2 days	LC	31/05/2020
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Information already held by catering team	LC to check - particularly with regard to catering		01/06/2020
	3.5	Schools should continue to adhere to their medical needs policy regarding the administration of medication.	Where possible it will be requested that families administer medicine If it is necessary to administer relevant cleaning and PPE guidance must be followed by staff administering - this will take place outside of the school office wherever possible	Remind staff that this is the procedure		02/06/2020 17.07.2020
	3.6	If staff and pupils are based at sites which are not their usual location they should share relevant medical conditions so these can be assessed and steps taken to manage them as above.	n/a			03/06/2020

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed
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.	Curriculum planning adjusted to take account of this	Ensure via regular monitoring that curriculum planning adjusted to take account of this	SMT	29/05/2020 13/07/2020
	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, stationary and mobile phones. Bags are NOT allowed.	Personal stationary and water bottles provided to Allowed equipment to include: lunch boxes, coats, hats, gloves, sun cream No home – school readers to be sent home / brought to school until further notice (72 hour quarantine still required) NO BOOK BAGS until further notice. No pupil mobile phones to be brought in	Share with staff - that large equipment is OUT of use - PF to arrange which resources can be used at play time and which can not	Pascal Fotherby DH SLT	29/05/2020 13/07/2020
	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.	Hall not in use as a communal area Outdoor spaces encouraged for use if weather permits Timetables agreed for play and lunch times Staff training on bubble separation at all others			29/05/2020 13/07/2020
	4.4 Review how pupils and staff are interacting, numbers on site, how equipment is being used and reuse or re-instate activities / equipment as necessary.	SLT / Site manager daily review		SLT / DH	29/05/2020 13/07/2020
Use of the computing suite	Staff training support and clear guidance provided to all staff that will access the computing suite with pupils Consistent seating plans adopted and recorded at each session Appropriate cleaning materials provided and stored in the computing suite Door and window to be open to aid air circulation Pupils may be sat next to each other Pupils to sanitise upon entry and exit Pupils trained / educated and supported in effective wipe down of keyboard, mouse screen and desk top after their use Teacher or responsible adult to complete the wipe down where the pupil is not able to complete to a high enough standard	Create a protocol of actions with ICT and Y6 lead teacher that can be shared with wider staff: Gel/sanitise hands upon entry Pupils to sit in a consistent and recorded seating plan Pupil to use THEIR OWN (provided headset) - This is labelled and stored in a clear plastic bag and stored by the teacher Wipe down at the end of each session to use a 'computer' wipe preferably. This to include keyboard, mouse, screen front and table / desk top		DHT / DH	23.09.2020

Notes as circulated by PF 01.06.20

Just to let you know what is happening with playground equipment.

Notes as provided by PF 02.06.20

Activity trails are not to be used unless 72 hours is kept between the use by each bubble. Each bubble has its own set of equipment to be used outdoors. The bubble is responsible for washing the equipment in soapy water after use and storing it in the bubble's space when not in use. Equipment must not be shared with other bubbles. To minimise the risk of spreading the virus, access to PE and other equipment is restricted. Any additional equipment needed must be requested in advance, used and washed by the bubble. Access to the play shed and PE garage is restricted to Mrs Fotherby and Mr Hammerton only. Activity should be strictly non-contact. Children should work in their own zones (marked out if necessary). The 2m SD still applies in PE/SPA. Team games, including football, are NOT to be played at any time. However, this does not mean a ball cannot be kicked in passing, shooting or dribbling drills and challenges (crossbar challenge etc.). PE needs to be planned so that 2m SD can be adhered to. PE kit is not necessary at the moment as the risks outweigh the benefits. However, teachers will need to be aware of any associated risks/ issues and adapt activities as necessary e.g. if children have inappropriate footwear for running based activities. These take into consideration the APE and YST advice as mentioned in the PS Risk Assessment email I sent on Thursday 28th as well as the latest update from IFC

I have now allocated a box of equipment to each bubble. These are labelled with the class teacher's name. (Reception will have their own equipment which we will sort out next Wednesday).

In each box there should be;

4 x cones

1 x orange football

1 x basketball

2 x plastic skipping ropes

2 x quoits

2 x aero balls

2 x plastic racquets

2 x stilts

1 x thrower

There is a list with each box. If you are missing anything, please cross it off the list, I have simply run out of that equipment. sorry!

Your box is the responsibility of your bubble. You will need to take your own equipment out, play with it, collect it in, wash it (with the outside bucket and soapy water- get the children to help as necessary) and take it back to the classroom. If equipment gets broken/lost etc. I'm afraid that I might not have enough to replace it. If you need any more equipment, please let me know and I will try to get you it ready for the next day.

The play shed and the garage (front and back) are now OUT OF BOUNDS.

If you need any equipment out of these then please email or ring me and I will get the equipment out for the next day. I know this is a pain but it is the safest way to restrict any spread of the virus on equipment.

In terms of what the children can play:

Children may play with equipment together as long as they stay 2m apart. They may NOT play team games i.e. football or basketball in teams as this would involve being closer than 2m. However, they can use the skills for these games to play together e.g. passina, shooting.

Area of control	Control Measures	Additional / altered measures / notes	To do ...	By whom?...	Date Completed
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 to be shared with ALL families on 22.05.20 Follow up Y group specific letters to be sent prior to that Y group returning	3 x letters (Y1, Yr, Y6)	SLT	29/05/2020
	5.2 All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	To be included on letter Warning / reminder signed on BOTH school entrances	SLT: Add to letter DH: Notice entrance gates in line with updated LA guidance	DH	07/09/2020
	5.3 This may be by newsletters, letters, emails, signs etc...	Regular information reinforcing signage, previous communications, letters, texts and website			
		Information via letter / newsletter / YouTube videos texts etc; Information to include: Uniform Drop off and pick up Walking to school Sanitary issues including hands on faces Lunches	SLT: Add to letter	SLT letter	13/07/2020
		A social story and explanation to families with sections	LC to share with staff / has previously shared with staff	LC / Individual class teacher	29/05/2020

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by:	Date Completed	
6. Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff. 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 workspace.	All category 3 staff to be risk assessed carried out Amended to reflect rise in cases.	RA for category 3 staff to be completed Refere to as and when case arise	DA	13/07/2020
	6.1.1			IB	04/11/2020	
	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.	Arrangements made for the 2 pupils that this concerns	Inclusion manager to contact the families of 2 x pupils that are on the 'shielding list'	LC / HT	13/07/2020
	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).	On a case by case basis, supported by HT and Office manager			13/07/2020

Health status of staff has been checked (post staff meeting HT request to contact her).
Information to parents to make clear expectation around attendance and shielding families

All stakeholders informed that we cannot guarantee stringent social distancing onsite and those who live with someone who is extremely clinically vulnerable must not attend school at this time

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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	Clear information provided to families about expectations in initial letter, newsletters and signage		HT / DH	29/05/2020
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace	Clear information provided to families about expectations in initial letter, newsletters and signage Clear communication lines for staff concerned that this might apply to them. Contact HT / DA in the normal way	At staff training ensure staff know that this is their responsibility to report - both of themselves and of colleagues	HT / DH	29/05/2020

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed
8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	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.	If school testing kits are available, staff or pupils supported to self-test prior to leaving the school grounds	These procedures are put in place from first day of opening Check and support process for testing	HT 04/11/2020
	8.2	Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Family room 1 allocated for this purpose This will be family room 1 by the main office or weather permits outside in supervised but fresh air The child will be removed ASAP - professional judgement must be used regarding the safe movement of the child as ever using external routes wherever possible Any siblings will be removed from their bubbles and quarantined away from the suspected case but away from all others if not showing signs. SMT to support maintenance of 2M distance where possible.		HT 29/05/2020 13/07/2020
	8.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Face masks have been ordered and are in the building. These are kept in the ICT suite. Please see DH / SMT Packs made up ready for quick access		DH 29/05/2020
	8.4	Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.			HT 29/05/2020
	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.	Amended		SLT / Office SLT / Office 04/11/2020 02/10/2020
	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 publish health outbreak control practice. Inform DCS Alert using form PCIF 01.	Amended to reflect new guidance. Staff to be made aware to consult and defer to SLT prior confirming advice with parent / carer Leadership team, office and inclusion staff to be made aware prior to any advice being given to family or carer		
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Clear information to be provided to staff		HT 29/05/2020
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	The child's space is cleaned whilst the remainder of the bubble are removed temporarily from the room. Staff with appropriate PPE can do this (apron / gloves / warm water) IIR is available in the ICT suite should it be required.		SMT / DH 29/05/2020
	8.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	The separate sanitary facility is the disabled toilet at the front of the school		DH to liaise with CH about whom is to order 29/05/2020
	8.10	Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	We do not have the capacity for an INSIDE sterile space - please use OUTSIDE areas as an alternative or if in wet weather use the DINING HALL		SMT 29/05/2020
	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 to be made aware of this and the reason for this		SLT 13/07/2020
		Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school.			
		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 Leads For Learning. Useful information on self-isolating	Altered PHE guidance expected soon.*		
		https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection			

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed	
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 time for Y1,4 and 6 8:45 Pick up 3:00 Y2,3 and 5 9:00 Pick up 3:15 YN - Start and end of week session only offered. Wednesday finish 11:45 and end of week starts at 1:00. Entry and exit via Wellstone road only YR and YN 9:15 Pick up 3:30	All staff to be made aware of via pre-return briefing	SMT / DH	13/07/2020
	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.	3 entrance ways / paths created	All staff, pupils to be made aware of via pre-return briefing Families supported on first days back by SMT and support staff	SMT / DH	13/07/2020
	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.	AUTOMATIC GATE OPENING WILL CEASE as the gate will be staffed to control entry and direct children Staff to access building via new or old entrance ONLY		SMT / DH	29/05/2020
	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.	All internal doors to be wedged open and where appropriate external doors when conditions permits (will need to take into account IPRA's) Staff to open doors at the end of sessions Distance markings to be put outside RECEPTION classes Y1, Y6 and KW groups children led to the top playground -	YR parent queuing markings to be created x 3 classes Protocol to be arranged with CH	SMT / CH	29/05/2020
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help. 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.	Amended and noted Specific zones for pick up for all Year groups at their specific allotted time Additional staff will support Social distance and queuing / waiting systems as necessary		HT	02/10/2020
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.		Informed via various communications	HT	13/07/2020
	9.7	Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	Will remain as 'by appointment only' Line created for any waiting person / meeting office staff on floor of entrance lobby	Line to be marked on entrance lobby floor	DH / HT / Office	13/07/2020
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Staff to enter and exit via main entrance and old entrance where sanitisers will be available as there is hand gel and a sink in close proximity and also a copy of the SIGNING in register	Agree protocol for entering the building and signing in Will form part of initial staff training	HT	29/05/2020
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	On going communication		HT / DH	29/05/2020
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.	Not required at the time of writing		DH	29/05/2020	
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.	New		SLT / FLO	29/05/2020	

9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help. 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.	Amended
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Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed
10.Handwashing and hand sanitisers	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.	Increased number of entry points Increased number of sanitising stations Maintain the original sanitisation point for the sole use of visitors (not parents or pupils)	Ensure tables and location clearly set up for sanitisation equipment Ensure staff are aware of which visitors should use which points	DH	29/05/2020
	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.	To aid flow of pupils into the building, sanitising will be the primary hand care solution in the first instance. There is not the expectation that ALL pupils must ALSO then wash their hands under running water, however REGULAR handwashing will be expected throughout the day (eg before and after lunch, toileting or after a cough/ sneeze - Catch it bin it kill it- issue). Information posters to be placed around school	Pupil attention drawn to this practice regularly, consistently and frequently	DH	13/07/2020
	10.3 If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	see above		DH	13/07/2020
	10.4 All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	All 'roaming' staff to be provided with portable sanitising bottle	To be ordered	DH	29/05/2020
	10.5 Tissues should be available in all group areas and should be single use only and binned after use.	Lidded bins put in place - 1 per class and for all other used rooms	Check all bins are still / now in place	DH	29/05/2020
	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.	The 72 hour space will be the toilet in the boiler room Record keeping system to be placed on boiler room door to keep a dated record of this Orange refuse sacks will be used Ensure staff know where the PPA / Illness kits are stored (P.T. suite)	DH remind cleaning team are aware of this protocol	DH	29/05/2020
	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.	Staff to hand sanitise BEFORE entering and / or leaving the staff room	Sanitising station to be placed at staff room doort	DH	29/05/2020
	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.	Staff briefed to support consideration of those that will need additional support with sanitising Hand sanitiser will be distributed by adults and will not be freely available for children to access independently.	Add to staff briefing	SLT	13/07/2020
	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	n/a	n/a	n/a

All persons should wash their hands before leaving the premises.	Introduce this protocol	

ordering procedures are in place. Alternative suppliers are constantly reviewed.

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by:	Date Completed	
11.Cleaning	11.1 General Cleaning			DH	29/05/2020	
	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	Ongoing		29/05/2020& 13/07/2020	
	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.	Cleaning packs will be created and provided. This will be the responsibility of DH to provide and each class teacher to check prior to the start of the day and the arrival of pupils. Also provide small bin for use by teacher	Order 'staff bins' for use in each room	DH	13/07/2020
	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).	Continue with cleaning regime currently in place The dining hall is the only place that will require transition cleaning	Add to staff briefing	DH	13/07/2020
	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.	Already established Equipment and guidance for cleaning 'teaching bubble areas' will be provided. All unnecessary surfaces / items have been removed from classrooms to facilitate thorough cleaning		DH	29/05/2020
	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.	Daily cleaning. A joint responsibility of the cleaning team and of 'bubble staff' Tables and shared pencils/pens will be wiped down throughout the day. Each area of provision will be deep cleaned weekly (on a rota throughout the week). Sand and water play indoors will not be available. Dough will not be available for the children unless for specific activities in individually named pots, for use by that child only.	DH to provide guidance Reminder at staff briefing	DH	29/05/2020
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Cleaning kits consisting of disposable gloves will be provided in all teaching spaces	DH - provide cleaning kits	DH	29/05/2020
		Playtime equipment can be cleaned at the end of each use - by pupils with the buckets of warm soapy water that are provided	DH provide buckets and cleaning equipment	DH provide buckets and cleaning equipment - each bubble will have own outside cleaning equipment	DH	29/05/2020
	11.2	Rooms used for isolating persons displaying symptoms			DH	29/05/2020
	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.	Noted		DH	29/05/2020
	11.3	Clothing			DH	29/05/2020
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.		Inform parents / families via the return to school letters	SLT	13/07/2020
	11.4	Hygiene Suites / Intimate Care Facilities			DH	29/05/2020
	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.	At present only YN and YR pupils that will require this Will be reviewed as and when needed		DH	29/05/2020
	11.5	Leeds City Council / FM cleaning providers			DH	29/05/2020
	11.5.1	Additional/ alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:- 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:- Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points. Cleaning of hard surface toys such as plastics, wood, sports equipment etc. additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	Toilets will be continue to be cleaned twice a day		DH and HT	29/05/2020 & 13/07/20
					DH	29/05/2020
				DH	29/05/2020	
				DH	29/05/2020	

What is the current advice around deep cleaning?

We refer to general cleaning and deep cleaning in the Risk Assessment. The difference is:

Deep Clean: All items within the setting get cleaned (including any soft products teddy bears etc) potentially involving shampooing the carpets

General Clean / Thorough Clean: All touch points are cleaned (tables, chairs, door handles etc)

More information can be found in the Government's Covid-19: Covid-19: cleaning in non-healthcare settings guidance document.

Some cleaning products on the LCC PPE list are non-alcohol. Will these products still be effective?

We have had reassurance from the LCC PPE team that they are safe to use and will be as effective.

Our supplier has limited the amount of cleaning products we can order. Will suppliers be updated on the "bubble" concept to ensure that cleaning products remain available in the necessary quantity?

Schools should order the supplies they need for the following 7 days only so volumes are more restricted at present to what is needed now. The Team co-ordinating orders have been made aware that weekly volumes of certain products are likely to increase once schools start to open to more pupils.

Area of control	Control Measures		Additional / altered measures / notes	To do ...	By whom?...	Date Completed
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.	Staff will access appropriate PPE on a case by case basis to maintain their own safety as according to first aid training Ready made PPE kits will be set up as discrete packs and available from the ICT suite		HT	29/05/2020
	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.	Changed as will revert to previous requirements	Check with CH re number of Pediatric First aider numbers	HT	29/05/2020

administer then provide pupils with the necessary eqpt
Staff will have access to appropriate PPE on a case by case basisto maintain their own safety

Area of control	Control Measures		Additional / altered measures / notes	To do ...	By whom?...	Date Completed
14. Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g entry points, registration, food and drink purchasing.	n/a		HT	29/05/2020
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	n/a		HT	29/05/2020
	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 anti-viral wipes.	Handsanitiser to be provided at every lift entrance - staff to use prior to calling for lift		HT	13/07/2020
	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.	Hand sanitiser to be provided - all staff to revert to signing in electronically - using the bar code where possible	Sanitisers to be provided Support the use of staff entry bar code passes	DH	13/07/2020
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Only use I-PADs - to be cleaned if transferred between pupils / to be cleaned at the end of each day. Pupils supported in appropriate cleaning of all its surfaces If you use it - wipe it!		HT	29/05/2020

Area of control	Control Measures	15	To do ...	Implemented by	Date Completed	
15.General controls	15.1 Ventilation				29/05/2020	
		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.	Staff to ensure windows are open and doors are propped open to aid free air circulation This to include all rooms that are used - eg breakfast club Site manager will open windows on opening up			
	15.1.1			DH	04/11/2020	
	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.	Amended and noted Staff to ensure windows are open and doors are propped open to aid free air circulation when deemed appropriate This to include all rooms that are used - eg breakfast club	Staff	04/11/2020	
	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	Amended We are able to use the A/C in Computing suite / Y3 class and meeting room	Add to staff briefing	DH / Staff	04/11/2020
	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.	New			04/11/2020
	15.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	New			04/11/2020
	15.2 Learning Outside					29/05/2020
	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.			HT	29/05/2020
	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.	Medical conditions in year groups recorded in class registers		LC / HT	29/05/2020
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Already informed		LC / HT	29/05/2020
	15.4 Water fountains					
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	Water fountains are out of use for pupils Pupils will be provided their own water bottle which will have the bottle and lid labelled these will be washed by the pupils themselves each day	DH - sign made - Staff: Provide guidance to pupils on how to wash and store their water bottles each night(leave with lid OFF!)	DH	29/05/2020
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.	Altered	Purchase more buckets for; bottle and desk cleaning (x3) For outdoor play eqpt cleaning (x2) - these to be a different colour from those used inside (use the blue ones?)	DH	13/07/2020	

Area of control	Control Measures		Additional / altered measures / notes	To do ...	Implemented by	Date Completed
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.	Altered	Liaise with Dobroyd Castle	HT	13/07/2020
	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.	<i>Consider what trips are required and how possible it is for these to occur</i>		DHT	13/07/2020
	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.	<i>Consider what trips are required and how possible it is for these to occur</i>		DHT	13/07/2020
	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	In a small number of pre-agreed cases masks may be worn by pupils with SENCO / HT agreement		HT	07/09/2020

None until further notice
None until further notice
None until further notice

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed
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. Primary school children will 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.	Noted		HT	07/09/2020
	17.2 FFP2 / 3 masks are not generally necessary in a school setting.	Noted			07.09.2020
	17.3 Activities such as close intimate care e.g nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	Emergency PPE Kit available in school Intimate care policy updated to include PPE	Staff to know when and how to access this. DH to share this info	DH Staff	29/05/2020
	17.4 If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.				29/05/2020
	17.5 Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.				29/05/2020
	17.6 Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	If a staff member feels they are likely to require a change of clothes then they are to bring them in preparation - otherwise the staff member can return home to change before returning to the workplace			13/07/2020
		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.	Noted		13/07/2020
	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.	Amended		HT	04/11/2020
	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.	Noted		All staff	02/10/2020
	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.	Noted		All staff	02/10/2020
	See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering.				

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed	
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.	<i>If a staff member has any concerns after planned staff briefing they are to speak to HT and or DHT for the concern to be discussed</i>	<i>Staff briefing to be held - including opportunity for 1:1 follow up Staff to note</i>	HT / DHT	13/07/2020
	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.	<i>Whole staff overview to be delivered on 15th July at PDM - for whole staff Staff training - to be delivered before end of term Teacher training to be delivered</i>		HT	13/07/2020
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	Noted		HT	13/07/2020
	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.	Noted		HT	13/07/2020
	18.5	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	Noted		HT	13/07/2020
	18.6	Identify Mental Health First Aiders.	This is R McW Links provided for well being from Inclusion manager		HT	29/05/2020
	18.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	Circulate all information to all staff on request		HT	29/05/2020
		Guidance on Staff Wellbeing is available on Leeds for Learning.				

Weekly staff meetings planned for teachers and then wider staff team	
This is R McW Links provided for well being from Inclusion manager	Ask
Circulate all information to all staff on request	

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed
19.Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works.	Altered		13/07/2020
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Noted		29/05/2020
	19.3	Contractors should adhere to social distancing guidelines.	Noted		29/05/2020
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Altered		13/07/2020
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Noted		29/05/2020
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Noted		29/05/2020
	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.	Noted		29/05/2020
	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.	Noted		29/05/2020
	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.	Office / booking staff to be aware of requirement to book outside of the school day wherever possible Records kept of all visitors and their contact details for 14 days	Check office have this set up	HT/DH

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed	
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.	<i>Remote meetings encouraged and used wherever possible</i> No current lettings		HT	13/07/2020
	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.	Contractor / professionals should provide their own control measures before coming on site Our school guidance to be created for all visitors	School guidance to be created Appropriate staff to contact the peripatetic teachers	HT	13/07/2020
	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.	Amended and noted Staff informed		HT	04/11/2020
	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.	Main entrance to be used		HT	29/05/2020
	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 and a list of NGB whose rules have been approved can be found at : https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework .	Noted but not applicable at this time		HT	07/09/2020

NO current lettings
Not possible / staff toilet allocated
Main entrance to be used

Area of control	Control Measures	Additional / altered measures / notes	To do ...	By whom?...	Date Completed
21.Pupil Wellbeing	<p data-bbox="416 185 1016 244">21.1 Guidance is available on Leeds for Learning for pupil wellbeing Pupils will be provided with a water bottle. It will be named as will its lid. With the support of class staff these will be washed daily and left on pupils' table</p> <p data-bbox="416 264 1016 339">Pupils will be asked not to bring bags or reading books into school. They will not be expected to take anything from school - this will include reading books in the first instance Lunches will be provided for all pupils that request them.Any pupil can bring their own packed lunch into school.These will be stored in class in the pupils' own zone</p> <p data-bbox="416 344 1016 379">Each pupil will have their own equipment and allocated seating / table that is consistent each day</p> <p data-bbox="416 384 1016 399">Activities and support from the Inclusion team will be available as normal</p>	Noted	Staff to know how to access Lfl		13/07/2020

Area of control	Control Measures	Additional / altered measures / notes	To do ...	By whom?...	Date Completed	
22.Fire safety	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Pupils will exit as safely and as quickly as possible. Evacuation takes priority over 2M SD - but once safely outside classes need to line up with respect to 2M SD Exit points from classrooms will remain as previously agreed. Staff to ensure they know this for their own context - particularly if teaching away from their normal class base	Arrange a weekly fire drill over the first 3 weeks of phased return	RH / DH	29/05/2020
	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	amended to remove 2m rule within bubble.	Check staff are all aware of muster points and that they remain correct as posted in each classroom	DH	13/07/2020
	22.3	Consider if you need to re-allocate fire marshal roles.	Will be present as normal			29/05/2020
	22.4	Ensure staff know how to use fire extinguishers, where callpoints are etc				29/05/2020
	22.5	Practice new procedures as soon as possible after opening.		Week 1 Practise to be held	DH	13/07/2020
	22.6	Consider if staff and pupil PEEPs need to be amended.				
	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.				

Muster points to be varied

Area of control	Control Measures		Additional / altered measures / notes	To do ...	Implemented by	Date Completed
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.	Timetables currently at time of writing being created		SMT	29/05/2020

Area of control	Control Measures	Additional / altered measures / notes	To do ...	Implemented by	Date Completed
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..	Altered		HT	13/07/2020
	24.2 Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g limiting meal choices (taking onto account specific dietary and allergy needs).	Meals served in classroom. Encoraged use of packed meals		HT	29/05/2020
	24.3 Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. 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.	EYFS to eat in dinner hall. Pupils to sit side by side facing the staff room windows. LCC catering staff to distribute lunches		HT	13/07/2020
	24.4 Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Conformed with Leeds Catering		HT	29/05/2020
	24.5 Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Confirmed with Leeds Catering	Check that LCC Catering staff are clear that tables need to be cleared between Nursery and YR sittings	HT	13/07/2020
	24.6 Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitisers.	Amended and confirmed with Leeds Catering		HT	18/09/2020

Area of control	Control Measures		Additional / altered measures / notes	To do ...	Implemented by	Date Completed
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.	Noted	New staff to be given time for induction	HT	13/07/2020

Area of control	Control Measures	Additional / altered measures / notes	To do ...	By whom?...	Date Completed
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.	Noted	Re-label	DH	13/07/2020

Area of control	Control Measures	Additional / altered measures / notes	To do ...	By whom?...	Date Completed
27. Transport to School by My Bus or School Buses (not public transport buses)	27.1 Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	n/a			
	27.2 Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g cones, signage etc...	n/a			
	27.3 Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	n/a			
	27.4 For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	n/a			
	27.5 Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept of 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.	Noted but not currently applicable			
	27.6 The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible on secondary school services, all children will be required to wear a face covering	Noted but not currently applicable			
	27.7 Travel Assistance Cards to show to the driver are available for download at wymetro.com .	Noted but not currently applicable			
	27.8 Transport to swimming pools and other centres organised by the Combined Authority will not be provided until after the October half term break so that resources can be used to provide additional school bus services. This arrangement may have to be extended further.	Noted			
	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.			HT	07/09/2020
	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 	n/a			

Area of control	Control Measures		Additional / altered measures / notes	To do ...	By whom?...	Date Completed
28. School Sites Shared with other Users e.g PFI Staff, Childrens Centres	28.1	Where applicable, ensure arrangements that impact on other site users e.g opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc ...are discussed / information provided to users who share the school site.	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			13/07/2020

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
29. Marking / Handling School Work	<p>29.1 Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).</p>	Noted and shared with staff at INSET	HT	07/09/2020

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
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.	Volunteers to work in only one bubble agreed by SLT	SLT	13/07/2020
	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.	if supply used staff member will follow whole school guidance and be supported in doing so Peripatetic teacher to strictly follow the 2m SD rule	HT	13/07/2020

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
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.	Extended provision will start at the beginning of week 2 in September Detail to be confirmed -	HT	13/07.2020
	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.	Lower and upper school bubbles have been created Additional staff will be employed to support these bubbles	HT	13/07/2020
	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.	Noted	HT	13/07/2020
	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.	Noted - to be applied as and when appropriate	HT	07/09/2020

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
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.	Noted and amended	HT	07/09/2020
	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.	Noted and amended	HT	07/09/2020
	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.	Amended	HT	07/09/2020
	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.	New	HT	07/09/2020
	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). <u>Instruments should be cleaned by the pupils playing them, wherever possible.</u>	New	HT	07/09/2020

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
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 - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	PF has sent email with specific detail and guidance 01.06.20 Activity should be strictly non-contact Outdoor PE is preferable if at all possible Team games are not possible Children should work in their own zones (marked out if necessary) Equipment should be cleaned after each session The 2m SD still applies in PESSPA	13/07/2020
	33.2 Contact sports should not take place. AfPE guidance is that many physical activities can be adapted so they are non-contact e.g tag rugby instead of contact rugby, so that a broad curriculum can still be delivered.	New *		13/07/2020
	33.3 External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.	New		13/07/2020
	33.4 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-	Amended and noted. PE lead notified		18/09/2020
	33.5 To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.	On PE days - pupils to come ready changed in PE kit		13/07/2020
	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.	Noted and will be actioned as appropriate		13/07/2020
	33.7 PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-pesspa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).			13/07/2020

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
34. Science and D&T	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	Noted	HT	13/07/2020

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
35. Shared Resources	35.1 General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	At the end of a PE session - staff will support pupils in the appropriate cleaning of any shared equipment		
	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.	Inclusion support to ensure that any shared resourcing is minimised or preferably provided for a sole user No puppets/dressing up/soft toys will be available for the children. Puppets will be available for the sole use of an adult and kept away from the children and other adults (e.g. for story telling).	HT / JD	13/07/2020
	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).	Noted		13/07/2020
	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.	Breakfast and after school club to use only 'own' resources and not the general ones from the main school Outdoors - bucket of water to wash hands when going out to play, wash hands on way back in. Bikes to be cleaned between bubbles. Bubbles to have own equipment to bring out with them and clean each day. Bubbles to have separate play times.	Consider how the adventure playground can be brought back into use	13/07/2020
	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.	App pupils will have own pencil cases Pupil encouraged to regularly wipe down any shared resources		13/07/2020
	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.	Cleaning rota of areas of provision to be created.		
	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.	Noted		

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
36. Record Keeping	36.1 Good record keeping is key to managing any potential positive cases and / or outbreaks.	Noted	HT	13/07/2020
	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.	Record details of: Visitors Staff changes	HT	13/07/2020
	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.	If you are running a small group - keeping a record of whom attended if this involves pupils from different bubbles Record kept for 14 days - registered electronically in COVID file	HT / JD	13/07/2020
	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.	Noted	HT	13/07/2020
	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.	Noted	HT	13/07/2020

Area of control	
37. Use of school minibuses / transport e.g for visits, transfer between settings, emergencies	37.1

Control Measures

The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider:

how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted in your setting,

- use of hand sanitiser before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards),
- additional cleaning of vehicles,
- organised queuing and boarding,
- distancing within vehicles wherever possible,
- the use of face coverings for staff and children over the age of 6 (unless exempted for medical or other reasons) where appropriate - for example if they are likely to come into close contact with people outside of their group.

Additional / altered measures / notes	Implemented by : Initial
Noted and will be implemented when our minibus come into use	HT / CH