



Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.00 - Section 2 Ongoing procedures and practices subject to regular review and change

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
	<p>5.1 Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).</p>	Re-numbered from 6 to 5.		
	<p>5.1.1</p> <p>Staff - From 1st April 2021 CEV staff were no longer advised to shield and could return to the workplace. Employee risk assessments e.g. WASPs must be reviewed for all Clinically Extremely Vulnerable staff before they return to the workplace in September to ensure it is as safe as possible. This should include considering if additional control measures are required. For example :</p> <ul style="list-style-type: none"> o can certain activities / tasks be carried out at home to reduce time on site ? o can a lower risk role be carried out for all / some of the time ? o travelling at non peak times if using public transport, o face masks / face shields / Perspex screens in class, o additional PPE such as aprons / gloves. <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with LFD testing programmes in schools, for parents / carers, for household members of school staff and in other workplaces, are all additional control measures that are now in place. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and LFD testing programmes if they are able to.</p> <p>Pupils - it remains the case that pupils who remain in the clinically extremely vulnerable group could return to school from 1st April 2021 unless they were under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. IPRAs must be reviewed for all CEV pupils returning to school in September to ensure it is as safe as possible. Pregnant Staff and Pupils - Studies from the UK show that pregnant persons are no more likely to get COVID-19 than other healthy adults, but they are at slightly increased risk of becoming severely unwell if they do catch COVID-19, and are more likely to have pregnancy complications like preterm birth or stillbirth. With this in mind : a) all pregnant staff should have an employee risk assessment carried out when you are informed they are pregnant, b) pregnant staff over 28 weeks or with underlying medical conditions that place them at increased risk must have their employee risk assessment reviewed before they reach 28 weeks and any additional</p>	<p>Staff WASPs to be reviewed. Note - the guidance for pregnant staff and pupils is still unclear after updated guidance from Gov / NHS/ HSE / RCoG on pregnant persons. We are seeking urgent consultation with the unions and ascertaining the LCC approach to be able to provide more detailed specific advice. Amended</p>	L Dixon	September 2021 and ongoing

5. Clinically extremely vulnerable and vulnerable staff and pupils and home working.	5.1.2	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. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. If there are unvaccinated clinically vulnerable pupils and students within your setting, following the identification of a close contact, you may wish to put in place temporary additional protective measures whilst waiting for the outcome of any PCR test. These could include the identified close contact wearing a face covering (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Those identified as a close contact should also continue to engage with regular LFD testing if they are able. Any decision to take additional precautions should be based on the specific circumstances of the individual close contact and the clinically vulnerable children and young people within the setting, and you should weigh up what impact additional precautions may have on education and wellbeing. No pupil or student should be denied education based on their compliance with any additional precautions.	Individual conversations when updating WASPs. Amended.	A Randall	September 2021 and ongoing
	5.1.3	All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. Home working - The DfE schools guidance says that: "We expect all education and childcare settings, including further and higher education providers, to continue to provide face-to-face teaching, and staff should continue to attend their place of work if required in order to deliver this. Teaching and learning should not be moved online as a result of the work from home guidance and we continue to expect higher education students (unless distance learners) to receive an element of face-to-face tuition. Therapists and wider children's service professionals should continue to be invited into education and childcare settings. Education and childcare leaders are best placed to determine the workforce required to meet the needs of their children, pupils and students. Education and childcare leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home, while minimising disruption to face-to-face education and care." It is recommended that schools consider which roles, or which elements of roles, could be carried out effectively at home without disrupting face to face education and care e.g some office roles, PPA time at the beginning and end of the day, remote learning support etc.. Where possible, those roles, or elements of roles, should be carried out at home.	Amended 13/12/2021	L Dixon	6.9.2021
	5.1.4	Staff who live with someone who is CEV / CV but who are not CEV/CV themselves, can attend work and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. People who live with CEV or CV persons should have their COVID risk assessment reviewed for the return in September to see if additional control measures such as additional PPE, changing clothes / showering on return home could be put in place.			

6. Persons who are already displaying Coronavirus symptoms	6.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace. In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice.	Re-numbered from 7 to 6. Amended. Communicate with staff and pupils Government guidance via email/newsletter.	L Dixon/E Benatmane	September 2021 and ongoing
	6.2	Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. If COVID-19 is suspected the child should start isolating and get tested.	Vaccination log kept for all staff.	D Jackson	April 2021 and ongoing
	6.3	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.	Same as previous 7.2		
7. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	7.1	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.	Re-numbered from 8 to 7. Same.	L Dixon/E Benatmane	September 2021 and ongoing
	7.2	Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so. Pupils will need to be supervised whilst this takes place. A window should be opened for fresh air ventilation if possible. 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.	The canopy can be used for pupils awaiting collection. If in use, the assistant Head's office can be used. Inform staff on training day.	L Dixon	6.9.21
	7.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	PPE will be available to staff waiting with children whilst waiting to be collected.	T Carlile	6.9.2021
	7.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and any fellow household members who are not exempt from isolation can end their self-isolation. Where a contact traced staff member / adult who is isolating tests negative following the development of symptoms they will need to complete the 10 day isolation period.	Attendance officer to communicate with parents.	E Benatmane	September 2021 and ongoing
	7.5	Where a child, young person or staff member tests positive or the thresholds in the Outbreak Management Plan are reached , you can contact the DfE helpline for advice around what action should be taken. Inform DCS Alert using form PCIF 01.	Continue to contact Leeds Health and Safety for advice on individual cases.	E Benatmane	September 2021 and ongoing
	7.6	There should be a school specific outbreak management plan in place, relevant staff should be aware of the thresholds for potential outbreaks and should be monitoring positive cases in the school. If settings think they may have an outbreak they should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take. In some cases, measures such as re-introducing bubbles, masks and social distancing may be recommended. In addition schools may be contacted by the Local Health Protection Team and / or LCC HSWT if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01.	Attendance officer to oversee positive case numbers and inform DfE/H&S,	E Benatmane	September 2021 and ongoing

	7.7	If a member of staff has helped someone who was unwell with Covid symptoms they do not need to go home unless they develop symptoms themselves or they receive notification to self isolate as a close contact. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Inform staff on training day.	L Dixon	06/09/2021
	7.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Cleaners to clean high tough areas where member of staff has been.	C Dyson/T Potts	September 2021 and ongoing
	7.9	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.	Pupils to use the care suite toilet if in isolation. Toilet to be thoroughly cleaned afterwards.	T Potts/T Carlile	September 2021 and ongoing
	7.10	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.	The canopy can be used as an additional space.	L Dixon	September 2021 and ongoing
	7.11	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).	Inform staff that pupils' temperatures should not be taken.	L Dixon	September 2021 and ongoing
		Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have reasonable evidence that a member of staff has contracted Covid-19 through their work activities.	Same	L Dixon/E Benatmane	September 2021 and ongoing
		Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.	Same	L Dixon/E Benatmane	September 2021 and ongoing
		Useful information on self isolating	Same		
		https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	Same		
8. Controlling access into the school for staff, pupils and members of the public.	8.1	In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping 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, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time.	5 gates used for entrance and exits for different age groups.	L Dixon/A Randall	September 2021 and ongoing
	8.2	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.	Inform staff on training day about propping main doors open at key transition times throughout the day.	L Dixon	06/09/2021
	8.3	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.	Parents to be informed that this will remain the same as Summer 2021.	L Dixon	06/09/2021
	8.4	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.	Business manager and premises officer to co-ordinate.	C Dyson/T Potts	September 2021 and ongoing
	9.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Hand sanitisers at entrance and high touch areas throughout school.	T Carlile	September 2021 and ongoing
	9.2	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 or hand dryers 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.	Pupils informed and signs near sink areas in shared areas and toilets.	C Dyson/T Potts	September 2021 and ongoing

9. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	9.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Same	T Potts/T Carlile	September 2021 and ongoing
	9.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Same	L Dixon	September 2021 and ongoing
	9.5	Tissues should be available in all group areas and should be single use only and binned after use.	Same	T Potts	September 2021 and ongoing
	9.6	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.	Same	T Potts	September 2021 and ongoing
	9.7	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.	Same	L Dixon	September 2021 and ongoing
	9.8	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.	Same	All staff/L Dixon	September 2021 and ongoing
	9.9	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.	Same	T Potts	September 2021 and ongoing
10.Cleaning	10.1	General Cleaning	re-numbered from 11 to 10		
	10.1.1	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	Same	C Dyson/T Potts/T Carlile	
	10.1.2	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.	Same	C Dyson/T Potts/T Carlile	
	10.1.3	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).	Same	C Dyson/T Potts	
	10.1.4	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.	Same	C Dyson/T Potts	
	10.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	Same	C Dyson/T Potts	
	10.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Same	C Dyson/T Potts	
	10.2	Rooms used for Isolating persons displaying symptoms			

	10.2.1	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.	Canopy to be used where possible for isolating pupils. One table will only need to be cleaned.	L Dixon/E Benatmane	06.09.21
	10.3	Clothing			
	10.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	Parents informed about regular washing of school uniform via newsletter.	L Dixon	06.09.2021
	10.4	Hygiene Suites / Intimate Care Facilities			
	10.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	NA		
			Removed section on LCC / FM cleaning providers		
11. Close Contact and Test and Trace	11.1	In order to minimise risk at a time of high prevalence, the government expects and recommends that individuals limit the close contact they have with those they do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. Following this principle it is recommended that : a) if members of staff need to move around numerous different groups of pupils / classrooms on a regular basis they should try to avoid close contact where this is possible, b) if possible, large / whole staff meetings and assemblies are held outside or in larger well ventilated areas and that staff still distance if they wish to, c) ask adults to avoid congregating / holding prolonged discussions / conversations in unventilated spaces e.g. corridors, where possible.	Zoom assemblies will continue during the Autumn term for phase assemblies on Monday and Wednesday afternoons and celebration assemblies on Friday afternoons. Inform staff on training day.	L Dixon	06.09.21
	11.2	From 19 July, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. Following this principle, it is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces.	Visitors leaflet to inform visitors about face masks and social distancing. Meetings to take place in ventilated areas. Parents informed via phone, newsletter or email.	L Dixon	06.09.21
	11.3	As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face to face contact e.g. via the use of screens. Staff in open reception areas may require face coverings (and face shields) if screens cannot be provided.	Amended previously in 9.11		
	11.4	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	Each class has perspex screens. Inform staff about side to side contact on training day.	L Dixon	06.09.2021
	11.5	Test and Trace - from 19th July 2021 schools, colleges and nurseries will no longer be required to carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.	New		
	11.6	Close contact isolation - from 16th August 2021 people are exempt from close contact isolation if they: a) are under the age of 18 years and 6 months, or b) are fully vaccinated (over 2 weeks ago), or c) have taken part in or are currently part of an approved COVID-19 vaccine trial, or d) are not able to get vaccinated for medical reasons.	New	E Benatmane	September 2021 and ongoing
	11.7	Travelling from Abroad - the guidance for persons travelling from green, amber and red list countries is updated regularly. Staff and pupils returning from abroad should follow the government guidance. This can be found at https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19	Amended 14/09	E Benatmane	September 2021 and ongoing

	11.8	Test and Trace guidance, some frequently asked questions and answers and a template letter for settings to send to parents, pupils and students on changes to contact tracing of close contacts have been provided by the DfE and can be found on the document sharing platforms for primary and early years, secondary schools, further education and higher education and children's social care. In addition LCC has produced a sample letter schools can use to inform parents / carers of positive cases in their child's class / year group.	New		
12.First Aid	12.1	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.	Re-numbered from 13 to 12. Same	C Dyson	
	12.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	Same - 6 staff members on site	C Dyson	
13.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	13.1	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.	Re-numbered from 14 to 13. same - Visitors asked to use hand sanitiser before signing in on the touch screen.	D Jackson	Ongoing
	13.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Same - As above	D Jackson	Ongoing
	13.3	Lift control panels should be cleaned between users e.g. using hand sanitisers or anti-viral wipes.	Amended - N/A		
	13.4	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.	Same		
	13.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Same - Each class/bubble has their own IT equipment	D Jackson	Ongoing
	14.1	Ventilation	Re-numbered from 15 to 14		
	14.1.1	Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is : a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy or smell bad.	New	T Potts	September 2021 and ongoing
	14.1.2	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.	same as previous 15.1.1	T Potts	September and ongoing
	14.1.3	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. As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated.	Amended	T Potts	September and ongoing

14. General controls	14.1.4	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 .	Same	T Potts	September and ongoing
	14.1.5	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened, d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. 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.	Amended	T Potts	September 2021 and ongoing
	14.1.6	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable.	Premises officer to make necessary checks and co-ordinate heating.	T Potts	September 2021 and ongoing
	14.2	Learning Outside / Activities Outside			
	14.2.1	Conducting activities e.g. meetings, school events, assemblies etc.. And learning outside is encouraged wherever possible, following hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Communicate with staff on training day.	L Dixon	06/09/2021
	14.3	Medical Needs			
	14.3.1	Staff should be made aware of any 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.	Office staff to update medical and allergy information and inform class teachers.	Dee Jackson/E Benatmane	06/09/2021
	14.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Tammy Carlile to communicate changes with kitchen staff.	T Carlile	06/09/2021
	14.4	Water fountains			
	14.4.1	Water fountains in shared pupil areas should continue to be taken out of use.	N/A		
14.4.2	Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required. For younger pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.	All children encouraged to bring in their own water bottle. Sinks in shared areas in main schools to be used and sinks in classrooms in annex to be used. Supervised by an adult.	L Dixon	06/09/2021	

15. Educational Visits	15.1	Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. From the start of the new school term schools can go on international visits that have previously been deferred or postponed and organise new international visits for the future. Schools should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and schools must comply with international travel legislation and should have contingency plans in place to account for these changes.	Educational visits co-ordinator to liaise with class teachers and Clare Pickering about booking new trips.	C Dyson/C Pickering	September 2021 and ongoing
	15.2	Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.	Evolve and risk assessments to be completed in line with this covid 19 risk assessment and government guidelines.	C Dyson	September 2021 and Ongoing
	15.3	Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly.	Parents encouraged to wear face masks when on site but not compulsory. Communicate via a newsletter.	L Dixon	September 2021 and ongoing
16. PPE for staff and pupils	16.1	Government guidance from 28th November 2021 is that staff, visitors and pupils (in Year 7 and above) wear face coverings in communal areas and corridors. Pupils in Year 7 and above should also wear a face covering when travelling on public transport and dedicated transport to and from school. Transport - face coverings should be worn by staff and pupils over 11 at all times on public and dedicated transport. Close contact - 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, etc. .. face shields or Perspex screens may still be appropriate. Choice - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face shields may offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Staff and pupils should also continue to wear face coverings where this is identified as a control measure in their individual risk assessment e.g. WASP / IPRA.	Staff informed of face coverings from 6th December 2021. Amended 13/12/2021	L Dixon	01/12/2021
	16.2	FFP2 / 3 masks are not generally necessary in a school setting.	Same - Masks are provided at the entrance for those that choose to wear one	N/A	
	16.3	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.	EY's staff and staff designated to carry out intimate care to continue to wear PPE.	A Lee/A Randall	September 2021 and ongoing
	16.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	Staff to continue to wear PPE to serve dinners and administer first aid	T Carlile/D Jackson	September 2021 and ongoing
	16.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Disposable PPE to be disposed in PPE bins.	T Carlile	September 2021 and ongoing
	16.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	Same	L Dixon	September 2021 and ongoing
		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.	Same		

	16.7	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.	Same	T Carlile	September 2021 and ongoing
	16.8	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.	Same	T Carlile	September 2021 and ongoing
17. Staff Wellbeing	17.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Risk assessment set up by SLT, office staff and curriculum leaders. Final RA shared with all staff on training day.	L Dixon	06/09/2021
	17.2	Consider building in familiarisation time, training time and practice time for staff before the school opens in September.	Training day on 6th September to inform all staff of updated risk assessment, systems and timetables.	L Dixon	06/09/2021
	17.3	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	Staff well-being committee meet terly and highlight concerns to HT.	E Robinson	September 2021 and ongoing
	17.4	Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety on the return to school in September as whole school control measures have changed. A WASP is available via Leeds for Learning.	Update WASPs for staff and identify any potential new risk assessments needed.	L Dixon/D Jackson	06/09/2021
	17.5	It is recommended that regular staff meetings 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.	Zoom and in person staff meetings where possible.	L Dixon	September 2021 and ongoing
	17.6	Identify Mental Health First Aiders.	Same	A Randall	Sep-21
	17.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	Same		
			Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning.	Amended	
18. Contractors visiting site	18.1	Where visits can happen outside of school hours this should continue.	Re-numbered from 19 to 17. Amended - Will try where possible to arrange all visits out of school hours	D Jackson	September 2021 and ongoing
	18.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors should adhere to the schools risk assessment when on site including wearing face coverings. Ask contractors to carry of a LFD test before coming on site.	Amended 13/12/2021	D Jackson	Dec-21
	18.3	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	same - Hand Sanitiser provided on entry	D Jackson	September 2021 and ongoing
	18.4	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Same -	D Jackson	September 2021 and ongoing
	18.5	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.	Same	D Jackson	September 2021 and ongoing

	18.6	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 / Clean It" principle.	Amended - We don't have the facilities to provide a separate toilet. Signage up in the toilets regarding cleaning after use.	D Jackson	September 2021 and ongoing
	18.7	A record should be kept of all visitors for at least 14 days.	Amended previous section 19.9 - Visitor log kept on Inventory	D Jackson	Ongoing
19. Lettings / Meetings / Visitors	19.1	Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site Covid-19 guidance and control measures are explained to visitors on or before arrival and they are asked to wear a face covering. Ask visitors to carry out a LFD test before coming into the school.	Amended 13/12/2021	D Jackson	Ongoing
	19.2	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.	Same as previous 20.3 - Do not have the facility to provide a separate toilet for visitors. Signage displayed prompting to clean after each use.	D Jackson	Sep-21
	19.3	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.	Amended previous 20.4. previous 20.5 removed - Log kept on Inventory	D Jackson	Ongoing
	19.4	Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, can meet indoors and outdoors. The activities should ensure that a) everyone maintains good hand hygiene and cleans their hands regularly, including as they arrive, between activities, and as they leave, b) adults are asked to wear face coverings where settings have identified this is advisable e.g. when moving around in corridors and in communal areas, c) indoors the areas used are well ventilated with fresh air (see the section on ventilation), d) any rooms used by these groups are cleaned after each use, e) activities take place outside where safely possible, f) a record of all visitors to the setting is kept, g) adults should wear face coverings in communal areas. All participants attending or working in a parent and child group operating in community premises (such as community centres, youth clubs, public libraries, and places of worship), where there is a mandatory requirement to wear a face covering, are exempt from doing so when they are in: <ul style="list-style-type: none"> • a private activity room or classroom or • where the premises has been hired out for the sole use of the provision For the exemption to apply, the parent and child group must be meeting for the benefit of children under the age of 5 years and organised by a business, a charitable, benevolent or philanthropic institution or a public body. Group singing can take place and should follow the guidance below in section 28.	Amended 13/12/2021	L Dixon	Dec-21
	19.5	In Early Years settings parents are more likely to come into the premises to drop off / pick up children, settle new children and to help their children adapt to their new environment. It is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces, c) ensure parents / carers avoid close contact with other children where possible, d) ask parents to LFD test before coming into the school if they will be on site for a significant time and not just to drop off / pick up e.g to help settle a child, for familiarisation visits.	Still continuing with drop off's at the door. Parents asked to wear masks on school premises.	D Jackson	Ongoing
20. Pupil Wellbeing	20.1	Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages.	re-numbered from 21 to 20. Amended		
	21.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc..	Inform staff on training day of any change to routines and systems.	L Dixon	06/09/2021

21. Catering	21.2	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and schools should report this using the PCIF01 form.	Kitchen staff to sign in/out via main entrance. Staff to inform L Dixon of any positive cases.	L Dixon	September 2021 and ongoing
	21.3	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between sittings.	Staff to clean tables inbetween each class/year group.	L Dixon/D Williams	September 2021 and ongoing
	21.4	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 distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitisers.	Kitchen staff to continue to wear face masks whilst preparing and serving food.	L Dixon	September 2021 and ongoing
22. Staff Training	22.1	School staff should be inducted / become familiar with new working practices before opening the school to pupils in September, 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.	Training day on 6th September to inform all staff of updated risk assessment, systems and timetables.	L Dixon	06/09/2021
23. Drop off of Essential Items Forgotten by Pupils	23.1	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.	Quarantine box in entrance area near office for any items dropped off late.	T Carlile	September 2021 and ongoing
24. Dedicated Transport	24.1	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: a) unnecessary risks such as overcrowding and these should be minimised, b) additional cleaning of vehicles, c) maximising the ventilation of fresh air particularly through opening windows and vents, d) staff and children 11 and over should wear a face covering unless exempted for medical or other reasons.	Amended.	L Dixon	Dec-21
25. School Sites Shared with other Users e.g. PFI Staff, Children's Centres	25.1	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		
	25.2	Schools who operate a children's centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting.	N/A		
26. Marking / Handling School Work	26.1	Staff and pupils 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).	Hand sanitiser available in all classrooms and PPA room to sanitise before, during and after marking. Marking stamps also in place in each class for Teachers and TA's.	L Dixon	September 2021 and ongoing
27. Before and after school clubs	27.1	Before and after school clubs, holiday clubs, wraparound care and extra curricular activities can be offered to all children, without restriction on the reasons for which they may attend. Such activities will be subject to the measures in this risk assessment. If sessions are normally run indoors, consider whether they can be run safely outdoors instead, as the risk of transmission is lower outdoors. Music, performing arts, dance and sporting activities should be carried out in line with the overall risk assessment and additional controls in sections 28 and 29 below.	Re-numbered from 31 to 27. Previous section 30 removed. Amended and amalgamated previous 31.1 - 31.2		
	27.2	Where possible keep children and staff in consistent groups.	Amended previous 31.3		

28. Music and Performing Arts - for detailed guidance follow https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts	28.1	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. However, there is now 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 loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 for events and attractions, which provides details of how to manage audiences as well as carry out performing arts safely. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.	Re-numbered from 32 to 28. Amended.	DW	03.09.21
	28.2	Playing instruments and singing should still take place outdoors wherever possible. If indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition rooms with high ceilings are expected to enable dilution of aerosol transmission.	Removed previous 32.2. Amended - previous 32.3	DW	03.09.21
	28.3	Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly.	Amended - previous 32.3	DW	03.09.21
	28.4	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) and always between users. Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. Limit handling of music scores, parts and scripts to the individual using them. Instruments should be cleaned by the pupils playing them, wherever possible.	Removed previous 32.2. Amended - previous 32.5	DW	03.09.21
	28.5	Agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument.	Amended previous 32.6	DW	03.09.21
29. PE / Sports including dance.	29.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. 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.	Re-numbered from 33 to 29. Amended. Information to to be shared with all staff on the 6.09.21	ER	01.09.21
	29.2	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance.	Amended. Removed previous 33.3. Information to to be shared with all staff on the 6.09.21	ER	01.09.21

	29.3	PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.	Same as previous 33.4		ER	01.09.21
	29.4	To minimise time spent in changing rooms if they are poorly ventilated 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.	Amended previous 33.5. Removed previous 33.6 and 33.7.			
30. Science and D&T	30.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	re-numbered from 34 to 30. Same			
31. Shared Resources / Areas	31.1	General - Resources that are shared between groups, such as sports, art and science equipment should be cleaned between groups of users, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics).	re-numbered from 35 to 31. Same	E Robinson/ D Wilson		
	31.2	General - in returning to more 'normal' operation consider reducing clutter and removing difficult to clean items. Consider how soft furnishings can be cleaned and ensure this is carried out on a regular basis. 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. 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 a limited number of pupils and be washed at the end of every day.	Equipment will not be shared between classrooms including outdoor equipment. Where equipment is shared within classes, this will be cleaned regularly.	T Potts/L Dixon		September 2021 and ongoing
	31.3	Staff Rooms - shared resources such as fridges, milk, tea, coffee etc.can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle.	Hand sanitisers in place near all high touch areas in staffroom.	T Carlile		September 2021 and ongoing
	31.4	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. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment.	Amended	E Robinson		
	31.5	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 and these should be cleaned regularly, along with all frequently touched surfaces. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	Years 3-6 all have individual pencil cases. Shared resources will be cleaned regularly.	T Potts/T Carlile		September 2021 and ongoing
	31.6	Early Years - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	Amended	A Lee		September 2021 and ongoing

	31.7	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.	Quarantine boxes in all classrooms and office area.	T Carlile	September 2021 and ongoing
	31.8	Toilets	Moved from previous section 12.6		
	31.8.1	Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this.	Amended previous 12.6.1. Removed previous 12.6.2	T Potts/D Jackson	September 2021 and ongoing
	31.8.2	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Same as previous 12.6.3. Removed previous 12.6.4		
	31.8.3	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a “If You Use It – Wipe It” principle.	Signs in Years 5 and 6 toilets.	T Carlile	September 2021 and ongoing
	31.8.4	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the “If You Use It – Wipe / Clean It” principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	Signs are in place.	T Carlile	September 2021 and ongoing
	31.9	For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the “If You Use It – Wipe / Clean It” principle.	Wipes and cleaning boxes provided in shared areas to clean high touch areas.	T Carlile	September 2021 and ongoing
32. Record Keeping	32.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	All staff sign in/out daily on electronic system.	D Jackson	September 2021 and ongoing
	32.2	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. signing in / out systems, meeting registers, training records, physical intervention records and first aid records.	Inventory system logs record of visitors to school with date and time spent on site.	D Jackson	September 2021 and ongoing
	32.3	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.	Amended previous 36.4	E Benatmane	September 2021 and ongoing
	32.4	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 covid case spreadsheet.	Amended previous 36.5	E Benatmane	September 2021 and ongoing
33. Use of school minibuses / transport e.g. for visits, transfer between settings, emergencies	33.1	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible and f) the use of face coverings for staff and children 11 and over. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.	N/A		
	33.2	If using private vehicles or car sharing the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, f) cleaning the vehicle between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and e) drivers and passengers wearing face coverings.	N/A		
	34.1	An asymptomatic lateral flow device testing programme has been put in place in the school.	Removed section 38. Re-numbered from 39 to 34. Same		

34. Asymptomatic Testing	34.2	Staff and pupils (where relevant) are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions.	Same	E Benatmane	06.09.2021
	34.3	Where relevant, pupils are being offered 2 lateral flow tests in the school on site testing site followed by regular twice weekly home testing on their return to school in September.	N/A		
	34.4	Staff and pupils (where relevant) who are attending activities on site during the christmas break should continue to test regularly if they are attending settings that remain open, such out of school activities. Staff and pupils (where relevant) who are not attending their setting during the holiday period do not need to test twice weekly but may wish to take a rapid lateral flow test in situations where they are more likely to catch or spread COVID-19. This includes spending time in crowded and enclosed spaces, or before visiting people who are at higher risk of severe illness if they catch COVID-19. Secondary age pupils should undertake one test on-site at the start of term in their school asymptomatic test site (ATS) followed by one LFD self-test at home 3-4 days after their on-site test. They should then continue to test in line with government guidelines. Secondary settings have the option to stagger the return to school for the first week to accommodate on-site testing. Schools have the flexibility to consider how best to deliver the one test on return according to their circumstances. Staff in all education and childcare settings (and FE College students) should take one LFD self-test at home either the evening or morning before they return to their school/college followed by one LFD self-test at home 3-4 days after. They should then continue to test in line with government guidelines.	Amended 13/12/2021	E Benatmane	06.09.2021
	34.5	Sections 3 or 4 of this risk assessment are being followed by the school and staff / pupils taking part.	Same as previous 39.4	E Benatmane	
	35.1	General Controls	Removed section 40. New section added and Section 5 tab on Indoor and Outdoor events removed .		
	35.1.1	Carry out events outdoors wherever possible. If indoors, use a large well ventilated space.	Same as previous Section 5 E1.2	L Dixon	Ongoing
	35.1.2	In line 11.3 above, it is recommended that for events involving contact with visitors, including parents / carers, that : a) staff continue to socially distance from visitors where possible, b) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, c) visitors are asked to avoid close contact with pupils who are not part of their household where possible.	Communicate to staff	L Dixon	September 2021 and ongoing
	35.1.3	Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons.	Same as previous Section 5 E1.7	L Dixon/T Potts	September 2021 and ongoing
	35.1.4	Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place.	Same as previous Section 5 E1.8	L Dixon	September 2021 and ongoing
	35.1.5	Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils.	Same as previous Section 5 E5.5	L Dixon/Tom Potts	September 2021 and ongoing
	35.1.6	Visitors to all school settings should wear a face covering when in school premises and be asked to LFD test before coming into the school.	Amended 13/12/2021	L Dixon/D Jackson	Dec-21
	35.1.7	Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance.	New	L Dixon	September 2021 and ongoing
	35.1.8	Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible.	New	E Robinson	September 2021 and ongoing
	35.1.9	Risk assess whether staff, especially those who are CEV, CV or at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities.	Same as previous Section5 E1.13	L Dixon/A Randall	September 2021 and ongoing

35. Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk assessment.	35.1.10	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.	We are a cashless school so all payments are made electronically.	D Jackson	September 2021 and ongoing
	35.2	Arrival, departure and movement around the premises.			
	35.2.1	Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site.	Start and finish times as before. No staggered as a constant flowing one-way system was more efficient and relieved congestion at the gates and on site.	L Dixon	September 2021 and ongoing
	35.2.2	Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits.	Same entrance/exits to be used as previous year to avoid congestion. 3 entrance gates and 2 exit gates.	L Dixon	September 2021 and ongoing
	35.2.3	Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground.	One way system in place for parents to move around the playground. Red line marked on playground.	L Dixon	September 2021 and ongoing
	35.2.4	In line with 18.2 above visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day where possible.	Amended Section 5 E 2.5	D Jackson	September 2021 and ongoing
	35.2.5	Provide allocated seating where possible and consider deploying marshalling staff to manage crowding before and after events. Marshalling may also be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding.	Amalgamated and amended previous Section 5 E5.10 and 5.11		
	35.2.6	Schools are not required to use the NHS COVID Pass, unless they are holding a specific event, such as a reception, concert or party), that meets the attendance thresholds detailed below for indoor and outdoor events. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds. Schools should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training. "The use of the NHS COVID Pass is required as a condition of entry into the following places a) indoor events with 500 or more unseated attendees , where those attendees are likely to stand or move around for all or part of the event, such as music venues with standing audiences or large receptions, b) outdoor events with 4,000 or more unseated attendees , where those attendees are likely to stand or move around for all or part of the event, such as outdoor festivals; and c) any events with 10,000 or more attendees indoor or outdoor , such as large sports and music events. There are some settings that will be exempt from requirements to use the NHS COVID Pass including communal worship, wedding ceremonies, funerals and other commemorative events, protests, and mass participation sporting events.	New 13/12/2021	L Dixon	Dec-21