

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1	Inspect the site for :			
	1.1.1	Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure	School not closed for any period, daily checks around building. Asbestos monitoring up to date, next review - July/Aug 20	DH	20/05/2020
	1.1.2	Damage to the building and fixtures and fittings	School not closed for any period, daily checks around building.	DH	20/05/2020
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	School not closed for any period, daily checks around building. Tree Survey reviewed following wind and bad weather in March 20	DH	20/05/2020
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	School not closed for any period, daily checks around building.	DH	20/05/2020
	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.	School not closed for any period, weekly checks completed.	DH	20/05/2020
	1.2.2	Fire-door mechanisms	School not closed for any period, weekly checks completed.	DH	20/05/2020
	1.2.3	Emergency lighting	School not closed for any period, regular checks completed. Further check to be completed w/c 25/5/20	DH	01/06/20 weekly checks ongoing
	1.2.4	Gas supplies including science laboratories and kitchens	Gas little used during partial closure. Further checks to be completed w/c 25/5/20	DH, CF (catering- Main and Sixth Form), RM (Science), PS(Tech)	08/06/2020
	1.2.5	Kitchen equipment	Catering little used during partial closure. Cleaning taking place w/c18/5/20. Further checks to be completed w/c 25/5/20	DH, CF & DD (catering- Main and Sixth Form)	01/06/2020
	1.2.6	Ventilation systems including LEV in kitchens and classrooms	Tech and Main Kitchen to be checked w/c 25/5/20	DH, CF (Catering) TL (Tech)	
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	School not closed for any period, weekly flushes completed. Regular monitoring by WCS	DH, SW	20/05/2020
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	School not closed for any period, weekly flushes completed	DH, SW	20/05/2020
	1.2.9	Windows, doors and gates including electronic gates and doors	School not closed for any period, weekly checks completed.	DH, SW	20/05/2020
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	DT equipment and PPE to be checked by PS and TL prior to use. DH to check service dates with RT.	DH, PS, TL, RT	11/06/2020
	1.2.11	Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	School not closed for any period, visual inspection of white boards, issues to be reported to facilities. Cleaners equipment serviced by LCC	DH	20/05/2020
	1.3	Ensure Statutory Inspections are up to date for :			
	1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Lift service w/c10/05/20. Sign to be added for max 2 persons in lift and lift buttons added to regular cleaning surfaces, external and internal	DH	04/06/2020
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Inspection done by Zurich - March 20. one issue identified and replaced in Sport Hall	SW	20/05/2020

1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	Catering due Aug 20 Tech due 29/6/20	DH	20/05/2020
1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Inspection due Aug 20	DH	20/05/2020
1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Completed April 2019, building due for demolition by July 2022	DH, LCC	20/05/2020
1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Due Aug 2020	DH	20/05/2020
1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	Due Aug 2020	DH, LCC	20/05/2020
1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Due Aug 2020	DH	20/05/2020
1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	N/A		
1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Last survey Oct 2019, wind and rain check in March 2020 after 2 trees fell following extreme weather.	DH	20/05/2020
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).	Fire Alarm testing (25%) carried out 27th May 2020. Weekly fire test continued throughout. Fire Extinguisher due Aug 20. Emergency lighting continuing on phased testing.	DH, Facilities staff	01/06/2020
1.4	Cleaning of the premises			
1.4.1	Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.	School not closed for any period, daily cleaning around building has been carried out, little used areas cleaned and closed. Daily schedule for regular cleaning of toilets and request touch surfaces to be created as well as room sheets identifying equipment for cleaning and/or sterilising.	DH	11/06/2020
1.4.2	If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	School not closed for any period, daily cleaning around building has been carried out, little used areas cleaned and closed. Daily schedule for regular cleaning of toilets and hard surfaces to be created as well as room sheets identifying equipment for cleaning and/or sterilising.	DH	11/06/2020
1.5	Supplies			
1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks.	DH currently sourcing additional supplies.	DH	04/06/2020
1.5.2	Ensuring you have adequate supplies of cleaning materials any identified PPE.	DH currently sourcing additional supplies for classrooms.	DH, LCC	04/06/2020

2. Assessing staff and pupil numbers to assist in plans for opening	2.1	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are about 'working towards' the re-integration of pupils. Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision.	Phased return planned including up to 90 Year 12/10 15th/16th June in addition to key worker group allocated to specific zones. Cleaning on Wed 17th with Key Worker groups and limited zones used. Up to 90 Year 12/10 in addition to key worker group allocated to specific zones on 18th/19th June. Staff working with students to be different for each year group where possible or a break created between change over. Zones to limit groups to no more than 30 with sub groups within. Will review after 19th June	CS, DH, DM	04/06/2020 further review after 19/6/20
	2.2	Contact parents / carers of relevant pupils and staff to ascertain who will be coming into school / be available for work so that rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	Survey gone to Year 12/10 parents to be reviewed Tuesday 26th May. Further invite to be sent to specific groups of students once final schedule is approved. Pastoral to liaise with SHW regarding review of IPRAs.	DH SP CS DM SLT Pastoral staff, SHW	04/06/2020
	2.3	Consider if it is possible to have all eligible year groups back in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. For example some schools are looking at shift patterns; others at 2 days in for one year group and two for another; others at half days per year group. For secondary settings government advice is that only a quarter of pupils in year 10 and year 12 should be in school at any one time, including vulnerable children and children of critical workers in those year groups who are still encouraged to attend full-time. This is in addition to vulnerable pupils and children of critical workers who might be in full-time attendance from other year groups. Where rotas are used, secondary schools should avoid split day rotas within the same day.	Proposing a pattern of Year 12/10 on Mon Tuesday for a single subject and some pastoral support. Students to be allocated separate zones to minimise interaction between groups. Followed by deep clean on Wednesday with minimal students on site and then some Year 10 students for a single subject and some pastoral support in allocated zones to minimise interaction between groups Thursday, Friday. Staff and students will have a break before working with a different group of staff or students where possible. The break between groups may be altered to reflect gov guidance as this is updated.	DM, CS, DH	04/06/2020
	2.4	Consider that staff are likely to be still be supporting remote learning of pupils not attending school for whatever reason and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.	Staff in school will be on a rota and will be working from home for a number of days each week supporting remote learning.	KB, VT	04/06/2020
	2.5	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	The purpose of creating zones and limiting contact between groups is intended to support the track and trace necessary if a positive case is identified and limit the number of students and staff impacted and self isolating.	CS, DM, SLT	20/05/2020
	2.6	Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, My Bus transport etc..	This message will be included in the invitations regarding specific days that a student is being invited into school.	SP, KB, CS, DH, DM	04/06/2020
	Ongoing				
2.6	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Review of rota and staffing will be completed following review of response from parents/carers for each session.	SLT	Ongoing	

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.	Included in parent/carers survey/invite for students. Pastoral teams to update SIMS LS maintaining up to date staff medical and health information.	SP, LS, Pastoral staff	Ongoing
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	Pastoral Staff to review IPRA's, passports and behaviour plans for Year 10.12, EHCP, vulnerable and essential worker students attending school.	RWO, Pastoral staff, DH SHW	Ongoing
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Students attending will be reminded to ensure they have any emergency asthma or Epi pens with them and reminded that we need to hold spares in school. Students medical update included on survey/invite. SIMS to be updated. Staff reminded on administration of epipen and asthma warning signs at staff health and safety briefing.	SP, DH, LOD	05/06/2020
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	SIMS and catering account kept up to date Students medical update included on survey/invite	SP KW DH LH	Ongoing
	3.5	Schools should continue to adhere to their medical needs policy regarding the administration of medication.	Medical information kept up to date in student medical files. Students medical update included on survey/ invite.	LOD, LH	20/05/2020
	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		
	4.1	Teaching and play activities which require close direct supervision or contact should cease e.g. gymnastics and football in PE, use of machinery in D&T and higher level / risk science experiments.	Use of DT equipment will be restricted to those that can be used with distanced supervision. No contact sports to be used in PE, some sports may be able to be modified to maintain safe distance e.g. football. DFU and DW to consider guidance related to PE activities	TL, RT, DFU, DW	20/05/2020
	4.2	Indoor and outdoor equipment that cannot easily be cleaned after each discreet group or kept for one discreet group at all times should be taken out of use e.g. trim trails, climbing frames, indoor and outdoor gyms. If it cannot be effectively cleaned between discreet groups consider allocating specific equipment to a specific discreet group, possibly on a weekly rota with a 72 hour break in between groups e.g. not using it between 12pm Friday and 12pm Monday. Users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	N/A		

4. Assess activities / lessons which can take place	4.3	Reduce the use of shared resources e.g. stationary, books etc. . and allocate individual resources to pupils wherever possible that is for their sole use.	Students to bring own equipment and take this home again where possible. Texts and books to be kept together for individual students where possible. Teams used to cut down on paper handing where possible and support marking and feedback. Shared resources to be cleaned between use (viral wipes) or single use gloves used. Staff to encourage regular handwashing and hand sanitiser and viral wipes available in each room. School equipment to be cleaned or sterilised after the group has left on Tuesday and Friday before next use - Teacher to log cleaning required on a cleaning form.	All staff, Cleaning Staff, Facilities staff	05/06/2020
	4.4	Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	Soft Play N/A No access to pod area. Discourage hanging displays. Soft chairs in Drama Studio taken out of use. Shared resources to be cleaned between use (Viral wipes) or single use gloves used. School equipment to be cleaned or sterilised after the group has left on Tuesday and Friday before next use. Teacher to log cleaning required on a cleaning request form.	All staff, Cleaning staff, Facilities staff	Ongoing
	4.5	Shared materials and surfaces should be cleaned and disinfected more frequently.	High use areas to be cleaned regularly including hard surfaces, lift buttons, toilet and handwashing areas. Deep clean on Wednesdays. School equipment to be cleaned or sterilised after the group has left on Tuesday and Friday before next use. Teacher to log cleaning required on a cleaning request form.	All staff, Cleaning staff, Facilities staff	Ongoing
	4.6	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely.	Students and staff will be allocated to specific zones with allocated entrances, exits, toilets, lunch and break times to minimise cross over.	CS, DH	20/05/2020
	4.7	Ongoing Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Weekly review to be undertaken by SLT and DH	SLT, DH	Ongoing
	4.8	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. - AfPE – Interpreting the government guidance in a PESSA context. - YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	DFU and DW to consider when planning PE activities.	DFU, DW	Ongoing
5. Information to pupils, staff	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.	Survey gone to Year 12/10 reviewed on Tuesday 26th May. Further invites to go out based on the proposed schedule for w/c15/06	SP, DH, SLT	Ongoing

Pupils, staff, parents / carers, visitors and contractors.	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.	Signage on entrances remind anyone with symptoms not to enter the building and reminders in letters/emails to parents/carers/students	SP, DH, CS	Ongoing
	5.3	This may be by newsletters, letters, emails, signs etc...			
	5.4	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Staff Briefed on using deescalation techniques with small groups and recurring pastoral support early. Staff Guidance booklet issued to staff with information regarding amendments to the behaviour systems or policies. Deliberate spitting or coughing will be recorded on a CF50a	RWO, CS, DH	12/06/2020
6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons.			
	6.1.1	Staff and pupils who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves.	LS to keep a record of staff in this category and ask for copies of shielding letters as appropriate.	LS	Ongoing
	6.1.2	Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, those pupils and staff should continue to learn / work from home. LCC Community and VC schools must have regard to the guidance issued in Coronavirus (COVID-19) – Advice for schools and school employees – Leeds City Council (available on HR pages on Leeds For Learning)	LS to keep a record of staff in this category and ask for copies of shielding letters as appropriate.	LS	Ongoing
	6.2	Clinically vulnerable persons			
	6.2.1	<u>Staff</u> - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g. by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment e.g. a WASP. If clinically vulnerable staff are on site settings must carefully assess and discuss with them whether this involves	LS to keep a record of staff in this category and ask for copies of shielding letters as appropriate. If staff can carry out their role from home effectively this will be accommodated where possible. Where this is not possible we will support safe working on site.	LS, CS CS, DH, DM, SP	Ongoing
	6.2.2	<u>Pupils</u> - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. An IPRA will be required for that pupil if they are to come on site.	Remote learning will be offered to students who are clinically vulnerable.	RWO, Pastoral staff. DH SHW	Ongoing

	6.2.3	Living with someone who is clinically vulnerable – pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting providing the risks have been assessed and discussed with them / their parents / carers about whether this involves an acceptable level of risk. LCC Community and VC schools must have regard to the guidance issued in Coronavirus (COVID-19) – Advice for schools and school employees – Leeds City Council (available on HR pages on Leeds For Learning)	If staff can carry out their role from home effectively this will be accommodated where possible. Where this is not possible we will support safe working on site.	LS CS, DH, DM, SP	Ongoing
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.	Signage on entrances remind anyone with symptoms not to enter the building and reminders in letters/emails to parents/carers/students/ staff	SP, DH, CS, LS	Ongoing
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.	Signage on entrances remind anyone with symptoms not to enter the building and reminders in letters/emails to parents/carers/students/ staff	SP, DH, CS, LS	Ongoing
	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 7 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.	Parents/carers of students sent home with symptoms will be advised to follow the self isolation guidance, arrange testing, co-operate with test and trace and confirm the results to school. Staff displaying symptoms will be advised to follow the self isolation guidance and LS will refer for testing and advise the staff member to co-operate with test and trace and confirm the results to school.	RWO, Pastoral staff, DH, CS, LS	Ongoing
	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.	Hub to be used to isolate students that develop symptoms in school and students to be collected from there. Parents/carers asked to collect promptly.	DH, CS, Pastoral Staff	Ongoing
	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.	2 meter distancing should be possible except in cases where First Aid is required, First Aid staff will be advised to use a mask and single use gloves.	DH, First Aiders	Ongoing
	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.	Confirmation of negative test to be given in writing by parent/carer/ staff member before return.	LS, RWO, Pastoral staff	Ongoing
	8.5	Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Public Health England should be notified.	Where a positive test is confirmed staff and students sharing that zone while in school with the patient will be notified to self-isolate for 14 days in line with advice from test and trace. School will report to PHE in line with their advice and follow their guidance.	CS, DH, LS, RWO, SLT	Ongoing

8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site.	8.6	As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.	School will follow PHE advice in each case. Maintaining zones and the 5 day break between groups where possible should limit the numbers impacted.	CS, DH, LS, RWO, SLT	Ongoing
	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.	Where a positive test is confirmed staff who have worked closely with that student while in school with the patient will be notified to self isolate for 14 days in line with test and trace advice. Any staff member helping a student with symptoms will maintain a 2 m distance wherever possible and dispose of any tissues, wipe surfaces with anti- viral wipes and wash hands once the patient has been collected.	All staff	Ongoing
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Where a member of a teaching group has exhibited symptoms and been sent to the Hub the remainder of the group will be relocated within their zone and cleaning will take place of the area of risk. Wherever possible, dispose of any tissues, wipe surfaces with anti- viral wipes and wash hands once the patient has been collected. And arrange for area to be cleaned.	All staff, Cleaning staff, Facilities staff	Ongoing
	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.	Staff or students displaying symptoms will use the HUB area and sanitary areas within which will be cleaned after use.	All staff, Cleaning staff, Facilities staff	Ongoing
	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.	Where a member of a teaching group has exhibited symptoms and been sent to the Hub the remainder of the group will be relocated within their zone and cleaning will take place of the area of risk.	SLT, DH, SW, Cleaning staff, Facilities staff	
		Follow the guidance in the local PHE / LCC FAQs on Test and Trace – this is available on Leeds For Learning.			
		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.	DH to complete CF50 forms in line with guidance	DH	Ongoing
		Useful information on self isolating			
		https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection			

9. Controlling access into the school for staff, pupils and members of the public.	9.1	Consider staggering start and finish times, attendance times / days etc. where possible to limit numbers of children and adults arriving / leaving at the same time. This may be by year groups or learning / class groups.	Proposing a pattern of Year 12/10 on Mon Tuesday for a single subject and some pastoral support. Students to be allocated separate zones to minimise interaction between groups. Followed by deep clean on Wednesday with minimal students on site and then some Year 10 students for a single subject and some pastoral support in allocated zones to minimise interaction between groups Thursday, Friday. Staff and students will have a 5 day break before working with a different group of staff. students where possible. The break between groups may be altered to reflect gov guidance as this is updated.	DH, SLT	Ongoing
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing.	Students will be allocated specific entrance/exit points based on their allocated zone	CS, DH, SLT	Ongoing
	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.	Students will be allocated specific entrance/exit points based on their allocated zone	CS, DH, SLT	Ongoing
	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.	Doors will remain open and be closed in the event of a fire evacuation. Reception to monitor security regarding access to site.	DI, MD, DH, SW	Ongoing
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with 2m distance markers to help.	N/A		
	9.6	Parents and carers should be advised that only one adult should accompany their child to / from school.	N/A		
	9.7	Parents and carers should be informed they should not come into the school building unless by prior arrangement.	Parents/carers to be informed that they need to contact school prior to any attendance and where possible we will limit access to site for non essential visits.	DH, DI, MD, SP	Ongoing
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Staff will be allocated specific entrance points based on their allocated zone and sign in using the app or ring reception	All staff	04/06/2020
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	N/A		
	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.	Zone entry points will be identified on the building at each entrance.	DH, CS	04/06/2020
	9.11	School registers could be taken upon entry at the school gate to prevent any unauthorised entry from pupils, particularly if staff are unfamiliar with the pupils they are working with.	SLT will be on duty at arrival time and students will proceed directly to their allocated zones for registration. The risk of unauthorised students attending is low.	SLT, All staff	26/05/2020
	9.12	Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and medical needs, catering, fire safety, My Bus transport etc..	This message will be included in the invitations regarding specific days that a student is being invited into school	SLT, DH	04/06/2020

10.Handwashing and hand sanitisers	10.1	If available have hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Hand sanitising stations to be set up at each entrance	DH, SW	04/06/2020
	10.2	Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands.	Students and staff will be allocated to specific zones with allocated toilets and hand wash locations. Staff and student will be asked to wash their hands on arrival and before departure from school. Staff will remind students to regularly wash their hands throughout the day.	All staff	Ongoing
	10.3	If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or hand sanitiser must be provided.	Hand sanitiser will be available by entrances and in all rooms used.	DH, Facilities staff	Ongoing
	10.4	All persons should wash their hands before leaving the premises.	Students and staff will be allocated to specific zones with allocated toilets and hand wash locations. Staff and student will be asked to wash their hands on departure from school. Staff will need to let students depart staggered so that they can wash hands and maintain social distancing from 2.30 onwards with students going on buses leaving first.	All staff	Ongoing
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Tissues will be provided in all group areas, staff will remind students to bin after use.	All staff	Ongoing
	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.	Waste from the hub will double bagged and kept separate for 72 hours in the wheelie bin located in the Hub Kitchen area.	DH, Facilities staff, Cleaning staff	Ongoing
	10.7	In addition staff are to wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Students and staff will be allocated to specific zones with allocated toilets and hand wash locations as well as catering locations. Staff will regularly wash their hands throughout the day including before and after preparing food and drinks and wipe down any shared equipment with anti-viral wipes.	All staff	Ongoing
	11.1	General Cleaning			
	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays.	Cleaning routines will continue including regular cleaning of hard surfaces, frequent touch surfaces and equipment and areas used by groups. A deep clean will be carried out on Wednesdays. Each room will have a cleaning request sheet so the Teacher can indicate what needs cleaning including specialist equipment.	DH, Facilities staff, Cleaning staff	Ongoing
	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.	Each room used by groups will have hand sanitiser, tissues, anti-viral wipes, paper towels/roll in a box and replenishment can be requested on the cleaning sheet for each room.	DH, Facilities staff	Ongoing
	11.1.3	Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.	Cleaning routines will continue including regular cleaning of hard surfaces, frequent touch surfaces and equipment and areas used by groups. A deep clean will be carried out on Wednesdays.	DH, Facilities staff, Cleaning staff	Ongoing

11.Cleaning	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Cleaning routines will continue including regular cleaning of hard surfaces, frequent touch surfaces and equipment and areas used by groups. A deep clean will be carried out on Wednesdays. Each room will have a cleaning request sheet so the Teacher can indicate what needs cleaning including specialist equipment.	DH, Facilities staff, Cleaning staff	Ongoing
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently.	Each room will have a cleaning request sheet so the Teacher can indicate what needs cleaning including specialist equipment.	DH, Facilities staff, Cleaning staff	Ongoing
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	DH to Liaise with LCC Cleaning service regarding PPE for Cleaning Team.	DH, Facilities staff, Cleaning staff	04/06/2020
	11.2	Rooms used for Isolating persons displaying symptoms			
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.	Students with symptoms will wait for collection in the Hub, Within this area there are individual rooms that can be used and then closed for a period prior to deep cleaning.	DH, Facilities staff, Cleaning staff	Ongoing
	11.3	Clothing			
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However to allow pupils (and staff where uniform is usually worn) to wear clean clothes every day you may wish to consider relaxing or removing the need to wear uniform with guidelines on appropriate dress e.g. as on non uniform days.	Sixth form students will follow their normal dress code. Year 10 students will only be in school for a maximum of 2 days in a week and will wear normal uniform. Essential workers and vulnerable students will wear uniform, however pastoral staff will support parents/carers to find a solution where washing uniform becomes a concern.	RWO, Pastoral staff	Ongoing
	11.4	Hygiene Suites / Intimate Care Facilities			
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	N/A - Not in use		
	11.5	Leeds City Council / FM cleaning providers			
		Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	Additional day cleaning has been arranged with LCC to ensure touch surfaces and shared areas are cleaned. Specific cleaning requests will be responded to in rooms that have been used and a deep clean carried out on Wednesdays between student groups.	DH, LCC, Cleaning staff	Ongoing
		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:-	Additional day cleaning has been arranged with LCC to ensure touch surfaces and shared areas are cleaned. Specific cleaning requests will be responded to in rooms that have been used and a deep clean carried out on Wednesdays between student groups.	DH, LCC, Cleaning staff	Ongoing

11.5.1	Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	Additional day cleaning has been arranged with LCC to ensure touch surfaces and shared areas are cleaned. Specific cleaning requests will be responded to in rooms that have been used and a deep clean carried out on Wednesdays between student groups. Each room will have a cleaning request sheet so the Teacher can indicate what needs cleaning including specialist equipment.	DH, LCC, Cleaning staff	Ongoing
	Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	Each room will have a cleaning request sheet so the Teacher can indicate what needs cleaning including specialist equipment.	DH, LCC, Cleaning Team, All	Ongoing
	Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	Half day splits are not being used. Additional day cleaning has been arranged with LCC to ensure touch surfaces and shared areas are cleaned. Specific cleaning requests will be responded to in rooms that have been used and a deep clean carried out on Wednesdays between student groups.	DH, LCC, Cleaning staff	Ongoing
	<p>Government Guidance states that</p> <p><i>"We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:</i></p> <p><i>avoiding contact with anyone with symptoms</i></p> <p><i>frequent hand cleaning and good respiratory hygiene practices</i></p> <p><i>regular cleaning of settings</i></p> <p><i>minimising contact and mixing</i></p> <p><i>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</i></p> <p><i>Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered."</i></p>			
12.1	Corridors and Circulation Spaces			
12.1.1	Corridors could be marked out with 2m indicators as a visual aid for social distancing.	Tape and/or graphics will indicate 2m visual markers on key corridor and waiting areas for catering and toilets.	DH, Facilities Team	11/06/2020
12.1.2	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g. use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	Movement around the building will be limited. Students will go straight to their zone on arrival and break and lunch times will be staggered and allocated by zone. Departure will also be staggered.	All Staff	Ongoing
12.2	Classrooms / Learning Areas			

12.2.1	Keep cohorts together wherever possible.	Students and staff will be allocated to specific zones with allocated entrances, exits, toilets, lunch and break times to minimise cross over.	CS, DH, SLT, All staff	Ongoing
12.2.2	Classes and groups of pupils should be kept to a minimal size to allow 2m social distancing. The Government recommends no more than half the size of the normal class however this is likely to be smaller if 2m social distancing cannot be achieved. As a starting guide measure the usable m ² of the space available and divide by 4 (this allows for 2m social distancing space) to determine a maximum occupancy for that space (including staff and pupils) e.g. 48m ² space = 12 persons maximum.	Each room used will have an allocated student number indicated on the door along with key information for that zone.	CS, DH, Facilities Team	04/06/2020
12.2.3	Classrooms desks (if in use) should be laid out to allow a 2m distance between each person (measured from where they are likely to be seated) and the location of the members of staff in that room. Chairs / desks surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. Tables / furniture not in use could potentially be used as physical barrier to separate areas of the classroom if suitable.	Each room used will have student work areas indicated in tape taking into account 2m distancing with the authorised capacity stated. Students attending on consecutive days will be allocated the same work space.	CS, DH, Facilities Team. All staff	04/06/2020
12.2.4	Reception and early years rooms may need 'play areas' removed / altered to allow more space in the room and to aid with social distancing. As these classes may need to be split to allow social distancing the furniture / play areas could be split between two or more areas.	N/A		
12.2.5	For older year groups consider locating staff members at designated points where possible.	Students will have allocated staff supervising them and SLT and pastoral staff will support at arrival times, departure times and breaks.	All staff, SLT	Ongoing
12.2.6	If other members of staff need to speak to / visit a different area e.g. SLT they should avoid entering into the room wherever possible e.g. stand in the doorway, as entering the area will affect occupancy. Administration of emergency first aid is an exception to this.	Staff not allocated to a zone will maintain strict social distancing when they move between zones except in an emergency situation to keep student of staff safe.	All staff, SLT	Ongoing
12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Students will be allocated to a zone. Each room used will have student work areas indicated in tape 2m apart in line with the authorised capacity. Students attending on consecutive days will be allocated the same work area.	All Staff, SLT	Ongoing
12.2.8	Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary settings there will be subject specialist rotation of staff.	Proposing a pattern of Year 12/10 on Mon Tuesday for a single subject and some pastoral support. Students to be allocated separate zones to minimise interaction between groups. Followed by deep clean on Wednesday with minimal students on site and then some Year 10 students for a single subject and some pastoral support in allocated zones to minimise interaction between groups Thursday, Friday. Staff and students will have a 5 day break before working with a different group of staff. students where possible. The break between groups may be altered to reflect gov guidance as this is updated.	All Staff, SLT	Ongoing

12.Social Distancing	12.2.9	Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Students will be allocated to a zone. Each room used will have student work areas indicated in tape taking into account 2m distancing with the authorised capacity stated. Students attending on consecutive days will be allocated the same work space Each room will have a cleaning request sheet so the Teacher can indicate what needs cleaning including specialist equipment.	All Staff, SLT	Ongoing
	12.2.10	All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.	Students and staff will be allocated to specific zones with allocated toilets and hand wash locations. Staff and student will be asked to wash their hands on arrival and before departure from school. Staff will remind students to regularly wash their hands throughout the day. Hand sanitiser will be available in each room and by entrances.	CS, DH, Facilities Team, All S	Ongoing
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on.	Staff will maintain social distancing except in an emergency situation to keep student of staff safe.	All Staff, SLT	Ongoing
	12.3	Cloakrooms			
	12.3.1	Consider how many pupils will be using cloak areas / pegs and take steps to minimise persons being closer than 2m e.g. space out the ones in use to keep a 2m distance, rota access to these areas, keep bags and coats with the individual.	N/A		
	12.4	Outdoor Areas			
	12.4.1	Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside.	Students and staff will be allocated to specific zones for catering and outside space and break times will be staggered so no 2 groups will occupy the same space at the same time.	CS, DH	20/05/2020
	12.5	Breaks and Lunchtimes			
	12.5.1	Breaks and lunchtimes should be staggered to allow safe movement around the school, safe use of the play areas and dining halls.	Students and staff will be allocated to specific zones for catering and outside space and break times will be staggered so no 2 groups will occupy the same space at the same time.	CS, DH, Catering Team	20/05/2020
	12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. Discrete learning groups should not mix in the dining hall or outside.	Students and staff will be allocated to specific zones for catering and outside space and break times will be staggered so no 2 groups will occupy the same space at the same time. Surfaces in catering zones will be wiped down between groups with anti-viral wipes	CS, DH, Catering Team, All staff	Ongoing
12.6	Toilets				

12.6.1	Use of toilets should be for individual groups where possible as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Students and staff will be allocated to specific zones with allocated toilets and hand wash locations. Staff and student will be asked to wash their hands on departure from school. Staff will need to let students depart staggered so that they can wash hands and maintain social distancing from 2.30 onwards with students going on buses leaving first.	CS, DH, Facilities Team, All staff	Ongoing
12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Toilets will have a capacity noted on the door which will be based on the use of every alternate sink. Markers will indicate waiting points 2m apart. Staff will remind students to wait 2m apart.	CS, DH, Facilities Team, All staff	Ongoing
12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Students and staff will be allocated to specific zones with allocated toilets and hand wash locations.	CS, DH	20/05/2020
12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Students and staff will be allocated to specific zones with allocated toilets and hand wash locations.	CS, DH	20/05/2020
12.6.5	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.	Toilets will be regularly cleaned through the day on the frequent cleaning schedule. We have not allocated wipes for students to use due to concerns regarding blockages and cross contamination.	DH, LCC, Cleaning staff	Ongoing
12.6.6	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	Toilets will be regularly cleaned through the day.	DH, LCC, Cleaning staff	Ongoing
12.7	Assemblies / Collective Worship			
12.7.1	Assemblies should be suspended during this current period until further notice.	Any assemblies carried out will take place via Microsoft Teams	RWO, SLT	20/05/2020
12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	Any assemblies carried out will take place via Microsoft Teams	RWO, SLT	20/05/2020
12.8	Staff areas			
12.8.1	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.	Staff will be advised of the need to attend school on an individual basis depending on their role, the cohort of students in school, the number of student in school, the ability to do their role working from home and known vulnerabilities. Staff will observe social distancing in school and this will include moving offices or desks as appropriate to maintain social distancing.	SLT, CS, LS, All staff	Ongoing
12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.	Staff allocated to work with students will remain in their allocated zones wherever possible.	CS, DH, Facilities Team, All staff	Ongoing
12.8.3	For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the "If You Use It – Wipe It" principle with anti-viral wipes.	Wipes will be available in each room being used.	CS, DH, Facilities Team, All staff	Ongoing

	12.8.4	Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc. to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Wipes will be available in each room being used.	CS, DH, Facilities Team, All staff	Ongoing
	12.9	Communication			
	12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Staff allocated to work with students will remain in their allocated zones wherever possible. Radios will be available in each zone as well as school phones.	CS, DH, Facilities Team, All staff	11/06/2020
	12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.	Staff will follow normal school guidance regarding use or personal mobile phones	CS, All staff	Ongoing
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.	There will be 2 first aid trained Facilities officers on site at any time. If student number increase further, we will rota additional first aid staff to be in school.	DH, KB	Ongoing
	13.2	Paediatric first aiders must be present on site at all times children up to the age of 2 are on site. Schools must take best endeavours to ensure a paediatric first aider is on site at all times children up to the age of 5 are on site. If this is not possible follow the guidance in Bulletin 15 - Important update on first aid arrangements and the associated risk assessment.	N/A		
	13.3	Limit or cease activities more likely to result in injuries e.g. gymnastics, D&T, science.	Use of DT equipment will be restricted to those that can be used with distanced supervision. No contact sports to be used in PE, some sports may be able to be modified to maintain safe distance e.g. football.	TL, RT, DFU, DW, LL, VF	20/05/2020
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.	Food will be arranged by using a pre-order system to avoid the use of the biometric scanners	SP, Catering Team	20/05/2020
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Food will be arranged by using a pre-order system to avoid the use of the biometric scanners	SP, Catering Team	20/05/2020
	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 ant-viral wipes.	The lift will be limited to 2 persons for any use and the internal and external buttons of the frequent cleaning schedule for touch points.	DH, Facilities Team, Cleaning staff	04/06/2020
	14.4	Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	Staff will be encouraged to use the app to sign in and out where possible to avoid use of the shared sign in screen.	DH, JG, DI, SP	05/06/2020
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Each room will have a cleaning request sheet so the Teacher can indicate what needs cleaning including specialist equipment.	DH, Facilities Team, Cleaning staff, All staff	Ongoing
	15.1	Ventilation			
	15.1.1	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Where possible in rooms being used doors will remain open and windows will be opened to aid ventilation	All staff	Ongoing

15. General controls	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	Where possible in rooms being used doors will remain open and windows will be opened to aid ventilation	All staff	Ongoing
	15.1.3	If rooms have shared air conditioning systems that do not filter the extracted air before it flows into another room these rooms should not be used.	Rooms without external windows will not be used unless adequate ventilation can be created by opening internal and external doors.	CS, DH, Facilities Team	Ongoing
	15.2	Learning Outside			
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Students and staff will be allocated to specific zones for and outside space and break times will be staggered so no two groups will occupy the same space at the same time. Learning will take place in allocated zones.	CS, DH	Ongoing
	15.3	Medical Needs			
	15.3.1	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Medical Information will be kept up to date on SIMS and student advised to carry epi-pens / asthma inhalers. DH to brief staff reminding staff of how to use these as part of H&S briefing.	DH, SP, LH, DI, Pastoral Staff	05/06/2020
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	SIMS and catering account kept up to date Students medical update included on survey/ invite.	SP KW DH LH	05/06/2020
	15.4	Water fountains			
15.4.1	Water fountains in shared pupil areas should be taken out of use.	Water fountains to only be used by catering staff and either wiped after use or gloves used while dispensing. Students will be advised to bring a water bottle and this can be refilled by catering staff at lunch and break times using a jug where possible.	Catering Staff, DH, Facilities staff	26/05/2020	
16. Educational Visits	16.1	Government guidance is currently that all local, national and international educational visits are ceased for the time being.	No Education Visits will be undertaken	DM, Govs	20/05/2020
	16.2	For local visits e.g. to local parks etc. - if this is lifted further guidance has been provided by the Schools Health, Safety and Wellbeing Team on managing local visits, especially regarding social distancing and hygiene. There is also guidance on www.oeapng.info 4.4k Coronavirus	No Education Visits will be undertaken	DM, Govs	20/05/2020
	16.3	Government guidance should be followed for national and international visits if restrictions are lifted. Guidance will be available of Evolve and will be updated as the situation changes.	No Education Visits will be undertaken	DM, Govs	20/05/2020
	17.1	Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	Advice will be given to students and staff choosing to wear a face covering regarding the correct use and the risks of cross contamination in line with WHO advice.	CS, DH, Pastoral staff	Ongoing
	17.2	FFP2 / 3 masks are not necessary in a school setting.	Advice will be given to students and staff choosing to wear a face covering regarding the correct use and the risks of cross contamination in line with WHO advice.	CS, DH, Pastoral staff	Ongoing

17.PPE for staff and pupils	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.	N/A		
	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.	Where PPE is required this will be provided by school and will be single use (masks/gloves) or will be sanitised before being used by another staff member or student.	DH, Facilities staff, JM, MI, RM, TL, RT, PS,	Ongoing
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Where PPE is required this will be provided by school and will be single use (masks/gloves) or will be sanitised before being used by another staff member or student.	DH, Facilities staff, JM, MI, RM, TL, RT, PS,	Ongoing
	See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering.				
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.	Extended Leadership and Unions have been consulted with regarding proposals and the RA will be shared with all staff. Staff Health & Safety briefings held w/c 1st June and RA to be reviewed following these.	DM, SLT, CS, DH	10/06/2020
	18.2	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils.	Staff will received guidance and Staff Health & Safety briefings held w/c 1st June	DM, SLT, CS, DH	05/06/2020
	18.3	Wherever possible rota staff who have to come in to help manage their wellbeing and concerns. Consideration should be given to staff that have worked over holidays and the guidance that TAs can teach groups to allow staff adequate breaks / fair allocation of workloads.	LS to maintain a log of concerns so these can be responded to appropriately. Work will be allocated appropriately based on work in school and work conducted remotely, including welfare calls and remote learning.	DM, SLT, CS, LS	Ongoing
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Leeds for Learning.	LS and DH to review employee risk assessments as appropriate. Staff who consider the way they are being asked to work to impact on a health condition or existing IPRA should seek advice from LS and DH	DH, LS, CS	Ongoing
	18.5	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. Setting up closed WhatsApp groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media).	Communication with staff through remote team meetings and welfare calls will be ongoing.	SLT, LS, Extended Leadership, Team Leaders	Ongoing
	18.6	Identify Mental Health First Aiders.	Kathryn Holdsworth is our current Mental Health Champion. Staff can also access support through APL Health	LS, KH	20/05/2020
	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).	Staff can access support through APL Health	All staff	20/05/2020
	Guidance on Staff Wellbeing is available on Leeds for Learning.				
19.1	Minimise visits to essential visits only e.g. to carry out statutory testing, repair work or building works.	Visitors will be pre-arranged and only attend site if necessary. Notices on doors will re-inforce this message.	CS, DH, SP, DI, MD	04/06/2020	

19. Contractors visiting site	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	BAM will manage social distancing on their site and have their own welfare facilities. Other contractors will be reminded to wash hands, social distance and provide appropriate risk assessments.	BAM, DH, CS, Facilities Team	Ongoing
	19.3	Contractors should adhere to social distancing guidelines.	BAM will manage social distancing on their site and have their own welfare facilities. Other contractors will be reminded to wash hands, social distance and provide appropriate risk assessments.	BAM, DH, CS, Facilities Team	Ongoing
	19.4	Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site.	BAM will manage social distancing on their site and have their own welfare facilities. Other contractors will be reminded to wash hands, social distance and provide appropriate risk assessments.	BAM, DH, CS, Facilities Team	Ongoing
	19.5	If contractors need supervising this should be done following social distancing guidelines.	BAM will manage social distancing on their site and have their own welfare facilities. Other contractors will be reminded to wash hands, social distance and provide appropriate risk assessments.	BAM, DH, CS, Facilities Team	Ongoing
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	BAM will manage social distancing on their site and have their own welfare facilities. Notices at entrances will remind visitors to follow government guidance.	BAM, DH, CS, Facilities Team	Ongoing
	19.7	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	BAM will manage social distancing on their site and have their own welfare facilities. Notices at entrances will remind visitors to follow government guidance. Cleaning will be arranged by the Facilities Team member supervising.	DH, CS, Facilities Team	Ongoing
	19.8	If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.	BAM will manage social distancing on their site and have their own welfare facilities.	BAM, DH, CS, Facilities Team	Ongoing
	19.9	Where possible an access / exit point separate to that used by staff and pupils should be used.	BAM will manage social distancing on their site and have their own welfare facilities. Other contractors will report to reception.	BAM, DH, CS, Facilities Team	Ongoing
	19.1	School should still follow procedures for controlling access / security whilst contractors are on site.	BAM will manage social distancing on their site and have their own welfare facilities. Other contractors will report to reception.	BAM, DH, CS, Facilities Team	Ongoing
20. Lettings / Meetings / Visitors	20.1	Lettings, visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary.	Lettings have been cancelled.	DH, LCC - Educ lettings	20/05/2020
	20.2	If they are for vital / necessary educational / health purposes e.g. private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they should only go ahead if social distancing and hygiene rules can be adhered to.	Meetings will take place remotely where appropriate, where this is not possible access will be through reception and handwashing and social distancing measures in place.	All staff	Ongoing
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	Visitors will use the toilet in Reception where possible.	DH, DI, MD, CS	Ongoing

	20.4	Where possible an access / exit point separate to that used by staff and pupils should be used.	Meetings will take place remotely where possible, where this is not possible access will be through reception and handwashing and social distancing measures in place.	All staff	Ongoing	
	20.5	School should still follow procedures for controlling access / security whilst visitors are on site.	Meetings will take place remotely where possible, where this is not possible access will be through reception and visitors will be supervised appropriately.	All staff	Ongoing	
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing				
22.Fire safety	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Temporary fire evacuation points due to new build in place from 1st June, fire signs updated and amended fire evacuation procedures issued to staff	CS, DH, Facilities Team	11/06/2020	
	22.2	Consider if muster points / practices need to be altered so staff and pupils can be 2m apart and that separate groups do not mix	Assembly points will remain as set out in the updated fire procedures. Year 12 and 10 will go to Assembly point 2 -Tennis Court and Years 7-9 go to Assembly Point 1 - hard standing in front of gyms. Due to lower student numbers staff will be able to direct students to spread out to maintain social distancing within these areas. Temporary signage will be in place at Assembly point 2 - Tennis Court - allocated areas to each zone so that students can stay in their allocated group with their allocated teacher.	DH, CS, SLT, Facilities Team	11/06/2020	
	22.3	Consider if you need to re-allocate fire Marshall roles.	Each member of staff will act as a Fire Marshall to clear the students in their zone. A member of SLT will act as a fire Marshall for Admin staff using the offices on the ground floor of the main block.	All Staff	05/06/2020	
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc.	Staff to make themselves familiar with their nearest fire point in their allocated zone. Staff should not use extinguishers to attempt to put out a fire unless they have been trained to do so, unless to preserve life.	All staff	Ongoing	
		Practice new procedures as soon as possible after opening.		Fire Practice planned for w/c 8th June	DH, CS, SW	w/c 15th June
	22.6	Consider if staff and pupil PEEPs need to be amended.	Peeps will only need to be amended in the event of a student of staff member presenting with new medical information.	DH, SHW, LS, Pastoral Team	Ongoing	
	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.	Temporary changes to the fire management plan will be recorded and retained within the Fire Risk Assessment documents. Staff briefed w/c 1st June.	DH	04/06/2020	
23.Supervision at Lunchtimes	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	Staff will remain with allocated students where possible, SLT and Pastoral staff will support with supervision of students at break and lunch times.	SLT, Pastoral Staff	Ongoing	

24. Catering	24.1	Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc..	Safeguarding remains as normal. All staff updated on fire procedures at staff briefings w/c1st June.	SP, DH, CS, BJ	05/06/2020
	24.2	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g. limiting meal choices (taking onto account specific dietary and allergy needs).	Initial offer will be cold food on a pre-order service to be reviewed in week 2.	SP, BJ, CF	Ongoing
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff.	There will be 3 allocated catering sites, Main Hall, Sixth Form, Food Tech Room. Each zone will be allocated a catering site and a time slot.	CS, SP, DH, SLT	20/05/2020
	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.	Catering staff will use nearest entrances and exits. Staff will socially distance within catering areas and will clean surfaces between groups.	SP, BJ, CF	20/05/2020
	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.	Staff will socially distance within catering areas and will clean surfaces between groups.	SP, BJ, CF	20/05/2020
	24.6	Catering staff should observe the rules of social distancing and hygiene whilst on site.	Staff will socially distance within catering areas and will clean surfaces between groups.	SP, BJ, CF	20/05/2020
25. Drop off of Essential Items Forgotten by Pupils.	25.1	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.	Visitor dropping off essential items will come to reception and leave these on reception these will then be wiped as appropriate before delivering to students. Reception staff will wash hands as appropriate.	Reception staff, SLT	26/05/2020
26. Transport to School by My Bus or School Buses (not public transport buses)	26.1	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.	Buses will continue to use the bus park but with staggered unloading and loading to support social distancing. School will liaise with JMB and WYCO to minimise the risks while on the school buses taking into account the information provided by parents/carers regarding bus use. This includes social distancing on buses by no individual sitting directly behind or the the side of another. School will advise parents/carers reagrding the requirement for face coverings to be worn on public buses.	RWO, LCC, JMB, WYCO	Ongoing
	26.2	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 -No Parents are allowed to enter the bus park		
	26.3	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.	School will liaise with JMB and WYCO to minimise the risks while on the school buses taking into account the information provided by parents/carers regarding bus use.This includes social distancing on buses by no individual sitting directly behind or the the side of another. School will advise parents/carers reagrding the requirement for face coverings to be worn on public buses.	RWO, LCC, JMB, WYCO	Ongoing

	26.4 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		
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