



Risk Assessment for Childrens' Services (Schools).

Assessment Title:	Managing Covid 19 in Schools from 8th March 2021	Ref No :	V5.08
School Name:	Benton Park School	School Address:	Harrogate Road, Rawdon, Leeds, LS19 6LX
Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
08/06/2021	C Scaife	Claire Scaife	21/06/2021
Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
Delia Martin	D. Martin	Helen Flesher	

Main Legislation and/or Information Source:	Health &
Safety at Work Act 1974. - Management of H & S at Work Regulations 1999.	

<p><u>Guidance:</u></p> <p>This is a sample risk assessment and will remain so unless the following criteria are satisfied:</p> <ol style="list-style-type: none"> 1. The boxes highlighted in grey above must be completed with the required details. 2. The Ref number can be the EVOLVE visit number if this is for Educational Visits. 3. The signature boxes may be typed if this is to be uploaded to EVOLVE. 4. The control measures in the risk assessment section must be either complied with or altered to reflect the establishment's control measures. 5. Once criteria 1 - 4 have been satisfied, you should remove 'SAMPLE' from the Title.
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<p>The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19, cross contamination risks and managing staff and pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for the safe operation of the school in whichever form that takes.</p>
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Managing Covid 19 in Schools from 8th March 2021 Risk Assessment Content List

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Managing Covid 19 in Schools from 8th March opening - Risk Assessment - Version 5.07

Section 1 - Pre - opening checks and assessments

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1	Regular ongoing checks required:			
	1.1.1	Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure	Daily checks around building by the Facilities Team. Asbestos monitoring review completed Aug 20	SW/DH	04/01/2021
	1.1.2	Damage to the building and fixtures and fittings	Daily checks around building conducted by the Facilities Team	SW/DH	04/01/2021
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	Daily checks around building conducted by the Facilities Team. Tree Survey reviewed following wind and bad weather in March 20	SW/DH	04/01/2021
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Daily checks around building conducted by the Facilities Team	DH, SW BW, JP	04/01/2021
	1.2	Operational checks (to ensure good working order) to be carried out on :			
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Weekly checks completed.	DH, SW BW, JP	20/05/2020
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Regular checks completed.	DH, SW BW, JP	20/05/2020
	1.2.3	Emergency lighting	Regular checks completed.	DH, SW BW, JP	01/06/2020
	1.2.4	Gas supplies including science laboratories and kitchens	Gas supply checks completed in all areas throughout school	DH, CF (catering- Main and Sixth Form), RM (Science), PS(Tech)	08/06/2020
	1.2.5	Kitchen equipment	Checks completed by BJ, CL, DD w/c 04/1/21	DH, BJ, CF & DD (catering- Main and Sixth Form)	01/09/2020
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	All testing of ventilation systems up to date	DH, CF (Catering) TL (Tech) RM (Science)	01/07/2020
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm	Weekly flushes completed by the Facilities Team on an ongoing basis. 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	Weekly flushes completed	DH, SW	20/05/2020
	1.2.9	Windows, doors and gates including electronic gates and doors	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 checked by PS, RT and TL prior to use. Daily, weekly and annual checks conducted by RT.	DH, PS, TL, RT	19/08/2020
	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).	Visual inspection of white boards, issues to be reported to facilities. Cleaners equipment serviced by LCC	DH, SW	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 added for max 2 persons in lift (Main Block and 1 Person (N Block) 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 and remedial work completed.	SW	20/05/2020

1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	Catering completed Aug 20 Tech and Science completed 29/6/20	DH	19/08/2020
1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Inspection completed Aug 20	DH	19/08/2020
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)	Completed Aug 2020	DH	19/08/2020
1.3.7	Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months);	Completed Aug 2020	DH, LCC	22/07/2020
1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Completed Aug 2020	DH, Continental, DFU DW	19/08/2020
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 checks completed July 20. Emergency lighting continuing on phased testing, last phase July 20.	DH, Facilities staff	27/07/2020 & 13/08/2020
1.4	Cleaning of the premises			
1.4.1	If the school has been partially open i.e not using all the rooms / spaces that will need to be used on the 8th March, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied.	Daily schedule for regular cleaning of toilets and frequent touch surfaces in areas used and cleaning request sheets completed for rooms/offices used continues. Thorough cleaning of all areas completed prior to return of students to little used spaces on 8th/9th March.	DH, CC Cleaning Team, Facilities Team	Ongoing
1.4.2	If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to the 8th March unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place.	Daily schedule for regular cleaning of toilets and frequent touch surfaces in areas used and cleaning request sheets completed for rooms/offices used continues. Thorough cleaning of all areas completed prior to return of students to little used spaces on 8th/9th March.	DH, CC Cleaning Team, Facilities Team	Ongoing
1.5	Supplies			
1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required.	DH maintaining and purchasing additional supplies.	DH	04/06/2020
1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	DH sourcing additional supplies for all classrooms.	DH	04/06/2020
1.5.3	Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.	Sanitising stations by all entrance and exit doors. Zones allocated to toilet and hand wash facilities. External hand wash facilities installed in 3 locations w/c 31/08/20	CS, DH, DM, SP	01/09/2020

	2.1	<p>All pupils can attend schools from the 8th March. Secondary settings (and SILC settings undertaking pupil testing) have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. This will depend on a schools circumstances and local arrangements. Priority should be given to vulnerable children and children of critical workers, and year groups 10 to 13. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the schools operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 February such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on site testing. They will need to continue testing on-site until the test at home kits arrive for pupils. For the remainder of pupils schools should not start home testing pupils before the week beginning Monday 15th March. Schools will need to consider the transport implications of testing pupils before Monday 8th March.</p> <p>The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.</p>	<p>Year 12, 13, 10, 11 and 9 have been offered testing w/c 1st March along with the Keyworker and vulnerable cohort in Year 7 and 8 who have consented to testing. This early testing followed by testing of Year 7 on 8th March 2021 and Year 8 on 9th March means that school can return all students to school by 9th March 2021. Testing will continue throughout w/c 8th March, testing students 3-5 days apart. w.c 15th March Year 12, 13, 11 and 10 student who have completed 3 tests and consented to the testing programme will move to use the home testing kits. Year 9, 8 and 7 and any students that consented after the initial deadline will complete their final in school test w/c 15th March and 12st March before commencing home testing.</p>	<p>DH, SP, CS, DM, SLT Pastoral staff.</p>	<p>10/03/2021</p>
	2.2	<p>Contact parents / carers of pupils, and staff, to ascertain if there are any changes to / new medical or SEND needs so that staff rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include re-assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made. .</p>	<p>Contact has been maintained throughout with SEND students to ensure information held is up to date. Parents/carers reminded to update medical information including allergies using Edulink. Pastoral staff to review IPRA's and continue to make and additions or amendments inline with operational changes for Covid 19.</p>	<p>DH, SHW, SC, Pastoral, SP</p>	<p>Ongoing</p>

<p>2. Assessing staff and pupil numbers to assist in plans for opening</p>	<p>2.3</p>	<p>Where pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the pupil. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice.</p>	<p>EL to liaise with secondary provision where students are on dual roll to ensure appropriate control measures are in place, students can access a broad and balanced curriculum and appropriate information is shared about any positive tests within crossover student bubbles in either setting. OW to liaise with Horsforth where students are taking lessons as part of the collaboration to ensure appropriate control measures are in place, students can access a broad and balanced curriculum and appropriate information is shared about any positive tests within crossover student bubbles in either setting. AFE to liaise with Guiseley Football Club where students are part of the Guiseley Football partnership to ensure appropriate control measures are in place, students can access a broad and balanced curriculum and appropriate information is shared about any positive tests within crossover student bubbles in either setting.</p>	<p>RWO SC EL OW AFE</p>	<p>Ongoing</p>
	<p>2.4</p>	<p>Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result.</p>	<p>Vulnerable children and children of critical workers will continue to attend school throughout w/c 1st March. On 8th March all students, except Year 8 students who are not part of the Vulnerable children and children of critical workers cohort will attend school. On 9th March all students will attend school. All students who have consented to testing by the deadline which was 26th February will be tested before or on their first day back in school. Students not consenting to be part of the testing programme will return with their year group.</p>	<p>CS, DM, SLT, LS</p>	<p>Ongoing</p>
	<p>2.5</p>	<p>Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home where possible.</p>	<p>Given the number of students in school, the operational requirements of the school and the need to provide a broad and balanced curriculum all staff, apart from those that are shielding or those that have working from home agreed as part of a risk assessment, will be in school from 8th March unless absent due to illness, approved special leave, or self-isolating in line with government guidance. This is because of the huge demands on staffing resources of operating both mass testing and the operational Covid measures involved in minimising contact between year groups in school.</p>	<p>DM, CS, SLT, DH</p>	<p>Ongoing</p>

	2.6	Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans	Remote learning systems operate alongside the 4 week timetable school are currently operating so additional PPA should not be required as the allocations of teaching have not increased. Where large groups of students may be required to self-isolate the circumstances may be reviewed if appropriate.	DM VT KB	Ongoing
		Ongoing			
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Staff and students will follow normal attendance reporting procedures. School will make every effort to provide cover to maintain the timetable delivery as planned. In exceptional circumstances school may combine groups within a bubble to maintain safe staffing ratios.	CS, DM, SLT, LS	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.	Parents/carers contacted in August 20 and reminded to update medical information including allergies using Edulink. LS to continue 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 full return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc....Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	Contact has been maintained throughout with SEND students to ensure information held is up to date. Pastoral staff to continue to review IPRA's and make and additions or amendments inline with operational changes for Covid 19.	RWO, Pastoral staff, DH, SHW, LT	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. This is especially important at this time as many staff and pupils have been out of the setting for a considerable time.	Parents/carers have been reminded to ensure students have any emergency asthma or Epi pens with them and reminded that we need to hold spares in school. Parents/carers have been reminded to update medical information and allergies on Edulink. Staff reminded on administration of Epi pens and asthma warning signs at staff health and safety briefing in June 2020.	SP, DH, LOD	27/08/2020
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return to full opening.	Parents/ carers reminded to update allergy information through Edu link. All food to be pre-ordered. Pre-order form to include advice regarding discussing any allergies with the Catering Team.	SP BJ DD CF	Ongoing
	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2.			
	4.2	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Students will be reminded to ensure they have the appropriate personal resources to limit borrowing of resources where possible.	RWO SP Pastoral, Form Tutors	Ongoing
	4.3	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely.	Allocation of zones and amended timetables support the staggered use of specialist spaces and minimise student movement while ensuring a broad and balanced curriculum.	CS, SLT, DH	12/01/2021

4. Assess activities / lessons which can take place		Ongoing			
	4.4	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Allocation of zones and amended timetables support the staggered use of specialist spaces and minimise student movement while ensuring a broad and balanced curriculum. Older students using specialist spaces and equipment will be supervised wiping down equipment and work areas. Any specialist cleaning of equipment or PPE will be noted on a cleaning request sheet and cleaning of these items will be supported by Dept. Technicians and Cleaning and Facilities staff.	All staff, Cleaning staff, Facilities staff, Technicians	Ongoing
5. Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children. This should include informing parents / carers about any LFD testing programmes being undertaken in school for their children and the access to home testing kits for parents / carers / support and childcare bubbles. https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae	Parents/carers have been sent detailed communication about our full school plans from 8th March 2021 and in school testing. Further communication to parents/carers regarding home testing was sent out before home testing kits were distributed	DM, SP, SLT	Ongoing
	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, if they are self isolating following Government Guidance for households with family members displaying symptoms, if they have been in close contact with someone who has tested positive for COVID-19, or if they are required to quarantine having recently visited countries outside the common travel area.	Signage on entrances remind anyone with symptoms not to enter the building and reminders in letters/emails to parents/carers/students. Families who have travelled abroad reminded about isolation requirements.	SP, DH, CS, KF, VT	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 reminded to use descalation techniques and pastoral support located in each zone. Behaviour Policy amended and updated policy issued to staff. Deliberate spitting or coughing will be recorded on a CF50a	RWO, Pastoral staff	Ongoing

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed	
6. Clinically extremely vulnerable and vulnerable staff and pupils	6.1 Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people). Staff - From 1st April 2021 CEV staff are no longer advised to shield and can return to the workplace. Government advice is currently that everyone is advised to continue to work from home where possible, but if staff cannot work from home they should now attend the workplace. Employee risk assessments e.g WASPs must be reviewed for all Clinically Extremely Vulnerable staff before they return to the workplace to ensure it is as safe as possible. This should include considering if it is possible for the member of staff to continue to work from home, or whether reasonable adaptations to their role would mean they could work from home or if additional control measures are required. For example: 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. Staff that were advised to shield in the February expansion of the shielding programme that did not have an individual Covid risk assessment should have one carried out now before they return to the setting in line with the above considerations. 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, wider use of face coverings in schools, 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 since shielding re-commenced in January 2021. 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. Pupils -The advice for pupils who remain in the clinically extremely vulnerable group is that they can return to school from 1st April 2021 unless they are 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. IPRA's must be reviewed for all CEV pupils returning to school to ensure it is as safe as possible. Pregnant staff and pupils - More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Pregnant staff and pupils over 28 weeks gestation and those with underlying health conditions which place them at higher risk should work from home if strict social distancing cannot be adhered to or in roles where this is possible and all pregnant staff and pupils should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.	LS to keep a record of staff in these categories and LS DH to ensure WASPs are reviewed as appropriate for staff working in school who are CV or CEV. The school will continue to follow government advice regarding shielding and update as this changes. Staff who have received a CEV letter should notify LS as soon as possible. CEV staff who cannot work from home will have their WASP reviewed taking into account the medical advice of a GP or specialist and the extent to which they are able to maintain social distancing, detailed in their WASP. The Risk assessment for CV staff will consider what work they undertake and assess where this can reasonably be done from home and where this is not possible put in place appropriate measures to ensure that where they attend the workplace social distancing is maintained. Should we be informed that any student is pregnant we would seek to verify that information appropriately and carry out an IPRA. Students who are CEV should return to school if their medical professionals confirm this is appropriate. Pastoral Staff will review IPRA's for students attending school where appropriate.	LS, DH, CS	Ongoing	
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in March (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.	LS to keep a up to date information of staff in these categories and obtain a copy of any medical advice given. Pastoral staff to ensure IPRA's are updated for students. LS and DH to ensure an IPRA or WASP is completed considering any reports or advice provided by an appropriate medical professional.	LS, DH, CS	Ongoing
	6.1.3	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 and maintaining social distancing. 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. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children/adolescents. Schools should be as flexible as possible in how members of staff in these categories are deployed e.g., placing them in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE.	In most cases it will not be practical for school staff to carry out their role remotely now students have returned to school. Where genuine medical concerns remain the WASP will consider alternative measures that may be necessary for that individual e.g. PPE, or different ways of working such as working with smaller more socially distanced groups. All staff are expected to socially distance where ever possible and frequently wash or sanitise their hands.	DM, LS, DH, CS	Ongoing
	6.1.4	Staff who live with someone who is CEV but who are not CEV themselves, can still attend work where home-working is not possible 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. Staff who live with those who are CV can attend the workplace and they should ensure they maintain good prevention practice in the workplace and at home. 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 to see if additional control measures such as staggered start and finish times to avoid rush hour, working in lower risk roles / with lower risk year groups, additional PPE, working with smaller group sizes than full classes, changing clothes / showering on return home could be put in place.	LS to keep a record of staff in these categories and LS DH to ensure a WASP is completed as appropriate for staff working in school. The school will continue to follow government advice regarding shielding as this changes.	LS DH	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 regarding testing and guidance on self-isolating.	SP, DH, CS, LS
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 regarding testing and guidance on self-isolating.	SP, DH, CS, LS	Ongoing
8.1	8.1	All persons who develop Coronavirus symptoms in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Settings have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.	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 are advised to follow the self isolation guidance, arrange testing, co-operate with test and trace and confirm the results to school. School will follow DfE advice relating to use of the self testing kits. CS and DH have attended the DfE webinar regarding their use.	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. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Offices with windows away from learning spaces to be used to isolate students that develop symptoms in school. Parents/carers asked to collect promptly. Suitable spaces include: SW office, CS Office, SHW office, DH Office. Rooms to be cleaned after use as an isolation space.	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.	Social distancing will be possible except in cases where First Aid or RPI is required, First Aid staff will be advised to use a mask, single use gloves and a single use apron. ROI will only take place where necessary to prevent injury to students and/or staff	DH, First Aiders	Ongoing

8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.	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, confirm the results to school and follow further self isolation guidance as appropriate. Staff displaying symptoms are advised to follow the self isolation guidance, arrange testing, co-operate with test and trace and confirm the results to school.	LS, DH, CS, Pastoral Staff, RWO	Ongoing
	8.5	Where a child, young person or staff member tests positive, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you can contact the DfE Helpline on 0800 046 8867 and select option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. Inform DCS Alert using form PCIF 01.	If school have a single student or staff member who tests positive school unconnected to other positive cases we will log the details and inform DCS Alert (LCC)	CS, DH, LS, DM	Ongoing
	8.6	If settings have 2 or more confirmed cases in connected groups within 14 days they may have an outbreak, and should contact the PHE helpline. Alternatively you can contact the DfE Helpline on 0800 046 8867 and select option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. Inform DCS Alert using form PCIF 01.	If school have 2 or more cases within 10 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected school will contact PHE and follow their advice and inform DCS Alert (LCC). School will co-operate with PHE regarding any on-site testing or where year group bubbles need to be disbanded. Where we have students required to self-isolate school will provide remote learning through Microsoft Teams. Staff will keep up to date seating plans and any amendments to support identification of possible close contacts. Pastoral offices will operate a sign in system for students accessing support for more than 5 minutes to support identification of possible close contacts. Pastoral staff will also retain a log of any relocations within their zone.	CS, DH, 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 are identified as a close contact of that student while in school will be notified to self isolate as instructed by test and trace advice. Any staff member helping a student with symptoms will maintain a 2m 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 bubble has exhibited symptoms and been sent to isolate the remainder of the group will be relocated, where possible within their allocated zone and cleaning will take place of the area of risk. The Facilities Team will 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 nearest appropriate accessible toilets and sanitary areas 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 isolate the remainder of the group will be relocated, where possible within their allocated zone and cleaning will take place of the area of risk.	SLT, DH, SW, Cleaning staff, Facilities staff	Ongoing
	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	School do not take temperatures to verify a fever. Any students or staff reporting being feverish would be treated as if displaying possible symptoms and appropriate action taken.	DH, CS	Ongoing
		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
		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. Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.	Up to date flow charts displayed in the following places: CS Office DH Office LS Office Reception Pastoral Offices	DH	01/03/2021
		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			
	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	Form time, departure time and bus unloading and loading staggered by year group or key stage group to ensure entry and exit to the main buildings minimise cross over between bubbles. Lunch time reduced to enable this without reducing teaching time	DM CS KB SLT	15/07/2020
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for pupils.	Students will be allocated specific entrance/exit points to the school buildings based on their allocated zone. All access points to school grounds used.	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 to the school buildings based on their allocated zone.	CS, DH, SLT	15/07/2020	
9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Doors will remain open and be closed in the event of a fire evacuation. Reception to monitor security regarding access to school site.	DI, MD, DH	Ongoing	

9. Controlling access into the school for staff, pupils and members of the public.	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help. Heads continue to have the discretion to ask parents / carers / visitors to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to.	Parents/carers collecting students off site reminded to wait responsibly. Visitors to school are required to wear a face covering where social distancing is not possible.	SP, DH	Ongoing
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	N/A		
	9.7	Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	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, Pastoral Staff	Ongoing
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Most staff will need to operate across the site to ensure a broad and balanced curriculum and operation of the school. Entrance doors will be open and the perimeter of the site secured.	All staff	Ongoing
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	All deliveries and visitors should report to reception so these can be managed. Visitors should be pre-arranged.	DH, Facilities Team, Admin Team	Ongoing
	9.10	Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	Zone entry points will be identified on the building at each entrance.	DH, CS	04/06/2020
	9.11	Ensure that staff working in the reception area / office are protected from face to face contact e.g via the use of screens. Staff in open reception areas may require face coverings (and face shields) if screens cannot be provided.	A screen has been installed at reception and wipes are available for any items that need to be dropped off at Reception. Signage reminds visitors to stand behind the screen in the designated area while talking to Reception staff.	Admin Staff, DH	27/08/2020
10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	10.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Hand sanitising points are set up near each entrance/exit. These are monitored and replenished as required.	DH, SW	15/07/2020
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, leaning 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.	Students and staff are allocated to specific zones with allocated toilets and hand wash locations. Staff and student will be asked to wash or sanitise their hands on arrival and before departure from school. Staff will remind students to regularly wash or sanitise their hands throughout the day.	All staff	Ongoing
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Hand sanitiser is available by entrances and in all rooms used.	DH, Facilities staff	Ongoing
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	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.	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 these after each 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 isolation spaces will be double bagged and kept separate for 72 hours in the wheeie bin located in the Hub Kitchen area.	DH SW	Ongoing
	10.7	In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Hand sanitiser is available in the staffroom and other communal areas. Staff will regularly wash their hands throughout the day including before and after preparing food and drinks and wipe down any shared equipment with wipes.	DH, Facilities staff, All staff	Ongoing
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Staff around school will monitor the use of hand sanitiser and mis-use will be investigated.	DH, Facilities staff, All staff	Ongoing
	10.9	Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms.	Appropriate cleaning and sanitising products will be used in specialist areas where there may be a hazard from sparks or naked flames. Staff made aware.	DH, Facilities staff, Cleaning staff	Ongoing
11.1 General Cleaning	11.1	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	Cleaning routines will use appropriate cleaning chemicals for the setting and school will ensure we have the appropriate COSHH sheets relating to cleaning products used.	DH, Facilities staff, Cleaning staff	Ongoing
	11.1.1	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.	Each room used will have hand sanitiser, tissues, wipes and paper roll available and replenishment can be requested on the cleaning sheet for each room.	DH, Facilities staff	Ongoing
	11.1.2	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).	Cleaning routines will continue including regular cleaning of hard surfaces, frequent touch surfaces and equipment and areas used by multiple groups such as catering spaces. Teachers will be asked to wipe down staff resources at the end of a session such as keyboards and remotes. Older students will be supervised to wipe down equipment and work areas in specialist spaces or when moving between shared spaces.	DH, Facilities staff, Cleaning staff	Ongoing
	11.1.3	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, more regularly than normal.	Cleaning routines will continue including regular cleaning of hard surfaces, frequent touch surfaces and equipment and areas used by groups. Each room will have a cleaning request sheet so the Teacher can indicate what needs specialist cleaning, including specialist equipment.	DH, Facilities staff, Cleaning staff	Ongoing
	11.1.4	Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be handled by a consistent group of children of and that no one else outside this group can come into contact with it. Alternatively single user alternatives can be used. The malleable material 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.	Each room will have a cleaning request sheet so the Teacher can indicate what needs cleaning including any specialist equipment. Students in school will be supervised to wipe down equipment and work areas.	DH, Facilities staff, Cleaning staff	Ongoing
	11.1.5				

11. Cleaning	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.	Given the space limitations within the buildings it is likely that access would be required prior to 72 hours after use so deep cleaning will be carried out using appropriate PPE.	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. Increased ventilation may make school buildings cooler than usual in cold weather so schools should consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.	Students will be expected to wear normal uniform and dress expectations in line with school policy. Students will be allowed to wear their coats in classrooms if temperatures within classrooms are cold due to windows and doors being open to aid ventilation.	RWO, Pastoral staff, SLT, Teaching 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.	Meadows Park staff to request appropriate cleaning of hygiene suites after use.	Meadows park Staff, DH, Facilities staff, Cleaning staff	Ongoing
	11.5	Leeds City Council / FM cleaning providers			
	11.5.1	Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:- Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:- Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points. Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	Additional 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. 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. 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. Each room will have a cleaning request sheet so users can indicate what needs cleaning including specialist equipment. Each room will have a cleaning request sheet so users can indicate what needs cleaning including specialist equipment. Older students will be supervised to wipe down equipment and work areas in specialist spaces or when moving between shared spaces	DH, LCC, Cleaning staff DH, LCC, Cleaning staff DH, LCC, Cleaning staff DH, LCC, Cleaning Team, All	Ongoing Ongoing Ongoing Ongoing
		Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	N/A		
12. Bubbles / Social Distancing	<p>"Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between pupils and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the: pupil's ability to distance, the layout of the building and the feasibility of keeping distinct groups separate while offering a broad curriculum.</p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible.</p> <p>When using larger groups, the other measures from the system of controls become even more important to minimise transmission risks and the numbers of pupils and staff who need to self-isolate.</p> <p>Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Using small groups can restrict the normal operation of education and present educational and logistical challenges.</p> <p>You will need to consider the cleaning and use of shared spaces, such as playgrounds, dining halls and toilets, and the provision of specialist teaching and therapies. Assess your circumstances and try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible."</p>				
12.1	Corridors and Circulation Spaces				
12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.	Tape and/or graphics indicate visual reminders for social distancing on key corridors and waiting areas for catering and toilets.	DH, Facilities Team	02/09/2020	
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. Groups should be kept apart and movement around the school site kept to a minimum.	We have planned a 4 week timetable to minimise change over for students and staff. Key Stage 3 will be taught in classrooms within specified zones. Key Stage 4 and 5 will move to specialist spaces as required and observe social distancing with other year groups. Key Stage 3 will have a staggered break and lunchtime which is different to Key Stage 4 and 5. Each year group will have specified areas for lunch and break times and cleaning will take place between groups. Arrival and departure will be staggered slightly to avoid cross over.	CS, SLT DH, Pastoral staff	01/03/2021	
12.2	Bubble sizes and Classrooms / Learning Areas				

12.2.1	Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly at KS 4 and KS 5, this is likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in KS 3 schools may be able to implement smaller groups the size of a full class. All Alternative Provision (AP) settings, especially larger AP schools, should consider whether pupils can be placed into smaller groups and still receive a broad and balanced curriculum. Due to the smaller size of many AP settings, and because AP settings are not typically organised by year groups, AP settings may wish to adopt whole school bubbles as part of their system of controls	We have planned a 4 week timetable to minimise change over for students and staff. Key Stage 3 will be taught in classrooms within specified zones. Key Stage 4 and 5 will move to specialist spaces as required and observe social distancing with other year groups. Key Stage 3 will have a staggered break and lunchtime which is different to Key Stage 4 and 5. Each year group will have specified areas for lunch and break times and cleaning will take place between groups. Arrival and departure will be staggered slightly to avoid cross over.	CS, KB, SLT, DH, All staff	01/03/2021
12.2.2	Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that are able should be encouraged to keep their distance within groups. Settings with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.	Each year group has an allocated zone in school and will be socially distanced from other students and staff within this year group bubble. Each group will have specified areas for lunch and break times and where 2 groups are allocated to the same location they will remain in separate year group bubbles. Arrival and departure to any shared locations or exit will be staggered slightly to avoid cross over. Staff will remind student for the need to maintain social distancing.	CS, SLT, DH, All staff	12/01/2021
12.2.3	Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side wherever possible and pupils allocated designated desks / spaces where possible / practicable. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.	Due to the constraints of our building and student numbers it will not be possible for students to socially distance from each other within classrooms. In most cases this will be mitigated by students seating side by side facing forwards. Where this is not possible other measures will be taken such as screening or marking out specific work areas.	SLT, Support staff	Ongoing
12.2.4	Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	Resources will be cleaned between groups. Students will be supervised to wipe down equipment and work areas in specialist spaces or when moving between shared spaces. Students using laptops will be supervised to wipe these down.	Subject Teachers, Technicians, DH, Facilities staff, Cleaning staff	Ongoing
12.2.5	For older year groups consider locating staff members at designated points where possible.	A member of SLT and a member of pastoral staff will be based in each zone to support the management of behaviour and orderly movement of students.	SLT, Pastoral staff	Ongoing
12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.	In order to deliver a broad and balanced curriculum staff will need to move around the school site. The introduction of a 4 week timetable reduces lesson change overs and therefore movement. Where possible staff will socially distance from students but due to the sizes of learning spaces and numbers of students it is unlikely that staff will be able to maintain a distance of 2m at all times therefore where this is not possible we will encourage social distancing of at least a meter alongside other measures such as wearing a face covering, frequent handwashing and sanitising. Visual markers will be used where possible to define 'teaching spaces' within rooms. Staff have been reminded to socially distance from each other and students where possible	CS, DH, SLT, All staff	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). You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for specialist teaching, wraparound care, and transport. Siblings may also be in different groups.	In order to deliver a broad and balanced curriculum staff will need to move around the school site when all students are attending school. The introduction of a 4 week timetable reduces lesson change overs and therefore movement. Wherever possible staff will socially distance from students. Visual markers will be used where possible to define 'teaching spaces' within rooms.	CS, DH, SLT, All staff	Ongoing
12.2.8	As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g. for subject specific lessons, targeted work, to cover staff illness etc. Staff should ensure social distancing is observed as far as possible with pupils.	In order to deliver a broad and balanced curriculum staff will need to move around the school site. The introduction of a 4 week timetable reduces lesson change overs and therefore movement. Where possible staff will socially distance from students but due to the sizes of learning spaces and numbers of students it is unlikely that staff will be able to maintain a distance of 2m therefore where this is not possible we will encourage social distancing of at least a meter alongside other measures such as frequent handwashing and sanitising. Visual markers will be used where possible to define 'teaching spaces' within rooms.	CS, DH, SLT, All staff	Ongoing

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.	In order to deliver a broad and balanced curriculum when all students are in school staff will need to move around the school site. The 4 week timetable reduces lesson change overs and therefore movement. Key Stage 3 students will, where possible remain within zones and social distance from other year groups when moving around school. Key Stage 4 will where possible remain within zone but move to specialist spaces as required. These students will be supervised to wipe down equipment and work areas at change over times. Key Stage 5 students will move around the site as required to access appropriate learning but will social distance from other year groups and will be supervised to wipe down equipment and work areas at change over times.	CS, DH SLT, All staff	Ongoing
12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible	In order to deliver a broad and balanced curriculum when all students are in school staff will need to move around the school site. The 4 week timetable reduces lesson change overs and therefore movement. Key Stage 3 students will, where possible remain within zones and social distance from other year groups when moving around school. Key Stage 4 will where possible remain within zone but move to specialist spaces as required. Key Stage 5 students will move around the site as required to access appropriate learning but will social distance from other year groups. Staff have been advised to remain socially distanced from students and other staff where possible. Given the nature of our building not all year groups will have access to exclusive use of sinks within their allocated areas. Each zone will use allocated toilet and sink facilities with no more than 2 zones sharing 1 set of facilities. Hand sanitiser is available throughout school.	DH,CS, SLT	Ongoing
12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	Where possible, when close supervision is required this will be side by side or PPE used or other control measures such as screens used.	DH, CS, All staff	Ongoing
12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.	Appropriate social distancing between adults will take place where possible except in the event of emergency incidents that require closer contact.	All staff	Ongoing
12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day unless they can maintain social distancing. Consider grouping staff to a smaller number of PPA bubbles, having PPA when outside areas / activities could be used, use of HLTAs and TAs that are already part of that bubble where appropriate, and the use of PPE if close contact is required.	Due to the constraints of our buildings and the need to use office space within zones to base SLT and pastoral support it is likely that staff may need to move around the building at non teaching times including PPA. We will encourage social distancing in the staff room and ensure that hand sanitiser and disinfectant wipes are available.	DH, CS, All staff	Ongoing
12.4	Outdoor Areas			
12.4.1	Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	Break and lunchtimes are staggered with each year groups accessing allocated indoor and outdoor space to avoid different year groups using the same space at the same time. Food is available on a pre-order basis or with the use of catering cards from May 2021. Duty staff will social distance where possible.	KB, CS, VT, SP	12/05/2021
12.5	Breaks and Lunchtimes			
12.5.1	Breaks and lunchtimes could be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.	Break and lunchtimes are staggered with each year groups accessing allocated indoor and outdoor space to avoid different year groups using the same space at the same time. Indoor spaces used for lunch and break will be cleaned between groups	CS, DH, Facilities staff, Cleaning staff	Ongoing
12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.	Break and lunchtimes are staggered with each year groups accessing allocated indoor and outdoor space to avoid different year groups using the same space at the same time. Indoor spaces used for lunch and break will be cleaned between groups	CS, DH, Facilities staff, Cleaning staff	Ongoing
12.6	Toilets			
12.6.1	As far as possible allocate different groups their own toilet blocks if the site allows for it. Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets of corridors / between classrooms.	Zones will be allocated to the nearest appropriate toilets and these will be frequently cleaned throughout the day. Students will be reminded of regular handwashing or sanitising throughout the day.	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 an allocated capacity and students will be encouraged to social distance while waiting.	DH, CS Duty 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 will be reminded of regular handwashing or sanitising throughout the day.	All staff	Ongoing
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.	Staff will use accessible toilets near to their current location and social distance where possible when moving around the building.	All staff	Ongoing

	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.	Due to concerns about toilets and sink becoming blocked with wipes, school will not provide wipes in student toilets but will encourage handwashing in addition to regular cleaning of toilet areas throughout the day	DH, Facilities staff, 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. For shared staff toilets you could use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.	Signage in placed in all toilets to remind users to wash their hands effectively to minimise the risk of coronavirus. Due to concerns about toilets and sink becoming blocked with wipes, school will not provide wipes in student toilets but will encourage handwashing in addition to regular cleaning of toilet areas throughout the day. Staff use accessible toilets nearest to their work area.	DH, CS	15/07/2020
	12.7	Assemblies / Collective Worship			
	12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or a large bubble e.g. year group, should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	Assemblies and large events will be managed through remote or staggered delivery to ensure year group bubbles do not mix.	SLT, Pastoral staff	Ongoing
	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.	Assemblies and large events will be managed through remote or staggered delivery to ensure year group bubbles do not mix.	SLT, Pastoral staff	Ongoing
	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. It is recommended schools work out the square metred area available for staff seating and divide this by 4 to give a maximum occupancy rate. The actual number may need to be lower to take into account pinch points such as hot and cold food / drinks stations. Provide signage on the door / in the room to remind staff to socially distance, wear face coverings and maximum occupancy.	Staff work and social spaces will be laid out to support appropriate social distancing. Signage throughout school including the staff rooms and other social spaces reminds all staff to maintain social distancing. Wipes and hand sanitiser is available in these shared spaces.	CS, DH, SW, Facilities staff	17/08/2020
	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing and consider limiting the number of staff that can be together to work outside the classroom / take breaks together.	Staff work and social spaces will be laid out to encourage appropriate social distancing while maximising the numbers that can safely use the space given the limited availability of other working areas throughout school.	CS, DH, SW, 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 are available in communal staff areas for staff to wipe down equipment and/or handles after use.	DH, Facilities staff	15/07/2020
	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 are available in communal staff areas for staff to wipe down equipment and/or handles after use. Hand Sanitiser is also available.	DH, Facilities staff	15/07/2020
	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.	Communication within school is supported by the internal phone system, 3CX app and radios in each zone. Staff moving between zones will observe social distancing where possible.	All staff	15/07/2020
	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 are authorised to use mobile phones for work email access and access to the 3CX app. Staff should not use phones for personal use when working with or supervising students.	All staff	15/07/2020
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.	School will ensure sufficient, qualified, First Aiders are in school for the students and staff accessing the site.	DH, CS	ongoing
	13.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	N/A		
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 is available on a pre-order basis or with the use of catering cards from May 2021 to ensure biometric touch points are not required. Parents/carers will be encouraged to load credit remotely, cash will be sent to finance during form time to minimise shared use of re-va machines. Re-val machines will have notices reminding users to sanitise or wash hands after each use.	SP, BJ, KW, CS, DH	12/05/2021
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Food is available on a pre-order basis or with the use of catering cards from May 2021 to ensure biometric touch points are not required. Parents/carers will be encouraged to load credit remotely, cash will be sent to finance during form time to minimise shared use of re-va machines. Re-val machines will have notices reminding users to sanitise or wash hands after each use.	SP, BJ, KW, CS, DH	27/08/2020
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g. using hand sanitisers or anti-viral wipes.	Students may only use the lift if they are authorised to do so and have a current 'lift pass' issued. The lift has a designated capacity which is signposted and must not be exceeded. Lift buttons, internally and externally are included on the frequent cleaning touch points to be cleaned throughout the day.	DH, CS, Pastoral Staff, Cleaning staff	Ongoing
	14.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	Staff have been encouraged to use the sign in app to reduce the need to use the touch screens in reception. Where the screens do need to be used by staff without the app or visitors hand sanitiser and wipes are available	DH, CS, Admin team, Facilities staff	15/07/2020
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Staff will be responsible for wiping down shared ICT equipment at the end of their use with wipes leaving them clean for other users.	All staff	Ongoing
	15.1	Ventilation			

15. General Controls	15.1.1	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound	Doors will remain open and be closed in the event of a fire evacuation. Reception to monitor security regarding access to school site.	Admin team, DH, All Staff	Ongoing
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.	Doors and windows will be open to aid ventilation where this is appropriate and closed by staff in the event of a fire evacuation.	All staff	Ongoing
	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply). Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm .	N/A		
	15.1.4	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct drafts. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.	To aid ventilation over the winter months there may be occasions where it is appropriate for students to be authorised to wear coats within the classroom environment to ensure that windows can remain partially open. This direction would be made at the discretion of the Headteacher based on the conditions on any given day.	DM, RWO, SLT	Ongoing
	15.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	The Facilities Team will continue to manage the heating to balance warmth and ventilation as appropriate	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.	Given the space limitations externally due to the building work, the capacity of external learning will be limited in the most part to PE use other than break or lunchtimes.	All staff	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.	Parents/carers have been reminded to update the medical information, including allergies for their child. Staff are able to access medical information through SIMS. Parents/carers are reminded that students should carry their own Epi-pen and inhalers and provide spares to be stored centrally in student reception for easy access. Staff trained in their use at their health and safety briefing	SP, DH, LOD, All staff	27/08/2020
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Parents/ carers reminded to update allergy information through Edulink. Food is available on a pre-order basis or with the use of catering cards from May 2021. Pre-order form to include advice regarding discussing any allergies with the Catering Team.	SP BJ DD CF	Ongoing
	15.4	Water fountains			
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	Water fountains may be used by groups accessing the catering areas but signage will remind students and staff to use the hand sanitiser after every use.	DH, CS,	15/07/2020
15.4.2	Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required. For older pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.	Staff may fill water bottles from taps with drinking water and use hand sanitiser if handing students bottles. Students may refill reusable bottles from the water fountains at break and lunch times and sanitise hands before and after using the water fountains	All staff	Ongoing	
16. Educational Visits					
16.1	From 12 April 2021 schools can resume educational day visits. From 17 May 2021 schools can resume domestic residential educational visits. Annex C of the Schools coronavirus (COVID-19) operational guidance sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3 of the roadmap out of lockdown along with the guidance for Hotels and other Guest Accommodation https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation . A new Sample Covid Specific Residential Risk Assessment and guidance has been produced and is available on Evolve. This should be completed along with any activity specific risk assessments for the visit. The government have advised that, given the complexities attached to international travel at this stage of the pandemic, schools should not go on any international visits this academic year up to and including 5 September 2021. The position beyond 5 September will be reviewed again in advance of Step 4.	Following school re-opening to all students and removal of national lockdown restrictions educational visits may be authorised for domestic educational visits by the Headteacher where school are confident measures are in place to manage the risk of Covid 19, including contingency measures if a student or member of staff develops symptoms while on the trip. Where trips are authorised the Appropriate Covid Visits Risk Assessment will be completed.	DH, SWO, CS, ET	Ongoing	
16.2	Visits should be done in line with protective measures, such as keeping children within their consistent groups, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.	Following school re-opening to all students and removal of national lockdown restrictions educational visits may be authorised for domestic educational visits by the Headteacher where school are confident measures are in place to manage the risk of Covid 19, including contingency measures if a student or member of staff develops symptoms while on the trip. Where day trips are authorised the Day Visits Risk Assessment will be completed.	DH, SWO, CS, ET	Ongoing	

	16.3	From 12 April 2021 schools can resume making use of outdoor spaces in the local area. This should be done in line with protective measures, such as keeping children within their consistent group, and any coronavirus (COVID-19) secure measures in place at the destination. In such situations, pupils and staff should be able to safely adhere to social distancing with members of the public.	Following school re-opening to all students and removal of national lockdown restrictions educational visits may be authorised for non overnight educational visits by the Headteacher where school are confident measures are in place to manage the risk of Covid 19, including contingency measures if a student or member of staff develops symptoms while on the trip. Where trips are authorised the Day Visits Risk Assessment will be completed.	DH, SWO, CS, ET	Ongoing
	16.4	From 8 August 2020, face coverings have been required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers/exemptions-face-coverings	Guidance regarding use of face coverings will be considered as part of the Evolve Risk Assessment for any Educational Visits	ES, SWO, DM, CS, DH	Ongoing
17. PPE for staff and pupils	17.1	Secondary / SILC settings - From 17th May 2021 - the government have advised that face coverings are no longer recommended to be worn by pupils in Year 7 and above in classrooms or communal areas and that staff in these settings are also no longer recommended to wear face coverings in classrooms. In Leeds our rates are higher than the England average and we have continued to have outbreaks in a number of schools across the city. For these reasons, Public Health recommends pupils to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained. Staff and visitors should still wear face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas. Primary / Nursery Settings - in primary schools, it is still recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. Transport - face coverings are required at all times on public and dedicated transport (for children over the age of 11). 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 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. Community Settings - where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff. Face shields 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). Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason / it is identified in a risk assessment as to why a face shield is appropriate. 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.	The school will follow Government and local guidance on the use of face coverings in schools. The current national restrictions require staff to wear face coverings, in corridors and communal areas where social distancing is not possible. In Leeds Public Health currently recommend students to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained so school will request that students adhere to this unless exempt. In the event that the guidance changes either locally or nationally, guidance will be followed and parents/carers, students and staff notified of the change in expectations. Students and staff must follow good practice to avoid additional risks from cross contamination caused by touching or removing the mask/covering and they should be regularly changed and used masks/coverings safely disposed of or stored. Students who are exempt from wearing face coverings have been provided with a badge to indicate this so that staff can identify them. Staff who are exempt from wearing a face mask should notify LS.	SLT, Pastoral staff, DH, LS, All Staff	Ongoing
	17.2	FFP2 / 3 masks are not generally necessary in a school setting.	Face masks purchased for First Aid or cleaning PPE, etc. are IIR masks.	DH	15/07/2020
	17.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	Staff carrying out close contact care, such as First Aid are provided with appropriate PPE.	DH, First Aiders	15/07/2020
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	The school will follow Government and local guidance on the use of face coverings in schools. The current national restrictions require staff to wear face coverings, in corridors and communal areas where social distancing is not possible. In Leeds Public Health currently recommend students to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained so school will request that students adhere to this unless exempt. In the event that the guidance changes either locally or nationally, guidance will be followed and parents/carers, students and staff notified of the change in expectations. Students and staff must follow good practice to avoid additional risks from cross contamination caused by touching or removing the mask/covering and they should be regularly changed and used masks/coverings safely disposed of or stored.	LS, DH, CS	Ongoing
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Reusable eye protection or face covering will be appropriately sanitised between use.	DH, Facilities staff	Ongoing
	17.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	N/A - We do not currently have any students with a behaviour plan that indicates spitting as an identified risk		
	17.7	In areas where Local COVID Alert Level: high or very high restrictions are in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors. In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.	The school will follow Government and local guidance on the use of face coverings in schools. The current national restrictions require staff to wear face coverings, in corridors and communal areas where social distancing is not possible. In Leeds Public Health currently recommend students to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained so school will request that students adhere to this unless exempt. In the event that the guidance changes either locally or nationally, guidance will be followed and parents/carers, students and staff notified of the change in expectations	DM, CS, DH, SP	Ongoing

	17.8	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them.	Students and Staff are reminded to use face masks/coverings in line with WHO guidance and posters to reinforce this are displayed around school. Where students dispose of face coverings / masks on arrival to school following the bus journey to school these are placed by students in a back bin bag which is then disposed of. Hand sanitiser is available around school for students to use before and after touching face masks.	CS, DH, Pastoral Teams, SLT	Ongoing
	17.9	It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly.	Staff and parents/carers advised where possible to bring more than one face covering to enable them to be changed during the day and reminded of the importance of storing these in a suitable container and regularly washing face coverings.	CS, DH, SP, LS	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.	The school will follow Government and local guidance on the use of face coverings in schools. The current national restrictions require staff to wear face coverings. In Corridors and communal areas where social distancing is not possible. In Leeds Public Health currently recommend students to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained so school will request that students adhere to this unless exempt. In the event that the guidance changes either locally or nationally, guidance will be followed and parents/carers, students and staff notified of the change in expectations. Students and staff must follow good practice to avoid additional risks from cross contamination caused by touching or removing the mask/covering and they should be regularly changed and used masks/coverings safely disposed of or stored. Students who are exempt from wearing face coverings have been provided with a badge to indicate this so that staff can identify them. Staff who are exempt from wearing a face mask should notify LS.	All staff	Ongoing
18. Staff Wellbeing	18.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns	School previously consulted with subject leaders regarding plans for a full return. Staff have been briefed on the proposal and the updated risk assessment will be shared with staff. Where staff remain anxious individual meetings will be arranged to discuss their concerns and where appropriate complete a risk assessment.	SLT, DH, LS	12/01/2021
	18.2	Consider building in familiarisation time, training time and practice time for staff before the school opens fully. Where staff have been out of school for a considerable time this may take longer.	Most measures in school revert back to the arrangements in place prior to the Christmas break. The staff guidance document has been updated and shared with staff and a copy of the risk assessment will be shared with staff. Further briefing and information to be shared if significant changes are made.	SLT, DH, CS	02/03/2021
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	Resources to be signposted to students, parents/carers and staff as appropriate.	CS, LS, Pastoral staff, Safeguarding Designated Officers	Ongoing
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Leeds for Learning.	LS to update any staff medical information regarding health issues and LS and DH to carry out and/or review risk assessments as appropriate.	LS, DH, 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.	Staff absent from work will continue to receive regular welfare calls. Staff meetings will be carried out remotely or with appropriate social distancing and any other appropriate measures	LS, DH, SLT	Ongoing
	18.6	Identify Mental Health First Aiders.	Current Mental Health Champions are KH and JW. Delayed mental health training due to Covid will be reinstated as soon as possible.	CS, LS, SLT	Ongoing
	18.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	All staff have access to APL Health for counselling support and employee assistance support. Information regarding APL Health to be given to new staff starting at school.	LS, CS	12/01/2021
	Guidance on Staff Wellbeing is available on Leeds for Learning.				
	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works. Where visits can happen outside of school hours, they should.	Visitors will be pre-arranged and only attend site if necessary. Notices on doors will reinforce this message. Necessary visits that can take place outside school hours will do so.	CS, DH, SP, DJ, MD	12/01/2021
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	DH will ensure that all contractors working on school site provide risk assessments including any appropriate additional measures for Covid 19	DH, Facilities staff	Ongoing
	19.3	Contractors should adhere to social distancing guidelines and wear face masks or appropriate face coverings whilst 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. Contractors accessing the school building will be asked to wear a face covering.	BAM, DH, CS, Facilities Team	Ongoing

19. Contractors visiting site	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	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 supervised following social distancing guidance.	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 any staff displaying symptoms on their site and arrange their own cleaning. Contractors developing any symptoms while in school will be asked to leave site. 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	School should still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Visitors/contractors that need to attend site will be able to attend at a pre-arranged time and where possible this will take place outside the school day. Visitors/ contractors will be logged using the schools sign in system which retains a record of their visit.	Admin Staff, DH, Facilities staff	Ongoing
20. Lettings / Meetings / Visitors	20.1	There will be occasions when visits to the setting are necessary, but settings should limit these to essential visits only to avoid visitors entering their premises, wherever possible and use remote means. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site. Lettings should only continue if the activities are in line with those permitted under the lockdown. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene, face coverings and control measures are explained to visitors on or before arrival. Face masks or appropriate face coverings should be worn by visitors whilst on site.	Essential visitors will sign in at reception and be supervised around site. The supervising member of staff will ensure the visitors is provided with the appropriate on-site guidance for their visit. Lettings will be reinstated in line with national guidance regarding restrictions and where the school have written assurance of an appropriate Risk Assessment with effective control measures put in place during the letting and the areas cleaned appropriately before and following the letting. Currently the school will not accept multiple lettings on the same day. The school will follow local and national guidance with regard to the types of activities that are permitted take place and the number of attendees. This may require the temporary suspension of a letting not permitted to operate under local and/or national restrictions.	All staff, DH, CS	Ongoing
	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. They can also participate in schools' rapid testing programmes where these have been established and the school has capacity to include them.	Essential visitors will sign in at reception and be supervised around site. The supervising member of staff will ensure the visitors is provided with the appropriate on site guidance for their visit. Meetings will only take place in school where necessary and wherever possible will occur remotely or outside of school hours. Lettings will only be reinstated once the school have written assurance of an appropriate Risk Assessment with effective control measures put in place during the letting and the areas cleaned appropriately before and following the letting. Supply staff will be provided with information regarding control measures on site. Any staff regularly attending school such as supply, temporary or peri staff will be able to participate in the schools Lateral Flow testing programme.	LS, Admin staff, DH, CS	Ongoing
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site has ceased and before being used by the school again. If this can't be established then inform visitors of the 'If You Use It – Wipe It' principle. There is a legal requirement to provide hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.	Visitors will use the toilet in Reception where possible.	DH, DI, MD, CS	Ongoing
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Visitors/contractors that need to attend site will be able to attend at a pre-arranged time and where possible this will take place outside the school day. Visitors/ contractors will be logged using the schools sign in system which retains a record of their visit.	Admin Staff, DH, Facilities staff	Ongoing

	20.5	Sports lettings are currently restricted under the new lockdown requirements and can only take place if for elite sportspeople (and their coaches if necessary, or parents/guardians if they are under 18) - or those on an official elite sports pathway - to compete and train. From 29th March 2021 'organised sports' can take place outside so schools can also re-commence lettings to such groups. 'Organised' sport, is one which is formally organised by a qualified instructor, club, national governing body, company or charity and follows sport-specific guidance. They must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc. Toilets can be accessed. Guidance and a list of NGB whose rules have been approved can be found in Coronavirus (COVID-19) grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK (www.gov.uk). From 12 April 2021 lettings can be extended to include indoor disability sport activities and indoor supervised sport and physical activity for under-18s (including those who were under 18 on 31 August 2020) and should be limited to 15 participants). From 17th May 2021 indoor adult group sports and exercise classes are also allowed. Indoor sport is exempt from the gathering limits for adults and children where it is formally organised (for example, by a national governing body, business or charity) and follows measures including COVID-secure guidance. Exercise classes and group activities can resume in any number, provided they are organised (for example, by a qualified coach or instructor). Group activities should be organised to allow for social distancing, wherever possible. These activities must adhere to the relevant capacity restrictions for indoor sport facilities including allowing a minimum of 100sqft per person for all people in the venue. Indoor informal or self-organised sport can only take place within the rules on social contact - in groups of up to 6 people, or 2 households.	School will continue to liaise with organisations that request lettings to ensure that an appropriate risk assessment is in place before the acceptance of a lettings request and that arrangements are in line with local and national guidance. The school will follow local and national guidance with regard to the types of activities that are permitted take place and the number of attendees. This may require the temporary suspension of a letting not permitted to operate under local and/or national restrictions.	DH, CS	Ongoing
	20.6	From 17 May 2021 Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, for the provision of support for parents and their children, that are necessary to deliver in person, can continue with up to 30 participants (children under five are not counted in the number) where formally organised to provide mutual aid, therapy or any other form of support. This includes where parents and carers meet other parents and carers with or without their young children. From 17 May 2021 all parent and child groups, for the benefit of children under 5 years of age, can meet indoors and outdoors with up to 30 participants (children under five are not counted in the number). The activities should ensure that social distancing is maintained between adults who do not live together and who are not in the same support bubble, everyone maintains good hand hygiene all should clean their hands regularly, including as they arrive, between activities, and as they leave, adults wear face coverings where social distancing between adults is not possible (for example, when moving around in corridors and in communal areas), indoors the areas used are well ventilated with fresh air (see the section on ventilation), any rooms used by these groups are cleaned after each use, and a record of all visitors to the setting is kept. Group singing can take place. Taking account of the evidence about singing and COVID-19, singing is considered safer when limited numbers of people sing together. From 17 May 2021 where the singing is to take place outdoors multiple groups of 30 attendees can take part. This limit includes children aged under 5, so where the parent and child group has more than a total of 30 attendees of all ages, they should divide into groups of 30 or less and remain in these groups for the duration of the session. Where singing is to take place indoors, no more than 6 adults in the room, including the group leader, should sing and singing should be limited to the same 6 adults for the duration of the group session. Good ventilation with fresh air should be maintained throughout the session. In addition the guidance below in section 32 should be followed.	N/A		
	20.7	In Early Years settings parents may continue to settle new children and settings may take new admissions in line with current guidance. Parents and carers are able to enter a setting to help their children adapt to their new environment. Settings should ensure that parents and carers wear face coverings, if required, in line with arrangements for staff and other visitors to the setting, stay for a limited amount of time (ideally not more than an hour), avoid close contact with other children and are aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting a setting with their child. For new admissions, settings should consider providing virtual tours for prospective parents and carers. If parents and carers are keen to visit in person, settings should consider ensuring face coverings are worn if required in line with arrangements for staff and other visitors to the setting, regular handwashing, especially before and after the visit and holding visits after hours. If this is not possible, consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed. Other in-person visits from parents can take place if they are necessary. Settings should work with parents to ensure parents still have visibility of the childcare environment during this time, including through the use of remote visits, pictures and phone calls.	N/A		
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing	Students will be provided with appropriate wellbeing advice including in school support and access to Kooth and other services as appropriate	Safeguarding Staff, Pastoral staff, RWO	Ongoing
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. Staff to be updated regarding any further changes to fire procedures.	CS, DH, Facilities Team	02/09/2020
	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	Assembly points will remain as set out in the updated fire procedures. Year 10-13 will go to Assembly Point 2 -Tennis Court and Years 7-9 go to Assembly Point 1 - hard standing in front of gyms. Students will be made familiar with the fire procedures and their assembly point however it will not be possible to ensure social distancing throughout an evacuation due to limited space on the site and student numbers. In an evacuation risk of proportionate measures to prevent loss of life will supersede social distancing. Practice evacuations will be carried out in a way which can support social distancing but these may need to be partial evacuations. Staff to be updated regarding any further changes to fire procedures.	DH, CS, SLT, Facilities Team	15/07/2020
	22.3	Consider if you need to re-allocate fire marshal roles.	Fire Marshalls will be re-allocated based on staff available within zones and appropriate instructions and training provided.	DH	Ongoing
	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

	22.5	Practice new procedures as soon as possible after opening and carry out emergency drills as normal (following social distancing as appropriate). Adjustments should be made to fire drills to allow for social distancing where possible.	Students will be made familiar with the fire procedures and their assembly point. It will not be possible to ensure social distancing throughout a full school evacuation due to limited space on the site and student numbers. In an evacuation risk of proportionate measures to prevent loss of life will supersede social distancing. Practice evacuations will be carried out in a way which can support social distancing but these may need to be partial evacuations	CS, DH, RWO, DM	Ongoing
	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.	DH	Ongoing
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.	Duty 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, VT	Ongoing
24. Catering	24.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc..	Safeguarding arrangements remain as normal. All staff issued the amended fire evacuation plan- 3rd September 2020. Staff to be updated regarding any further changes to fire procedures.	SP, DH, CS, BJ	02/09/2020
	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 into account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Food is available on a pre-order basis or with the use of catering cards from May 2021 and delivered to the catering areas at break time and lunchtime for collection	SP, BJ, CF, DD	Ongoing
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. LCC catering can provide hot and cold grab bags which can be served to pupils in their classrooms for schools using their services and this may be possible for other catering teams to do.	Food is available on a pre-order basis or with the use of catering cards from May 2021 and delivered to the catering areas at break time and lunchtime for collection in allocated zones. Each year group has been allocated a zone and a time to allow cleaning between groups.	SP, BJ, CF, DD, Cleaning staff	Ongoing
	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 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 PCE101 form.	Food is available on a pre-order basis or with the use of catering cards from May 2021. Catering staff will use the nearest entrances and exits as appropriate for the areas they are working in. The Catering Team are employees of the school and report any positive cases in the same way as other school staff.	SP, BJ, CF, DD, Catering staff	Ongoing
	24.5	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Each year group has been allocated a zone and a time to allow cleaning of catering spaces between groups.	CS, DH, SP, BJ, CF, DD, Cleaning staff	Ongoing
	24.6	Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may wear face masks due to constraints of social distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitiser.	Staff will socially distance within catering areas and will clean surfaces between groups. Where social distancing is not possible staff will use face coverings. Students will remove face covering while eating or drinking but will be reminded to replace them when they have finished eating and/or when moving around the catering areas.	SP, BJ, CF	Ongoing
	25. Staff Training	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.	Staff issued a guidance document to remind them of the Covid working practices before the return to school in March 21. Staff also issued with a copy of the risk assessment.	DH, SP, CS, DM, SLT, LS Pastoral staff.
26. Drop off of Essential Items Forgotten by Pupils	26.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Visitors 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 or sanitise hands as appropriate.	Admin staff, SLT	15/07/2020
	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	School buses will run as normal with control measures such as students wearing face coverings as these are 'public services'. Buses will be unloaded and loaded by year groups to minimise mixing of year groups as students move between the bus park and the school buildings..	Duty Staff, SLT, Pastoral staff	01/03/2021
	27.2	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g. cones, signage etc..	N/A--No Parents are allowed to enter the bus park.		
	27.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	School buses will run as normal with control measures such as students wearing face coverings. Buses will be unloaded and loaded by year groups to minimise mixing of year groups as students move between the bus park and the school buildings.	Duty Staff, SLT, Pastoral staff	12/01/2021
	27.4	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	N/A		

27. Transport to School by My Bus or School Buses (not public transport buses)	27.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept of Education is that those involved in the provision of home to school or college transport must do all that is reasonably practicable to maximise social distancing where possible and minimise the risk of transmission. What is practicable is likely to vary according to local circumstances. Local authorities are not required to uniformly apply the social distancing guidelines for public transport, on dedicated school or college transport. However, distancing should still be put in place within vehicles wherever possible. This means that where fewer children and young people are attending school or college, sufficient levels of capacity should be maintained to maximise social distancing. For example, through alternate seating or separation between year groups or schools.	School buses will run with control measures such as students wearing face coverings as these are 'public services'. Buses will be unloaded and loaded by year groups to minimise mixing of year groups as students move between the bus park and the school buildings.	Duty Staff, SLT, Pastoral staff	Ongoing
	27.6	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible, distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents. • on secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. 	School buses will run as normal with control measures such as students wearing face coverings. Buses will be unloaded and loaded by year groups to minimise mixing of year groups as students move between the bus park and the school buildings. Hand sanitiser will be available on buses. School buses will be cleaned using a fogging machine.	Duty Staff, SLT, Pastoral staff, J&B	12/01/2021
	27.7	Travel Assistance Cards to show to the driver are available for download at wymetro.com .			
	27.8	Transport to swimming pools and other centres organised by the Combined Authority will not be provided until after the October half term break so that resources can be used to provide additional school bus services. This arrangement may have to be extended further.			
	27.9	In accordance with advice from PHE, from the autumn term, we recommend that schools advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport.	Students using the school buses have been advised to wear a face covering in line with PHE guidance, unless they are exempt.	CS, DH, RWO, SP	02/09/2010
28. School Sites Shared with other Users e.g. PFI Staff, Children's Centres	28.1	Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. ... are discussed / information provided to users who share the school site.	Meadows Park students will access their allocated classrooms and remain classroom based. Break time and Lunchtime will avoid lesson change overtimes and food is available on a pre-order basis or with the use of catering cards from May 2021 and delivered to classrooms. Allocated outside space will be the area between B block and the Glasshouse entrance. Arrival time will be 9.55 after the majority of mainstream students have moved across to Form and departure time will be 2.20pm. Where possible parents/carers will be encouraged to drop off and collect students at the top gate and Meadows Park staff will support this process. Where mobility issues prevent drop off being an appropriate option parents/carers may drive down to the visitor car park and students may enter through reception supported by Meadows Park staff	CS, DH, PMC, Meadows Park staff	Ongoing
	28.2	Schools who operate a childrens centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting.	N/A		
29. Marking / Handling School Work	29.1	Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, 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).	Staff may use a variety of control measures to ensure a safe approach is taken to marking. This will vary depending on the type of marking and the speed with which effective marking needs to inform student progress. Work may be marked through Teams or stored for 48 hours or marked using gloves or frequent use of handwashing/sanitising during marking. Where work or books have been handled by someone displaying symptoms extra care will be taken to ensure these are cleaned or retained for a period to minimise the risk to others.	All staff	Ongoing
30. Agency staff and volunteers	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	N/A- Volunteers will not be working in school at the current time in order to minimise additional contact points		
	30.2	Settings can continue to engage supply teachers and other supply staff during this period. To minimise the numbers of temporary staff entering the setting consider using longer assignments with supply teachers. You should also limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff although their attendance on site should be limited where possible.	The school will continue to use supply staff if required but will always make use of internal capacity in the first instance. In order to operate a broad and balanced curriculum supply staff may need to move between bubbles but will be advised to maintain social distancing where possible. Other Temporary staff and visitors will attend site when necessary and socially distance from students and staff.	LS, Supply Staff	Ongoing
	31.1	From 12 April, in line with the commencement of step 2 of the COVID-19 response – spring 2021, 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. Both indoor and outdoor activities are now able to take place.	School will offer breakfast club, homework club and catch up sessions as required and will maintain social distancing between students from different year groups or take place in year groups bubbles. Other after school extra curricular activities will continue as allowed within the national guidance but take place in year group bubbles.	RWO, ET, LT, TAs, Teaching Staff	Ongoing

31. Before and after school clubs	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible. Smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g. the hall. If necessary, it would be appropriate for one staff member to supervise up to two small groups, provided that any relevant ratio requirements are met. The relevant guidance on face coverings in section 17 should be followed depending on the age of children attending. From 17 May 2021 provision taking place indoors and outdoors can be in groups of any number. It remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.	School will offer breakfast club, homework club and catch up sessions as required and will maintain social distancing between students from different year groups or take place in year groups bubbles. Other after school extra curricular activities will continue as allowed within the national guidance but take place in year group bubbles.	RWO, ET, LT, TAS, Teaching Staff	Ongoing
	31.3	Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities. In doing so, schools should ensure they are considering carefully how such arrangements can operate within their wider protective measures and should also have regard to any other relevant government guidance.	School will continue to liaise with Educ Lettings to ensure that an appropriate risk assessment is in place before the acceptance of any lettings and that any arrangement are in line with local and national guidance and comply with any restrictions in place. The school will continue to follow local and national guidance with regard to the types of activities that are permitted take place and the number of attendees. This may require the temporary suspension of a letting not permitted to operate under local and/or national restrictions.	DH, CS, Educ Lettings	Ongoing
	31.4	Schools should follow the principles in the school guidance and holiday and after school club guidance for extra curricular activities and clubs - 1) keeping children in the same bubbles they are in during the school day, 2) if this is not possible - keeping children in consistent bubbles for these activities, 3) limiting the number of after school activities a pupil attends, 4) carrying out activities outside where possible. Music, performing arts, dance and sporting activities should be carried out in line with sections 32 and 33 below.	N/A		
32. Music and Performing Arts	32.1	Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. 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. From 17 May 2021 schools can host indoor and outdoor face to face performances in front of a live audience. If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance schools should also give particular consideration to the guidance on delivering outdoor events. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. Government has also published advice on safer singing https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing .	School will not undertake individual singing lessons at the current time. Peri Music lessons for all other instruments will re-commence on 8th March and take place in music practice rooms where social distancing can take place. Equipment and touch points will be cleaned between students and all students will access the lessons through A block doors sanitising their hands before and after the lesson. The timetable will avoid Year 11 lunch and break times to avoid cross over between year group bubbles. In cases where the drama studio is not being used by Years 11-13 it may be used by groups of KS3 students. KS3 students must be registered and dismissed from their allocated classroom in their zone. When using the drama studio they must use plastic postura chairs and exam tables and wipe them down before and after use. Students should remain seated facing forward with masks on unless instructed by the Teacher to move to the open practical space. Students using the practical space must ensure 2m distance from each other and the Teacher.	CS, DH, DP, DM	Ongoing
	32.2	Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained as detailed in 32.3.	School will not undertake group activities where there is a high risk such as singing, wind or brass instruments in groups. These will only be reinstated if we are confident that we can maintain sufficient social distance and/or other control measures at all times to mitigate the increased risk. Individual instrumental lessons have resumed with social distancing in practice rooms of sufficient size. Students will access these directly through A-Block doors to avoid crossing bubbles.	CS, DH, DP, DM	01/03/2021
	32.3	Playing instruments and singing in the smaller groups permitted should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms, rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Mitigating factors include : Pupils and staff being positioned back-to-back or side-to-side when playing or singing (rather than face-to-face, positioning wind and brass players so that the air from their instrument does not blow another player, use of microphones where possible or encouraging singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly. Keep the activity time involved as short as possible and it is recommended individuals are seated rather than standing to help maintain social distancing.	School will not undertake activities where there is a high risk such as singing at the current time. Peri Music lessons for other instruments will re-commence on 8th March. When these resume they will take place in music practice rooms where social distancing can take place. Equipment and touch points will be cleaned between students and all students will access the lessons through A block doors sanitising their hands before and after the lesson. The timetable will avoid Year 11 lunch and break times to avoid cross over between year group bubbles	CS, DH, DP, DM	17/07/2020
	32.4	Schools that offer specialist, elite provision in music, dance and drama should also consider the DCMS guidance on the performing arts. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts	N/A		

		<p>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.</p> <p>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.</p> <p>Instruments should be cleaned by the pupils playing them, wherever possible. Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Peripatetic teachers can move between schools, for instance, but schools should consider how to minimise the number of visitors where possible. In addition, in individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction. Individual lessons in music, dance and drama can continue in schools and organisations providing out of school childcare. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures on peripatetic teachers. If there is no viable alternative, music lessons in private homes can resume, following the same guidelines, and additionally following the government guidance for working in homes, and the guidance for out-of-school provision.</p>	<p>School will not undertake activities where there is a high risk such as group singing at the current time. Per Music lessons for all other instruments will re-commence on 8th March and take place in music practice rooms where social distancing can take place. Equipment and touch points will be cleaned between students and all students will access the lessons through a block doors sanitising their hands before and after the lesson. The timetable will avoid Year 11 lunch and break times to avoid cross over between year group bubbles.</p> <p>In cases where the drama studio is not being used by Years 11-13 it may be used by groups of KS3 students. KS3 students must be registered and dismissed from their allocated classroom in their zone. When using the drama studio they must use plastic poelura chairs and exam tables and wipe them down before and after use. Students should remain seated facing forward with masks on unless instructed by the Teacher to move to the open practical space. Students using the practical space must ensure 2m distance from each other and the Teacher.</p>	CS, DH, DP, DM, All Staff	Ongoing
		<p>Consider limiting the number of suppliers when hiring instruments and equipment. You should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. 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.</p>	<p>Any hired equipment will be cleaned before and after each use by school. Any shared equipment will be cleaned before being used by other students. High risk items such as wind instruments will not be shared. Older Students can be supervised to clean specialist equipment after use using disinfectant wipes.</p>	CS, DH, DP, DM, All Staff	Ongoing
33. PE / Sports including dance.	33.1	<p>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 distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Pupils should be kept in consistent groups. 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</p>	<p>When students are in school PE will be carried out in staggered groups rotating between theory, changing and practical activities to manage group sizes given the space limitations on the school site. Where possible outside space will be used for low contact activities. Where it is not possible to use outside spaces due to weather the Sports Hall will be used and control measures with students either social distancing or facing the same way used.</p> <p>Hand Sanitiser will be available and students encouraged to wash or sanitise their hands. Older students will be supervised to clean equipment used with disinfectant wipes. Other equipment will be set aside and cleaned at the end of the school day before being used by another group.</p>	DFU, DW, DH, PE Staff, Facilities staff, Cleaning staff	Ongoing
	33.2	<p>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.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Where schools are considering team sports schools only those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government should be considered. 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 now take place and should be organised in line with the above guidance.</p>	<p>A range of low sporting activities may be carried out in line with national guidance. As any extra sporting activities are added they will be risk assessed to ensure they are Covid secure and carried out in line with appropriate national guidance.</p>	DFU, DW, PE Staff	Ongoing
	33.3	<p>External leisure and sports facilities such as leisure centres and gyms, swimming pools, tennis and basketball courts, golf courses, fitness and dance studios, climbing walls, archery, diving, and shooting ranges are permitted to be open for a small number of exempt activities, including education and training (including for schools to use sports and leisure facilities where that is part of their normal provision).</p>	<p>Local external facilities will be considered if these are required to maintain the PE curriculum in a safe way for examination groups. These will only be used after a full risk assessment including travel to the facilities, the facilities own Covid 19 control measures and the activities undertaken.</p>	DFU, DW, CS, DH, DM	Ongoing
	33.4	<p>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 for those pupils eligible to attend school. 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.</p>	<p>Appropriate low contact extra-curricular PE activities may commence where these can be carried out safely, including cleaning of equipment, social distancing and regular hand sanitising/washing. External coaches will be checked, recorded on our single central record, signed in as a visitor on arrival and a register of the session recorded. External coaches will have a school briefing regarding Covid 19 control measures.</p>	DFU, DW, DH, LS, CS	Ongoing
	33.5	<p>To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.</p>	<p>Students who are timetabled to have PE in the first double period may arrive in PE kit. This must meet expectations for PE kit and students must have their full uniform to change into after their PE lesson. Students that have PE during the last period of the day may travel home in PE kit. Groups in the changing room will be staggered to manage the numbers getting changed at any one time.</p>	DFU, DW, PE staff, SLT	Ongoing
	33.6	<p>External swimming pools are currently permitted to be open for a small number of exempt activities, including education and training (including for schools to use sports and leisure facilities where that is part of their normal provision).</p>	N/A		

	33.7	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AFPE – Interpreting the government guidance in a PESSA context. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-pressa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary) Swimming - https://www.swimming.org/swimengland/pool-return-guidance-documents/	National Guidance has been considered when deciding what PE activities are safe to undertake.	DFU, DW, CS, KB	16/07/2020
34. Science and D&T	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	CLEAPSS Risk Assessments have been considered by Subject Leaders when considering which activities to undertake and what appropriate control measures to implement. These are subject to ongoing review by CLEAPSS and so may change over time. Subject specialist and Technicians will continue to have regard to these.	Subject Leaders, Faculty Directors, DH	Ongoing
	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Older students using specialist spaces and equipment will be supervised wiping down equipment and work areas. Any specialist cleaning of equipment or PPE will be noted on a cleaning request sheet and cleaning of these items will be supported by Dept. Technicians and Cleaning or Facilities staff. Equipment that cannot be wiped down will be rotated out of use until appropriate cleaning can take place.	All Staff, Cleaning staff, Facilities staff	Ongoing
	35.2	General - Minimise, or remove altogether, soft toys, soft decorations e.g. hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but kept to a minimum. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	Older students using specialist spaces and equipment will be supervised wiping down equipment and work areas. Any specialist cleaning of equipment or PPE will be noted on a cleaning request sheet and cleaning of these items will be supported by Dept. Technicians and Cleaning or Facilities staff. Equipment that cannot be wiped down will be rotated out of use until appropriate cleaning can take place. Equipment that cannot be cleaned will be taken out of use or left unused for the appropriate period between uses.	All Staff, Cleaning staff, Facilities staff	Ongoing
35. Shared Resources	35.3	Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc. to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Wipes are available in communal staff areas for staff to wipe down equipment and/or handles after use. Hand Sanitiser is also available.	DH, Facilities staff	17/07/2020
	35.4	Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	N/A		
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. 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.	Students will be reminded to ensure they have the appropriate personal resources to limit borrowing of resources where possible. Where this is not possible items will be wiped or cleaned before being used by another student. Wipes and hand sanitiser will be available in each learning space and replenishment can be requested using the cleaning request sheets.	All staff, DH, Facilities staff, Cleaning staff	Ongoing
	35.6	Early Years - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be handled by a consistent group of children of and that no one else outside this group can come into contact with it. Alternatively single user alternatives can be used. The malleable material 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. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	N/A		
	35.7	Pupils can take resources e.g. library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.	School will operate a returns box for library resources. Books will be kept out of circulation for 48 hours before re-entering the library loan system. Books will be ordered remotely and delivered through Form time	MC, WC, DH	Ongoing
36. Record Keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	School will record any confirmed positive Covid cases of staff or students on a spreadsheet including a summary of advice received and action taken.	DH, LS, DH, SP, DM	Ongoing
	36.2	Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g. class / lesson registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	The timetable and cover records in SIMs and TA rotas will be used to identify which staff have been working with classes within zones. Shared areas such as the Intervention room, isolation and pastoral offices will operate a record of students arriving and leaving. Visitors will sign in at reception and necessary close contact visits with students will be recorded on CPOMs	Safeguarding Staff, Admin team TA team, ET, LT, Pastoral staff, RWO	Ongoing
	36.3	If your existing systems do not record times when pupils, staff and others are working together e.g. small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record.	The timetable and cover records in SIMs and TA rotas will be used to identify which staff have been working with classes within zones. Shared areas such as the Intervention room, isolation and pastoral offices will operate a record of students arriving and leaving.	TA team, ET, LT, Pastoral staff, RWO	Ongoing
	36.4	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs could be used for this for pupils and / or a simple spreadsheet for staff and pupils. A sample one is provided on L1L.	School will record any confirmed positive Covid cases of staff or students on a spreadsheet including a summary of advice received and action taken	DH, SP, LS, CS, DM	Ongoing

	36.5	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used.	School will retain a record of which staff have assisted students or staff displaying symptoms until the results of testing are confirmed. In the event the test is negative these will no longer be kept. In the event of a positive test this information will be transferred onto the spreadsheet for recording positive cases.	DH, SP, LS, CS, First Aiders, Pastoral staff	Ongoing
37. Use of school minibuses / transport e.g for visits, transfer between settings, emergencies	37.1	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) how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting, b) additional cleaning of vehicles, c) organised queuing and boarding where possible and distancing within vehicles wherever possible, d) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), e) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, e) boarding the transport 'first in last out' and allocating specific seats where possible, f) maximising the ventilation of fresh air particularly through opening windows and vents, g) avoiding the use of face to face seating on home to school transport wherever possible and h) the use of face coverings for 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.	Any Mini Bus travel will be risk assessed and include measures to mitigate risks of Covid 19 including social distancing, heightened cleaning of the mini buses, staff and students wearing face coverings and use of hand sanitiser or hand washing before and after each journey. Groups will travel within their year groups bubbles where possible to minimise any cross over with other students. The use of private vehicles will only take place where approved by SLT and where appropriate insurance and parental consent is in place. In these cases staff and students will wear face coverings. Hand sanitising or washing hands will take place at the start and end of any journey and at any other appropriate times.	DH, SW, DM, CS, SLT	Ongoing
	37.2	If the use of private vehicles or car sharing is unavoidable / necessary 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, e) considering seating arrangements to maximise distance between people in the vehicle, f) cleaning the car between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and g) drivers and passengers wearing face coverings.	The use of private vehicles will only take place where approved by SLT and where appropriate insurance and parental consent is in place. In these cases staff and students will wear face coverings. Hand sanitising or washing hands will take place at the start and end of any journey and at any other appropriate times. Passengers will not include individuals from different households unless a staff escort is required for the safety of the child	DH, SW, DM, CS, SLT	Ongoing
38. AS, A level and GCSE exams	38.1	GCSEs, A and AS level exams will not go ahead this summer as planned. Schools undertaking mock exams / other exams should follow the advice below.			
	38.2	Collect and keep contact information for candidates and invigilators so that you can use it to identify close contacts if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the setting.	The Data and Assessment Team keep retain all information relating to internal and external candidates undertaking exams along with contact details	KB, FR, SB	Ongoing
	38.3	Ensure every exam has a seating plan, so the names of the invigilators can be cross referenced to the contact details held for candidates and invigilators.	The Data and Assessment Team keep retain all information relating to seating plans for candidates undertaking exams along with details of staffing for invigilation	KB, FR, SB	Ongoing
	38.4	Make arrangements to ensure candidates that arrive before the scheduled start time of exams are kept separate from other students arriving at the school or college. This is likely to include a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.	Internal candidates remain part of their Year group bubble until required for the examination. External candidates wait in a separate area socially distanced from each other and other staff and students until collected for the exam.	KB, FR, SB	Ongoing
	38.5	Make sure that any candidates who arrive late for the exam follow social distancing measures.	Candidates that arrive late are managed by FR and SB to ensure that their arrival meets exam board requirements and ensures social distancing.	KB, FR, SB	Ongoing
	38.6	Make sure that there is a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this take into account any candidates who need extra time in exams.	Internal candidates leaving exams but remaining in school are reminded to return to their year group bubble. External candidates are escorted at a social distance back to reception to exit the site.	KB, FR, SB	Ongoing
	38.7	Frequently touched surfaces in exam rooms (for example, door handles, individual desks) should be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.	FR and SN to provide information on the schedule to enable the cleaning team to schedule appropriate cleaning between exams. Cleaning of the exam room will include chairs, surfaces and touch points.	KB, FR, SB, DH, LCC Cleaning Team	Ongoing
	38.9	Desks should not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCO's Instructions for Conducting Examinations. This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, you should follow the guidance specified by the relevant awarding organisation.	FR and SB will ensure that the seating plan includes appropriate distancing for candidates and that external candidates are at all times a minimum of 2m distance from internal candidates and other external candidates and staff.	KB, FR, SB	Ongoing
	38.9	Desks should not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCO's Instructions for Conducting Examinations. This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, you should follow the guidance specified by the relevant awarding organisation. It is recommended 2m distance is achieved between candidates wherever possible.	FR and SB will ensure that the seating plan includes appropriate distancing for candidates and that external candidates are at all times a minimum of 2m distance from internal candidates and other external candidates and staff.	KB, FR, SB	Ongoing
	38.10	There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.	DH will work with FR and SB to ensure the rooms used have an appropriate capacity taking into account the number of candidates and appropriate distances between tables	KB, FR, SB, DH	Ongoing
	38.11	Good ventilation is important and you should maximise this wherever possible, for example, opening windows and propping open doors where safe to do so (bearing in mind safeguarding in particular).	Where possible windows will be open to ventilate rooms if it is quiet enough to do so without distracting candidates in rooms where these can be opened. It is not appropriate to have doors to examination rooms open during an exam. Doors and windows will be open where possible between exams to aid ventilation of exams spaces.	KB, FR, SB, DH	Ongoing
	38.12	Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room. Invigilators and other staff should stand alongside candidates when interacting with them, rather than face to face.	Staff invigilating advised to stand alongside candidates when interacting with them and remain in the areas indicated for Teachers when not moving around the exam room	KB, FR, SB, DH	Ongoing

	38.13	As staff and pupils are unlikely to be able to be 2m apart at all times they would need to wear face coverings - for this reason it is recommended exams do not take place whilst the additional requirements for face coverings in classrooms / during activities is in place.	Candidates and staff will maintain Social distancing wherever possible. The school will follow Government and local guidance on the use of face coverings in schools. The current national restrictions require staff to wear face coverings, in Corridors and communal areas where social distancing is not possible. In Leeds Public Health currently recommend students to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained so school will request that students adhere to this unless exempt.	KB, FR, SB, TF	Ongoing
	38.14	Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff.	N/A		
	38.15	Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.	Hand sanitiser is available in the exam room for candidates and staff. Candidates and staff should sanitise their hands when arriving or leaving or after handling papers or face coverings.	KB, FR, SB, DH	Ongoing
	38.16	For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2 metre distance, they should avoid close face to face contact and minimise time spent within 1 metre of others. These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams. Perspex screen could also be used.	N/A		
	38.17	If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2 metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and using a face covering.	Where candidates are supervised outside the exam room, social distancing of 2m will be maintained.	KB, FR, SB, TF	Ongoing
39. Asymptomatic Testing	39.1	An asymptomatic lateral flow device testing programme has been put in place in the school	We have commenced optional testing for staff and students in school. Staff will move to home testing w/c 1st March. Students returning to school will be offered testing in school initially before moving to home testing.	DM, SLT, DH	Ongoing
	39.2	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. .	All staff and parents/carers have been provided with information regarding the testing and the opportunity to ask any questions they may have. All staff and parents/carers have been provided with the consent form to indicate if they would like to participate in the testing. We will not pressure any member of staff or student to be tested and staff, parents/carers or students may withdraw their consent at any time.	DM, SLT, DH	01/03/2021
	39.3	Where relevant, pupils are being offered 3 lateral flow tests in the school on site testing site followed by regular twice weekly home testing on their return to school.	The school will offer students LFD tests on their return to school in line with the national guidance. Following the completion of 3 successful tests in school students will be offered home testing kits for twice weekly testing at home.	DM, SLT, DH	Ongoing
	39.4	Sections 3 or 4 of this risk assessment are being followed by the school and staff / pupils taking part.	The School are carrying out LFD testing in line with section 3 of this risk assessment.	DH, CS, SLT, Testing Team	Ongoing
	40.1	It is recommended that, wherever possible, transition activities are planned to take place after 21st June 2021 when covid control measures may be reviewed / relaxed and there are likely to be less students on secondary sites. It is recognised some settings e.g. SILCs may need to start transition activities before this date.	In order to support our Year 6 transition activities by separate primary school groups we will need to commence before 21st June. However each Year 6 group from primary school before 21st June will be a single bubble from one primary school and be located in their own area within school separate to other year groups. Where existing bubbles from a single primary school can be maintained we will support this. In order to support external sixth form students to transition into our sixth form they will be invited to attend transition sessions after 21st June, separately to our current Year 11 who are progressing to sixth form.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	08/06/2021
	40.2	For all transition activities it is currently recommended that pupils from the same school are kept together in the same bubbles they are in at their current school, and that different school bubbles are kept separate where possible. It is recommended transition bubble sizes are in line with the existing bubbles in place at the schools pupils are coming in from where possible.	In order to support our Year 6 transition activities by primary school we will need to commence before 21st June. However each Year 6 group from primary school before 21st June will be a single bubble from one primary school and be located in their own area within school separate to other year groups. Where existing bubbles from a single primary school can be maintained we will support this. In order to support external sixth form students to transition into our sixth form they will be invited to attend transition sessions after 21st June, separately to our current Year 11 who are progressing to sixth form. These students will form a separate bubble.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	
	40.3	The 2m social distancing rule should be followed wherever possible.	Students will be seated facing forward within their bubbles and staff supporting transition activities will socially distance wherever possible. Staff supervising students at break times will socially distance wherever possible. In order to support external sixth form students to transition into our sixth form they will be invited to attend transition sessions after 21st June, separately to our current Year 11 who are progressing to sixth form. These students will form a separate bubble.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	

40. Transition Activities	40.4	Staff working with pupils in transition bubbles should be as consistent as possible, ideally stay with the same transition bubble and observe the 2m social distancing as far as possible.	In order for the students to experience a broad and balanced curriculum staff will need to move between bubbles. All staff are reminded to socially distance where possible and teaching areas are marked out in classrooms as a visual reminder.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	
	40.5	Where pupils from different schools have to be mixed for transition bubbles i.e. due to small numbers from a setting attending, it is recommended smaller discrete transition bubbles are formed to minimise potential transmission risks.	After the 21st June we will run some mixed groups where individual primaries have a smaller number of students transitioning. The arrangements for these will be reviewed after we have further updates on any changes to restrictions on 21st June 2021. Where possible students will be seated socially distanced from students from a different primary school but within the same bubble unless restrictions are relaxed. External students attending transition for post 16 will create a separate bubble.	RWO, VT, CS, DM, DH	
	40.6	Transition bubbles should be kept separate from other transition bubbles and existing bubbles in the setting they are visiting, as far as possible.	The Year 6 transition Groups have been allocated space previously used by the Year 11 bubble. Year 11 are no longer attending school as a year group. The Transition Groups have been allocated specific break times and locations that ensure they do not have contact with other year groups. External students attending transition for post 16 will be given a Covid briefing and expected to socially distance from other year groups and staff as they move around the building in the same way as Year 12 students.	RWO, VT, CS, DM, DH	
	40.7	Any areas / classrooms that might be used by different transition bubbles should be cleaned between use by each different bubble. Consider if movement to several different classrooms by each transition bubble can be minimised to avoid the need to clean areas between groups e.g. bringing activities to the transition bubble rather than the transition bubble to the activity, where appropriate. Consider planning activities that are easier for ensuring social distancing, hygiene and limiting the sharing of resources.	Classrooms and social spaces will be cleaned between uses by each separate transition bubble.	DH, CS, Facilities Team, LCC Cleaning Team, RWO, VT	
	40.8	If transition bubbles are made up from more than one school it is recommended close contact activities are avoided.	After the 21st June we will run some mixed groups where primaries have a smaller number of students transitioning. The arrangements for these will be reviewed after we have further updates on any changes to restrictions on 21st June 2021. Where possible students will be seated socially distanced from students from a different primary school but with the same bubble. we will not undertake close contact activities with students from different primary bubbles unless restrictions are relaxed. In order to support external sixth form students to transition into our sixth form they will be invited to attend transition sessions after 21st July and will create a new separate bubble.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	
	40.9	Where pupils aged 11 and over are transitioning and where the pupil is able to, face coverings should be worn on public / dedicated transport and in communal areas in the setting they are visiting.	Students aged 11 and over using public transport to travel to transition sessions will be reminded to wear face coverings. Primary school students who are not wearing face coverings in their primary school setting will not be using social spaces and communal areas at the same time as other year groups and will not be asked to wear face coverings. External students attending transition for post 16 will be expected to wear a face covering in communal areas while the advice from LCC and Public Health Leeds remains as such for secondary school students.	RWO, VT, CS, DM, DH	
	40.10	Where pupils aged 11 and over are transitioning and if the pupil is able to, consider the use of LFD tests in the week prior to transitioning (up to and including the night before / day of the transition visit).	We will not require Year 6 students that are not currently taking LFD tests to carry these out in advance of the Transition Group visits as in most cases they have not been trained to carry out the testing. External students who are attending transition activities for post 16 and have been carrying out at home testing with their Year 11 school will be asked to complete a LFD test the day before attending a transition session where possible.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	
	40.11	Consider timing the start and finish times of transition activities to avoid busy times e.g arrival and departure times for the settings current pupils, lesson changeovers etc..	Year 6 transition visits are planned so students arrive after and depart before other Year Groups attending school. Year 6 students being walked home by siblings in other year groups will be supervised in an appropriate space until their sibling finished school. Post 16 students arrive after and leave after other year groups as part of our Covid measures.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	



	40.12	Ensure pupils (and their parents / carers) attending transition activities are aware of the Covid rules at the setting they are attending and follow the hygiene and distancing rules as per the rest of the school. Remind parents / carers that pupils must not attend if they are symptomatic or self isolating.	Parents/carers of Year 6 students will be reminded that students must not attend if they are symptomatic or self-isolating. External students who are attending transition activities for post 16 will be reminded that students must not attend if they are symptomatic or self-isolating. All students attending transition visits will have a briefing on our Covid measures as part of their introduction to the transition activities.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	
	40.13	Consider which toilets transition bubbles will use and how this will cross over with your other bubbles.	Year 6 Transition Groups will use the toilets allocated to their bubble. Toilets are frequently cleaned throughout the day.	DH, CS, Facilities Team, LCC Cleaning Team, RWO, VT	
	40.14	Records should be kept of which pupils have attended from which schools, the date attended and which bubbles they are in to assist any potential close contact tracing.	A record of which students have attended on which day and seating plans will be retained and we will work with the relevant schools to complete any necessary track and trace in the event of a student receiving a positive test result.	RWO, VT, CS, DM, DH, AFE, KH, ME, OW	



Managing Covid 19 in Schools from 8th March 2021 opening - Risk Assessment - Version 5.07
Section 3 - On site and Home Mass Asymptomatic Testing for Secondary and SILC settings -
daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.

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Area of control	Control Measures	Implemented by	Initial	Date Completed
Secondary and SILC schools - now changed to twice weekly home testing for staff 3 / 4 days apart (where possible) and 3 tests (3 -5 days apart) for pupils on return to school followed by twice weekly home testing. Detailed guidance is available on the DfE Schools Portal.				
On Site Mass Testing				
1.1	Assessing and identifying the staff and area(s) to be used.			
1.1.1	Identify which staff and pupils have given consent for tests to be carried out. Persons should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual or parent / carer at any time and they should not be directed to or forced to take the tests. Staff and pupils attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid-19.	Staff and students will be given the opportunity for testing in line with the guidance. Parents/carers, staff and students over 16 will be reminded that the testing is voluntary and that testing will only be carried out with appropriate consent and that consent can be withdrawn if they change their mind. The testing team will confirm consent at the point of registration and use date of birth and name as identifiers for data.	SP, CS, DH, Testing Team	Ongoing
1.1.2	Identify the number of testing bays and testing personnel likely to be needed. Use the data obtained from step 1.1.1 in the workplace toolkit. This can then be used to identify the personnel and space required for a testing area.	We have currently set the testing area up with 4 testing bays and 4 double processing areas, however the layout may be adjusted in necessary if increased capacity is required.	CS, DH	22/01/2021
1.1.3	Identify appropriate staff / volunteers to carry out the roles required. Consideration should be given to their suitability for the role e.g. underlying health conditions, vulnerable family members.	Initial plans for the testing team utilise existing staff who have volunteered. Where staff volunteer but have an existing vulnerability this would be discussed and considered as part of their risk assessment. School have created specific roles for a Testing Officer and Testing Supervisor and may use these to add capacity to the team as testing increases or staffing volunteers are required to resume normal duties	DM, CS, SP, DH	Ongoing
1.1.4	Staffing levels should be sufficient to allow breaks for staff and to reduce risk of errors due to fatigue.	Staff carrying out testing will have regular breaks built into longer testing periods	DH, CS, SLT, Testing Team	Ongoing
1.1.5	Identify 1 / more than 1 suitable dedicated testing area(s) in the school. Testing areas require :	Testing will be carried out in the Gym	CS, DH	22/01/2021
	a. Adequate space to follow the layout requirements for the testing areas, bays each bay and associated support stations in the " How to Guide ". This includes allowing for safe movement between registration desks, testing bays, a one way system, entry and exit points and a socially distanced waiting area (if required). You may be able to use a space adjacent to and connected to the testing area for the registration desk.	The testing area has been laid out taking into consideration the guidance and the flow of those being tested and the Testing Team.	CS, DH	22/01/2021
	b. Adequate ventilation (in line with Section 2 of this risk assessment) and lighting. Consider if additional task lighting is required for those processing the tests and at other stations in the testing area.	The testing area has sufficient ventilation while maintaining the operating temperature needed. The light conditions have been tested and are suitable for carrying out testing.	CS, DH	22/01/2021
	c. A non porous floor and readily cleansable surfaces. Temporary floor coverings could be used e.g. installing temporary hardcovers on carpets, to facilitate cleaning.	The testing area has a non-porous floor and will be regularly cleaned.	DH, CS, SLT, Testing Team	Ongoing
	d. Privacy - it should not be possible for passers by / staff and pupils in other areas to see persons visiting the testing area whilst they are being tested.	The testing area has been laid out in a way which screen off testing bays and the processing areas for both privacy and to minimise contact between areas.	CS, DH	22/01/2021
1.2	Setting up the Testing Area.			
1.2.1	Set up the testing area in accordance with the "How to Guide ". It is recommended bays are numbered and the bay number is written on the test kit and entered on the school records so that any issues with high numbers of inconclusive tests e.g. faulty batches, staff training issues can be identified and rectified.	Each testing bay and each processing bay within the testing area is clearly labelled with it's number. Signs indicate which equipment is required within each bay. Before commencing testing each operative will check they have all the equipment they need and this is appropriately labelled.	DH, CS, SLT, Testing Team	Ongoing
1.2.2	It is recommended signage and floor marking is used to identify the entrance and exit, one way system and the outline of the bays (if screens are not used). It is also recommended the floor is marked in front of each testing bay where the person being tested can stand whilst waiting to be called forward / being given instructions.	Signage clearly identifies the entrance and exits and floor signage within the testing area marks each separate zone. Floor signage denotes the one way system and supports social distancing. Those waiting to be tested will wait socially distanced within the registration area until directed to an available testing bay.	DH, CS, SLT, Testing Team	Ongoing

ST 1. Setting Up the Testing Area.	1.2.3	Testing bays should be set up and provided with the facilities outlined in the How to Guide.	Signs indicate which equipment is required within each bay in line with the guidance and training. Before commencing testing each operative will check they have all the equipment they need and this is appropriately	DH, CS, SLT, Testing Team	Ongoing	
	1.2.4	Suitable seating should be available if persons taking the tests need to or wish to do the test in a seated position. Any seating provided must be readily cleansable and be cleaned before and after each use.	A chair that can be wiped down is available in each testing bay for use and each bay will be cleaned between each use.	DH, CS, SLT, Testing Team	Ongoing	
	1.2.5	Consider if alternative tables / facilities are required for persons in wheelchairs.	In the event that a testing bay was required for a wheelchair user, bay 4 would be used and the static chair removed to create space	DH, CS, SLT, Testing Team	Ongoing	
	1.2.6	Fixed or standing mirrors may be easier for some persons to use whilst taking the test. Consider the potential height of users in positioning fixed mirrors.	Given the significant difference in height between individuals being tested the mirrors provided can be used on the table provided or handheld and have increased magnification if required. Mirrors will be cleaned as part of the testing bay between each use.	DH, CS, SLT, Testing Team	Ongoing	
	1.2.7	To provide a degree of privacy to persons undertaking the test consider the use of opaque or solid screens either side of the testing bay. Any screens used should be of adequate height / size to afford privacy and must be readily cleansable. Wipeable sheeting could be used to cover screens / dividers that you may already have in school that are not cleansable.	The Testing bays are appropriately screened using existing equipment that is not in use that can be wiped down.	CS, DH	22/01/2021	
	1.2.8	Closely located toilets and wash basins for the sole use of staff working in the testing area should be available. Staff using these should still follow social distancing, hand hygiene and the 'Use it Wipe it' principle.	The accessible toilet near the access to the testing area used by the testing team is to be used exclusively by the testing team.	CS, DH	22/01/2021	
	1.2.9	Depending on the time of day / length of time the testing area is in operation, a separate break area for the sole use of staff working in the testing area may be needed so they do not need to go into the main school staff rooms whilst they are involved in testing. This should be cleaned regularly in line with the enhanced cleaning programme in school. The number of persons using these areas at any one time should be limited and follow the guidelines for staff rooms / communal staff areas in xxx of Section 2 of this RA.	The testing team has space created to remove PPE and appropriately wash and sanitise before accessing communal areas within the school.	DH, CS, SLT, Testing Team	Ongoing	
	1.2.10	In addition to or instead of timers in each bay, it may be useful to provide a large clock visible to the processing staff to assist in the timing of the test development. Processing staff should write the time of the test on the test vial or the LFT device.	Test processors have access to timing equipment within their processing bay to support accuracy in recording the time of tests and the correct time to read results.	DH, CS, SLT, Testing Team	Ongoing	
	1.2.11	It is recommended bins are provided in each bay and at each station in the testing area to ensure waste is easily and correctly disposed of. Bins should be unlidged or foot operated. See also Waste disposal below.	A separate bin with the correct colour bin bag for disposal is available in each testing bay and each processing bay as well as the results desk and PPE areas.	DH, CS, SLT, Testing Team	Ongoing	
	1.2.12	Consider pre-making up testing kits / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate whilst they are processing. For example: 	Testing kits will be arranged appropriately within the processing area. The testing team will review the best way to access testing equipment as they become more experienced taking into consideration that some equipment is not single use.	DH, CS, SLT, Testing Team	Ongoing	
	1.2.13	Consider the use of separate containers for the sheets for test results awaiting entry onto the DHSC log and school log and those that have already been entered. For example: 	The results registration desk will log the outcome of each test on the school tracker as well as track and trace and dispose of the test promptly following accurate recording.	DH, CS, SLT, Testing Team	Ongoing	
	After mass on site testing of pupils has been completed					
	1.2.1	A small on-site testing centre e.g. 1 to 3 bays, that complies with this Section and the 'How to Guide' should be retained so that testing can be offered to pupils (and staff if relevant) who are unable or unwilling to test themselves at home or who return to school after the majority of pupils e.g. pupils who are shielding and need to undergo the 3 tests before starting home testing.	We will retain a small testing centre in school following the completion of mass testing in line with the national guidance.	DH, CS, SLT, Testing Team	Ongoing	
2.1	All staff / volunteers involved in the testing process must complete the online training accessed via the schools portal for the roles they will be / are undertaking. In order to provide flexibility to the process of testing and opportunities for rotation it is recommended persons train for multiple roles e.g. registration, sample processing, data entry. Only staff who have passed the assessments should commence testing and schools/colleges are responsible for ensuring this is the case.	All staff carrying out testing have completed the relevant testing and submitted the certificates which are held in school. In most cases all the testing team will complete the training for all aspects of the training before commencing in the testing area.	DH, CS, SLT, Testing Team	Ongoing		

ST 2. Training / competency	2.2	Carry out several dummy runs before starting the testing for real. This will enable testing staff to gain competency / confidence before the actual testing takes place.	The testing team and any additional members will walk the testing process before undertaking testing and will then be assessed by a peer carrying out testing on another member of the team or SLT before testing any other staff or students.	DH, CS, SLT, Testing Team	Ongoing
	2.3	Consider that pupils who have never swabbed before may take longer to undertake the swabbing process at first start compared to staff that are now familiar with it. This may impact on how many tests can be carried out each day and the rota for pupils attending to take their tests.	The testing team will support and reassure students that have not completed the swabbing previously. Students have been scheduled for 5 minute slots to provide enough time for support and guidance.	DH, CS, SLT, Testing Team	Ongoing
	2.4	Staff competency at their roles should be assessed at regular intervals throughout the process e.g. weekly. The checklists on the school portal could be used to assist with this. Any areas for improvement should be addressed.	Regular QA of each member of the testing team will be carried out to ensure that they are testing inline with the training and guidance provided.	DH, CS, SLT, Testing Team	Ongoing
ST 3. Storage and management of Testing Materials / Supplies for the Testing area.	3.1	Testing kits should be stored between 2°C and 30°C and the antigen LFD devices and reagents must be between 15°C and 30°C during use.	The testing kits are stored securely within the testing area at the appropriate temperature.	CS, DH	22/01/2021
	3.2	Storage areas should be lockable and access restricted to authorised personnel only.	The testing kits are stored securely within the testing area at the appropriate temperature.	CS, DH	22/01/2021
	3.3	Checks of supplies should be undertaken at the end of each session to ensure there are adequate supplies of all relevant materials for the testing area before testing commences for the next session e.g. at the end of each day for the following day.	The quantity of equipment, including testing kits, used will be monitored regularly and additional stock ordered in good time to maintain testing.	CS, DH	Ongoing
ST 4. Waste Disposal	4.1	Waste generated by the testing area must be disposed of in an appropriate manner:	Signage clearly identifies which waste should be disposed of in which colour bag.	DH, CS, SLT, Testing Team	Ongoing
		a. Swabs, tissues and cartridges - go into yellow / clear bags and need to be disposed of by a waste contractor as healthcare waste.	Signage clearly identifies which waste should be disposed of in which colour bag. Healthcare waste in yellow or tiger bags will be disposed of as healthcare waste	DH, SW	Ongoing
		b. PPE, mop heads and cleaning cloths / wipes - go into 'Tiger' bags (black and yellow striped bags) and need to be disposed of by a waste contractor as healthcare waste.	Signage clearly identifies which waste should be disposed of in which colour bag. Healthcare waste in yellow or tiger bags will be disposed of as healthcare waste	DH, SW	Ongoing
	4.2	c. General waste - includes LFD packaging and general waste - goes into black bags which can be disposed along with the schools general waste on site.	Signage clearly identifies which waste should be disposed of in which colour bag. Packaging and general waste will be disposed of in the normal way.	DH, SW	Ongoing
		Waste in yellow / clear bags and 'tiger' bags does not need to be disposed of as Hazardous Waste. The waste generated (except for general waste) is classed as Healthcare Waste.	Signage clearly identifies which waste should be disposed of in which colour bag. Healthcare waste in yellow or tiger bags will be disposed of as healthcare waste	DH, SW	Ongoing
		4.3	Waste generated by the testing area can now all be disposed of as general waste your mainstream waste disposal routes. It no longer needs to go in yellow / clear or 'tiger' bags and be disposed of as healthcare waste.	Any waste from positive tests will be stored in yellow or tiger bags will be stored separately in an appropriate bin for 72 hours until collection. Other waste will be stored in black bags and disposed of in the normal waste collection.	DH, SW
ST 5. PPE	5.1	Staff working in the testing area must don and doff PPE in line with the guidance in the Schools and Colleges "How to Guide" available on the DfE Schools Portal.	The Testing Team have all completed training including the use of PPE before testing. Signage in areas created for staff to put on and take off PPE remind them of the correct routines	DH, CS, SLT, Testing Team	Ongoing
	5.2	Staff working in the testing area should wear and change PPE as identified below. A session is considered to end when a worker leaves the setting i.e. at break or end of shift. New PPE should be worn for each session. In addition PPE should be changed if protective properties are compromised or contaminated from secretions.	The Testing Team will change PPE in line with the training and guidance	DH, CS, SLT, Testing Team	Ongoing
	5.3	Staff processing / handling the tests should wear IIR masks and eye protection / face shields, disposable glove and aprons. Gloves must be changed after each test and the rest changed at the end of each session including after breaks.	The Testing Team will utilise and change the appropriate PPE for their role in line with the training and guidance	DH, CS, SLT, Testing Team	Ongoing
	5.4	Staff undertaking cleaning of the area should wear IIR masks and eye protection / face shields, disposable gloves and aprons. This should be changed at the end of each session including breaks and immediately after cleaning up spillages.	The Testing Team will utilise and change the appropriate PPE for their role in line with the training and guidance	DH, CS, SLT, Testing Team	Ongoing
	5.5	All other staff working in the testing area e.g. co-ordinating supplies and queuing, registering and recording should wear IIR masks at all times and use and replace these in line with Point 17. PPE in Section 2 of this RA and at the end of each session including breaks.	The Testing Team will utilise and change the appropriate PPE for their role in line with the training and guidance	DH, CS, SLT, Testing Team	Ongoing
	5.6	Persons taking the test should wear a face mask / face covering at all times except when they are physically carrying out the test on themselves / being assisted to carry out the test.	Anyone being tested will be required to wear a face covering, unless exempt, and only remove this when carrying out their swabbing within the testing bay.	DH, CS, SLT, Testing Team	Ongoing
	5.7	Staff directly assisting persons to undertake tests should wear IIR masks and eye protection / face shields, and disposable aprons and gloves These should be changed between each person being assisted.	The Testing Team will utilise and change the appropriate PPE for their role in line with the training and guidance.	DH, CS, SLT, Testing Team	Ongoing

	5.8	All Testing centre staff must not leave the testing area without removing and disposing of their PPE appropriately or before donning any new PPE required in areas of the school outside of the testing area.	The testing area includes specific areas for PPE removal which include signage reminding staff of the correct routines. The Testing Team will utilise and change the appropriate PPE for their role in line with the training and guidance	DH, CS, SLT, Testing Team	Ongoing
		Before the Test			
	6.1	It is recommended schools pre-register pupils who have consented to the test on the DHSC portal before they attend the testing area.	Parents/carers will be sent the unique barcode for their child's test and asked to register the test prior to the student's test slot.	DH, CS, SLT, SP, JG, MD	Ongoing
	6.2	To inform staff and pupils and to alleviate anxiety around the testing process it is recommended staff and pupils are provided with information about the process and the chance to raise any specific questions / concerns. Consider using the videos and materials on the schools portal, the videos / photographs from other schools on Leeds for Learning, producing your own video / photographs of the process / testing area. If staff or pupils have higher anxiety it is possible to carry out 1 : 1 controlled walk throughs of the area. All staff and pupils / parent / carers should be provided with the privacy statement.	The consent forms provided to staff, students and parents/carers included the privacy notice and FAQ information regarding the testing. Signage throughout the testing area includes graphics about how the test will be conducted. Prior to testing students the testing information leaflet will be shared through Edu link	CS, SP, DM, MD, JG	Ongoing
	6.3	Ascertain if staff or pupils need assistance with administering the test or taking part in the process e.g. pupils with SEN who may need emotional / reassurance support. Trained staff can assist individuals with the test if they are unable to conduct the test themselves. Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician. There is training and guidance on how to perform assisted swabbing on the DFE schools portal. Any staff carrying this out should be appropriate i.e. known and trusted, for the person being assisted and be familiar with the process and the person they are assisting. There may also be circumstances where staff may need assistance / practice on site initially before they are comfortable with home swabbing. This should be carried out in the testing area.	We will discuss individual arrangements with parents/carers where students require additional assistance or are not able to carry out the swabbing themselves and ensure appropriate trained staffing is available where required.	DH, CS, SLT, LT, ET, Testing Team	Ongoing
	6.4	Inform staff and pupils to notify a named person in school if they have any particular concerns / issues relating to the taking of the test that they may require assistance with e.g. conducting the test when no-one else is if they have a strong gag reflex.	We will encourage staff, students, parents/carers to discuss individual arrangements with school where they may need students require additional assistance individual arrangements.	DH, CS, SLT, LT, ET, Testing Team	Ongoing
	6.5	Consent to be tested can be withdrawn at any stage including during the test. This includes verbal withdrawal. No staff or pupils should be forced or coerced in any way to undertake the tests.	If a student or staff member declines a test this will override existing consent and the test will not be carried out. Where parents/carers have provided consent on behalf of a student they will then be contacted.	DH, CS, SLT, Testing Team	Ongoing
	6.6	Where a school feels it may not be appropriate or safe to test a pupil who has parental / carer consent they should discuss this with the parent / carer (and pupil where possible).	If a student or declines a test, or this a test cannot be conducted safely, this will override any existing consent and the test will not be carried out. Where parents/carers have provided consent on behalf of a student they will then be contacted to discuss the school's concerns.	DH, CS, SLT, Testing Team	Ongoing
	6.7	All staff and pupils can now be part of the on site or home testing programmes. Staff are expected to move to twice weekly home testing by the 8th March.	The school will follow current government guidance on who to test, the regularity of testing and the offer of home testing.	DH, CS, SLT, Testing Team	Ongoing
	6.8	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFT programme.	Staff and students who have had a positive PCR test in the last 10 days will be self-isolating and therefore will not attend school for testing, following this they will be advised not to commence LFD testing for a further 80 days. Testing will resume following this period.	DH, CS, LS, DM, Pastoral Staff	Ongoing
	6.9	It is recommended that pupils to be tested are given an appointment time / time slot to attend or (if the number of bays and waiting space allows) this may be a group time. If pupil testing starts from March 8th a pupils first on-site test should be as soon as possible after they arrive at school and they will be allowed to resume face to face learning if they test negative after that first test.	Staff or students invited for testing will be given a time slot to attend to ensure the capacity within the testing area supports social distancing. Year groups arriving into school on the day of their first test will remain in their form groups until testing for their year group is completed.	DH, CS, SLT, Testing Team	Ongoing
	6.10	All persons taking tests should be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.	Signage on the entrances to school, including the testing area, remind individuals not to enter if they have symptoms or if someone in their household has symptoms. Staff and students will be reminded of this when they receive their timeslot for testing.	DH, CS, SLT, Testing Team	Ongoing
	6.11	Where possible, testing should be carried out in the morning to limit the potential contact time that persons who test positive will have had with other staff / pupils and to allow the re-taking of inconclusive tests as soon as possible.	Testing will be carried out in appropriate time slots taking into consideration of those groups being tested and the capacity of the testing area. Where possible staff and students attending school will be tested towards the start of the day.	DH, CS, SLT, Testing Team	Ongoing
		During the Test			
ST 6. Conducting the on site tests					

	6.12	Access to the testing area should be controlled and social distancing between those taking the tests and testing area staff should be observed wherever possible.	Staff and students will be issued timeslots, these will help to manage the capacity within the testing area. The layout and signage within the testing area support social distancing throughout and SLT will support the management and flow of students and staff at busy times	DH, CS, SLT, Testing Team	Ongoing
	6.13	Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area.	Hand sanitiser will be positioned by each entrance to the testing area.	DH, CS, SLT, Testing Team	Ongoing
	6.14	Persons undertaking the test should be informed they must sanitise their hands before they remove their face coverings, before / after they carry out the test and before and after re-donning their face coverings. Removal / re-donning of face coverings should be carried out in the testing bay and not whilst they are waiting to enter the bay or after they have exited.	Students and staff will be directed to sanitise their hands and remove and replace their face coverings in line with the guidance.	DH, CS, SLT, Testing Team	Ongoing
	6.15	Persons being tested should be asked to read the testing instructions and / or have them explained to them prior to taking the test. This should be done before they remove their face coverings.	Signage in each testing bay indicates how to carry out the testing and staff students will be directed to read this and supported to carry out the swabbing with verbal instructions.	DH, CS, SLT, Testing Team	Ongoing
	6.16	It is recommended that the processing staff open the correct end of the swab package and peel it down a short distance before handing the swab package to the persons being tested. This will help avoid the wrong end of the swab being handled. Where possible a combined nose and throat swab should be taken. However, a person-centred approach should be used to assess which sample to take from each child or young person. A child or young person may find it difficult to take a throat swab due to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or they are having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice.	The Testing Team will ensure students and staff are provided the swab appropriately, offering the handle first so the integrity of the test is maintained. The Testing Team will handle difficulties in swabbing sensitively on an individual basis.	DH, CS, SLT, Testing Team	Ongoing
	6.17	Once the test swabbing has been undertaken it is recommended the processing staff place the rack with the test vial in onto the table in front of the person carrying out the test for them to place the swab into swab end down. Holding onto the rack whilst they place the test swab into it may prevent accidental spillages and the need for the swab to be re-done.	The Testing Team will ensure students and staff put the swab into the test vial in the rack directly, carefully and securely to ensure the integrity of the test is maintained.	DH, CS, SLT, Testing Team	Ongoing
	6.18	If, at any point during the test, the swab end touches any surface apart from the vial it is being deposited into, or any part of the person being tested other than those required for swabbing, the swab should be discarded and a new one issued.	The Testing Team will ensure that any test that is compromised at any stage of the process is reported and rectified appropriately. This includes re-issuing swabs where these are compromised by coming into contact with other areas.	DH, CS, SLT, Testing Team	Ongoing
	6.19	Once the processing staff have confirmed the swab is safely in the vial the person being tested can leave the testing bay / area and await their results.	Staff or students will be directed to sanitise their hands and replace their face covering after the swab is securely and safely in the testing vial before being directed to leave the testing bay.	DH, CS, SLT, Testing Team	Ongoing
	6.20	Tests should be handled and processed in line with the guidance in the How to Guide.	Tests will be processed in line with the training and guidance by the Testing Team. Any issues or errors will be reported.	DH, CS, SLT, Testing Team	Ongoing
	6.21	Results should be actioned as below in 7.			
ST 7. Test Results and Actions to Take.	7.1	Positive result - individual and their household should start self isolation following government guidance straight away as only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFT. Where a pupil has tested positive for coronavirus (COVID-19), they need to be sent home. The parent or carer should be contacted to make arrangements for the pupil to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to keep a safe distance from others. They must not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the pupil's journey home, home to school transport may be provided.	If a student or member of staff receives a positive result they will be quarantined until they are able to return home safely. They will be advised to self isolate with the rest of their household and book a PCR test to confirm the result. Parents/carers will be contacted and asked to collect the student, where appropriate students may be allowed to walk home with parent/carer consent. No student who has tested positive will be permitted to travel home by bus	DH, CS, SLT, Testing Team	Ongoing
	7.2	Schools should undertake close contact tracing and inform contacts they must start self isolation as per government guidelines immediately after the LFD result. All Positive LFD tests now require the individual to get a PCR test to confirm the result. If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.	The school will carry out contact tracing in line with national guidance following a positive result.	DH, CS, SLT, KF	Ongoing
	7.3	Negative result - individual and household can continue as normal.	If a student or member of staff receives a negative result they will be informed of the outcome and remain in school.	DH, CS, SLT, Testing Team	Ongoing
	7.4	Invalid result - the individual should re-take a LFT as soon as possible and relevant action should then be taken when a positive / negative result is obtained.	If a student or member of staff receives an invalid result they will be informed of the outcome and offered a further test.	DH, CS, SLT, Testing Team	Ongoing
	7.5	If the second test is invalid or void the person should take a PCR test and relevant action should be taken when a result is obtained. Persons do not need to isolate whilst awaiting the results if they are asymptomatic.	If a student or member of staff receives a second invalid result they will be advised to arrange a PCR test.	DH, CS, SLT, Testing Team	Ongoing

ST 8. General	8.1	Social Distancing - staff working in the testing area should maintain a 2m distance from other staff and persons attending the testing area whenever practicable. It is appreciated that for some roles in the testing area and at certain points in the process this may not be possible all the time. Timetabling test times will help with this.	Signage and layout within the test area will support social distancing wherever possible. In cases where it is not possible e.g., supporting students with swabbing or securing the swab in the testing vial the testing team will wear appropriate PPE. Staff and students will be provided with a timeslot for testing to support the management of testing within the testing capacity.	DH, CS, SLT, Testing Team	Ongoing
	8.2	Regular reviews and quality assurance checks should be carried out of the testing area and procedures to ensure they are effective and the correct procedures are being followed.	Regular QA of each stage of the testing will be carried out to ensure that testing is conducted in line with the training and guidance provided.	DH, CS, SLT, Testing Team	Ongoing
ST 9. Hygiene / cleaning	9.1	After taking the test the individual should wipe down the table, mirror and any areas touched with an anti-viral wipe. This should be overseen by the processing staff or staff assisting with test administering. If persons taking the test are not capable of doing this / there are doubts as to the thoroughness of the cleaning these areas should be cleaned / wiped by testing centre staff wearing the appropriate PPE as identified	Staff and students will be asked to wipe down the area and equipment used, this will then be followed by a further wipe by the Testing Team after students have left the testing bay, including all surfaces.	DH, CS, SLT, Testing Team	Ongoing
	9.2	Cleaning should be carried out regularly following schools cleaning procedures, especially frequent touch points as detailed in Section 2 of this risk assessment. Cleaning should be undertaken at the end of each session.	Cleaning will continue throughout the day, including frequent touch points and thorough cleaning of the testing area will be carried out at the end of each session, with further deep cleaning at the end of each day	DH, CS, Testing Team, Cleaning Team, Facilities Team	Ongoing
	9.3	Spillages – any spillages should be cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area should be paused until it is safe to continue.	Any spillages will be reported promptly and the area cleared and secured appropriately, in line with risk. The areas will be cleaned by trained staff using appropriate PPE. Any materials used to clean up any spillage will be disposed of appropriately	DH, CS, Testing Team, Cleaning Team, Facilities Team	Ongoing
	9.4	Once the area has had the final thorough clean of the day it should be secured and access restricted to authorised persons only.	Access to the testing area will be restricted at all times and this will be further limited to appropriate staff outside of testing sessions.	DH, CS, Testing Team, Cleaning Team, Facilities Team	Ongoing
	10.1	Schools must keep records of : a) the consent forms and any withdrawal of consent, b) their own records of the results of tests, c) when a child or young person has required assistance with swabbing and a parent or member of staff has assisted or performed the swabbing.	School will obtain consent from staff, student, parents/carers and ensure this is kept up to date with changes recorded including who edited the consent and when. The school will create and retain a register of consent provided, tests completed and results for a minimum of 14 days and a maximum of 1 month in line with the guidance. The school will also record instances where staff have administered the swabbing in agreement with parents/carers. Staff will not administer swabbing without agreement with parents/carers	CS, SP, KF, SLT, Admin Team, Testing Team, All Staff	Ongoing
PT 10. Record keeping / Reporting.	10.2	Records must be kept in accordance with GDPR requirements. The test results register should be kept for a month after the last entry.	The school will create and retain a register of consent provided, tests completed and results for 1 month after the last test results entry.	CS, DH, SP, KB, FR, TB, Admin Team, Testing Team	Ongoing
	10.3	There is an example register on the School Portal. Schools can amend and tailor this to their own needs provided they still contain the data identified in the samples.	The school will create and retain a register of consent provided, tests completed and results for a minimum of 14 days and a maximum of 1 month in line with the guidance.	CS, DH, SP, KB, FR, TB, Admin Team, Testing Team	Ongoing
	10.4	All positive results should also be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	The school will continue to record and report positive cases to the local authority using the DCS alert email	KF, DH, CS	Ongoing
	Home Mass Testing				
	11.1	Staff and pupils should be provided with the school amended letter for staff and pupils and privacy notice (on the schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the schools portal to enable them to make an informed decision regarding consent for weekly home testing. It is recommended this is done as a group in staff meetings / class time for those pupils in school to give a consistent message and it could be done via a virtual staff meeting with time during / after for staff / pupils to ask questions / raise any issues or concerns. For staff, as this may involve large groups of staff and be of some length it is recommended this is not done face to face to minimise the risk of transmission / potential contacts.	Staff were given access to the testing video on 25th February and further staff guidance will be going out to staff on 2nd March 2021 so staff can make an informed decision before collecting home testing kits. Once full arrangements are in place for students' home testing full details will be sent to parents/carers and sixth form students to enable them to make a decision regarding home testing before collecting home test kits. Pastoral messages in form time will provide further information to students and enable them to ask any questions.	DM, CS, SP, SLT, RWO, Form Tutors, MD	Ongoing

11. Organising the home testing system	11.2	Staff and pupils should be informed that if they consent to testing they must carry out the testing at the time agreed with the school, follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible	The information provided to staff and students will contain clear information about the requirements to register each test, upload the results on the NHS system and report the result to school using the form online. Anyone not meeting these requirements will be spoken to and advised to rectify this before a second set of tests is allocated.	DM, CS, SP, SLT, RWO, Form Tutors, MD, TF	Ongoing
	11.3	Identify and record which staff and pupils have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid - 19.	The testing tracker will be updated to indicate which staff and students have consented to be part of the testing programme and this will be updated if consent is withdrawn. Staff and students are regularly reminded that consent is voluntary and can be withdrawn at any time.	DM, CS, SP, SLT, RWO, Testing Team, MD, TF	Ongoing
	11.4	Set up a system of recording the distribution of test packs and the results of testing carried out.	We have created a test kit log for capturing information regarding the issuing of testing kits to student and staff. We have created a simple online reporting system to capture the results of home tests conducted by staff and students. Both staff and students will be reminded to notify the school immediately if a positive test result is recorded.	DM, CS, SP, MD, TF	Ongoing
	11.5	One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include :	SP, CS and DH will continue to act as the Covid Co-ordinators and will be supported by TF acting as the Registration Assistant. Other staff will support TF to distribute testing kits as required.	DM, DH, SP, TF	Ongoing
		a) who is communicating with staff and pupils and addressing any personal issues / concerns with regards to testing they may have.	In the first instance any concerns/issues regarding staff using the testing kits will be dealt with by DH or CS. Initial concerns/issues from students will be dealt with by Pastoral Teams and escalated to DH, SLT where necessary.	DH, CS, SLT, Pastoral Teams	Ongoing
		b) who is distributing the correct number of kits to staff and pupils, ensuring they have the right instructions and are signing for the test kits.	In most cases home testing kits will be distributed by TF, LS, DH or CS. In some cases other trained staff may support TF to distribute testing kits and ensure that they receive the kits. Staff and students receiving testing kits will be logged on the test kit log but we will not ask staff or students to physically sign for these due to the risk this poses regarding Covid 19.	DH, CS, TF, LS, SP, MD, LOD, SO, DI, SH, LH	Ongoing
		c) who is the point of contact for staff and pupils if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Schools EY LFD Testing" document could be used.	All staff and students will be asked to report any incidents while using the testing kits to school, these will go to one of the Covid Co-ordinators. Staff and student will be provided with guidance as to what constitutes an "incident"	DM, SLT, CS, SP	Ongoing
		d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.	DH and CS will oversee the reporting to DCS Alert in line with the guidance. TF will monitor the results from the online results form from staff and students. Positive results for staff will be reported to LS and DH. Positive result for student will be reported to DH and KF.	DH, SP, MD, TF, KF, CS, LS	Ongoing
	e) who is managing the storage, stock control and re-ordering of test kits.	TF and DH will monitor the stock levels for home testing kits and DH will place a re-order when appropriate in line with the guidance for schools.	TF, DH	Ongoing	
	11.6	It is recommended staff (and pupils if relevant) undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person.	Information for Staff is contained within the power point circulated to staff on 2nd March. Information for parents/carers and students will be provided with the information regarding the home testing programme.	DH, CS, SP, DM, SLT	Ongoing
11.7	Set up a collection point in school for the distribution of the test packs / decide how to distribute packs. Any space used should be big enough to allow social distancing for the numbers permitted to enter the space at any one time and be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2°C and 30°C. For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen.	Initially testing kits will be distributed by TF from the gym used for registering for testing, as this is separate from the testing and processing bays and maintains the correct temperature. After mass testing has concluded we will review appropriate location for the safe distribution of further home testing kits	DH, CS, DM, SP, TF	Ongoing	
11.8	The lot numbers of the testing kits provided should be recorded on arrival.	TF and DH will log the home testing kits appropriately as they arrive and are distributed.	DH, TF, SP, CS	Ongoing	
ST12. Storage and management of Testing Materials / Supplies for the Testing area	12.1	Testing kits should be stored between 2°C and 30°C.	The testing kits will be stored in an appropriate location at the correct temperature.	CS, DH, SW	Ongoing
	12.2	Storage areas should be lockable and access restricted to authorised personnel only.	The testing kits will be stored in an appropriate location and secured when not supervised for distribution	DH, CS, SW, TF	Ongoing

	12.3	Checks of supplies should be regularly undertaken to ensure there are adequate supplies of all relevant materials for the testing to be undertaken and stocks re-ordered as required.	TF and DH will monitor the stock levels for home testing kits and DH will place a re-order when appropriate in line with the guidance for schools.	TF, DH	Ongoing
ST 13. Issuing tests	13.1	The tests should only be offered to staff and pupils who attend the school setting and not those still working / learning from home from home. Staff and pupils are expected to sign for the receipt of their test kits.	Home testing kits will be issued to any staff who consent to the testing programme w/c 1st March as they are returning to school w/c 8th March. Students will only be offered home testing kits once they have successfully completed 3 tests in school w/c 15th March. Staff and students receiving testing kits will be logged on the test kit log but we will not ask staff or students to physically sign for these due to the risk this poses regarding Covid 19.	DM, DH, CS, SP, TF	Ongoing
	13.2	If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers, peripatetic teachers etc... you could include them in your testing offer if the amount of kits you have been provided with allows for this. This would need to be done in consultation with the contractors / managers and test results would need to be shared between both parties. Those persons would be expected to follow the same procedures as your own staff.	Home testing kits will be offered to any 3rd party staff working regularly in school in agreement with them and their Line Manager.	DM, DH, CS, SP, TF	Ongoing
	13.3	All staff and pupils consenting to testing should test twice a week as the tests work best when there is a high viral load. This will apply to part time and full time staff.	Staff and students using home testing kits will be advised to test twice per week 3-4 days apart and where possible before school.	DM, DH, CS, SP, TF	Ongoing
	13.4	It is recommended staff and pupils are given time slots for the collection of their test kits to avoid people congregating in the area. You may wish to allocate staff to deliver the testing kits to staff in areas where they are based and pupils directly during the registration process in classrooms. Staff distributing / collecting test kits must wear face masks / face coverings, maintain a 2m distance and hand sanitise before / after handling kits.	Staff distributing testing kits will wear a face covering when social distancing cannot be maintained and will sanitise their hands regularly. Staff and students will be allocated collection times as appropriate	DM, DH, CS, SP, TF	Ongoing
	13.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	The test kit log will be completed each time a test is distributed to a member of staff or a student.	DH, CS, SP, TF, MD, SO, LOD, SH, DI, LH	Ongoing
	13.6	Test kits should be issued with the most up to date instructions for Use leaflet (at this current time test kits may not have the most up to instructions included) . It is recommended staff and pupils are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff and pupils can still access the instructions if they loose the leaflet.	Each home testing kit will be distributed with the correct instructions and this will be logged on the test kit log. Where school are able to access an electronic copy of the correct instruction a copy of these will be placed on the school website.	DH, CS, SP, TF, MD, SO, LOD, SH, DI, LH	Ongoing
ST14. Conducting the Tests	14.1	When testing at home, pupils aged 18 and over should self-test and report the result, with assistance if needed. Pupils aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 (who attend a secondary school) should be tested/swabbed by an adult.	Parents/carers will be advised that students who are 11 will need to be swabbed by an adult for home testing and students 12-17 will require adult supervision when swabbing. Parents/carers and sixth form students will be advised that students over the age of 18 can swab without supervision,	DM, SP, CS, DH	Ongoing
	14.2	Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and Wednesday or Thursday. Consider identifying set days for staff and pupils to undertake their tests. It is recommended one of the days is the first day they are in school each week / the day before. This may mean the same set day for all staff or different set days depending on the working patterns of staff.	Staff and students will be advised to use the testing kits twice a week 3-4 days apart. We will allow staff and students to select their own days for testing taking into consideration their own home context.	DM, SP, CS, DH	Ongoing
	14.3	Consider the time consenting staff and pupils will take the test. This may be : a) in the morning to minimise the chance of being exposed to Covid after taking the test or b) late afternoon / evening to enable time for the school to take action re close contacts / manage absences in the event of a positive result and for staff and pupils to have the time to re-take a test if they get void results.	Staff and students will be advised to test before school where this is possible, however we understand that this will not be possible for all staff and students and we will allow staff and students to select their times for testing taking into consideration their own home context.	DM, SP, CS, DH	Ongoing
	14.4	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFD testing programme.	Staff and students who have had a positive PCR test in the last 10 days will be self-isolating and therefore will not attend school for testing, following this they will be advised not to commence LFD testing for a further 80 days. Testing will resume following this period.	DM, SP, CS, DH, TF, LS, Pastoral Teams	Ongoing
	14.5	The LFD test kits should be stored between 2°C and 30°C. However the devices and reagents must be used between 15°C and 30°C during use so if they are stored somewhere colder than 15°C they should be moved to a room temperature area for around 30 minutes before use.	Staff and parents/carers will be provided information on the appropriate temperatures for storing and using the testing kits/	DM, SP, CS, DH	Ongoing
		Staff and pupils should : a) wait at least 30 minutes after eating or drinking anything before starting the test.	Staff and parents/carers will be provided with the instructions for using the testing kits and asked to follow these for all these carefully.	DM, SP, CS, DH	Ongoing
		b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one.	Staff and parents/carers will be provided with the instructions for using the testing kits and asked to follow these for all these carefully.	DM, SP, CS, DH	Ongoing
	c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first.	Staff and parents/carers will be provided with the instructions for using the testing kits and asked to follow these for all these carefully.	DM, SP, CS, DH	Ongoing	

	14.6	d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy or swab the throat if they cannot do nose swabs.	Staff and parents/carers will be provided with the instructions for using the testing kits and asked to follow these for all these carefully.	DM, SP, CS, DH	Ongoing	
		e) Wash their hands or hand sanitise before taking the test.	Staff and parents/carers will be provided with the instructions for using the testing kits and asked to follow these for all these carefully.	DM, SP, CS, DH	Ongoing	
		f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time.	Staff and parents/carers will be provided with the instructions for using the testing kits and asked to follow these for all these carefully.	DM, SP, CS, DH	Ongoing	
		g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer.	Staff and parents/carers will be provided with the instructions for using the testing kits and asked to follow these for all these carefully.	DM, SP, CS, DH	Ongoing	
	14.7	If a test result is Inconclusive / Void the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. If both tests are void the member of staff or pupil should arrange to have a PCR test.	If a student or member of staff receives an invalid result they will be advised to take a second test if they receive a second invalid result they will be advised to arrange a PCR test.	DM, SP, CS, DH	Ongoing	
	14.8	The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant.	Staff and parents/carers will be provided with the instructions for using the testing kits and asked to follow these for all these carefully.	DM, SP, CS, DH	Ongoing	
	14.9	As soon as possible after a positive or negative result staff and pupils should upload their results to the NHS online at www.gov.uk/report-covid19-result or by contacting 119. They must also inform the school via the identified route / at the identified time.	Staff and Parents/carers will be reminded of their responsibility to report the test on the NHS system and to school using the online form.	DM, SP, CS, DH	Ongoing	
	14.10	Staff and pupils should report any issues with testing to the school e.g. unable to take the test, missing / broken / damaged items, unable to log results with NHS, void results. The school can monitor and / or then raise this with DfE helpline or 119 as identified in the How to Guide.	All staff and students will be asked to report any incidents while using the testing kits to school, these will go to one of the Covid Coordinators. Staff and student will be provided with guidance as to what constitutes an 'incident'. The Covid - co-ordinators will monitor incident report and escalate these as appropriate.	DM, SP, CS, DH	Ongoing	
	ST 15. Test results and actions to take	15.1	Positive result - individual and their household should start self isolation straight away and the individual should get a PCR test to confirm the result.	Staff and parents/carers will be advised the household should self-isolate in the event of a positive test, ensure school are informed of the result and book a PCR test to confirm the results.	DM, SP, CS, DH	Ongoing
		15.2	Only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFD test. For this reason household contact isolation and the tracing and isolation of close contacts of the positive case should take place at the point of a positive LFD test and should not wait for the PCR test result.	Staff and parents/carers will be advised the household should self-isolate in the event of a positive test, ensure school are informed of the result and book a PCR test to confirm the results.	DM, SP, CS, DH	Ongoing
15.3		If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.	Where the confirmation PCR test is undertaken within 2 days and is negative staff and parents/carers will be advised the household can stop self isolating and return to normal activities unless they have symptoms of Covid-19.	DM, SP, CS, DH	Ongoing	
15.4		Negative result - individual and household can continue as normal unless they have symptoms of Covid-19.	Where the LFD test is negative staff and parents/carers will be advised they can continue normal activities unless they have symptoms of Covid-19.	DM, SP, CS, DH	Ongoing	
15.5		Inconclusive / Void result the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff or pupil should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic.	If a student or member of staff receives an invalid result they will be advised to take a second test if they receive a second invalid result they will be advised to arrange a PCR test.	DM, SP, CS, DH	Ongoing	
	16.1	Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff and pupil signatures on collection and c) their own records of the results of tests.	School will retain an up to date tracker of the consent information, the test log tracker and the results of home testing submitted by staff, parents/carers, sixth-formers using the online form. We will not ask staff or students to physically sign for these due to the risk this poses regarding Covid 19.	DM, SP, CS, DH, MD	Ongoing	
	16.2	Records must be kept in accordance with GDPR requirements.	Records will be kept up to date and only staff who have a legitimate reason to access the records will have access.	DM, SP, CS, DH, MD	Ongoing	
	16.3	The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples.	The school will retain separate logs for the tracker of the consent information, the test log tracker and the results of home testing submitted by staff, parents/carers, sixth-formers using the online form	DM, SP, CS, DH, MD	Ongoing	

ST 16. Record keeping / Reporting.	16.4	The data in the LFD test kit log should not be kept in the log for longer than 12 months from the date on which it is collected. Please note that the Department of Health and Social Care may request data from the test kit log at any time within the 12 month period. The test results register should be kept for a month after the last entry.	The school will retain the data related to the testing in line with national guidance. Given schools are being asked to record any anomalies arising from individual lot numbers and the batch of tests received per lot number, school will retain the test kit log until 12 months after the last test kit is issued to enable us to identify any batch issues. The tests results register will be kept for 1 month after schools are asked to stop recording results of the testing.	DM, SP, CS, DH, MD	Ongoing
	16.5	All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	School will continue to report positive cases to DCS Alert using the form provided for any positive cases where the staff or student was in school 48hours prior to symptoms or a positive test.	CS, DH, LS, KF	ongoing
ST 17. Waste Disposal	17.1	Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste.	School will advice staff and parents/carers to dispose of the testing kits in line with the guidance.	DH, CS, SP, MD	Ongoing