



Risk Assessment for Childrens' Services (Schools).

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| Assessment Title: | Managing Covid 19 in Schools from September 2021 | Ref No : | V6.06 |
| 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: |
| 07/01/2022 | C Scaife | Claire Scaife | 26/01/2022 |
| Name of Head Teacher / Centre Manager (print): | Head Teacher / Centre Manager Signature: | Name of Chair of Governors (print): | Chair of Governors Signature: |
| Delia Martin | | Helen Flesher | |

Main Legislation and/or Information Source:

Health & Safety at Work Act 1974.
- Management of H & S at Work Regulations 1999.

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Guidance:

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

1. The boxes highlighted in grey above must be completed with the required details.
2. The control measures in the risk assessment section must be either complied with **or** altered to reflect the establishment's control measures.
3. Once criteria 1 - 2 have been satisfied, you should remove 'SAMPLE' from the Title.

The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19, 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.

Managing Covid 19 in Schools from September 2021 Risk Assessment Content List

Risk

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Section 1 - Pre - opening checks and assessments

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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed | |
|------------------------|------------------|--|---|--|------------|
| 1. Building Management | 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 summer break. | Asbestos monitoring visit completed 9/8/21 by LCC Asbestos unit. | DH, LCC | 09/08/2021 |
| | 1.1.2 | Damage to the building and fixtures and fittings | Daily checks around building conducted by the Facilities Team | DH, SWa, Facilities Team | Ongoing |
| | 1.1.3 | Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc.... | Daily checks around building conducted by the Facilities Team, Tree monitoring survey completed. 2 Trees to be removed following agreement with LCC, remedial work to a 3rd. | DH, SWa, Facilities Team, LCC | Ongoing |
| | 1.1.4 | Rodent activity and/or infestations - commissioning of pest control may be required | Daily checks around building conducted by the Facilities Team, LCC Pest Control Maintenance visit completed August 2021. | DH, SWa, Facilities Team, LCC | Ongoing |
| | 1.2 | Operational checks (to ensure good working order) to be carried on : | | | |
| | 1.2.1 | Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms. | Weekly checks completed. Clymac completing service on 2/9/21 | DH, SWa, Facilities Team | Ongoing |
| | 1.2.2 | Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function. | Regular checks completed. | DH, SWa, Facilities Team | Ongoing |
| | 1.2.3 | Emergency lighting | Regular checks completed. External checks completed 2/8/21 by Chubb. | DH, SWa, Facilities Team | Ongoing |
| | 1.2.4 | Gas supplies including science laboratories and kitchens | Science Labs completed August 21. Kitchen supply will be completed by 31/8/21 | DH | 31/08/2021 |
| | 1.2.5 | Kitchen equipment | Checks completed by BJ, CL, DD w/c 30/8/21 | DH, SP, BJ, Catering Team | 31/08/2021 |
| | 1.2.6 | Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms | LEV checks to be completed 31/8/21. Kitchen to completed alongside gas checks by 31/8/21. | DH | 31/08/2021 |
| | 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. N-Block Tank cleaned and TMV's. Risk Assessment completed for Main Block in conjunction with WCS. | DH, SWa, Facilities Team | Ongoing |
| | 1.2.8 | Water systems to look for leaks and ensure there is provision of hot water | Weekly flushes completed | DH, SWa, Facilities Team | Ongoing |
| | 1.2.9 | Windows, doors and gates including electronic gates and doors | Weekly checks completed. | DH, SWa, Facilities Team | Ongoing |
| | 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, upgrades being completed by Tilgear during the summer holidays. Daily, weekly and annual checks conducted by RT in term time. | TL, RT, PS, DH | Ongoing |
| | 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 April 2021. | DH, all staff, LCC | Ongoing |
| | 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); | Service completed by LCC quarterly, last service completed July 2021. | DH | 13/08/2021 |
| | 1.3.2 | Pressure systems (if the scheduled inspections have not taken place in the last 12 months); | Zurich completed Annual Inspection 8/6/21 | DH | 13/08/2021 |
| | 1.3.3 | LEV (if the scheduled inspections have not taken place in the last 14 months); | LEV checks to be completed 31/8/21. Kitchen to completed alongside gas checks by 31/8/21. | DH | Ongoing |
| | 1.3.4 | Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); | Science Labs completed August 21. Kitchen supply will be completed by 31/8/21 | DH | Ongoing |
| | 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 | DH | 13/08/2021 |
| | 1.3.6 | PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) | Due to be completed Nov 2021 | DH | Ongoing |
| | 1.3.7 | Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months); | Asbestos monitoring visit completed 9/8/21 by LCC Asbestos unit. | DH | 13/08/2021 |
| | 1.3.8 | Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); | Sports Equipment to be serviced by Continental following relocation to the new Sports Centre. | DH | Ongoing |
| | 1.3.9 | Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); | N/A | N/A | N/A |
| | 1.3.10 | Tree surveys (if the scheduled inspections have not taken place in the last 12 months); | Tree monitoring survey completed. 2 Trees to be removed following agreement with LCC | DH, CG, LCC | Ongoing |
| | 1.3.11 | Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing). | Weekly checks completed. Clymac completing service on 2/9/21 for the Fire Alarm. Checks on extinguishers and blankets completed 26/7/21 by Chubb. Emergency lighting checks completed 2/8/21 by Chubb. Evac Chairs serviced on 6/9/21 by Evac Chair International | DH | Ongoing |
| | 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 September, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied. | Cleaning of the school building will continue throughout the summer holidays. | DH, LCC 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 September unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place. | Cleaning of the school building will continue throughout the summer holidays. | DH, LCC 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 numbers of students and staff on site and the increased amounts of cleaning required. | Sanitising dispensers by all entrance and exit doors. External hand wash facilities installed in 3 locations. DH ensuring sufficient supplies to ensure these are refilled and hand sanitiser is available in each classroom. | DH | Ongoing |
| | 1.5.2 | Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs. | DH liaising with LCC Cleaning Team to ensure adequate supplies of cleaning materials, products and PPE. | DH, LCC Cleaning Team, Facilities Team | Ongoing |
| | 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 dispensers by all entrance and exit doors. External hand wash facilities installed in 3 locations. DH ensuring sufficient supplies to ensure these are refilled and hand sanitiser is available in each classroom. | DH, Facilities Team | Ongoing |

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|--|------------------------------------|--|---|---|------------------------|
| 2. Assessing staff and pupil numbers to assist in plans for September opening. | 2.1 | All pupils are expected to attend schools in September unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Secondary settings (and SILC settings undertaking pupil testing) - secondary pupils should undertake one test on-site at the start of term in their school asymptomatic test site (ATS) followed by one LFD self-test at home 3-4 days after their on-site test. They should then continue to test in line with government guidelines. Secondary settings have the option to stagger the return to school for the first week to accommodate on-site testing. Schools have the flexibility to consider how best to deliver the one test on return according to their circumstances. Staff in all education and childcare settings (and FE College students) should take one LFD self-test at home either the evening or morning before they return to their school/college followed by one LFD self-test at home 3-4 days after. They should then continue to test in line with government guidelines. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document. | Students will return to school on 4th January and be offered one on-site LFD test during the first 3 days in school before returning to home testing in line with current guidance. All Parents/carers who have opted in to the testing programme have been asked to support students to complete 2 home LFD tests before students return to site in January following the Christmas break. | DM, CS, SLT, DH, Testing Team | Ongoing |
| | 2.2 | 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. | Contact has been maintained throughout with SEND students to ensure information held is up to date. Information regarding Year 7 students has been transferred from Primary Schools as part of our transition arrangements Parents/carers reminded to update medical information, including allergies, using Edulink. Pastoral staff to review IPRA's and continue to make any additions or amendments following any new information from parents/carers. WASPs to be updated for any staff following any changes. | ET, LT, LS, CS, CS | Ongoing |
| | 2.3 | 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. | 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 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 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 either setting. | RWO, EL, Pastoral Teams | Ongoing |
| | 2.4 | Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. | All students will return to school w/c 6/9/21 | DM, SLT, KF | Ongoing |
| | 2.5 | 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 will only take place if students are directed to self-isolate. Changes to self-isolation rules from 16/8/21 mean these numbers should be minimal. | DM, VT, KF | Ongoing |
| | 2.6 | Ongoing 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 to maintain safe staffing ratios. | DM, SLT | Ongoing |
| | 3.Updating pupil and staff details | 3.1 | Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible. | Parents/carers contacted in August 21 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 |
| 3.2 | | Re-assess if IPRA's or PBSP's are needed or need to be altered given the changes to Covid measures on 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 any additions or amendments inline with operational changes or new information. | SP, LS, Pastoral Staff | 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. | 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 as part of the weekly bulletin w/c 6/9/21. | DH, MD | Ongoing |
| 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 in September and catering arrangements may have changed. | Parents/ carers reminded to update allergy information through Edulink. Catering staff display allergy information in catering outlets | SP, BJ, CF, Catering Team | Ongoing |
| 4.Information to pupils, staff, parents / carers, visitors and contractors. | 4.1 | Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children and the amended control measures in place. 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. https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/ | Parents/carers have been sent detailed communication about our return to school plans from 7th September 2021. Further information regarding in school testing to be sent following a re-canvassing of parent/carer consent for testing and consent for new Year 7 students. Further communication to parents/carers regarding home testing to be re-issued before further home testing kits are redistributed. | CS, DM, SP, DH | Ongoing |
| | 4.2 | All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Covid-19, if they are self isolating or if they are required to quarantine. They should also be informed they will be asked to take a LFD test before entering the school building. | Signage on the Main Entrance reminds entrances parents/carers and visitors. Reminders to be sent to parents/carers in the parent bulletin. Reminders to Regular visitors by Lisa Sykes, reminders to contract staff by Dawn Harding | SLT, SP, LS, DH | Ongoing |
| | 4.3 | This may be by newsletters, letters, emails, signs etc.... | | | |
| | 4.4 | 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 self isolating outside of the school is not being followed and this places other persons in the school at increased risk. | The ATL policy has been updated for September 2021. and will be issued to staff and available on the school website | RWO | 11/08/2021 |



Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.06 - Section 2 Ongoing procedures and practices subject to regular review and change

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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
|-----------------|---|--|--------------------------|----------------|
| 5.1 | <p>Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).</p> | | | |
| | <p>Staff - From 1st April 2021 CEV staff were no longer advised to shield and could return to the workplace. Employee risk assessments e.g. WASPs must be reviewed for all Clinically Extremely Vulnerable staff before they return to the workplace in September to ensure it is as safe as possible. This should include considering if additional control measures are required. For example :</p> <ul style="list-style-type: none"> o can certain activities / tasks be carried out at home to reduce time on site ? o can a lower risk role be carried out for all / some of the time ? o travelling at non peak times if using public transport, o face masks / face shields / Perspex screens in class, o additional PPE such as aprons / gloves. <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with LFD testing programmes in schools, for parents / carers, for household members of school staff and in other workplaces, are all additional control measures that are now in place. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and LFD testing programmes if they are able to.</p> <p>Pupils - it remains the case that pupils who remain in the clinically extremely vulnerable group could return to school from 1st April 2021 unless they were under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. IPRA's must be reviewed for all CEV pupils returning to school in September to ensure it is as safe as possible. Pregnant Staff and Pupils - Studies from the UK show that pregnant persons are no more likely to get COVID-19 than other healthy adults, but they are at slightly increased risk of becoming severely unwell if they do catch COVID-19, and are more likely to have pregnancy complications like preterm birth or stillbirth</p> | <p>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 are aware of any changes to their health or medical information should notify LS as soon as possible. Most roles in school require staff to attend the workplace to support our students and the safe operation of the school. CEV staff will have their WASP reviewed taking into account the medical advice of a GP or specialist and any Occupational Health advice.</p> <p>The Risk Assessment for CEV/CV/ Pregnant staff will consider what work they undertake, any underlying health issues and if the individual has been fully vaccinated and put in place appropriate measures to support them to attend the workplace.</p> <p>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 unless otherwise advised by their</p> | | |

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|---|--------------|---|---|----------------------------|---------|
| 5. Clinically extremely vulnerable and vulnerable staff and pupils and home working. | 5.1.1 | <p>TS, and are more likely to have pregnancy complications like preterm birth or stillbirth. With this in mind : a) all pregnant staff should have an employee risk assessment carried out when you are informed they are pregnant, b) pregnant staff over 28 weeks or with underlying medical conditions that place them at increased risk must have their employee risk assessment reviewed before they reach 28 weeks and any additional control measures should be in place before they return or continue in work after 28 weeks. Be mindful that stress and anxiety can also have a negative impact on pregnant staff and their unborn children. Taking into account if staff have been vaccinated, additional control measures should be considered following the hierarchy below: a) whether it is possible for the individual to work from home if their role means they cannot distance easily, b) what reasonable adaptations to their role would mean they could work from home for some or all of the time, c) can certain activities / tasks be carried out at home to reduce time on site, d) can a lower risk role e.g working with older pupils where distance can be achieved be carried out for all / some of the time, e) identify times when the member of staff / pupil can distance in school and inform others of the need to distance at those times, f) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation, g) can they travel at non peak times if using public transport, h) the use of face masks / face shields / perspex screens in class and communal areas, i) additional PPE such as aprons / gloves. This will be in addition to the general control measures contained in the overall Covid-19 assessment. Advice can be sought from Occupational Health. The same principles should be applied to pregnant pupils when completing their IPRA.</p> | <p>school unless otherwise advised by their medical professionals. Pastoral Staff will review IPRA's for students attending school where appropriate. In most cases CEV individuals will have been offered the opportunity to be double vaccinated</p> | LS, DH, CS, Pastoral Teams | Ongoing |
| | 5.1.2 | <p>Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. If there are unvaccinated clinically vulnerable pupils and students within your setting, following the identification of a close contact, you may wish to put in place temporary additional protective measures whilst waiting for the outcome of any PCR test. These could include the identified close contact wearing a face covering (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Those identified as a close contact should also continue to engage with regular LFD testing if they are able. Any decision to take additional precautions should be based on the specific circumstances of the individual close contact and the clinically vulnerable children and young people within the setting, and you should weigh up what impact additional precautions may have on education and wellbeing. No pupil or student should be denied education based on their compliance with any additional precautions.</p> | <p>The school will continue to follow government advice regarding shielding and update as this changes. Staff who are aware of any changes to their health or medical information should notify LS as soon as possible. CEV/CEV staff will have their WASP reviewed taking into account the medical advice of a GP or specialist and any Occupational Health advice. 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 support them to attend the workplace. Most roles in school require staff to attend the workplace to support our students and the safe operation of the school. Students who are CEV/CV should return to school unless otherwise advised by their medical professionals. Pastoral Staff will review IPRA's for students attending school where appropriate. In most cases CEV individuals will have been offered the opportunity to be double vaccinated. Where CEV/CV individuals have not been double vaccinated we will encourage them to share this information with us so any additional measures can be considered as part of the Risk Assessment.</p> | LS, DH, CS | Ongoing |

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| | 5.1.3 | All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. Home working - The DfE schools guidance says that: "We expect all education and childcare settings, including further and higher education providers, to continue to provide face-to-face teaching, and staff should continue to attend their place of work if required in order to deliver this. Teaching and learning should not be moved online as a result of the work from home guidance and we continue to expect higher education students (unless distance learners) to receive an element of face-to-face tuition. Therapists and wider children's service professionals should continue to be invited into education and childcare settings. Education and childcare leaders are best placed to determine the workforce required to meet the needs of their children, pupils and students. Education and childcare leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home, while minimising disruption to face-to-face education and care." It is recommended that schools consider which roles, or which elements of roles, could be carried out effectively at home without disrupting face to face education and care e.g some office roles, PPA time at the beginning and end of the day, remote learning support etc.. Where possible, those roles, or elements of roles, should be carried out at home. | In most cases it will not be practical for school staff to carry out their role remotely now students have returned to school. All staff contribute to the safe and effective operation of the 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. School will encourage all staff to frequently wash or sanitise their hands. School will continue to undertake frequent cleaning of frequent touch points around school. In most cases CEV individuals will have been offered the opportunity to be double vaccinated. | DM, LS, DH, CS, Facilities Team, LCC Cleaning Team | Ongoing |
| | 5.1.4 | Staff who live with someone who is CEV / CV but who are not CEV/CV themselves, can attend work and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. People who live with CEV or CV persons should have their COVID risk assessment reviewed for the return in September to see if additional control measures such as additional PPE, changing clothes / showering on return home could be put in place. | School will discuss appropriate support measures for staff living with individuals who are CEV/CV, in most cases these will be by taking reasonable care through frequent handwashing, sanitising and/or social distancing where possible. In most cases CEV individuals will have been offered the opportunity to be double vaccinated. | LS DH | Ongoing |
| 6. Persons who are already displaying Coronavirus symptoms | 6.1 | All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace. In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice. | 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 |
| | 6.2 | Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. If COVID-19 is suspected the child should start isolating and get tested. | Anyone with symptoms, including a fever, will be reminded to get a PCR tests and may return to school if the PCR test is negative. | SP, DH, CS, LS | Ongoing |
| | 6.3 | 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 if they have been directed by Track and Trace to self-isolate and reminders in letters/emails to parents/carers/students/ staff regarding testing and guidance on self-isolating. | SP, DH, CS, LS | Ongoing |

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| | 7.1 | All persons who develop Coronavirus symptoms in between attendance times or whilst on site, should follow the latest government guidance on self-isolating including any isolation periods and 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 |
| | 7.2 | Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so. Pupils will need to be supervised whilst this takes place. A window should be opened for fresh air ventilation if possible. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. | Offices with windows that can be left open 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 |
| | 7.3 | An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | 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. RPI will only take place where necessary to prevent injury to students an/or staff | DH, First Aiders | Ongoing |
| | 7.4 | Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and any fellow household members who are not exempt from isolation can end their self-isolation. Where a contact traced staff member / adult who is isolating tests negative following the development of symptoms they will need to complete the 10 day isolation period. | 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 identified as contacts by track and trace and advised to self isolate must follow the guidance given by Track and Trace. | LS, DH, CS, Pastoral Staff, RWO | Ongoing |
| | 7.5 | Where a child, young person or staff member tests positive or the thresholds in the Outbreak Management Plan are reached, you can contact the DfE helpline for advice around what action should be taken. Inform DCS Alert using form PCIF 01. | 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). If there is an overall rise in positive cases that meets the threshold in the Outbreak Management Plan (OMP) we will contact the DfE helpline. | CS, DH, LS, DM | Ongoing |

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| 7. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site | 7.6 | There should be a school specific outbreak management plan in place, relevant staff should be aware of the thresholds for potential outbreaks and should be monitoring positive cases in the school. If settings think they may have an outbreak they should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take. In some cases, measures such as re-introducing bubbles, masks and social distancing may be recommended. In addition schools may be contacted by the Local Health Protection Team and / or LCC HSWT if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01. | If school have a cluster of cases within 10 days that meets the threshold in the OMP school will contact the DfE helpline and follow their advice and inform DCS Alert (LCC). School will co-operate with PHE regarding any additional measures recommended in line with our Outbreak Management Plan (OMP). Where we have students required to self-isolate school will provide remote learning through Microsoft Teams. | CS, DH, SLT | Ongoing |
| | 7.7 | If a member of staff has helped someone who was unwell with Covid symptoms they do not need to go home unless they develop symptoms themselves or they receive notification to self isolate as a close contact. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. | Where a positive test is confirmed staff who are identified as a close contact will be required to self isolate as instructed by Track and Trace. 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 their hands once the patient has been collected. | All staff | Ongoing |
| | 7.8 | Clean core areas those staff or pupils have been in with standard cleaners / disinfectants. | Where a student of staff member has exhibited symptoms of Covid 19 and been sent to isolate 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 thorough cleaning of the area/s of risk. | All staff, Cleaning staff, Facilities staff | Ongoing |
| | 7.9 | A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in. | 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 |
| | 7.10 | Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area. | 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 and cleaning will take place of the area of risk. | SLT, DH, SW, Cleaning staff, Facilities staff | Ongoing |
| | 7.11 | UK Health and Safety Agency (UKHSA) 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 |
| | | reasonable evidence that a member of staff has contracted Covid-19 through their work activities. | DH to complete CF50 forms in line with guidance | DH | Ongoing |
| | | 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 | | | |

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| 8. Controlling access into the school for staff, pupils and members of the public. | 8.1 | In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time. | In September 2021 the school will be operating with significant additional constraints due to the ongoing building works and the delays to the new school building and completed bus park and parking areas. School will implement measures to reduce congestion at critical times, however these will be limited in scope due to the other contextual factors impacting on the use of the site. | DM, SLT, DH | 15/08/2021 |
| | 8.2 | Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. | External doors will be opened at key movement times, but shut when not in use to assist with the security of the school site. | DM, SLT, All Staff | 15/08/2021 |
| | 8.3 | Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible. | All visitors should only access the site through Reception and where possible visits should be pre-arranged. | DM, SLT, All Staff | 15/08/2021 |
| | 8.4 | Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed. | All visitors should only access the site through Reception and where possible visits should be pre-arranged. The procedures have not changed. | DM, SLT, All Staff | 15/08/2021 |
| 9. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.) | 9.1 | Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry. | Hand sanitising points are set up near each entrance/exit. These are monitored and replenished as required. | DH, SW | 15/07/2020 |
| | 9.2 | Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels or hand dryers should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not. | 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 |
| | 9.3 | 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 |
| | 9.4 | All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas. | 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 |
| | 9.5 | 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 |
| | 9.6 | Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance. | Waste from isolation spaces will be double bagged and kept separate for 72 hours in the wheelie bin located in the Hub Kitchen area. | DH SW | Ongoing |
| | 9.7 | In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving. | 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 |

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| | 9.8 | Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. | Staff around school will monitor the use of hand sanitiser and miss-use will be investigated. | DH, Facilities staff, All staff | Ongoing |
| | 9.9 | Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms. | 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 |
| 10.Cleaning | 10.1 | General Cleaning | | | |
| | 10.1.1 | Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings | 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 Team, LCC Cleaning Team | Ongoing |
| | 10.1.2 | Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located. | Each room used will have hand sanitiser, tissues and wipes available and replenishment can be requested on the cleaning sheet for each room. | DH, Facilities Team | Ongoing |
| | 10.1.3 | Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc. at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies). | Cleaning routines will continue including regular cleaning of frequent touch surfaces a Teachers will be asked to wipe down staff resources at the end of a session such as keyboards and remotes if they are moving between spaces. Older students will be supervised to wipe down shared equipment. | DH, Facilities Team, LCC Cleaning Team | Ongoing |
| | 10.1.4 | Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. | Cleaning routines will continue including regular cleaning of frequent touch surfaces a Teachers will be asked to wipe down staff resources at the end of a session such as keyboards and remotes if they are moving between spaces. Older students will be supervised to wipe down shared equipment | DH, Facilities Team, LCC Cleaning Team | Ongoing |
| | 10.1.5 | Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group. | Each room will have a cleaning request sheet so the Teacher can indicate any specific cleaning requests. Students in school will be supervised to wipe down shared equipment . | DH, Facilities Team, LCC Cleaning Team | Ongoing |
| | 10.1.6 | 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 appropriate PPE use for the Cleaning Team. | DH, Facilities staff, Cleaning staff | 04/06/2020 |
| | 10.2 | Rooms used for Isolating persons displaying symptoms | | | |

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| | 10.2.1 | Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken. | 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 |
| | 10.3 | Clothing | | | |
| | 10.3.1 | There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. | Students will be expected to wear normal uniform and dress expectations in line with school policy. | RWO, Pastoral staff, SLT, Teaching Staff | Ongoing |
| | 10.4 | Hygiene Suites / Intimate Care Facilities | | | |
| | 10.4.1 | Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance. | Meadows Park staff to request appropriate cleaning of hygiene suites after use. | Meadows park Staff, DH, Facilities staff, Cleaning staff | Ongoing |
| 11. Close Contact and Test and Trace | 11.1 | In order to minimise risk at a time of high prevalence, the government expects and recommends that individuals limit the close contact they have with those they do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. Following this principle it is recommended that : a) if members of staff need to move around numerous different groups of pupils / classrooms on a regular basis they should try to avoid close contact where this is possible, b) if possible, large / whole staff meetings and assemblies are held outside or in larger well ventilated areas and that staff still distance if they wish to, c) ask adults to avoid congregating / holding prolonged discussions / conversations in unventilated spaces e.g. corridors, where possible. | In order to deliver a broad and balanced curriculum and ensure a robust transition curriculum staff will need to Teach groups in different year groups and year groups will need to move around the school to access specialist spaces. Staff will continue to socially distance where close contact is not necessary to support students and areas will be ventilated where possible. | DM, SLT, All Staff | Ongoing |
| | 11.2 | On 28th November 2021 the Government recommended that all staff, visitors and pupils (Year 7 and above) recommence the wearing of face coverings in communal areas and corridors. It is also still recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces. | Staff meeting with external visitors will socially distance where possible. The use of face coverings will be advised in line with current Government guidance | DM, SLT, All Staff | Ongoing |
| | 11.3 | As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face to face contact e.g. via the use of screens. Staff in open reception areas should wear face coverings (and face shields) if screens cannot be provided. | Screening is available in Reception to support contact with external visitors whilst protecting staff. | CS. DM. DH. Admin Staff | Ongoing |
| | 11.4 | Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used. | Where staff need to provide support to students at a close distance they may use a range of options including working side by side, wearing face coverings and/or wearing a face shield. This is at the discretion of the member of staff but should also consider the nature of the work and the wishes and feeling of the student. | DM, SLT, All Staff | Ongoing |
| | 11.5 | Test and Trace - from 19th July 2021 schools, colleges and nurseries will no longer be required to carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace. | We will advise parents/carers and staff to co-operate with Track and Trace and follow the directions given regarding close contact and self-isolation. | DM, SLT, All Staff | Ongoing |

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| | 11.6 | Close contact isolation - from 16th August 2021 people are exempt from close contact isolation if they: a) are under the age of 18 years and 6 months, or b) are fully vaccinated (over 2 weeks ago), or c) have taken part in or are currently part of an approved COVID-19 vaccine trial, or d) are not able to get vaccinated for medical reasons. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. | We will advise parents/carers and staff to co-operate with Track and Trace and follow the directions given regarding close contact and daily testing. The school will follow any specific advice given by local incident management teams | DM, SP, CS, KF, DH | Ongoing |
| | 11.7 | Travelling from Abroad - the guidance for persons travelling from abroad is updated regularly. Staff and pupils returning from abroad should follow the government guidance. This can be found at https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19 | We will advise parents/carers and staff to ensure they follow the appropriate and current Government Guidance following and travel abroad before returning to school. | DM, SLT, All Staff | Ongoing |
| | 11.8 | Test and Trace guidance, some frequently asked questions and answers and a template letter for settings to send to parents, pupils and students on changes to contact tracing of close contacts have been provided by the DfE and can be found on the document sharing platforms for primary and early years, secondary schools, further education and higher education and children's social care. In addition LCC has produced a sample letter schools can use to inform parents / carers of positive cases in their child's class / year group. | We will ensure that communication sent to parents/carers accurately reflects the current guidance and information. | DM, SLT, DH | ongoing |
| 12.First Aid | 12.1 | Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings. | School will ensure sufficient, qualified, First Aiders are in school for the students and staff accessing the site. | DH, CS | ongoing |
| | 12.2 | Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits. | N/A | | |
| 13.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT. | 13.1 | If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g. entry points, registration, food and drink purchasing. | All students have been issued with a catering card that can be used as an alternative to the Biometric catering system. Hand Sanitiser and wipes are available to clean the finger scanners between use. | DM, SP, BJ, CF, Catering Team, DH | Ongoing |
| | 13.2 | Sanitisers could be used before touching biometrics if they cannot be cleaned between users. | Hand Sanitiser and wipes are available to clean the finger scanners between use. | DM, SP, BJ, CF, Catering Team, DH | Ongoing |
| | 13.3 | Lift control panels should be cleaned between users e.g. using hand sanitisers or anti-viral wipes. | The lift buttons are part of our frequent touch surface cleaning programme throughout the day. | DH, Facilities Team, LCC Cleaning Team | Ongoing |
| | 13.4 | Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes. | Staff are able to sign in and out using the Sign in App on their phones. Staff or visitors using the sign in screens in Reception should use the hand sanitiser and wipes provided | DH, Admin staff, All Staff | Ongoing |
| | 13.5 | IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual. | Staff have been asked to wipe down ICT equipment if moving work areas where equipment is likely to be used by others. | All staff | Ongoing |
| | 14.1 | Ventilation | | | |

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| 14.1.1 | <p>Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is : a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy or smell bad. Schools can use the CO2 monitors provided by the DfE to help identify poorly ventilated areas. Where teaching areas (and staff rooms in SEND settings) are identified as poorly ventilated and this cannot be resolved through simple measures such as opening doors and windows, or other remedial works then air cleaning units should be considered. State funded schools that met the eligibility criteria can apply for funded air cleaning units. https://drive.google.com/file/d/1K9jZhgH1fjbBvYKg2b4sjIMiVWrQK1vH/view</p> | <p>Where areas are less well ventilated and have no external windows we will, where possible, keep doors open to aid ventilation through secondary doors and windows. Main School classrooms have a CO2 monitor as part of the heating and ventilation systems in the new school building. All N Block Classrooms have windows School have no areas that meet the current criteria for funded air cleaning units.</p> | DH, Facilities Team, All Staff | Ongoing |
| 14.1.2 | <p>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.</p> | <p>External windows will be open where possible to aid ventilation throughout school. External doors will be opened at change over times, but closed when not in use to support the safety and security of the site.</p> | DH, Facilities Team, All Staff | Ongoing |
| 14.1.3 | <p>Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated.</p> | <p>External windows will be open where possible to aid ventilation throughout school. External doors will be opened at change over times, but closed when not in use to support the safety and security of the site. In cooler weather students may be given permission to keep coats on in the classroom as an alternative to closing windows</p> | DH, Facilities Team, All Staff | Ongoing |
| 14.1.4 | <p>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.</p> | <p>To aid ventilation over the winter months there may be occasions where it is appropriate for students to be permitted to wear coats within the classroom environment to ensure that windows can remain partially open.</p> | DM, RWO, SLT | Ongoing |

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| 14. General controls | 14.1.5 | To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened, d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents. | To aid ventilation over the winter months there may be occasions where it is appropriate for students to be permitted to wear coats within the classroom environment to ensure that windows can remain partially open. Where it is not possible to ensure ventilation when a room is in use e.g. exams rooms, where possible will be ventilated between use by opening doors. | DM, RWO, SLT | Ongoing |
| | 14.1.6 | Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable. | The Facilities Team will continue to manage the heating to balance warmth and ventilation as appropriate | DH, Facilities Team | Ongoing |
| | 14.2 | Learning Outside / Activities Outside | | | |
| | 14.2.1 | Conducting activities e.g. meetings, school events, assemblies etc.. And learning outside is encouraged wherever possible, following hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve. | 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 |
| | 14.3 | Medical Needs | | | |
| | 14.3.1 | Staff should be made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. | 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. A reminder on the use of Epi-Pens will be included in the Staff Bulletin w/c 6th Sept. | SP, DH, All staff | 06/09/2021 |
| | 14.3.2 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. | Parents/ carers reminded to update allergy information through Edulink. Allergy information is clearly provided in catering areas and Catering Staff are available to discuss allergy information with students. | SP, BJ, DD, CF, Catering Tea | Ongoing |
| | 14.4 | Water fountains | | | |
| | 14.4.1 | Water fountains in shared pupil areas should continue to be taken out of use. | Water fountains may be used by student and staff accessing the catering areas but signage will remind students and staff to use the hand sanitiser after every use | DH, CS, | Ongoing |
| | 14.4.2 | Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required. For younger pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles. | 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 |

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| 15.Educational Visits | 15.1 | Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. The government now recommends that schools consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. Schools should be aware that the travel list (and broader international travel policy) is subject to change and travel lists may change during a visit. Schools must comply with international travel legislation and should have contingency plans in place to account for these changes. | Educational visits may be authorised for domestic or overseas 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 or where international travel rules change the procedures for testing and/or isolating. Where trips are authorised the Appropriate Covid Visits Risk Assessment will be completed. In all cases school will consider the financial risks to families and school if the trip was cancelled due to COVID-19 | DM, CS, SWO, ET, SP | Ongoing |
| | 15.2 | Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments. | Where trips are authorised the Appropriate Covid Visits Risk Assessment will be completed and include any venue specific requirements. | DM, CS, SWO, ET, SP, Visit Leaders | Ongoing |
| | 15.3 | Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly. | Where trips are authorised the Appropriate Covid Visits Risk Assessment will be completed and include any venue specific requirements. | DM, CS, SWO, ET, SP, Visit Leaders | Ongoing |
| | 16.1 | Government guidance from 28th November 2021 is that staff, visitors and pupils (in Year 7 and above) wear face coverings in communal areas and corridors. Pupils in Year 7 and above should also wear a face covering when travelling on public transport and dedicated transport to and from school. From January 4th, the government have recommended that face coverings should be worn in classrooms in schools where pupils in year 7 and above are educated. This does not apply where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons and will be a temporary measure. The DfE have also said: "We would not ordinarily expect teachers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers." It is recommended that staff should have a choice whether to wear a face covering in classrooms even if they are distancing from the pupils, that they should be worn if an individual risk assessment identifies them as a necessary control measure, and that they should be worn for close supervision work. Transport - face coverings should be worn by staff and pupils over 11 at all times on public and dedicated transport. Close contact - If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding,etc .. face shields or Perspex screens may still be appropriate. Choice - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face shields may offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of | Staff and students who are not exempt have been asked to wear face coverings in communal areas in school, including corridors. Students who are not exempt have been asked to wear face coverings in line with current Government guidance. Staff and students will socially distance from external visitors where possible and visitors will be asked to wear face coverings where stringent social distancing is not possible. The school will continue to encourage students to wear face coverings in line with DfE guidance and communicate this to parents/carers and students. Where an individual IPRA or WASP identifies the wearing of a clear face covering or additional face shield as a control measure school will continue encourage staff or students to adhere to the IPRA/WASP. | DM, RWO, DH, LS, CS, Pastoral Teams | Ongoing |
| | 16.2 | 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 |

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| 16. PPE for staff and pupils | 16.3 | Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis. | Staff carrying out close contact care, such as First Aid are provided with appropriate PPE. | DH, First Aiders | 15/07/2020 |
| | 16.4 | If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school. | Where PPE is identified as necessary for staff, the appropriate PPE will be provided by school. | LS, DH, CS | Ongoing |
| | 16.5 | Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted. | Reusable eye protection or face coverings will be appropriately sanitised between use. | DH, Facilities staff | Ongoing |
| | 16.6 | Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work. | N/A - We do not currently have any students with a behaviour plan that indicates spitting as an identified risk | | |
| | | 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. | | | |
| | 16.7 | Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them. | 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 |
| | 16.8 | It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly. | Staff and parents/carers advised when using face coverings that where possible staff / students should 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 |
| 17.1 | Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns. | School previously consulted with subject leaders regarding plans for a full return. Staff have been briefed on the plans to remove bubbles 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. | DM, SLT, DH, LS | 16/08/2021 | |
| | 17.2 | Consider building in familiarisation time, training time and practice time for staff before the school opens in September. | Most measures in school will revert back to the arrangements in place in March 2020 prior to the first lockdown. The risk assessment will be shared with staff and there is a training day on 6th September 2021 prior to students returning on 7th and 8th September, further briefing and information to be shared if significant changes are made. | SLT, DH, CS | 16/08/2021 |

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| 17. Staff Wellbeing | 17.3 | The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers | Resources to be signposted to students, parents/carers and staff as appropriate. | CS, LS, Pastoral staff, Safeguarding Designated Officers | Ongoing |
| | 17.4 | Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety on the return to school in September as whole school control measures have changed. A WASP is available via Leeds for Learning. | 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 |
| | 17.5 | It is recommended that regular staff meetings are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. | Staff absent from work will continue to receive regular welfare calls. Staff meetings will resume as normal but will be adjusted to allow for social distancing depending on the wished and feelings of attendees or any specific risk assessments in place. | LS, DH, SLT | Ongoing |
| | 17.6 | Identify Mental Health First Aiders. | Current Mental Health Champions are KH and JW. Pastoral staff have been trained in MHFA however in most cases staff requiring support regarding their Mental Health would seek support through LS or APL Health directly. | CS, LS, SLT | Ongoing |
| | 17.7 | Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA). | 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 | 06/09/2021 |
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| | | Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning. | Staff have been notified of the wellbeing sessions so they are able to attend if they wish to. Staff have also had access to Hayes wellbeing modules throughout the Pandemic. | CS, LS, VT | Ongoing |
| 18. Contractors visiting site | 18.1 | Where visits can happen outside of school hours this should continue. | Visitors will be pre-arranged and only attend site during school hours if appropriate. | CS, DH, SP, DI, MD | 12/01/2021 |
| | 18.2 | Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors should adhere to the schools risk assessment when on site including wearing face coverings. Ask contractors to carry of a LFD test before coming into school. | DH will ensure that all contractors working on school site provide risk assessments including any appropriate additional measures for Covid 19 and are clear on any additional measures we require them to take including appropriate use of LFD testing. | DH, Facilities staff | Ongoing |
| | 18.3 | 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 |
| | 18.4 | Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms. | Notices at entrances will remind visitors to follow government guidance if they have symptoms of Covid 19 or if they have been directed by Track and Trace to self-isolate. | BAM, DH, CS, Facilities Team | Ongoing |

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| 18.5 | If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used. | 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 | |
| | 18.6 | If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe / Clean It" principle. | BAM will manage Covid 19 measures on their site and have their own welfare facilities. | BAM, DH, CS, Facilities Team | Ongoing |
| | 18.7 | A record should be kept of all visitors for at least 14 days. | Visitors/ contractors will be logged using the schools sign in system which retains a record of their visit. | Admin Staff, DH, Facilities staff | Ongoing |
| 19.1 | Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site Covid-19 guidance and control measures are explained to visitors on or before arrival and they are asked to wear a face covering. Ask visitors to carry out a LFD test before coming into the school. | 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 covid guidance for their visit. This has been issued to staff via the staff bulletin. 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. Supply staff will be provided with information regarding control measures on site. | LS, Admin staff, DH, CS | Ongoing | |
| | 19.2 | A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. There is a legal requirement to provided 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 |
| | 19.3 | Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. | 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 |

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| 19. Lettings / Meetings / Visitors | 19.4 | Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, can meet indoors and outdoors. The activities should ensure that a) everyone maintains good hand hygiene and cleans their hands regularly, including as they arrive, between activities, and as they leave, b) adults are asked to wear face coverings where settings have identified this is advisable e.g. when moving around in corridors and in communal areas, c) indoors the areas used are well ventilated with fresh air (see the section on ventilation), d) any rooms used by these groups are cleaned after each use, e) activities take place outside where safely possible, f) a record of all visitors to the setting is kept, g) adults should wear face coverings in communal areas. All participants attending or working in a parent and child group operating in community premises (such as community centres, youth clubs, public libraries, and places of worship), where there is a mandatory requirement to wear a face covering, are exempt from doing so when they are in: <ul style="list-style-type: none"> • a private activity room or classroom or • where the premises has been hired out for the sole use of the provision For the exemption to apply, the parent and child group must be meeting for the benefit of children under the age of 5 years and organised by a business, a charitable, benevolent or philanthropic institution or a public body. Group singing can take place and should follow the guidance below in section 28. | N/A | | |
| | 19.5 | In Early Years settings parents are more likely to come into the premises to drop off / pick up children, settle new children and to help their children adapt to their new environment. It is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces, c) ensure parents / carers avoid close contact with other children where possible, d) ask parents to LFD test before coming into the school if they will be on site for a significant time and not just to drop off / pick up e.g to help settle a child, for familiarisation visits. | N/A | | |
| 20. Pupil Wellbeing | 20.1 | Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages. | 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 |
| 21. Catering | 21.1 | Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc.. | The Catering Team will be updated with operational changes to catering areas and times. All staff were issued the amended fire management plan and this will be issued again before the start of term. | DH, SP, SLT, BJ, CF | 06/09/2021 |
| | 21.2 | Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and schools should report this using the PCIF01 form. | The Catering Team are employed by school and are part of our wider staff team so the same expectations regarding notifying school or positive cases are in place. | LS, SP, SLT, BJ, CF | 06/09/2021 |
| | 21.3 | Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between sittings. | Catering Staff will carry out appropriate cleaning where multiple sitting are in operation. Students will not be in year group bubbles so use of catering spaces maybe fluid between different year groups | DH, SP, SLT, BJ, CF, LCC Cleaning Team. | 06/09/2021 |
| | 21.4 | Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitisers. | The Catering Team are employed by school and are part of our wider staff team so the same expectations regarding social distancing and use of face coverings will be in place from September 2021. | LS, SP, SLT, BJ, CF | 06/09/2021 |

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| 22. Staff Training | 22.1 | School staff should be inducted / become familiar with new working practices before opening the school to pupils in September, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1. | New staff attended an induction session in July 2021. Staff have a training day on 6th September 2021 for any additional information or updates in place from September 2021 prior to students returning on 7th and 8th September. | DH, SP, CS, DM, SLT, LS Pastoral staff. | 06/09/2021 |
| 23. Drop off of Essential Items Forgotten by Pupils | 23.1 | A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items. | 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 | Ongoing |
| 24. Dedicated Transport | 24.1 | The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) unnecessary risks such as overcrowding and these should be minimised, b) additional cleaning of vehicles, c) maximising the ventilation of fresh air particularly through opening windows and vents, d) staff and children 11 and over should wear a face covering unless exempted for medical or other reasons. | In September 2021 the school will be operating with significant additional constraints due to the ongoing building works and the delays to the new school building and completed bus park and parking areas. School will implement measures to reduce congestion at critical times, including students arriving and leaving using the buses however these will be limited in scope due to the other contextual factors impacting on the use of the site. The school will continue to request students wear face coverings, unless exempt line with DfE guidance and communicate this to parents/carers and students. | DM, CS, RWO, Duty Staff, DH, Swa | Ongoing |
| 25. School Sites Shared with other Users e.g. PFI Staff, Children's Centres | 25.1 | Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. ...are discussed / information provided to users who share the school site. | We will continue to liaise with Meadows Park regarding operational arrangements including drop off and collection times, catering spaces and times and use of specialist spaces. | DM, CS, DH, SLT | Ongoing |
| | 25.2 | Schools who operate a children's centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting. | N/A | | |
| 26. Marking / Handling School Work | 26.1 | Staff and pupils can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic). | 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 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 |

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| 27. Before and after school clubs | 27.1 | Before and after school clubs, holiday clubs, wraparound care and extra curricular activities can be offered to all children, without restriction on the reasons for which they may attend. Such activities will be subject to the measures in this risk assessment. If sessions are normally run indoors, consider whether they can be run safely outdoors instead, as the risk of transmission is lower outdoors. Music, performing arts, dance and sporting activities should be carried out in line with the overall risk assessment and additional controls in sections 28 and 29 below. | School will offer breakfast club, homework club and catch up sessions as required. Other after school extra curricular activities will continue as allowed within the national guidance. Given school is no longer operating a bubble system attendance at session may include students from different year groups where this is deemed to be beneficial to students progress or experience. | RWO, ET, LT, TAs, Teaching Staff | Ongoing |
| | 27.2 | Where possible keep children and staff in consistent groups. | Given school is no longer operating a bubble system attendance at session may include students from different year groups where this is deemed to be beneficial to students progress or experience. | RWO, ET, LT, TAs, Teaching Staff | Ongoing |
| 28. Music and Performing Arts - for detailed guidance follow https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions | 28.1 | Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 for events and attractions, which provides details of how to manage audiences as well as carry out performing arts safely. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. | Where group signing or wind/brass instrument playing in planned to take place we will ensure this activity takes place in a venue of suitable size and ventilation. | DP, CV, SM, DH, CS. DM | 06/09/2021 |
| | 28.2 | Playing instruments and singing should still take place outdoors wherever possible. If indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition rooms with high ceilings are expected to enable dilution of aerosol transmission. | Given the constraints of the site and current construction works it is not possible for Music activities to take place outside. Peri Music lessons 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 students will be reminded to sanitise their hands before and after the lesson. | DP, CV, SM, DH, CS. DM | 06/09/2021 |
| | 28.3 | Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly. | Where social distancing is not possible students and staff should work side by side when playing or singing. Staff will use their professional judgement regarding use on accompanying music and microphones. | DP, CV, SM, DH, CS. DM | 06/09/2021 |
| | 28.4 | Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. Limit handling of music scores, parts and scripts to the individual using them. Instruments should be cleaned by the pupils playing them, wherever possible. | Students will be encouraged to use their own equipment and instruments where possible. Where equipment is shared it will be wiped between uses. 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. | DP, CV, SM, DH, CS. DM | 06/09/2021 |

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| | 28.5 | Agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument. | 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. | DP, CV, SM, DH, CS, DM | 06/09/2021 |
| 29. PE / Sports including dance. | 29.1 | Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities. | PE activities will be carried out in line with the national guidance for that sport. Where possible outside space will be used for PE activities. Where it is not possible to use outside spaces due to weather inside spaces will be used. 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 may be set aside and cleaned at the end of the school day. | DFU, DW, DH, PE Staff, Facilities staff, Cleaning staff | Ongoing |
| | 29.2 | Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance. | A range of PE activities may be carried out in line with national guidance. As extra sporting activities are added they will be risk assessed to ensure they are carried out in line with appropriate national guidance. | DFU, DW, PE Staff | Ongoing |
| | 29.3 | PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. | Appropriate extra-curricular PE activities may be offered where these can be carried out safely in line with national guidance for that sport. 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 briefing regarding Covid 19 control measures. | DFU, DW, DH, LS, CS | Ongoing |
| | 29.4 | To minimise time spent in changing rooms if they are poorly ventilated settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily. | 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. | DFU, DW, PE staff, SLT | Ongoing |
| 30. Science and D&T | 30.1 | CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/ | CLEAPS 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 |

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| 31. Shared Resources / Areas | 31.1 | General - Resources that are shared between groups, such as sports, art and science equipment should be cleaned between groups of users, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics). | Older students using specialist spaces and equipment will be supervised wiping down shared equipment. Any specialist cleaning of equipment 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 may be rotated out of use until appropriate cleaning can take place. | All Staff, Cleaning staff, Facilities staff | Ongoing |
| | 31.2 | General - in returning to more 'normal' operation consider reducing clutter and removing difficult to clean items. Consider how soft furnishings can be cleaned and ensure this is carried out on a regular basis. Equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of a limited number of pupils and be washed at the end of every day. | Older students using shared 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 may be rotated out of use until appropriate cleaning can take place. Equipment that cannot be cleaned may be taken out of use or left unused for the appropriate period between uses. | All Staff, Cleaning staff, Facilities staff | Ongoing |
| | 31.3 | Staff Rooms - shared resources such as fridges, milk, tea, coffee etc.can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle. | 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 | Ongoing |
| | 31.4 | Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment. | N/A | | |
| | 31.5 | Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared and these should be cleaned regularly, along with all frequently touched surfaces. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. | 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 |
| | 31.6 | Early Years - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group. | N/A | | |

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| | 31.7 | Pupils can take resources e.g. library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned. | 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 |
| | 31.8 | Toilets | | | |
| | 31.8.1 | Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this. | Toilets will be frequently cleaned throughout the day. Students will be reminded of regular handwashing or sanitising throughout the day. | DH, Facilities Team, LCC Cleaning Team, All Staff | Ongoing |
| | 31.8.2 | 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 |
| | 31.8.3 | For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle. | 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 |
| | 31.8.4 | Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe / Clean It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. | 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 | Ongoing |
| | 31.9 | For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc. follow the "If You Use It – Wipe / Clean It" principle. | Wipes are available in communal staff areas for staff to wipe down equipment and/or handles after use. | DH, Facilities staff | Ongoing |
| 32. Record Keeping | 32.1 | 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 the tracker. | DH, LS, DH, SP, DM, KF, VT | Ongoing |
| | 32.2 | Records of visitors, agency staff, volunteers etc.. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g. signing in / out systems, meeting registers, training records, physical intervention records and first aid records. | 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. First Aid Records are retained on SIMS and RPI records are retained by CS. The sign in system retains a record of visits by occasional and regular visitors. | TA team, ET, LT, Pastoral staff, RWO, Admin staff | Ongoing |
| | 32.3 | It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. | School will record any symptomatic individuals and confirmed positive Covid cases of staff or students on the tracker. | DH, LS, DH, SP, DM, KF, VT | Ongoing |

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| | 32.4 | A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple covid case spreadsheet. | 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 into the folders for recording positive cases. | DH, SP, LS, CS, First Aiders, Pastoral staff | Ongoing |
| 33. Use of school minibuses / transport e.g. for visits, transfer between settings, emergencies | 33.1 | The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible and f) the use of face coverings for staff and children 11 and over. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings. | Any Mini Bus travel will be risk assessed and include appropriate measures to mitigate risks of Covid 19 including cleaning of the mini buses, staff and students wearing face coverings and use of hand sanitiser or hand washing before and after each journey. 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 may 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 |
| | 33.2 | If using private vehicles or car sharing the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, f) cleaning the vehicle between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and e) drivers and passengers wearing face coverings. | 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 may 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 and staff will be advised to keep windows open where possible to aid ventilation. Students should travel in the back of the vehicle and staff in the front in most cases. | DH, DM, CS, SLT, Pastoral Teams, KF | Ongoing |
| | 34.1 | 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 in March 2021. Students returning to school will be offered testing in school initially before moving to home testing. | DM, SLT, DH | Ongoing |
| | 34.2 | Staff and pupils (where relevant) are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions. | Staff and parents/carers have been provided with information regarding the testing and the opportunity to ask any questions they may have. 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 | Ongoing |

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| 34. Asymptomatic Testing | 34.3 | Where relevant, pupils are being offered 1 lateral flow test in the school on site testing site followed by regular twice weekly home testing on their return to school in January 2022. | The school will offer students 1 in school LFD test on their return to school in line with the national guidance. Following the in school testing students will be offered home testing kits for twice weekly testing at home. | DM, SLT, DH | Ongoing |
| | 34.4 | Staff and pupils (where relevant) who are attending activities on site during the christmas break should continue to test regularly if they are attending settings that remain open, such out of school activities. Staff and pupils (where relevant) who are not attending their setting during the holiday period do not need to test twice weekly but may wish to take a rapid lateral flow test in situations where they are more likely to catch or spread COVID-19. This includes spending time in crowded and enclosed spaces, or before visiting people who are at higher risk of severe illness if they catch COVID-19. Secondary age pupils should undertake one test on-site at the start of term in their school asymptomatic test site (ATS) followed by one LFD self-test at home 3-4 days after their on-site test. They should then continue to test in line with government guidelines. Secondary settings have the option to stagger the return to school for the first week to accommodate on-site testing. Schools have the flexibility to consider how best to deliver the one test on return according to their circumstances. Staff in all education and childcare settings (and FE College students) should take one LFD self-test at home either the evening or morning before they return to their school/college followed by one LFD self-test at home 3-4 days after. They should then continue to test in line with government guidelines. | Students who are part of our testing programme have been issued with sufficient home test kits to continue to test twice a week over the Christmas holiday and are being asked to complete 2 tests prior to their return to school, with one being 24 hours prior to their return to school date. There are no planned activities on site over the Christmas Holiday. Due to the high numbers of students attending school on buses and the overall number of students in school it is not possible to limit contact between students until in school testing is completed. | DM, SLT, DH, SP, MD | Ongoing |
| | 34.5 | 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 |
| | 35.1 | General Controls | | | |
| | 35.1.1 | Carry out events outdoors wherever possible. If indoors, use a large well ventilated space. | Due to the building works on site it is not possible to hold events externally. We will ensure that rooms used for events are well ventilated. | DH, CS, Facilities Team, VT | Ongoing |
| | 35.1.2 | In line 11.3 above, it is recommended that for events involving contact with visitors, including parents / carers, that : a) staff continue to socially distance from visitors where possible, b) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, c) visitors are asked to avoid close contact with pupils who are not part of their household where possible. | Events will be planned taking into account any local or national restrictions at the time of the event and the wishes and feeling of staff and students taking part in the event. | DM, SLT, DH | Ongoing |
| | 35.1.3 | Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons. | We will ensure that appropriate cleaning takes place before and after events and that frequent touch surfaces are regularly cleaned. | CS, DH, Facilities Team, LCC Cleaning Team | Ongoing |
| | 35.1.4 | Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place. | Visitors and parents/carers attending events and students and staff helping at events will be reminded to regularly sanitise or wash their hands. Hand sanitiser is available at entrances and exits. | DM, SLT, DH | Ongoing |
| | 35.1.5 | Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils. | Areas used for events will be cleaned before and after events. Visitors will be asked not to touch any exhibits or resources that cannot be cleaned frequently. | DM, SLT, DH | Ongoing |

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| 35. Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk assessment. | 35.1.6 | Visitors to all school settings should wear a face covering when in school premises and be asked to LFD test before coming into the school. | External visitors will be asked to wearing face coverings where stringent social distancing is not possible when attending school. Visitors will be advised to take an LFD test before attending school. | All Staff | Ongoing |
| | 35.1.7 | Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance. | External visitors will be informed to observe the wishes of staff and students regarding social distancing and use of face coverings where possible. | All Staff | Ongoing |
| | 35.1.8 | Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible. | Dancing will take place in appropriately sized spaces as part of the curriculum where appropriate. | Teaching Staff | Ongoing |
| | 35.1.9 | Risk assess whether staff, especially those who are CEV, CV or at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities. | Staffs wishes regarding social distancing from external visitors will be taken into consideration where possible. Where staff are CEV or CV the current WASP will be followed regarding specific additional control measures. | DH, LS, CS, DM | Ongoing |
| | 35.1.10 | Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible. | Where payments are made for events will be arranged via a pre-order system where possible. | SP, KW | Ongoing |
| | 35.2 | Arrival, departure and movement around the premises. | | | |
| | 35.2.1 | Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site. | When arranging events we will consider the numbers attending, arrival and departure times and the entrances, exits used to try and prevent crowding in individual areas of the site. | DM, SLT, DH | Ongoing |
| | 35.2.2 | Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits. | When arranging events we will consider the numbers attending, arrival and departure times and the entrances, exits used to try and prevent crowding in individual areas of the site. | DM, SLT, DH | Ongoing |
| | 35.2.3 | Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground. | When arranging events we will consider the flow around the school site and the entrances, exits used to try minimise cross over of external visitors where possible. | DM, SLT, DH | Ongoing |
| | 35.2.4 | In line with 18.2 above visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day where possible. | Where visitors to events are attending events during the school day they will use the visitor toilet in reception or the accessible toilet on G Floor. Where visitors are attending events outside the school day toilets will be cleaned before the subsequent school day. | DH, CS, Facilities Team, Cleaning Team | Ongoing |
| 35.2.5 | Provide allocated seating where possible and consider deploying marshalling staff to manage crowding before and after events. Marshalling may also be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding. | We will consider allocated seating at events where this is possible and practical within operational constraints. For all events staff are available at key points to manage the flow of external visitors | DM, SLT, DH | Ongoing | |

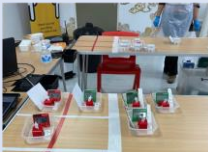
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| | <p>35.2.6 Schools are not required to use the NHS COVID Pass, unless they are holding a specific event, such as a reception, concert or party), that meets the attendance thresholds detailed below for indoor and outdoor events. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds. Schools should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training. "The use of the NHS COVID Pass is required as a condition of entry into the following places a) indoor events with 500 or more unseated attendees, where those attendees are likely to stand or move around for all or part of the event, such as music venues with standing audiences or large receptions, b) outdoor events with 4,000 or more unseated attendees, where those attendees are likely to stand or move around for all or part of the event, such as outdoor festivals; and c) any events with 10,000 or more attendees indoor or outdoor, such as large sports and music events. There are some settings that will be exempt from requirements to use the NHS COVID Pass including communal worship, wedding ceremonies, funerals and other commemorative events, protests, and mass participation sporting events.</p> | <p>The school have no current plans to hold an event that meets the current National Thresholds. If school consider a large event moving forward we will ensure that plans adhere to the current guidance at the time of the event.</p> | <p>DM, CS,SLT</p> | <p>Ongoing</p> |
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Section 3 - On site and Home Mass Asymptomatic Testing for Secondary and SILC settings.


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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
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| Secondary and SILC schools - staff - twice weekly home testing 3 / 4 days apart (where possible) and 1 test on site 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

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| 1.1 | Assessing and identifying the staff and area(s) to be used. 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. | Students will be given the opportunity to confirm or withdraw their consent during the summer holidays in advance of the start of term. Year 6 parents/carers will be given information regarding in-school testing and invited to consent for their child to join the testing programme before the start of term. All students will return to school w/c 6/9/21. Students who have consent for testing will be offered 2 in-school tests. Students who are part of our existing testing programme will be asked to complete 2 Home LFD Tests prior to their return to school. | SLT, DH, CS, SP, DM | |
| 1.1.1 | | | | |
| 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 will operate 6 testing bays and 6 processing bays at peak times during whole school testing. Staffing for the testing bays will reflect the number of bays in operation at any time. | CS, DH, SP | Ongoing |
| 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. | The Testing Teams utilise staff who have volunteered. Where staff volunteer but have an existing vulnerability this would be discussed and considered as part of their risk assessment. | LC, DH, CS, SP | 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. | CS, DH, SP | Ongoing |
| 1.1.5 | Identify 1 / more than 1 suitable dedicated testing area(s) in the school. Testing areas require : 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. | Testing will be carried out in Gym 1 with registration taking place in Gym 2. The testing area has been laid out taking into consideration the guidance and the flow of those being tested and the Testing Team. Registration will take place in Gym 2. | CS, DH | Ongoing |
| | 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 areas and the processing areas for 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 further signage within the testing area marks each separate area. Floor signage denotes the one way system. | DH, CS, SLT, Testing Team | Ongoing |
| 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. | 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 1 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 screened where possible 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 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 LFD 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 unlined or foot operated. See also Waste disposal below. | A bin 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 taking into consideration that some equipment is not single use. | DH, CS, SLT, Testing Team | Ongoing |

ST 1. Setting Up the Testing Area.

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| | 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 |
| | 1.3 | After mass on site testing of pupils has been completed | | | |
| | 1.3.1 | 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 |
| ST 2. Training / competency | 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. | DH, CS, SLT, Testing Team | Ongoing |
| | 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. This is especially important as the Orient Gene and other tests are carried out / processed differently to the Innova tests. . | The testing team and any additional members will walk the testing process before undertaking testing. We are currently continuing to test using the Innova tests. Prior to using alternative LFD tests the Testing Team will carry out further training as appropriate, including walking through the amended testing process to ensure all the team are confident in the operation. | 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. | 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 during any testing periods to ensure that they are testing in-line 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 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. | Waste generated will be disposed of in-line with current guidance. | CS, DH | Ongoing |
| 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 | Due to the volume of tests due to be completed in September 2021 students will be sent home with the registration card containing the unique barcode for their test and parents/carers will be asked to register the test in the 24hours after the student's test slot. It is recommended schools pre-register pupils who have consented to the test on the DHSC portal before they attend the testing area. | | 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 pupils have higher anxiety it is possible to carry out 1 : 1 controlled walk through of the area. All staff and pupils / parents / carers should be provided with the privacy statement. | The consent forms provided to 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. If a pupil cannot swab their nostrils an Innova test with just a throat swab can be used instead of one of the nasal only tests. | 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 |

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| ST 6. Conducting the on site tests | 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 pupils can be part of the on site or home testing programmes. Staff carry out twice weekly home testing. | 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 now advised to take part in twice weekly LFD tests within the 90 day period after the PCR test. Staff and pupils that have had the Covid-19 vaccine can still take part in the LFT programme. Due to the Omicron variant staff and pupils who who have had a positive PCR test in the last 90 days are now advised to take part in daily testing if required as a close contact. | Staff and students who have had a positive PCR test will be advised the guidance has changed and they can commence LFD testing within the 90 days following a positive PCR test. Parents and Carers have been advised that students should take part in daily LFD testing for 7 days where a member of the household tests positive for Covid 19 | 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 the first day of term / attendance 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. | Students will be brought to the testing centre in groups within their Year Groups. Students who are part of the testing programme will be asked to complete 2 home LFD tests prior to returning to school and will access face to face teaching before and after their in-school LFD tests. Sixth Form students being tested on 6th September will be given a groups time slot and each student will leave site following their test. | DH, CS, SLT, Testing Team | 13/08/2021 |
| | 6.10 | All persons taking tests should be advised in advance not to attend if they have any symptoms of COVID 19, or five 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. Students will be reminded of this before returning to school. | DH, CS, SLT, Testing Team | Ongoing |
| | 6.11 | Due to the nature if the activity in the test centre social distancing should still be followed inside the centre. | Students who are part of the testing programme will be asked to complete 2 home LFD tests prior to returning to school and social distancing will not be in place before and after the in school testing, social distancing will be in place while testing is being undertaken within the Testing Area. | DH, CS, SLT, Testing Team | 13/08/2021 |
| | 6.12 | 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. | Students who are part of the testing programme will be asked to complete 2 home LFD tests prior to returning to school and testing will take place throughout the day due to the volumes of students that need to be tested in Sept 2021 | DH, CS, SLT, Testing Team | 13/08/2021 |
| | 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. | Students who are part of the testing programme will be asked to complete 2 home LFD tests prior to returning to school and social distancing will not be in place before and after the in school testing, social distancing will be in place while testing is being undertaken within the Testing Area. | DH, CS, SLT, Testing Team | 13/08/2021 |
| | 6.13 | Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area. | Hand sanitiser will be positioned at the registration desk and in each testing bay | DH, CS, SLT, Testing Team | Ongoing |
| | 6.14 | Persons undertaking the test should be informed they must sanitise their hands before / after they carry out the test. If pupils are wearing face coverings they should also sanitise 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 current guidance. | DH, CS, SLT, Testing Team | 13/08/2021 |
| | 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 any 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. | | | |
| | 7.1 | Positive result - individual and their household (if not exempt from isolation) 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. Close contacts if known should start daily LFD testing and test for 7 days. 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 that the household should follow the Government guidance regarding self isolation 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. Parents/carers will be advised that Close Contacts should start daily LFD testing for 7 days. | DH, CS, SLT, Testing Team | Ongoing |
| | 7.2 | NHS Test and Trace will undertake any close contact tracing. From 11th January 2022 individuals with a positive LFD tests are no longer required to get a PCR test to confirm the result and will be required to self isolate immediately. There are a few exceptions to this revised approach: a) people who are eligible for the £500 Test and Trace Support Payment (TTSP) will still be asked to take a confirmatory PCR if they receive a positive LFD result, to enable them to access financial support, and b) people participating in research or surveillance programmes may still be asked to take a follow-up PCR test, according to the research or surveillance protocol. | 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 and follow advice from Track and Trace. | DH, CS, SLT, Testing Team | 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 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 an invalid result they will be informed of the outcome and offered a further test. | DH, CS, SLT, Testing Team | Ongoing | |

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| 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. | Students who are part of the testing programme will be asked to complete 2 home LFD tests prior to returning to school and social distancing will not be in place before and after the in school testing, social distancing will be in place while testing is being undertaken within the Testing Area. | DH, CS, SLT, Testing Team | 13/08/2021 |
| | 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 above. | 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. | 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 |
| ST 10. Record keeping / Reporting. | 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. 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 |
| | 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 1 month after the last test results entry. | 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 | | | | | |
| ST11. Organising the home testing system. | 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. | Staff were given access to the testing video on 25th February and further staff guidance on 2nd March 2021. Details were sent to parents/carers and sixth form students to enable them to make a decision regarding home testing before collecting home test kits. Appropriate information will be provided to new students and staff consenting to join the testing programme before collecting home testing 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 | 13/08/2021 |
| | 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. | DM, CS, SP, SLT, RWO, Form Tutors, MD, TF | 13/08/2021 |
| | 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 a test kit log detailing 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 : a) who is communicating with staff and pupils and addressing any personal issues / concerns with regards to testing they may have. 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. 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. d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form. e) who is managing the storage, stock control and re-ordering of test kits. | 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. 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. In most cases home testing kits will be distributed by TF, LS, DH or CS. In some cases other 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. 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. 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. 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. | DM, DH, SP, TF DH, CS, SLT, Pastoral Teams DH, CS, TF, LS, SP, MD, LOD, SO, DI, SH, LH DM, SLT, CS, SP DH, SP, MD, TF, KF, CS, LS TF, DH | Ongoing Ongoing Ongoing Ongoing Ongoing |

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| | 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 was contained within the power point circulated to staff on 2nd March. Information for parents/carers and students was/is 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 able to be secured to prevent 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. | Home testing kits for staff are distributed from the Main Hall by TF on selected dates and times. Home testing kits for students are distributed during Form Time. | TF, Pastoral Teams | 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 and secured out of hours. | 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 out of hours. | DH, CS, SW, TF | 13/08/2021 |
| | 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 | Home testing kits will be issued to any staff and students who consent to be part of the testing programme 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. | Home testing kits will be issued to any staff and students who consent to be part of the testing programme 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. | 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 hand sanitise before / after handling kits. | Home testing kits for staff are distributed from the Main Hall by TF on selected dates and times. Home testing kits for students are distributed during Form Time. | TF, Pastoral Teams | 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 date 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 lose 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 |
| | 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 to 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 | |
| ST14. Conducting the Tests | 14.4 | Staff and pupils that have had a positive PCR test in the last 90 days are now advised to take part in twice weekly LFD tests within the 90 day period after the PCR test. Staff and pupils that have had the Covid-19 vaccine can still take part in the LFT programme. Due to the Omicron variant staff and pupils who who have had a positive PCR test in the last 90 days are now advised to take part in daily testing if required as a close contact. | Staff and students who have had a positive PCR test will be advised they can now continue with LFD testing within the 90 days following their positive LFD and reminded if this is positive they must self-isolate in line with current guidance. | 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 |
| | 14.6 | There are a number of different types of tests available / in circulation now. Staff and pupils should follow the relevant guidance that comes with the test kit they are using at the time including the safety instructions. | 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 DIE 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 Co-ordinators. 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 if not exempt should start self isolation straight away. Close contacts who are exempt from isolation are strongly advised to carry out daily LFD tests for 7 days (unless under 5). | Staff and parents/carers will be advised the household should self-isolate, unless exempt, in the event of a positive test. Parents/carers will be advised that close contacts that are exempt from self-isolation should carry out LFD tests for 7 days before attending school each day. | DM, SP, CS, DH | Ongoing |
| | 15.2 | NHS Test and Trace will undertake any close contact tracing. | Staff and parents/carers will be advised to follow advice from Track and Trace regarding close contact tracing. | DM, SP, CS, DH | Ongoing |
| | 15.3 | From 11th January 2022 individuals with a positive LFD tests are no longer required to get a PCR test to confirm the result and will be required to self isolate immediately. There are a few exceptions to this revised approach: a) people who are eligible for the E500 Test and Trace Support Payment (TSP) will still be asked to take a confirmatory PCR if they receive a positive LFD result, to enable them to access financial support, and b) people participating in research or surveillance programmes may still be asked to take a follow-up PCR test, according to the research or surveillance protocol. | Staff and parents/carers will be advised the household should self-isolate, unless exempt, in the event of a positive test. Staff and Parents/carers will be reminded that if they are symptomatic self-isolate and go for a PCR test | 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 |

