RISK ASSESSMENT

Name of academy: Bishop Young CE Academy
Assessment carried out by: Paul Cooper and Rachael Cole
Name of Chair of Trust Board: Paul Whitman

Date of assessment: 01/03/2021
Date of review: 19/07/21

Activity/Task: Managing Coronavirus from 8th March 2021

The purpose of this whole assessment is to assist in the management of Covid19 on the school premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid19 and managing staff and student wellbeing. In all cases the persons who could be harmed will be students, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening.

Contents

1.Building management / readiness
2.Assessing staff and student numbers to assist in plans for opening
3. Updating student and staff details
4.Assess activities / lessons which can take place
5.Information to student, staff, parents / carers, visitors and contractors.
6.Clinically extremely vulnerable and vulnerable staff and students
7.Persons who are already displaying Coronavirus symptoms
8.Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site
9.Controlling access into the school for staff, students and members of the public.
10.Handwashing and hand sanitisers
11.Cleaning
12.Contact and mixing of groups of children and adults
13.First Aid
14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.
15.General controls
16.Educational Visits
17.PPE for staff and students
18.Staff Wellbeing
19.Contractors visiting site
20.Lettings / Meetings / Visitors
21.Student Wellbeing
22.Fire safety
23.Supervision at Lunchtimes
24.Catering
25.Staff Training
26. Drop off of Essential Items Forgotten by Students
27. Transport
28.Sharing with Other Users
29. Marking / Handling School Work
30. Agency staff and volunteers
31. Before and after school clubs
32. Music and Performing Arts
33. PE / Sports including dance.
34. Science and D&T
35. Shared Resources
36. Record Keeping
37.Use of Transport
38.GCSE's, A-Levels and exams
39 Asymptomatic Testing.

RISK ASSESSMENT

What are the hazards?	Ref.	Control Measures	What further actions and amendments have been undertaken?	Action by who?	Action by when?	Done
Section 1 – Pre-opening Checks						
1.Building management / readiness: Hazard: Building is unsafe and unfit to enable full opening to take place.	1.1	Regular ongoing checks required.				
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure				
	1.1.2	Damage to the building and fixtures and fittings				
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc…				
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required				
	1.2	Operational checks (to ensure good working order) to be carried out on :				
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.				
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.				
	1.2.3	Emergency lighting				
	1.2.4	Gas supplies including science laboratories and kitchens				
	1.2.5	Kitchen equipment				
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms				
	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				

RISK ASSESSMENT

		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				
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water				
	1.2.9	Windows, doors and gates including electronic gates and doors				
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.				
	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).				
	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);				
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);				
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);				
	1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);				
	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);				
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)				
	1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);				

	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);				
	1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);				
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);				
	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).				
	1.4	Cleaning of the premises				
	1.4.1	The school's cleaning regime has been enhanced through the introduction of regular fogging with an antimicrobial biocide. Cleaning regime in place for any resources / surfaces that have not been fogged.				
	1.4.2	The school is now in a 28-day cycle of surface fogging using 'Z-71 Microbe shield surface sanitiser'. This process creates a barrier layer on surfaces. Following application of this biocide, surfaces including touch points, remain protected for 28 days. This process has removed the need for the additional cleaning throughout the day with traditional sanitiser. Site staff, who were previously assigned to additional cleaning, can now focus on other areas within the academies, reducing the risk of hazards by ensuring usual maintenance and compliance tasks are completed.				
	1.5	Supplies				
	1.5.1	Adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger				

		numbers of students and staff on site and the increased amounts of cleaning required.				
	1.5.2	Adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.				
	1.5.3	Audit of hand washing and hand sanitiser 'stations' available undertaken so that all students and staff can clean their hands regularly and action where necessary.				
	1.5.4	Key holder list reviewed and any new key holders to be given guidance / familiarisation training				
Assessing staff and student numbers to assist in plans for opening. Hazard: Shortage of available staff impacts upon ability to full open and maintain sustainable provision.	2.1	All pupils can attend schools from the 8th March. Secondary settings have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. This will depend on a school's circumstances and local arrangements. Priority should be given to vulnerable children and children of critical workers, and year groups 10 and 11. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the school's operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 February such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on site testing. They will need to continue testing on-site until the test at home kits arrive for pupils. For the remainder of pupils schools should not start home testing pupils before the week beginning Monday 15th March. Schools will need to consider the transport implications of testing pupils before Monday 8th March.				

		The full risk assessment for LFD testing in school is available separately.				
	2.2	Contact has been made with parents / carers of students and with staff to ascertain if there have been any changes to / new medical or SEND needs that may impact upon rotas, ratios, medical, SEN and first aid needs etc. This includes 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.				
	2.3	Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the child or young person. It is recommended pupils attend only one setting to reduce potential transmission risks. Settings should work together with the pupil and parents / carers to ascertain which setting can best support the pupils needs. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice.				
	2.4	Pupils not undergoing testing should attend school in line with school's phased return arrangements. Vulnerable children and children of critical workers should continue to attend school throughout, unless they receive a positive test result.				
	2.5	Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine				

		the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home where possible.				
	2.6	Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.				
		Ongoing				
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis				
Updating staff and student details. Hazard: Information is not up-to-date putting staff and students at risk	3.1	Requests made for up-to-date medical, allergy and emergency contact details from students and staff prior to coming back on site.	Reminders to be sent at start of new term to ensure details are correct. Student data collection sheets to be emailed to parents to enable them to check that details are up-to-date			
	3.2	Re-assess if IPRAs or PBSPs are needed or need to be altered given the full return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc.…Control measures and risk ratings in those IPRAs / PBSPs may need to be altered to reflect the current situation.				
	3.3	Staff made aware of any / reminded of medical conditions / needs of the students they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers available wherever the student is. Staff training in the use of any devices planned. This is especially important at this time as many staff and pupils have been out of the setting for a considerable time.				
	3.4	Food allergies / intolerances information shared with catering staff for staff and children they may not already be aware of. It is				

		recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return to full opening.				
	3.5	Staff and student PEEPs amended where necessary				
	3.6	Administration of medication policy distributed to all staff allocated to work with student groups to remind them of the procedures to follow				
	3.7	Administration of medication file in each room being used to enable staff working within the group to administer medication and record it according to policy.				
Assess activities / lessons that can take place Hazard: Planned activities / lessons or use of shared resources results in spread of infection	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2.				
	4.2	Parents / students informed that they must limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, water bottle, hats and coats. Students should not bring bags to school unless they are participating in an activity that requires them to bring additional items e.g. swimming lessons, educational visits				
	4.3	Timetables are followed to allow students to now access practical classrooms. These classrooms will have been fogged and tables will be wiped down by the teacher, in-between lessons.				
	4.4	Soft furnishing, soft toys and toys that are hard to clean (such as those with intricate parts) removed from classrooms and learning environments. (If this is not possible due to space constraints, plastic sheets to be used to cover loose items).				
	4.5	Outdoor play equipment organised so that it is only used by one group of students. If it has to be shared between groups, cleaning takes place between uses.				
	4.6	Where possible, students will have their own items in school which are stored in a zip plastic wallet or individual tray.				

RISK ASSESSMENT

	4.6	All teacher desks in classrooms to be used must be clear				
		Ongoing				
	4.7	Review how students and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.				
Information to students, staff, parents / carers, visitors and contractors. Hazard: Poor communication results in control measures being compromised	5.1	Clear communication with parents / carers is essential from the school and the MAT so they understand what schools can offer safely to their children. This should include informing parents / carers who are critical workers that they should keep their children at home if they can. It may also be of value to inform those parents / carers if your learning provided is the same for both pupils in and out of school to help re-inforce the message to keep their children at home if they can.				
	5.2	All persons likely to come onto the school grounds will be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self-isolating following Government Guidance for households with family members displaying symptoms, if they have been in close contact with someone who has tested positive for COVID-19, or if they are required to quarantine having recently visited countries outside the common travel area .				
	5.3	Communication will be in the form of newsletters, letters, emails, signs, social media posts.				
	5.4	Behaviour and staff policies amended to reflect the new rules and routines necessary to reduce risk and policy changes communicated to staff, students and parents. The behaviour policy includes steps to be taken if students fail to follow the new rules and routines or they deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and student policies include the steps that could be taken if government guidance on social distancing and self-isolating outside of the school is not	Behaviour addendum reviewed in light of full opening. Staff handbook and code of conduct to be reviewed prior to full opening to include steps to be taken if			

		being followed and this places other persons in the school at increased risk.	guidance on social distancing and self-isolating is not being followed.			
	5.5	Signs displayed at all entrances to the academy and within classrooms / staffrooms to ensure persons coming onto the school grounds and into the building are informed they must not attend if they are displaying any symptoms of Covid-19, that they must use hand sanitiser / wash hands on entry and to follow the 'catch it, bin it, kill it' guidance.				
	5.6	Code of conduct to be issued prior to students returning to school to ensure expectations are clear.				

RISK ASSESSMENT

Section 2 – Ongoing Procedures						
Clinically extremely vulnerable and vulnerable staff and students Hazard: Staff in the above categories are at increased risk should they contract Covid19	6.1	**Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, BAME, males over 60 and pregnant staff.**				
	6.1.1	**Staff** - From 1st April 2021 CEV staff are no longer advised to shield and can return to the workplace. Government advice is currently that everyone is advised to continue to work from home where possible, but if staff cannot work from home they should now attend the workplace. Employee risk assessments e.g WASPs must be reviewed for all Clinically Extremely Vulnerable staff before they return to the workplace to ensure it is as safe as possible. This should include considering if it is possible for the member of staff to continue to work from home, or whether reasonable adaptations to their role would mean they could work from home or if additional control measures are required. For example : o can certain activities / tasks be carried out at home to reduce time on site ? o can a lower risk role be carried out for all / some of the time ? o travelling at non peak times if using public transport, o face masks / face shields / perspex screens in class, o additional PPE such as aprons / gloves. Staff that were advised to shield in the February expansion of the shielding programme that did not have an individual Covid risk assessment should have one carried out now before they return to the setting in line with the above considerations. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, wider use of face coverings in schools, along with LFD testing programmes in schools, for parents / carers, for household members of school staff and in other workplaces, are all additional control measures that are now in place since shielding re-commenced in January 2021. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and LFD testing				

		programmes if they are able to. **Pupils** -The advice for pupils who remain in the clinically extremely vulnerable group is that they can return to school from 1st April 2021 unless they are under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. IPRAs must be reviewed for all CEV pupils returning to school to ensure it is as safe as possible. **Pregnant staff and pupils** - More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Pregnant staff and pupils over 28 weeks gestation and those with underlying health conditions which place them at higher risk should work from home if strict social distancing cannot be adhered to or in roles where this is possible and all pregnant staff and pupils should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.				
	6.1.2	Some students or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in March (usually at their next planned clinical appointment). Any advice will be considered in an IPRA or WASP. Occupational Health to be used to assist with medical advice for staff, where necessary.				
	6.1.3	All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children/adolescents. Schools should be as flexible as				

		possible in how members of staff in these categories are deployed e.g., placing them in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE.				
	6.1.4	Staff who live with someone who is CEV but who are not CEV themselves, can still attend work where home-working is not possible and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. Staff who live with those who are CV can attend the workplace and they should ensure they maintain good prevention practice in the workplace and at home. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. People who live with CEV or CV persons should have their COVID risk assessment reviewed to see if additional control measures such as staggered start and finish times to avoid rush hour, working in lower risk roles / with lower risk year groups, additional PPE, working with smaller group sizes than full classes, changing clothes / showering on return home could be put in place.				
Persons who are already displaying Coronavirus symptoms Hazard: Transmission of virus	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self-isolating including test and trace.				
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace. .				
Persons developing Coronavirus	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 days)				

symptoms who have been on site previously or persons who develop symptoms whilst on site Hazard: Transmission of virus		and including test and trace. Staff or students on site when they develop symptoms will be sent home as soon as possible. (All staff and students 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 student 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.				
	8.2	Whilst awaiting pick-up persons will be isolated in a separate area with a closed door (and preferably an open window). Students will be supervised whilst this takes place. LIST LOCATION OF ISOLATION ROOM				
	8.3	An IIR face mask will 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 an IIR face mask will 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.				
	8.4	Where the **initial** child, young person or staff member with symptoms tests **negative**, they can return to their setting and the fellow household members can end their self-isolation. Where a **contact** traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.				
	8.5	Where a child, young person or staff member tests positive, NHS Test and Trace will be responsible for informing close contacts. If there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you can contact the DfE helpline for advice. Inform DCS Alert and Abbey MAT using form PCIF 01.				

	8.6	If settings have 2 or more confirmed cases in connected groups within 14 days they may have an outbreak, and should contact the PHE helpline. Alternatively you can contact the DfE Helpline on 0800 046 8687 and select option 1 for advice.				
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the student or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.				
	8.8	Core areas those staff or students have been in will be cleaned with standard cleaners / disinfectants.				
	8.9	A separate sanitary facility will be provided for individuals who display symptoms (LIST LOCATION). This will be cleaned and disinfected using standard cleaning products before being used by anyone else as will any areas they were isolated in.				
	8.10	We will 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.				
	8.11	Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) therefore this will not be undertaken within the academy.				
	8.12	An ongoing risk assessment of what transpired during contact (what personal contact in what space, coughing, fluids proximity, PPE or not etc) with the symptomatic person will be carried out. This information may be needed if the school is contacted by Test and Trace to aid the identification of close contacts.				
	8.13	If there is reasonable evidence that a member of staff who is diagnosed with COVID19 was likely exposed because of their work				

		this must be notified to the Trust's H&S adviser (CLO) and logged in an incident report from. CLO will contact HSE if necessary. For example, a child who has been attending school is diagnosed as having COVID19 and then a member of staff who has been in prolonged close contact / carrying out intimate care or medical procedures with that child is diagnosed with COVID 19. In addition, if a member of staff dies as a result of a work related exposure to coronavirus and this is confirmed as the likely cause of death by a registered medical practitioner then you must notify the CLO as soon as is practical and within 10 days of the death. If CLO is unavailable, contact Helen Pratten. Notifying such instances on an incident report form does not constitute a direct causal link as exposure may have occurred outside of the school setting. If you are not sure whether you should notify an issue or not please contact CLO.				
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple Abbey MAT flowchart for cases.				
Controlling access into the school for staff, students and members of the public. Hazard: Overcrowding or poorly managed entry/exit systems result	9.1	Staggered drop-off and collection times are in place to keep groups apart as they arrive and leave. Staggered start and finish times will not reduce the amount of overall teaching time.				
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for pupils.				
	9.3	Separate access and exit points into the building will be used for different groups of students and staff as close as possible to their designated classroom / work areas. Rooms / work areas will be accessed directly from outside where possible.				
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors will be kept open or only opened / closed by the member of staff responsible for that area and				

in staff, students and members of the public coming into close contact with each other thus increasing the potential for infection transmission.		regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and students with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.				
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help. The academy is utilising the discretion to ask parents / carers / visitors to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to.				
	9.6	Parent and carer visits, if essential, shall be limited to one adult per household. Parents / carers will not be permitted to enter the school grounds unless for a pre-planned appointment.				
	9.7	Parents and carers have been informed they should only come into the school building via the office reception area and by prior arrangement where possible.				
	9.8	Staff will access and exit through the closest entrance to the area they will be based in. AMEND WITH SPECIFICS IF APPROPRIATE.				
	9.9	Suppliers, contractors, visitors informed as far as possible of the times the school is open and the procedures for accessing the site if these have changed.				
	9.10	Building plans utilised to plan and mark on any entry or exit routes to provide a visual document for staff, students and parents / carers.				
	9.11	Staff working in the reception area / office are protected from face to face contact e.g via the use of screens. Staff in open reception areas will be provided with face coverings or face shields if a physical screen is not in place.				
	9.12	If a student arrives late, they must report to the office to given admittance				

	9.13	All individuals handling postage / parcel deliveries must follow the safe systems of working in place – if in doubt, advice must be sought from the office manager				
Hygiene practices: Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.) Hazard: Ineffective handwashing results in cross-contamination	10.1	Hand sanitiser at entrance points to the building and staff, visitors and students asked to use them on entry.				
	10.2	Students 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 will 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.				
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser will be provided.				
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.				
	10.5	Tissues will be available in all group areas and will be single use only and binned after use.				
	10.6	Any waste products used by staff or students that start to show symptoms whilst in school will 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.				
	10.7	In addition, staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.				

RISK ASSESSMENT

	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and students with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.				
	10.9	Sanitising products should be non-alcohol based in areas where there may be sparks or naked flames e.g science labs, kitchens and some D&T rooms.				
	10.1	Children are encouraged not to touch their mouth, eyes and nose				
	10.2	Adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')				
	10.3	Posters regarding hand washing and hygiene practises are displayed in classrooms / areas of use.				
	10.4	Use of games, songs and repetition to encourage young children to learn and practise these habits				
Cleaning Hazard: Lack of a sanitisation / cleaning programme and regular cleaning of high touch areas leads to transmission of infection	11.1	General Cleaning				
	11.1.1	Cleaning will 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				
	11.1.2	Dedicated provision of cleaning products (in a box so it can be moved to where required) in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues. *NB these should be stored out of reach of students.* Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room				
	11.1.3	Cleaning prioritised to cover 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 students are able to (based on their ability) it is acceptable for students 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 students or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).				
	11.1.4	Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.				
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Given the current rates of infection it is recommended malleable materials are taken out of use at the present time unless they are single user				
	11.1.6	Cleaning staff wear disposable gloves and change these after cleaning each separate area. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely (donning and doffing PPE)				
	11.1.7	Thorough daily cleaning of all areas used takes place.				
	11.1.8	Increased focus on touch points (redirect from vacuuming etc, if needed).				
	11.1.9	COSHH inventory to be updated with additional cleaning products used on site. COSHH assessments to be carried out for each additional cleaning product.				
	11.1.10	Sanitisation programme in place to enable cleaning to be recorded.				
	11.1.11	Further information for safe cleaning to be given directly to cleaning staff through site management team				
	11.1.12	Disposable glove checks to be conducted weekly to ensure that there is always an adequate supply. PPE to checked weekly.				

RISK ASSESSMENT

	11.2	Rooms used for Isolating persons displaying symptoms				
	11.2.1	Rooms used for isolating students 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.				
	11.3	Clothing				
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. Increased ventilation may make school buildings cooler than usual in cold weather so schools should consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.				
	11.4	Hygiene Suites / Intimate Care Facilities				
	11.4.1	Rooms used for intimate care will be cleaned after each use.				

RISK ASSESSMENT

It is recommended schools follow the overarching principle of reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') in smaller groups than normal and through maintaining distance between individuals. Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group sizes small. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people.

These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate.

We recognise that maintaining distance could be particularly difficult in special settings and primary schools, and it is likely that for younger children the emphasis will be on separating groups and minimising group sizes, and for older children it will be on distancing.
Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible

Use of face coverings as a control:

From 17th May 2021 - the government have advised that face coverings are no longer recommended to be worn by pupils in Year 7 and above in classrooms or communal areas and that staff in these settings are also no longer recommended to wear face coverings in classrooms. In Leeds our rates are higher than the England average and there have been outbreaks in a number of schools across the city. For these reasons, Public Health recommends pupils to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained. As a result of the Public Health advice and to mitigate the risk of transmission of any new variants of Covid19, all students must wear face coverings in corridors, communal areas and where social distancing cannot be maintained. Additionally, staff and students who wish to continue wearing face coverings in classrooms may do so.
Staff and visitors must wear face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas.

Contact and mixing of groups of children and adults Hazard: Groups of students mix together thus increasing the	12.1	Corridors and Circulation Spaces				
	12.1.1	Corridors will be marked out with social distancing indicators / posters as a visual aid / reminder for staff and students.				
	12.1.2	A system for movement around school, into / out of classrooms, use of toilets has been devised to avoid paths crossing: use of one way systems, 2m queues, corridor divider strips, controlled access / exit. Staggering break times, lunchtimes and lesson changeover will help minimise corridor occupancy. Students are told to keep to the left of the corridors. Staff are asked to only release students into the corridor once the corridor is clear.				

risk of infection. Staff do not adhere to social distancing measures with other adults thus increasing the risk of infection.	12.1.3	Staff supervision shall be in place to ensure that additional Covid19 protocols are met whilst moving around the school site (including break times). Pastoral staff and SLT will be on corridors at lesson changeover to ensure students keep to the left and move quickly to their next lesson.				
	12.1.4	Staff supervising shall maintain 2 metres distancing from students at all times and shall provide only verbal reminders of expectations.				
	12.2	Bubble sizes and Classrooms / Learning Areas				
	12.2.1	Year group bubbles in place to minimise contact between students.				
	12.2.2	A one-way system for movement between sessions has been implemented.				
	12.2.3	Classrooms desks (if in use) will be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side wherever possible and pupils allocated designated desks / spaces where possible / practicable. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.				
	12.2.4	Resources may be rotated to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.				
	12.2.5	Pastoral support will be available for any students who need supporting in understanding the rules.				
	12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible or use other mitigations such as PPE, Perspex screens and observe good hand hygiene. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do so they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.				

	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible). Pupils may be kept in their class groups for most of the classroom time, but allowed to mix in wider groups for specialist teaching, wraparound care, and transport. Siblings may also be in different groups.				
	12.2.8	As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g. for subject specific lessons, targeted work, to cover staff illness etc.. . Staff should ensure social distancing is observed as far as possible with pupils.				
	12.2.9	A one-way system for movement between sessions has been implemented to enable pupils to access sessions within the relevant department area where specialist resources can be accessed.				
	12.2.10	Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible or use other mitigations such as PPE, Perspex screens and observe good hand hygiene. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible. Staff who are entering classrooms for the purposes of quality assurance, monitoring, to provide peer support or to deliver bespoke CPD will follow all the necessary controls in relation to 'prevention'. Any members of academy or Trust staff completing learning walks or lesson observations will wear a visor and sanitise their hands going into and on exiting the classroom. These staff members will sanitise				

		their hands before touching any student's books and immediately after. Consideration will also be given to the location in which the monitoring activity is to take place to ensure that, where possible, classroom space enables additional adults in the room to socially distance themselves from fellow colleagues and students and to ensure that the room is one that is ventilated.				
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.				
	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.				
	12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day unless they can maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.				
	12.2.14	Staff who are entering classrooms for the purposes of quality assurance, monitoring, to provide peer support or to deliver bespoke CPD will follow all the necessary controls in relation to 'prevention'. Any members of academy or Trust staff completing learning walks or lesson observations will wear a visor and sanitise their hands going into and on exiting the classroom. These staff members will sanitise their hands before touching any student's books and immediately after. Consideration will also be given to the location in which the monitoring activity is to take place to ensure that, where possible, classroom space enables additional adults in the room to socially distance themselves from fellow colleagues and students and to ensure that the room is one that is ventilated.				
	12.4	Outdoor Areas				

	12.4.1	Students will remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.				
	12.4.2	Any staff using car parks must observe social distancing when entering and exiting the car.				
	12.5	Breaks and Lunchtimes				
	12.5.1	Breaks and lunchtimes will be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.				
	12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of students and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.				
	12.6	Toilets				
	12.6.1	As far as possible different groups will be allocated their own toilet blocks if the site allows for it. Toilets will be cleaned regularly and students will be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as student volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.				
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.				
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).				

	12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.				
	12.6.5	For staff toilets it is good practice for 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.				
	12.6.6	Signage to the backs of toilet doors and above sinks will be provided to remind students and staff to wash their hands and follow the **"If You Use It – Wipe It"** principle (for staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.				
	12.7	Assemblies / Collective Worship				
	12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' e.g. year group bubbles will be avoided. Collective worship will, on occasion, be virtual via video recordings or live streamed into classrooms. When this is not the case, class worship will be delivered.				
	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and students in their discrete groups. It may be possible to carry this out in the areas each group is based.				
	12.8	Staff areas				
	12.8.1	Office areas rearranged to have 2m gaps between seating and work stations. Office workspaces and equipment should not be shared.				

		It is recommended schools work out the square metred area available for staff seating and divide this by 4 to give a maximum occupancy rate. The actual number may need to be lower to take into account pinch points such as hot and cold food / drinks stations. Provide signage on the door / in the room to remind staff to socially distance, wear face coverings and maximum occupancy.				
	12.8.2	Staff rooms have been re-arranged to have 2m gaps between seating and work stations and staggered breaks / lunchtime rotas are in place and limits on staff numbers using the area at any one time have been implemented. Staff should observe social distancing in these areas.				
	12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the **"If You Use It – Wipe It"** principle with anti-viral wipes.				
	12.8.4	The use of shared resources such as fridges, milk, tea, coffee, cutlery, crockery etc is no longer in place to minimise touch points. Staff have been advised to bring their own provisions in (in a cool bag if food needs to be kept cold). Individuals should not share consumables with others.				
	12.8.5	Offices should be locked when not in use if possible				
	12.8.6	Work shall be done electronically wherever possible to reduce paper and quantity of contact items				
	12.9	Communication				
	12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.				

	12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.				
	12.10	Face Coverings				
	12.10.1	Staff and students to wear plain face coverings when in communal areas of the academy and in social spaces where social distancing cannot be maintained.				
	12.10.2	Staff and students to be advised how to correctly use face coverings, including: • wearing them over the nose and mouse and securely around the face • not swapping or sharing them • safe donning and doffing • safe storage • when and where to use a face covering This advice will be given in the form of verbal communication and printed guidance.				
	12.10.3	Staff and students will be asked to wash or sanitise their hands before putting on a face covering and after removing one or if they touch their face covering while wearing it. Face coverings should be stored in a sealed plastic bag when removed and kept in a safe place e.g. students bag				
	12.10.4	Face coverings should not be worn if they are wet as a wet face covering can make it difficult to breathe. Staff and students will be advised of this and the academy will have a stock of face coverings				

		that can be distributed as replacements in the event that a face covering is soiled or unsafe.				
	12.10.5	Exemptions to the measures on wearing face coverings include those who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if a person is speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. Staff and the parent / carer of students asked to inform the academy if they are exempt from wearing face coverings. Proof of exemption will not be required, however, if staff or students feel more comfortable showing proof that they do not need to wear a face covering they can download an exemption card from the government website.				
	12.10.6	Due to current local restrictions, car sharing outside the household group should not be undertaken if possible unless the person is part of the same household bubble.				
	12.10.7	Mask breaks may need to be scheduled for students who find it difficult to wear their face covering for prolonged periods of time. Student must be in an open space and able to maintain 2m distancing from whoever they are with when the face covering is removed.				
First Aid Hazard: First aid provision is not in-live with ratios thus putting staff and students at risk.	13.1	Adequate first aid provision for the numbers of staff and students on site will be in place and regularly monitored. Paediatric first aiders will be available at all times that children up to the age of 5 are on site or on educational visits.				
	13.2	Regular checking of first aid provision takes place to ensure adequate resources for the numbers of staff and students on site.				
	13.3	Relevant PPE will be used when administering first aid e.g. mask, disposable gloves, apron.				

First aiders do not follow guidelines thus increasing the risk of infection transmission		PPE will be removed safely and disposal will be through double bagging and removing from the premises as soon as possible. Staff trained in donning and doffing PPE.				
	13.4	First aider will wash hands thoroughly for 20 seconds after removal of PPE.				
Biometrics / electronic signing-in / out systems and IT equipment Hazard: Biometrics, touch control or IT equipment are not cleaned between users increasing the risk of infection transmission.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non-contact system where possible e.g. library systems				
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.				
	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g using hand sanitisers or ant-viral wipes.				
	14.4	Multi user Electronic signing in / out systems will not be used at this current time. Staff sign-in/out shall be via a contact-free ID card reader to reduce risk of cross-contamination. Visitors will be signed in by a member of office staff.				
	14.5	IT equipment will be cleaned between users if it cannot be kept for the sole use of an individual.				
General controls Hazard: Increased risk of infection transmission	15.1	Ventilation				
	15.1.1	It is important to ensure the school is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation, doors should be kept open. 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.				

	15.1.2	Where possible windows to classrooms, offices, staff rooms will be opened. 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.				
	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm.				
	15.1.4	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct drafts, Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in				

		addition to the school's current uniform. Where this occurs, schools no extra financial pressure should be placed on parents.				
	15.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.				
	15.2	Learning Outside				
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines.				
	15.3	Medical Needs				
	15.3.1	Staff should be made aware of any medical conditions / needs of the students they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the child is. Staff will be trained in the use of any devices.				
	15.3.2	Food allergies / intolerances information will be shared with catering staff for staff and children they may not already be aware of.				
	15.4	Water fountains				
	15.4.1	Water fountains in shared student areas should be taken out of use.				
	15.4.2	Water bottles will be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after will take place. For older pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.				
Educational visits Hazard: Appropriate controls are not in place thus increasing	16.1	From 12 April 2021 schools can resume educational day visits. From 17 May 2021 schools can resume domestic residential educational visits. Annex C of the Schools coronavirus (COVID-19) operational guidance sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3 of the roadmap out of lockdown along with the guidance for Hotels and other Guest Accommodation https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-				

risk of infection or		accommodation. A new Sample Covid Specific Residential Risk Assessment and guidance has been produced and is available on Exeant. This should be completed along with any activity specific risk assessments for the visit. The government have advised that, given the complexities attached to international travel at this stage of the pandemic, schools should not go on any international visits this academic year up to and including 5 September 2021. The position beyond 5 September will be reviewed again in advance of Step 4.				
	16.2	When visits can recommence they should be done in line with protective measures, such as keeping children within their consistent groups, and the coronavirus (COVID-19) secure measures in place at the destination. Exeant and relevant risk assessments have been altered to reflect this. For domestic visits schools should complete the Day Visits risk assessment along with any venue specific assessments.				
	16.3	From 12 April 2021 schools can resume making use of outdoor spaces in the local area. This should be done in line with protective measures, such as keeping children within their consistent group, and any coronavirus (COVID-19) secure measures in place at the destination. In such situations, pupils and staff should be able to safely adhere to social distancing with members of the public.				
	16.4	From 8 August 2020, face coverings have been required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings				
Personal Protective Equipment (PPE)	17.1	From 17th May 2021 - the government have advised that face coverings are no longer recommended to be worn by pupils in Year 7 and above in classrooms or communal areas and that staff in these settings are also no longer recommended to wear face coverings in classrooms. In Leeds our rates are higher than the England average				

Hazard: Staff fail to follow the guidance on PPE putting themselves and others at risk		and there have been outbreaks in a number of schools across the city. For these reasons, Public Health recommends pupils to continue to wear masks in communal areas outside classrooms where social distancing cannot be maintained. As a result of the Public Health advice and to mitigate the risk of transmission of any new variants of Covid19, all students must wear face coverings in corridors, communal areas and where social distancing cannot be maintained. Additionally, staff and students who wish to continue wearing face coverings in classrooms may do so. Staff and visitors must wear face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas. Transport - face coverings are required at all times on public and dedicated transport (for children over the age of 11). Close contact - If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding,etc . face coverings, face shields or Perspex screens may be appropriate. Choice - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Community Settings - where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff. Face shields offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or				

		safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason / it is identified in a risk assessment as to why a face shield is appropriate. Staff and pupils should also continue to wear face coverings where this is identified as a control measure in their individual risk assessment e.g WASP / IPRA.				
	17.2	FFP2 / 3 masks are not necessary in a school setting.				
	17.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with students. Staff carrying out these activities will wear disposable gloves and aprons and may need IIR masks and eye protection. This will be assessed on a case by case basis.				
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this will be provided by the school.				
	17.5	Reusable eye protection / face coverings will be thoroughly cleaned between each individual person being assisted.				
	17.6	Staff who may get bodily fluids, including spit, on their clothes from students have been advised to bring a change of clothes to work.				
	17.7	Stocks of PPE will be maintained and replenished as necessary.				
Staff wellbeing Hazard: Staff are not consulted with resulting in anxiety about the controls in	18.1	Staff have received copies of the academy's re-opening plans and risk assessments and feedback has been encouraged. Staff and 1:1 meetings have taken place to discuss concerns.				
	18.2	Familiarisation time, training time and practice time has been built in for staff before the school fully opens.				
	18.3	The Department for Education is providing additional support for both student and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers				

place to mitigate risk	18.4	Employee risk assessments have been amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Abbey MAT Arena (wellbeing).				
	18.5	Regular staff meetings (via Microsoft Teams or following social distancing rules) are undertaken with staff on site and regular telephone communication is held with staff who are not present to maintain contact and assist wellbeing. It is advised that on-site meetings do not exceed more than 5 people in physical attendance. The room being used for the meeting must be adequate in size and well-ventilated. Staff must be reminded to follow social distancing rules.				
	18.6	Mental Health First Aiders are in place and all staff are aware of who they are.				
	18.7	Staff are aware that guidance and support can be sought through leadership and / or Human Resources. Employees have access to counselling on a self-referral basis.				
	18.8	Employees will be asked to wear a face covering in communal spaces, corridors and areas where social distancing cannot be maintained.				
	18.9	An employee risk assessment will be put in place for staff who use public transport to attend the workplace, to identify risks to themselves or to others in the workplace.				
	18.10	Line managers will maintain regular contact with their team members and will offer additional support where required.				
	18.11	Staff are encouraged to give consideration to stress and anxiety increasing susceptibility to infection e.g. lack of sleep, becoming run down etc.				
	18.12	Up-to-date corporate communications are followed as per Public Health England (PHE) advice				

RISK ASSESSMENT

Contractors visiting site Hazard: Contractors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works. Where visits can happen outside of school hours, they should.				
	19.2	Contractors asked to provide their risk assessments and discuss additional needs with the school prior to visiting.				
	19.3	Contractors asked to adhere to social distancing guidelines and wear face masks or appropriate face coverings whilst on site.				
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.				
	19.5	If contractors need supervising this will be done following social distancing guidelines.				
	19.6	Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms.				
	19.7	If contractors display any symptoms whilst onsite they will 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.				
	19.8	If contractors are on site for long periods of time a separate toilet facility may be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.				
	19.9	School will still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school hours, they should. A record will be kept of all visitors for at least 14 days.				
	19.10	Signage displayed on main entrance doors and gates requesting unexpected visitors to not enter and to phone or email school office.				
	19.11	Limit of number of visitors on site at any one time.				

	19.12	Procedures to be put in place for accepting deliveries.				
Letting, meetings and visitors Hazard: Visitors fail to follow school controls and government guidance thus compromising the integrity of the school's control measures.	20.1	There will be occasions when visits to the setting are necessary, but these will be limited to essential visits only to avoid visitors entering the premises, wherever possible use remote means. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site. Lettings should only continue if the activities are in line with those permitted under the lockdown. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene, face coverings and control measures are explained to visitors on or before arrival. Face masks or appropriate face coverings should be worn by visitors whilst on site. Copy of the risk assessment available on school website.				
	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff. They can also participate in schools' rapid testing programmes where these have been established and the school has capacity to include them.				
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle. There is a legal requirement to provided hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.				

	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school hours, they should. A record should be kept of all visitors for at least 14 days. .				
	20.5	Sports lettings are currently restricted under the new lockdown requirements and can only take place if for elite sportspeople (and their coaches if necessary, or parents/guardians if they are under 18) - or those on an official elite sports pathway - to compete and train. From 29th March 2021 'organised sports' can take place outside so schools can also re-commence lettings to such groups. 'Organised' sport, is one which is formally organised by a qualified instructor, club, national governing body, company or charity and follows sport-specific guidance. They must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc.. Toilets can be accessed. Guidance and a list of NGB whose rules have been approved can be found in : Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK (www.gov.uk) From 12 April 2021 lettings can be extended to include indoor disability sport activities and indoor supervised sport and physical activity for under-18s (including those who were under 18 on 31 August 2020 and should be limited to 15 participants). From 17th May 2021 indoor adult group sports and exercise classes are also allowed.				
	20.6	From 17 May 2021 Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, for the provision of support for parents and their children, that are necessary to deliver in person, can continue with up to 30 participants (children				

		under five are not counted in the number) where formally organised to provide mutual aid, therapy or any other form of support. This includes where parents and carers meet other parents and carers with or without their young children. From 17 May 2021 all parent and child groups, for the benefit of children under 5 years of age, can meet indoors and outdoors with up to 30 participants (children under five are not counted in the number). The activities should ensure that social distancing is maintained between adults who do not live together and who are not in the same support bubble, everyone maintains good hand hygiene all should clean their hands regularly, including as they arrive, between activities, and as they leave, adults wear face coverings where social distancing between adults is not possible (for example, when moving around in corridors and in communal areas), indoors the areas used are well ventilated with fresh air (see the section on ventilation), any rooms used by these groups are cleaned after each use, and a record of all visitors to the setting is kept. Group singing can take place. Taking account of the evidence about singing and COVID-19, singing is considered safer when limited numbers of people sing together. From 17 May 2021 where the singing is to take place **outdoors** multiple groups of 30 attendees can take part. This limit includes children aged under 5, so where the parent and child group has more than a total of 30 attendees of all ages, they should divide into groups of 30 or less and remain in these groups for the duration of the session. Where singing is to take place **indoors**, no more than 6 adults in the room, including the group leader, should sing and singing should be limited to the same 6 adults for the duration of the group session. Good ventilation with fresh air should be maintained throughout the session. In addition the guidance below in section 32 should be followed.				
Student wellbeing	21.1	The academy will adopt the recovery curriculum approach. The five key areas to address based on wider research by M. and B. Carpenter (2020) and *Transition, recovery and learning in the aftermath of a pandemic.* (2020) are as follows:				

RISK ASSESSMENT

Hazard: Students are anxious about the return to school and the measures in place to keep them safe.		1. Relationships 2. Re-establish links with community and parents 3. Visibly address gaps in learning (A transparent learning programme) 4. Re-establish metacognition and skills for learning over content 5. Time and space Using the five key areas identified above and key questions pertaining to each of these elements, the academy has developed both an academy wide and subject specific approach to the implementation of the recovery plan. Information gathered from 1:1 meetings with students will support planning of the recovery curriculum to ensure that provision is bespoke and provides adequate pastoral support to those students who need it.				
	21.2	The academy will have a remote learning offer in place to ensure that any students who are self-isolating or are unable to attend school for reasons relating to Covid19 have access to the curriculum.				
Fire safety Hazard: Staff and students at risk if procedures are not reviewed and communicated .	22.1	Fire evacuation route checked and amended, where necessary, to take into account the changed use of the site.				
	22.2	Muster points / practices amended so staff and students bubbles are not mixed.				
	22.3	Fire marshal roles reallocated where necessary.				
	22.4	Staff informed how to use fire extinguishers, where call points are etc				
	22.5	Fire drill to take place as soon as possible after reopening to enable new procedures to be practised as soon as possible after opening.				
	22.6	Staff and student PEEPs amended where necessary and carry out emergency drills as normal (following social distancing as appropriate). Adjustments should be made to fire drills to allow for social distancing where possible.				

	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this will be added to the Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19".				
Lunchtime supervision Hazard: Control measures not in place this compromising integrity of risk assessment	23.1	Lunchtime staff allocated to ensure supervisors stay with a consistent group of students and have adequate breaks.				
Catering Hazard: Systems are not robust thus compromising controls.	24.1	Catering staff informed of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc. Copy of risk assessment to be given to catering staff.				
	24.2	Discussions have taken place with catering staff in relation to alterations to menu choices and systems to allow for quicker / easier distribution to students / flow through collection points e.g. limiting meal choices (taking onto account specific dietary and allergy needs), provision of 'grab bags' instead of hot meals.				
	24.3	Consideration has been given to whether meals can be served in the hall or they need to be delivered to classrooms; this has been discussed with catering staff.				
	24.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and and these should be reported using the MAT PCIF01 form.				

	24.5	Tables / seating set out by catering staff will be cleaned before students and staff use them and in between each group of staff and students.				
	24.6	Catering staff will be reminded to observe the rules of social distancing and hygiene whilst on site. Catering staff are allowed to use alcohol based hand sanitisers.				
	24.7	Kitchen will have a sanitisation programme in place				
Staff training Hazard: Staff are unfamiliar with the controls and new working practices.	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.				
Drop off of Essential Items Forgotten by Students Hazard: Risk of cross contamination if items are not quarantined and wiped before distribution.	26.1	A system is in place for the potential drop off of essential items a student 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 student's base. Staff doing this should thoroughly wash hands before and after handling the items.				
	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that				

Transport (not public transport) Hazard: Sufficient controls are not in place when transport is being used increasing the risk of transmission		drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.				
	27.2	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g cones, signage etc..				
	27.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.				
	27.4	Students on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept of Education is that children on dedicated school buses will not need to maintain social distancing however,social distancing should still be encouraged wherever possible within vehicles..				
	27.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept of Education is that those involved in the provision of home to school or college transport must do all that is reasonably practicable to maximise social distancing where possible and minimise the risk of transmission. What is practicable is likely to vary according to local circumstances. Local authorities are not required to uniformly apply the social distancing guidelines for public transport, on dedicated school or college transport. However, distancing should				

		still be put in place within vehicles wherever possible. This means that where fewer children and young people are attending school or college, sufficient levels of capacity should be maintained to maximise social distancing. For example, through alternate seating or separation between year groups or schools.				
	27.6	In accordance with advice from PHE, from the autumn term, we advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport.				
Sharing with other users Hazard: Other users do not follow the controls in the RA thus compromising the integrity of the controls in place	28.1	Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. are discussed / information provided to users who share the school site.				
Marking / handling school work Hazard: Cross contamination occurs if	29.1	Staff can take books and other shared resources home if they follow hygiene procedures. Staff can wash hands or sanitise before marking work, at regular intervals throughout and after completing marking. Suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the students can retain their exercise books for lessons. Homework can be set and marked providing hygiene procedures are flowed. Staff may want to set homework on paper so as to limit the number of books being sent home.				

controls are not adhered to						
Agency staff and volunteers Hazard: Agency staff and volunteers do not follow the controls in the RA thus compromising the integrity of the controls in place	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from students and staff where possible.				
	30.2	The academy can continue to engage supply teachers and other supply staff during this period. We will limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff although their attendance on site should be limited where possible.				
Before and after school clubs Hazard: Before and after school clubs do have procedures in place to minimise risk	31.1	From 8 March, schools can resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, or is part of a pupil's wider education and training. Vulnerable children can attend settings regardless of circumstance. Advise parents that where they are accessing this provision for their children, that they must only be using this, where the provision is being offered as part of the school's educational activities (including catch-up provision), the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution, or the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group. In addition to this, From 29 March schools can provide outdoor provision to all children and Indoor provision to vulnerable children and young people, children on free school meals, where they are attending as part of the Department for Education's holiday activities				

		and food programme, all other children, where the provision is one of the following: • reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group • being used by electively home educating parents as part of their arrangements for their child to receive a suitable full-time education • being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments. From 12 April, in line with the commencement of step 2 of the COVID-19 response – spring 2021, before and after school clubs, holiday clubs, wraparound care and extra curricular activities can be offered to all children, without restriction on the reasons for which they may attend. Both indoor and outdoor activities are now able to take place.				
	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible. Smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall. If necessary, it would be appropriate for one staff member to supervise up to two small groups, provided that any relevant ratio requirements are met. From 17 May 2021 provision taking place indoors and outdoors can be in groups of any number. It remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting. Smaller groups				

		should be considered when it is not possible to do this. When considering appropriate group sizes it will be important to take into account factors such as the recommended occupancy levels of the premises you are operating from and levels of ventilation. For example, guidance for providers of grassroots sport and sport facilities recommends that the maximum occupancy of an indoor facility should be limited by providing a minimum of 100sqft per person.				
	31.3	Parents / carers have been made aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.				
	31.4	Schools should follow the principles in the school guidance and holiday and after school club guidance for extra curricular activities and clubs : 1) keeping children in the same bubbles they are in during the school day, 2) if this is not possible - keeping children in consistent bubbles for these activities, 3) limiting the number of after school activities a pupil attends, 4) carrying out activities outside where possible. Music, performing arts, dance and sporting activities should be carried out in line with sections 32 and 33 below.				
Music and performing arts Hazard: Potential for additional risk of infection when people are singing, chanting or	32.1	Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take				

playing wind or brass instruments.		place. From 17 May 2021 schools can host indoor and outdoor face to face performances in front of a live audience. If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance schools should also give particular consideration to the guidance on delivering outdoor events. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. Government has also published advice on safer singing https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing.				
	32.2	Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.				
	32.3	Playing instruments and singing in the smaller groups permitted should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Mitigating factors include : Pupils and staff being positioned back-to-back or side-to-side when playing or singing (rather than face-to-face, positioning wind and brass players so that the air from their instrument does not blow into another player,				

		use of microphones where possible or encouraging singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly. Keep the activity time involved as short as possible and it is recommended individuals are seated rather than standing to help maintain social distancing.				
	32.4	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) 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. Instruments should be cleaned by the pupils playing them, wherever possible. Schools that offer specialist, elite provision in music, dance and drama should also consider the DCMS guidance on the performing arts. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Peripatetic teachers can move between schools, for instance, but schools should consider how to minimise the number of visitors where possible. In addition, in individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.				
PE including dance Hazard:	33.1	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				

Close contact between individuals or lack of adherence to RA controls increase risk of cross contamination.		systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Pupils should be kept in consistent groups. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.				
	33.2	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. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. The ability for schools to offer team sports is likely to be limited. Where schools are considering team sports schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events. Both outdoor and indoor competition between different schools can now take place and should be organised in line with the above guidance.				
	33.3	External leisure and sports facilities such as leisure centres and gyms, swimming pools, tennis and basketball courts, golf courses, fitness and dance studios, climbing walls, archery, driving, and shooting ranges are permitted to be open for a small number of exempt activities, including education and training (including for schools to use sports and leisure facilities where that it part of their normal provision.				

	33.4	PE, sport and physical activity provided by school to academy pupils can continue under the academy systems of control. This includes sports clubs or activities before or after school, in addition to regular PE lessons for those pupils eligible to attend school. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.				
	33.5	To minimise close contact in changing rooms we may ask students to wear PE kits on the days they are doing PE or come to school / go 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, we will ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.				
Science and DT Hazard: Risk of transmission of infection	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid19 controls (which is being updated at present) https://www.cleapss.org.uk/				
Use of shared resources Hazard: Risk of transmission of infection	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.				
	35.2	General – We have minimised, or removed altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and students will be cleaned at the end of the day, but kept to a minimum. We will make an				

		assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.				
	35.3	Staff Rooms – The use of shared resources such as fridges, milk, tea, coffee etc. is no longer in place to minimise touch points. Staff have been advised to bring their own provisions in (in a cool bag if food needs to be kept cold).				
	35.4	Play equipment - Indoor and outdoor play equipment will be more frequently cleaned. This applies to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times we will allocate specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.				
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, staff and students will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. We will reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to students				

		wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, water bottles, hats and coats. 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.				
	35.6	Students 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.				
Record keeping Hazard: Records of close contact are not kept and therefore it is not possible to identify where possible infection may have occurred.	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.				
	36.2	Records will be kept of students and staff in each bubble, and any close contact that takes places between students and staff in different groups. Records of visitors, agency staff, volunteers etc. and who they have been working with will also be kept. In order to keep this proportionate, we will utilise existing recording practices e.g. class registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. We will not ask students to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.				
	36.3	We will use a simple record system to log students, staff and others who are working together e.g small group intervention work, 1:1 support				
	36.4	We will record cases where students and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs will be used for this for students and Arena for staff.				

	36.5	A record will be kept of which staff have assisted students or staff who are displaying symptoms. This will be via first aid incident records or via CPOMs.				
Use of transport Hazard: Ineffective controls increase transmission of infection.	37.1	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting, b) additional cleaning of vehicles, c) organised queuing and boarding where possible and distancing within vehicles wherever possible, d) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), d) drivers and escorts regulalrly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, e) boarding the transport 'first in last out' and allocating specific seats where possible, f) maximising the ventilation of fresh air particularly through opening windows and vents, g) avoiding the use of face to face seating on home to school transport wherever possible and h) the use of face coverings for children 11 and over. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.		Principal		
	37.2	If the use of private vehicles or car sharing is unavoidable / necessary the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, e) considering seating arrangements to maximise distance between people in the vehicle, f) cleaning the car between journeys using standard cleaning products				

		especially making sure door handles and other areas that people may touch are cleaned, and g) drivers and passengers wearing face coverings.				
38. AS, A level and GCSE exams	38.1	GCSEs, A and AS level exams will not go ahead this summer as planned. Schools undertaking mock exams / other exams should follow the advice below.				
	38.2	Collect and keep contact information for candidates and invigilators so that you can use it to identify close contacts if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the setting.				
	38.3	Ensure every exam has a seating plan, so the names of the invigilators can be cross referenced to the contact details held for candidates and invigilators.				
	38.4	Make arrangements to ensure candidates that arrive before the scheduled start time of exams are kept separate from other students arriving at the school or college. This is likely to include a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.				
	38.5	Make sure that any candidates who arrive late for the exam follow social distancing measures.				
	38.6	Make sure that there is a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this take into account any candidates who need extra time in exams.				
	38.7	Pupils must bring their own stationary to avoid the need to share equipment.				

	38.8	Desks should not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations. This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, you should follow the guidance specified by the relevant awarding organisation. It is recommended 2m distance is achieved between candidates wherever possible.				
	38.9	All other candidates, whether in different group bubbles, private candidates or those returning to school or college to take exams, should be seated 2 metres apart from each other. These candidates can be seated in the same room.				
	38.10	There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.				
	38.11	Good ventilation is important and you should maximise this wherever possible, for example, opening windows and propping open doors where safe to do so (bearing in mind safeguarding in particular).				
	38.12	Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room. Invigilators and other staff should stand alongside candidates when interacting with them, rather than face to face.				
	38.13	Staff and pupils should wear face coverings when moving to any rooms where assessments will be conducted.				
	38.14	Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff.				
	38.15	Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.				

	38.16	For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2 metre distance, they should avoid close face to face contact and minimise time spent within 1 metre of others. These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams. Perspex screen could also be used.				
	38.17	If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2 metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and using a face covering.				
39. Asymptomatic Testing	39.1	An asymptomatic lateral flow device testing programme has been put in place in the school. See separate risk assessment for details.				
	39.2	Staff and pupils (where relevant) are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions.				
	39.3	Where relevant, pupils are being offered 3 lateral flow tests in the school on site testing site followed by regular twice weekly home testing on their return to school.				