



RISK ASSESSMENT

Name of academy: Manston St James CE Primary Academy

Assessment carried out by: Ashleigh Dunn

Name of Chair of Trust Board: Paul Whitman

Date of assessment: 01.03.2021

Date of last review: 19.07.2021

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 pupil wellbeing. In all cases the persons who could be harmed will be pupils, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for a safe re-opening.

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38. Asymptomatic Testing



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What are the hazards?	Ref.	Control Measures	What further actions and amendments have been undertaken?	Action by who?	Action by when?	Done
Section 1 – Re-opening Procedures						
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	Daily checks	JB	13.1.21	✓
	1.1.2	Damage to the building and fixtures and fittings	Daily checks	JB	13.1.21	✓
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	Daily checks	JB	13.1.21	✓
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Inspection treatment and report every 3 months	JB	17.12.20	✓
	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.	Daily checks	JB	13.1.21	✓
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Daily checks	JB	4.1.21	✓
	1.2.3	Emergency lighting	Monthly checks	JB	6.1.21	✓
	1.2.4	Gas supplies including science laboratories and kitchens	Annual check	Oldroyd's Maintenance	19.6.21	✓
	1.2.5	Kitchen equipment	Annual check	Leeds City Council	3.11.21	✓
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Annual check	Managed Water Systems	5.6.21	✓



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	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm	Monthly check	JB	15.1.21	✓
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Daily check	JB	13.1.21	✓
	1.2.9	Windows, doors and gates including electronic gates and doors	Daily check	JB	13.1.21	
	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).	Daily check	JB	13.1.21	✓
	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);	Stannah 12/11/20 (every 3 months) Schindler 5.1.21 (every 3 months)		12/11/20 5/1/21	✓
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	Checked annually	Zurich insurance	25/6/20	✓
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	Checked annually	DGYL	29/7/20	✓
	1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Checked annually	Leeds City Council	3/11/20	✓



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	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Checked every 5 years	JB	31/7/18	✓
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Checked annually	JB	21/10/20	✓
	1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	Checked annually	Inspectas	29/12/20	✓
	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Checked annually	SportsSafe	1/10/10	✓
	1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Checked daily	JB	13.1.21	✓
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Checked daily	JB	13.1.21	✓
	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).	Checked annually	SF Fire	28.10.20	✓
	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.	Additionally - whole school fogging every 28 days	JB	Fogging - 12.1.21	✓
	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		JB		✓



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		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 pupils and staff on site and the increased amounts of cleaning required.		JB	13.1.21	✓
	1.5.2	Adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.		JB	13.1.21	✓
	1.5.3	Audit of hand washing and hand sanitiser 'stations' available undertaken so that all pupils and staff can clean their hands regularly and action where necessary.		JB/AAD		✓
	1.5.4	Key holder list reviewed and any new key holders to be given guidance / familiarisation training		JB		✓
Assessing staff and pupil 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				
	2.2	Contact has been made with parents / carers of pupils 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.		AAD	2.3.21	✓
	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		LB	3.3.21	



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		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	All pupils can attend school from 8 th March.				
	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.		AAD	1.3.21	✓
	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.	Staffing rota established and reviewed at least weekly	AAD	1.3.21	✓
		<u>Ongoing</u>				
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis	Included in weekly rota	AAD	1.3.21	✓
Updating staff and pupil details.	3.1	Requests made for up-to-date medical, allergy and emergency contact details from pupils and staff prior to coming back on site.		AAD	1.3.21	✓
Hazard:	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the full return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc....Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	Saved on school server in year group folders – information shared with key staff	LB	5.3.21	✓



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Information is not up-to-date putting staff and pupils at risk	3.3	Staff made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers available wherever the pupil 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.	Medical conditions/ info and IHPs have been updated and added to the year group folders	LB	5.3.21	✓
	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.	All up to date	LB	5.3.21	✓
	3.5	Staff and pupil PEEPs amended where necessary	PEEPS updated and added to the Covid Year group folders	LB	5.3.21	✓
	3.6	Administration of medication policy distributed to all staff allocated to work with pupil groups to remind them of the procedures to follow	Saved in Policy folder on Server – staff directed to this	AAD	2.3.21	✓
	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.	Medicines administered by DC and SB – school office	AAD	2.3.21	✓
Assess activities / lessons that can take place	4.1	Parents / pupils 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. Pupils 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	Parent letter	AAD	2.3.21	✓
Hazard: Planned activities / lessons or use	4.3	Timetables in place for activities using the hall or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	Hall timetable for PE Playtime and lunchtime timetable for playground and school field	AAD	3.3.21	✓



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of shared resources results in spread of infection	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).		AAD	5.3.21	✓
	4.5	Outdoor play equipment organised so that it is only used by one group of pupils. If it has to be shared between groups, cleaning takes place between uses.	Labelled crates for each bubble – rotated weekly.	LB	5.3.21	✓
	4.6	Where possible, pupils will have their own items in school which are stored in a zip plastic wallet or individual tray.	Individual desk, chair, tray and pencil case – years 1-6	AAD - teachers	2.3.21	✓
		<u>Ongoing</u>				
	4.7	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	SLT monitoring Staff meeting agenda item	SLT	ongoing	✓
Information to pupils, staff, parents / carers, visitors and contractors.	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.	Letters and regular communication	SLT	ongoing	✓
Hazard: Poor communication results in control measures	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 .	Posters and information booklet Displayed and included in newsletter	Admin	5.3.21 and ongoing	✓



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being compromised	5.3	Communication will be in the form of newsletters, letters, emails, signs, social media posts.		SLT/ ADMIN	ongoing	✓
	5.4	Behaviour and staff policies amended to reflect the new rules and routines necessary to reduce risk and policy changes communicated to staff, pupils and parents. The behaviour policy includes steps to be taken if pupils 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 pupil policies include the steps that could be taken if government guidance on social distancing and self-isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Amended in September. Revisited in March.	AAD	2.3.21	✓
	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.	Key messages reinforced by staff.	JB	ongoing	✓



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Section 2 – Ongoing Procedures						
<p>Clinically extremely vulnerable and vulnerable staff and pupils</p> <p>Hazard:</p> <p>Staff in the above categories are at increased risk should they contract Covid19</p>	6.1	<p>Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, BAME, males over 60 and pregnant staff.</p>				
	6.1.1	<p>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 :</p> <ul style="list-style-type: none"> o can certain activities / tasks be carried out at home to reduce time on site ? o can a lower risk role be carried out for all / some of the time ? o travelling at non peak times if using public transport, o face masks / face shields / perspex screens in class, o additional PPE such as aprons / gloves. <p>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</p>	<p>Email to all staff regarding advice for CEV, CV, BAME, males over 60 and pregnant staff – request for staff to make themselves known if a WASP/RA not in place.</p> <p>RE/WASP updated and new RA written where required.</p>	ECB/AAD	15.1.21	✓



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		<p>programmes if they are able to.</p> <p>Pupils -The advice for pupils who remain in the clinically extremely vulnerable group is that they can return to school from 1st April 2021 unless they are under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. IPRA's must be reviewed for all CEV pupils returning to school to ensure it is as safe as possible. Pregnant staff and pupils - More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Pregnant staff and pupils over 28 weeks gestation and those with underlying health conditions which place them at higher risk should work from home if strict social distancing cannot be adhered to or in roles where this is possible and all pregnant staff and pupils should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p>				
	6.1.2	<p>Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in 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.</p>		N/A		
	6.1.3	<p>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</p>	<p>Staff who are able to work from home have been advised to do so.</p>	AAD	2.3.21	✓



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		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.		AAD	2.3.21	✓
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.	All communication streams utilised to share this information - ongoing	ALL	ongoing	✓
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating including test and trace.	All communication streams utilised to share this information - ongoing	ALL	ongoing	✓
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)	All communication streams utilised to share this information - ongoing	SLT / ALL	ongoing	✓



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<p>symptoms who have been on site previously or persons who develop symptoms whilst on site</p> <p>Hazard: Transmission of virus</p>		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 the annex - a separate area with a closed door and an open window. Pupils will be supervised whilst this takes place.		SLT	ongoing	✓
	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.		SLT	ongoing	✓
	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.		ALL	ongoing	✓
	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.		SLT/ALL	ongoing	✓



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	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.		SLT	ongoing	✓
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.		SLT/ALL	ongoing	✓
	8.8	Core areas those staff or pupils have been in will be cleaned with standard cleaners / disinfectants.		JB	ongoing	✓
	8.9	A separate sanitary facility will be provided in the annex for individuals who display symptoms. This will be cleaned and disinfected using standard cleaning products before being used by anyone else as will any areas they were isolated in.		SLT/JB	ongoing	✓
	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.		SLT	ongoing	✓
	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) therefore this will not be undertaken within the academy.		SLT		✓
	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.		SLT	ongoing	✓
	8.13	If there is reasonable evidence that a member of staff who is diagnosed with COVID19 was likely exposed because of their work				✓



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		<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>				
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple Abbey MAT flowchart for cases.				
<p>Controlling access into the school for staff, pupils and members of the public.</p> <p>Hazard: Overcrowding or poorly managed</p>	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.	<p>Under review</p> <p>Currently not deemed to be necessary due to reduced numbers of pupils in school</p> <p>To resume 8.3.21</p>	AAD	3.3.21	✓
	9.2	A one-way system will be in operation at drop off and collection times to assist with social distancing and enabling ease of access for larger numbers of pupils.	<p>Drop off at school gate</p> <p>One way system in operation for end of day collection</p>	AAD	3.3.21	✓
	9.3	Separate access and exit points into the building will be used for different groups of pupils, where possible, and staff as close as				



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entry/exit systems result in staff, pupils and members of the public coming into close contact with each other thus increasing the potential for infection transmission.		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 regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Only for one bubble at a time	AAD	3.3.21	✓
	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.	Newsletter / individual letters where necessary	AAD Newsletter LA/COG letter	5.3.21	✓
	9.6	Parents and carers have been advised that where possible only one adult at a time should accompany their child to / from school.	Letter / newsletter / verbal reminders at collection times	AAD Newsletter LA/COG letter	5.3.21	✓
	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.	Letter / newsletter / verbal reminders at collection times	AAD Newsletter LA/COG letter	5.3.21	✓
	9.8	Staff will access and exit through the main office for fire regulation purposed.	Regular reminders to 'fob' in and out	SLT	Ongoing	✓
	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.		JB/ Admin	ongoing	✓



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	9.10	Building plans utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.		AAD	5.3.21	✓
	9.11	Staff working in the reception area / office are protected from face to face contact via the glass screen. Were it is necessary to open the screen office staff should wear visors.		Admin	ongoing	✓
	9.12	Parents have been advised that they must arrive on time to drop-off and collect their child. If a pupil arrives late, their parent / carer must take them to the office to gain admittance.	Newsletter and regular reminders COG letter	SLT	Ongoing	✓
<p>Hygiene practices: Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)</p> <p>Hazard: Ineffective handwashing results in cross-contamination</p>	10.1	Hand sanitiser at entrance points to the building and staff, visitors and pupils asked to use them on entry.		All staff	ongoing	✓
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels or hand towels 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.		All	ongoing	✓
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser will be provided.	Sinks available in all classrooms. Sanitiser also provided.	All staff	ongoing	✓
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.		All staff	ongoing	✓
	10.5	Tissues will be available in all group areas and will be single use only and binned after use.		JB / all	ongoing	✓



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	10.6	Any waste products used by staff or pupils 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.		JB	ongoing	✓
	10.7	In addition, staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.		All staff	ongoing	✓
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.		All staff Especially EYFS	ongoing	✓
	10.9	Sanitising products should be non-alcohol based in areas where there may be sparks or naked flames e.g science labs, kitchens and some D&T rooms.		JB	ongoing	✓
	10.1	Children are encouraged not to touch their mouth, eyes and nose		All staff	ongoing	✓
	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')		All	ongoing	✓
	10.3	Posters regarding hand washing and hygiene practises are displayed in classrooms / areas of use.		JB	ongoing	✓
	10.4	Use of games, songs and repetition to encourage young children to learn and practise these habits		All staff	ongoing	✓
Cleaning	11.1	General Cleaning				
Hazard: Lack of a sanitisation / cleaning programme	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		JB	ongoing	✓
	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,		JB	ongoing	✓



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and regular cleaning of high touch areas leads to transmission of infection		soap, tissues. <i>NB these should be stored out of reach of pupils.</i> 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 pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products, they should not use them or they could use non latex gloves (for contact allergies).		JB and all staff	ongoing	✓
	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.		JB and all staff	ongoing	✓
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be handled by a consistent group of children of and that no one else outside this group can come into contact with it. Alternatively, single user alternatives can be used. The malleable material for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.		Reception staff	Ongoing	✓
	11.1.6	Cleaning staff wear disposable gloves and change these after cleaning each separate area. Staff will be instructed on how to		JB	ongoing	✓



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		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.		JB	ongoing	✓
	11.1.8	Increased focus on touch points (redirect from vacuuming etc, if needed).		JB	ongoing	✓
	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.		JB	ongoing	✓
	11.1.10	Sanitisation programme in place to enable cleaning to be recorded.		JB	ongoing	✓
	11.1.11	Further information for safe cleaning to be given directly to cleaning staff through site management team		JB	ongoing	✓
	11.1.12	Disposable glove checks to be conducted weekly to ensure that there is always an adequate supply. PPE to checked weekly.		JB	ongoing	✓
	11.2	Rooms used for Isolating persons displaying symptoms				
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.		JB	ongoing	✓
	11.3	Clothing				
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. Increased ventilation may make school buildings cooler than usual in cold weather so schools should consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.	Parent information letter	AAD	Ongoing / as necessary	✓
	11.4	Hygiene Suites / Intimate Care Facilities				
	11.4.1	Rooms used for intimate care will be cleaned after each use.		JB/EYFS Staff	ongoing	✓



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- ✓ 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.

It is recommended schools limit the number of pupils and staff on site at any one time as far as possible in keeping with the overarching principle of minimising contacts and working from home where reasonable to do so. The number of pupils that can safely be accommodated on site at any one time will depend on a number of factors and these should form the basis of our risk assessment on safe occupancy and operation of the school as detailed in 2.5 in Section 1 of this risk assessment.

Primary / Nursery Settings - in primary schools, it is still recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.

Transport - face coverings are required at all times on public and dedicated transport (for children over the age of 11). **Close contact** - If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, etc. face shields or Perspex screens may be appropriate. **Choice** - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance.

Community Settings - where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff. **Face shields offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason / it is identified in a risk assessment as to why a face shield is appropriate.**

Contact and mixing of groups of	12.1	Corridors and Circulation Spaces				
	12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.		JB	ongoing	✓



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<p>children and adults</p> <p>Hazard: Groups of pupils mix together thus increasing the risk of infection.</p> <p>Staff do not adhere to social distancing measures with other adults thus increasing the risk of infection.</p>	12.1.2	<p>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 and controlled access / exit. Staggering break times and lunchtimes will help minimise corridor occupancy.</p> <p>Groups should be kept apart and movement around the school site kept to a minimum.</p>		AAD	5.3.21	✓
	12.2	Bubble sizes and Classrooms / Learning Areas				
	12.2.1	Class group bubbles in place to minimise contact between pupils.		AAD	5.3.21	✓
	12.2.2	Bubbles will be kept apart from other groups (bubbles).		AAD	5.3.21	✓
	12.2.3	To enable effective teaching and learning to take place, tables can be grouped. Furniture / equipment surplus to requirements could be removed to assist, movement round the class, and reduce potential touch points.		AAD	5.3.21	✓
	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.		SLT	ongoing	✓
	12.2.5	The use of social stories / pastoral support will be used with any pupils who need supporting in understanding the rules.		SENCo	ongoing	✓
	12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible 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.		AAD	5.3.21	✓
	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever 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,	Where pupils need to 'desk share' across the week desks and chairs will be	AAD	5.3.21	✓



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		wraparound care, and transport. Siblings may also be in different groups.	cleaned thoroughly between use.			
	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.		AAD	ongoing	✓
	12.2.9	Pupils will use the same classroom or area of the setting throughout the day, with a thorough cleaning of the rooms at the end of the day.		AAD	ongoing	✓
	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible 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,		AAD	ongoing	✓



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		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.		AAD	ongoing	✓
	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.	Regular reminders in staff briefings	AAD	ongoing	✓
	12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day unless they can maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.		AAD	ongoing	✓
	12.4	Outdoor Areas				
	12.4.1	Pupils 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.	Year group bubbles in operation during lunchtimes and playtimes Class groups at all other times	AAD	ongoing	✓
	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'.	Year group bubbles in operation during lunchtimes and playtimes Class groups at all other times	AAD	ongoing	✓
	12.5.2	Lunchtimes will be staggered. '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.	Year group bubbles in operation during lunchtimes and playtimes	AAD	ongoing	✓



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			Class groups at all other times			
	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 pupils 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 pupil volumes increase. Where possible use of toilets should be as close to their classroom or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.		AAD		
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.		All staff	Ongoing	✓
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).		All staff	ongoing	✓
	12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.		All staff	ongoing	✓
	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.		All staff	ongoing	✓
	12.6.6	Signage to the backs of toilet doors and above sinks will be provided to remind pupils 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.	Push lights outside of toilets to indicate when engaged.	AAD	5.1.21	✓



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	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' 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.		AAD	Ongoing	✓
	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.		AAD	Ongoing	✓
	12.8	Staff areas				
	12.8.1	Office areas rearranged to have 2m gaps between seating and work stations. 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.		AAD	Ongoing	✓
	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.		AAD	Ongoing	✓
	12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the "If You Use It – Wipe It" principle with anti-viral wipes.		AAD	Ongoing	✓
	12.8.4	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).		AAD	Ongoing	✓



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	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.	Email used where this is not possible.	All staff	ongoing	✓
	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.		AAD	ongoing	✓
	12.10					
	12.10.1	Staff to wear masks when in communal areas of the academy, in corridors, in social spaces (e.g. staffroom and playground) where social distancing cannot be maintained and in classrooms. Visors to be worn when accompanying/supervising pupils to enable clear communication.		AAD	ongoing	✓
	12.10.2	<p>Staff to be advised how to correctly use face coverings (particularly when using face masks), including:</p> <ul style="list-style-type: none"> wearing them over the nose and mouth and securely around the face not swapping or sharing them safe donning and doffing safe storage when and where to use a face covering <p>This advice will be given in the form of verbal communication and printed guidance.</p>		AAD	2.3.21	✓



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	12.10.3	Staff 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 (masks only) while wearing it. Face masks should be stored in a sealed plastic bag when removed and kept in a safe place when not being worn.		All staff	ongoing	✓
	12.10.4	Face masks should not be worn if they are wet as a wet face covering can make it difficult to breathe. Staff 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.		All staff	ongoing	✓
	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 asked to inform the academy if they are exempt from wearing face coverings.		AAD	ongoing	✓
	12.11					
	12.11	Due to current local restrictions, car sharing outside the household group should not be undertaken unless the person is part of the same household bubble.		AAD / all staff	ongoing	✓
First Aid Hazard: First aid provision is not in-line with ratios thus putting staff and pupils at risk.	13.1	Adequate first aid provision for the numbers of staff and pupils 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.		Provisions – SB First Aid staff - SLT	Ongoing Checked by 15.1.21	✓
	13.2	Regular checking of first aid provision takes place to ensure adequate resources for the numbers of staff and pupils on site.		Provisions – SB First Aid staff - SLT	Ongoing Checked by 15.1.21	✓



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First aiders do not follow guidelines thus increasing the risk of infection transmission	13.3	Relevant PPE will be used when administering first aid e.g. mask, disposable gloves, apron. 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.		SLT / First Aiders	ongoing	✓
	13.4	First aider will wash hands thoroughly for 20 seconds after removal of PPE.		SLT / First Aiders	ongoing	✓
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	n/a			
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	n/a			
	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.	Adults to control lifts. Only to be used by those who require it.	ALL	ongoing	✓
	14.4	Multi user Electronic signing in / out systems will not be used at this current time. Signing in will be carried by office staff.	Electronic sign in for visitors replaced by paper record completed by office staff.	Admin	ongoing	✓
	14.5	IT equipment will be cleaned between users if it cannot be kept for the sole use of an individual.	Teacher laptops and iPads – sole use. Cleaning routine for pupil iPads and laptops	All staff	ongoing	✓
General controls Hazard:	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	Advice provided regarding which doors should not be kept open due to fire.	ALL/SLT	Ongoing	✓



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Increased risk of infection transmission		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.	AS per guidance from Trust Facilities and Estates Manager	ALL/SLT	Ongoing	✓
	15.1.3	<p>You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.</p> <p>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.</p> <p>Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm.</p>	Library AC can be used although this is not a room which is routinely in use by a bubble.	ALL	ongoing	✓
	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	Reviewed according to outside temperature	SLT/ALL	Ongoing	✓



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		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.	As above	SLT	Ongoing	✓
	15.2	Learning Outside				
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines.		All teachers	Ongoing	✓
	15.3	Medical Needs				
	15.3.1	Staff should be made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the child is. Staff will be trained in the use of any devices.	Medical conditions/ info and IHPs have been updated and added to the year group folders			
	15.3.2	Food allergies / intolerances information will be shared with catering staff for staff and children they may not already be aware of.	All up to date	N/A		
	15.4	Water fountains				
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	n/a			
	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.	Reminder to bring filled water bottles to school	Class teachers	ongoing	✓
Educational visits Hazard: Appropriate controls are not in place	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-	Pre-booked visits (before 17 th May) cancelled			



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thus increasing risk of infection or		safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation. A new Sample Covid Specific Residential Risk Assessment and guidance has been produced and is available on 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 will be altered to reflect this.		SLT/Class teachers	When visits recommence	✓
	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.	(Using school grounds only before 12.4.21)	AAD	ongoing	✓
	16.4	From 8 August 2020, face coverings have been required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings		AAD	ongoing	✓
Personal Protective Equipment (PPE)	17.1	Primary / Nursery Settings - in primary schools, it is still recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. Transport - face coverings are required at all times on	Communicated via email, briefing and staff meetings	AAD	2.1.21 and ongoing	✓



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<p>Hazard:</p> <p>Staff fail to follow the guidance on PPE putting themselves and others at risk</p>		<p>public and dedicated transport (for children over the age of 11).</p> <p>Close contact - If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, etc. face shields or Perspex screens may be appropriate. Choice - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Community Settings - where schools are delivering education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff. Face shields offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason / it is identified in a risk assessment as to why a face shield is appropriate. Staff and pupils should also continue to wear face coverings where this is identified as a control measure in their individual risk assessment e.g. WASP / IPRA</p>				
	17.2	FFP2 / 3 masks are not generally 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 pupils. 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.		SLT	ongoing	✓



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	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.		SLT	ongoing	✓
	17.5	Reusable eye protection / face coverings will be thoroughly cleaned between each individual person being assisted.		SLT	ongoing	✓
	17.6	Staff who may get bodily fluids, including spit, on their clothes from pupils have been advised to bring a change of clothes to work.		AAD	ongoing	✓
	17.7	Stocks of PPE will be maintained and replenished as necessary.		LB	ongoing	✓
Staff wellbeing Hazard: Staff are not consulted with resulting in anxiety about the controls in place to mitigate risk	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.		SLT	ongoing	✓
	18.2	Familiarisation time, training time and practice time has been built in for staff before the school fully opens.		SLT	Ongoing - briefings	✓
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers		SLT	ongoing	✓
	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).		ECB	5.3.21	✓
	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 meetings be held remotely and where this is not possible on-site meetings must not exceed more than 5 people in physical attendance. The room being used for the meeting must be adequate in size and well-ventilated and those in physical attendance should wear visors or face coverings. Staff must be reminded to follow social distancing rules		SLT	ongoing	✓



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	18.6	Mental Health First Aiders are in place and all staff are aware of who they are.		AAD/JOD	ongoing	✓
	18.7	Staff are aware that guidance and support can be sought through leadership and / or Human Resources.		AAD/SLT	ongoing	✓
	18.8	Staff should wear a face covering when in communal areas e.g. corridors, staffroom, on the playground and are advised to wear a shield/visor when teaching / working with individuals or groups of children.		All	ongoing	✓
	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.		All staff	ongoing	✓
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.		JB	ongoing	✓
	19.2	Contractors asked to provide their risk assessments and discuss additional needs with the school prior to visiting.		JB	ongoing	✓
	19.3	Contractors asked to adhere to social distancing guidelines and wear face masks or appropriate face coverings whilst on site.		JB	ongoing	✓
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.		JB	ongoing	✓
	19.5	If contractors need supervising this will be done following social distancing guidelines.		JB	ongoing	✓
	19.6	Contractors to follow Government guidelines on self-isolating if they or their family members display any symptoms.		JB	ongoing	✓
	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.		JB	ongoing	✓



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	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.		JB	ongoing	✓
	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.		AAD/JB	ongoing	✓
	19.10	Signage displayed on main entrance doors and gates requesting unexpected visitors to not enter and to phone or email school office.		AAD	ongoing	✓
	19.11	Limit of number of visitors on site at any one time.	Management of central school calendar	AAD/Admin	ongoing	✓
	19.12	Procedures to be put in place for accepting deliveries.		Admin	ongoing	✓
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		AAD/JB/ Admin	ongoing	✓
	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to		AAD/ Admin	ongoing	✓



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		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 provide hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.		AAD	1.3.21	✓
	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. .		AAD/JB/ Admin	ongoing	✓
	20.5	Sports lettings are currently restricted under the new lockdown requirements and can only take place if for elite sportspeople (and their coaches if necessary, or parents/guardians if they are under 18) - or those on an official elite sports pathway - to compete and train. From 29th March 2021 'organised sports' can take place outside so schools can also re-commence lettings to such groups. 'Organised' sport, is one which is formally organised by a qualified instructor, club, national governing body, company or charity and follows sport-specific guidance. They must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc.. Toilets can be		SLT	19.4.21	✓



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		<p>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)</p> <p>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.</p>				
	20.6	<p>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</p>		SLT	19.4.21	✓



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		<p>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.</p> <p>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.</p> <p>Good ventilation with fresh air should be maintained throughout the session. In addition the guidance below in section 32 should be followed.</p>				
<p>Pupil wellbeing</p> <p>Hazard:</p> <p>Pupils are anxious about the return to school and the measures in place to keep them safe.</p>	21.1	<p>The curriculum will include an increased focus on PSHE (personal, social and health education) to enable staff to reintegrate pupils back into school and provide opportunities to talk through their experiences during the period of partial closure. We will enable pupils to ask questions and we will support them to understand the changes that they are experiencing in their time at school and to understand the safety measures we have put in place. Although home learning has been set by school staff and undertaken by many pupils, we recognise that this is not the same as the learning that takes place in the classroom. We will therefore revisit basic skills and expectations and will implement a recovery curriculum that will allow consolidation of prior learning. We will spend some time identifying any gaps in individual curriculum knowledge and ensure that pupils are supported so that they access all the skills, knowledge and experiences within the curriculum for their year group. We will endeavour to ensure that pupils are stretched and challenged at the appropriate level.</p>		SLT	<p>2.3.21</p> <p>3.3.21 ongoing</p>	✓
Fire safety	22.1	Fire evacuation route checked and amended, where necessary, to take into account the changed use of the site.		AAD/JB	5.3.21	✓
Hazard:	22.2	Muster points / practices amended so staff and pupils bubbles are not mixed.		AAD	3.3.21	✓
	22.3	Fire marshal roles reallocated where necessary.		AAD	5.3.21	✓



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Staff and pupils at risk if procedures are not reviewed and communicated	22.4	Staff informed how to use fire extinguishers, where call points are etc	IHasco Fire Awareness Training for all staff plus Fire Evacuation Policy Shared	AAD	Spring Term 2021 and ongoing	✓
	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 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.		AAD/JB	ongoing	✓
	22.6	Staff and pupil PEEPs amended where necessary.		LB	ongoing	✓
	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".		AAD/JB		
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 pupils and have adequate breaks.		AAD	1.3.21	✓
Catering Hazard:	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. Catering have been informed they must inform the school if there are any positive cases amongst staff on site and these should be reported using the MAT PCIF01 form.		AAD	5.3.21	✓



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Systems are not robust thus compromising controls.	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 pupils / flow through collection points e.g. limiting meal choices (taking into account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.		AAD	1.3.21	✓
	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. LCC catering will provide hot and cold grab bags which can be served to pupils in their classrooms.	Following success of hot meals during lockdown this will be trialled whole school from 8.3.21	AAD	1.3.21	✓
	24.4	Catering staff will remain in the kitchen / serving hall as much as possible and use an entrance / exit as close to the kitchen as possible.		Catering Leeds/AAD	ongoing	✓
	24.5	Tables / seating set out by catering staff will be cleaned before pupils and staff use them and in between each group of staff and pupils.		Catering/ lunchtime staff	ongoing	✓
	24.6	Catering staff will be reminded to observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene. Catering staff are allowed to use alcohol based hand sanitisers.		AAD	ongoing	✓
	24.7	Kitchen will have a sanitisation programme in place	In addition to fogging every 28 days	Catering Leeds / AAD	1.3.21	✓
Staff training Hazard: Staff are unfamiliar with the controls and new	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.	Briefing meeting 2.3.21. slides shared with all staff 5.3.21	AAD	2.3.21	✓



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working practices.						
Drop off of Essential Items Forgotten by Pupils 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 pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupil's base. Staff doing this should thoroughly wash hands before and after handling the items.		AAD/Admin	ongoing	✓
Transport (not public transport) Hazard: Sufficient controls are not in place when transport is being used increasing the risk of transmission	27.1	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.	Any pupils using public transport are accompanied by the adult who brings them to school/collects them from school. Reminders in newsletter about social distancing.			
	27.1.1	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible 				



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		<ul style="list-style-type: none"> • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet 				
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.	N/A			
Marking / handling school work Hazard: Cross contamination occurs if controls are not adhered to	29.1	Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively, resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).		AAD / staff	ongoing	✓



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<p>Agency staff and volunteers</p> <p>Hazard:</p> <p>Agency staff and volunteers do not follow the controls in the RA thus compromising the integrity of the controls in place</p>	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.		AAD	ongoing	✓
	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.		AAD	ongoing	✓
<p>Before and after school clubs</p> <p>Hazard:</p> <p>Before and after school clubs do have procedures in place to minimise risk</p>	31.1	<p>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.</p> <p>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:</p>	Outside provider 'Garforth Kids' RA applies to Before and After School Club.	AAD	5.3.21	✓



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		<ul style="list-style-type: none"> • 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. <p>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.</p>				
	31.2	<p>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</p>	Outside provider 'Garforth Kids' RA applies to Before and After School Club.			



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		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.	Outside provider 'Garforth Kids' RA applies to Before and After School Club.			
	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.	Outside provider 'Garforth Kids' RA applies to Before and After School Club.			
Music and performing arts Hazard: Potential for additional risk of infection when people are singing, chanting or playing wind 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 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		All teaching staff / AAD	ongoing	✓



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brass instruments.		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.		All teaching staff /AAD	ongoing	✓
	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		All teaching staff / AAD	ongoing	✓



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		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	<p>Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</p> <p>If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) 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.</p> <p>Instruments should be cleaned by the pupils playing them, wherever possible.</p> <p>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</p>		All teaching staff / AAD	ongoing	✓
PE including dance Hazard: Close contact between individuals or lack of adherence to RA controls increase risk of	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 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 and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils.	Outdoor PE space allocated. Indoor PE, in the school hall, (dance, gymnastics and due to unsuitable weather conditions – rain, snow, ice, strong wind, extreme heat) will be consistent with RA.	All teaching staff and sports coaches / AAD	ongoing	✓



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cross contamination.		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 a rota will be used so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.				
	33.2	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. 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</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events. Both outdoor and indoor competition between different schools can now take place and should be organised in line with the above guidance.</p>		All teaching staff and sports coaches / AAD	ongoing	
	33.3	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. Competition between different schools should not take place, in line with the wider restrictions on grassroots</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p>		All teaching staff and sports coaches / AAD	ongoing	



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	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		All teaching staff and sports coaches / AAD	ongoing	
	33.5	We will work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will ask providers to provide us with their own Covid19 control measures and follow any school based controls.	Sports coaches Covid -19 RA received	AAD	1.3.21	
	33.6	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.	Letter to parents requesting pupils come to school in PE kit. Information on PE day shared.	AAD	2.3.21	
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:	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.	Staff briefing	AAD	2.3.21	✓



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Risk of transmission of infection	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 pupils 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.		AAD	5.3.21	✓
	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).		AAD	1.3.21	✓
	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.	Play equipment boxes rotated weekly. 72 hours between bubble use.	LB	1.3.21	✓
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their	Staff briefing info shared.	AAD / all staff	2.3.21	✓



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		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 pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, 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	Early Years - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be handled by a consistent group of children of and that no one else outside this group can come into contact with it. Alternatively single user alternatives can be used. The malleable material for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.		GH	5.3.21	✓
	35.7	Pupils can take resources e.g library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.	Quarantine procedures in place in each class bubble.	AAD / all staff	5.3.21	✓
Record keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.		AAD / Admin	ongoing	✓



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<p>Hazard: Records of close contact are not kept and therefore it is not possible to identify where possible infection may have occurred.</p>	36.2	Records will be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc. and who they have been working with 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 pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.		AAD / Admin	ongoing	✓
	36.3	We will use a simple record system to log pupils, staff and others who are working together e.g small group intervention work, PPA cover	This will include pupils moving RWI bubbles in KS1	AAAD / class teachers / Admin	ongoing	✓
	36.4	We will record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs will be used for this for pupils and Arena for staff.	Pupils and staff absence recorded on SIMS (Admin – staff SS - pupil	ongoing	✓
	36.5	A record will be kept of which staff have assisted pupils or staff who are displaying symptoms. This will be via first aid incident records or via CPOMs.		AAD		✓
<p>Use of transport</p> <p>Hazard: Ineffective controls increase transmission of infection.</p>	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 regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's		AAD/LB	ongoing	✓



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		<p>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.</p> <p>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.</p>				
	37.2	<p>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.</p>		AAD/LB	ongoing	✓
38. Asymptomatic Testing	38.1	An asymptomatic lateral flow device testing programme has been put in place in the school. See separate risk assessment for details.		AAD	ongoing	✓
	38.2	Staff are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions.		AAD	ongoing	✓