



Risk Assessment for Childrens' Services (Schools).

Assessment Title:	Managing Covid 19 in Schools from September 2020	Ref No :	V3.2
School Name:	Oulton Primary School	School Address:	Oulton Primary School
Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
15-17th August 2020	R Horton	R Horton	Each new version released and ongoing
Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
R Horton	R Horton	L. Elliott	L. Elliott

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

Guidance:

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

1. The boxes highlighted in grey above must be completed with the required details.
2. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
3. The signature boxes may be typed if this is to be uploaded to EVOLVE.
4. The control measures in the risk assessment section must be either complied with **or** altered to reflect the establishment's control measures.
5. Once criteria 1 - 4 have been satisfied, you should remove 'SAMPLE' from the Title.

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

Managing Covid 19 in Schools from September 2020

Risk Assessment Content List

1. Building Management / readiness
2. Assessing staff and pupil numbers to assist in plans for opening
3. Updating pupil and staff details
4. Assess activities / lessons which can take place
5. Information to pupils, staff, parents / carers, visitors and contractors.
6. Clinically extremely vulnerable and vulnerable staff and pupils
7. Persons who are already displaying Coronavirus symptoms
8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site
9. Controlling access into the school for staff, pupils and members of the public.
10. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)
11. Cleaning
12. Bubbles / Social Distancing
13. First Aid
14. Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.
15. General controls
16. Educational Visits
17. PPE for staff and pupils
18. Staff Wellbeing
19. Contractors visiting site
20. Lettings / Meetings / Visitors
21. Pupil Wellbeing
22. Fire safety
23. Supervision at Lunchtimes
24. Catering
25. Staff Training
26. Drop off of Essential Items Forgotten by Pupils
27. Transport to School by My Bus or School Buses (not public transport buses)
28. School Sites Shared with other Users e.g PFI Staff, Children's Centres
29. Marking / Handling School Work
30. Agency staff and volunteers
31. Before and after school clubs
32. Music and Performing Arts
33. PE / Sports including dance.
34. Science and D&T
35. Shared Resources
36. Record Keeping
37. Use of school minibuses / transport e.g for visits, transfer between settings, emergencies



Managing Covid 19 in Schools for September 2020 opening - Risk Assessment - Version 3.2

Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1	If your site has been closed over the summer break inspect the site for :			
	1.1.1	Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure	Tank room checked and asbestos coating in good visible condition. Other areas around school containing school remain covered and coverings in good visual condition. 3rd September- RH/JW to conduct further inspection and check for damage over summer.	RH / JW	20 May 2020
	1.1.2	Damage to the building and fixtures and fittings	Site walk around conducted 28/05/20- No damage seen. 3rd September- RH/JW to conduct further inspection and check for damage over summer.	RH/LC	28 May 2020
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	Site walk around conducted 28/05/20- No damage seen. 3rd September- RH/JW to conduct further inspection and check for damage over summer.	RH/LC	28 May 2020
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Rats have been seen around the site. Snap traps and poison (in secure boxes) have been placed where activity has been seen. LCC contracted to set bait stations. 3rd September- RH/JW to conduct further inspection and check for damage over summer.	JW	19 May 2020
	1.2	Operational checks (to ensure good working order) to be carried out on :			
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Lockdown alarm tested 28/05/20. Fire Alarm tested when serviced 21/05/20. Toilet alarms tested 28/05/20. 3rd September- RH/JW to conduct further test.	RH/LC	28 May 2020
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	N/A		
	1.2.3	Emergency lighting	Tested 28/05/20. 3rd September- RH/JW to conduct further test.	RH/LC	28 May 2020
	1.2.4	Gas supplies including science laboratories and kitchens	Kitchen fan system working- tested 28/05/20	RH	28 May 2020
	1.2.5	Kitchen equipment	Responsibility of Leeds Catering		
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Kitchen LEV operational. RH/JW to conduct further test.	RH	28 May 2020
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Legionella monitoring company has still visited every 4-weeks during lockdown and checked supply. Last visit w/c 13/07/2020	Testing Company / JW	Ongoing, 4-weekly
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Hot water flowing and available. BMS system working. RH/JW to conduct further test.	RH	20 May 2020
	1.2.9	Windows, doors and gates including electronic gates and doors	Doors and gates operating as expected.	RH	20 May 2020
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	N/A in primary setting		
	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).	PAT Test completed April 2020- damaged equipment removed	JW/RH	01 April 2020
	1.3	Ensure Statutory Inspections are up to date for :			
	1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Hoist to be serviced and repaired during August break ready for use in September	JW	Aug-20
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	N/A		
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	Kitchen LEV Serviced by Leeds each year	LCC	Apr-20
	1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Boilers serviced April 2020 (during lockdown) and passed for safety	JW/ Proven Plumbing	Apr-20

	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Full check completed October 2017	RH	Oct-17
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	PAT Test completed April 2020- damaged equipment removed	JW/RH	01 April 2020
	1.3.7	Asbestos Management Plan (if the plan has not been re-assessed in the last 12 months);	New plan re-issued following completing of roofing work Autumn 2019	LCC/RH	Oct-19
	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Inspection carried out Autumn 2019	JW/Sports Safe	Dec-19
	1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Usual schedule of Summer service/inspection to be maintained- Outside equipment placed out of bounds for infection control	JW/ Play Quest	Jun-19
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Tree inspection needs to be arranged	JW/RH	
	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).	Alarm serviced/tested by LCC 21/05/2020. Sprinkler system serviced April 2020		
	1.4	Cleaning of the premises			
	1.4.1	Thorough cleaning is not required if no-one has been into the premises during the summer break. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.	Full site has been cleaned and areas placed out of action until reopening. Following teacher prep time in rooms, hard surfaces to be cleaned. Cleaning equip available for staff to use during set up as needed.	JW	Aug-20
	1.4.2	If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	Full site has been cleaned and areas placed out of action until reopening. Following teacher prep time in rooms, hard surfaces to be cleaned. Cleaning equip available for staff to use during set up as needed.		
	1.5	Supplies			
	1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the larger numbers of students and staff on site and the increased amounts of cleaning required.	Good supply of cleaning equipment/solution/paper towels available. Supply chain has been smooth in delivery to date	JW	Jul-20
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Good supply of cleaning equipment/solution/paper towels available. Supply chain has been smooth in delivery to date. Good stocks of PPE onsite and available for staff use including masks, gloves, aprons, full face visors	RH	Jul-20
	1.5.3	Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.	Most classrooms have access to 3 sinks per room and Y6 rooms have access to classroom sink and separate toilet facilities. Hand sanitiser is available around the site, mainly near entry doors in shared areas. Hand Sanitizer stations to be ordered and placed into each classroom + other high traffic areas	JW	Jul-20

2. Assessing staff and pupil numbers to assist in plans for opening	2.1	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are from the beginning of the Autumn Term. Allowing time to review plans and carrying out regular review means that schools can judge how all pupils and staff can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff have been out of school for several months and may be unfamiliar with new systems and plans. Ensure adequate time is allowed for pupils and staff who are new starters e.g. reception, Year 7, Year 12 as they may take longer to become familiar with the setting and procedures.	Phased return, in smaller groups, completed during the last week of term July 2020. Plans for September to be altered from areas of development identified during the process. New pupils to have a phased transition during the first week back and Nursery pupils to start from the 2nd week back on a staggered timetable.		
	2.2	Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	Contact sheets to be sent out during the first week back for parents to update their contact details/medical lists. SENCO to make contact with specific families and have more detailed conversations as needed. School Asthma register to be updated by the school office and sent to class teachers	School Office / SENCo	Sep-20
	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 a broad and balanced curriculum for the child or young person. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.	When children start Nursery, teacher to take details of other settings and information used to establish links with other settings to allow this to happen. Office staff to create a list of those who attend other settings/childminders	EYFS Leader/Office Staff	Sep-20
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.			
		Ongoing			
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Appropriate First aid trained staff are available across the school. Will be reviewed as needed		
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Contact sheets to be sent out during the first week back for parents to update their contact details/medical lists. SENCO to make contact with specific families and have more detailed conversations as needed. School Asthma register to be updated by the school office and sent to class teachers	School Office / SENCo	
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	SENCO to review IPRA's alongside teaching staff to ensure any new measures are in place. SENCO to also contact parents of these children and discuss measures as required and share IPRA	SENCO	
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Previous class teachers to pass on details of medical conditions as part of usual handover. School office to collate info from data sheets and pass back to teaching staff ASAP.		
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Leeds Catering reviews this and asks school leadership to sign special diet sheets.	Catering Leeds	Ongoing
4.1	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 below.			
	4.2	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Individual equipment to be issued to pupils as per staff guide	RH	01 September 2020

4.Assess activities / lessons which can take place	4.3	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g. D&T, practical science, art, so that groups of pupils can move around safely.	Hall not to be used for indoor P.E. Timetable in place for P.E., laptops etc. Sent to staff July 2020	LC	Jul-20
		Ongoing			
	4.4	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Situation to be monitored on daily/weekly basis and changes made to address any pinch points/issues as found	RH/LC	Ongoing
5.Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Regular updates sent to parents during planning phase. Parents to be provided with detail guide of school systems before re-opening	RH/LC	Ongoing
	5.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Signage at entrance points. Parental guide. Staff have clear guidance in staff guide	RH/LC	Ongoing
	5.3	This may be by newsletters, letters, emails, signs etc...	Signs, Staff memos, staff guide	RH/LC	Ongoing
	5.4	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Current behaviour policy is suitable for this and exclusion will be used as necessary.	RH/LC	Ongoing
6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.			
	6.1.1	Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working some administrative roles, school leaders should consider what is feasible and appropriate. IPRA's and employee risk assessments e.g. WASPs must be carried out for all Category 1, 2 and 3 staff who are now returning to work before they return to ensure it is as safe as possible. OH can assist with medical advice for staff.	Contact to be made with affected staff during August break. WASPs to be conducted either during August or Start of September.	RH/LC	August 20 / Sept 20
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. OH can assist with medical advice for staff.	Contact to be made with affected staff during August break. WASPs to be conducted either during August or Start of September.	RH/LC	August 20 / Sept 20
	6.1.3	Schools should be as flexible as possible in how members of staff previously in these categories are deployed to enable them to work remotely where possible (for staff previously in category 1), in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE (for staff previously in categories 1,2 and 3).	Staff to have opportunity to discuss this during WASP meetings. Suitable and appropriate measures to be agreed on.		
7.Persons who are already displaying Coronavirus symptoms	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace.	Signage on school gates. Letters to pupils/parents and staff guide	RH/LC	Sep-20
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	Signage on school gates. Letters to pupils/parents and staff guide	RH/LC	Sep-20

8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 7 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. It is anticipated settings will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.	Waiting area and guidance on PPE detailed in staff guide. Separate area available with remote supervision enabled	RH/LC	Ongoing
	8.2	Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	waiting area and guidance on PPE detailed in staff guide. Separate area available with remote supervision enabled	RH/LC	Ongoing
	8.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Waiting area and guidance on PPE detailed in staff guide. Separate area available with remote supervision enabled	RH/LC	Ongoing
	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.	In guidance for parents/staff	RH/LC	Ongoing
	8.5	Where the child, young person or staff member tests positive , contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert.	In guidance for parents/staff	RH/LC	Ongoing
	8.6	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.	Advice sought from LCC/Public Health as needed if needed	RH/LC	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.	In guidance for parents/staff	RH/LC	Ongoing
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	In guidance for parents/staff	RH/LC	Ongoing
	8.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	In guidance for parents/staff	RH/LC	Ongoing

	8.10	Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	Reef to be set up as a 'spare' classroom to allow this to happen	RH/LC	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).	No temperature checks in place	RH/LC	Ongoing
		<u>Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school.</u>			
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple flowchart for cases - these are all available on Leeds For Learning.			
		Useful information on self isolating			
		https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection			
9.Controlling access into the school for staff, pupils and members of the public.	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	In guidance for parents/staff	RH/LC	Ongoing
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for larger numbers of pupils.	In guidance for parents/staff	RH/LC	Ongoing
	9.3	Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible.	In guidance for parents/staff. Site design allows this to happen easily.	RH/LC	Ongoing
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Doors to be open at drop off times and be manned by staff. Staff to open doors at pick up time and ensure pupils do not leave without being told. Handles to be cleaned as per enhanced cleaning schedule. Usual practice is for doors to be closed by fire wardens.	RH/LC	Ongoing
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help.	In guidance for parents/staff	RH/LC	Ongoing
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	In guidance for parents/staff	RH/LC	Ongoing
	9.7	Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	In guidance for parents/staff	RH/LC	Ongoing
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	No appropriate for safeguarding requirements- staff to wash/sanitise hands on entry to site, sign in and move directly to working area as per staff guidance	RH/LC	Ongoing
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	Office staff to place delivery windows on orders to try and ensure deliveries do not happen at key times	RH/LC	Ongoing
	9.10	Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	In staff handbook/letter to parents	RH/LC	Ongoing
	9.11	Ensure that staff working in the reception area / office are protected from face to face contact e.g. via the use of screens. Staff in open reception areas may require face coverings or face shields if screens cannot be provided.	Access to the school office is restricted. Office staff to serve visitors from behind sliding glass partition.	RH/LC	Ongoing
	10.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Already in place. Additional stations to be provided for each classroom.	RH/LC	Ongoing

10.Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	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 should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	Soap, paper towels and hand sanitiser is available at may point around the site/classrooms etc. Staff to see staff guide for further guidance.	Staff	Ongoing
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	N/A	RH/LC	Ongoing
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	In guidance for parents/staff	RH/LC	Ongoing
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Easy access to tissues in each working area to be provided- placed by lidded bin in each room.	Cleaners/JW	Ongoing
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.	In guidance for parents/staff	Cleaners/JW	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.	In guidance for parents/staff	Staff	Ongoing
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Staff to monitor	Staff	Ongoing
	10.9	Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms.	No risk identified on site	N/a	N/a
11.Cleaning	11.1	General Cleaning			
	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	In staff guidance- detailed guidance provided to staff/cleaning staff	Cleaners/JW	Ongoing
	11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	In staff guidance- detailed guidance provided to staff/cleaning staff	RH/LC	Ongoing
	11.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	In staff guidance- detailed guidance provided to staff/cleaning staff	Cleaners/JW	Ongoing
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	In staff guidance- detailed guidance provided to staff/cleaning staff	Cleaners/JW	Ongoing
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives.	In staff guidance- detailed guidance provided to staff/cleaning staff.	Cleaners/JW/Staff	Ongoing
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	In staff guidance- detailed guidance provided to staff/cleaning staff	Cleaners/JW/Staff	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.	Room needs to be cleaned after each use to ensure that they are available at all times for pupils who require to use it	Cleaners/JW	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.	School Uniform to be worn from September. Staff	RH/LC	Ongoing
	11.4	Hygiene Suites / Intimate Care Facilities			
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	Room needs to be cleaned after each use to ensure that they are available at all times for pupils who require to use it	Staff	Ongoing
	11.5	Leeds City Council / FM cleaning providers			
	11.5.1	Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	N/A	N/A	N/A
		Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-	N/A	N/a	N/A
		Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	N/A	N/a	N/A
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	N/A	N/A	N/A
		Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	Lunch time cleaners to wipe surfaces/toilets etc	N/A	Ongoing
	Government Guidance states that : Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum. We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. 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. The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings. In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.				
	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.	Corridors/library areas to be cleared to allow free movement	RH/LC	Ongoing
	12.1.2	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g. use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	One way system around external site. Where possible, internal one way systems to be used if becomes needed.	RH/LC	Ongoing
	12.2	Bubble sizes and Classrooms / Learning Areas			

	<p>12.2.1</p> <p>Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly at KS 4 and KS 5, this is likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in KS 3 schools may be able to implement smaller groups the size of a full class.</p>	<p>Year Group bubbles to be in place to allow for the logistics of break and lunch time cover/supervision. Due to some mixed aged classes, year group bubbles prevent the narrowing of the curriculum and for children to access learning as normal. Despite being in Year Group bubbles, for the most of the time, and where possible, children will work in their smaller class bubble. For breakfast and Teatime club, children will be grouped in phase bubbles but sitting in year group bubbles. Specific guidance produced for Teatime/Breakfast club.</p>	RH/LC	Ongoing
	<p>12.2.2</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that are able should be encouraged to keep their distance within groups. Settings with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.</p>	<p>Year group bubbles will be kept apart and rota/timetables in place to ensure that groups do not mix. Staff to take care when moving around school and avoid other groups moving.</p>	RH/LC	Ongoing
	<p>12.2.3</p> <p>Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.</p>	<p>Tables to be set up in rows. Space for staff/children to move along the back of rows.</p>	RH/LC	Ongoing
	<p>12.2.4</p> <p>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.</p>	<p>Where possible, children to have specific set of own resources. Where resources are shared, these only to be within the bubble. If these are not to be used again, isolated for 72hrs. If needed again, resources to be cleaned.</p>	Staff	Ongoing
	<p>12.2.5</p> <p>For older year groups consider locating staff members at designated points where possible.</p>	<p>Where possible, staff to position themselves at set places and move as necessary.</p>	Staff	Ongoing
	<p>12.2.6</p> <p>If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.</p>	<p>Staff to mostly be based in set classrooms with specific bubbles. Where staff are timetabled across a range of classes, these will be limited and mainly in the same phase/year group. Staff Working with children from different bubbles in close situations can make use of a Perspex screen. Other PPE will be considered as needed.</p>	Staff	Ongoing
	<p>12.2.7</p> <p>Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.</p>	<p>Pupils to have set rooms/desks. In Y3/4 where a swap happens for maths, children will still have an allocated desk and be paired with another child from their own class bubble to make sharing resources easier.</p>	Staff	Ongoing
	<p>12.2.8</p> <p>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 teaching, targeted work etc... Staff should ensure social distancing is observed as far as possible with pupils. In secondary settings this may mean a designated teaching space at the front of the class.</p>	<p>Staff to mostly be based in set classrooms with specific bubbles. Where staff are timetabled across a range of classes, these will be limited and mainly in the same phase/year group. Staff Working with children from different bubbles in close situations can make use of a Perspex screen. Other PPE will be considered as needed.</p>	Staff	Ongoing

12. Bubbles / Social Distancing	12.2.9	Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Pupils to have set rooms/desks. In Y3/4 where a swap happens for maths, children will still have an allocated desk and be paired with another child from their own class bubble to make sharing resources easier.	Staff	Ongoing
	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. staff in secondary settings and 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.	Classes have separate classrooms. Own toilets and sink areas. No mixing of bubbles will be needed. Staff who have to enter a room will do so and maintain social distance from others after handwashing when entering and once exiting.	Staff	Ongoing
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	As per staff guide. Face shields and Perspex screens are available.	Staff	Ongoing
	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.	As per staff guide	Staff	Ongoing
	12.2.13	PPA time - staff moving between bubbles for PPA time should be limited as far as possible e.g. not working across multiple different bubbles every day unless they can maintain social distancing. Consider grouping staff to a smaller number of PPA bubbles, having PPA when outside areas / activities could be used, use of HLTAs and TAs that are already part of that bubble where appropriate, and the use of PPE if close contact is required.	Staff to mostly be based in set classrooms with specific bubbles. Where staff are timetabled across a range of classes, these will be limited and mainly in the same phase/year group. Staff working with children from different bubbles in close situations can make use of a Perspex screen. Other PPE will be considered as needed. Staff will not swap bubbles during the morning/afternoon session when covering (when possible)	RH/LC	Ongoing
	12.4	Outdoor Areas			
	12.4.1	Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	Outdoor areas zoned. Children to access outside areas in year group bubbles.	Staff	Ongoing
	12.5	Breaks and Lunchtimes			
	12.5.1	Breaks and lunchtimes could be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.	Parent/staff guide	RH/LC	Ongoing
	12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.	Space to serve lunch in hall. Gaps built in to allow table cleaning between sittings	RH/LC	Ongoing
	12.6	Toilets			
	12.6.1	Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Each classroom has own toilets in room with built in sinks. Y6 have exclusive use of toilets on corridor during the day. Toilets on corridor used for Breakfast/teatime club but cleaned after each session. Soap and hot water provided	RH/LC	Ongoing
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Staff to monitor and send children to toilet as needed.	staff	Ongoing
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Children to use hand sanitiser before going tot the toilet and wash hands afterwards.	Staff	Ongoing
12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Staff guidance	Staff	Ongoing	
12.6.5	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.	Wipes to be provided in staff toilets for staff to wipe surfaces as needed. No suitable for children's toilet. Cleaning to happen during lunch and at end of day.	Staff	Ongoing	

	12.6.6	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the “If You Use It – Wipe It” principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets you could use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.	Signs placed on the back of the toilet doors. Bins provided. Staff to use common sense when waiting for the toilet and not entering shared toilet space if already in use.	LC	Ongoing
	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' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	Assemblies to be conducted online using teams	RH/LC	Ongoing
	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	Assemblies to be conducted online using teams	RH/LC	Ongoing
	12.8	Staff areas			
	12.8.1	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.	See staff guide for details of staggered access and expectations for staff distancing	RH/LC	Ongoing
	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.	See staff guide	RH/LC	Ongoing
	12.8.3	For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the “If You Use It – Wipe It” principle with anti-viral wipes.	Wipes/D10 provided at key points around the site	RH/LC	Ongoing
	12.8.4	Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Staff asked to consider this but must instead follow the “If You Use It – Wipe It” principle with anti-viral wipes/D10 of shared equipment. Staff to bring own (named) milk for the day/days in. Staff to wash hands before/after using equipment. Tea/coffee to be left out for staff to access.	staff	Ongoing
	12.9	Communication			
	12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Mobile phones NOT to be used. Internal phone system and walkie talkies to be used. If an adult needs to visit another bubble, they are not to enter but knock on the door and await for a member of staff to respond.	RH/LC	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.	This to be decided upon on a case by case basis by SLT	RH/LC	Ongoing
13 First Aid	13.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	School has enough first aiders across the site. Specific guidance in staff handbook. In general, all staff to deal with small incidents (scrapes, cuts, grazes, ice packs etc.) in own bubble. Bigger incidents requiring first aid advice to be done at a 2m distance where possible but full PPE to be worn by first aiders as needed if getting closer	RH/LC	Ongoing

	13.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	School has enough first aiders across the site. Specific guidance in staff handbook. In general, all staff to deal with small incidents (scrapes, cuts, grazes, ice packs etc.) in own bubble. Bigger incidents requiring first aid advice to be done at a 2m distance where possible but full PPE to be worn by first aiders as needed if getting closer	RH/LC	Ongoing
14. Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g. entry points, registration, food and drink purchasing.	N/A	N/A	N/A
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	N/A	n/a	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.	N/A	n/a	N/A
	14.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	Staff to use fob swipe to sign in. Staff to report if their fob will not scan and this will be enabled	RH/LC	Ongoing
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Wipes/D10 provided at key points around the site to allow this to happen	staff	Ongoing
15. General controls	15.1	Ventilation			
	15.1.1	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Air handling units to run during occupancy. Internal doors to be open to allow free access throughout building. Regular cleaning of all door handles regardless of doors being propped open. Fire wardens to shut doors when sweeping their own area.	RH/LC	Ongoing
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	Classroom/other windows/skylight vents to be open. Air handling units to run to provide flow of air	staff	Ongoing
	15.1.3	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.	N/A	N/A	N/A
	15.2	Learning Outside			
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Staff encouraged to engage in outdoor learning as much as possible and to negotiate this with each other to maintain distance between each bubble	Staff	Ongoing
	15.3	Medical Needs			
	15.3.1	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Medical lists to be produced by Office staff for each 'bubble' and shared with staff. PHP/Medical alert cards to be shared by SENCo	Office Staff	Ongoing
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	As per usual policy and procedure	School Office/ Catering	Ongoing
	15.4	Water fountains			
15.4.1	Water fountains in shared pupil areas should be taken out of use.	Water fountains to be taped off but left on to ensure that water in system is maintained a cooled temperature. Flush through fountains weekly when not in use	RH/LC	Ongoing	
15.4.2	Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required.	Children to all bring own bottle. Bottles can be filled at classroom sinks.	STAFF	Ongoing	

16.Educational Visits	16.1	Government guidance is currently that over night domestic and international educational visits are ceased for the time being. Settings can resume non-overnight domestic educational visits.	No visits planned or to be planned until further notice	RH/LC	Ongoing
	16.2	This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic visits should complete the Day Visits risk assessment along with any venue specific assessments.	No visits planned or to be planned until further notice	RH/LC	Ongoing
	16.3	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, settings will need to consider what Covid 19 control measures need to be used, familiarise themselves with the Covid 19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.	No visits planned	RH/LC	Ongoing
17.PPE for staff and pupils	17.1	Public Health England does not (based on current evidence) recommend the use of face coverings in education settings, except where they are already routinely used as part of close contact care. They are not generally required in education settings as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11). 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, face shields or Perspex screens may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	In staff handbook/pupil letter	RH/LC	Ongoing
	17.2	FFP2 / 3 masks are not necessary in a school setting.	IIR masks provided for staff in certain situations	RH/LC	Ongoing
	17.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	Face masks, aprons, gloves and face shields are provided for staff changing nappies etc.	RH/LC	Ongoing
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	Full sets of PPE are available as needed by staff	RH/LC	Ongoing
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Staff to be allocated own face shield if deemed necessary for the pupils they work with. Staff potentially can have multiple to allow cleaning of face shields after each use. D10/wipes to be used	RH/LC	Ongoing
	17.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	In staff handbook/pupil letter	RH/LC	Ongoing
		See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be purchased via the PPE Team and the range of items available has extended.			
18.Staff Wellbeing	18.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment. As staff may feel anxious about returning to school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Plans and procedures shared with all staff in meetings and in written form; questions answered to reduce anxiety and staff encouraged to raise any further questions as they come up. Risk assessment to be shared and individual responsibilities to be made clear. All staff to be emailed a copy of these documents for future reference.	RH/LC	Sep-20
	18.2	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils. Where staff have been out of school for a considerable time this may take longer.	2 X familiarization/ training days for staff before school re-opens to pupils	RH/LC	Sep-20
	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	School aware of the resource	RH/LC	Ongoing

	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Leeds for Learning.	WASP to be completed with staff returning from shielding and updated as needed	RH/LC	Sep-20
	18.5	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	Ongoing contact to be maintained as needed	RH/LC	Ongoing
	18.6	Identify Mental Health First Aiders.	Lisa Holtby- Sign in staff	RH/LC	Sep-20
	18.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	Staff will be signposted as needed	RH/LC	Ongoing
		Guidance on Staff Wellbeing is available on Leeds for Learning.			
19.Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g. to carry out statutory testing, repair work or building works.	RH/LC to agree before any contractors are booked in	RH/LC	Ongoing
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	To be requested before work commences	RH/LC	Ongoing
	19.3	Contractors should adhere to social distancing guidelines.	Contractors to be advised of the school's social distancing guidelines on entry	RH/LC	Ongoing
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Use of own sanitiser as needed but can use school facilities in extended services toilets without entering wider school building	RH/LC	Ongoing
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Contractors to be advised of the school's social distancing guidelines on entry	RH/LC	Ongoing
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Signs on entry to site/building	RH/LC	Ongoing
	19.7	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	As per school procedures for other building users	RH/LC	Ongoing
	19.8	If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.	Extended services toilet allocated as 'visitor' toilet.	RH/LC	Ongoing
	19.9	School should still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	As per usual operating procedures/safeguarding policy etc.	RH/LC	Ongoing
20.Lettings / Meetings / Visitors	20.1	Lettings, visitors and on site meetings can take place if they cannot be done remotely. 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 and control measures are explained to visitors on or before arrival.	No lettings to be conducted to allow the hall's use for Breakfast/Teatime Club	RH/LC	Ongoing
	20.2	Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. 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.	Meetings to be held virtually wherever possible	RH/LC	Ongoing
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	Toilet in entrance hall to be used by visitors to school; office staff to inform cleaners if this has been used	RH/LC	Ongoing
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. .	As per usual operating procedures/safeguarding policy etc.	RH/LC	Ongoing
28. School Sites Shared with other Users e.g. PFI Staff, Children's Centres	28.1	Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc ...are discussed / information provided to users who share the school site.	Will be shared with users as needed. Shared with staff and parents in regular communications.	RH/LC	Ongoing
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing			
	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Routes still appropriate as each classroom has own exit door	RH/LC	Jun-20

22.Fire safety	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	groups to ensure 2m gap between each row but enough space at muster points for this to happen	RH/LC	Jun-20
	22.3	Consider if you need to re-allocate fire marshal roles.	Each bubble to conduct own checks of their own classroom area. Shared areas to be swept in same way as normal	RH/LC	Sep-20
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc	As normal procedure	RH/LC	Ongoing
	22.5	Practice new procedures as soon as possible after opening.	Drill to be arranged September 2020	RH/LC	Sep-20
	22.6	Consider if staff and pupil PEEPs need to be amended.	No current PEEPs need adjusting as evacuation process still as before	RH/LC	Sep-20
	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19". LCC sample Fire Risk Assessment has a page in the appendices for interim changes to be noted rather than rewriting sections.	Not needed at this time	RH/LC	Sep-20
23.Supervision at Lunchtimes	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	Staff rota covers lunchtime with consistent staff	RH/LC	Ongoing
24.Catering	24.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc..	No changes planned	RH/LC	Sep-20
	24.2	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g. limiting meal choices (taking onto account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Leeds catering looking at menus and changing as needed per SLA contract	RH/LC	Sep-20
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. LCC catering can provide hot and cold grab bags which can be served to pupils in their classrooms for schools using their services and this may be possible for other catering teams to do.	Enough space in the hall for lunch service + social distancing between bubbles. One class to eat in breakfast club area and Nursery to eat in classroom	RH/LC	Sep-20
	24.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Catering staff use separate kitchen entrance/ exit	RH/LC	Ongoing
	24.5	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	Timetable allows time between groups for cleaning. Catering staff to do this and ensure hands are washed before/ after cleaning	RH/LC	Ongoing
	24.6	Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene.	Staff procedures and school risk assessment to be shared with catering team to use alongside their own guidance	RH/LC	Ongoing
25.Staff Training	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1.	INSET planned 1/6/20 for teaching staff and induction day for support staff 2/06/20 before children return	RH/LC	Sep-20
26. Drop off of Essential Items Forgotten by Pupils	26.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Boxes in place outside of service window. Wipes/D10 on staff side of window for cleaning of items	RH/LC	Jun-20
	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	N/A	n/a	N/a
	27.2	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g. cones, signage etc..	N/A	N/A	N/a

27. Transport to School by My Bus or School Buses (not public transport buses)	27.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	N/A	N/A	N/a
	27.4	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	N/A	N/A	N/a
	27.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept. of Transport is that children on dedicated school buses will not need to maintain social distancing and buses may operate up to full seated capacity.	N/A	N/A	N/a
	27.6	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • additional cleaning of vehicles • organised queuing and boarding where possible • on secondary school services, all children will be required to wear a face covering unless exempted for medical or other reasons. 	N/A	N/A	N/a
	27.7	Travel Assistance Cards to show to the driver are available for download at wymetro.com.	N/A	N/A	N/a
	27.8	Transport to swimming pools and other centres organised by the Combined Authority will not be provided until after the October half term break so that resources can be used to provide additional school bus services. This arrangement may have to be extended further.	Review travel section once swimming bus service begins	RH/LC	Oct-20
29. Marking / Handling School Work	29.1	Staff can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).	As per normal school marking policy, most marking is done verbally in lessons and does not require the collection of books to formally mark books. Where books are looked at by staff, hand washing should be used. When marking working alongside children, staff to work side on with children or stand above them/behind	RH/LC	Ongoing
30. Agency staff and volunteers	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	Volunteers to be asked not to attend in current situation	RH/LC	Ongoing
	30.2	Settings can continue to engage supply teachers and other supply staff during this period. To minimise the numbers of temporary staff entering the setting consider using longer assignments with supply teachers. You should also limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff.	School to not use agency staff unless there is not other option. Regular supply staff will be asked for longer assignments. School will share procedures with staff. Coaches to have a member of staff with them to aid children going to the toilet etc.	RH/LC	Ongoing
31. Before and after school clubs	31.1	Settings can extend before and after school provision to any breakfast and after-school provision from the start of the autumn term. Settings may need to respond flexibly and build this up over time.	Breakfast and Teatime club to run from September.	RH/LC	Ongoing
	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where this is not possible smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g. the hall.	Separate guidance to be produced for running the clubs. Children to be grouped by larger phase bubbles but will not mix with other phases. Numbers should allow children to be distanced from others	RH/LC	Ongoing

	31.3	Make parents / carers 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.	Guidance to parents	RH/LC	Aug-20
32. Music and Performing Arts	32.1	There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Settings should physically distance, play outside wherever possible, limit group sizes to no more than 15, position pupils back-to-back or side-to-side, avoid sharing instruments, and ensure good ventilation.	No regular use of instruments. No music workshop	RH/LC	Ongoing
	32.2	Singing, wind and brass playing should not take place in choirs and ensembles, or assemblies.	No music workshop or singing in assembly	RH/LC	Ongoing
33. PE / Sports including dance.	33.1	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. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	No indoor PE to happen. Equipment to be cleaned between groups of children where it needs to be used again. Each year group to clean any equipment used before returning to P.E. store.	RH/LC	Ongoing
	33.2	Contact sports should not take place. AfPE guidance is that many physical activities can be adapted so they are non-contact e.g. tag rugby instead of contact rugby, so that a broad curriculum can still be delivered.	No contact sports to be played. Shared with staff and Elite Kids	RH/LC	Ongoing
	33.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.	N/A	RH/LC	Ongoing
	33.4	Settings can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Such providers should provide settings with their own Covid 19 control measures and follow any school based controls.	Elite kids providing PPA and Lunch cover. Copy of our procedures given to them and copy of their Covid-19 policy requested	RH/LC	Ongoing
	33.5	To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.	Children to wear PE kits to school on p.e. days	RH/LC	Ongoing
	33.6	Swimming pools are now able to open so swimming will be allowed from 25/07/2020. The Covid 19 requirements laid down by the venues must be followed during visits and lessons. The Swimming Lessons risk assessment will be updated to reflect any controls needed and this will be available on Evolve. When available, the LA guidance for swimming lessons and Covid 19 measures will be published on Evolve.	Review when school swimming starts again	RH/LC	Ongoing
	33.7	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-pesspa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	Accessed and shared by P.E. Leader	RH/LC	Ongoing
34. Science and D&T	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/			
	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Equipment to be cleaned between groups of children where it needs to be used again or left for 72 hrs. Each year group to clean any equipment used. Details in Staff Handbook	RH/STAFF	Ongoing

35. Shared Resources	35.2	General - Minimise, or remove altogether, soft toys, soft decorations e.g. hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.	Classrooms to have only essential items. Extra classroom items to be put into storage until restrictions are lifted. Specialist SEND equipment still to be used but washed regularly in additional to normal cleaning process.	RH/STAFF	Ongoing
	35.3	Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Staff asked to consider this but must instead follow the "If You Use It – Wipe It" principle with anti-viral wipes/D10 of shared equipment. Staff to bring own (named) milk for the day/days in. Staff to wash hands before/after using equipment. Tea/coffee to be left out for staff to access.	staff	Ongoing
	35.4	Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	Equipment to be cleaned between groups of children where it needs to be used again or left for 72 hrs. Each year group to clean any equipment used. Details in Staff Handbook	RH/STAFF	Ongoing
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Reduce the use of shared resources e.g. stationary, books etc. and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.	Pupils to have own resource packs. Children encouraged not to bring their own equipment. Equipment to be rotated as needed to allow for periods of time without use. Cleaning of frequently used items to be conducted by staff who use equipment.	RH/STAFF	Ongoing
	35.6	Early Years - Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives. 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.	No water or sand provision in classrooms	RH/STAFF	Ongoing
	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 system to be put into place and rotating of home reading books to be introduced	RH/STAFF	Ongoing
	36. Record Keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.		
36.2		Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc.. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g. class / lesson registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	Use of current school systems is appropriate and manageable	RH	Sep-20
36.3		If your existing systems to not record times when pupils, staff and others are working together e.g. small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record.	Class timetables to be used for this purpose	RH	Sep-20

	36.4	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs could be used for this for pupils and / or a simple spreadsheet for staff and pupils. A sample one is provided on LfL.	Spreadsheet printed and placed in the school office	RH	Sep-20
	36.5	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used.	Spreadsheet printed and placed in the school office	RH	Sep-20
37. Use of school minibuses / transport e.g. for visits, transfer between settings, emergencies	37.1	The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted in your setting, • use of hand sanitiser before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), • additional cleaning of vehicles, • organised queuing and boarding, • distancing within vehicles wherever possible, • the use of face coverings for staff and children over the age of 6 (unless exempted for medical or other reasons) where appropriate - for example if they are likely to come into close contact with people outside of their group. 	Mini bus use to be minimal. Control measures put in place when used.	RH	Sep-20