



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



Managing COVID-19 in schools from March 2022
RISK ASSESSMENT v12.03.22

Date Assessment Undertaken:	Name of Assessor:	Assessor Signature:	Assessment Review Date:
<p><i>Previous assessment first completed:</i> 23rd August 2021</p> <p><i>New version first completed:</i> 12th March 2022</p>	<p><i>Assessment documented by:</i> Christopher Lillington (Asst Headteacher)</p> <p><i>on behalf of:</i> The Senior Leadership Team</p>		<p><i>Last reviewed and updated:</i> 12th March 2022</p> <p>(All subsequent amendments to 12th March 2022 version will be marked in red)</p>
Name of Head Teacher:	Head Teacher Signature:	Name of Chair of Governors:	Chair of Governors Signature:
Janet Sheriff		Kathryn Robinson	

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

Informed by:
DfE school coronavirus (COVID-19) operational guidance (Updated 24th February 2022)
Leeds City Council Risk Assessment for Children's Services: Schools (v7.00)

The purpose of this whole assessment is to assist in the management of Covid 19 on schools premises and as such the over-arching hazards being controlled are building safety, reducing the spread and likelihood of contracting Covid 19, cross contamination risks and managing staff and student wellbeing. In all cases the persons who could be harmed will be students, staff, visitors and parents/ carers. Therefore, the format of the risk assessment has been altered to reflect this and present the control measures that may assist in planning for the safe operation of the school in whichever form that takes.

Area of control		Control Measures	Actions / Comments	Lead	Date completed
Handwashing and hand sanitisers	1.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Students / staff to continue to be directed to use the nearest hand sanitiser (or wash hands with soap and water for at least 20 seconds) on entering/leaving the building and when changing rooms. Signage to be checked / replaced where necessary throughout the building. The 65 wall mounted hand sanitisers fitted in 2020 to be maintained and re-filled, together with the additional soap dispensers installed in toilets. Hand sanitiser bottles to continue to be located in every classroom. Hygiene reminders to continue to be shared directly with students as part of start-of-half term PD notes. To be reiterated to staff via weekly general reminders.	LNC (MNP)	-
	1.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels or hand dryers should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible.		LNC	-
	1.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.		LNC	-
	1.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.		LNC	-
	1.5	Tissues should be available in all group areas and should be single use only and binned after use.	Boxes of tissues to continue to be provided in every classroom. Lidded pedal bins to be retained in all classrooms. Students asked to bring their own small packet of tissues to school as part of essential equipment list. Message shared directly with students as part of start-of-half term PD notes.	LNC	-
	1.6	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.		LNC	-
	1.7	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.		LNC	-

	1.8	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.	No action required.	-	-
	1.9	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.	<p>Not possible to ensure this as students use hand sanitiser several times a day across the site so may still have residue of alcohol-based sanitiser. Instead, where applicable, students to use sink to wash hands prior to exposure to naked flames.</p> <p>To continue to form part of subject-specific lesson protocols in science and DT.</p> <p>Non-alcohol based hand sanitiser to be retained for <u>staff</u> use in these areas, and for student use in food preparation areas only.</p>	<p>BYA/RSS (LNC)</p> <p>LNC</p>	- -
		General Cleaning			
Cleaning / Hygiene	2.1	<p>Regular cleaning plays a vital role in limiting the transmission of COVID-19. Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. Guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment and enhanced cleaning specification.</p> <p>An increase in daytime cleaning staff will be maintained (compared to normal operation) to enable additional cleaning to be undertaken by cleaning staff throughout the day.</p>	<p>BSR</p> <p>LNC</p>	- -

	2.2	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.	Anti-viral wipes will be provided in all classrooms, together with boxes of tissues, hand sanitiser gel and a single <i>Detto/ anti-bacterial surface cleanser</i> spray / kitchen roll (e.g. in case someone sneezes over their desk).	LNC	-
	2.3	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 day or at regular points throughout the day. Cleaning is especially important if other groups will be using the equipment in the next 2 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment and enhanced cleaning specification. An increase in daytime cleaning staff will be maintained (compared to normal operation) to enable additional cleaning to be undertaken throughout the day.	BSR LNC	- -
	2.4	Staff undertaking wider cleaning should wear disposable gloves and aprons.	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment.	BSR	-
	2.5	Resources shared between groups - for lessons that use resources that are shared between groups, such as sports, art and science equipment staff and pupils should regularly wash or sanitise hands and equipment / resources that have been handled should be cleaned between groups or rotated to allow them to be left unused for a period of 48 hours.	See section 17 below.		

	2.6	<p>General classroom resources - Classroom based resources, such as stationary, books and games, that are used by one group can be used and shared within this group and these should be cleaned regularly. Pupils can take resources e.g. library books, home and these should be wiped down on return. Staff handling these should sanitise or wash hands before and after handling them</p>	<p>Following the principles set out by CLEAPSS (for Science and D&T), it is <u>not</u> now necessary to clean or quarantine classroom resources between users in <u>any</u> subject (unless specifically stated in this risk assessment – e.g. PE). However, staff in all subjects should:</p> <ul style="list-style-type: none"> ○ Minimise the sharing of equipment / resources, where possible (where it doesn't have a detrimental effect on learning) ○ Limit the number of different people who share each item (where it doesn't have a detrimental effect on learning) ○ Periodically sanitise equipment / resources to maintain good hygiene, where possible (e.g. where there is technician support available and the item can be sanitised) ○ Rigorously enforce the use of hand sanitiser at all times, but especially when sharing equipment / resources. <p>School-wide and classroom protocols to be reiterated to all staff.</p>	LNC	
	2.7	<p>Staff Rooms - shared resources such as fridges, milk, tea, coffee etc. Computers etc can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle.</p>	<p>Anti-viral sprays / wipes to continue to be provided. Sanitising routines to be included as part of regular reminders to staff.</p>	LNC LNC	- -
	2.8	<p>Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment.</p>	<p>There is no outdoor play equipment on site. PE equipment - see section 17 below.</p>	-	-
		<p>Toilets</p>			
	2.9	<p>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.</p>	<p>An increase in daytime cleaning staff will be maintained to enable additional cleaning to be undertaken by cleaning staff throughout the day.</p>	LNC	-

	2.10	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. Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe / Clean It" principle (for older pupils, staff and visitor facilities).	All additional hand sanitisers (adjacent to the entrance to all toilets) to be retained. Check to be undertaken to ensure all signage still in place / additional signage added, where required. Paper towels to be withdrawn as these are causing an additional hygiene risk when not discarded properly.	- MNP BSR	-
		Areas used for Isolating persons displaying symptoms			
	2.11	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.	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment.	BSR	-
	2.12	Areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. In other areas all surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as resources, door handles, seating etc.	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment.	BSR	-
		Clothing			
	2.13	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	No new action required.	-	-
		Hygiene Suites / Intimate Care Facilities			
	2.14	Touch surfaces such as toilet seats, couches etc should be cleaned between use, including slings and hoists and control panels. This could follow the 'If you use it - Wipe it' principle.	No new action required.	-	-
		Water fountains			

	2.15	Water fountains in shared pupil areas should continue to be taken out of use.	<p>Given the design of the water coolers we have in school, taking account of the need for students to access drinking water and having sought external specialist advice, water coolers will remain in use but with the provision of hand sanitisers and appropriate signage.</p> <p>Students encouraged to bring a pre-filled bottle of water to school each day. Communicated as part of half-termly Newsletter and PD notes</p>	LNC	-
				LNC / PLs	-
	2.16	Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands before and after is required. Schools should take steps to limit the use of single-use plastic water bottles.	Not applicable. See above.	-	-
		Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.			
	2.17	Sanitisers should be used before touching biometrics or paper / electronic signing in systems if they cannot be cleaned between users.	<p>For the main reception area, anti-viral wipes to be used between users.</p> <p>Staff and Sixth Form students use the contactless system for signing in/out.</p> <p>No biometric systems are used in school.</p>	LNC (KNA)	
	2.18	Lift control panels should be cleaned at least twice a day in line with other frequent touch points.	<p>All lifts have readers which override the lift call button, and so are operated without the need for hand contact. Internal lift buttons are accessible to very limited users only.</p> <p>Cleaning staff to clean internal lift buttons as part of regular daily cleaning.</p> <p>Signage retained reminding users to use hand sanitiser / wash their hands immediately after use.</p>	- LNC LNC	- - -
2.19	IT equipment should be cleaned at least once a day if used by several persons and individuals should wash or sanitise their before and after use.	<p>In all classrooms, staff to be asked to sanitise the teacher's keyboard / mouse between users.</p> <p>Enhanced cleaning will take place at the end of each day, including computer keyboards / mouse.</p> <p>Anti-viral wipes to be used to clean touch screen control panels (and any other parts touched) after using photocopiers / printers. To continue to be provided.</p>	LNC LNC LNC	- - -	

Ventilation	3.1	Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is: a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy. Schools can use the CO2 monitors provided by the DfE to help identify poorly ventilated areas. Where teaching areas are identified as poorly ventilated and this cannot be resolved through simple measures such as opening doors and windows, or other remedial works then air cleaning units should be considered.	Review of site already undertaken to ensure that all spaces have access to either natural or mechanical ventilation. Where ventilation is limited (e.g. no opening window or mechanical ventilation), spaces have been highlighted so that users can take appropriate action (e.g. limiting numbers / time spent in unventilated storerooms, keeping door open etc). Key points re ventilation communicated to staff as part of return to school info and reminders issued every week by email, including the need for <u>all</u> staff to take responsibility for the area they are using, and for systematically opening windows / doors. No ventilation systems used in school simply recirculate air without drawing on an external air supply. Rolling programme of CO2 monitoring / sampling of classrooms put in place.	LNC LNC - BSR	- - -
	3.2	Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Door wedges to continue to be provided for all rooms. Whole-school Lesson Protocols for staff (including notes on ventilation) to be re-published. Catering Manager to continue to systematically open windows in Henry's Diner and Year 10/11 dining area, to increase ventilation. Site Team to systematically open corridor windows and external doors, where possible.	LNC LNC REA BSR	
	3.3	Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated.			

	3.4	<p>You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<p>All air conditioning systems used in school are individual room systems and so are suitable for use. No adjustment required.</p> <p>Air handling units fitted in the Quad and adjacent classrooms use mechanical ventilation, which allows for a 100% fresh air exchange every few minutes. In Science laboratories, air handling units supplement natural ventilation by drawing in fresh air when the CO₂ level reaches a set point. Neither system circulates air between different rooms. Both systems will continue to be operated in accordance with the published REHVA COVID-19 guidance.</p>	BSR BSR	- -
	3.5	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened, d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.</p>	<p>Parents/carers reminded (in Newsletter) that students are encouraged to wear a t-shirt under their shirt and/or a school jumper in addition to their blazer, for increased warmth, where necessary.</p> <p>Whole-school Lesson Protocols for staff (including notes on ventilation) to be re-published.</p> <p>Flexibility regarding the wearing of winter clothing in classrooms to be retained, for as long as is appropriate.</p>	LNC LNC SLT	- - -

	3.6	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable.	Estates Manager advised to increase heating, where appropriate, to help to off-set the impact of increased ventilation on thermal comfort.	BSR	
Persons displaying Covid symptoms or testing positive for Covid.	4.1	All persons who are displaying symptoms or who have tested positive for Covid should not come into school and should follow the current Government guidance on self isolating. In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice.	Clarification of continued self-isolation requirements communicated to all parents/carers and staff by email. External Covid-19 signage retained and refreshed, where necessary. TEP to deal with any issues regarding parents insisting that a child with symptom should attend school.	LNC MNP TEP	-
	4.2	Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected.	No action required	-	
Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	5.1	Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Settings have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested.	Existing arrangements to continue to operate. TEP to oversee arrangements for providing home testing kits in these circumstances, in line with Government guidance.	- TEP	- -

	5.2	Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so. Pupils will need to be supervised whilst this takes place. A window should be opened for fresh air ventilation if possible. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Persons with symptoms to await collection outdoors, wherever weather / health permits. A designated room to be used where this is not possible (not considered appropriate / necessary to leave a consistent room vacant).	-	-
	5.3	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.	Reiterated to staff as part of return to school info. PPE provided for such situations. (Stocks available in First Aid room).	LNC	-
	5.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting.	TEP has oversight of process / communication regarding self-isolation. Information to be provided to relevant parents/carers / member of staff, as appropriate.	TEP	-
	5.5	If a member of staff has helped someone who was unwell with Covid symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	TEP to have oversight of process / communication. Information to be provided to relevant member of staff, as appropriate.	TEP	-
	5.6	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.	Not possible / practical to allocate a separate facility. Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment. Clear signage to be added until the area can be used again.	BSR	-
	5.7	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.	Not possible to have a single, consistent room across the fortnight for this purpose. Free rooms are identified on the room booking software system. A vacant room will be allocated, if appropriate, to enable cleaning to take place.	CKS	-

	5.8	UK Health and Safety Agency (UKHSA) is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	No action required.	-	-
		Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have reasonable evidence that a member of staff has contracted Covid-19 through their work activities.			
		Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.			
Outbreak Management	6.1	There should be a school specific outbreak management plan in place, relevant staff should be aware of the thresholds for potential outbreaks and should be monitoring positive cases in the school. If settings think they may have an outbreak and require support they should contact DfE COVID-19 helpline for advice. In some cases, measures such as re-introducing bubbles, LFD testing, masks and social distancing may be recommended. In addition schools may be contacted by the Local Health Protection Team and / or LCC HSWT if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01.	SFJ to have oversight of liaison with DfE. TEP to have oversight of communication with LCC via DCS Alert.	SFJ TEP	- -
	6.2	Notify LCC of positive cases in your setting via DCS Alert using form PCIF 01.		TEP	
	6.3	If there are unvaccinated clinically vulnerable pupils and staff within a setting schools may need to put temporary additional protective measures in place in earlier in certain circumstances. These could include wearing face coverings (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Any decision to take additional precautions should be based on the school's specific circumstances and the needs of the clinically vulnerable children and young people within the setting. Schools should weigh up what impact additional precautions may have on education and wellbeing.	To be considered as part of ongoing monitoring of cases	SLT	
	7.1	People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID-19 while they were infectious are also at high risk.			

Close household contacts of positive cases	7.2	Adults who live with, or have stayed overnight in the household of, someone who has COVID-19, are advised to: a) work from home if they are able to, b) limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces, c) avoid contact with anyone known to be at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system, d) wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people, e) pay close attention to the main symptoms of COVID-19. If they develop any of these symptoms, they should order a PCR test. They should stay at home and avoid contact with other people whilst awaiting the test result.			
	7.3	This advice should be followed for 10 days after the day the first person they live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).			
	7.4	Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.			
Controlling access into the school for staff, pupils and members of the public	8.1	In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time.	Not considered necessary to maintain staggered start and finish times and/or maintain separate access points given the removal of year group bubbles, as well as the school layout, which provides two wide access paths to school as well as over 20 external access doors, thereby minimising congestion at arrival / departure times. Parents/carers do not routinely congregate outside / inside the school grounds in a secondary school setting.	- -	
	8.2	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.	Periodic reminders to be issued via half-termly Newsletter	LNC -	
	8.3	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.	Any revisions to guidelines for access to be communicated to contractors, as appropriate. No changes to school opening times which affect suppliers.	BSR -	- -
	8.4	Travelling from Abroad - the guidance for persons travelling from abroad is updated regularly. Staff and pupils returning from abroad should follow the government guidance. This can be found at https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19	Periodic reminders to be issued via half-termly Newsletter	LNC	-

<p>PPE for staff and pupils</p>	<p>9.1</p>	<p>The legal requirement to wear a face covering no longer applies. However, the government suggests that people continue to wear a face covering in crowded and enclosed spaces where they may come into contact with people they do not normally meet. Pupils, staff or visitors may choose to wear face coverings in any setting. Schools can also choose to ask their staff or visitors to wear a face covering, even though they are not legally required.</p> <p><u>Outbreak Management</u> - Schools also have discretion in whether they consider pupils and staff should continue to wear face coverings and this is a decision which can be taken by considering the individual context of the school and the number of cases the school is experiencing. The use of face masks in individual settings will continue to be one of the measures that can be taken to reduce transmission in the case of significant outbreaks as per your Outbreak Management Plan. <u>Transport</u> - it is recommended face coverings are still worn by staff and pupils over 11 on public and dedicated transport. <u>Close contact</u> - if staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, etc .. face shields or Perspex screens may still be appropriate. <u>Choice / IPRA or WASP</u> - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face coverings should still be worn where it has been identified in an employee or pupil risk assessment as a necessary control measure for that individual.</p>	<p>Protocols regarding the wearing of face coverings updated and distributed to all staff and parents/carers. Communicated directly to students.</p> <p>Wearing of face masks to be optional for all staff and students in corridors and communal areas. Not to be worn routinely in classrooms / teaching spaces, except where specifically agreed as part of an individual risk assessment, or other agreed circumstances.</p> <p>A face shield (visor) or face mask may be worn by Teaching Assistants when supporting individual students in close proximity for prolonged periods.</p> <p>Teaching staff should, as a general rule, limit the amount of time spent working in close proximity to individual students. In all subjects, where it is necessary to work closely with individuals / groups of students for a prolonged period in class, a face mask may be worn.</p>	<p>SFJ</p> <p>PLs</p>	
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	9.2	FFP2 / 3 masks are not generally necessary in a school setting. Face shields may offer staff an additional level of protection when working in places where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).	Face shields and/or transparent face masks are available to Teaching Assistants, where appropriate.	LNC (SRN)	
	9.3	Intimate Care - 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.	There are no students in school requiring this level of intimate care. Appropriate protocols to be agreed if this subsequently becomes necessary.	- -	
	9.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	PPE will be provided where a need is identified through a risk assessment.	-	
	9.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Guidance on cleaning to be provided, where appropriate.	-	
	9.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	No relevant to our setting.	-	
	9.7	As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face to face contact e.g. via the use of screens. Staff in open reception areas should wear face coverings (and face shields) if screens cannot be provided.	No open reception areas in school. Distancing notices / barriers to be retained in front of main reception window.	MNP	

	9.8	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them.	Full protocols regarding face coverings communicated to parents/carers and staff.	SFJ	
	9.9	It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly.			
Staff and Pupil Wellbeing	10.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns. School staff should be inducted / become familiar with new working practices as soon as possible.	This revised risk assessment is informed by the extensive consultation on previous version, as well as ongoing feedback over the year.	-	
	10.2	Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety with the removal of many of the previous restrictions and as whole school control measures have changed. A WASP is available via Leeds for Learning.	Individual risk assessments will continue to be amended / carried out, where appropriate. Staff have been encouraged to discuss any concerns or anxieties with a member of SLT during the development / consultation of the previous risk assessment documents.	-	
	10.3	It is recommended that regular staff meetings are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	Regular team meetings have been calendared as part of the meeting schedule for 2021/22. Line managers to maintain contact with any staff not in school, where applicable / appropriate.	-	

	10.4	Identify Mental Health First Aiders. Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	Staff have been reminded of Mental Health First Aiders, and of the support available via the HELP Employee Assistance service, as part of final return to school info for staff.	-	
		Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning.		-	
		Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages.		-	
		Persons at higher risk (formerly called Clinically Extremely Vulnerable persons, Clinically Vulnerable persons and including BAME, staff over 60, pregnant staff).			

<p>Persons at Higher risk from Covid</p>	<p>11.1</p> <p>Staff - Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID 19. Government guidance is that for most people who were CEV, they are no longer at substantially greater risk than the general population, and they are advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19). In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. WASPs or employee risk assessments already in place for staff at higher risk should be reviewed following the recent changes to guidance to ensure it is as safe as possible within the remit of the guidance. This should include considering if additional control measures are still required. For example : a) can certain activities / tasks be carried out at home to reduce time on site ? b) can a lower risk role be carried out for all / some of the time ? c) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation ? d) travelling at non peak times if using public transport, e) face masks / face shields / Perspex screens in class, f) additional PPE such as aprons / gloves.</p> <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with additional treatments for some staff at higher risk are all additional control measures that are now in place.</p>	<p>CEV staff (who previously received a shielding letter) to be contacted to review their individual WASP. Additional control measures to be implemented, where identified.</p>	<p>SFJ</p>	
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		This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and applicable LFD testing programmes if they are able to.		
11.2		<p>Pupils - following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. IPRA's must be reviewed for such pupils following the recent changes to guidance to ensure it is as safe as possible within the remit of the guidance. This should include considering if additional control measures are still required.</p>	Individual Pupil Risk Assessments to be reviewed, if appropriate.	TEP
11.3		<p>Pregnant Staff and Pupils - The Royal College of Obstetricians and Gynaecologists (RCOG) says: "Studies from around the world show that pregnant women are no more likely to get COVID-19 than other healthy adults. Roughly, two-thirds of pregnant women with COVID-19 have no symptoms at all, and most pregnant women who do have symptoms only have mild cold or flu-like symptoms. But people who are pregnant and unvaccinated or not fully vaccinated are at increased risk of becoming severely unwell if they catch COVID-19, which can lead to them needing intensive care and their baby being born prematurely. Those who are pregnant, as a minimum, should follow the same guidance on COVID-19 as the general population (for example about vaccination, testing or self-isolation)." Some pregnant staff may be at higher risk including those who are BAME, have a BMI of 30 or above, have pre-pregnancy co-morbidity, such as pre-existing diabetes and chronic hypertension, have a maternal age 35 years or older or who are over 26 weeks pregnant.</p>		

	11.4	<p>With the above in mind : a) all pregnant staff should have an employee risk assessment carried out when you are informed they are pregnant taking into account if they are at higher risk, b) pregnant staff over 26 weeks, or with underlying medical conditions that place them at increased risk must have their employee risk assessment reviewed before they reach 26 weeks and any additional control measures should be in place before they continue in work after 26 weeks. Be mindful that stress and anxiety can also have a negative impact on pregnant staff and their unborn children. Taking into account if staff have been vaccinated, additional control measures for all pregnant staff should be considered and implemented if they are reasonably practicable following the hierarchy below: a) whether it is possible for the individual to work from home if their role means they cannot distance easily, b) what reasonable adaptations to their role would mean they could work from home for some or all of the time, c) can certain activities / tasks be carried out at home to reduce time on site, d) can a lower risk role e.g. working with older pupils where distance can be achieved be carried out for all / some of the time, e) can the groups of pupils / staff they work with be restricted to reduce mixing, f) identify times when the member of staff / pupil can distance in school and inform others of the need to distance at those times, g) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation, h) can they travel at non peak times if using public transport, i) the use of face masks / face shields / Perspex screens in class and communal areas, j) additional PPE such as aprons / gloves. This will be in addition to the general control measures contained in the overall Covid-19 assessment. Advice can be sought from Occupational Health. The same principles should be applied to pregnant pupils when completing their IPRA.</p>	<p>Individual risk assessments for pregnant staff / students to be undertaken, as appropriate.</p>		
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	11.5	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. If there are unvaccinated clinically vulnerable pupils and staff within your setting, you may consider temporary additional protective measures if they are in close contact with another pupil or member of staff who is a household contact of a positive case. These could include the household contact wearing a face covering (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Any decision to take additional precautions should be based on the specific circumstances of the individual close contact and the clinically vulnerable children and young people within the setting, and you should weigh up what impact additional precautions may have on education and wellbeing. No pupil or student should be denied education based on their compliance with any additional precautions.		
First Aid	12.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	First aid rota to be updated, as required.	BNL
Contractors, visitors, lettings and meetings	13.1	Contractors and lettings should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors, visitors, and lettings should adhere to the schools risk assessment when on site including wearing face coverings if required.	COVID-19 Lettings protocols to be reviewed and revised, as appropriate. Separate checklist for contractors to be updated.	MNP LNC
	13.2	Contractors, lettings and visitors should carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	See above. Visitor Protocols to be revised and distributed to relevant staff.	LNC
	13.3	Contractors, lettings and visitors should follow the current Government advice on self isolating if they have Covid symptoms or have tested positive. It is recommended schools do not allow contractors or visitors on site if they are not following the isolation guidance and are displaying symptoms or have tested positive.	Visit organiser to ensure that Visitor Protocols are communicated in advance of visit and adhered to. Estates Team to liaise with cleaning contractor re need for cleaning of affected areas, as appropriate.	
	13.4	If contractors, lettings or visitors 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.		

	13.5	If contractors, lettings or visitors are on site for long periods of time when the school is open to pupils a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe / Clean It" principle.	No long-term internal works are currently scheduled during term time. This will be reviewed by the Estates Team if the need arises to engage contractors for an extended period to undertake emergency remedial works. Separate toilet facilities to be provided for the planned external roofing works during term time. Toilet on PE corridor to be retained for visitor / staff use. Cleaning staff to prioritise cleaning all toilets throughout the day.	BSR LNC	
Catering	14.1	Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc.. Catering staff should observe the school risk assessment whilst on site. LCC catering staff are allowed to use alcohol based hand sanitisers.	For wider school operational reasons, staggered lunch times will be maintained together with the new 'Grab and Go' external service counter. Although not primarily conceived as part of this risk assessment, these will help to continue to limit congestion at lunch times and break times. All arrangements devised in consultation with Catering Manager.	LNC (REA)	
	14.2	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between sittings.	Catering staff to clean tables, as per usual routine.	REA	
Drop off of Essential Items Forgotten by Pupils	15.1	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. Staff doing this should thoroughly wash or sanitise hands before and after handling the items.	Current system to be maintained.	MNP	
Marking / Handling School Work	16.1	Staff and pupils can take books and other shared resources home. For marking work, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. If pupils or staff have been displaying symptoms any work or resources they have handled during that time should be left for at least 48 hours or cleaned.	No change to current addendum to Making Feedback Matter Policy which stipulates that staff must wash or sanitise hands before <u>and</u> after marking, and at regular intervals.	WSC	

Curriculum activities - music, dance, drama, PE, D&T, Science.	17.1	<p>Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 for events and attractions, which provides details of how to manage audiences.</p>	<p>Agreed approaches to continue to form part of the updated subject-specific lesson protocols for Performing Arts staff.</p>	<p>LNC (CYP)</p>	
	17.2	<p>If activities are carried out indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition rooms with high ceilings are expected to enable dilution of aerosol transmission. Where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercise), providing ventilation sufficient to keep CO2 levels below 800ppm is recommended.</p>			
	17.3	<p>Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly.</p>			

	17.4	<p>Avoid sharing instruments and equipment wherever possible. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. If equipment such as props, scripts, scores and microphones need to be shared or passed hand to hand ensure good handwashing or sanitising before and after this takes place. Instruments should be cleaned by the pupils playing them, wherever possible.</p>	<p>Agreed approaches to continue to form part of the updated subject-specific lesson protocols for Performing Arts staff. School-wide expectations regarding hand sanitising to be rigorously enforced.</p>	LNC (CYP) CYP	
	17.5	<p>Agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival or before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, if this is less than 48 hours they should be cleaned before first use and before returning the instrument.</p>	<p>Instruments and equipment will not routinely be hired from external suppliers at this time. Where necessary, cleaning protocols to be agreed and implemented.</p>	CYP	
	17.6	<p>For PE ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment that has been 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 48 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.</p>	<p>Agreed approaches to continue to form part of the updated subject-specific lesson protocols for PE staff. This includes PE-specific protocols for managing / cleaning / quarantining equipment between different users / groups (in addition to those required across the wider school, given “the way in which people breathe during exercise”).</p>	CSD CSD	

	17.7	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events. Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance.</p>	<p>Faculty Leader PE to continue to review updates to specialist guidance and amend schemes of work / lesson activities accordingly.</p> <p>PE subject protocols to be revised, where appropriate.</p> <p>Inter-school competitions may take place, subject to:</p> <ul style="list-style-type: none"> ○ The measures set out in this risk assessment; ○ the usual off-site activities approval process; ○ the additional COVID-19 mitigation measures identified through the revised activity-specific risk assessment documents on Evolve. 	<p>CSD</p> <p>CSD LNC (PNV)</p>	<p>-</p> <p>-</p> <p>-</p>
	17.8	<p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>	<p>Requests for external sports coaches to work in school to be assessed on a case-by-case basis, as usual. Permission must be obtained for each individual coach <u>before</u> they are allowed on site (in accordance with the Policy for Volunteers).</p>	<p>RMC (CSD)</p>	<p>-</p>
	17.9	<p>To minimise time spent in changing rooms if they are poorly ventilated settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.</p>	<p>Re-considered and decided still not appropriate for students to wear PE kit on days when they have PE lessons (as could present additional risks in other lessons such as science and DT), or to travel to/from school in PE kits (as students would still need to change after period 1 / before period 5).</p> <p>Cool down advice to be retained in subject-specific lesson protocols for PE staff.</p>	<p>-</p> <p>CSD</p>	<p>-</p>

	17.10	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls www.cleapss.org.uk/ The guidance states: " <i>Following the DfE guidance and by implementing effective hand washing as a control, it is <u>not</u> appropriate to put in place additional cleaning or quarantine arrangements for equipment. This includes eye protection. The cleaning of equipment should now return to the standard protocols for such items.</i> "	Faculty Leader Science and Faculty Leader D&T have revised subject-specific lesson protocols in light of previously updated CLEAPSS / school-wide guidance.	BYA/RSS (LNC)	
Educational Visits	18.1	Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. Schools should be aware that the travel list (and broader international travel policy) is subject to change and travel lists may change during a visit. Schools must comply with international travel legislation and should have contingency plans in place to account for these changes.	No overseas school visits will be undertaken until the 2022/23 school year. Individual country requirements to be checked prior to confirmation of booking / payment of deposit to tour company. Where day trips and domestic residential visits take place, updated (COVID-19) risk assessment templates to be used. Trip leaders to take account of additional measures required.	LNC Trip Leader Trip Leader	
	18.2	Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.			
	18.3	Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly.			

Use of dedicated transport, school minibuses / transport e.g. for travel to school, visits, transfer between settings, emergencies	19.1	<p>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:</p> <p>a) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible.</p>	Where applicable, the updated risk assessments (on Evolve - based on the LA templates) will be used to ensure that appropriate additional control measures are implemented.	LNC (PNV) Trip Leader	
	19.2	<p>If using private vehicles or car sharing the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, e) cleaning the touch points between journeys using standard cleaning products.</p>	Where applicable, the updated risk assessments (on Evolve - based on the LA templates) will be used to ensure that appropriate additional control measures are implemented.	LNC (PNV) Trip Leader	
Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk assessment		General Controls			
	20.1	Carry out events outdoors wherever possible. If indoors, use a large well-ventilated space.	Proposed events to be reviewed on a case-by-case basis.	LNC	
	20.2	In line this risk assessment, it is recommended that for events involving contact with large numbers of visitors, including parents / carers, that : a) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, b) visitors are asked to avoid close contact with pupils who are not part of their household where possible.	<p>Staff to maintain social distance from visitors, wherever possible.</p> <p>Staff and visitors to be encouraged to wear a face covering where social distancing is not possible, or when interacting in enclosed / crowded spaces.</p> <p>To form part of all correspondence inviting visitors to in-school events.</p>	Event organiser / consult LNC	
	20.3	Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons.	Enhanced cleaning to be arranged accordingly.	LNC (BSR)	

20.4	Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place.	Hand hygiene expectations to be communicated prior to the event. Signage / staffing to be in place to reinforce as part of access to the event.	Event organiser / consult LNC	
20.5	Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
20.6	Visitors to all school settings can be asked to wear a face covering when in school premises.	Visitors to be encouraged to wear a face covering where social distancing is not possible, or when interacting in enclosed / crowded spaces. To form part of all correspondence inviting visitors to in-school events.	Event organiser / consult LNC	
20.7	Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance.	To form part of all correspondence inviting visitors to in-school events.	Event organiser / consult LNC	
20.8	Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible.	No indoor events which involve dancing are envisaged at the current time.	-	
20.9	Risk assess whether staff, especially those who are at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities.	To be considered as part of the review of the individual WASP for identified staff. Staff encouraged to discuss any concerns or anxieties with a member of SLT.	SFJ -	
20.10	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
	Arrival, departure and movement around the premises.			
20.11	Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site.	To be considered by organising member of staff as part of event planning, in consultation with LNC. In particular, organisers to avoid unnecessary signing in procedures which cause avoidable congestion.	Event organiser / consult LNC	

	20.12	Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
	20.13	Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
	20.14	Visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day where possible.	No large-scale events are envisaged to take place during the school day at the current time.	-	
	20.15	Provide allocated seating where possible and consider deploying marshalling staff to manage crowding before and after events. Marshalling may also be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
Asymptomatic Testing	21.1	Asymptomatic mass testing is no longer recommended for staff (and pupils where relevant) in mainstream settings.	No action required	-	
School Sites Shared with other Users e.g. PFI Staff, Children's Centres	22.1	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.	Risk assessment already reviewed (in consultation with LCC Active Leeds) to agree swimming pool usage times and access protocols.	LNC (MNP)	
Record Keeping	23.1	Good record keeping is key to managing any potential positive cases and / or outbreaks. Records of positive cases should be kept and the sample spreadsheet can be used for this.	Main office to maintain records of positive cases.	MNP (TNN)	
	23.2	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple Covid case spreadsheet.	First aid records are maintained via SIMS. Updated first aid protocols to continue to flag the importance of naming all staff involved in assisting.	-	