



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



Managing COVID-19 in school from 8th March 2021

RISK ASSESSMENT v11.04.21

Date Assessment Undertaken:	Name of Assessor:	Assessor Signature:	Assessment Review Date:
Initial assessment completed: 17 th August 2020	Assessment documented by: Christopher Lillington (Asst Headteacher) on behalf of: The Senior Leadership Team Marc Burrow (Estates Manager)		Last reviewed and updated: 11 th April 2021 Autumn term updates to v01.09 in red Mar 2021 full re-opening updates in blue Updates since 8 th March 2021 in green
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 (6th April 2021)
Leeds City Council Risk Assessment for Children's Services: Schools (v5.04)

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

Area of control		Control Measures	Actions / Comments	Lead	Date completed
Statutory Maintenance / Building Management	1.1	Cold water systems	Lower School tank clean carried out in April. Estates Team have increased 'flushing of little used outlets' PPM to all outlets throughout the building (weekly). Records / evidence stored in Estates Office. All maintenance checks / actions completed during partial school closure in line with PPM schedule.	BWM BWM	28/08 01/03
	1.2	Hot water services (DHWS)	All outlets currently classified as 'little used' and are subject to weekly flushing. All calorifiers and boiler systems have received annual service. Estates Team have continued to monitor temperatures and comply with ACOP L8 and HSG 274 by using an approved sub-contractor to monitor monthly temperatures. Showers checked and descaled quarterly in line with ACOP L8. All maintenance checks / actions completed during partial school closure in line with PPM schedule.	BWM BWM	28/08 01/03
	1.3	Gas safety	Gas tightness and landlords' requirement completed. Gas supplies have not been turned off and continue to be monitored. Supplies to smaller outlets (such as science gas taps) isolated, but left live to kitchen equipment. Gas mains incomer from the car park has received annual service with no remedial works required. All maintenance checks / actions completed during partial school closure in line with PPM schedule.	BWM BWM	28/08 01/03
	1.4	Fire safety	Emergency lighting checked as part of quarterly PPM schedule. Tests of the alarm function carried out on a fortnightly basis and fire escapes checked. Alarm system serviced and received a software upgrade. All maintenance checks / actions completed during partial school closure in line with PPM schedule.	BWM BWM	28/08 01/03

	1.5	Kitchen equipment	<p>Joint inspections of kitchen equipment carried out along with regular checking of freezer health. Estates Team has flushed dishwashers and the self-cleaning oven regularly.</p> <p>Kitchen equipment, freezers etc have continued to be used throughout partial school closure as the catering service has operated without interruption.</p> <p>Equipment externally serviced as part of normal schedule.</p>	<p>BWM</p> <p>REA</p> <p>BWM</p>	<p>28/08</p> <p>-</p> <p>26/02</p>
	1.6	Security	<p>CCTV fully operational and monitored from Estates Office. Intruder alarm system fully operational - to be serviced later in the year in line with normal schedule.</p> <p>All maintenance checks / actions completed in line with PPM schedule.</p>	<p>BWM</p> <p>BWM</p>	<p>28/08</p> <p>01/03</p>
	1.7	Ventilation	<p>Air conditioning service completed. Heat recovery units and supply/extract units throughout science classrooms and Lower School quad fully serviced and filters changed, where required (completed by a specialist contractor). Internal PPM completed to service all toilet extractor fans.</p> <p>All maintenance checks / works completed during partial school closure in line with PPM schedule.</p>	<p>BWM</p> <p>BWM</p>	<p>28/08</p> <p>01/03</p>
	1.8	Other statutory maintenance	<p>All other statutory maintenance checks / works completed / to be completed as per annual schedule:</p> <ul style="list-style-type: none"> ▪ Lifts - Full service of platform lift to Lower School and passenger lift to science corridor completed Mar 2020. ▪ PAT - Portable Appliance Testing booked to be completed Feb 2021. All PAT testing completed during partial closure. ▪ LEV - Full service of all local exhaust ventilation systems to D&T classrooms and school kitchens completed July 2020. ▪ Pressure systems - School is fed via 3 CWST and operates a non-pressurised system. Not applicable. ▪ Asbestos Management Survey - Annual re-inspection survey completed November 2020. ▪ Tree Survey - All remedial works arising from the 2019 full Tree Survey (all boundary and site trees) have now been carried out. 	<p>BWM</p> <p>BWM</p> <p>BWM</p>	<p>28/08</p> <p>10/02</p> <p>18/11</p>

	1.9	Specialist equipment (e.g. Food Tech, kiln etc)	Fume Cupboards – Service scheduled for April 2021 . Kiln – Both Art Faculty kilns serviced August 2020. (See above for details of other specialist equipment).	BWM	28/08
	1.10	Maintenance checks relevant to full re-opening of the building	All parts of the building have been subject to the usual on-going Planned Preventative Maintenance (PPM) cycle during partial opening.	BWM	01/03
Assessing staff and student numbers to assist in plans for full opening	2.1	Secondary schools have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. Priority should be given to vulnerable children and children of critical workers, and year groups 10 to 13. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the schools operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 Feb such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on-site testing.	<p>Phased return to school agreed and communicated to staff, students and parents/carers:</p> <ul style="list-style-type: none"> Thurs 3rd Sep - Induction for new staff only Mon 7th Sep - Full staff Training Day (no students) Tues 8th Sep - Year 7/12 students return Wed 9th Sep - Year 8/9/10/11/13 students return Final re-opening information to be sent by email to parents/carers and staff. <p>A targeted enhanced familiarisation / induction programme to be implemented for identified SEND students prior to re-opening (in small groups according to year group bubbles). Ongoing monitoring to take place, with weekly SLT review.</p> <p>Decision taken <u>not</u> to commence testing prior to 8th March, to avoid movement of large numbers of students prior to 8th March, and to maximise time for staff training / preparation / re-familiarisation.</p> <p>Phased plan for testing and return to face-to-face teaching from Mon 8th - Thurs 11th March based on year groups. (See section 18.2 for full details of staggered return)</p>	SFJ	09/07
				SFJ	02/09
				SRN (TEP)	04/09
				SFJ SLT	- 25/02

	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 re-assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	<p>Staff with known key risk factors contacted individually to complete appropriate risk matrix and enable individual risk assessment to be undertaken. All other staff contacted to allow for self-identification.</p> <p>Parents/carers asked to contact school in they believe their child is clinically vulnerable or extremely vulnerable (where not previously notified).</p> <p>Students already known to be clinically vulnerable or extremely vulnerable to be contacted individually, where appropriate.</p> <p>Summary of individual student risk assessments produced.</p> <p>SEN support staff to be deployed based on individual needs.</p> <p>(See 2.1 above for details of enhanced familiarisation programme for identified SEND students.)</p> <p>Relevant staff contacted to review WASP (see section 6.1)</p> <p>Parents of identified students contacted to discuss arrangements for their return to school, where appropriate.</p>	<p>SFJ (BNL)</p> <p>SFJ</p> <p>TEP (SRN)</p> <p>TEP (SRN) SRN (TEP)</p> <p>SFJ / NNJ TEP (SRN)</p>	<p>17/07</p> <p>17/07</p> <p>05/03 05/03</p>
	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 except when required by specific public health advice.	<p>Does not currently apply to any of our students. Should this subsequently become applicable, TEP to liaise with other provider to minimise additional risks.</p> <p>Reviewed in light of updated guidance. Continues to be not applicable to any students eligible to attend in-school provision.</p>	<p>TEP</p> <p>TEP</p>	<p>-</p> <p>01/03</p>
	2.4	Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result.	Details to be included as part of full re-opening information communicated to parents/carers.	SFJ	05/03

	2.5	Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home where possible.	<p>All staff asked to return to onsite working to support the full re-opening of the school, except:</p> <ul style="list-style-type: none"> CEV staff who have been advised to continue shielding (including anyone who falls into the expanded group of CEV people) where specifically agreed that working from home should continue as part of the review of staff with additional risk factors, as identified through an individual risk assessment (e.g. WASP, maternity risk assessment, etc) where not currently expected to be at work e.g. due to illness where it has been agreed with an individual team leader that a specific administrative role can be undertaken from home on a rota basis. 	SFJ	24/02
Updating student and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from students and staff prior to coming back on site wherever possible.	<p>Up to date details obtained for all new Y7 / external Y12 students as part of transition / enrolment process.</p> <p>Parents/carers of (former) Y10/12 students already asked to contact school if their child's medical / emergency contact details had changed since school closure.</p> <p>Message to be communicated to all parents/carers as part of final re-opening correspondence.</p> <p>Reminder to be issued to all parents/carers as part of full re-opening information.</p>	<p>DYS/WSC</p> <p>SFJ</p> <p>SFJ</p> <p>SFJ</p>	<p></p> <p>10/06</p> <p>02/09</p> <p>05/03</p>
	3.2	Re-assess if IPRAs or PBSPs are needed or need to be altered given the full return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc... Control measures and risk ratings in those IPRAs / PBSPs may need to be altered to reflect the current situation.	<p>IPRAs / PBSPs to be reviewed / produced for identified students, where appropriate. Any additional control measures which are identified to be communicated to relevant staff, where appropriate.</p> <p>(See 2.1 above for details of enhanced familiarisation programme for identified SEND students.)</p> <p>IPRAs / PSBPs to be reviewed, where appropriate.</p>	<p>TEP (SRN)</p> <p>TEP (SRN)</p>	<p></p> <p>05/03</p>
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of 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.	<p>All staff to be reminded of need to take account of updated medical needs in devising / revising their own class profiles.</p> <p>Also to form part of finalised re-opening info for staff.</p> <p>To be reiterated to all staff via full re-opening docs.</p>	<p>NNJ</p> <p>SFJ</p> <p>SFJ</p>	<p>07/09</p> <p>02/09</p> <p>02/03</p>

	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils' allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available as schools return to full opening.	The school meals payment system is updated from SIMS each morning to take account of any changes to students' dietary needs. No action required. Statement above still applies. No action required.	- -	- -
Assess activities / lessons which can take place	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 below.	See sections 31 to 35 below. Reviewed in light of updated national guidance.	LNC	01/03
	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.	Communicated to parents/carers as part of end of term letter. Message to be reiterated to parents/carers as part of final re-opening correspondence. Reminder to be issued to all parents/carers as part of full re-opening information.	SFJ SFJ SFJ	17/07 02/09 05/03
	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.	One-way system devised to maximise safe movement around the site. Staggered finish times to ease congestion on corridors. Structure of school day altered to accommodate split break / lunch time. Autumn term operational changes (one-way system, staggered break/lunch times etc) continue to operate.	CKS CKS	10/07 10/07
	4.4	Ongoing - Review how students and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	All staff encouraged to provide feedback on arrangements. Each Faculty Leaders' meeting to include a review of provision. Each SLT meeting to include a review of provision. To continue to be reviewed weekly by SLT.	SFJ SFJ SFJ SFJ	- - - -

Information to students, staff, parents / carers, visitors and contractors	5.1	Clear communication with parents / carers is essential from the school so they understand what schools can offer safely to their children.	End of term letter to parents/carers contained outline of safety measures which are being implemented, and the role which they must play in supporting these. More detailed information to be communicated to parents/carers as part of final re-opening correspondence. Initial full re-opening information communicated to parents/carers. Detailed full re-opening information to be communicated to parents/carers.	SFJ SFJ SFJ SFJ	10/06 02/09 26/02 05/03
	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.	Website updated to include message alerting all staff, students, parents/carers and visitors not to come onto the site if displaying symptoms. Warning signs displayed on external entrances to school site. In those extreme circumstances where arrangements may be made to meet parents/carers or external visitors in school (see 9.7), staff must inform them that they should not attend if displaying any symptoms or self-isolating. To be communicated to staff as part of finalised re-opening info. New Visitor Protocols produced and disseminated. Further update made to Visitor Protocols. External entrance warning signs to be replaced. Further update made to Visitor Protocols.	LNC LNC SFJ LNC LNC LNC (MNP) LNC	02/06 15/06 02/09 15/09 15/01 04/03 02/03

	5.3	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk 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.	Behaviour protocols to be amended to take account of these points. PD sanctions to be reviewed.	TEP	03/09
			Final re-opening correspondence to parents/carers to contain details of changes to protocols, and the consequences of these not being followed.	SFJ	02/09
			To be shared directly with students as part of start-of-term assemblies.	DYS/KTS/ WSC	09/09
			To be communicated to staff via finalised re-opening info and Training Day safety briefing.	SFJ LNC	02/09 07/09
			Behaviour protocols to be reviewed to take account of temporary additional requirements regarding the use of face coverings in classrooms. To be communicated to staff ahead of full re-opening.	TEP	04/03
			Parents/carers to be reminded of expectations re safe behaviour out of school, as well as additions to in-school protocols (full re-opening correspondence). Reminders of key safety protocols as well as additional measures to be communicated to students as part of full re-opening assemblies.	SFJ PLs / TEP	05/03

	6.1	Clinically Extremely Vulnerable / Clinically Vulnerable persons and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).			
--	-----	--	--	--	--

	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 March (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP.			
	6.1.3	All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults including older children/adolescents. Schools should be as flexible as possible in how members of staff in these categories are deployed e.g., placing them in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE.	<p>To be considered as part of individual risk assessment discussions to be undertaken for all identified members of staff.</p> <p>Further reminders issued of whole-school protocols re hand and respiratory hygiene and social distancing.</p> <p>Individual risk assessments (WASPs) reviewed for all staff previously identified as Category 1, 2 or 3.</p> <p>Additional risk assessments to be completed for other staff now deemed to be at higher risk.</p> <p>A reminder of the key COVID-19 safety protocols to be communicated to all staff via full re-opening docs and as part of live online twilight session.</p> <p>Individual risk assessments (WASPs) to be reviewed again for staff previously identified as Category 2 or 3 (Category 1 CEV staff will not be in school).</p> <p>Additional risk assessments to be completed for any other staff now deemed to be at higher risk.</p> <p>Reviewed under section 6.1.1 above.</p>	<p>SFJ/NNJ</p> <p>LNC</p> <p>SFJ / NNJ</p> <p>SFJ / NNJ</p> <p>SFJ LNC</p> <p>SFJ / NNJ</p> <p>SFJ / NNJ</p> <p>-</p>	<p>28/08</p> <p>02/11</p> <p>04/11</p> <p>17/11</p> <p>02/03 04/03</p> <p>05/03</p> <p>05/03</p> <p>-</p>
	6.1.4	Staff who live with someone who is CEV but who are not CEV themselves, can still attend work where homeworking is not possible and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. Staff who live with those who are CV can attend the workplace and they should ensure they maintain good prevention practice in the workplace and at home. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.	<p>No specific action required (Nov 2020).</p> <p>Reviewed under section 6.1.1 and 6.1.3 above. No specific action required.</p>		<p>-</p> <p>01/03</p>

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.	Communicated to parents/carers as part of end of term letter.	SFJ	17/07
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.	Message to be reiterated to parents/carers as part of final re-opening correspondence.	SFJ	02/09
			Communicated to staff as part of June's wider re-opening to Y10/12 students.	SFJ	08/06
			To be reiterated to staff as part of finalised re-opening info and Training Day safety briefing.	SFJ LNC	02/09 07/09
			Website updated to include these key messages. To be reiterated to all parents/carers as part of full re-opening information. To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	LNC SFJ SFJ LNC	02/06 05/03 02/03 04/03
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 10 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. Settings have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.	Communicated to parents/carers as part of end of term letter.	SFJ	17/07
			Message to be reiterated to parents/carers as part of final re-opening correspondence.	SFJ	02/09
			Communicated to staff as part of June's wider re-opening to Y10/12 students.	SFJ	08/06
			To be reiterated to staff as part of finalised re-opening info and Training Day safety briefing.	SFJ LNC	02/09 07/09
			TEP to oversee arrangements for providing home testing kits (if/when provided), in line with Government guidance. To be reiterated to all parents/carers as part of full re-opening information. To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	TEP SFJ SFJ LNC	- 05/03 02/03 04/03
	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.	TEP's office (on corridor to rear of Library) to be used for this purpose, if required.	-	-

	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.	Communicated to staff as part of June's wider re-opening to Y10/12 students. To be reiterated to staff as part of finalised re-opening info and Training Day safety briefing. PPE provided for such situations. (Stocks available in First Aid room). Updated guidance provided to first aiders. Updated guidance for first aiders to be re-published to reflect other revisions. To be reiterated to all staff via full re-opening docs.	SFJ SFJ LNC BWM LNC LNC SFJ	08/06 02/09 07/09 11/06 12/06 07/09 02/03
	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self-isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.	TEP to have oversight of process / communication regarding self-isolation. Information to be provided to relevant parents/carers / member of staff, as appropriate. Change to self-isolation requirements disseminated to relevant staff, and to parents/carers via whole-school Newsletter.	TEP LNC	- 16/12
	8.5	Where a child, young person or staff member tests positive, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you can contact the DfE helpline for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 10 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 using form PCIF 01 .	TEP to have oversight of process / communication regarding self-isolation and liaison with PHE / DCS Alert. Information to be provided to relevant parents/carers / member of staff, as appropriate. SLT to determine which other students / which members of staff would need to be sent home and advised to self-isolate in such circumstances. Updated information disseminated to TEP.	TEP SFJ (TEP) SFJ	- 21/09

	8.6	<p>If settings have 2 or more confirmed cases in connected groups within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and should contact the PHE helpline. Alternatively you can contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. 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.</p> <p>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. Inform DCS Alert using form PCIF 01.</p>		TEP	-
	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.	TEP to have oversight of process / communication. Information to be provided to relevant member of staff, as appropriate.	TEP	-
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment.	BWM	-
	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.	Where required, the disabled toilet on the English corridor will be used for this purpose (at other times this will serve as an additional staff toilet). Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment. Clear signage to be added until this area can be used again.	BWM	-
	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.	A free room will be designated for each teaching period, (though not possible to have a single, consistent room across the fortnight for this purpose). Details of all free classrooms for each teaching period are accessible via Firefly (under 'Room Booking'). In addition, Lower Hall often available as an emergency relocation venue.	CKS	26/08
	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 action required.	-	-

	8.12	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.	Where appropriate, BWM to liaise with TEP regarding follow up action required. Updated information disseminated to BWM / TEP.	BWM/TEP LNC	- 28/02
	8.13	Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.	TEP to have oversight of process / communication. Updated flowchart (for cases identified through LFT) disseminated to TEP.	TEP LNC	- 28/02
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.	Not possible to stagger start times due to high number of bus users, but student arrival tends to be naturally staggered between 8.10am and 8.30am. End of school day to be staggered by area of school (2.55/3.00pm) to reduce congestion on corridors, staircases, exits, external paths etc. Staggered end of school (2.55/3.00pm) to be re-introduced (following suspension during national lockdown).	- -	- -
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for pupils.	Both entrances / exits will be open, as usual. Pedestrian path to Farnley Lane has been widened to reduce over-crowding. Reviewed - current site access arrangements maintained.	BWM LNC	21/08 01/03
	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.	Designated building access points identified for use by different year groups on arrival. Students to exit via the nearest external exit, to reduce unnecessary circulation / congestion on corridors. To be communicated to staff via finalised re-opening info. To be communicated to parents/carers as part of final re-opening correspondence. To be reiterated directly with students as part of start-of-term assemblies. To be reiterated to all parents/carers as part of re-opening correspondence. To be reiterated directly to students ahead of their return to school.	CKS SFJ SFJ DYS/KTS/ WSC SFJ PLs / TEP	10/08 02/09 02/09 09/09 05/03

	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, and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Parents/carers do not routinely come into the building to drop off/collect students in a secondary school setting. Where parents/carers drop off/collect students with individual needs, they access school through the main reception door only. Specific arrangements to be agreed with relevant parents/carers, where appropriate.	SRN (TEP)	07/09
	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 distancing markers to help. Heads have the discretion to ask parents / carers / visitors to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to.	Parents/carers are not routinely permitted to come onto the school site to drop off/collect students, and tend not to escort students to school on foot (therefore, they do not congregate outside the school grounds). Message to be reiterated to parents/carers as part of final re-opening correspondence. Where parents/carers drop off/collect students with individual needs, specific arrangements to be agreed. Parents / carers / visitors to be asked to wear a face covering when on corridors / in communal areas. Visitor protocols updated.	- SFJ SRN (TEP) LNC	- 02/09 07/09 02/03
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.			
	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.	Parents/carers will usually only be admitted to the school building in exceptional circumstances (and by prior arrangement). Face-to-face meetings with parents/carers will not routinely take place. To be communicated to staff via finalised re-opening info and Training Day safety briefing. To be communicated to parents/carers as part of final re-opening correspondence. In circumstances where this is unavoidable, BWM must be informed so that thorough cleaning can take place afterwards. To be reiterated to all parents/carers as part of re-opening correspondence.	- SFJ LNC SFJ BWM SFJ	- 02/09 07/09 02/09 - 05/03
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	To be communicated to staff via finalised re-opening info and Training Day safety briefing. To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	SFJ LNC SFJ LNC	02/09 07/09 02/03 04/03

	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.	Revised guidelines for access to be communicated to contractors, as appropriate (see section 19). No changes to school opening times which affect suppliers. Visitors will not be admitted except in exceptional circumstances.	BWM -	- -
	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.	Annotated school plan showing entry points produced to support communications to staff, students and parents/carers. (See 9.3 above) Paper copy to be distributed to all students as an addendum to the Student Planner.	CKS DYS/KTS/ WSC	10/07 09/09
	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.	Protocols for use of current reception windows to be reviewed. Distance markers / barriers to be added in front of reception windows, as appropriate. Distance markers / barriers to be re-positioned.	LNC (MNP) LNC (MNP)	07/09 04/03
Handwashing and hand sanitisers	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.	Students / staff to be directed to use the nearest hand sanitiser or toilet (to wash hands with soap and water for at least 20 seconds) on entering/leaving the building and when changing rooms. Signage to be updated throughout the building. Additional soap dispensers installed in toilets. Additional wash basins to be installed in toilets adjacent to reprographics as part of wider refurbishment project. 25 wall-mounted hand sanitiser dispensers already installed in those parts of the building used in June/July. A further 40 hand sanitiser dispensers to be installed to ensure close proximity to all classrooms / work areas. Hand sanitiser bottles also located in every classroom.	LNC	04/09
	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.		BWM	09/03
				BWM	02/09
				BWM	11/06
10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	BWM	02/09		
				BWM	03/09

	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	<p>Hand hygiene reminders to be reiterated to parents/carers as part of final re-opening correspondence (including suggestion that students may bring their own small bottle of hand sanitiser to school).</p> <p>Hygiene reminders to be shared directly with students as part of start-of-year assemblies.</p> <p>To be reiterated to staff via finalised re-opening info and Training Day safety briefing.</p> <p>Digital screens to display safety / hand hygiene reminders.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p> <p>Reminders of key safety protocols to be communicated to students as part of re-opening assemblies.</p> <p>To be reiterated to parents/carers as part of full re-opening correspondence.</p> <p>All wall-mounted hand sanitiser dispensers serviced and re-filled.</p> <p>Hand sanitiser bottles in all classrooms to be re-filled.</p>	<p>SFJ</p> <p>DYS/KTS/ WSC</p> <p>SFJ LNC</p> <p>LNC (MNP)</p> <p>SFJ LNC</p> <p>PLs / TEP</p> <p>SFJ</p> <p>LNC (SWS)</p> <p>LNC (SWS)</p>	<p>02/09</p> <p>09/09</p> <p>02/09 07/09</p> <p>07/09</p> <p>02/03 04/03</p> <p>05/03</p> <p>01/03</p> <p>03/03</p>
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	<p>Boxes of tissues provided in every classroom.</p> <p>Lidded pedal bins to be provided in all classrooms.</p> <p>Students asked to bring their own small packet of tissues to school as part of essential equipment list. Communicated to parents/carers as part of end of term letter.</p> <p>Message to be reiterated to parents/carers as part of final re-opening correspondence.</p> <p>Check of all classrooms undertaken to ensure tissues available.</p> <p>Check of all classrooms to be undertaken to ensure lidded pedal bins still in place.</p> <p>Reminder re tissues to be issued to parents/carers as part of re-opening correspondence.</p>	<p>BWM</p> <p>BWM</p> <p>SFJ</p> <p>SFJ</p> <p>LNC (SWS)</p> <p>LNC (SWS)</p> <p>SFJ</p>	<p>03/09</p> <p>03/09</p> <p>17/07</p> <p>02/09</p> <p>01/03</p> <p>04/03</p> <p>05/03</p>
	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.	<p>BWM to liaise with cleaning contractors in situations where a student / member of staff starts to show symptoms.</p> <p>Cleaning / removal of waste to be undertaken in line with the cleaning contractor's separate risk assessment.</p>	BWM	-

	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.	To be reiterated to staff via finalised re-opening info and Training Day safety briefing. Additional hand sanitisers to be provided in staff areas. <u>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</u>	SFJ LNC BWM SFJ LNC	02/09 07/09 03/09 02/03 04/03
	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.	Inclusion Team to review needs of new Y7 students and advise if further action required.	SRN (TEP)	
	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.	Not possible to ensure this as students will be using 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. To form part of subject-specific lesson protocols in science and DT. (See section 34.1). Non-alcohol based hand sanitiser to be provided for <u>staff</u> use in these areas, and for student use in food preparation areas only. <u>FLs Science / D & T to ensure that technicians have re-filled alcohol-free hand sanitiser bottles in classrooms.</u>	BYA/RSS (LNC) BWM BYA / RSS	03/09 03/09 05/03
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	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment and enhanced cleaning specification.	BWM	-
	11.1.2	Consider having 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 students.	Anti-bacterial surface cleaner and cloths will be provided in all classrooms, together with boxes of tissues, anti-viral wipes and hand sanitiser gel. The number of cleaning staff on site during the day will be doubled (compared to normal operation) to enable additional cleaning to be undertaken throughout the day.	BWM SFJ (LNC/BWM)	03/09 14/07

	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).	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment and enhanced cleaning specification. The number of cleaning staff on site throughout the day will be doubled (compared to normal operation). Cleaners will prioritise regularly touched surfaces, toilets, etc as well as rooms used by different groups (where possible). Where it is not possible for cleaning staff to clean a room before use by a different class, students will be supervised by their class teacher to clean their own work area at the end of the lesson (using a safe surface cleaner spray/cloth provided). Afternoon registration to be merged with period 5 to reduce need for cleaning. To be communicated to staff via finalised re-opening info and Training Day safety briefing.	BWM SFJ (LNC/BWM) BWM CKS SFJ LNC	- 14/07 03/09 10/07 02/09 07/09
	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.	Importance of undertaking cleaning in a sensible, thorough way to be explained to students as part of start-of-year assemblies.	DYS/KTS/ WSC	09/09
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently.	Toilets adjacent to reprographics to be refurbished to improve hygiene and ease of cleaning. Check undertaken to ensure adequate supplies of cleaning materials in all classrooms, Library, The Quad etc. End-of-lesson cleaning protocols to be reiterated to all staff via full re-opening docs and as part of live online twilight session. Reminders of cleaning protocols to be communicated to students as part of re-opening assemblies.	BWM LNC (SWS) SFJ LNC PLs / TEP	02/09 26/02 02/03 04/03
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment.	BWM	-
	11.2	Rooms used for Isolating persons displaying symptoms 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 changes will be implemented, where possible. Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment.	CKS BWM	- -

	11.3	Clothing There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. Increased ventilation may make school buildings cooler than usual in cold weather so schools should consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.	Communicated to parents/carers as part of end of term letter. Message to be reiterated to parents/carers as part of final re-opening correspondence. Students to be encouraged to wear additional layer under school uniform, and permitted to wear coats in classrooms at teacher's discretion where particularly cold due to increased ventilation (as per Nov/Dec 2020). To be reiterated to all parents/carers as part of full re-opening correspondence. To be reiterated directly to students ahead of their return to school. To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	SFJ SFJ SFJ PLs / TEP SFJ LNC	17/07 02/09 05/03 02/03 04/03
	11.4	Hygiene Suites / Intimate Care Facilities Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	TEP to determine whether access to these facilities will be required and liaise with BWM accordingly. BWM to liaise with cleaning contractor, if appropriate.	TEP BWM	
	11.5	Cleaning providers 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: enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	Areas to clean have not been reduced, but alterations to cleaning provision have been agreed with the cleaning contractor to provide enhanced cleaning each day. This includes a revised cleaning specification as well as 50 additional daytime cleaning hours each week. Additional daytime cleaning hours retained - contract to be extended.	SFJ (LNC/BWM) SFJ (LNC/BWM)	14/07 01/03

		<p>Government Guidance states that:</p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between pupils 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: pupil's ability to distance, the layout of the building and the feasibility of keeping distinct groups separate while offering a broad curriculum.</p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. 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 to keep that number as small as possible.</p> <p>When using larger groups, the other measures from the system of controls become even more important to minimise transmission risks and the numbers of pupils and staff who need to self-isolate.</p> <p>Younger pupils 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.</p> <p>Using small groups can restrict the normal operation of education and present educational and logistical challenges.</p> <p>You will need to consider the cleaning and use of shared spaces, such as playgrounds, dining halls and toilets, and the provision of specialist teaching and therapies. Assess your circumstances and try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists. Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p>			
	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.	New visual markers and signage to be added.	LNC	03/09

Social Distancing	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, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy. Groups should be kept apart and movement around the school site kept to a minimum.	<p>New one-way system devised to ease congestion and minimise the need for passing on corridors.</p> <p>Break / lunch times staggered, as follows, to ease congestion:</p> <ul style="list-style-type: none"> Break / lunch 1 - Y8/10/12 Break / lunch 2 - Y7/9/11/13 <p>Afternoon registration to be merged with period 5 to reduce movement on corridors.</p> <p>To be communicated to staff via finalised re-opening info.</p> <p>To be communicated to parents/carers as part of final re-opening correspondence.</p> <p>To be reiterated directly with students as part of start-of-term assemblies.</p> <p>New signage to be added to remind students of new one-way system as well as use of toilets, etc.</p> <p>One-way system and staggered break / lunch times to continue to operate.</p> <p>Check to be undertaken to ensure all signage still in place / additional signage added, where required.</p> <p>Reminder of Autumn term timetabling / operational changes to be included as part of staff full re-opening docs.</p> <p>Reminders to be communicated to students as part of re-opening assemblies.</p> <p>Reminders of these systems / arrangements to form part of full re-opening correspondence to parents/carers.</p>	<p>CKS</p> <p>CKS</p> <p>CKS</p> <p>SFJ</p> <p>SFJ</p> <p>DYS/KTS/ WSC</p> <p>LNC</p> <p>-</p> <p>LNC (MNP)</p> <p>SFJ</p> <p>PLs / TEP</p> <p>SFJ</p>	<p>10/07</p> <p>15/07</p> <p>07/07</p> <p>02/09</p> <p>02/09</p> <p>09/09</p> <p>03/09</p> <p>-</p> <p>04/03</p> <p>02/03</p> <p>05/03</p>
	12.2	Bubble sizes and Classrooms / Learning Areas			

	12.2.1	<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.</p>	<p>Year group bubbles will be implemented across the school. At KS3, students will remain in discreet teaching groups for most lessons, with limited mixing across teaching groups (but still within half year group 'mini-schools'):</p> <ul style="list-style-type: none"> ▪ Y7 - taught in form groups for all subjects except maths, D&T, PE, MFL (from Jan) ▪ Y8 - taught in form groups for all subjects except maths, D&T, PE, MFL, science ▪ Y9 - taught in consistent teaching groups (not form groups) for art, drama, English, geography, history, ICT, music and ethics/religion <p>At KS4, in order to allow for option subjects and setting, students will mix within their year group bubble (though with core subjects set across a single mini-school only).</p> <p>At KS5, students will mix within their own year group bubble. In the very small number of subjects where classes comprise students in both Y12 and Y13, social distancing will be maintained between them within the classroom.</p> <p>Contact between year groups will generally be transitory only (e.g. passing on corridors - though minimised by use of one-way system)</p> <p>All Autumn term grouping arrangements / year group 'bubbles' to be re-introduced.</p>	CKS	07/07
				-	-

	12.2.2	<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>Designated areas identified for separate year groups at break / lunch time, together with staggered break / lunch times, to limit contact between year groups. Temporary form rooms allocated based on year group 'zones' to minimise mixing prior to morning registration.</p> <p>Revised queuing / entry / exit arrangements to be implemented for designated classrooms to minimise opportunities for year group mixing.</p> <p>All students to be allowed to take their iPad home to avoid congestion / contact across year groups at the usual iPad distribution / return point.</p> <p>Revised social distancing messages (including not touching others) to be reiterated, including through new signage.</p> <p>To be communicated to staff via finalised re-opening info.</p> <p>To be communicated to parents/carers as part of final re-opening correspondence.</p> <p>To be reiterated directly with students as part of start-of-term assemblies.</p> <p>Social distancing expectations to be reiterated to all parents/carers as part of full re-opening correspondence.</p> <p>To be reiterated to students in advance of return to school and as part of full re-opening assemblies.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p>	<p>CKS</p> <p>CKS</p> <p>RMC</p> <p>LNC</p> <p>SFJ</p> <p>SFJ</p> <p>DYS/KTS/ WSC</p> <p>SFJ</p> <p>PLs / TEP</p> <p>SFJ LNC</p>	<p>07/07</p> <p>24/08</p> <p>07/09</p> <p>03/09</p> <p>02/09</p> <p>02/09</p> <p>09/09</p> <p>05/03</p> <p>02/03 04/03</p>
	12.2.3	<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 wherever possible and pupils allocated designated desks / spaces where possible / practicable. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points.</p>	<p>Rooms to be re-configured where possible.</p> <p>Excess furniture to be removed, where appropriate.</p> <p>Perspex screens to be provided in identified areas (e.g. where it is impossible to re-locate computer to ensure required minimum distance).</p> <p>Faculty Leaders asked to review room allocations to ensure that the largest teaching groups are timetabled in larger classrooms, where possible.</p> <p>Room changes implemented, where appropriate.</p> <p>Layout of all classrooms to be checked to ensure continued suitability.</p> <p>Students continue to be allocated a workspace within each room based on subject teacher / form tutor seating plan.</p>	<p>LNC (BWM)</p> <p>LNC (BWM)</p> <p>LNC (BWM)</p> <p>LNC (FLs)</p> <p>CKS LNC</p> <p>-</p>	<p>03/09</p> <p>03/09</p> <p>03/09</p> <p>15/07</p> <p>17/07 04/03</p> <p>-</p>

	12.2.4	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.	Discussed with Faculty Leaders as part of consultation discussion meeting. Where appropriate, details to be included in subject-specific protocols devised by Faculty Leaders. Reminder to consult subject-specific protocols to be communicated to all staff via full re-opening docs and as part of live online twilight session.	LNC FLs (LNC) SFJ LNC	15/07 03/09 02/03 04/03
	12.2.5	For older year groups consider locating staff members at designated points where possible.	Staff to be reminded of need for social distancing as part of finalised re-opening info and Training Day safety briefing. To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	SFJ LNC SFJ LNC	02/09 07/09 02/03 04/03
	12.2.6	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.	Staff to be reminded of need for social distancing as part of finalised re-opening info and Training Day safety briefing. To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	SFJ LNC SFJ LNC	02/09 07/09 02/03 04/03
	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for specialist teaching, wraparound care, and transport.	Although not possible at KS4 and KS5, the benefits of this approach for KS3 (i.e. students remain in same room all day every day) have been weighed up against the potential negative impact on staff wellbeing (e.g. some staff could have to teach in 5 different rooms across the site every day, more time on corridors, workload implications of revising curriculum to teach in non-specialist rooms), student wellbeing (same seat for 5 hours) and the quality of the educational experience for students (e.g. very limited access to practical work, no provision for ability setting). It has therefore been decided that year group bubbles will operate instead of class group bubbles, though with limited mixing between different groups at KS3 (see 12.2.1). Further mitigation measures to minimise risks include:	-	-
	12.2.8	As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g for subject specific lessons, targeted work etc. Staff should ensure social distancing is observed as far as possible with pupils.			

	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.	<ul style="list-style-type: none"> ▪ One-way system throughout the building ▪ Dedicated year group areas for break / lunch times ▪ Staggered break / lunch times and school finish time ▪ Specified areas for different year groups at break / lunch times ▪ Rigorous hand hygiene, with use of hand sanitiser each time students / staff change rooms ▪ Regular respiratory hygiene reminders ▪ Adults reminded to maintain social distancing in lessons and when moving around school ▪ Maximising ventilation in all classrooms / areas of multiple occupancy 		
	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. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.			
			All rooms and corridors to have access to hand sanitiser (in lieu of sinks).	BWM	03/09
			Revised Library access arrangements to be devised to avoid mixing between year groups (including specified days for each year group and 'click and collect' service).	WSC (WSR)	14/09
			Floor markings added to D&T workshops and Science laboratories to ensure that social distance is maintained during practical work whilst students are moving around.	LNC	09/11
			Autumn term timetable / grouping arrangements to be re-introduced.	-	-
			All other mitigation measures included in bullet pointed list above continue to operate.	-	-

	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.	<p>To be communicated to staff via finalised re-opening info and Training Day safety briefing.</p> <p>All Teaching Assistants to work with students side on rather than face on.</p> <p>Specific protocols to be agreed for IT support staff who are responding to in-class assistance requests.</p> <p>Protocols revised for IT support staff responding to in-class assistance requests.</p> <p>In Art, Design & Technology and Science only, if staff choose to carry out closer supervision, face coverings must be worn (replaces previous statement advising that face shields could be worn in these circumstances). To be communicated via full re-opening docs for staff.</p> <p>Teaching Assistants should wear a face covering when 2m distance cannot be maintained whilst supporting an individual (except where specifically agreed with senior leaders to support communication with a small number of identified students and where specific risks have been reviewed. In these cases a face shield should be worn).</p>	<p>SFJ LNC SRN (TEP)</p> <p>LNC</p> <p>LNC</p> <p>SFJ</p> <p>TEP (SRN)</p>	<p>02/09 07/09</p> <p>02/03</p> <p>02/03</p>
	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.	<p>To be communicated to staff via finalised re-opening info and Training Day safety briefing.</p> <p>Staff also to be reminded of the need to maintain social distancing when getting in / out of cars.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p>	<p>SFJ LNC</p> <p>SFJ LNC</p>	<p>02/09 07/09</p> <p>02/03 04/03</p>
	12.4	<p>Outdoor Areas</p> <p>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.</p>	<p>Designated outdoor areas identified for separate year groups at break / lunch time to limit contact between year groups.</p> <p>Temporary barriers to be added to the hardstanding to facilitate segregation of year groups at break / lunch time.</p> <p>Change to zoning of outdoor areas to be implemented to assist further with segregation / supervision of students.</p>	<p>CKS</p> <p>LNC</p>	<p>07/07</p> <p>07/09</p>
	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'.	Designated indoor and outdoor areas identified for separate year groups at break / lunch time, together with staggered break / lunch times, to limit contact between year groups.	CKS	15/07

	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.	Supervisory staff to ensure that year groups remain apart. Revised arrangements be communicated to staff via finalised re-opening info. To be communicated to parents/carers as part of final re-opening correspondence. To be communicated directly to students as part of start-of-term assemblies. Catering staff to clean tables in between each group of students / staff. Vending machines on English corridor to be taken out of service to avoid congestion / contact across year groups. Autumn term staggered break / lunch / zoning of dining areas / cleaning protocols to be re-introduced. Change to zoning of outdoor areas to be implemented to assist further with segregation / supervision of students.	SFJ SFJ DYS/KTS/ WSC REA LNC - -	02/09 02/09 09/09 07/09 07/09 - -
	12.6	Toilets			
	12.6.1	Different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it. 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.	The number of cleaning staff on site throughout the day will be doubled (compared to normal operation) to enable cleaners to prioritise regular cleaning of toilets. Staff duty rota to ensure supervision of access to toilets at break / lunch time. Revised signage to be added. Additional hand sanitisers to be fitted. Toilets adjacent to reprographics to be refurbished to improve hygiene and ease of cleaning and to provide additional wash basins.	SFJ (LNC/BWM) RMC LNC BWM BWM	14/07 07/09 03/09 02/09 02/09
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Toilet hand hygiene reminders to be communicated directly to students as part of start-of-term assemblies.	DYS/KTS/ WSC PLs / TEP	09/09
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	Toilet hand hygiene reminders to be communicated to students as part of full re-opening assemblies.		
	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.	To be communicated to staff via finalised re-opening info and Training Day safety briefing. To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	SFJ LNC SFJ LNC	02/09 07/09 02/03 04/03

	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.	Paper towels will be provided in all toilets (together with anti-viral wipes in staff toilets), supplemented by adjacent hand sanitisers. Bins have been installed in all toilets. Signage has been added to toilet doors.	BWM	03/09
	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.	To be communicated directly to students as part of start-of-term assemblies. Check to be undertaken to ensure all signage still in place / additional signage added, where required.	BWM LNC (MNP) DYS/KTS/ WSC LNC (MNP)	10/06 10/06 09/09 04/03
	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 a large bubble e.g. year group , should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	Assemblies will take place at the start of term only for individual mini-schools (Y7-11) / year groups (Y12/13). Subsequent weekly assemblies will be viewed in form rooms via live or pre-recorded video. Full re-opening assemblies for students to be delivered virtually.	DYS/KTS/ WSC DYS/KTS/ WSC PLs / TEP	09/09 -
	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.			
	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.	Staggered break / lunch times implemented to ease congestion in staff areas. Seating in the staff room labelled to indicate which seats may be used (to ensure social distancing). Some excess furniture to be removed.	CKS LNC (BWM)	15/07 03/09

	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing and consider limiting the number of staff that can be together to work outside the classroom / take breaks together.	<p>Staff will be able to collect / purchase lunch from after the halfway point of each lunch break, thereby minimising close contact with students.</p> <p>Additional staff work area to be established (Training Room) for teaching staff to use when not teaching.</p> <p>Maximum occupancy limits displayed for each staff area.</p> <p>Importance of social distancing to be reiterated to staff via finalised re-opening info and Training Day safety briefing.</p> <p>Check to be undertaken to ensure that staff room furniture is still appropriately configured.</p> <p>Adherence to maximum occupancy limits to be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p>	<p>LNC/RMC</p> <p>LNC</p> <p>SFJ</p> <p>LNC</p> <p>LNC</p> <p>SFJ</p> <p>LNC</p>	<p>04/09</p> <p>03/09</p> <p>02/09</p> <p>07/09</p> <p>03/03</p> <p>02/03</p> <p>04/03</p>
	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.	<p>Anti-viral wipes to be provided in key staff areas.</p> <p>Appropriate signage to be added to those areas where not already displayed.</p> <p>Staff to be asked to operate a ‘clear desk policy’ in all classrooms (to allow the teacher’s desk to be properly cleaned each day) and to sanitise the desk / keyboard / mouse between users.</p> <p>Staff to be reminded to use hand sanitiser before completing paper-based forms etc and leave for 48 hours before submitting, where possible (e.g. HR forms).</p> <p>To be communicated to staff via finalised re-opening info and Training Day safety briefing.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p> <p>Check to be undertaken to ensure all signage still in place / additional signage added, where required.</p>	<p>BWM</p> <p>LNC (MNP)</p> <p>SFJ</p> <p>LNC</p> <p>SFJ</p> <p>LNC</p> <p>LNC (MNP)</p>	<p>03/09</p> <p>03/09</p> <p>02/09</p> <p>07/09</p> <p>02/03</p> <p>04/03</p> <p>04/03</p>
	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).	<p>Anti-viral sprays / wipes to be provided.</p> <p>Staff to be encouraged to bring own refreshments, where possible, and reminded to wipe down shared resources after use. To be communicated via finalised re-opening info and Training Day safety briefing.</p> <p>To be reiterated to all staff via full re-opening docs</p>	<p>BWM</p> <p>SFJ</p> <p>LNC</p> <p>SFJ</p>	<p>03/09</p> <p>02/09</p> <p>07/09</p> <p>02/03</p>

	12.9	Communication <p>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.</p> <p>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.</p>	<p>This is less relevant in a secondary school setting (i.e. where staff / children are not working together in primary-style discreet "bubbles"). Where possible, staff to be encouraged to minimise movement by using their mobile phone to contact reception (01943 463524) if urgent assistance is required.</p> <p>To be communicated via finalised re-opening info and Training Day safety briefing.</p> <p>To be reiterated to all staff via full re-opening docs.</p>	<p>SFJ LNC SFJ</p>	<p>02/09 07/09 02/03</p>
First Aid	13.1	<p>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.</p>	<p>First aid rota to be updated.</p> <p>Updated guidance provided to first aiders (based on guidance in section 8.3 for any students / staff displaying coronavirus symptoms).</p> <p>Updated guidance for first aiders to be re-published to reflect other revisions.</p> <p>Autumn term first aid rota to be reviewed (taking account of those staff involved in delivery of the mass asymptomatic programme) and any changes required agreed and communicated to first aiders.</p>	<p>LNC (BNL) LNC (BWM)</p> <p>LNC (BWM)</p> <p>LNC (BNL)</p>	<p>12/06</p> <p>07/09</p> <p>05/03</p>
	14.1	<p>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.</p>	<p>Non applicable - no biometric systems in use on site. No action required.</p>	-	-

Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT	14.2	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.	<p>All lifts have Paxton 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 added reminding users to use hand sanitiser / wash their hands immediately after use.</p>	- BWM LNC	- 12/06
	14.3	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.	<p>A new signing in / out system will be installed to ease corridor congestion for sixth form students signing in/out and facilitate record keeping of any external visitors (as part of this risk assessment).</p> <p>For the main reception area, anti-viral wipes to be used between users.</p> <p>Identified staff to use staff badge for contactless use of the Inventory system for signing in/out (as per Autumn term). All other staff will <u>not</u> use the Inventory system for signing in/out.</p> <p>Fire evacuation arrangements to be amended and communicated to office staff.</p> <p>This change to be communicated to all staff via full re-opening docs and as part of live online twilight session.</p> <p>Sixth Form students to be reminded to use the contactless system for signing in/out.</p>	RMC / LNC LNC (MNP) SFJ LNC WSC	02/11 03/03 02/03 04/03

	14.4	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	<p>For IT classrooms used by different groups of students within the same day, students to be supervised cleaning the keyboard and mouse at the end of each lesson.</p> <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 be provided.</p> <p>Faculty Leaders to include as part of subject-specific protocols in relevant subjects (e.g. ICT).</p> <p>To be communicated to staff via finalised re-opening info and Training Day safety briefing.</p> <p>To be communicated directly to students as part of start-of-term assemblies.</p> <p>To be reiterated to students as part of full re-opening assemblies.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p> <p>Check to be undertaken to ensure anti-viral wipes provided in all relevant areas.</p>	<p>BWM</p> <p>BWM</p> <p>FLs</p> <p>SFJ LNC</p> <p>DYS/KTS/ WSC</p> <p>PLs / TEP</p> <p>SFJ LNC</p> <p>LNC (SWS)</p>	<p>03/09</p> <p>02/09 07/09 09/09</p> <p>02/03 04/03 04/03</p>

General controls	15.1	Ventilation			
	15.1.1	<p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. External opening doors may also be used (as long as they are not fire doors and where safe to do so).</p>	<p>To be communicated to staff as part of finalised re-opening info and Training Day safety briefing.</p> <p>Door wedges to be provided for all rooms.</p> <p>Whole-school Lesson Protocols for staff revised to reflect updated guidance regarding ventilation.</p> <p>Updated Lesson Protocols to be communicated to all staff with accompanying email to highlight importance.</p> <p>Catering Manager advised to systematically open windows in Henry's Diner and Year 10/11 dining area, to increase ventilation.</p>	<p>SFJ LNC</p> <p>BWM</p> <p>LNC</p> <p>LNC</p> <p>LNC (REA)</p>	<p>02/09 07/09 04/09 30/11 02/11 02/11</p>

	15.1.2	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.	To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	SFJ LNC	02/03 04/03
	15.1.3	<p>You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.</p> <p>Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<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 be operated in accordance with the published REHVA COVID-19 guidance.</p> <p>Mechanical ventilation systems will continue to operate in those areas where fitted (as per Autumn term).</p>	<p>BWM</p> <p>BWM</p> <p>BWM</p>	-

	15.1.4	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: opening high level windows in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused), providing flexibility to allow additional, suitable indoor clothing, rearranging furniture where possible to avoid direct drafts. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.	<p>Parents/carers advised via school Newsletter that students are encouraged to wear a school jumper in addition to their blazer, for increased warmth.</p> <p>Whole-school Lesson Protocols for staff revised to reflect updated guidance regarding ventilation.</p> <p>Updated Lesson Protocols to be communicated to all staff with accompanying email to highlight importance.</p> <p>Students encouraged to wear additional layer under school uniform, and permitted to wear coats in classrooms at teacher's discretion where particularly cold due to increased ventilation.</p> <p>To be reiterated to all parents/carers as part of full re-opening correspondence.</p> <p>To be reiterated directly to students ahead of their return to school.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p>	<p>SFJ</p> <p>LNC</p> <p>LNC</p> <p>SFJ</p> <p>PLs / TEP</p> <p>SFJ LNC</p>	<p>21/10</p> <p>30/10</p> <p>02/11</p> <p>05/03</p> <p>02/03 04/03</p>
	15.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	Estates Manager advised to increase heating, where appropriate, to help to off-set the impact of increased ventilation on thermal comfort.	LNC (BWM)	30/10
	15.2	Learning Outside 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.	<p>Needs to be considered in context of wider movement around school, proximity to other classes, etc.</p> <p>To be communicated to staff as part of finalised re-opening info and Training Day safety briefing.</p> <p>To be reiterated to all staff via full re-opening docs.</p>	<p>SFJ LNC</p> <p>SFJ</p>	<p>02/09 07/09</p> <p>02/03</p>
	15.3	Medical Needs			
	15.3.1	Staff should be made aware of any medical conditions / needs of the students they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available. Ensure staff are trained in their use.	<p>All staff to be reminded of need to take account of updated medical needs in devising / revising their own class profiles. Also to form part of finalised re-opening info for staff.</p> <p>To be reiterated to all staff via full re-opening docs.</p>	<p>NNJ</p> <p>SFJ SFJ</p>	<p>07/09</p> <p>02/09 02/03</p>
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	<p>The school meals payment system is updated from SIMS each morning to take account of any changes to students' dietary needs. No action required.</p> <p>Above statement continues to apply. No action required.</p>	-	-
	15.4	Water fountains			

	15.4.1	Water fountains in shared pupil areas should 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 adjacent hand sanitisers and appropriate signage (already in place).</p> <p>Hand sanitising requirements to be communicated directly to students as part of start-of-term assemblies.</p> <p>Students to be encouraged to bring a full bottle of water to school each day to reduce congestion / contact between year groups at water coolers, and as they will not have access to water coolers on arrival (unless located within their year group 'zone').</p> <p>To be communicated to parents/carers as part of final re-opening correspondence.</p> <p><i>To be reiterated to all parents/carers as part of full re-opening correspondence.</i></p> <p><i>Reminder of hand sanitising protocols to be communicated directly to students ahead of their return to school.</i></p>	<p>BWM</p> <p>DYS/KTS/ WSC</p> <p>SFJ</p> <p><i>SFJ</i></p> <p><i>PLs / TEP</i></p>	<p>12/06</p> <p>09/09</p> <p>02/09</p> <p><i>05/03</i></p>
	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. <i>For older pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.</i>	<p>Not applicable. See 15.4.1 above.</p> <p><i>No specific action required. See 15.4.1 above.</i></p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>
Educational Visits	16.1	<i>Schools can resume educational day visits from 12 April 2021. In line with the roadmap, domestic residential educational visits should not take place until at least step 3 has been initiated and no earlier than 17 May 2021. Should step 3 commence as planned, schools may undertake domestic residential education visits, that are already booked, no earlier than 17 May. Schools may begin planning for new domestic residential educational visits to take place after 17 May 2021 at the earliest. However, schools are advised not to enter into any new financial or contractual commitments at this stage. This advice will remain under review and be updated at the earliest opportunity.</i>	<p>All overnight visits planned for the autumn term have been cancelled. This has been communicated to relevant staff, students and parents/carers.</p> <p>No overnight visits will be undertaken in the autumn term, regardless of whether restrictions are subsequently lifted.</p> <p>Non-overnight visits are not generally encouraged but may be permitted in certain circumstances. Where applicable, updated (COVID-19) risk assessment templates will be used.</p> <p>Regular off-site curriculum activities (e.g. Club Energy) will be assessed on a case by case basis and are subject to the venue's own risk assessments.</p>	<p>LNC (ESS)</p> <p>LNC</p> <p>LNC (PNV)</p> <p>LNC (BWM)</p>	<p>17/07</p> <p>-</p> <p>-</p>

	16.2	When visits recommence, 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.	To be communicated to staff as part of finalised re-opening info and Training Day safety briefing. Reviewed and confirmed that no off-site visits scheduled to take place in the rest of the spring term 2021. To be reiterated to all staff via full re-opening docs and as part of live online twilight session. All requests for educational visits to be considered on a case-by-case basis, as usual, subject to the lifting of local / national restrictions as well as an individual assessment of risk, the need for additional mitigation measures etc.	SFJ LNC LNC SFJ LNC LNC	02/09 07/09 26/02
	16.3	At this current time, settings should only make use of outdoor spaces in the local area to fulfil any essential requirements stated in an individual's existing EHCP and if there is limited outdoor space available onsite. In such situations, pupils should be able to safely adhere to social distancing from staff and members of the public. In line with the government roadmap, schools can resume such visits no earlier than 12 April 2021.			02/03 04/03 -
	16.4	Face coverings are now required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly.	Non-overnight visits are not generally encouraged but may be permitted in certain circumstances. Where applicable, updated (COVID-19) risk assessment templates will be used, including current requirements regarding face coverings. No off-site visits to take place at present time. Reviewed under 16.1 / 16.2 above.	LNC (PNV)	-

PPE for staff and students	17.1	<p>Secondary schools teaching pupils in Year 7 and above should ensure staff, visitors and pupils wear face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas. Face coverings do not need to be worn by pupils when outdoors on the premises although it is recommended in high density outdoor areas where social distancing is difficult. In addition, it is now recommended that face coverings are worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. 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. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Outside of classroom areas staff should wear face masks or other appropriate face coverings instead of, or in addition to, face shields, unless there is a medical reason why a face shield is more appropriate.</p>	<p>PPE will be worn where already routinely used as part of close contact care, in line with Public Health England advice.</p> <p>Perspex screens to be provided in identified areas (e.g. where it is impossible to re-locate computer to ensure required minimum distance).</p> <p>See separate guidance on wearing face coverings in the document <i>“School Opening Plan September 2020 – Essential Information for Parents”</i> or <i>“Final information for staff re full opening September 2020”</i>.</p> <p>Following the introduction of local restriction measures (26th Sep) across Leeds, face coverings must be worn in all communal areas, including corridors, from Mon 28th Sep.</p> <p>Communicated to all staff by email.</p> <p>Communicated to all parents by email and text message.</p> <p>New requirement for wearing of face coverings in classrooms communicated to all staff.</p> <p>Full protocols to be communicated to all staff via full re-opening docs and as part of live online twilight session.</p> <p>New requirement for wearing of face masks in classrooms communicated to all parents/carers.</p> <p>Full protocols regarding face coverings to be reiterated to parents/carers as part of full re-opening correspondence.</p> <p>To be communicated directly to students ahead of their return to school, and as part of full re-opening assemblies.</p>	<p>-</p> <p>LNC (BWM)</p> <p>SFJ</p> <p>SFJ</p> <p>SFJ (LNC)</p> <p>SFJ</p> <p>TEP / PLs</p> <p>TEP</p> <p>SFJ</p> <p>SFJ</p> <p>PLs / TEP</p>	<p>-</p> <p>04/09</p> <p>02/09</p> <p>25/09</p> <p>25/09</p> <p>24/02</p> <p>04/03</p> <p>04/03</p> <p>26/02</p> <p>05/03</p>
	17.2	<p>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.</p>	<p>It is not anticipated that there will be any students in school requiring this level of intimate care. TEP to advise BWM if this situation changes.</p>	<p>TEP</p>	<p>-</p>

	17.3	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. Guidance on cleaning to be provided, where appropriate.	BWM	-
	17.4	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.		BWM	-
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 being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	<p>Detailed time line devised to ensure that staff are consulted, involved and informed throughout, including:</p> <ul style="list-style-type: none"> Brief overview of arrangements for September More detailed outline of likely control measures and invitation to provide feedback via dedicated email address Consultation discussion (online) with Faculty Leaders Deadline for initial feedback from staff Draft risk assessment and re-opening plans published to staff Full staff consultation meeting (online) Deadline for feedback from staff Final risk assessment and detailed re-opening information published <p>Initial indication of 8th March full re-opening communicated to all staff.</p> <p>Overview of staggered return of year groups communicated to all staff.</p> <p>Detailed full re-opening information and risk assessment disseminated to all staff.</p> <p>Staff invited to submit any questions or feedback to SFJ ahead of the live online twilight session.</p> <p>Live online twilight session for all staff to clarify arrangements, highlight key safety protocols and address any questions.</p>		
					10/07
					13/07
					15/07
					16/07
					17/08
					21/08
					24/08
					02/09
					24/02
					26/02
					02/03
					03/03
					04/03

	18.2	Consider building in familiarisation time, training time and practice time for staff before the school opens fully . Where staff have been out of school for a considerable time this may take longer.	<p>Phased return to school agreed to allow for this:</p> <ul style="list-style-type: none"> Thurs 3rd Sep - Induction for new staff only Mon 7th Sep - Full staff Training Day (no students) Tues 8th Sep - Year 7/12 students return Wed 9th Sep - Year 8/9/10/11/13 students return <p>Decision taken not to commence testing prior to 8th March, and not to re-admit students until the day following their first asymptomatic test (at the earliest) in order to maximise time available for staff training / preparation / re-familiarisation.</p> <p>Phased return to face-to-face teaching for all students agreed to facilitate this:</p> <ul style="list-style-type: none"> Mon 8th March - Open to critical worker / vulnerable students only Tues 9th March - Year 10 / 12 / 13 students return Wed 10th March - Year 8 / 11 students return Thurs 11th March - Year 7 / 9 students return 	- SLT	- 25/02
	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	<p>Already communicated to staff via weekly staff bulletin. To be reiterated as part of finalised re-opening info.</p> <p>To reiterated to all staff via full re-opening docs.</p>	NNJ SFJ SFJ	15/07 02/09 02/03
	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.	<p>Individual risk assessments will be amended / carried out, where appropriate.</p> <p>Individual risk assessments will be amended / carried out, where appropriate.</p>	NNJ (DNJ) NNJ (DNJ)	- -
	18.5	It is recommended that regular online staff meetings are undertaken and/or regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	<p>Regular team meetings (which must take account of social distancing) calendared as part of the meeting schedule.</p> <p>Line managers to maintain contact with any staff not in school, where applicable / appropriate.</p> <p>To be reiterated to line managers.</p>	- - NNJ	- - 05/03
	18.6	Identify Mental Health First Aiders.	<p>Staff to be reminded of Mental Health First Aiders, and of the support available via the HELP Employee Assistance service, as part of finalised re-opening info for staff.</p> <p>To be reiterated to all staff via full re-opening docs.</p>	SFJ	02/09
	18.7	Inform staff about support via Education Support Partnerships and HELP Assist.		SFJ	02/03

Contractors visiting site	19.1	Minimise visits (wherever possible) to essential visits only e.g to carry out statutory testing, repair work or building works. Where visits can happen outside of school hours, they should.	Preventative maintenance / remedial works to be undertaken by Estates Team, wherever possible. Estates Manager to ensure that all non-essential works are delayed until weekends / holidays. Estates Manager to implement, wherever possible.	BWM BWM	-
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Estates Manager to revise / update the separate checklist for contractors detailing these points. All members of the Estates Team made aware via Estates Team meeting. Estates Manager to meet with Estates Team to communicate reminder of protocols for contractors on site.	BWM BWM	24/08
	19.3	Contractors should adhere to social distancing guidelines.	See above.	BWM	-
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	See above.	BWM	-
	19.5	If contractors need supervising this should be done following social distancing guidelines.	See above.	BWM	-
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	See above.	BWM	-
	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.	See above. Estates Manager to liaise with cleaning contractor re need for cleaning of affected areas, as appropriate.	BWM	-
	19.8	If contractors are on site for long periods of time a separate toilet facility should 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.	No long-term works are currently scheduled during term time. This will be reviewed by the Estates Manager if the need arises to engage contractors for an extended period to undertake emergency remedial works.	BWM	-
	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.	Estates Manager to ensure that any changes to contractor access still fulfil signing in / identification requirements, and that a record is kept of all contractors on site.	BWM	-

Lettings / Meetings / Visitors	20.1	There will be occasions when visits to the school are necessary, but settings should limit these to essential visits only to avoid visitors entering their premises, wherever possible and use remote means. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site. Lettings should only continue if the activities are in line with those permitted under the lockdown. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene, face coverings and control measures are explained to visitors on or before arrival.	<p>External lettings will only be permitted out of school hours and where thorough cleaning can take place prior to use by students / staff.</p> <p>Lettings Policy to be updated to incorporate additional requirements.</p> <p>Guidance for supply teachers to be updated to incorporate specific protocols.</p> <p>Parents/carers/visitors will only be admitted to the school building in exceptional circumstances (and by prior arrangement). Communicated to parents/carers as part of end of term letter.</p> <p>Message to be reiterated to parents/carers as part of final re-opening correspondence.</p> <p>Except in exceptional circumstances, face-to-face meetings with parents/carers will not take place. External training events, meetings etc will not routinely take place on site.</p> <p>All external lettings cancelled due to national lockdown.</p>	<p>BWM (LNC/MNP)</p> <p>LNC (MNP/ BWM)</p> <p>LNC (BNL)</p> <p>SFJ</p> <p>SFJ</p>	<p>-</p> <p>24/08</p> <p>07/09</p> <p>17/07</p> <p>02/09</p>
	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. 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. They can also participate in schools' rapid testing programmes where the school has capacity to include them	<p>Permitted lettings resumed, in line with local tier restrictions / national guidance.</p> <p>All external lettings currently cancelled. Any future requests will only be considered where specifically permitted within the revised national guidance.</p> <p>Further update made to revised Visitor Protocols.</p> <p>Access limitations to be reiterated to all parents/carers as part of full re-opening correspondence.</p>	<p>BWM (LNC/MNP)</p> <p>BWM (LNC/MNP)</p> <p>BWM (LNC/MNP)</p> <p>LNC</p> <p>SFJ</p>	<p>03/11</p> <p>05/12</p> <p>26/02</p> <p>02/03</p> <p>05/03</p>
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site has ceased and before being used by the school again. If this can't be established, then inform visitors of the "If You Use It – Wipe It" principle. There is a legal requirement to provide hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.	<p>Visitor's toilet (adjacent to reception) to be used for any visitors admitted (in exceptional circumstances only). Cleaning staff to clean throughout the day.</p> <p>School office staff to be informed of this legal requirement.</p>	<p>BWM</p> <p>LNC</p>	<p>-</p> <p>02/11</p>

	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.	Daytime visitors will continue to access school via the main reception only. Records of visitors will be maintained. Arrangements for recording contact details for out of hours lettings to be included as part of revisions to Lettings Policy.	- LNC (MNP/ BWM)	- 24/08
	20.5	Sports lettings are currently restricted under the new lockdown requirements and can only take place if for elite sportspeople (and their coaches if necessary, or parents/guardians if they are under 18) - or those on an official elite sports pathway - to compete and train. From 29th March 2021 'organised sports' can take place outside so schools can also re-commence lettings to such groups. 'Organised' sport, is one which is formally organised by a qualified instructor, club, national governing body, company or charity and follows sport-specific guidance. They must provide their own risk assessment and follow the guidelines laid down by their National Governing Body that have to be submitted and approved by the Government. Players should arrive changed and shower at home. If changing rooms and showers are closed exceptions may be made where safety and safeguarding measures require their use, e.g. supporting disability athletes, a child needs a change of clothing etc. Toilets can be accessed. Guidance and a list of NGB whose rules have been approved can be found in: Coronavirus (COVID-19): grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events - GOV.UK (www.gov.uk)	Lettings Policy updated to incorporate additional requirements. All external lettings currently cancelled. Any future requests will only be considered where specifically permitted within the revised national guidance. External community lettings re-commenced in line with updated guidance (including Easter holidays activities 'camps')	LNC (MNP / BWM) BWM (LNC/MNP) BWM (LNC/MNP)	10/09 26/02 29/03
Student wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing	Separate action plan to be devised to prioritise student wellbeing (following the extended period of absence from school). Student wellbeing action plan to be updated.	TEP TEP	
	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Evacuation routes to be reviewed and amended, if necessary.	BWM	

Fire safety	22.2	Consider if muster points / practices need to be altered so staff and pupil bubbles are not mixed.	<p>Assembly points to be reviewed and revised, where necessary.</p> <p>New assembly points to be communicated to staff and students at the beginning of term in the usual way.</p> <p>All staff to be reminded of revised assembly points and reporting arrangements.</p> <p>To form part of full re-opening assemblies for students.</p>	<p>LNC</p> <p>LNC</p> <p>LNC</p> <p>PLs / TEP</p>	<p>21/08</p> <p>07/09</p> <p>05/03</p>
	22.3	Consider if you need to re-allocate fire marshal roles.	<p>No changes to usual staffing / use of building. No action required.</p> <p>All Office staff informed of return to Autumn term evacuation reporting arrangements for staff (i.e. usual staff reporting 'tree' to be followed, except for identified staff using the Inventory system)</p>	- LNC (MNP)	- 05/03
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc	No changes to current provision. No action required.	-	-
	22.5	Practice new procedures as soon as possible after opening	<p>All year groups to practice new procedures on first day in school.</p> <p>Fire drill to be scheduled during the first few weeks of the autumn term.</p> <p>'Talk through' fire drill to be scheduled after full re-opening.</p>	<p>LNC (PLs)</p> <p>LNC (BWM)</p> <p>LNC</p>	09/09
	22.6	Consider if staff and pupil PEEPs need to be amended.	To be updated as per usual annual update.	TEP (SRN)	07/09
	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.	Fire Risk Assessment to be updated, as appropriate.	BWM	

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.	<p>Not possible to ensure consistent supervision of discreet groups in this way.</p> <p>Staff supervision rota to be amended to take account of staggered break / lunchtimes and revised procedures for use of dining spaces, outdoor areas etc.</p> <p>Autumn term staff supervision rota to resume (with amendments to be communicated to individual staff where required to address any staffing changes since Dec 2020).</p> <p>Resumption of duty rota communicated to all staff as part of 'Arrangements for teaching and learning' doc.</p>	RMC	07/09
				RMC	08/03
				NNJ	01/03
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..	<p>SFJ to liaise with the Catering Manager regarding changes to lunchtime routines, access to Henry's etc.</p> <p>Catering arrangements for KS4 students to be amended to reduce queuing times and minimise the need for plates etc to be used.</p> <p>Staggered break / lunch times and access to Henry's will reduce numbers using the area at any one time and limit mixing between cohorts.</p> <p>Main Hall to be used as an additional service point at break times (for a designated year group), and as an "overflow" area at lunch time, in order to support distancing between year group bubbles.</p> <p>All Autumn term catering arrangements to resume, taking account of staggered return of year groups.</p>	SFJ (REA)	16/07
	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).		REA	07/09
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff.		CKS	15/07
				REA	07/09
	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.	<p>Our catering staff are part of the wider staff body (i.e. not external contractors) and will receive the same guidance as other staff. The Catering Manager will ensure that all members of the catering team are aware of the protocols.</p> <p>A separate risk assessment to be produced to ensure safe working practices in the kitchens and servery areas.</p> <p>Catering Manager to review own risk assessment and operating practices.</p>	REA	
				REA	
				REA	04/03
	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.	Catering staff to clean tables before and after use (i.e. in between each group of students / staff)	REA	-

	24.6	Catering staff should observe the rules of social distancing and hygiene whilst on site.	Our catering staff are part of the wider staff body (i.e. not external contractors) and will receive the same guidance as other staff. The Catering Manager will ensure that all members of the catering team are aware of the protocols. A separate risk assessment to be produced to ensure safe working practices in the kitchens and servery areas. Catering Manager to review own risk assessment and operating practices.	REA REA REA	04/03
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.	Draft documentation distributed to all staff. Online consultation meeting for all staff. Finalised re-opening info sent to all staff in advance of re-opening. Additional induction day for new staff. Training Day to include safety briefing for all staff, prior to student return. A reminder of the key safety protocols to be reiterated to all staff via full re-opening docs and as part of live online twilight session. New starters to watch COVID-19 safety briefing video as part of new staff induction programme.	SFJ SFJ SFJ NNJ LNC SFJ LNC DNJ (BNL)	17/08 21/08 02/09 03/09 07/09 02/03 04/03 -
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.	Safe drop off system to be implemented in main reception area. Protocols to be shared with office staff. The system of Y8 'student ambassadors' will be suspended. Main reception table to be cleared of exercise books (from system established during partial closure) and re-purposed as safe 'drop off' area by year groups, as per Autumn term.	LNC (MNP) DYS LNC (MNP)	08/09 - 05/03

Transport to School by My Bus or School Buses (not public transport buses)	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.	<p>No changes to school opening times.</p> <p>RMC liaising directly with transport provider to ensure that appropriate arrangements are put in place, and that a separate risk assessment is undertaken.</p> <p>Relevant information to be communicated to parents/carers as part of final re-opening correspondence.</p> <p>Resumption of Autumn term bus timetables / routes confirmed with service providers.</p> <p>To be communicated to all parents/carers as part of full re-opening correspondence.</p>	<p>RMC</p> <p>SFJ</p> <p>RMC</p> <p>SFJ</p>	<p>17/08</p> <p>02/09</p> <p>01/03</p> <p>05/03</p>
	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..	<p>Except where students have specific needs / mobility issues (where previously agreed), parents/carers will not be permitted to drop off / pick up anywhere on the school site, (as usual). Buses have separate, designated drop off / pick up areas.</p> <p>Parents/carers to be reminded of these restrictions as part of final re-opening correspondence.</p> <p>To be reiterated to all parents/carers as part of full re-opening correspondence.</p>	<p>-</p> <p>SFJ</p> <p>SFJ</p>	<p>-</p> <p>02/09</p> <p>05/03</p>
	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.	<p>Not possible for teaching groups to be determined by which students travel on which bus.</p> <p>Other safety mitigation measures will be implemented instead, including the wearing of face coverings on buses.</p> <p>RMC liaising directly with transport provider to ensure that appropriate arrangements are put in place, and that a separate risk assessment is undertaken.</p>	RMC	17/08
	27.4	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Latest advice from the Dept of Education is that those involved in the provision of home to school or college transport must do all that is reasonably practicable to maximise social distancing where possible and minimise the risk of transmission. What is practicable is likely to vary according to local circumstances.	<p>An additional dedicated school service to be provided (for X84 service bus users) so that almost all students can travel to/from school without the need to mix with the general public.</p> <p>Further letter sent to all parents/carers to reinforce expectations for bus users. Students reminded of expectations via assemblies.</p> <p>To be reiterated to all parents/carers as part of full re-opening correspondence.</p>	<p>RMC</p> <p>RMC</p> <p>SFJ</p>	<p>17/08</p> <p>18/09</p> <p>05/03</p>

	27.5	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.	RMC liaising directly with transport provider to ensure that appropriate arrangements are put in place, and that a separate risk assessment is undertaken.	RMC	17/08
	27.6	In accordance with advice from PHE, from the autumn term, we recommend that schools advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport.	Compulsory use of face coverings on buses already implemented as a mitigation measure and communicated as part of re-opening correspondence to parents/carers. Further letter sent to all parents/carers to reinforce expectations for bus users, including face coverings. Students reminded of expectations via assemblies. To be reiterated to all parents/carers as part of full re-opening correspondence. To form part of full re-opening assemblies for students.	RMC SFJ PLs / TEP	18/09 05/03
School Sites Shared with other Users	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.	Currently, there will be no access to the swimming pool for external users during the school day. Risk assessment to be reviewed (in consultation with LCC Active Leeds) to agree usage times when the pool is re-opened for public swimming. Swimming pool continues to be closed to external users during the school day.	LNC (BWM/ MNP)	-

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. 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).	Addendum added to Making Feedback Matter Policy to stipulate that, before <u>and</u> after marking, exercise books and other paper-based work must be quarantined for 48 hours, or 72 hours if any books in the set have plastic covers (This statement updated on 30 Oct).	NNJ	15/07
			In addition, hands must be sanitised before <u>and</u> after handling students' books / work.	NNJ	15/07
			Initial guidance shared with Faculty Leaders as part of online consultation discussion.	SFJ LNC	02/09 07/09
			To be communicated to all staff via finalised re-opening info and Training Day safety briefing.	NNJ	07/09
			Full Making Feedback Matter Policy (including new addendum) to be issued to all staff.	LNC	16/10
			Amendment to statement re quarantining of exercise books communicated to all staff via staff briefing video.	LNC	02/11
			Whole-school Lesson Protocols document updated to reflect amendment, and disseminated to all staff.	SFJ LNC	02/03 04/03
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.	Volunteering placements only to be permitted in exceptional circumstances and with strict safety measures in place. To be assessed on a case by case basis.	NNJ	-
			In accordance with current Policy for Volunteers, permission must be obtained <u>before</u> volunteers are allowed on site.		

	30.2	<p>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.</p>	<p>In order to reduce the need for external supply cover staff, planned absence will be minimised (e.g. trips and visits, sports fixtures, CPL events).</p> <p>Not generally possible for supply cover staff to work with specific bubbles, but longer assignments / use of consistent cover staff to be maximised, where possible.</p> <p>Peripatetic music staff are engaged directly by the school and will be subject to same whole-school protocols as other staff. Faculty Leader Performing Arts to ensure that relevant information has been disseminated and is understood by all music tutors.</p> <p>Requests for external sports coaches to work in school to be assessed on a case by case basis. Permission must be obtained for each individual coach <u>before</u> they are allowed on site.</p> <p>To be communicated to all staff via finalised re-opening info and Training Day safety briefing.</p> <p>Planned absence will continue to be minimised to reduce the need for external supply cover.</p> <p>LNC to liaise directly with Faculty Leader PE to agree earliest return date for previously approved external sports coaches.</p>	<p>NNJ/LNC</p> <p>NNJ (BNL)</p> <p>CYP (LNC)</p> <p>NNJ (CSD)</p> <p>SFJ LNC</p> <p>NNJ/LNC</p> <p>LNC (CSD)</p>	<p>-</p> <p>-</p> <p>07/09</p> <p>-</p> <p>02/09 07/09</p> <p>-</p> <p>-</p>

Before and after school clubs	31.1	<p>From 8 March, schools can resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, or is part of a pupil's wider education and training. Vulnerable children can attend settings regardless of circumstance. Advise parents that where they are accessing this provision for their children, that they must only be using this, where the provision is being offered as part of the school's educational activities (including catch-up provision), the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution, or the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group.</p> <p>From 29 March schools can provide outdoor provision to all children and indoor provision to vulnerable children and young people, children on free school meals, where they are attending as part of the DofE's holiday activities and food programme, all other children, where the provision is one of the following:</p> <ul style="list-style-type: none"> • reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group • being used by electively home educating parents as part of their arrangements for their child to receive a suitable full-time education • being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments. <p>From 12 April there will be no restrictions on which children can attend and both indoor and outdoor activities will be able to take place.</p>	<p>Extra-curricular activities to be encouraged for discreet cohorts, where possible. Cohort mixing not generally permitted. May be acceptable in rare circumstances (for very small groups where 2m social distancing can be maintained between different cohorts).</p>	LNC	-
			<p>All proposed extra-curricular activities to be assessed on a case by case basis. Agreement must be secured before launching the activity to students. No extra-curricular activities to commence within the first fortnight of the autumn term.</p>	LNC	-
			<p>To be communicated to all staff via finalised re-opening info and Training Day safety briefing.</p>	SFJ LNC	02/09 07/09
			<p>All permitted provision re-commenced (in any cases where previously suspended) following end of national lockdown (November 2020).</p>	LNC (CSD)	03/12
			<p>Previously approved (Autumn term) extra-curricular provision may resume from week beginning 22nd March.</p> <p>To be communicated to all staff via full re-opening docs and as part of live online twilight session.</p> <p>Cluster-wide Easter holiday activities programme hosted in line with updated guidance.</p>	LNC SFJ LNC BWM (MNP/LNC)	- 02/03 04/03 31/03

	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Smaller consistent groups could be used in different rooms or groups socially distancing in a larger space. If necessary, it would be appropriate for one staff member to supervise up to two small groups, provided that any relevant ratio requirements are met. The relevant guidance on face coverings in section 17 should be followed depending on the age of children attending. If the provision is taking place indoors and it is not possible to group children in the same bubble as they are in during the school day, providers should try to keep them in consistent groups of no more than 15 children and at least one staff member. Outdoor sports and supervised activities for children are able to open without restrictions on attendance and activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.			
	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.	Not applicable in a secondary school setting.	-	-
	31.4	Schools should follow the principles in the school guidance and holiday and after school club guidance for extra-curricular activities and clubs: 1) keeping children in the same bubbles they are in during the school day 2) if this is not possible - keeping children in consistent bubbles for these activities 3) limiting the number of after school activities a pupil attends 4) carrying out activities outside where possible.	Considered as part of wider approach to external Lettings. (See 20.1 above). Reviewed in light of revised national guidance. All external lettings cancelled. Reviewed as part of wider approach to external Lettings. (See 20.1 above).	- BWM (LNC/MNP) BWM (LNC/MNP)	- 03/11 26/02

Music and Performing Arts	32.1	Schools should take particular care in music, dance and drama lessons to observe social distancing where possible. 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 some 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. Schools must not host performances with an audience.	Restrictions and possible solutions discussed with Faculty Leader Performing Arts. To form part of the subject-specific lesson protocols for Performing Arts staff. For peripatetic music lessons, pairings/groupings to observe year group bubbles. Perspex screens to be added to practice rooms. Lower Hall to be used as an alternative venue for specific instrumental / singing lessons, where possible.	LNC	15/07
			Updated guidance disseminated to Faculty Leader: Performing Arts and Peri programme lead teacher.	CYP (LNC)	03/09
			Specific protocols produced and disseminated for Peri music tutors / students.	CYP (LNC)	07/09
	32.2	Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained as detailed in 32.3.	Further updated guidance discussed with Faculty Leader: Performing Arts, including when re-establishing extra-curricular music groups.	LNC	30/08
			Provision made for virtual Christmas Concert to replace usual live event.	CYP (TNK)	08/09
	32.3	Playing instruments and singing in the smaller groups permitted should take place outdoors wherever possible. If indoors, use a room with as much space as possible (e.g. larger rooms; rooms with high ceilings). If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Mitigating factors include: Pupils and staff being positioned back-to-back or side-to-side when playing or singing (rather than face-to-face, positioning wind and brass players so that the air from their instrument does not blow into another player, use of microphones where possible or encouraging singing quietly.	All musical performances with an audience cancelled at this time.	CYP	02/10
			Previously approved (Autumn term) extra-curricular musical provision may resume from week beginning 22 nd March.	CYP	15/12
			To be communicated to all staff via full re-opening docs and as part of live online twilight session.	-	
			Peripatetic music provision can resume in school using the additional safety protocols implemented during the Autumn term (including use of Lower Hall for specific instrumental / singing lessons, where availability permits).	LNC (CYP)	
			Updated guidance disseminated to Faculty Leader: Performing Arts and Peri programme lead teacher for review.	SFJ LNC CYP/TNK (LNC)	02/03 04/03 09/03
				LNC (CYP/ TNK)	01/03

	32.4	<p>Avoid sharing instruments and equipment wherever possible. Place name labels on equipment (e.g. own sticks / mallets). If instruments and equipment have to be shared, disinfect regularly (including packing cases, handles, props, chairs, microphones, music stands). Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. Instruments should be cleaned by the pupils playing them, where possible.</p> <p>Schools can continue to engage peripatetic teachers during this period. Peripatetic teachers can move between schools, but schools should consider how to minimise the number of visitors where possible. In addition, in individual lessons, social distancing should be maintained, meaning teachers should not provide physical correction. Individual lessons in can continue, which may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures on peripatetic teachers.</p>			
	32.5	<p>Consider limiting the number of suppliers when hiring instruments and equipment. You should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument.</p>	<p>Updated guidance disseminated to Faculty Leader: Performing Arts and Peri programme lead teacher for review.</p> <p>Instruments and equipment will not routinely be hired from external suppliers at this time.</p>	<p>LNC (CYP/ TNK)</p> <p>CYP</p>	<p>01/03</p> <p>-</p>

PE / Sports including dance	33.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows, distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Pupils should be kept in consistent groups. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	Faculty Leader PE has reviewed specialist guidance. To be used to inform development of PE subject-specific lesson protocols for staff. To include protocols for managing / cleaning / quarantining equipment between different groups, including role of technician / lifeguard. Additional hand sanitiser dispensers to be installed in PE corridor to facilitate hand cleansing before and after activities.	CSD CSD (LNC) CSD BWM -	29/08 03/09 03/09 02/09
	33.2	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. The ability for schools to offer team sports is likely to be limited. Where schools are considering team sports schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events Outdoor competition between different schools can now take place. Indoor competition between different schools should not take place until wider indoor grassroots sport for under 18s is permitted.	Faculty Leader PE has reviewed specialist guidance (see 33.6). Schemes of work / lesson activities to be amended accordingly. Updated DfE guidance (published 28/08) reviewed and used to inform curriculum planning and subject protocols. Subsequent updates to guidance to be monitored and schemes of work amended, as appropriate. LNC to liaise directly with Faculty Leader PE to agree earliest possible date for competition with other schools, when permitted under national guidance. Requests for participation in inter-school competitions to be considered on a case-by-case basis after the May half-term holiday.	CSD CSD CSD LNC (CSD) LNC (CSD)	29/08 29/08 - -

33.3	<p>External facilities can also be used in line with government guidance for the use of and travel to and from those facilities.</p> <p><i>(Previous separate section on swimming pool use amalgamated with this section in the Dec 2020 update to LA risk assessment)</i></p>	<p>Agreed that Club Energy may be used as an external venue subject to a review of their own risk assessment, and with contingency plans in place in case of possible future closure, subsequent issues identified, etc.</p> <p>LA swimming lessons guidance and risk assessment to be reviewed, when published, to determine when swimming lessons may resume.</p> <p>Agreed that swimming pool use can resume (following confirmation of microbiological testing).</p> <p>Alternative arrangements made for students scheduled to attend Club Energy.</p> <p>Swimming pool use for in-school provision may resume from 10th March (subject to staff availability), in line with guidance.</p>	<p>LNC (CSD)</p> <p>CSD (BWM)</p> <p>LNC (CSD)</p> <p>CSD</p> <p>LNC (CSD)</p>	<p>15/07</p> <p>-</p> <p>11/09</p> <p>02/11</p>
33.4	<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. 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>LNC to liaise directly with Faculty Leader PE to agree earliest return date for previously approved external sports coaches.</p> <p>Previously approved (Autumn term) extra-curricular provision may resume from week beginning 22nd March.</p>	<p>NNJ (CSD)</p> <p>LNC (CSD)</p> <p>LNC (CSD)</p>	<p>-</p>
33.5	<p>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.</p>	<p>Considered and decided 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 incorporated into subject-specific lesson protocols for PE staff, together with advice on minimising the need to touch benches etc.</p> <p>Cleaning of changing room to take place in a similar way to toilets (i.e. not necessarily between each lesson, but as part of an ongoing enhanced cleaning rota throughout the day).</p> <p>Use of changing rooms reviewed. New protocols introduced to minimise contact with different students / facilitate tracking systems.</p>	<p>-</p> <p>CSD (LNC)</p> <p>BWM</p> <p>CSD</p>	<p>-</p> <p>03/09</p> <p>-</p> <p>22/09</p>

	33.6	<p>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.</p> <p>AfPE – Interpreting the government guidance in a PESSA context.</p> <p>YST - PE COVID Response – delivery principles</p> <p>Swimming - https://www.swimming.org/swimengland/pool-return-guidance-documents/</p>	<p>Faculty Leader PE has reviewed additional guidance. To be used to inform development of PE subject-specific lesson protocols for staff.</p> <p>Subsequent updates to guidance to be monitored and protocols amended, as appropriate.</p> <p>Update to guidance discussed with Faculty Leader PE.</p>	<p>CSD</p> <p>CSD (LNC)</p> <p>CSD</p> <p>LNC (CSD)</p>	<p>29/08</p> <p>03/09</p> <p>-</p> <p>02/03</p>
Science, D&T and Art	34.1	<p>CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/</p>	<p>New CLEAPSS guidance on practical work (Aug 2020) disseminated to Faculty Leaders for Science, D&T and Art.</p> <p>FLs to use this guidance (together with the whole-school lesson protocols) to review schemes of work / lesson activities, and to produce subject-specific lesson protocols for staff.</p> <p>To include protocols for managing / cleaning / quarantining equipment between different groups, including role of technician(s).</p> <p>FLs to liaise with BWM to amend current faculty risk assessments, where appropriate.</p> <p>All staff to be reminded to refer to subject-specific lesson protocols via full re-opening docs and as part of live online twilight session.</p>	<p>LNC</p> <p>BYA/GNS/RSS (LNC)</p> <p>BYA/GNS/RSS</p> <p>BYA/GNS/RSS (BWM)</p> <p>SFJ LNC</p>	<p>11/08</p> <p>03/09</p> <p>03/09</p> <p>02/03</p> <p>04/03</p>
Shared Resources	35.1	<p>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.</p>	<p>To be communicated to staff via finalised re-opening info and Training Day safety briefing.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p>	<p>SFJ LNC</p> <p>SFJ LNC</p>	<p>02/09</p> <p>07/09</p> <p>02/03</p> <p>04/03</p>
	35.2	<p>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.</p>	<p>All staff to review own work areas at the start of term and remove any unnecessary items, as appropriate. Faculty Leaders to check that this takes place.</p> <p>To be communicated to staff via finalised re-opening info and Training Day safety briefing.</p>	<p>SFJ LNC</p>	<p>02/09</p> <p>07/09</p>

	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).	Anti-viral sprays / wipes to be provided. Staff to be encouraged to bring own refreshments, where possible, and reminded to wipe down shared resources after use. To be communicated via finalised re-opening info and Training Day safety briefing. To be reiterated to all staff via full re-opening docs and as part of live online twilight session.	BWM SFJ LNC SFJ LNC	03/09 02/09 07/09 02/03 04/03
	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.	There is no outdoor play equipment on site. Use of sports equipment, including arrangements for managing / cleaning / quarantining equipment between different groups, to be reviewed as part of subject-specific protocols for PE. (See 33.1 above)	- CSD (LNC)	- 03/09

	35.5	<p>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 and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>Communicated to parents/carers and all staff as part of end of term letter.</p> <p>Message to be reiterated to parents/carers as part of final re-opening correspondence.</p> <p>To be reiterated to all staff via finalised re-opening info and Training Day safety briefing.</p> <p>Faculty Leaders to produce subject-specific lesson protocols for the sharing of equipment and resources to supplement whole-school lesson protocols.</p> <p>Expectations to be reiterated directly with students as part of start-of-year assemblies.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p>	<p>SFJ</p> <p>SFJ</p> <p>SFJ LNC FLs (LNC)</p> <p>DYS/KTS/ WSC SFJ LNC</p>	<p>17/07</p> <p>02/09</p> <p>02/09 07/09 03/09</p> <p>09/09</p> <p>02/03 04/03</p>
	35.6	<p>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.</p>	<p>To form part of the revised Library protocols to be devised. 'Quarantine return box' to be constructed.</p> <p>Library loans to be re-commenced, when appropriate (following suspension during partial school closure), in accordance with safety protocols.</p>	<p>WSC (WSR) BWM (STA) WSC (WSR)</p>	<p>21/08</p>
	36.1	<p>Good record keeping is key to managing any potential positive cases and / or outbreaks.</p>			

Record keeping	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.	<p>SIMS will continue to be used to record all information relating to teaching groups, timetables, staff/student attendance and cover staff.</p> <p>All staff to maintain accurate seating plans for each class and keep a record of any temporary changes on a lesson by lesson basis. This will allow quick identification of which students have been in close contact with one another, if required.</p> <p>To be communicated to all staff via finalised re-opening info and Training Day safety briefing.</p> <p>Importance of accurate seating plans to be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p> <p>Records of any external visitors will be kept using a new electronic signing in system (paper-based prior to installation of new system, if required).</p>	<p>SEM (CKS/TEP/NNJ/BNL)</p> <p>SFJ LNC</p> <p>SFJ LNC</p> <p>RMC / LNC</p>	<p>-</p> <p>02/09 07/09</p> <p>02/03 04/03</p>
	36.3	If your existing systems do 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.	<p>Any changes to regular Teaching Assistant timetables (e.g. to cover absence) to be recorded.</p> <p>For other small group intervention work (e.g. English/maths intervention, MFL foreign language assistants), the person delivering the intervention must retain their own records of which students they have worked with.</p> <p>Relevant Faculty Leaders to ensure that these arrangements are in place.</p> <p>To be communicated to all staff via finalised re-opening info and Training Day safety briefing.</p> <p>Importance of accurate records to be reiterated to all staff via full re-opening docs and as part of live online twilight session.</p>	<p>TEP (SRN)</p> <p>BBJ/FNA/STC/FLs</p> <p>SFJ LNC</p> <p>SFJ LNC</p>	<p>-</p> <p>02/09 07/09</p> <p>02/03 04/03</p>
	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.	<p>TEP to ensure that systems are in place to record this information using the template spreadsheet provided (in place of CPOMS).</p> <p>Template spreadsheet will continue to be used (in place of CPOMS).</p>	<p>TEP</p> <p>TEP</p>	<p>07/09</p>

	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.	First aid records are maintained via SIMS. Updated first aid protocols to flag the importance of naming all staff involved in assisting. Reminder to be issued as part of re-publication of first aid rota.	LNC (BWM) LNC (BNL)	07/09
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: a) how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting, b) additional cleaning of vehicles, c) organised queuing and boarding where possible and distancing within vehicles wherever possible, d) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), d) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, e) boarding the transport 'first in last out' and allocating specific seats where possible, f) maximising the ventilation of fresh air particularly through opening windows and vents, g) avoiding the use of face to face seating on home to school transport wherever possible and h) the use of face coverings for children 11 and over. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.	Currently, use of minibuses and coaches will not routinely take place as off-site visits will be permitted in exceptional circumstances only. Where these do take place, cohort mixing would not ordinarily be permitted. Where necessary, the updated risk assessments (on Evolve - based on the LA template) will be used to ensure that appropriate additional control measures are implemented. Use of minibuses and coaches will not take place at this time. To be reviewed when off-site activities and/or competition with other schools permitted once again and use of minibus / coach therefore required.	LNC (CSD) LNC (PNV) LNC (PNV/ CSD)	- -
GCSE / AS / A Level exams	38.1	GCSEs, A and AS level exams will not go ahead this summer as planned. Schools undertaking mock exams / other exams should follow the advice below.	Exam invigilators advised of whole-school protocols regarding hand and respiratory hygiene, use of face coverings, etc. Updated protocols below to be implemented at the appropriate time.	CKS (SEM) CKS (SEM)	07/10

	38.2	Collect and keep contact information for candidates and invigilators so that you can use it to identify close contacts if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the setting.
	38.2	Collect and keep contact information for candidates and invigilators so that you can use it to identify close contacts if needed. This is particularly important for any external visitors, including any non-school staff assisting with exams, and candidates not on roll at the setting.
	38.3	Ensure every exam has a seating plan, so the names of the invigilators can be cross referenced to the contact details held for candidates and invigilators.
	38.4	Make arrangements to ensure candidates that arrive before the scheduled start time of exams are kept separate from other students arriving at the school or college. This is likely to include a location where candidates will wait before the exam that can support social distancing between group 'bubbles' as well as between on-roll and off-roll candidates.
	38.5	Make sure that any candidates who arrive late for the exam follow social distancing measures.
	38.6	Make sure that there is a plan to manage candidates leaving the exam room and site, particularly as exams may finish at different times. As part of this take into account any candidates who need extra time in exams.
	38.7	Frequently touched surfaces in exam rooms (for example, door handles, individual desks) should be cleaned after every exam with the usual cleaning products, including the backs of chairs where candidates may pull chairs out to sit.
	38.8	Desks should not be set up face to face. For GCSE, AS and A level exams, the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres, following JCQ's Instructions for Conducting Examinations. This distance is the minimum that must be maintained for students within a group bubble. For VTQ exams, you should follow the guidance specified by the relevant awarding organisation. It is recommended 2m distance is achieved between candidates wherever possible.
	38.9	All other candidates, whether in different group bubbles, private candidates or those returning to school or college to take exams, should be seated 2 metres apart from each other. These candidates can be seated in the same room.
	38.10	There is no overall limit on the number of candidates who can sit in a room, as long as desks are correctly spaced. The upper limit to the number of candidates who can take an exam in a room together depends on the desk spacing requirements.
	38.11	Good ventilation is important and you should maximise this wherever possible, for example, opening windows and propping open doors where safe to do so (bearing in mind safeguarding in particular).
	38.12	Invigilators may walk up and down aisles between desks, but there must also be points in the room where an invigilator can stand at least 2 metres from the nearest desks and see all the candidates in the room. Invigilators and other staff should stand alongside candidates when interacting with them, rather than face to face.
	38.13	As staff and pupils are unlikely to be able to be 2m apart at all times they would need to wear face coverings - for this reason it is recommended exams do not take place whilst the additional requirements for face coverings in classrooms / during activities is in place.
	38.14	Invigilators can move between different schools and colleges. They should minimise contact and maintain as much distance as possible from other staff.
	38.15	Invigilators do not need to wear gloves when collecting exam scripts from candidates but should wash their hands thoroughly and more frequently than usual and particularly after handling exam papers.
	38.16	For encounters of over 15 minutes, for example, when scribes, readers or other individuals are supporting candidates, staff should maintain a 2 metre distance where possible, for example using a separate room from other candidates. If staff cannot maintain a 2 metre distance, they should avoid close face to face contact and minimise time spent within 1 metre of others. These arrangements may not be possible when working with some candidates who have complex needs, in which case these candidates' educational support should be provided as normal during exams. Perspex screen could also be used.

	38.17	If candidates need to leave the exam room and need to be accompanied for more than 15 minutes, staff should maintain a 2 metre distance where possible. If this is not possible, staff should take mitigating measures, such as standing alongside the candidate and using a face covering.			
Asymptomatic testing	39.1	An asymptomatic lateral flow device testing programme has been put in place in the school.	Initial January/February in-school testing programme to be re-located and significantly expanded to accommodate mass asymptomatic testing ahead of full re-opening of school.	RMC	05/03
	39.2	Staff and pupils (where relevant) are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions.	All staff actively encouraged to take part in twice-weekly home testing. All parents/carers actively encouraged to register their child and provide consent for mass on-site testing (3 LFDs) followed by twice-weekly home testing (or confirm where they do not wish to participate).	RMC RMC	24/02 26/02
	39.3	Where relevant, pupils are being offered 3 lateral flow tests in the school on site testing site followed by regular twice weekly home testing on their return to school.	Follow-up reminders to be sent throughout w/c 1 st March to maximise take up of student testing.	RMC (MNP)	
	39.4	The next section of this risk assessment is being followed by the school and staff / pupils taking part.	Detailed testing risk assessment updated below.	LNC / RMC	02/03

See next page for

Risk Assessment for Mass Asymptomatic Testing in secondary schools

Mass Asymptomatic Testing in secondary schools

Now changed to twice weekly home testing for staff 3 / 4 days apart (where possible) and 3 tests (3-5 days apart) for students on return to school followed by twice weekly home testing

This whole section first completed Jan 2021

Subsequent updates to initial version of this section marked in blue

Updates since 8th March 2021 in green

Area of control		Control Measures	Actions / Comments	Lead	Date completed
ON SITE MASS TESTING					
Setting Up the Testing Area	1.1	Assessing / identifying staff / area(s) to be used.			
	1.1.1	Identify which staff and pupils have given consent for tests to be carried out. Persons should be encouraged to undertake testing as it is an additional control measure on top of those already in place. However, consent is voluntary and can be withdrawn by the individual or parent / carer at any time and they should not be directed to or forced to take the tests. Staff and pupils attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid-19.	All staff invited to register and provide consent for weekly asymptomatic testing (when in school).	RMC	06/01
			Follow-up email sent to individual staff where no response received.	RMC (DWS)	11/01
			Parents/Carers of students attending the in-school critical worker / vulnerable student provision invited to register their child and provide consent for mass testing, or confirm where they do not wish to participate.	RMC	18/01
			All staff actively encouraged to take part in on-site testing and twice-weekly home testing.	RMC	24/03
			All parents/Carers actively encouraged to register their child and provide consent for mass on-site testing (3 LFDs) followed by twice-weekly home testing, or confirm where they do not wish to participate.	RMC	26/03

	1.1.2	Identify the number of testing bays and testing personnel likely to be needed. Use the data obtained from step 1.1.1 in the workplace toolkit. This can then be used to identify the personnel and space required for a testing area.	<p>Test area set up with two testing bays only in use for initial launch of mass testing of staff.</p> <p>Processing area re-configured to allow for operation of four testing bays to accommodate mass testing of students.</p> <p>Processing area to be re-located to Sports Hall and re-configured with eight testing bays to accommodate mass testing as part of full re-opening.</p>	<p>RMC / LNC</p> <p>RMC / LNC</p> <p>RMC / LNC</p>	<p>11/01</p> <p>20/01</p> <p>03/03</p>
	1.1.3	Identify appropriate staff / volunteers to carry out the roles required. Consideration should be given to their suitability for the role e.g. underlying health conditions	<p>Identified members of staff asked to support testing, taking account of availability during closure of school to most students as well as skills set / link with usual job role (e.g. Science technicians principally undertaking role of test processor).</p> <p>Staff concerns / vulnerabilities considered when agreeing roles / involvement in testing programme.</p> <p>Expanded group of staff identified and asked to support the mass testing programme, taking account of usual job role and suitability, as well as the needs of the wider operation of the school following full re-opening.</p>	<p>RMC</p> <p>RMC</p> <p>RMC / SFJ</p>	<p>08/01</p> <p>08/01</p> <p>01/03</p>
	1.1.4	Staffing levels should be sufficient to allow breaks for staff and to reduce risk of errors due to fatigue.	<p>Testing appointment schedule devised to allow for breaks.</p> <p>New staffing schedule to be devised to incorporate cover for staff breaks during the morning session (to enable testing to continue without interruption, and thereby maximise the number of tests per session).</p>	<p>RMC</p> <p>RMC</p>	<p>11/01</p> <p>03/03</p>

	1.1.5	<p>Identify 1 / more than 1 suitable dedicated testing area(s) in the school. Testing areas require:</p> <ol style="list-style-type: none"> Adequate space to follow the layout requirements for the testing areas, bays and associated support stations in the "How to Guide". This includes allowing for safe movement between registration desks, testing bays, a one-way system, entry and exit points and a socially distanced waiting area (if required). Adequate ventilation (in line with Section 2 of this risk assessment) and lighting. Consider if additional task lighting is required for those processing the tests and at other stations in the testing area. A non-porous floor and readily cleansable surfaces. Temporary floor coverings could be used e.g. installing temporary hardcovers on carpets, to facilitate cleaning. Privacy - it should not be possible for passers by / staff and pupils in other areas to see persons visiting the testing area whilst they are being tested. 	<p>Following a review of the site, Lower Hall selected as the designated testing area in view of:</p> <ul style="list-style-type: none"> the large space available to maximise social distancing and allow for multiple testing bays to be erected ability to control ventilation and heating separate entrance and exit doors, allowing for a one-way system to be implemented high-quality lighting for test processors non-porous floor and ease of cleaning privacy provided - cannot be viewed from other rooms / corridors (following installation of screens) proximity to external entrance / exit, if required (e.g. for possible subsequent serial testing) suitability within wider school operations / minimising wider disruption isolation from the part of school being used by students during school closure (i.e. critical worker / vulnerable student provision based in separate building) <p>Decision taken to re-locate testing area to Sports Hall and re-configure with eight testing bays to accommodate mass testing as part of full re-opening, in view of:</p> <ul style="list-style-type: none"> the need to increase the number of tests conducted simultaneously (this is the largest space available in school) plentiful space available to ensure social distancing can be maintained, including between test centre staff ease of external access for students arriving for their first test (i.e. avoids the need to enter other parts of the school building during first test) ease of establishing a one-way system with separate in/out doors (if required) proximity to the car park (for students arriving for their first test) wheelchair access relative privacy offered (no external windows) suitability within wider school operations / minimising disruption to multiple areas of school 	SLT	04/01
				SLT	23/02

	1.2	Setting up the Testing Area.			
	1.2.1	Set up the testing area in accordance with the "How to Guide ". It is recommended bays are numbered and the bay number is written on the test kit and entered on the school records so that any issues with high numbers of inconclusive tests e.g. faulty batches, staff training issues can be identified and rectified.	Testing area set up in accordance with guide. Screens erected to provide clearly defined, discrete bays with clear separation from the processing area. Bays numbered. Testing area to be re-configured in Sports Hall in accordance with guide. Screens to be erected to provide clearly defined, discrete bays with clear separation from the processing area. Bays to be re-numbered.	RMC / LNC RMC / LNC	11/01 03/03
	1.2.2	It is recommended signage and floor marking is used to identify the entrance and exit, one way system and the outline of the bays (if screens are not used).	One-way system established with clear signage. Screens erected to provide clearly defined, discrete bays (so floor markings not required). New one-way system to be established with clear signage.	RMC RMC / LNC	11/01 04/03
	1.2.3	Testing bays should be set up and provided with the facilities outlined in the How to Guide.	Testing bays set up in accordance with guide. Re-located testing bays to be set up in accordance with guide.	RMC / LNC RMC / LNC	11/01 04/03
	1.2.4	Suitable seating should be available if persons taking the tests need to or wish to do the test in a seated position. Any seating provided must be readily cleansable and be cleaned before and after each use.	Plastic seating provided at each bay. Cleaning protocols agreed with cleaning staff, including cleaning of chairs between each test subject. Seating only to be provided where specifically required. Cleaning protocols agreed with cleaning staff.	LNC LNC	11/01 04/03
	1.2.5	Consider if alternative tables / facilities are required for persons in wheelchairs.	Not currently required, but facilities are accessible for wheelchairs. New location makes provision for wheelchair access.	- -	- -
	1.2.6	Fixed or standing mirrors may be easier for some persons to use whilst taking the test. Consider the potential height of users in positioning fixed mirrors.	Fixed mirrors fitted in each testing bay. Mirrors to be fitted to all bays.	RMC RMC / LNC	11/01 04/03
	1.2.7	To provide a degree of privacy to persons undertaking the test consider the use of opaque or solid screens either side of the testing bay. Any screens used should be of adequate height / size to afford privacy and must be readily cleansable.	Full length free-standing screens installed to provide privacy between each bay, and between test subjects and test processors. Additional screens installed to separate waiting area from testing area. As above, screens to be erected to maximise privacy whilst allowing for test assistant to provide support / supervision, if required.	RMC / LNC RMC / LNC	11/01 03/03

	1.2.8	Closely located toilets and wash basins for the sole use of staff working in the testing area should be available. Staff using these should still follow social distancing, hand hygiene and the 'Use it Wipe It' principle.	<p>Not applicable - staff working in test area are members of school staff and use the usual staff toilets, which are for school staff use only. Designated wash basin available to test centre processing staff.</p> <p>All staff reminded of key hygiene and other safety protocols.</p> <p>To be reiterated to all staff via full re-opening docs and as part of live online twilight session, as well as test centre pre-opening staff training session.</p>	- LNC SFJ LNC RMC	- 05/01 02/03 04/03 05/03
	1.2.9	Depending on the time of day / length of time the testing area is in operation, a separate break area for the sole use of staff working in the testing area may be needed so they do not need to go into the main school staff rooms whilst they are involved in testing. This should be cleaned regularly in line with the enhanced cleaning programme in school.	<p>Not applicable - number of other staff in school minimised as part of January 2021 school closure arrangements (see section 2.5 of main Risk Assessment above).</p> <p>Not applicable – staggered break times for all test centre staff.</p>	-	-
	1.2.10	In addition to or instead of timers in each bay, it may be useful to provide a large clock visible to the processing staff to assist in the timing of the test development. Processing staff should write the time of the test on the test vial or the LFT device.	Large wall-mounted clock in place. Separate timers provided for each test being processed.	RMC	11/01
	1.2.11	It is recommended that bins are provided in each bay and at each station in the testing area to ensure waste is easily and correctly disposed of. Bins should be unlidged or foot operated. See also Waste disposal below.	<p>Foot-operated bins installed in each testing bay for disposal of soiled tissues. Cleaning staff to dispose of used packaging to minimise potential for mixing waste.</p> <p>Additional foot operated bins sourced and to be installed in appropriate areas.</p>	LNC LNC	11/01 04/03
	1.2.12	Consider pre-making up testing kits / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate whilst they are processing.	<p>Separate exam desks used to facilitate separation between testing / processing kits.</p> <p>System of also using separate containers to be trialled.</p> <p>Separate trays to be provided for each test.</p>	RMC / LNC LNC	 04/03
	1.2.13	Consider the use of separate containers for the sheets for test results awaiting entry onto the DHSC log and school log and those that have already been entered.	<p>Not applicable.</p> <p>Efficient system to be devised to facilitate logging of test results.</p>	CKS (SEM)	03/03
	1.3	After mass on site testing of pupils has been completed			

	1.3.1	A small on-site testing centre e.g. 1 to 3 bays, that complies with this Section and the 'How to Guide' should be retained so that testing can be offered to pupils (and staff if relevant) who are unable or unwilling to test themselves at home or who return to school after the majority of pupils e.g. pupils who are shielding and need to undergo the 3 tests before starting home testing.	Alternative area to be identified to accommodate small on-site testing centre from 22 nd March.	SLT	
Training / competency	2.1	All staff / volunteers involved in the testing process must complete the online training accessed via the schools portal for the roles they will be / are undertaking. In order to provide flexibility to the process of testing and opportunities for rotation it is recommended persons train for multiple roles e.g. registration, sample processing, data entry. Only staff who have passed the assessments should commence testing and schools/colleges are responsible for ensuring this is the case.	Relevant training modules completed by all staff undertaking roles within the test centre. Certificates filed centrally as evidence of passing relevant assessments. Additional staff involved in testing programme for first time to complete relevant training modules. Certificates to be filed centrally.	RMC RMC RMC	11/01 11/01 04/03
	2.2	Carry out several dummy runs before starting the testing for real. This will enable testing staff to gain competency / confidence before the actual testing takes place.	Trial testing sessions undertaken before launching to wider staff. Trial session scheduled for all staff involved in expanded testing programme.	RMC RMC	11/01 05/03
	2.3	Consider that pupils who have never swabbed before may take longer to undertake the swabbing process at first compared to those that are now familiar with it. This may impact on how many tests can be carried out each day and the rota for pupils attending to take their tests.	Staggered implementation of testing programme, beginning with staff testing only. Appointment schedule subsequently revised to accommodate more tests per hour as test assistants and test processors gain more experience. Testing of students attending in-school provision commenced in week 3. Testing schedule to allow time for students who require more time to undertake swabbing. Additional test assistants to be included in rota for first tests.	RMC RMC RMC RMC	11/01 13/01 21/01 05/03
	2.4	Staff competency at their roles should be assessed at regular intervals throughout the process e.g. weekly. The checklists on the school portal could be used to assist with this. Any areas for improvement should be addressed.	Testing sessions regularly directly overseen by Quality Lead / COVID-19 Co-ordinator. Testing sessions to be regularly overseen by Quality Lead / COVID-19 Co-ordinator. Consistent team of staff to operate across the testing period.	RMC RMC	-

Storage and management of Testing Materials / Supplies for the Testing area	3.1	Testing kits should be stored between 2 °C and 30 °C and the antigen LFD devices and reagents must be between 15 °C and 30 °C during use.	Testing kits stored in school building, in line with temperature requirements.	RMC	04/01
	3.2	Storage areas should be lockable and access restricted to authorised personnel only.	Testing kits stored in lockable room.	RMC	04/01
	3.3	Checks of supplies should be undertaken at the end of each session to ensure there are adequate supplies of all relevant materials for the testing area before testing commences for the next session e.g. at the end of each day for the following day.	Plentiful supplies of all items in stock. Required supplies for each session obtained at the start of the session.	RMC	11/01
Waste disposal	4.1	Waste generated by the testing area can now all be disposed of as general waste your mainstream waste disposal routes. It no longer needs to go in yellow / clear or 'tiger' bags and be disposed of as healthcare waste.	Separate waste bins sourced and labelled to distinguish between different types of waste.	LNC	11/01
			Liaison with cleaning contractor to clarify waste disposal requirements.	LNC	12/01
			Additional arrangements agreed with waste collection contractor, and additional waste bags sourced to ensure correct separation of waste.	BWM	12/01
			Cleaning staff / site team informed of change to previous waste disposal requirements.	LNC	01/03
			Additional waste bins sourced.	LNC	02/03

PPE	5.1	Staff working in the testing area must don and doff PPE in line with the guidance in the Schools and Colleges "How to Guide" available on the DfE Schools Portal.	<p>All staff working in the testing area to complete relevant training module (PPE).</p> <p>Certificates filed centrally as evidence of passing relevant assessments, including the compulsory module on use of PPE.</p> <p>Additional test centre staff to undertake relevant training module (PPE). Certificates filed centrally.</p> <p>All test centre staff to be reminded of these requirements.</p> <p>Test subjects (staff) reminded to wear a face covering as part of each email sharing the following week's booking form, and on arrival at the testing area.</p> <p>Test subjects (students) reminded to wear a face covering before leaving previous lesson / entering testing area.</p> <p>Students reminded to wear a face covering prior to first test.</p> <p>Message also to be reiterated to parents/carers as part of full re-opening information.</p>	RMC	11/01
	5.2	Staff working in the testing area should wear and change PPE as identified below. A session is considered to end when a worker leaves the setting i.e. at break or end of shift. New PPE should be worn for each session. In addition, PPE should be changed if protective properties are compromised or contaminated from secretions.		RMC	11/01
	5.3	Staff processing / handling the tests should wear IIR masks and eye protection / face shields, disposable glove and aprons. Gloves must be changed after each test and the rest changed at the end of each session including after breaks.		RMC	04/03
	5.4	Staff undertaking cleaning of the area should wear IIR masks and eye protection / face shields, disposable gloves and aprons. This should be changed at the end of each session including breaks and immediately after cleaning up spillages.		RMC	05/03
	5.5	All other staff working in the testing area (e.g. co-ordinating supplies, queuing, registering, recording) should wear IIR masks at all times and use and replace these at the end of each session inc breaks.		RMC	
	5.6	Persons taking the test should wear a face mask / face covering at all times except when they are physically carrying out the test on themselves / being assisted to carry out the test.		PLs / TEP	
	5.7	Staff directly assisting persons to undertake tests should wear IIR masks and eye protection / face shields, and disposable aprons and gloves These should be changed between each person assisted.		SFJ	05/03
	5.8	All Testing centre staff must not leave the testing area without removing and disposing of their PPE appropriately or before donning any new PPE required outside of the testing area.			

Conducting the tests		Before the on-site tests			
	6.1	It is recommended schools pre-register pupils who have consented to the test on the DHSC portal before they attend the testing area.	It has been agreed that results are recorded on the school's testing record after testing. Appropriate follow-up action will be taken where the test is void or yields a positive result. Pre-registration to be completed for all students for whom consent has been provided	- CKS (SEM)	-
	6.2	To inform staff and pupils and to alleviate anxiety around the testing process it is recommended staff and pupils are provided with information about the process and the chance to raise any specific questions / concerns. Consider using the videos and materials on the schools portal, the videos / photographs from other schools on Leeds for Learning, producing your own video / photographs of the process / testing area. If staff or pupils have higher anxiety it is possible to carry out 1 : 1 controlled walk throughs of the area. All staff and pupils / parents / carers should be provided with the privacy statement.	Demonstration provided for all eligible students in classrooms prior to first test being conducted. Reassurance provided by test assistants, where required. Privacy statement provided as part of invitation to staff to participate in testing programme. Privacy statement provided to parents/carers as part of invitation for students attending in-school provision to participate in testing programme. Revised privacy statement provided to parents/carers as part of invitation for all students to participate in testing programme. Link to appropriate video of swabbing process to be shared with parents/carers/students prior to first test.	RMC RMC / LNC RMC / LNC RMC / LNC RMC	20/01 06/01 18/01 26/02 05/03
	6.3	Ascertain if staff or pupils need assistance with administering the test or taking part in the process e.g. pupils with SEN who may need emotional / reassurance support. Trained staff can assist individuals with the test if they are unable to conduct the test themselves. Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician. There is training and guidance on how to perform assisted swabbing on the DFE schools portal. Any staff carrying this out should be appropriate i.e known and trusted, for the person being assisted and be familiar with the process and the person they are assisting. There may also be circumstances where staff may need assistance / practice on site initially before they are comfortable with home swabbing. This should be carried out in the testing area.	Direct liaison with SENCO. Provision in place to support students who require additional reassurance / assistance. Updated guidance noted re providing assistance. Staff to be offered opportunity to undertake assisted swabbing in school prior to home testing, where they have not previously participated in on-site testing.	RMC RMC	20/01

	6.4	Inform staff and pupils to notify a named person in school if they have any particular concerns / issues relating to the taking of the test that they may require assistance with e.g. conducting the test when no - one else is if they have a strong gag reflex.	Quality Lead / COVID-19 Co-ordinator in communication with all staff regarding testing / providing clarification / reassurance etc. Also frequently directly oversees testing. Year Managers scheduled as part of test assistant rota to provide reassurance. All test assistants to be informed that nasal swabbing only (in each nostril) can be used as an alternative for those with a strong gag reflex (as per section 6.16 below).	RMC RMC RMC	11/01 20/01 05/03
	6.5	Consent to be tested can be withdrawn at any stage including during the test. This includes verbal withdrawal. No staff or pupils should be forced or coerced in any way to undertake the tests.	The voluntary nature of the testing programme made explicit in all invitations to participate. No specific action required. Made clear in all new communications inviting staff / students to participate in mass testing programme.	- RMC	- 24/02 26/02
	6.6	Where a school feels it may not be appropriate or safe to test a pupil who has parental / carer consent they should discuss this with the parent / carer (and pupil where possible).	No specific action required.	-	-
	6.7	All staff and pupils can now be part of the on-site or home testing programmes. Staff are expected to move to twice weekly home testing by the 8th March.	Communication with staff makes clear that they should not come into school specifically to be tested, but should instead book a test when they are scheduled to be in school anyway (i.e. as part of the wider rota to minimise the number of staff in school at any one time). Communicated to all staff by email. Communicated to all parents/carers as part of initial full re-opening correspondence.	RMC RMC RMC	11/01 24/02 26/02
	6.8	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in LCC H&S Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFT programme.	Communicated to relevant members of staff, as required. Communicated to all staff by email. Communicated to all parents/carers as part of initial full re-opening correspondence.	RMC RMC RMC	- 24/02 26/02

	6.9	It is recommended that pupils to be tested are given an appointment time / time slot to attend (a booking system could be set up for staff to manage their attendance in line with timetabled work they are carrying out face to face or online). For pupils (if the number of bays and waiting space allows) this may be a group time. If pupil testing starts from March 8th a pupil's first on-site test should be as soon as possible after they arrive at school and they will be allowed to resume face to face learning if they test negative after that first test.	<p>Testing appointment schedule devised to minimise waiting times and thereby reduce number of staff/students in the testing area at any one time.</p> <p>Appointment schedule revised to accommodate more tests as test processors gain more experience.</p> <p>Student testing schedule devised in week 3 based on small groups from designated cohorts.</p> <p>Testing schedule (for first test) to allocate specific time slots to minimise amount of time students spend on site whilst also avoiding any 'wasted' gaps in testing.</p> <p>Face-to-face learning will not resume until the first full day following completion of testing of the entire year group bubble in accordance with the wider risk assessment / staggered return of students.</p>	<p>RMC</p> <p>RMC</p> <p>RMC</p> <p>RMC / PLs</p> <p>SLT</p>	<p>11/01</p> <p>13/01</p> <p>20/01</p> <p>05/03</p> <p>25/02</p>
	6.10	All persons taking tests should be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.	<p>Communicated as part of the wider protocols for attendance at school.</p> <p>Reiterated to all parents/carers via general update letter, as well as specific communications to parents/carers of those students attending the in-school provision.</p> <p>All test subjects asked if they have any symptoms prior to testing.</p> <p>To be reiterated to all parents/carers as part of full re-opening correspondence.</p>	<p>SFJ</p> <p>SFJ</p> <p>RMC</p> <p>SFJ</p>	<p>05/01</p> <p>22/01</p> <p>-</p> <p>05/03</p>
	6.11	Where possible, testing should be carried out in the morning to limit the potential contact time that persons who test positive will have had with other staff / pupils and to allow the re-taking of inconclusive tests as soon as possible.	<p>All testing sessions begin at 8.00am / 8.30am and operate until lunchtime only</p> <p>Not possible to conduct all tests in the morning given high volume of tests. However, all students will immediately leave the site following their first test.</p>	<p>RMC</p> <p>-</p>	<p>-</p> <p>-</p>
		During the Test			

	6.12	Access to the testing area should be controlled and social distancing between those taking the tests and testing area staff should be observed wherever possible.	<p>Lower Hall selected to allow plenty of space for distance to be maintained. Testing area separated from processing area by screens. Whole area configured to allow for 2m distance to be maintained. Staff to follow the wider school protocols regarding social distancing. Numbers being tested at one time carefully controlled to maximise distancing.</p> <p>Above protocols to continue to apply in re-configured test centre in Sports Hall.</p>	RMC / LNC	11/01
	6.13	Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area.	Hand sanitiser provided. Testing area staff remind test subjects to sanitise hands on entry.		
	6.14	Persons undertaking the test should be informed they must sanitise their hands before they remove their face coverings, before / after they carry out the test and before and after re-donning their face coverings. Removal / re-donning of face coverings should be carried out in the testing bay and not whilst they are waiting to enter the bay or after they have exited.	<p>All test assistants have completed the relevant training modules and give verbal instructions to the test subject, including protocols regarding the use of hand sanitiser and the removal / re-donning of face coverings.</p> <p>Poster "Take swab sample step-by-step guide" displayed in each testing bay.</p> <p>Additional test assistants to complete relevant training.</p> <p>Test centre pre-opening training session to include reminder of these key protocols.</p> <p>Posters to be displayed in all testing bays.</p>	<p>RMC</p> <p>LNC</p> <p>RMC</p> <p>RMC</p> <p>LNC</p>	<p>11/01</p> <p>14/01</p> <p>04/03</p> <p>05/03</p> <p>04/03</p>
	6.15	Persons being tested should be asked to read the testing instructions and / or have them explained to them prior to taking the test. This should be done before they remove their face coverings.			

	6.16	<p>It is recommended that the processing staff open the correct end of the swab package and peel it down a short distance before handing the swab package to the persons being tested. This will help avoid the wrong end of the swab being handled.</p> <p>Where possible a combined nose and throat swab should be taken. However, a person-centred approach should be used to assess which sample to take from each child or young person. A child or young person may find it difficult to take a throat swab due to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or they are having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice.</p>	<p>Not applicable – test assistant responsible for giving verbal instructions to test subject, who handles their own swab package to avoid cross-contamination.</p> <p>Additional point noted re person-centred approach.</p> <p>Test centre pre-opening training session to include reminder of this additional point.</p>	-	-
	6.17	<p>Once the test swabbing has been undertaken it is recommended the processing staff place the rack with the test vial in onto the table in front of the person carrying out the test for them to place the swab into swab end down.</p>	<p>Testing bays set up to allow for a designated table for test swabs to be placed for collection by the test processor after swabbing.</p> <p>Re-located test centre to continue to make provision for this approach.</p>	RMC / LNC	11/01
	6.18	<p>If, at any point during the test, the swab end touches any surface apart from the vial it is being deposited into, or any part of the person being tested other than those required for swabbing, the swab should be discarded and a new one issued.</p>	<p>All test assistants have completed the relevant training modules and give verbal instructions to the test subject.</p> <p>Agreed protocols followed regarding exiting the test area, processing of tests and management of test results (as in section 7 below).</p> <p>Test centre pre-opening training session to include reminder of these points.</p>	RMC	11/01
	6.19	<p>Once the processing staff have confirmed the swab is safely in the vial the person being tested can leave the testing bay / area and await their results.</p>		RMC	11/01
	6.20	<p>Tests should be handled and processed in line with the guidance in the How to Guide.</p>		RMC	05/03
	6.21	<p>Results should be actioned as below in 7.</p>			

Test results and actions to take	7.1	Positive result - individual and their household should start self isolation following government guidance straight away as only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFT. Where a pupil has tested positive for coronavirus (COVID-19), they need to be sent home. The parent or carer should be contacted to make arrangements for the pupil to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to keep a safe distance from others. They must not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the pupil's journey home, home to school transport may be provided.	Arrangements in place to ensure that these protocols are followed. Additional point noted re arrangements for sending student home. TEP to oversee arrangements for communication with parents/carers where there is a positive case.	RMC TEP	11/01
	7.2	Schools should undertake close contact tracing and inform contacts they must start self isolation as per government guidelines immediately after the LFD result. All Positive LFD tests now require the individual to get a PCR test to confirm the result. If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.			
	7.3	Negative result - individual and household can continue as normal.			
	7.4	Invalid result - the individual should re-take a LFT as soon as possible and relevant action should then be taken when a positive / negative result is obtained.			
	7.5	If the second test is invalid or void the person should take a PCR test and relevant action should be taken when a result is obtained. Persons do not need to isolate whilst awaiting the results if they are asymptomatic.			

General	8.1	Social Distancing - staff working in the testing area should maintain a 2m distance from other staff and persons attending the testing area whenever practicable. It is appreciated that for some roles in the testing area and at certain points in the process this may not be possible all the time. Timetabling test times will help with this.	<p>Testing area location and appointment schedule both devised to maximise social distancing.</p> <p>Testing bays and processing area configured specifically to allow for 2m distance to be maintained between the test processor and the test subject, and between different test processors.</p> <p>Screen fitted to provide barrier between test subjects and registration assistant.</p> <p>Processing area re-configured to allow for operation of four testing bays to accommodate mass testing of students.</p> <p>Sports Hall selected as venue for expanded test centre with re-configuration conceived to maximise space available for social distancing, taking account of expansion to eight testing bays.</p> <p>Scheduling to ensure that numbers of test subjects in the test centre at any one time are managed carefully.</p>	<p>RMC</p> <p>RMC / LNC</p> <p>LNC</p> <p>RMC / LNC</p> <p>RMC / LNC</p> <p>RMC</p>	<p>11/01</p> <p>11/01</p> <p>11/01</p> <p>20/01</p> <p>03/03</p> <p>05/03</p>
	8.2	Regular reviews and quality assurance checks should be carried out of the testing area and procedures to ensure they are effective and the correct procedures are being followed.	<p>Testing sessions regularly directly overseen by Quality Lead / COVID-19 Co-ordinator.</p> <p>Testing sessions to be regularly overseen by Quality Lead / COVID-19 Co-ordinator. Consistent team of staff to operate across the testing period.</p>	<p>RMC</p> <p>RMC</p>	<p>-</p>
Hygiene / cleaning	9.1	After taking the test the individual should wipe down the table, mirror and any areas touched with an anti-viral wipe. This should be overseen by the processing staff or staff assisting with test administering. If persons taking the test are not capable of doing this / there are doubts as to the thoroughness of the cleaning these areas should be cleaned / wiped by testing centre staff wearing the appropriate PPE as identified above.	<p>Cleaning of testing bays undertaken by cleaning staff following each test, to ensure thorough cleaning.</p> <p>Testing venue thoroughly cleaned at the end of the testing session.</p> <p>All cleaning carried out in accordance with guidance provided.</p> <p>Additional cleaning staff to complete training to allow for expansion of testing programme / the need to increase number of cleaning staff in the test centre at any one time.</p>	<p>LNC</p> <p>LNC</p>	<p>11/01</p> <p>04/03</p>
	9.2	Cleaning should be carried out regularly following schools cleaning procedures, especially frequent touch points as detailed in Section 2 of this risk assessment. Cleaning should be undertaken at the end of each session.			

	9.3	Spillages – any spillages should be cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area should be paused until it is safe to continue.			
	9.4	Once the area has had the final thorough clean of the day it should be secured and access restricted to authorised persons only.			
Record keeping / Reporting	10.1	Schools must keep records of: a) the consent forms and any withdrawal of consent, b) their own records of the results of tests. c) when a child or young person has required assistance with swabbing and a parent or member of staff has assisted or performed the swabbing.	Records maintained of all (electronic) consent forms and results of tests. Additional point noted and disseminated to test centre staff re recording where assistance has been provided. Test centre pre-opening training session to include reminder of this additional point. New system to be adopted for recording / reporting of test results.	RMC	-
	10.2	Records must be kept in accordance with GDPR requirements. The test results register should be kept for a month after the last entry.		RMC	23/02
	10.3	There is an example register on the School Portal. Schools can amend and tailor this to their own needs provided they still contain the data identified in the samples.		RMC	05/03
	10.4	All positive results should also be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).		CKS (SEM)	03/03
			All positive results (both through school mass testing and other means) reported to DCS Alert following these established protocols	TEP	-

Area of control		Control Measures	Actions / Comments	Lead	Date completed
HOME MASS TESTING					
Organising the home testing system	11.1	Staff and pupils should be provided with the school amended letter for staff and pupils and privacy notice (on the schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the schools portal to enable them to make an informed decision regarding consent for weekly home testing. It is recommended this is done as a group in staff meetings / class time for those pupils in school to give a consistent message and it could be done via a virtual staff meeting with time during / after for staff / pupils to ask questions / raise any issues or concerns.	Not possible to do this in school given that the vast majority of students were not attending face-to-face learning prior to full school re-opening. Invitation to participate in on-site testing and home testing issued as part of same communication to parents/carers. Privacy notices updated and issued at same time. Further information, including link to relevant video, communicated on completion of first on-site test, ahead of the start of home testing (to avoid confusion with the on-site testing programme).	RMC LNC RMC	26/02 26/02 12/03
	11.2	Staff and pupils should be informed that if they consent to testing they must carry out the testing at the time agreed with the school, follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible	Staff informed that test kits must not be used by family members etc as part of invitation to participate in home testing. Message reiterated to all staff as part of online twilight session. Key messages communicated to parents/carers as part of home testing follow-up information.	RMC RMC RMC	24/02 04/03 12/03
	11.3	Identify and record which staff and pupils have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid - 19.	Consent for staff obtained and recorded as part of initial invitation to participate in both on-site and home testing. Invitation to take part in home testing reiterated to staff prior to full re-opening. Consent for students obtained and recorded as part of initial invitation to participate in both on-site and home testing.	RMC RMC RMC	06/01 24/02 26/02
	11.4	Set up a system of recording the distribution of test packs and the results of testing carried out.	System devised to record when the initial test kits have been distributed to students, and to enable parents/carers to inform school of test results. Logging system for distribution of replacement test kits to be confirmed.	CKS CKS	12/03

	11.5	<p>One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include:</p> <p>a) who is communicating with staff and pupils and addressing any personal issues / concerns with regards to testing they may have.</p> <p>b) who is distributing the correct number of kits to staff and pupils, ensuring they have the right instructions and are signing for the test kits.</p> <p>c) who is the point of contact for staff and pupils if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Schools EY LFD Testing" document could be used.</p> <p>d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.</p> <p>e) who is managing the storage, stock control and re-ordering of test kits.</p>	<p>COVID-19 co-ordinator confirmed (RMC). To be responsible for all communication with staff and students (with support of PLs), and to be the point of contact for any issues (with support of pastoral team).</p> <p>RMC to be responsible for oversight of distribution and re-ordering of test kits.</p> <p>Arrangements for recording / collating test results to be overseen by CKS (SEM).</p> <p>Positive test results to be reported to DCS Alert by TEP, as usual.</p>	<p>RMC</p> <p>RMC</p> <p>CKS (SEM)</p> <p>TEP</p>	
	11.6	It is recommended staff (and pupils if relevant) undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person.	To avoid confusion and to ensure that any issues can be resolved as quickly as possible, parents/carers asked to contact school via the info@princehenrys.co.uk email address in the first instance.	RMC	12/03
	11.7	Set up a collection point in school for the distribution of the test packs / decide how to distribute packs. Any space used should be big enough to allow social distancing for the numbers permitted to enter the space at any one time and be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2°C and 30°C. For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen.	<p>Test kits distributed to staff from the main school office.</p> <p>Initial test kits to be distributed to students in the Sports Hall following the third on-site test, to facilitate social distancing and avoid large numbers of students congregating.</p> <p>Arrangements for distribution of replacement test kits to be confirmed.</p>	<p>RMC</p> <p>RMC</p> <p>RMC</p>	<p>24/02</p> <p>16/03</p>

	11.8	The lot numbers of the testing kits provided should be recorded on arrival.	Lot numbers of each delivery recorded.	RMC	
Storage and management of Testing Materials / Supplies for the Testing area	12.1	Testing kits should be stored between 2'C and 30'C.	Testing kits to be secured in a lockable room in accordance with the temperature requirements stipulated. Checks of supplies to be undertaken following each distribution window, and replacement stock ordered, as required.	RMC	10/03
	12.2	Storage areas should be lockable and access restricted to authorised personnel only.		RMC	
	12.3	Checks of supplies should be regularly undertaken to ensure there are adequate supplies of all relevant materials for the testing to be undertaken and stocks re-ordered as required.			
Issuing tests	13.1	The tests should only be offered to staff and pupils who attend the school setting and not those still working / learning from home from home. Staff and pupils are expected to sign for the receipt of their test kits.	Tests to be offered to staff / students attending on-site provision only. System of signing for testing kits to be implemented.	CKS	16/03
	13.2	If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers, peripatetic teachers etc. you could include them in your testing offer if the amount of kits you have been provided with allows for this. This would need to be done in consultation with the contractors / managers and test results would need to be shared between both parties. Those persons would be expected to follow the same procedures as your own staff.	All staff working on site (including contracted cleaning staff) have been invited to participate in the testing programme. Volunteers to be included in the programme, when appropriate (e.g. prior to those external coaches contributing to the extra-curricular sports programme returning to site).	RMC RMC	24/02
	13.3	All staff and pupils consenting to testing should test twice a week as the tests work best when there is a high viral load. This will apply to part time and full time staff.	Communicated to staff as part of invitation to participate in home testing. Message reiterated to all staff as part of online twilight session. Full instructions issued to parents/carers as part of home testing follow-up information.	RMC RMC RMC	24/02 04/03 12/03

	13.4	It is recommended staff and pupils are given time slots for the collection of their test kits to avoid people congregating in the area. You may wish to allocate staff to deliver the testing kits to staff in areas where they are based and pupils directly during the registration process in classrooms. Staff distributing / collecting test kits must wear face masks / face coverings, maintain a 2m distance and hand sanitise before / after handling kits.	Test kits distributed to staff from the main school office. Initial test kits to be distributed to students in the Sports Hall following the third on-site test, to facilitate social distancing and avoid large numbers of students congregating. Arrangements for distribution of replacement test kits to be confirmed.	RMC RMC RMC	24/02 16/03
	13.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	System devised to record when initial test kits have been distributed to students, including lot number. Logging system for distribution of replacement test kits to be confirmed.	CKS CKS	12/03
	13.6	Test kits should be issued with the most up to date Instructions for Use leaflet (at this current time test kits may not have the most up to instructions included). It is recommended staff and pupils are also sent a copy of this electronically and it is placed on the school's internal system so staff and pupils can still access the instructions if they lose the leaflet.	Distributed to all staff along with initial home testing kit. To be issued to students as part of initial distribution of test kits. Electronic copy to be placed on school website and sent home by email prior to first home test being undertaken.	RMC RMC LNC (MNP)	24/02 16/03 16/03
Conducting the tests	14.1	When testing at home, pupils aged 18 and over should self-test and report the result, with assistance if needed. Pupils aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 (who attend a secondary school) should be tested/swabbed by an adult.	Key messages communicated to parents/carers as part of home testing follow-up information, including recommendation to test on Sunday evening / Monday morning and Wednesday evening / Thursday morning. Staff asked to undertake tests on Sunday and Wednesday evenings as part of invitation to participate. Message reiterated to all staff as part of online twilight session.	RMC	12/03
	14.2	Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and Wednesday or Thursday. Consider identifying set days for staff and pupils to undertake their tests. It is recommended one of the days is the first day they are in school each week / the day before. This may mean the same set day for all staff or different set days depending on the working patterns of staff.		RMC RMC	24/02 04/03

	14.3	Consider the time consenting staff and pupils will take the test. This may be: (a) in the morning to minimise the chance of being exposed to Covid after taking the test or (b) late afternoon / evening to enable time for the school to take action re close contacts / manage absences in the event of a positive result and for staff and pupils to have the time to re-take a test if they get void results.	Full instructions issued to parents/carers as part of home testing follow-up information.	RMC	12/03
	14.4	Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFD testing programme.	Communicated to staff as part of invitation to participate in home testing. Message reiterated to all staff as part of online twilight session. Communicated to parents/carers as part of initial invitation to participate in on-site and home testing.	RMC RMC RMC	24/02 04/03 26/02
	14.5	The LFD test kits should be stored between 2°C and 30°C. However, the devices and reagents must be used between 15°C and 30°C during use so if they are stored somewhere colder than 15°C they should be moved to a room temperature area for around 30 minutes before use.	Full instructions leaflet to be issued to parents/carers as part of distribution of first test kits. Electronic copy of leaflet to be placed on school website and sent home by email prior to first home test being undertaken.	RMC LNC (MNP)	16/03 16/03

	14.6	<p>Staff and pupils should:</p> <p>a) wait at least 30 minutes after eating or drinking anything before starting the test.</p> <p>b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one.</p> <p>c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove jewellery first.</p> <p>d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy or swab the throat if they cannot do nose swabs.</p> <p>e) Wash or sanitise hands before taking the test.</p> <p>f) Use a clean, flat surface and, if doing more than one test, sanitise their hands each time.</p> <p>g) Time the test and check results at the 30 minute point as tests results are invalid if left any longer.</p>	<p>Updated <i>Instructions for use</i> leaflet distributed to all staff along with initial home testing kit.</p> <p>To be issued to students as part of initial distribution of test kits.</p> <p>All parents/carers asked to watch the relevant online video prior to the first home test.</p> <p>Electronic copy of leaflet to be placed on school website and sent home by email prior to first home test being undertaken.</p>	RMC	12/03
	14.7	If a test result is Inconclusive / Void the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. If both tests are void the member of staff or pupil should arrange to have a PCR test.		RMC	
	14.8	The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant.		RMC	
	14.9	As soon as possible after a positive or negative result staff and pupils should upload their results to the NHS online at www.gov.uk/report-covid19-result or by contacting 119. They must also inform the school via the identified route / at the identified time.	Full instructions issued to parents/carers as part of home testing follow-up information.	LNC (MNP)	16/03
				RMC	12/03

	14.10	Staff and pupils should report any issues with testing to the school e.g. unable to take the test, missing / broken / damaged items, unable to log results with NHS, void results. The school can monitor and / or then raise this with DfE helpline or 119 as identified in the How to Guide.	Full instructions issued to parents/carers as part of home testing follow-up information.	RMC	12/03
Test results and actions to take	15.1	Positive result - individual and their household should start self-isolation straight away and the individual should get a PCR test to confirm the result.	Full instructions issued to parents/carers as part of home testing follow-up information.	RMC	12/03
	15.2	Only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFD test. For this reason, household contact isolation and the tracing and isolation of close contacts of the positive case should take place at the point of a positive LFD test and should not wait for the PCR test result.	In-school contact tracing to commence immediately when a positive test result has been reported.	TEP	
	15.3	If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19.	Full instructions issued to parents/carers as part of home testing follow-up information.	RMC	12/03
	15.4	Negative result - individual and household can continue as normal unless they have symptoms of Covid-19.			
	15.5	Inconclusive / Void result - the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff or pupil should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic.			
	16.1	Schools must keep records of: a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff and pupil signatures on collection and c) their own records of the results of tests.	Records maintained of electronic consent. System devised to record when the initial test kits have been distributed to students, and to enable parents/carers to inform school of test results.	CKS (SEM) CKS	26/02 12/03

Record keeping / recording	16.2	Records must be kept in accordance with GDPR requirements.	Logging system for distribution of replacement test kits to be confirmed.	CKS	
	16.3	The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples.	System devised to record when the initial test kits have been distributed to students, and to enable parents/carers to inform school of test results. Logging system for distribution of replacement test kits to be confirmed.	CKS CKS	12/03
	16.4	The test kit log should be kept for no longer than five days after the test kit is provided. The test results register should be kept for a month after the last entry.	All record keeping retention / erasure protocols to be implemented.	SEM	
	16.5	All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	Positive test results to be reported to DCS Alert, as usual.	TEP	
Waste disposal	17.1	Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste.	Full instructions issued to parents/carers as part of home testing follow-up information.	RMC	12/03