



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



Managing COVID-19 in school from Sep 2021

RISK ASSESSMENT v11.09.21

Date Assessment Undertaken:	Name of Assessor:	Assessor Signature:	Assessment Review Date:
Initial assessment completed: 23 rd August 2021	Assessment documented by: Christopher Lillington (Asst Headteacher) on behalf of: The Senior Leadership Team		Last reviewed and updated: 11th September 2021 (Amendments to initial version in red)
Name of Head Teacher:	Head Teacher Signature:	Name of Chair of Governors:	Chair of Governors Signature:
Janet Sheriff		Kathryn Robinson	

Main Legislation and/or Information Source:

Health & Safety at Work Act 1974
Management of H & S at Work Regulations 1999

Informed by:

DfE school coronavirus (COVID-19) operational guidance (Updated 27th August 2021)
Leeds City Council Risk Assessment for Children's Services: Schools (v6.01)

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

Area of control		Control Measures	Actions / Comments	Lead	Date completed
Statutory Maintenance / Building Management	1.1	Cold water systems	All maintenance checks / actions completed in line with PPM schedule.	Estates Team	
	1.2	Hot water services (DHWS)	All outlets currently classified as 'little used' 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 in line with PPM schedule.	Estates Team	
	1.3	Gas safety	Gas tightness and landlords' requirement completed. Gas supplies have not been turned off and continue to be monitored. Gas mains incomer from the car park received annual service (Oct 2020) with no remedial works required. Next service due Oct 2021. All maintenance checks / actions completed in line with PPM schedule.	Estates Team	
	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. All maintenance checks / actions completed in line with PPM schedule.	Estates Team	
	1.5	Kitchen equipment	Equipment externally serviced as part of normal schedule.	Estates Team	
	1.6	Security	CCTV fully operational and monitored from Estates Office. Intruder alarm system fully operational and serviced Aug 2021. All maintenance checks / actions completed in line with PPM schedule.	Estates Team	

	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 Aug 2021).</p> <p>Internal PPM completed to service all toilet extractor fans.</p> <p>All maintenance checks / works completed in line with PPM schedule.</p>	Estates Team	
	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 Apr 2021. ▪ PAT - Full Portable Appliance Testing completed Feb 2021. ▪ PAT - Remedial actions completed May 2021. ▪ LEV - Full service of all local exhaust ventilation systems to D&T classrooms and school kitchens completed Aug 2021. ▪ Pressure systems - Not applicable. ▪ Asbestos Management Survey - Annual re-inspection survey completed Nov 2020, as per schedule. Next survey due Nov 2021. ▪ Tree Survey - All remedial works arising from the most recent full Tree Survey (all boundary and site trees) have been carried out. 	Estates Team	
	1.9	Specialist equipment	<p>Fume Cupboards – Service completed April 2021.</p> <p>Kiln – Art Faculty kiln service booked for Oct 2021, in accordance with maintenance schedule.</p> <p>(See above for details of other specialist equipment).</p>	Estates Team	
	1.10	Other maintenance checks relevant to the September return to school	<p>All parts of the building have been subject to the usual on-going Planned Preventative Maintenance (PPM) cycle over the summer holidays.</p>	Estates Team	

Assessing staff and student numbers to assist in plans for September opening	2.1	<p>All pupils are expected to attend schools in September unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Secondary settings have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis which can commence from 3 working days before the start of term. This is voluntary and at the discretion of each school. These settings can also stagger the return of pupils across the first week to manage the 2 on site LFD tests for pupils. After September secondary pupils should return to face-to-face education following their first negative test result. If a school chooses to start testing before the start of term they should still follow the schools operational guidance in place for September 2021 and must ensure pupils go home after their test result. Pupils will need to do 2 tests on-site, each 3 to 5 days apart, before moving to home-testing. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.</p>	<p>Decision taken <u>not</u> to commence testing prior to 7th Sep to maximise time for staff training / start of term preparation and to avoid impacting on summer holidays in interests of staff and student wellbeing.</p> <p>Phased return to school agreed and communicated to staff, students and parents/carers:</p> <ul style="list-style-type: none"> ▪ Thurs 2nd Sep - Induction for new staff only ▪ Mon 6th Sep - Full staff Training Day (no students) ▪ Tues 7th Sep - On-site testing for specific year groups ▪ Wed 8th Sep - Year 7/12 students return. On-site testing for remaining year groups ▪ Thurs 9th Sep – Year 8/9/10/11/13 students return 	<p>SLT</p> <p>SFJ</p>	<p>07/07</p> <p>09/07</p>
	2.2	<p>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>	<p>CEV staff (who previously received a shielding letter) to be contacted to review their individual WASP (see section 5.1)</p> <p>Parents of CEV (previously shielding) students to be contacted to review Individual Pupil Risk Assessment.</p>	<p>SFJ</p> <p>TEP</p>	<p>01/09</p> <p>01/09</p>
	2.3	<p>Where pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the pupil. Pupils should be able to continue attending both settings.</p>	<p>Does not currently apply to any of our students.</p> <p>If this subsequently become applicable, TEP to liaise with other provider to minimise additional risks.</p>	<p>-</p> <p>TEP</p>	<p>-</p> <p>-</p>
	2.4	<p>Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements.</p>	<p>Details to be included as part of final return to school information communicated to parents/carers.</p>	<p>SFJ</p>	<p>03/09</p>

	2.5	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Ongoing review to take place.	-	-
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.	Up to date details obtained for all new Y7 / external Y12 students as part of transition / enrolment process. Message to be communicated to all parents/carers as part of final return to school correspondence.	DYS / WSC SFJ	03/09
	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the changes to Covid measures on return to school and any altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc... Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	IPRA's / PBSP's to be reviewed / produced for identified students, where appropriate. Any additional control measures which are identified to be communicated to relevant staff, where appropriate.	TEP (SRN)	06/09
	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.	All staff to be reminded of need to take account of updated medical needs in devising / revising their own class profiles as part of finalised return to school info for staff. Also to form part of key Teaching & Learning reminders.	SFJ WSC	03/09 06/09
	3.4	Food allergies / intolerances info 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 up to date information is available for both parties as schools return in September.	The school meals payment system is updated from SIMS each morning to take account of any changes to students' dietary needs. No action required.	-	-
Information to students, staff, parents / carers, visitors and contractors	4.1	Clear communication with parents / carers is essential from the school so they understand what schools can offer safely to their children and the amended control measures in place. This should include informing parents / carers about any LFD testing programmes being undertaken in school for their children and the access to home testing kits for parents / carers.	End of term letter to parents/carers contained outline of safety measures which will be implemented from September. Parents/carers invited to give permission for child to take part in on-site testing at start of term. More detailed information to be communicated to parents/carers as part of final return to school correspondence.	SFJ RMC SFJ	22/07 21/07 03/09

	4.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Covid-19, if they are self isolating or if they are required to quarantine.	Warning signs to be refreshed on external entrances to school site. Updated Visitor Protocols to be produced. To be included as part of final return to school information communicated to parents/carers. To be communicated to staff via finalised return to school info.	LNC (MNP) LNC SFJ SFJ	02/09 02/09 03/09 03/09
	4.3	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 self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Amended behaviour protocols and PD sanctions (Sep 2020) to be reviewed and revised, where appropriate. To be included as part of return to school information communicated to parents/carers. To be communicated to staff via finalised return to school info. To be shared directly with students as part of start-of-term assemblies.	TEP SFJ SFJ TEP / PLs	02/09 03/09 03/09 09/09
	5.1	Clinically Extremely Vulnerable / Clinically Vulnerable persons and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).			

<p style="text-align: center;">Clinically extremely vulnerable and vulnerable staff and pupils</p>	<p>5.1.1</p>	<p>Staff – From 1st April 2021 CEV staff were no longer advised to shield and could return to the workplace. Employee risk assessments must be reviewed for all CEV staff before they return to the workplace in September to ensure it is as safe as possible. This should include considering if additional control measures are required. The progress of the vaccination programme, wider use of face coverings in schools, along with LFD testing programmes in schools, for parents / carers, for household members of school staff and in other workplaces, are all additional control measures that are now in place. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and LFD testing programmes if they are able to.</p> <p>Pupils – It remains the case that CEV pupils could return to school from 1st April 2021 unless they were under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP / clinician not to attend an education setting. IPRA's must be reviewed for all CEV pupils returning to school in September to ensure it is as safe as possible.</p> <p>Pregnant Staff and Pupils – Studies from the UK show that pregnant persons are no more likely to get COVID-19 than other healthy adults, but they are at slightly increased risk of becoming severely unwell if they do catch COVID-19, and are more likely to have pregnancy complications like preterm birth or stillbirth. With this in mind : a) all pregnant staff should have an employee RA carried out when you are informed they are pregnant, b) pregnant staff over 28 weeks or with underlying medical conditions that place them at increased risk must have their employee RA reviewed before they reach 28 weeks and any additional control measures should be in place before they return or continue in work after 28 weeks. Be mindful that stress and anxiety can also have a negative impact on pregnant staff and their unborn children. Taking into account if staff have been vaccinated, additional control</p>	<p>CEV staff (who previously received a shielding letter) to be contacted to review their individual WASP. Additional control measures to be implemented, where identified.</p>	SFJ	01/09
			<p>Newly appointed staff contacted to check whether they are classed as CEV and therefore an individual WASP needs to be completed.</p>	SFJ (BNL)	22/07
			<p>Parents of CEV (previously shielding) students to be contacted to review Individual Pupil Risk Assessment.</p>	TEP (SRN)	03/09
			<p>Individual risk assessments for pregnant staff / students to be undertaken, as appropriate.</p>	HR Man	-

		<p>measures should be considered following the hierarchy below: a) whether it is possible for the individual to work from home if their role means they cannot distance easily, b) what reasonable adaptations to their role would mean they could work from home for some or all of the time, c) can certain activities / tasks be carried out at home to reduce time on site, d) can a lower risk role e.g working with older pupils where distance can be achieved be carried out for all / some of the time, e) identify times when the member of staff / pupil can distance in school and inform others of the need to distance at those times, f) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation, g) can they travel at non peak times if using public transport, h) the use of face masks / face shields / perspex screens in class and communal areas, i) additional PPE such as aprons / gloves.</p> <p>The same principles should be applied to pregnant pupils when completing their IPRA.</p>			
	5.1.2	<p>Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP.</p>			
	5.1.3	<p>All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene. 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.</p>	<p>To be reiterated to staff as part of finalised return to school info and Training Day safety briefing.</p>	<p>SFJ LNC</p>	<p>03/09 06/09</p>

	5.1.4	Staff who live with someone who is CEV/CV but who are not CEV/CV themselves, can attend work 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.	No specific action required.		
Persons who are already displaying Coronavirus symptoms	6.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace. In most cases, parents/carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice	Communicated to parents/carers as part of end of term letter. Message to be reiterated to parents/carers as part of final return to school correspondence. To be reiterated to staff as part of finalised return to school info and Training Day safety briefing.	SFJ	22/07
	6.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.		SFJ LNC	03/09 03/09 06/09
Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	7.1	All persons who develop Coronavirus symptoms 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.	Message to be reiterated to parents/carers as part of final return to school correspondence. To be reiterated to staff as part of finalised return to school info and Training Day safety briefing. TEP to oversee arrangements for providing home testing kits in these circumstances, in line with Government guidance.	SFJ SFJ LNC TEP	03/09 03/09 06/09 -

7.2	Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so. Pupils will need to be supervised whilst this takes place. A window should be opened for fresh air ventilation if possible. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	Persons with symptoms to await collection outdoors, wherever weather / health permits. A designated room to be used where this is not possible (not considered appropriate / necessary to leave a consistent room vacant).	-	-
7.3	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.	To be reiterated to staff as part of finalised return to school info. PPE provided for such situations. (Stocks available in First Aid room). Updated guidance for first aiders to be re-published as a reminder.	SFJ - LNC	03/09 - 03/09
7.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and any fellow household members who are not exempt from isolation can end their self-isolation. Where a contact traced staff member / adult who is isolating tests negative following the development of symptoms they will need to complete the original 10-day self-isolation period.	TEP to have oversight of process / communication regarding self-isolation. Information to be provided to relevant parents/carers / member of staff, as appropriate.	TEP	-
7.5	Where a child, young person or staff member tests positive, or the thresholds in the Outbreak Management Plan are reached , you can contact the DfE helpline for advice around what action should be taken. Inform DCS Alert using form PCIF 01.	SFJ to have oversight of liaison with DfE. TEP to have oversight of communication with LCC via DCS Alert.	SFJ TEP	- -
7.6	There should be a school specific outbreak management plan in place, relevant staff should be aware of the thresholds for potential outbreaks and should be monitoring positive cases in the school. If settings think they may have an outbreak they should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take. In some cases, measures such as re-introducing bubbles, masks and social distancing may be recommended. In addition schools may be contacted by the Local Health Protection Team and / or LCC if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01.		SFJ / TEP	-

	7.7	If a member of staff has helped someone who was unwell with Covid symptoms they do not need to go home unless they develop symptoms themselves or they receive notification to self isolate as a close contact. 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	-
	7.8	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.	LNC (STA)	-
	7.9	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.	Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment. Clear signage to be added until the area can be used again.	LNC (STA)	-
	7.10	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.	Not possible to have a single, consistent room across the fortnight for this purpose. Free rooms are identified on the room booking software system. A vacant room will be allocated, if appropriate, to enable cleaning to take place.	CKS	-
	7.11	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.	-	-
		Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have reasonable evidence that a member of staff has contracted Covid-19 through their work activities.	Follow-up actions to be undertaken as per guidance, where appropriate.	TEP	-
		Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.	TEP to have oversight of process / communication.	TEP	-

Controlling access into the school for staff, pupils and members of the public	8.1	In general, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time.	Not considered necessary to maintain staggered start and finish times and/or maintain separate access points given the removal of year group bubbles, as well as the school layout, which provides two wide access paths to school as well as over 20 external access doors, thereby minimising congestion at arrival / departure times. Parents/carers do not routinely congregate outside / inside the school grounds in a secondary school setting.	-	-
	8.2	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)	
	8.3	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.	To be communicated to staff via finalised return to school info and Training Day safety briefing. To be communicated to parents/carers as part of final return to school correspondence.	SFJ LNC SFJ	03/09 06/09 03/09
	8.4	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. No changes to school opening times which affect suppliers.	STA -	- -

Handwashing and hand sanitisers	9.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Students / staff to continue to be directed to use the nearest hand sanitiser (or wash hands with soap and water for at least 20 seconds) on entering/leaving the building and when changing rooms. Signage to be checked / replaced where necessary throughout the building.	LNC (MNP)	03/09
	9.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels or hand dryers should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible.	The 65 wall mounted hand sanitisers fitted in 2020 to be maintained and re-filled, together with the additional soap dispensers installed in toilets. Hand sanitiser bottles to continue to be located in every classroom.	LNC LNC	03/09 03/09
	9.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Hand hygiene reminders to be reiterated to parents/carers as part of final return to school correspondence (including suggestion that students bring their own small bottle of hand sanitiser to school).	SFJ	03/09
	9.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Hygiene reminders to be shared directly with students as part of start-of-year assemblies. To be reiterated to staff via finalised return to school info and Training Day safety briefing.	PLs SFJ LNC	09/09 03/09 06/09
	9.5	Tissues should be available in all group areas and should be single use only and binned after use.	Boxes of tissues to continue to be provided in every classroom. Lidded pedal bins to be retained in all classrooms. Students to be asked to bring their own small packet of tissues to school as part of essential equipment list. Message to be communicated to parents/carers as part of final return to school correspondence.	LNC LNC SFJ	03/09 03/09 03/09
	9.6	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.	Estates Team to liaise with cleaning contractors in situations where a student / member of staff starts to show symptoms. Cleaning / removal of waste to be undertaken in line with the cleaning contractor's separate risk assessment.	LNC (STA)	-
	9.7	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 return to school info and Training Day safety briefing. Hand sanitisers to be retained in staff areas.	SFJ LNC LNC	03/09 06/09 03/09
	9.8	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)	06/09

	9.9	Sanitising products should be non-alcohol based in areas where there may be sparks or naked flames e.g science labs, kitchens and some D&T rooms.	<p>Not possible to ensure this as students 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.</p> <p>To continue to form part of subject-specific lesson protocols in science and DT. (See section 30.1).</p> <p>Non-alcohol based hand sanitiser to be retained for <u>staff</u> use in these areas, and for student use in food preparation areas only.</p>	BYA/RSS (LNC) LNC	06/09 03/09
Cleaning	10.1	General Cleaning			
	10.1.1	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.	LNC (STA)	-
	10.1.2	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.	<p>Anti-viral wipes will be provided in all classrooms, together with boxes of tissues, hand sanitiser gel and a single <i>Detto</i> <i>anti-bacterial surface cleanser</i> spray / kitchen roll (e.g. in case someone sneezes over their desk).</p> <p>An increase in daytime cleaning staff will be maintained (compared to normal operation) to enable additional cleaning to be undertaken by cleaning staff throughout the day.</p>	LNC SFJ (LNC)	03/09
10.1.3	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). 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).	<p>Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment and enhanced cleaning specification.</p> <p>An increase in daytime cleaning staff will be maintained (compared to normal operation) to enable additional cleaning to be undertaken throughout the day.</p>	LNC (STA) SFJ (LNC)	- -	

	10.1.4	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.			
	10.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently.			
	10.1.6	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.	LNC (STA)	-
	10.2	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.	Designated isolation room not used (see section 7.2 above). Cleaning to be undertaken in line with the cleaning contractor's separate risk assessment.	- LNC (STA)	- -
	10.3	Clothing There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	Message to be communicated to parents/carers as part of final return to school correspondence.	SFJ	03/09
	10.4	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 Estates Team accordingly. STA to liaise with cleaning contractor, if appropriate.	TEP STA	- -

Close contact and Test and Trace	11.1	In order to minimise risk at a time of high prevalence, the government expects and recommends that individuals limit the close contact they have with those they do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. Following this principle it is recommended that : a) if members of staff need to move around numerous different groups of pupils / classrooms on a regular basis they should try to avoid close contact where this is possible, b) if possible, large / whole staff meetings and assemblies are held outside or in larger well ventilated areas and that staff still distance if they wish to, c) ask adults to avoid congregating / holding prolonged discussions / conversations in unventilated spaces e.g. corridors, where possible.	Team leaders to ensure that venues used for staff meetings allow for individuals to maintain some distancing, where preferred, and that venues are ventilated. Staff briefing to be held in Main / Lower Hall rather than the staff room, to avoid over-crowding. Staff encouraged to avoid unnecessary close contact. To be communicated to staff via finalised return to school info and Training Day safety briefing.	SFJ LNC	03/09 06/09
	11.2	From 19 July, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. Following this principle, it is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces.	Staff to maintain social distance from visitors, wherever possible. Staff and visitors to be asked to wear a face covering where social distancing is not possible, or when interacting in enclosed / crowded spaces. To be communicated to staff via finalised return to school info and Training Day safety briefing.	SFJ LNC	03/09 06/09
	11.3	As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face-to-face contact e.g. via the use of screens. Staff in open reception areas may require face coverings (and face shields) if screens cannot be provided.	Distancing notices / barriers to be retained at main visitor reception window.	LNC (MNP)	03/09

	11.4	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	All staff to work with students side on rather than face on, wherever possible. A face shield (visor) or transparent face mask may be worn by Teaching Assistants when supporting individual students in close proximity for prolonged periods. Teaching staff should limit the amount of time spent working in close proximity to individual students. In all subjects, where it is necessary to work closely with individuals / groups of students for a prolonged period in class, a face shield (visor) may be worn. To be communicated to staff via finalised return to school info and Training Day safety briefing.	SFJ LNC	03/09 06/09
	11.5	Test and Trace - from 19th July 2021 schools, colleges and nurseries will no longer be required to carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace.	No action required.	-	-
	11.6	Close contact isolation - from 16th August 2021 people are exempt from close contact isolation if they: a) are under the age of 18 years and 6 months, or b) are fully vaccinated (over 2 weeks ago), or c) have taken part in or are currently part of an approved COVID-19 vaccine trial, or d) are not able to get vaccinated for medical reasons.	No action required.	-	-
	11.7	Travelling from Abroad - the guidance for persons travelling from green, amber and red list countries is updated regularly. Staff and pupils returning from abroad should follow the government guidance. This can be found at https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19	The need to adhere to quarantine / testing requirements to be communicated to parents/carers as part of final return to school correspondence. To be communicated to staff as part of finalised return to school info.	SFJ SFJ	03/09 03/09
First Aid	12.1	Ensure adequate first aid provision for the numbers of staff and pupils on site. This is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	First aid rota to be updated, as required. Updated guidance for first aiders to be re-published as a reminder.	LNC (BNL) LNC	06/09 06/09

Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT	13.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non-contact system where possible e.g entry points, registration, food and drink purchasing.	Not applicable - no biometric systems in use on site. No action required.	-	-
	13.2	Lift control panels should be cleaned between users e.g using hand sanitisers or ant-viral wipes.	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. Cleaning staff to clean internal lift buttons as part of regular daily cleaning. Signage added reminding users to use hand sanitiser / wash their hands immediately after use.	- LNC LNC	- - -
	13.3	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.	For the main reception area, anti-viral wipes to be used between users. Staff to be reminded to use the contactless system (when using InVentry) for signing in/out. Sixth Form students to be reminded to use the contactless option (when using InVentry) for signing in/out.	LNC (KNA) SFJ LNC WSC	03/09 06/09 09/09
	13.4	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	In all classrooms, staff to be asked to sanitise the teacher's keyboard / mouse between users. Enhanced cleaning will take place at the end of each day, including computer keyboards / mouse. Anti-viral wipes to be used to clean touch screen control panels (and any other parts touched) after using photocopiers / printers. To continue to be provided. To be communicated to staff via finalised return to school info and Training Day safety briefing. To be communicated directly to students as part of start-of-term assemblies.	LNC LNC LNC SFJ LNC TEP / PLs	03/09 - 03/09 03/09 06/09 09/09

General controls	14.1	Ventilation			
	14.1.1	Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is: a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy	Review of site undertaken to ensure that all spaces have access to either natural or mechanical ventilation. Where ventilation is limited (e.g. no opening window or mechanical ventilation), spaces to be highlighted so that users can take appropriate action (e.g. limiting numbers / time spent in unventilated storerooms, keeping door open etc). Key points re ventilation to be communicated to staff as part of finalised return to school info and Training Day safety briefing, including the need for <u>all</u> staff to take responsibility for the area they are using, and for systematically opening windows / doors. No ventilation systems used in school simply recirculate air without drawing on an external air supply.	LNC SFJ LNC	18/08 03/09 06/09
	14.1.2	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).	To be communicated to staff as part of finalised return to school info and Training Day safety briefing. Door wedges to continue to be provided for all rooms. Whole-school Lesson Protocols for staff to be revised and re-published. Catering Manager advised to systematically open windows in Henry's Diner and Year 10/11 dining area, to increase ventilation. Site Team to systematically open corridor windows and external doors, where possible.	SFJ LNC LNC LNC LNC (REA) LNC (STA)	03/09 06/09 03/09 03/09 03/09 -
	14.1.3	Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated.			

	14.1.4	<p>You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational.</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.</p>	<p>All air conditioning systems used in school are individual room systems and so are suitable for use. No adjustment required.</p> <p>Air handling units fitted in the Quad and adjacent classrooms use mechanical ventilation, which allows for a 100% fresh air exchange every few minutes. In Science laboratories, air handling units supplement natural ventilation by drawing in fresh air when the CO₂ level reaches a set point. Neither system circulates air between different rooms. Both systems will continue to be operated in accordance with the published REHVA COVID-19 guidance.</p>	<p>STA</p> <p>STA</p>	<p>-</p> <p>-</p>
	14.1.4	<p>To balance the need for increased ventilation while maintaining a comfortable temperature, these measures should be used as appropriate: a) open high level windows in preference to low level to reduce draughts, b) purge or air rooms by opening all doors and windows fully to maximise ventilation in a room when unoccupied, c) see if there are trickle vents that can be opened, d) provide flexibility to allow additional, suitable indoor clothing, e) rearrange furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.</p>	<p>Parents/carers to be reminded (as part of final return to school correspondence) that students are encouraged to wear a t-shirt under their shirt and/or a school jumper in addition to their blazer, for increased warmth, where necessary.</p> <p>Whole-school Lesson Protocols for staff to be revised and re-published.</p> <p>Flexibility regarding the wearing of winter clothing in classrooms to be considered as appropriate during the Autumn term.</p>	<p>SFJ</p> <p>LNC</p> <p>SLT</p>	<p>03/09</p> <p>03/09</p> <p>-</p>

14.1.5	Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable.	Estates Manager advised to increase heating, where appropriate, to help to off-set the impact of increased ventilation on thermal comfort.	LNC (STA)	
14.2	Learning Outside / Activities Outside Conducting activities e.g. meetings, school events, assemblies etc. and learning outside is encouraged wherever possible, following hygiene guidelines.	Needs to be considered in context of wider movement around school, proximity to other classes, etc. To be communicated to staff as part of finalised return to school info and Training Day safety briefing.	SFJ LNC	03/09 06/09
14.3	Medical Needs			
14.3.1	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.	All staff to be reminded of need to take account of updated medical needs in devising / revising their own class profiles as part of finalised return to school info for staff. Also to form part of key Teaching & Learning reminders.	SFJ WSC	03/09 06/09
14.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	The school meals payment system is updated from SIMS each morning to take account of any changes to students' dietary needs. No action required.	-	-
14.4	Water fountains			
14.4.1	Water fountains in shared pupil areas should continue to be taken out of use.	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). Hand sanitising requirements to be communicated directly to students as part of start-of-term assemblies. Students encouraged to bring a pre-filled bottle of water to school each day. Communicated as part of end-of-term Newsletter. Reminder to be communicated to parents/carers as part of final return to school correspondence.	LNC TEP / PLs LNC SFJ	- 09/09 21/07 03/09
14.4.2	Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required. Schools should take steps to limit the use of single-use plastic water bottles.	Not applicable. See 14.4.1 above.	- -	- -

Educational Visits	15.1	Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. From the start of the new school term schools can go on international visits that have previously been deferred or postponed and organise new international visits for the future. Schools should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and schools must comply with international travel legislation and should have contingency plans in place to account for these changes.	<p>No overseas school visits will be undertaken in the autumn term.</p> <p>Where day trips and domestic residential visits do take place, updated (COVID-19) risk assessment templates will be used.</p> <p>Consideration to be given to launching new international visits (from 2022) on a case-by-case basis, but only when further guidance for schools has been published.</p> <p>To be communicated to staff as part of finalised return to school info and Training Day safety briefing.</p> <p>Additional guidance to be provided for staff leading / accompanying off-site visits, as appropriate.</p>	-	-
	15.2	Visits should be carried out in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.		LNC (PNV)	-
	15.3	Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly.		LNC SFJ LNC LNC	- 03/09 06/09 -

PPE for staff and students	16.1	<p>Government guidance is that face coverings for pupils, adults and visitors are no longer advised in communal areas and classrooms. From 19th July, the government has removed the requirement to wear face coverings in law. However, they have said they expect and recommend that they are worn in enclosed and crowded spaces where people may come into contact with people they don't normally meet, including public transport and dedicated transport to school or college. Schools may wish to continue to ask visitors to wear face coverings inside school premises if they are not visitors that staff and pupils will routinely / regularly come into contact with.</p> <p>Transport - It is our recommendation that face coverings are still worn at all times on public and dedicated transport (for persons over the age of 11).</p> <p>Close contact - If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, etc face shields or Perspex screens may still be appropriate. Choice - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face shields may offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. 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). Staff and pupils should also continue to wear face coverings where this is identified as a control measure in their individual risk assessment e.g. WASP / IPRA.</p>	<p>Wearing of face coverings (masks) to be optional for all staff and students in corridors and communal areas. Not to be worn in classrooms / teaching spaces, except where specifically agreed as part of an individual risk assessment, or other agreed circumstances.</p> <p>Face coverings (masks) to continue to be worn by all students (unless exempt) on school transport.</p> <p>A face <u>shield</u> (visor) or <u>transparent face mask</u> may be worn by Teaching Assistants when supporting individual students in close proximity for prolonged periods.</p> <p>Teaching staff should limit the amount of time spent working in close proximity to individual students. In all subjects, where it is necessary to work closely with individuals / groups of students for a prolonged period in class, a face <u>shield</u> (visor) may be worn.</p> <p>Revised protocols to be communicated to staff as part of finalised return to school info and Training Day safety briefing.</p> <p>Full protocols regarding face coverings to be reiterated to parents/carers as part of final return to school correspondence.</p> <p>To be communicated directly to students as part of start-of-year assemblies.</p>	<p>SFJ LNC</p> <p>SFJ</p> <p>TEP / PLs</p>	<p>03/09 06/09</p> <p>03/09</p> <p>09/09</p>
	16.2	<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.</p> <p>Appropriate protocols to be agreed if this subsequently becomes necessary.</p>	<p>-</p> <p>-</p>	<p>-</p> <p>-</p>

	16.3	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.	LNC LNC	- -
	16.4	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.			
	16.5	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them.	To be communicated to staff as part of finalised return to school info and Training Day safety briefing. Full protocols regarding face coverings to be communicated to parents/carers as part of final return to school correspondence. To be communicated directly to students as part of start-of-year assemblies.	SFJ LNC SFJ TEP / PLs	03/09 06/09 03/09 09/09
	16.6	Staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed during the day and replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly.			
Staff Wellbeing	17.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	This new risk assessment is informed by the extensive consultation on the Sep 2020 re-opening version, as well as ongoing feedback over the year. In addition, a detailed timeline has been devised to ensure that staff are consulted, involved and informed throughout the development of this <u>new</u> risk assessment (based on the updated government guidance), including: <ul style="list-style-type: none"> Outline of likely control measures communicated to staff Draft risk assessment published to staff with invitation to submit feedback / comments / queries to dedicated email address Deadline for initial feedback from staff All staff invited to attend full staff consultation meeting (online) Deadline for further feedback / comments / queries from staff SLT meeting to review further feedback and confirm plans. Risk Assessment submitted to Local Governing Committee for comment and Trustees for review and approval Final risk assessment and detailed re-opening information published 		22/07 23/08 25/08 26/08 31/08 02/09 03/09

	17.2	Consider building in familiarisation time, training time and practice time for staff before the school opens in September.	<p>Decision taken <u>not</u> to commence testing prior to 7th Sep to maximise time for staff training / start of term preparation and to avoid impacting on summer holidays in interests of staff and student wellbeing. No students to attend school (other than for on-site testing) until Wed 8th September.</p> <p>Phased return to school agreed and communicated to staff and parents/carers:</p> <ul style="list-style-type: none"> ▪ Thurs 2nd Sep - Induction for new staff only ▪ Mon 6th Sep - Full staff Training Day (no students) including Health & Safety briefing for staff ▪ Tues 7th Sep - On-site testing for specific year groups ▪ Wed 8th Sep - Year 7/12 students return. On-site testing for remaining year groups ▪ Thurs 9th Sep – Year 8/9/10/11/13 students return 	-	-
	17.3	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	To be reiterated as part of finalised return to school info.	SFJ	03/09
	17.4	Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety on the return to school in September as whole school control measures have changed.	<p>Individual risk assessments will be amended / carried out, where appropriate.</p> <p>Staff encouraged to discuss any concerns or anxieties with a member of SLT during the risk assessment consultation stage, or whenever they arise thereafter.</p>	SFJ	01/09
	17.5	It is recommended that regular staff meetings are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing.	<p>Regular team meetings have been calendared as part of the meeting schedule for 2021/22.</p> <p>Line managers to maintain contact with any staff not in school, where applicable / appropriate.</p>	-	-
	17.6	Identify Mental Health First Aiders.	Staff to be reminded of Mental Health First Aiders, and of the support available via the HELP Employee Assistance service, as part of final return to school info for staff.	SFJ	03/09
	17.7	Inform staff about support via Education Support Partnerships and HELP Assist.			

Contractors visiting site (Estates Team related)	18.1	Where visits can happen outside of school hours, they should.	Estates Team to implement, where possible (though accepting this is often not possible for unplanned remedial works).	STA	-
	18.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors should adhere to the school's risk assessment when on site.	Separate checklist for contractors to be updated. All members of the Estates Team to be made aware.	LNC STA	02/09 03/09
	18.3	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	See above.	STA	-
	18.4	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	See above.	STA	-
	18.5	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 Team to liaise with cleaning contractor re need for cleaning of affected areas, as appropriate.	STA	-
	18.6	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 / Clean It" principle.	No long-term internal works are currently scheduled during term time. This will be reviewed by the Estates Team if the need arises to engage contractors for an extended period to undertake emergency remedial works. Separate toilet facilities to be provided for the planned external roofing works during term time.	STA STA	- -
	18.7	A record should be kept of all visitors for at least 14 days.	Estates Team to ensure that contractors fulfil signing in / identification requirements, and that a record is kept of all contractors on site (using InVentry).	STA	-
Lettings / Meetings / Visitors (includes other contractors – e.g. IT, repro etc)	19.1	Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site Covid-19 guidance and control measures are explained to visitors on or before arrival.	COVID-19 Lettings protocols to be reviewed and revised, as appropriate. Visitor Protocols to be revised and distributed to relevant staff. Visit organiser to ensure that Visitor Protocols are communicated in advance of visit and adhered to.	LNC (MNP) LNC -	01/09 02/09 -

	19.2	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.	Toilet on PE corridor to be retained for visitor / staff use. Signage to be checked / refreshed in all toilets re wiping touched surfaces after use. Cleaning staff to prioritise cleaning all toilets throughout the day.	- LNC (MNP) LNC	03/09 -
	19.3	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.	Preference for out of hours visits (where possible) to be communicated to staff as part of finalised return to school info. Records of daytime visitors will be maintained using the Inventory system. Arrangements for recording contact details to continue to be included as part of revisions to COVID-19 Lettings protocols.	SFJ LNC LNC (MNP)	03/09 - 01/09
Student wellbeing	20.1	Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition, the Health and Wellbeing Team run free support sessions for children/young people	Student wellbeing action plan to be updated.	TEP	06/09
Catering	21.1	Inform catering staff of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc..	For wider school operational reasons, staggered lunch times will be maintained and a new 'Grab and Go' external service counter will be introduced (subject to completion of works). Although not primarily conceived as part of this risk assessment, these will help to continue to limit congestion at lunch times and break times. New arrangements devised in consultation with Catering Manager.	LNC (REA)	
	21.2	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and schools should report this using the PCIF01 form.	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.	REA	-

	21.3	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between sittings.	Catering staff to clean tables before and after use.	REA	-
Staff Training	22.1	School staff should be inducted / become familiar with new working practices before opening the school to pupils in September. 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.	See sections 2.1 and 17.2.	-	-
Drop off of Essential Items Forgotten by Pupils	23.1	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.	The drop off system introduced in September 2020 to be re-instated in the main reception area as a temporary measure.	LNC (MNP)	03/09
Dedicated transport	24.1	The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) unnecessary risks such as overcrowding and these should be minimised, b) additional cleaning of vehicles, c) maximising the ventilation of fresh air particularly through opening windows and vents, d) staff and children 11 and over wearing a face covering unless exempted for medical or other reasons.	RMC to liaise directly with transport provider to ensure that appropriate arrangements are put in place, and that their own risk assessments are reviewed. Relevant information to be communicated to parents/carers as part of return to school correspondence.	RMC SFJ	03/09 03/09
School Sites Shared with other Users	25.1	Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. ...are discussed / information provided to users who share the school site.	Risk assessment to be reviewed (in consultation with LCC Active Leeds) to agree swimming pool usage times and access protocols.	LNC (MNP)	03/09

<p>Marking / Handling School Work</p>	<p>26.1</p>	<p>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. 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. 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).</p>	<p>Addendum to Making Feedback Matter Policy to be updated to stipulate that staff must wash or sanitise hands before <u>and</u> after marking, and at regular intervals, but removing the requirements for quarantining books.</p> <p>To be communicated to all staff via finalised return to school info and Training Day safety briefing.</p>	<p>WSC SFJ LNC</p>	<p>03/09 03/09 06/09</p>
<p>Before and after school clubs</p>	<p>27.1</p>	<p>Before and after school clubs, holiday clubs, wraparound care and extra curricular activities can be offered to all children, without restriction on the reasons for which they may attend. Such activities will be subject to the measures in this risk assessment. If sessions are normally run indoors, consider whether they can be run safely outdoors instead, as the risk of transmission is lower outdoors. Music, performing arts, dance and sporting activities should be carried out in line with the overall risk assessment and additional controls in sections 28 and 29 below.</p>	<p>The normal extra-curricular activities programme may resume, subject to the mitigation measures within this risk assessment and approval by LNC.</p> <p>Agreement must be secured before launching the activity to students.</p>	<p>LNC</p>	<p>-</p>
		<p>27.2</p>	<p>Where possible keep children and staff in consistent groups.</p>		

Music and Performing Arts	28.1	<p>Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 for events and attractions guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance give particular consideration to the guidance on outdoor events. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p>	<p>Restrictions and possible solutions to be discussed with Faculty Leader Performing Arts.</p> <p>Agreed approaches to form part of the updated subject-specific lesson protocols for Performing Arts staff.</p>	<p>LNC (CYP)</p> <p>CYP</p>	<p>06/09</p>
	28.2	<p>Playing instruments and singing should still take place outdoors wherever possible. If indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition, rooms with high ceilings are expected to enable dilution of aerosol transmission.</p>			
	28.3	<p>Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly.</p>			

	28.4	Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. 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. Limit handling of music scores, parts and scripts to the individual using them. Instruments should be cleaned by the pupils playing them, wherever possible.	Restrictions and possible solutions to be discussed with Faculty Leader Performing Arts. Agreed approaches to form part of the updated subject-specific lesson protocols for Performing Arts staff. School-wide expectations regarding hand sanitising to be rigorously enforced.	LNC (CYP) CYP	06/09
	28.5	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.	Instruments and equipment will not routinely be hired from external suppliers at this time. Where necessary, cleaning protocols to be agreed.	CYP	-
PE / Sports including dance	29.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment that has been 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.	Restrictions / requirements disseminated to Faculty Leader PE. Agreed approaches to form part of the updated subject-specific lesson protocols for PE staff. To include PE-specific protocols for managing / cleaning / quarantining equipment between different users / groups (in addition to those required across the wider school, given "the way in which people breathe during exercise").	LNC CSD CSD	17/08 06/09

	29.2	<p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance.</p>	<p>Faculty Leader PE to continue to review updates to specialist guidance and amend schemes of work / lesson activities accordingly.</p> <p>PE subject protocols to be revised, where appropriate.</p> <p>Inter-school competitions may take place, subject to:</p> <ul style="list-style-type: none"> ○ The measures set out in this risk assessment; ○ the usual off-site activities approval process; ○ the additional COVID-19 mitigation measures identified through the revised activity-specific risk assessment documents on Evolve. 	<p>CSD</p> <p>CSD LNC (PNV)</p>	<p>-</p> <p>06/09</p> <p>-</p>
	29.3	<p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>	<p>Requests for external sports coaches to work in school to be assessed on a case-by-case basis, as usual. Permission must be obtained for each individual coach <u>before</u> they are allowed on site (in accordance with the Policy for Volunteers).</p>	<p>RMC (CSD)</p>	<p>-</p>
	29.4	<p>To minimise time spent in changing rooms if they are poorly ventilated settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.</p>	<p>Re-considered and decided still not appropriate for students to wear PE kit on days when they have PE lessons (as could present additional risks in other lessons such as science and DT), or to travel to/from school in PE kits (as students would still need to change after period 1 / before period 5).</p> <p>Cool down advice to be retained in subject-specific lesson protocols for PE staff.</p>	<p>-</p> <p>CSD</p>	<p>-</p> <p>06/09</p>

Science and D&T	30.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls at https://www.cleapss.org.uk/ The revised guidance states: <i>"Following the DfE guidance and by implementing effective hand washing as a control, it is <u>not</u> appropriate to put in place additional cleaning or quarantine arrangements for equipment. This includes eye protection. The cleaning of equipment should now return to the standard protocols for such items."</i>	Updated CLEAPSS guidance on practical work disseminated to Faculty Leaders for Science and D&T, together with school-wide advice on the use of shared resources (See section 31.5 below). Faculty Leader Science and Faculty Leader D&T to revise subject-specific lesson protocols in light of updated CLEAPSS / school-wide guidance.	LNC	17/08
				BYA/RSS (LNC)	06/09
Shared Resources / Areas	31.1	General - Resources that are shared between groups, such as sports, art and science equipment should be cleaned between groups of users, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics).	<ul style="list-style-type: none"> • Science – see section 30.1 above. • PE – see section 29.1 above. • Art – see section 31.5 below. 		
	31.2	General - in returning to more 'normal' operation consider reducing clutter and removing difficult to clean items. Consider how soft furnishings can be cleaned and ensure this is carried out on a regular basis. 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. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.	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. To be communicated to staff via finalised return to school info and Training Day safety briefing.	All staff SFJ LNC	07/09 03/09 06/09
	31.3	Staff Rooms - shared resources such as fridges, milk, tea, coffee etc.can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle.	Anti-viral sprays / wipes to continue to be provided. Sanitising routines to be communicated via finalised return to school info and Training Day safety briefing.	LNC SFJ LNC	03/09 03/09 06/09
	31.4	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. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment.	There is no outdoor play equipment on site. PE equipment - see section 29.1 above.	-	-

	31.7.3	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.	Lidded bins to be retained in all toilets. Check to be undertaken to ensure all signage still in place / additional signage added, where required. Toilet hand hygiene reminders to be communicated directly to students as part of start-of-term assemblies.	- LNC (MNP)	- 02/09
	31.7.4	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the “ If You Use It – Wipe / Clean It ” principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.		TEP / PLs	09/09
	31.8	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 / Clean It ” principle.	Anti-viral wipes / sprays to continue to be provided in key staff areas. Appropriate signage to be retained / refreshed. Staff to be asked to continue 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. Staff to be reminded to use hand sanitiser before completing paper-based forms etc. To be communicated to staff via finalised return to school info and Training Day safety briefing.	LNC LNC (MNP) SFJ LNC	03/09 02/09 03/09 06/09
Record keeping	32.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.			
	32.2	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. signing in / out systems, meeting registers, training records, physical intervention records and first aid records.	SIMS will continue to be used to record all information relating to teaching groups, timetables, staff/student attendance and cover staff. Records of external visitors to be kept using InVentry electronic signing in/out system.	SEM (CKS/ TEP/ BNL)	-
	32.3	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.	TEP to continue to ensure that systems are in place to record this information using the template spreadsheet provided (in place of CPOMS).	TEP	-

	32.4	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 continue to flag the importance of naming all staff involved in assisting.	LNC	06/09
Use of school minibuses / transport (e.g for visits, transfer between settings, emergencies)	33.1	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) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible and f) the use of face coverings for staff and 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 applicable, the updated risk assessments (on Evolve - based on the LA templates) will be used to ensure that appropriate additional control measures are implemented.	LNC (PNV)	-
	33.2	If using private vehicles or car sharing the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, f) cleaning the vehicle between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and g) drivers and passengers wearing face coverings.	Where applicable, the updated risk assessments (on Evolve - based on the LA templates) will be used to ensure that appropriate additional control measures are implemented.	LNC (PNV)	-

Asymptomatic testing	34.1	An asymptomatic lateral flow device testing programme has been put in place in the school.	See separate risk assessment section below.	-	-
	34.2	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.	See separate risk assessment section below.	-	-
	34.3	Where relevant, pupils are being offered 2 lateral flow tests in the school on site testing site followed by regular twice weekly home testing on their return to school in September.	See separate risk assessment section below.	-	-
	34.4	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	
Indoor and Outdoor Events (these should be followed in addition to the other controls in this risk assessment)	35.1	General Controls			
	35.1.1	Carry out events outdoors wherever possible. If indoors, use a large well ventilated space.	Proposed events to be reviewed on a case-by-case basis.	LNC	-
	35.1.2	In line 11.3 above, it is recommended that for events involving contact with visitors, including parents / carers, that : a) staff continue to socially distance from visitors where possible, b) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, c) visitors are asked to avoid close contact with pupils who are not part of their household where possible.	Staff to maintain social distance from visitors, wherever possible. Staff and visitors to be asked to wear a face covering where social distancing is not possible, or when interacting in enclosed / crowded spaces. To be communicated to staff via finalised return to school info and Training Day safety briefing. To form part of all correspondence inviting visitors to in-school events.	SFJ LNC Event organiser / consult LNC	03/09 06/09
	35.1.3	Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons.	Enhanced cleaning to be arranged accordingly.	LNC (STA)	-
	35.1.4	Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place.	Hand hygiene expectations to be communicated prior to the event. Signage / staffing to be in place to reinforce as part of access to the event.	Event organiser / consult LNC	

35.1.5	Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
35.1.6	From 19 July, the Government removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where persons may come into contact with people they don't normally meet. Following this principle, it is recommended that attendees who are not part of the school population are asked to wear face coverings for indoor events or when accessing indoor facilities.	Visitors to be asked to wear a face covering where social distancing is not possible, or when interacting in enclosed / crowded spaces. To form part of all correspondence inviting visitors to in-school events.	Event organiser / consult LNC	
35.1.7	Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance.	To form part of all correspondence inviting visitors to in-school events.	Event organiser / consult LNC	
35.1.8	Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible.	No indoor events which involve dancing are envisaged at the current time.	-	-
35.1.9	Risk assess whether staff, especially those who are CEV, CV or at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities.	To be considered as part of the review of the individual WASP for identified staff. Staff encouraged to discuss any concerns or anxieties with a member of SLT during the risk assessment consultation stage, or whenever they arise thereafter.	SFJ -	01/09 -
35.1.10	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
35.2	Arrival, departure and movement.			
35.2.1	Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site.	To be considered by organising member of staff as part of event planning, in consultation with LNC. In particular, organisers to avoid unnecessary signing in procedures which cause avoidable congestion.	Event organiser / consult LNC	

	35.2.2	Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
	35.2.3	Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	
	35.2.4	In line with 18.2 above visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day where possible.	No large scale events are envisaged to take place during the school day at the current time.	-	-
	35.2.5	Provide allocated seating where possible and consider deploying marshalling staff to manage crowding before and after events. Marshalling may also be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding.	To be considered by organising member of staff as part of event planning, in consultation with LNC.	Event organiser / consult LNC	

Mass Asymptomatic Testing in secondary schools

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 parents/carers invited to register their child and provide consent for mass on-site testing (2 LFDs) followed by twice-weekly home testing, or confirm where they do not wish to participate.	RMC	21/07
	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.	Test centre to be set up in Sports Hall and configured with sufficient testing bays to accommodate all testing within the school day, spread over just four days to limit disruption.	RMC / LNC	03/09
	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	Identified members of staff asked to support testing, taking account of availability at the start of term / previous involvement / skills set / link with usual job role. Staff concerns / vulnerabilities considered when agreeing roles / involvement in testing programme. Sixth Form students recruited to support testing.	RMC RMC	
	1.1.4	Staffing levels should be sufficient to allow breaks for staff and to reduce risk of errors due to fatigue.	Staffing schedule to be devised to incorporate cover for staff breaks.	RMC	

	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>Decision taken to establish testing area in the Sports Hall once again, configured with sufficient testing bays to accommodate all testing within the school day and spread over just four days (to limit disruption). This venue selected in view of:</p> <ul style="list-style-type: none"> the successful use of this space as a mass testing venue in March 2021 the need to undertake a large number of tests simultaneously (this is the largest space available in school) plentiful space available to ensure social distancing can be maintained 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 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	
	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 to be set up 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	03/09
	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 to be established with clear signage. Screens to be erected to provide clearly defined, discrete bays (so floor markings not required).	LNC (MNP)	03/09
	1.2.3	Testing bays should be set up and provided with the facilities outlined in the How to Guide.	Testing bays to be set up in accordance with guide.	RMC / LNC	03/09

	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.	Seating only to be provided where specifically required (as per March 2021). Cleaning protocols to be agreed with cleaning staff.	LNC LNC	03/09 03/09
	1.2.5	Consider if alternative tables / facilities are required for persons in wheelchairs.	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.	Mirrors to be fitted to all bays.	RMC / LNC	03/09
	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 to be erected to maximise privacy whilst allowing for test assistant to provide support / supervision, if required.	RMC / LNC	03/09
	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.	Former sixth form students to use the visitors' toilet on the PE corridor. Not applicable for other staff working in test area, who are members of school staff and will use the usual staff toilets. All staff to be reminded of key hygiene and other safety protocols as part of final return to school info.	- SFJ	 03/09
	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.	Not applicable – staggered break times for all test centre staff.	-	-
	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 / LNC	03/09
	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.	Foot-operated bins to be installed in each testing bay for disposal of soiled tissues. Cleaning staff to dispose of used packaging.	LNC	03/09

	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.	Separate trays to be provided for each test.	LNC	03/09
	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.	System used in March 2021 to be implemented once again.	CKS (SEM)	
	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 2 tests before starting home testing.	Not required previously. Alternative area to be identified, if required.	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.	Staff involved previously in the testing programme to complete revised training modules, where required (i.e. for roles which involve a change to previous procedures). Additional staff involved in testing programme for first time to complete relevant training modules. All certificates to be filed centrally as evidence of passing relevant assessments.	RMC RMC RMC	06/09 06/09
	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. This is especially important as the Orient Gene and other tests are carried out / processed differently to the Innova tests.	Trial session to be scheduled for all staff involved in testing programme.	RMC	

	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.	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 and for new Year 7 students.	RMC	
	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 to be regularly overseen by Quality Lead / COVID-19 Co-ordinator. Consistent team of staff to operate across the testing period.	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	-
	3.2	Storage areas should be lockable and access restricted to authorised personnel only.	Testing kits stored in lockable room.	RMC	-
	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	-
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.	Cleaning staff / site team informed of waste disposal requirements. Additional waste bins sourced.	LNC LNC	
	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.	All staff working in the testing area to complete relevant training module (PPE).	RMC	06/09

PPE	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.	<p>Certificates to be filed centrally as evidence of passing relevant assessments, including the compulsory module on use of PPE.</p> <p>Requirement for test subjects (students) to be reminded to wear a face covering to be reiterated to parents/carers as part of return to school information.</p>	RMC	
	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.			
	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.			
	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.			
	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.			
	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.			
	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.	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.	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	21/07
	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. If a pupil cannot swab their nostrils an Innova test with just a throat swab can be used instead of one of the nasal tests.	Direct liaison with SENCO. Provision in place to support students who require additional reassurance / assistance. New 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	

	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.	Year Managers to be scheduled as part of test assistant rota to provide reassurance.	RMC	
	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 communications inviting students to participate in mass testing programme.	RMC	21/07
	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 pupils can now be part of the on-site or home testing programmes. Staff carry out twice weekly home testing.	Communicated to all parents/carers as part of invitation to participate.	RMC	21/07
	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. Staff that have had the Covid-19 vaccine can still take part in the LFT programme.	Communicated to all parents/carers as part of the invitation to participate. To be reiterated as part of final testing arrangements communication.	RMC RMC	21/07
	6.9	It is recommended that pupils to be tested are given an appointment time / time slot to attend or (if the number of bays and waiting space allows) this may be a group time. If pupil testing starts from the first day of term / attendance a pupils 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.	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. Face-to-face learning will not resume until the first full day following completion of testing of the entire year group (at the earliest), in accordance with the wider risk assessment / staggered return of students.	RMC	
	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.	To be communicated to parents/carers as part of the wider return to school correspondence. On arrival for testing, all test subjects to be asked by registration assistants if they have any symptoms.	SFJ RMC	03/09

	6.11	Due to the nature if the activity in the test centre social distancing should still be followed inside the centre.	Social distancing expectations to be enforced. Test centre configuration to allow for social distancing.	RMC LNC	03/09
	6.12	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.	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.	RMC	-
		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.	Testing area separated from processing area by screens. Whole area configured to allow for social distancing to be maintained. Numbers being tested at one time carefully controlled to maximise distancing.	RMC / LNC	03/09
	6.13	Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area.	Hand sanitiser provided. Testing area staff to remind test subjects to sanitise hands on entry.	LNC RMC	03/09
	6.14	Persons undertaking the test should be informed they must sanitise their hands before / after they carry out the test. If pupils are wearing face coverings they should also sanitise 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.	All test assistants to complete 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. Revised poster "Take swab sample step-by-step guide" to be displayed in each testing bays.	RMC LNC	06/09 03/09
	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 any 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. <i>(Note: Some of this wording may change to reflect the type of tests actually supplied.)</i></p>	Not applicable – test assistant responsible for giving verbal instructions to test subject, who handles their own swab package to avoid cross-contamination.	-	-
	6.17	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.	Testing bays set up to allow for a designated table for test swabs to be placed for collection by the test processor after swabbing.	RMC / LNC	03/09
	6.18	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>All test assistants will have completed the relevant training modules and give verbal instructions to the test subject.</p> <p>Agreed protocols to be 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	06/09
	6.19	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.		RMC	-
	6.20	Tests should be handled and processed in line with the guidance in the How to Guide.		RMC	
	6.21	Results should be actioned as below in 7.			

Test results and actions to take	7.1	<p>Positive result - individual and their household (if not exempt from isolation) 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.</p>	<p>Arrangements in place to ensure that these protocols are followed.</p> <p>TEP to oversee arrangements for communication with parents/carers where there is a positive case.</p>	<p>RMC</p> <p>TEP</p>	<p>-</p> <p>-</p>
	7.2	<p>NHS Test and Trace will undertake any close contact tracing. All Positive LFD tests 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 and any household members isolating as a close contact can end isolation unless they have symptoms of Covid 19.</p>			
	7.3	<p>Negative result - individual and household can continue as normal.</p>			
	7.4	<p>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.</p>			
	7.5	<p>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.</p>			

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.	Sports Hall selected as venue for test centre with configuration conceived to maximise space available for social distancing, taking account of number of testing bays required. Scheduling to ensure that numbers of test subjects in the test centre at any one time are managed carefully.	RMC / LNC RMC	
	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.	Testing sessions to be regularly overseen by Quality Lead / COVID-19 Co-ordinator. Consistent team of staff to operate across the testing period.	RMC	-
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.	Cleaning of testing bays to be undertaken by cleaning staff following each test, to ensure thorough cleaning. Testing venue to be thoroughly cleaned at the end of the testing session. All cleaning carried out in accordance with guidance provided.	LNC	
	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. System developed 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.		CKS (SEM)	-
	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.			
	10.4	All positive results should also be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk).	All positive results (both through school mass testing and other means) to continue to be 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.	<p>Not considered necessary for the vast majority of students in Years 8-13 (90%+) who have previously participated in testing and so are familiar with this.</p> <p>Not possible to do this in school for new Year 7 students as usual transition programme could not take place.</p> <p>Invitation to participate in on-site testing and home testing issued as part of same communication to parents/carers.</p> <p>Privacy notices updated and issued at same time.</p> <p>Further information, including link to relevant video, to be communicated to parents/carers whose child has not participated in home testing previously, ahead of the start of home testing.</p>	<p>-</p> <p>-</p> <p>RMC</p> <p>RMC</p> <p>RMC</p>	<p>21/07</p> <p>21/07</p>
	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	<p>Staff informed that test kits must not be used by family members etc as part of invitation to participate in home testing.</p> <p>Key messages to be communicated to parents/carers as part of home testing follow-up information.</p>	<p>RMC</p> <p>RMC</p>	
	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 Coved - 19.	<p>Consent for staff obtained and recorded as part of initial invitation to participate in both on-site and home testing.</p> <p>Invitation to take part in home testing to be extended to new staff through induction process.</p> <p>Consent for students obtained and recorded as part of initial invitation to participate in both on-site and home testing.</p>	<p>RMC</p> <p>RMC</p> <p>RMC</p>	
	11.4	Set up a system of recording the distribution of test packs and the results of testing carried out.	System in place to record details of test kit distribution. System also devised to enable parents/carers to inform school of test results.	<p>RMC</p> <p>CKS (SEM)</p>	

	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	<p>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.</p>	<p>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.</p>	-	
	11.7	<p>Set up a collection point in school for the distribution of the test packs / decide how to distribute packs. Any space used should 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>	<p>Test kits distributed to staff from the main school office.</p> <p>Distribution of test kits to be take place via form groups during morning registration.</p>	<p>RMC</p> <p>RMC</p>	
	11.8	<p>The lot numbers of the testing kits provided should be recorded on arrival.</p>	<p>Lot numbers of each delivery recorded.</p>	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 stored in accordance with the temperature requirements stipulated.	RMC	
	12.2	Storage areas should be lockable and access restricted to authorised personnel only.	Checks of supplies to be undertaken following each distribution window, and replacement stock ordered, as required.	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	Staff and pupils are expected to sign for the receipt of their test kits.	System of signing for testing kits to continue to be implemented.	RMC	
	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 testing programme, as appropriate.	RMC RMC	
	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. Full instructions to be issued to parents/carers as part of home testing follow-up information.	RMC RMC	
	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 hand sanitise before / after handling kits.	See section 11.7 above.	-	-
	13.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.	System devised to record when test kits have been distributed to students, including lot number.	RMC	

	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. Appropriate new version to be disseminated in light of subsequent changes to the test kits provided (Innova / Orient Gene / Acon Flowflex).	RMC RMC LNC (MNP)	
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 to be 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.	RMC RMC	
	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.			
	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 to 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 to be issued to parents/carers as part of home testing follow-up information.	RMC	
	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. 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. Communicated to parents/carers as part of initial invitation to participate in on-site and home testing. To be reiterated as part of final testing arrangements communication to parents/carers.	RMC RMC RMC	

	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. Appropriate new version to be disseminated in light of subsequent changes to the test kits provided (Innova / Orient Gene / Acon Flowflex).	RMC LNC (MNP)	
	14.6	There are a number of different types of tests available / in circulation now. Staff and pupils should follow the relevant guidance that comes with the test kit they are using at the time including the safety instructions.	Updated <i>Instructions for use</i> leaflet distributed to all staff along with initial home testing kit. To be issued to students as part of initial distribution of test kits.	RMC RMC	
	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.	All parents/carers asked to watch the relevant online video prior to the first home test. Electronic copy of leaflet to be placed on school website and sent home by email prior to first home test being undertaken. Appropriate new version to be disseminated in light of subsequent changes to the test kits provided (Innova / Orient Gene / Acon Flowflex).	RMC LNC (MNP)	
	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.			
	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 to be issued to parents/carers as part of home testing follow-up information.	RMC	
	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 to be issued to parents/carers as part of home testing follow-up information.	RMC	
	15.1	Positive result - individual and their household if not exempt should start self-isolation straight away and the individual should get a PCR test to confirm the result.	Full instructions to be issued to parents/carers as part of home testing follow-up information.	RMC	

Test results and actions to take	15.2	NHS Test and Trace will undertake any close contact tracing.	No action required.	-	
	15.3	If the PCR test is taken within 2 days of the LFD test and is negative the individual and any household members isolating as a close contact can end isolation unless they have symptoms of Covid 19.	Full instructions to be issued to parents/carers as part of home testing follow-up information.	RMC	
	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.			
Record keeping / recording	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 in place to record details of test kit distribution. System also devised to enable parents/carers to inform school of test results.	RMC (SEM) RMC CKS (SEM)	
	16.2	Records must be kept in accordance with GDPR requirements.			
	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 in place to record details of test kit distribution. System also devised to enable parents/carers to inform school of test results.	RMC CKS (SEM)	
	16.4	The data in the LFD test kit log should not be kept in the log for longer than 12 months from the date on which it is collected. Please note that the Department of Health and Social Care may request data from the test kit log at any time within the 12 month period. 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 to be issued to parents/carers as part of home testing follow-up information.	RMC	