



## Risk Assessment for Childrens' Services (Schools).

<b>Assessment Title:</b>	<b>SAMPLE Managing Covid 19 in Schools from September 2021</b>	<b>Ref No :</b>	<b>V6.04</b>
<b>School Name:</b>	Harewood CE Primary School	<b>School Address:</b>	Harrogate Road. Harewood. Leeds.
<b>Date Assessment Undertaken:</b>	<b>Name of Assessor (print):</b>	<b>Assessor Signature:</b>	<b>Assessment Review Date:</b>
Dec-21	A. Ratcliffe	<i>A. Ratcliffe</i>	July 2022 or in line with updated guidance.
<b>Name of Head Teacher / Centre Manager (print):</b>	<b>Head Teacher / Centre Manager Signature:</b>	<b>Name of Chair of Governors (print):</b>	<b>Chair of Governors Signature:</b>
A. Ratcliffe	<i>A. Ratcliffe</i>	J. Jayne	

**Main Legislation and/or Information Source:**

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

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**Guidance:**

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

1. The boxes highlighted in grey above must be completed with the required details.
2. The control measures in the risk assessment section must be either complied with **or** altered to reflect the establishment's control measures.
3. Once criteria 1 - 2 have been satisfied, you should remove 'SAMPLE' from the Title.

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

# Managing Covid 19 in Schools from September 2021 Risk Assessment Content List

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# Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.04 -

## Section 1 - Pre - opening checks and assessments

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed	
1. Building Management	1.1	<b>Regular ongoing checks required.</b>			
	1.1.1	Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the summer break.	None	AR/JF	17/08/2021
	1.1.2	Damage to the building and fixtures and fittings	None	AR/JF	17/08/2021
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc....	None	AR/JF	17/08/2021
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	Last Check Summer 2021	AR/JF	17/08/2021
	1.2	<b>Operational checks (to ensure good working order) to be carried out on :</b>			17/08/2021
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Checked on a weekly cycle	JF	17/08/2021
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Full smoke alarm and detection in place	JF	17/08/2021
	1.2.3	Emergency lighting	Checked 6 monthly by Chubb	JF	17/08/2021
	1.2.4	Gas supplies including science laboratories and kitchens	Yearly safety check	JF	17/08/2021
	1.2.5	Kitchen equipment	Maintained and checked regularly	JF/Carering agency	17/08/2021
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	LEV in kitchen checked regularly by LCC	JF/Carering agency	17/08/2021
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>	Checked 6 monthly by water soutines	JF	17/08/2021
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Checked. No leaks, hot water to all classrooms	JF	17/08/2021
	1.2.9	Windows, doors and gates including electronic gates and doors	Checked all operational	JF	17/08/2021
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	Face masks and gloves available in every class	JF	17/08/2021
	1.2.11	Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	All checked no faults reported	JF	17/08/2021
	1.3	<b>Ensure Statutory Inspections are up to date for :</b>		JF	17/08/2021
	1.3.1	<b>Lifts and Lifting Equipment</b> (if the scheduled inspections have not taken place in the last six months);	N/A	JF	17/08/2021
	1.3.2	<b>Pressure systems</b> (if the scheduled inspections have not taken place in the last 12 months);	N/A	JF	17/08/2021
1.3.3	<b>LEV</b> (if the scheduled inspections have not taken place in the last 14 months);	Up to date	JF	17/08/2021	
1.3.4	<b>Gas Appliances</b> (if the scheduled inspections have not taken place in the last 12 months);	Up to date	JF	17/08/2021	
1.3.5	<b>Fixed wiring</b> (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Up to date	JF	17/08/2021	

1.3.6	<b>PAT</b> (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Up to date	JF	17/08/2021
1.3.7	<b>Asbestos Management Plan</b> (if the plan has not be re-assessed in the last 12 months);	Asbestos very small isolated. Plan in place. Training for new staff TBC	JF	17/08/2021
1.3.8	<b>Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	Up to date	JF	17/08/2021
1.3.9	<b>Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	Up to date	JF	17/08/2021
1.3.10	<b>Tree surveys</b> (if the scheduled inspections have not taken place in the last 12 months);	Up to date	JF	17/08/2021
1.3.11	<b>Fire Safety</b> : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).	All up to date and tested by Chubb	JF	17/08/2021
1.4	<b>Cleaning of the premises</b>	Same		
1.4.1	If the school has been partially open i.e. not using all the rooms / spaces that will need to be used on the September, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied.	School Deep Clean - Aug 2021	JF - Cleaning Contractors	17/08/2021
1.4.2	If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to September unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place.	School Deep Clean - Aug 2021	JF - Cleaning Contractors	17/08/2021
1.5	<b>Supplies</b>			
1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the numbers of students and staff on site and the increased amounts of cleaning required.	All classrooms have supplies of hand sanitiser, soap, paper towels, tissues and cleaning materials. Toilets and sinks around school have soap and paper towels for hand washing.	JF	17/08/2021
1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	See above	JF	17/08/2021
1.5.3	Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.	See above	JF	17/08/2021

2. Assessing staff and pupil numbers to assist in plans for September opening.	2.1	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. <b>Secondary settings (and SILC settings undertaking pupil testing)</b> - secondary pupils should undertake one test on-site at the start of term in their school asymptomatic test site (ATS) followed by one LFD self-test at home 3-4 days after their on-site test. They should then continue to test in line with government guidelines. Secondary settings have the option to stagger the return to school for the first week to accommodate on-site testing. Schools have the flexibility to consider how best to deliver the one test on return according to their circumstances. . <b>Staff in all education and childcare settings</b> (and FE College students) should take one LFD self-test at home either the evening or morning before they return to their school/college followed by one LFD self-test at home 3-4 days after. They should then continue to test in line with government guidelines. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.	NA	AR/JF	10/12/2021
	2.2	Contact parents / carers of pupils, and staff, to ascertain if there are any changes to / new medical or SEND needs so that staff 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.		AR/JF/JB	17/08/2021
	2.3	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.	NA		
	2.4	Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements.	NA		
	2.5	Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.		AR	17/08/2021
		<b>Ongoing</b>			
	2.6	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Initial check in Sept 21 then ongoing	JF	17/08/2021
ating pupil and staff c	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.		JF	17/08/2021
	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.		AR/JF	17/08/2021
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Lists of medical needs given to staff Sept 21 and to be kept in classrooms in Blue Folder	JF	17/08/2021

	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return in September and catering arrangements may have changed.	Medical form returns from families to be cross checked with current lists and alterations made where required.	JF and Catering Team	17/08/2021
4.Information to pupils, staff, parents / carers, visitors and contractors.	4.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children 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. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</a>	Information communicated via newsletters and school website as required.	AR	17/08/2021
	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. They should also be informed they will be asked to take a LFD test before entering the school building.	Communicated with visitors on arrival and posters on entry points to the school.	AR/JF	10/12/2021
	4.3	This may be by newsletters, letters, emails, signs etc....		AR/JF	17/08/2021
	4.4	Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g. deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on self isolating outside of the school is not being followed and this places other persons in the school at increased risk.		AR	17/08/2021



## Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.04 - Section 2 Ongoing procedures and practices subject to regular review and change

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
	<p><b>5.1</b> Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people).</p>		AR	17/08/2021
	<p><b>5.1.1</b> <b>Staff</b> - From 1st April 2021 CEV staff were no longer advised to shield and could return to the workplace. Employee risk assessments e.g. WASPs must be reviewed for all Clinically Extremely Vulnerable 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. For example :</p> <ul style="list-style-type: none"> <li>o can certain activities / tasks be carried out at home to reduce time on site ?</li> <li>o can a lower risk role be carried out for all / some of the time ?</li> <li>o travelling at non peak times if using public transport,</li> <li>o face masks / face shields / Perspex screens in class,</li> <li>o additional PPE such as aprons / gloves.</li> </ul> <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with 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><b>Pupils</b> - it remains the case that pupils who remain in the clinically extremely vulnerable group 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 or 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. 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 risk assessment 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</p>		AR	10/09/2021



<p><b>5. Clinically extremely vulnerable and vulnerable staff and pupils and home working.</b></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. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. If there are <b>unvaccinated clinically vulnerable pupils and students</b> within your setting, following the identification of a close contact, you may wish to put in place temporary additional protective measures whilst waiting for the outcome of any PCR test. These could include the identified close contact wearing a face covering (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Those identified as a close contact should also continue to engage with regular LFD testing if they are able. Any decision to take additional precautions should be based on the specific circumstances of the individual close contact and the clinically vulnerable children and young people within the setting, and you should weigh up what impact additional precautions may have on education and wellbeing. No pupil or student should be denied education based on their compliance with any additional precautions.</p>	AR	17/12/2021
	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. <b>Home working</b> - The DfE schools guidance says that: "We expect all education and childcare settings, including further and higher education providers, to continue to provide face-to-face teaching, and staff should continue to attend their place of work if required in order to deliver this. Teaching and learning should not be moved online as a result of the work from home guidance and we continue to expect higher education students (unless distance learners) to receive an element of face-to-face tuition. Therapists and wider children's service professionals should continue to be invited into education and childcare settings. Education and childcare leaders are best placed to determine the workforce required to meet the needs of their children, pupils and students. Education and childcare leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home, while minimising disruption to face-to-face education and care." <b>It is recommended that schools consider which roles, or which elements of roles, could be carried out effectively at home without disrupting face to face education and care e.g some office roles, PPA time at the beginning and end of the day, remote learning support etc.. Where possible, those roles, or elements of roles, should be carried out at home.</b></p>	AR	10/12/2021
	5.1.4	<p>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. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. People who live with CEV or CV persons should have their COVID risk assessment reviewed for the return in September to see if additional control measures such as additional PPE, changing clothes / showering on return home could be put in place.</p>	AR	17/08/2021

6. 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 and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice.		AR/JF	17/08/2021
	6.2	Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. If COVID-19 is suspected the child should start isolating and get tested.		AR/JF	17/08/2021
	6.3	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.		AR	17/08/2021
7. Persons developing Coronavirus	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.		AR/JF	17/08/2021
	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.	Either the music room or seating near the fire door in the library should be used with the door open to aid ventilation.	AR/JF	17/08/2021
	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.		AR/JF	17/08/2021
	7.4	Where the <b>initial</b> child, young person or staff member with symptoms tests <b>negative</b> , 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 10 day isolation period.		AR/JF	10/09/2021
	7.5	Where a child, young person or staff member tests <b>positive or the thresholds in the Outbreak Management Plan are reached</b> , you can contact the DfE helpline for advice around what action should be taken. Inform DCS Alert using form PCIF 01.		AR	10/09/2021

symptoms who have been on site previously or persons who develop symptoms whilst on site	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 HSWT if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01.		AR	10/09/2021
	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.		AR	17/08/2021
	7.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.		AR/JF/Cleaners	17/08/2021
	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.	Staff/Disabled toilet to be used for this purpose.	AR/JF	17/08/2021
	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.	School has no spare classroom facilities but the hall could be used for this purpose if required.	AR	17/08/2021
	7.11	UK Health and Safety Agency (UKHSA) is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).		AR	30/11/2021
		<b>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.</b>		AR	17/08/2021
		<b>Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning.</b>		AR	17/08/2021
		<b>Useful information on self isolating</b>			
		<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>		AR	17/08/2021
8. Controlling access into the school for staff, pupils and members of the public.	8.1	In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time.	Continue with morning staggered starts (Reduced from 25mins to 15mins) but move to parents collecting from the classroom to learning and teacher workload supervising children each night for prolonged periods.	AR and all staff	20/08/2021
	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, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.		All staff	20/08/2021

	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.	Parents to be notified of arrangements via newsletters. Normal routine is that parents only enter the site via the reception at times other than pick-up / drop-off	AR/JF	20/08/2021
	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.		AR/JF	20/08/2021
9. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	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.	Sanitizer to be stationed with the sign in system. All classrooms, hall, ICT suite and offices also have sanitizer stations	AR/JF	20/08/2021
	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. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not.	All classrooms, hall, ICT suite and offices also have sanitizer stations. Children to sanitize hands on entry to classrooms where hand washing is not practical or possible.	All staff	20/08/2021
	9.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	See above	AR/JF	20/08/2021
	9.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.		All staff	20/08/2021
	9.5	Tissues should be available in all group areas and should be single use only and binned after use.	Staff to replenish supplies of tissues from the school office when required.	AR/JF	20/08/2021
	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.		AR/JF	20/08/2021
	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.		All staff	20/08/2021
	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. Skin friendly skin cleaning wipes can be used as an alternative.		All staff	20/08/2021
	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.		JF	20/08/2021
	10.1	<b>General Cleaning</b>			
	10.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>		JF/Cleaning contractors	20/08/2021
	10.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	Basic cleaning equipment available in each classroom. Cleaning staff use their own products which are stored seperately	AR/JF	20/08/2021

10. Cleaning	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). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	See above. Classrooms only used by single classes. ICT suite only used by a single class each day. Cleaning wiles and sprays are available in each classroom for cleaning during the day.	All staff	20/08/2021
	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.	All rooms cleaned daily with additional cleaning where practical or required if different groups of children are sharing spaces.	AR/JF/Cleaning Contractors/Staff	20/08/2021
	10.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.	Consideration of which resources to use by staff to aid manageability without limiting learning.	AR/FS-KS1 staff mainly	20/08/2021
	10.2	<b>Rooms used for Isolating persons displaying symptoms</b>			
	10.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.		AR/JF	21/08/2021
	10.3	<b>Clothing</b>			
	10.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.		All Staff	20/08/2021
10.4	<b>Hygiene Suites / Intimate Care Facilities</b>				
10.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.		JF	20/08/2021	
11.	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.	Communicated to staff at the start of term. Classes will normally use single work spaces. The hall will be shared between groups but will be kept as well ventilated as possible. Whole school worship to commence in September but this will be changed if required.	AR	20/08/2021
	11.2	On 28th November 2021 the Government recommended that all staff, visitors and pupils (Year 7 and above) recommence the wearing of face coverings in communal areas and corridors. It is also still 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 not expected to wear face masks round school but may choose to if they wish. All staff to minimize close contact where possible and meetings should be held in well ventilated spaces with adults socially distanced.	All staff	30/11/2021

11. Close Contact and Test and Trace	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 should wear face coverings (and face shields) if screens cannot be provided.		AR/JF	30/11/2021
	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	20/08/2021
	11.5	<b>Test and Trace</b> - 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.		AR	20/08/2021
	11.6	<b>Close contact isolation</b> - 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. From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.	Staff informed of this.	AR	17/12/2021
	11.7	<b>Travelling from Abroad</b> - the guidance for persons travelling from abroad is updated regularly. Staff and pupils returning from abroad should follow the government guidance. This can be found at <a href="https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</a>		All staff	30/11/2021
	11.8	<b>Test and Trace guidance, some frequently asked questions and answers and a template letter for settings to send to parents, pupils and students on changes to contact tracing of close contacts have been provided by the DfE and can be found on the document sharing platforms for primary and early years, secondary schools, further education and higher education and children's social care. In addition LCC has produced a sample letter schools can use to inform parents / carers of positive cases in their child's class / year group.</b>	Letters communicated with families. Documentation to be sent out via the usual methods and on the school website.	AR/JF	20/08/2021
12.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.	List of qualified first aiders available from the office	AR/JF	20/08/2021
	12.2	Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.	See above	JF	20/08/2021
13.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.	NA		
	13.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	NA		
	13.3	Lift control panels should be cleaned between users e.g. using hand sanitisers or anti-viral wipes.	NA		
	13.4	Multi user Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	Anyone using the sign in system should gel hands before using and after if desired.	AR/JF	22/08/2021
	13.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Sanitizer available in locations where ICT equipment is present. ICT suite used by a single class in one day and cleaned each night before the next class uses the area.	AR/Cleaning staff	22/08/2021
	14.1	<b>Ventilation</b>			

<b>14. General controls</b>	<b>14.1.1</b>	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 or smell bad.		AR/JF/Governors responsible for site safety	22/08/2021
	<b>14.1.2</b>	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) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Internal doors maybe propped open but will need closing in the event of a fire. External door should be kept closed to aid site safety unless the doors are required to be kept open to allow access or to improve ventilation for a specific purpose.	All staff	22/08/2021
	<b>14.1.3</b>	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.		AR	22/08/2021
	<b>14.1.4</b>	You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> .	NA		
	<b>14.1.5</b>	To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened, d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents.		AR	22/08/2021

	<b>14.1.6</b>	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.		AR	22/08/2021
	<b>14.2</b>	<b>Learning Outside / Activities Outside</b>			
	<b>14.2.1</b>	Conducting activities e.g. meetings, school events, assemblies etc.. And learning outside is encouraged wherever possible, following hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.		AR	22/08/2021
	<b>14.3</b>	<b>Medical Needs</b>			
	<b>14.3.1</b>	Staff should be made aware of any medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.		AR/JF	22/08/2021
	<b>14.3.2</b>	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.		JF	22/08/2021
	<b>14.4</b>	<b>Water fountains</b>			
	<b>14.4.1</b>	Water fountains in shared pupil areas should continue to be taken out of use.	NA		
	<b>14.4.2</b>	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. For younger pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles.	Children to be encouraged to bring their own water bottles daily and filled at home to minimize need to refill during the school day.	AR	22/08/2021
<b>15.Educational Visits</b>	<b>15.1</b>	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. The government now recommends that schools consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. Schools should be aware that the travel list (and broader international travel policy) is subject to change and travel lists may change during a visit. Schools must comply with international travel legislation and should have contingency plans in place to account for these changes.		AR	30/11/2021
	<b>15.2</b>	Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments.		AR	22/08/2021
	<b>15.3</b>	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.		AR	22/08/2021



16. PPE for staff and pupils	16.1	<b>Government guidance from 28th November 2021 is that staff, visitors and pupils (in Year 7 and above) wear face coverings in communal areas and corridors. Pupils in Year 7 and above should also wear a face covering when travelling on public transport and dedicated transport to and from school. Transport -</b> face coverings should be worn by staff and pupils over 11 at all times on public and dedicated transport. <b>Close contact</b> - 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. <b>Choice</b> - 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. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). 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.	There is no requirement for staff or children to wear face coverings in normal daily duties in school. If meeting in confined spaces of with visitors to site they may choose to do so. Staff have the option to wear face coverings if they desire at any point of the school day. This guidance may be subject to change if government guidance changes.	AR	10/12/2021
	16.2	FFP2 / 3 masks are not generally necessary in a school setting.		AR	22/08/2021
	16.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.		AR	22/08/2021
	16.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.		AR/JF	22/08/2021
	16.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.		AR/JF/Staff using PPE	22/08/2021
	16.6	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.		AR/JF	22/08/2021
		<b>See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be purchased via the PPE Team and the range of items available has extended.</b>			
	16.7	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.		All staff	22/08/2021
16.8	It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly.	Stocks of face coverings available in classrooms and the school office if additional supplies are needed.	All staff	22/08/2021	
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.	RA to be shared with all staff prior to the return to school in September.	AR	22/08/2021	
17.2	Consider building in familiarisation time, training time and practice time for staff before the school opens in September.	See above	AR	22/08/2021	

17. Staff Wellbeing	17.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. <a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a>	All staff to note any information about wellbeing for future reference if required.	All staff	22/08/2021
	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. A WASP is available via Leeds for Learning.		AR	22/08/2021
	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.		AR	22/08/2021
	17.6	Identify Mental Health First Aiders.	DR, AR and GW have completed Mental Health First Aid training to differing levels. If staff require support contact one of these people in confidence for support.	AR	22/08/2021
	17.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	Staff to be informed of this support and other avenues as they become available.	AR	22/08/2021
		<b>Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning.</b>			
18. Contractors visiting site	18.1	Where visits can happen outside of school hours this should continue.		AR/JF	22/08/2021
	18.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors should adhere to the schools risk assessment when on site including wearing face coverings. Ask contractors to carry of a LFD test before coming on site.		AR/JF	10/12/2021
	18.3	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.		AR/JF	22/08/2021
	18.4	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.		AR/JF	22/08/2021
	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.		AR/JF	22/08/2021
	18.6	If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe / Clean It" principle.		AR/JF	22/08/2021
	18.7	A record should be kept of all visitors for at least 14 days.	Record of visitors kept as part of sign in system	JF	22/08/2021
19.	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 and they are asked to wear a face covering. Ask visitors to carry out a LFD test before coming into the school.		AR/JF	10/12/2021
	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 provided hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers.	No separate facilities available. Visitors to use the staff facilities.	AR	22/08/2021

19. Lettings / Meetings / Visitors	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.		AR/JF	22/08/2021
	19.4	Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, can meet indoors and outdoors. The activities should ensure that a) everyone maintains good hand hygiene and cleans their hands regularly, including as they arrive, between activities, and as they leave, b) adults are asked to wear face coverings where settings have identified this is advisable e.g. when moving around in corridors and in communal areas, c) indoors the areas used are well ventilated with fresh air (see the section on ventilation), d) any rooms used by these groups are cleaned after each use, e) activities take place outside where safely possible, f) a record of all visitors to the setting is kept, g) adults should wear face coverings in communal areas. All participants attending or working in a parent and child group operating in community premises (such as community centres, youth clubs, public libraries, and places of worship), where there is a mandatory requirement to wear a face covering, are exempt from doing so when they are in: <ul style="list-style-type: none"> <li>• a private activity room or classroom or</li> <li>• where the premises has been hired out for the sole use of the provision</li> </ul> For the exemption to apply, the parent and child group must be meeting for the benefit of children under the age of 5 years and organised by a business, a charitable, benevolent or philanthropic institution or a public body. Group singing can take place and should follow the guidance below in section 28.		AR	10/12/2021
	19.5	In Early Years settings parents are more likely to come into the premises to drop off / pick up children, settle new children and to help their children adapt to their new environment. 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, c) ensure parents / carers avoid close contact with other children where possible, d) ask parents to LFD test before coming into the school if they will be on site for a significant time and not just to drop off / pick up e.g to help settle a child, for familiarisation visits.		AR/DW	10/12/2021
20. Pupil Wellbeing	20.1	<b>Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages.</b>			
21. 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..		JF	22/08/2021
	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.		AR/JF	22/08/2021
	21.3	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and during the serving period.		AR/Catering Staff and staff supervising lunch	22/08/2021
	21.4	Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitisers.		Catering staff/JF	22/08/2021
22. 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. <b>See also 2.1.</b>	Staff to have access to the new Risk Assessment prior to returning to school in September. It is the responsibility of the individual to clarify any areas of the RA they are unsure about.	AR	22/08/2021

<b>23. Drop off of Essential Items Forgotten by Pupils</b>	<b>23.1</b>	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.	All drop offs of this type to be handled via the school office where appropriate actions can be taken prior to the delivery of the item to the individual.	JF	22/08/2021
<b>24. Dedicated Transport</b>	<b>24.1</b>	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 should wear a face covering unless exempted for medical or other reasons.	Class 3 staff accompanying swimming on dedicated transport should be aware of this advice and act on it if required.	Class 3 staff	10/12/2021
<b>25. School Sites Shared with other Users e.g. PFI Staff, Children's Centres</b>	<b>25.1</b>	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.	NA		
	<b>25.2</b>	Schools who operate a children's centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting.	NA		
<b>26. Marking / Handling School Work</b>	<b>26.1</b>	Staff and pupils can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).		All Staff	22/08/2021
<b>27. Before and after school clubs</b>	<b>27.1</b>	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.	Where possible ASC should take place outside. When inside the hall should be kept ventilated.	ASC staff/AR	22/08/2021
	<b>27.2</b>	Where possible keep children and staff in consistent groups.	Due to numbers of staff and children this is not possible. Social distancing should be encouraged, use of outside space, regular cleaning and hand sanitizing should also be in place. Records of all children attending club should be kept to aid contact tracing.	AR/ASC Staff	22/08/2021

28. Music and Performing Arts - for detailed guidance follow <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions">https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</a>	28.1	Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 for events and attractions, which provides details of how to manage audiences as well as carry out performing arts safely. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.	Whole school singing will resume from September but if cases of COVID occur in school or cases rise in the community this will be reconsidered along with other safety/protective measures.	AR	10/09/2021
	28.2	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.		AR	22/08/2021
	28.3	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.		AR/KJ	22/08/2021
	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.		KJ	22/08/2021
	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.		AR/KJ	22/08/2021
	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.		AR/Sports Coaches/Staff delivering PE	22/08/2021

29. PE / Sports including dance.	29.2	Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</a> . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance.		AR/Sports Coaching Staff	22/08/2021
	29.3	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.		AR	22/08/2021
	29.4	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.	Children to attend school in PE kits on PE days.	AR	22/08/2021
30. Science and D&T	30.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a>		AR/Staff delivering Science or DT	22/08/2021
	31.1	<b>General</b> - 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).	Where possible resources should be kept to single group use.	AR/All staff	22/08/2021
	31.2	<b>General</b> - 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. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of a limited number of pupils and be washed at the end of every day.	Staff to maintain clutter free environments to aid cleaning of surfaces and minimize having to move items to enable cleaning to take place.	All staff	22/08/2021
	31.3	<b>Staff Rooms</b> - 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.		All staff	22/08/2021
	31.4	<b>Play equipment</b> - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment.	Outdoor Play equipment to be kept on single play areas to minimize contact between groups. Children must sanitize hands on re-entering the building after play times.	All staff	22/08/2021

31. Shared Resources / Areas	31.5	<b>Classroom resources</b> - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared and these should be cleaned regularly, along with all frequently touched surfaces. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	School to provide resources as required but children also encouraged to bring their own resources and pencil cases to minimize the need to use shared resources.	All staff	22/08/2021
	31.6	<b>Early Years</b> - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group.		DW/FS staff	22/08/2021
	31.7	Pupils can take resources e.g. library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned.	Where practical this should take place but this may not always be possible	All staff	22/08/2021
	31.8	<b>Toilets</b>			
	31.8.1	Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this.		All staff	22/08/2021
	31.8.2	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).		All staff	22/08/2021
	31.8.3	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.	NA		
	31.8.4	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.		AR	22/08/2021
	31.9	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.		AR/JF	22/08/2021
32. Record Keeping	32.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.		AR/JF	22/08/2021
	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.		AR/JF	22/08/2021
	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.		AR/JF	22/08/2021
	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 covid case spreadsheet.		JF	22/08/2021

33. 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 it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings.		AR	22/08/2021
	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 e) drivers and passengers wearing face coverings.	Any use of private vehicles for transporting children should have prior permission of the HT and be documented on EVOLVE.	AR	22/08/2021
34. Asymptomatic Testing	34.1	An asymptomatic lateral flow device testing programme has been put in place in the school.	All staff to have access to LFTs and to continue to test twice weekly following school guidance or until government guidance changes	AR	22/08/2021
	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 school guidance	AR	22/08/2021
	34.3	Where relevant, pupils are being offered 1 lateral flow test in the school on site testing site followed by regular twice weekly home testing on their return to school in January 2022.	NA		
	34.4	Staff and pupils (where relevant) who are attending activities on site during the christmas break should continue to test regularly if they are attending settings that remain open, such out of school activities. Staff and pupils (where relevant) who are not attending their setting during the holiday period do not need to test twice weekly but may wish to take a rapid lateral flow test in situations where they are more likely to catch or spread COVID-19. This includes spending time in crowded and enclosed spaces, or before visiting people who are at higher risk of severe illness if they catch COVID-19. <b>Secondary age pupils</b> should undertake one test on-site at the start of term in their school asymptomatic test site (ATS) followed by one LFD self-test at home 3-4 days after their on-site test. They should then continue to test in line with government guidelines. Secondary settings have the option to stagger the return to school for the first week to accommodate on-site testing. Schools have the flexibility to consider how best to deliver the one test on return according to their circumstances. <b>Staff</b> in all education and childcare settings (and FE College students) should take one LFD self-test at home either the evening or morning before they return to their school/college followed by one LFD self-test at home 3-4 days after. They should then continue to test in line with government guidelines.	NA		10/12/2021
	34.5	Sections 3 or 4 of this risk assessment are being followed by the school and staff / pupils taking part.		AR	22/08/2021
	35.1	<b>General Controls</b>			



<b>35. Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk assessment.</b>	<b>35.1.1</b>	Carry out events outdoors wherever possible. If indoors, use a large well ventilated space.		AR	22/08/2021
	<b>35.1.2</b>	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.		AR	22/08/2021
	<b>35.1.3</b>	Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons.		AR	22/08/2021
	<b>35.1.4</b>	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.		AR/All staff	22/08/2021
	<b>35.1.5</b>	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.		AR/JF	22/08/2021
	<b>35.1.6</b>	Visitors to all school settings should wear a face covering when in school premises and be asked to LFD test before coming into the school.		AR/JF/Any member of staff meeting visitors from outside the school.	10/12/2021
	<b>35.1.7</b>	Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance.	Visitors to be provided with guidance on school procedures relevant to their duties	AR/JF	22/08/2021
	<b>35.1.8</b>	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.		AR	22/08/2021
	<b>35.1.9</b>	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.		AR	22/08/2021
	<b>35.1.10</b>	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.		AR/JF	22/08/2021
	<b>35.2</b>	<b>Arrival, departure and movement around the premises.</b>			
	<b>35.2.1</b>	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.		AR	22/08/2021
	<b>35.2.2</b>	Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits.		AR	22/08/2021
	<b>35.2.3</b>	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.	One way systems not practical on the site due to numbers of access points. September systems to be evaluated and adapted if require.	AR	22/08/2021
<b>35.2.4</b>	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.	Not possible due to lack of alternative facilities	AR	22/08/2021	
<b>35.2.5</b>	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.	Systems of access and control to be considered for individual events depending on numbers. Where large numbers are predicted a ticketing system maybe required to ensure maximum numbers are ensured.	AR	22/08/2021	

	35.2.6	Schools are not required to use the NHS COVID Pass, unless they are holding a specific event, such as a reception, concert or party), that meets the attendance thresholds detailed below for indoor and outdoor events. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds. Schools should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training. "The use of the NHS COVID Pass is required as a condition of entry into the following places a) <b>indoor events with 500 or more unseated attendees</b> , where those attendees are likely to stand or move around for all or part of the event, such as music venues with		AR	10/12/2021
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**Section 4 - Home Mass Asymptomatic Testing for Primary and Nursery Settings - daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.**

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Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
<b>Primary and School Nursery Settings - currently limited to twice weekly staff home tests. Guidance and Resources are available on the Primary School Portal - a link is available on the Leeds for Learning Health, safety and Wellbeing Home page.</b>				
<b>PT1. Organising the testing system.</b>	1.1 Staff should be provided with the school amended letter for staff and privacy notice (on the Primary schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the primary schools portal to enable them to make an informed decision regarding consent for weekly testing. It is recommended this is done as a group in staff meetings to give a consistent message and it could be done via a virtual staff meeting with time during / after fro staff to ask questions / raise any issues or concerns.	Staff were provided with documentation and guidance at the start of testing. New staff will receive instruction as part of induction.	AR/JF	22/08/2021
	1.2 Staff 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	Contained in school guidance document	AR/JF	22/08/2022
	1.3 Identify and record which staff 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.		AR/JF	22/08/2021
	1.4 Set up a system of recording the distribution of test packs and the results of testing carried out.	Clipboard in office - Test kits to be signed for when collecting	JF	22/08/2021
	1.5 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 :			
	a) who is communicating with staff and addressing any personal issues / concerns with regards to testing they may have.	AR/JF	AR	22/08/2021
	b) who is distributing the correct number of kits to staff, ensuring staff have the right instructions and are signing for the test kits.	AR/JF	JF	22/08/2021
	c) who is the point of contact for staff 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.	AR	AR	22/08/2021
	d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form.	AR	AR	22/08/2021
	e) who is managing the storage, stock control and re-ordering of test kits.	JF	JF	22/08/2021
1.6 It is recommended staff 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.	Communicated with initial instructions	AR	22/08/2021	
1.7 Set up a collection point in school for the distribution of the test packs - this should be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2°C and 30°C . For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen.	School office store	AR/JF	22/08/2021	
1.8 The lot numbers of the testing kits provided should be recorded on arrival.		JF	22/08/2021	
2.1 Testing kits should be stored between 2°C and 30°C.		JF	22/08/2021	

PT 2. Storage and management of Testing Materials / Supplies for the Testing area.	2.2	Storage areas should be lockable and access restricted to authorised personnel only.	School office store only accessible by staff and locked when unattended	JF	22/08/2021
	2.3	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.		JF	22/08/2021
PT 3. Issuing tests	3.1	The tests should be offered to all staff. Staff are expected to sign for the receipt of their test kits.		AR	22/08/2021
	3.2	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.	Testing kits offered to catering, sports coaching and cleaning staff who are regularly in school but employed by other organizations.	AR/JF	22/08/2021
	3.3	All staff 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.		All staff consenting to testing	22/08/2021
	3.4	It is recommended staff are given time slots for the collection of their test kits to avoid staff congregating in the area. You may wish to allocate a member of staff to deliver the testing kits to staff in where they are based. Staff distributing / collecting test kits must hand sanitise before / after handling kits.	Small staff numbers mean that this is not required	AR	22/08/2021
	3.5	When issuing test kits the issuer must complete the test kit log - see record keeping below.		JF	22/08/2021
	3.6	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 are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff can still access the instructions if they loose the leaflet.		JF	22/08/2021
PT 4. Conducting the Tests	4.1	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 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.	FT staff to test Sunday and Wednesday. Where working patterns mean that a staff member is not in school on certain days alternative arrangements have been put in place.	AR	22/08/2021
	4.2	Consider the time consenting staff 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 LFT and for staff to have the time to re-take a test if they get void results.	Testing to take place in the evening of the set days to allow time for contingency plans to be put in place as the result of a positive test.	AR	22/08/2021
	4.3	Staff that have had a positive PCR test in the last 90 days are exempt from taking twice weekly LFD tests 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. Due to the Omicron variant staff and pupils who have had a positive PCR test in the last 90 days are now advised to take part in daily testing if required as a close contact.		AR	17/12/2021
	4.4	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.		JF	22/08/2021
	4.5	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.		All staff consenting to testing	22/08/2021
	4.6	If a test result is inconclusive / Void the individual should take another LFT 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 should arrange to have a PCR test.		All staff consenting to testing	22/08/2021
	4.7	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.		All staff consenting to testing	22/08/2021

	4.8	As soon as possible after a positive or negative result staff should upload their results to the NHS online at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or by contacting 119. They must also inform the school via the identified route / at the identified time.	AR to be immediately informed of positive tests. All test results to be recorded on the Microsoft recording from (details in the staff guidance document)	All staff consenting to testing	22/08/2021
	4.9	Staff 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 page 17.		JF	22/08/2021
PT 5. Test results and actions to take	5.1	<b>Positive result</b> - 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. Close contacts who are exempt from isolation are strongly advised to carry out daily LFD tests for 7 days (unless under 5).		All staff	17/12/2021
	5.2	NHS Test and Trace will undertake any close contact tracing.		AR	22/08/2021
	5.3	If the PCR test is taken within 2 days of the LFD test and is negative the individual and any close contacts isolating or testing daily can end isolation or daily testing unless they have symptoms of Covid 19.		All staff	17/12/2021
	5.4	<b>Negative result</b> - individual and household can continue as normal unless they have symptoms of Covid-19.		All staff	22/08/2021
	5.5	<b>Inconclusive / Void result</b> the individual should take another LFT 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 should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic.		All staff consenting to testing	22/08/2021
PT 6. Record keeping / Reporting.	6.1	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 signatures on collection and c) their own records of the results of tests.		AR/JF	22/08/2021
	6.2	Records must be kept in accordance with GDPR requirements.		AR/JF	22/08/2021
	6.3	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 Primary School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples.	See school documentation	AR/JF	22/08/2021
	6.4	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.		AR/JF	22/08/2021
	6.5	All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert ( <a href="mailto:DCS.alert@leeds.gov.uk">DCS.alert@leeds.gov.uk</a> ).		AR	22/08/2021
PT 7. Waste Disposal	7.1	Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste.		All staff consenting to testing	22/08/2021