

Area of control		Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1	Inspect the site for:	School is still operational with regular routine building and facilities inspections being undertaken		
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure		Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.1.2	Damage to the building and fixtures and fittings		Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...		Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required		Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2	Operational checks (to ensure good working order) to be carried out on :	School is still operational with regular routine building and facilities inspections being undertaken. All service and maintenance contractors are working, fulfilling contract requirements and contactable in the event of faults/breakdowns/emergencies	Heads of Centre/Facilities Manager	IB May 19/05/2020
	1.2.1	Fire alarms/smoke alarms/panic and accessible-toilet alarms.		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.2	Fire-door mechanisms		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.3	Emergency lighting		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.4	Gas supplies including kitchens		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.5	Kitchen equipment		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.6	Ventilation systems including LEV in kitchens		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020

	1.2.9	Windows, doors and gates including electronic gates and doors		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.10	Any D&T equipment		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.11	Air Conditioning units for leaks and correct operation		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.12	Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	IB May 19/05/2020
	1.2.14	Hoists and care equipment used for student accessibility, Physio, intimate care, hygiene suites etc.		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff, Educарers	IB May 19/05/2020
	1.2.15	All waste/refuse collections including hazardous waste contracts are operational and meet the needs of the present school use and occupancy levels		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff, Educарers	IB May 19/05/2020
	1.2.16	Grounds Maintenance equipment serviced as per the seasonal requirements and service schedules		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff, Educарers	IB May 19/05/2020
	1.2.17	Grass cutting and gardening contracts being carried out as per seasonal and contract requirements		Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff, Educарers	IB May 19/05/2020
	1.3.1	Ensure Statutory Inspections are up to date for :	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections		
	1.3.2	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);		Facilities Manager	IB May 19/05/2020
	1.3.3	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);		Facilities Manager	IB May 19/05/2020
	1.3.4	LEV (if the scheduled inspections have not taken place in the last 14 months); including kitchen extraction and ventilation systems		Facilities Manager	IB May 19/05/2020
	1.3.5	Gas supplies (if the scheduled inspections have not taken place in the last 12 months);		Facilities Manager	IB May 19/05/2020
	1.3.6	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);		Facilities Manager	IB May 19/05/2020
	1.3.7	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)		Facilities Manager	IB May 19/05/2020
	1.3.8	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);		Facilities Manager	IB May 19/05/2020

	1.3.9	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);		Facilities Manager	IB May 19/05/2020
	1.3.10	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);		Facilities Manager	IB May 19/05/2020
	1.4	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);		Facilities Manager	IB May 19/05/2020
	1.4.1	Cleaning of the premises	Deep clean procedures have been in operation for several weeks. Higher strength disinfection is being undertaken along with additional wipe downs throughout the school day. Staff have been reminded to leave work areas and surfaces clear at the end of the day to allow the cleaners to maintain the higher standards and a hygienic working environment. Particularly in office and teaching areas.	Facilities Manager	IB May 19/05/2020
	1.4.2	Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.		Facilities Manager	IB May 19/05/2020
	1.5	If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	The school has been open (see 1.4.1) Where numbers and building usage increases, the cleaning plan is increased accordingly. All cleaning is undertaken by the LCC Cleaning Services, The school facilities support staff are frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate hospital level cleaning products and methods.	Facilities Manager	IB May 19/05/2020
	1.5.1	Supplies			
	1.5.2	Ensuring you have adequate supplies of soap and hand towels / drying facilities in kitchens, toilets and at sinks.	Present ordering system to retain a 3 week capacity of stored equipment to counter possible supply shortages	Facilities Manager, Finance Manager, Facilities staff	IB May 19/05/2020
2. Assessing staff and pupil numbers to assist in plans for opening	2.1	Ensuring you have adequate supplies of cleaning materials.	Present ordering system to retain a 3 week capacity of stored equipment to counter possible supply shortages	Facilities Manager, Finance Manager, Facilities staff	IB May 19/05/2020
	2.2	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are about 'working towards' the re-integration of pupils. Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision.	Heads of School ongoing and regular review of the school sites, available staffing and capacity to educate pupils as safely as is possible within the government guidance and current best practise. Transport requirements for w/c 1st June have been notified to school transport and catering have been informed. Transport review include the maximum of passenger, staffing and vehicle numbers - Review prior to June 1st. The school will initially add a further 40 pupils from 1st June to the current number (n=100).	Principal	Ongoing
	2.3	Contact parents / carers of relevant pupils and staff to ascertain who will be coming into school / be available for work so that rotas, ratios, medical, SEN and first aid needs etc can be assessed.	All parents/carers have been contacted via phone, there will be a staged plan with entry points on 1.6.20/15.6.20/1.7.20/8.9.20, depending on government guidance. Staff (unless shielding) will return 4 days per week from 1.6.20. This will be reviewed by 15.6.20	Teaching Staff	19/5/2020

	2.4	Consider if it is possible to have all eligible year groups back in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. For example some schools are looking at shift patterns; others at 2 days in for one year group and two for another; others at half days per year group.	See above, pupils are in school 4 day per week unless they are children of key workers (5 day access). This will be reviewed by 15th June. The West Oaks basic principles are class sizes that are 50% capacity, groups will have a designated area and allocated staff (their bubble), dining arrangements will be extended to other designated spaces, further staff room space will be introduced, additional protocols for hand washing and cleaning will be adopted, reduced usage of shared areas and more learning taking places outdoors, PPE will only be for intimate cares as per DfE guidance. See detailed plans	Principal/Heads of School	Ongoing
	2.5	Consider that staff are likely to be still be supporting remote learning of pupils not attending school for whatever reason and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.	Staff continue to be allocated PPA as appropriate. Staff are allocated to roles teaching in school or supporting home learning. See detailed plans	Heads of School, Lead teaching staff	Ongoing
	2.5a	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Government and LA guidance is being maintained and implemented. Parents/carers and staff are aware they must not attend school if displaying any symptoms. A safe place to isolate a case within the school (Isolation Unit) is identified and tracking of contact will be undertaken with those persons asked to self isolate as per the Government guidance. Groupings/staffing will be reviewed in light of any cases.	Heads of School, Lead teaching staff, Logistics Management, Facilities Support	Ongoing
	2.6	Maintain the Bungalow (Boston Spa), Meeting Room (Woodhouse) as a hygienic and safe isolation point should a case be identified.	Area has several separate rooms along with 2 separate kitchen areas where hand washing and cleaning can be undertaken. Access for individuals is good, separate from the main school with parking directly in front of the doors (Boston Spa). Meeting room is located next to the medical room at the end of a corridor, there is a designated toilet and sink space for that area (Woodhouse).	Heads of School, Lead teaching staff, Logistics Management, Facilities Support	Ongoing
	2.7	Ensure Emergency response packs are available in the isolation zones	10 packs of 1 x mask, 1 x apron, 1 pair each of S, M and L disposable gloves stored in a yellow hazardous waste bag which should be used to dispose of any used items once used.	Heads of School, Lead teaching staff, Logistics Management, Facilities Support	Ongoing
	2.8	Provide and maintain full class isolation space for tracked students and staff to group	Bungalow at Boston Spa to be used as isolation unit and art room as space to vacate to if classroom needs to be cleaned. Meeting room and toilet/hygiene space to be used at Woodhouse.	Heads of School, Lead teaching staff, Logistics Management, Facilities Support	Ongoing
	2.9	Agree dining room plan, groupings, seating requirements and service arrangements to ensure safe but appropriate and comfortable eating experience which also takes account of the students understanding and enjoyment of this key period of the school day. Continue to ensure meals are available each day for staff who choose to take one.	Pupils eat either eat in the dining hall or classroom space, to minimise social contact. Staff are asked not to leave the site once arrived for the school day. School dinners are provided for staff to help maintain our "bubble" approach where requested and meals ordered each day as they arrive to ensure correct pupil/staff numbers are supplied to the catering staff.	Heads of School, Lead teaching staff, Logistics Management, Facilities Support, LCC Catering Management	Ongoing
	2.91	Plan the buildings and access around the school site to support social distancing as far as is reasonably practicable	Plan in place identifying pinch points where staff and students should avoid standing/talking. Staff advised to maintain social distancing wherever possible. This is monitored and staff are requested to raise any concerns or areas of the school they feel are/have/may present manageable risks. Plan of the school attached to this RA.	All Staff	Ongoing

	2.92	Provision and planning of staff facilities for taking breaks and lunches	An additional staff room has been created at the Boston Spa Site from 1st June. Staff will be instructed which area they should use each day to help manage the ability of the school to provide as much space as possible for staff to relax and take breaks. Hot and cold drinks food storage and seating is available. Additional cleaning measures have been put in place to keep these area and equipment clean. Staff should contribute themselves to wiping down their own belongings and food etc. which is stored in these areas and/or fridges etc. At the Woodhouse Site, an additional space for staff to use has been created in the Social skills room. If necessary as numbers increase additional cleaning staff are required to maintain the added cleaning duties. LCC cleaning services will be contacted and requested to provide these staff.	All staff. LCC Cleaning Services (Where requested)	Ongoing
	3	Ongoing			
3.Updating pupil and staff details	3.1	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Maintain existing planning arrangements in these areas. All groups have a radio and a first aid kit, data collection sheet to be circulated to all parents on pupil return. Updated Information sheet in light of Covid-19 situation will be circulated to parents of children returning to school w/c June 1st.	Tlcos, Heads of School, Director of Operations	Ongoing
	3.2	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Any changes to pupils' needs are communicated by parents to class teachers. Other staff made aware as appropriate. Data collection sheet sent to parents for up to date info on diet, medical, emergency contact, permissions etc	Tlcos, Heads of School, Director of operations, Reception staff as directed	Ongoing
	3.3	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	Updated by class lead and overseen by TLCo, these will be reviewed during the first week of a child returning to school and adapted if there are any changes to the provision a child needs.	Tlcos, Heads of School, Director of operations, Reception staff as directed	Ongoing
	3.4	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 epipens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	This is continuously reviewed but additional measures to maintain and update this information will be stepped up/implemented; particularly at the point of re integration of additional/new students to the school sites	Tlcos, Heads of School, Director of operations, Reception staff as directed	Ongoing
	3.5	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	This is continuously reviewed but additional measures to maintain and update this information will be stepped up/implemented; particularly at the point of re integration of additional/new students to the school sites	Tlcos, Heads of School, Director of Operations, Reception staff as directed, Catering staff and Managers	Ongoing
	3.6	Schools should continue to adhere to their medical needs policy regarding the administration of medication.	This is continuously reviewed but additional measures to maintain and update this information will be stepped up/implemented; particularly at the point of re integration of additional/new students to the school sites. Existing policies are current and up to date	Tlcos, Heads of School, Director of operations, Reception staff as directed	Ongoing
	3.7	If staff and pupils are based at sites which are not their usual location they should share relevant medical conditions so these can be assessed and steps taken to manage them as above.	This is continuously reviewed but additional measures to maintain and update this information will be stepped up/implemented; particularly at the point of re integration of additional/new students to the school sites. There is no planned working across sites, staff and pupils will be based on their usual site.	Tlcos, Heads of School, Director of Operations, Reception staff as directed, Catering staff and Managers	Ongoing

4. Assess activities / lessons which can take place	4.1	Teaching and play activities which require close direct supervision or contact should cease e.g gymnastics and football in PE, use of machinery in D&T and higher level / risk science experiments.	These and other potentially close contact curriculum activities are reviewed regularly. Staff are instructed to inform their TLCOs immediately if they feel a task or activity is likely to increase any current risks as the result of unnecessary and/or unmanageable close personal contact. Pupil numbers and the environment in which activities are being carried out on the sites may permit a range of activities to be maintained/carried out. Activities will be limited to individual bubbles and risk assessed by the lead member of staff.	All staff	Ongoing
	4.3	Indoor and outdoor equipment that cannot easily be cleaned after each user or kept for one user at a time should be taken out of use e.g trim trails, climbing frames, indoor and outdoor gyms. This includes the fixed equipment at each site. Spray disinfectant routines to be carried out appropriately of gates and fences and monitored/reviewed appropriately or in the event of any concerns being raised by staff and or parent/carers/visitors	It is not possible to remove all such items due to the nature of our students with complex SEN and individual items are important to some of our students, however, the schools cleaning and wipe down arrangements will be increased accordingly. Staff must advise the facilities assistants (Reception Radio contact) should any area/fixed equipment appear soiled or, or in need of a wipe down over and above the existing. Facilities staff instructed to include these areas as a part of their daily wipe down routines and will wear appropriate PPE. Additional support will be bought in if this is required or to cover absent support. Pupils will assess set areas within their bubbles, any shared areas will be cleaned before the next bubble has timetabled access.	All staff	Ongoing
	4.4	Reduce the use of shared resources e.g stationary, books etc . and allocate individual resources to pupils wherever possible that is for their sole use.	This will be reviewed by heads of School and TLCos on a regular basis. Appropriate wiping down of these items will be undertaken by a range of the school staff either prior or after use as deemed appropriate and necessary. Appropriate cleaning materials and wipes are available as required and/or as requested. Each class will have an individual stock of resources that are used only for that class.	All staff	Ongoing
	4.5	Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discrete group of staff and pupils can be cleaned at the end of the day, but keep to a minimum.	An audit of these items which can be safely and appropriately removed will be undertaken and any such items either disposed of or stored securely in designated areas of the school or external storage.	All staff	Ongoing
	4.6	Shared materials and surfaces should be cleaned and disinfected more frequently.	Facilities support staff and cleaning services staff have increased cleaning schedules undertaken at various times of the day and as directed for individual or specific circumstances	All staff	Ongoing
	4.7	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	Ongoing management and review of all teaching timetables and use of the school site in place and will be maintained and reviewed/alterd to cater for any additional risks identified. Staff to be vigilant and advise TLCos of any concerns or worries they encounter or feel exist with the use of any such areas or pupil groups. Shared resource tasks and activities (ICT etc) to be suspended until appropriate safe measures can be out in place.	Heads of School, Tlcos	Ongoing
		Ongoing			

5.Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	This is an existing and ongoing process. Staff are responsible for communicating effectively with TLCos and the school's management to ensure the school community and premises are safe and that arrangements, procedures and resources are fit for purpose, safe and manageable taking account of the complex nature of the student groups and behaviours. Staff are experienced in managing complex pupil groups and ensuring the environment is appropriate for the planned activity/interaction	Heads of School, all school staff	Ongoing
	5.2	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Regular communication is in place. This includes at least weekly letters to parents placed on the website and on class dojo, weekly individual telephone calls to parents also take place. LA is informed via weekly briefing to Sue Rumbold/Val Waite and through DCS Alert.	Heads of School, class teachers	Ongoing
	5.3	All persons likely to come onto the school grounds should be informed they must not attend if they are displaying any symptoms of Coronavirus.	Notices on the school entrances remind everyone that they must not enter the site if unwell. This is also communicated to staff in briefings and via email.	All	Ongoing
	5.4	Information on the schools website is continually updated to represent the present guidance being implemented by the school.	This is reviewed daily and/or when changes to the guidance is made and/or communicated via Principal on a weekly basis.	Principal	Ongoing
6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1.1	Clinically Extremely Vulnerable persons.			
	6.1.2	Staff and pupils who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves.	Staff and pupils who are clinically extremely vulnerable are not in school. They have been at home since w/e March 20th. Staff are working from and pupils are being educated via home learning. A pupil shielding list has been shared with the school via NHS and we are working with those families of children on the list.	Heads of School	Ongoing
	6.1.3	Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, those pupils and staff should continue to learn / work from home.	Arrangements have been made for staff living with someone who is clinically extremely vulnerable to work from home. They have been at home since w/e March 20th. this is constantly under review and we maintain contact with our staff group through Director of Operations.	Heads of School, Director of Operations	Ongoing
	6.2.1	Clinically vulnerable persons			
	6.2.2	<u>Staff</u> - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g. by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment e.g. a WASP.	See 6.1.2	Heads of School, Director of Operations	Ongoing
	6.2.3	<u>Pupils</u> - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. An IPRA will be required for that pupil if they are to come on site.	See 6.1.2	Heads of School, Director of Operations	Ongoing

	6.2.3	Living with someone who is clinically vulnerable – pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.	See 6.1.3	Heads of School, Director of Operations	Ongoing
7. Persons who are already displaying Coronavirus symptoms	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating.	Staff advised through weekly staff briefings, emails and the school website. Parents and carers informed via letters, class dojo. All other persons told when arriving on site, personally and/or through email and department heads/line managers. Signs in the school Reception and around the school site. Staff/families advised to request a test, school can refer staff for tests.	All Staff, parents, Service providers, Contractors	Ongoing
8. Persons developing Coronavirus symptoms whilst on site	8.1	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating.	Staff and parents/carers have been advised - see 7.1 The school has asked all parent carers to be vigilant about any possible symptoms displayed by their children. The transport staff also follow strict departmental advice and guidance with full support from the school regarding any decisions made not to transport a pupil/ The school will always take into consideration the detailed personal, medical, confidential information we have for students in supporting parents and transport staff where appropriate and safe to get the pupil back into school.	All Staff, parents, Service providers, Contractors	Ongoing
	8.2	All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.	Anyone displaying symptoms asked to leave the site and seek a test at the earliest opportunity. School will refer staff for tests in line with local/national testing procedures. Parents are asked to refer pupils for tests. Records are kept of staff/pupils self isolating.	All Staff, parents, Service providers, Contractors	Ongoing
	8.3	Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils.	Separate isolation unit has been established - see 2.6 to 2.8	All Staff, parents, Service providers, Contractors	Ongoing
	8.4	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.	Separate isolation unit has been established - see 2.6 to 2.8	All Staff, parents, Service providers, Contractors	Ongoing
	8.5	Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.	Director of Operations conducts the relevant checks and ensures correct protocols for individuals are adhered too, ensuring a safe to return to a school site.	Director of Operations, Heads of School	Ongoing
	8.6	Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.	Class groups of both students and staff are being maintained as additional safe bubbles within the main school safe bubble which will aid contact tracing should this be required. The Principal/Head of School/Director of Operations will contact with the relevant persons within Children's Services/and Public Health England to look at any additional action and/or safeguards which may need to be implemented should the situation arise	Director of Operations, Heads of School	Ongoing

	8.7	As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.	Class groups of both students and staff are being maintained as additional safe bubbles within the main school safe bubble which will aid contact tracing should this be required. The school will also be in contact with the relevant persons within Children's Services/and Public Health England to look at any additional action and/or safeguards which may need to be implemented. The school will maintain its present robust monitoring, tracing and review of any individual persons or circumstances which are brought to its attention to maintain the safety of all building users.	Director of Operations, Heads of School	Ongoing
	8.8	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Class groups of both students and staff are being maintained as additional safe bubbles within the main school safe bubble which will aid contact tracing should this be required. The school will also be in contact with the relevant persons within Children's Services to look at any additional action and/or safeguards which may need to be implemented. The school provides full hand hygiene measures and materials for all areas staff are expected to work within the school sites. Additional hand sanitising products are placed on the Reception and key areas around school where it is safe to have an aerosol type product.	Director of Operations, Heads of School, All staff	Ongoing
	8.9	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Safe systems in place for cleaning and facilities support staff. Hospital strength disinfection products are used around the school sites.	Heads of School, LCC Cleaning services, Facilities Staff	Ongoing
	8.91	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.	The Bungalow and Art room (Boston Spa) Meeting Room and toilet directly outside (Woodhouse) are designated safe and hygienic areas for emergencies	Heads of School	Ongoing
		Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school.			
		Useful information on self isolating			
9. Controlling access into the school for staff, pupils and members of the public.	9.1	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection		Heads of School	Ongoing
	9.2	Consider staggering start and finish times, attendance times / days etc where possible to limit numbers of children and adults arriving / leaving at the same time. This may be by year groups or learning / class groups.	The school will not be considering this measure at this time as pupils are transported safely in by LCC or parents/carers and in low numbers. Review regularly.	Heads of School	Ongoing
	9.3	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing.	Plans have been agreed to manage the entry and exit of students, families and transport staff (Plan Attached) At least 2 points are available at each site with additional points in external cabins at the Boston Spa Site	Heads of School	Ongoing
	9.4	Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible.	Continuously reviewed with feedback and concerns taken into account from Parents/family/carers, visitors, staff and any incidents or issues encountered within the school sites at any point in the school day. In particular where there is any change to pupil and/or staffing numbers	Heads of School	Ongoing

	9.5	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.	The school assesses on daily basis the effectiveness of its cleaning schedules. These are undertaken throughout the school day using disinfectants (as described) and all handles and touch surfaces where possible cleaned. Additional cleaning staff and schedules will be introduced where necessary, possible and/or practical.	Facilities Support, Lcc Cleaning Services, Heads of School	Ongoing
	9.6	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with 2m distance markers to help.	This is managed and monitored by school staff and managers with signs placed in key areas of the school. All transport providers have received this instruction both individually and through their line management	Heads of School, all staff including those managing the home to school transport periods, Transport staff and Contractors	Ongoing
	9.7	Parents and carers should be advised that only one adult should accompany their child to / from school.	Information passed to the relevant parent/carers on class dojo	Anna Stevens, class teachers	20/5/2020
	9.8	Parents and carers should be informed they should not come into the school building unless by prior arrangement.	Information passed to the relevant parent/carers on class dojo	Anna Stevens, class teachers	20/5/2020
	9.9	Staff should access and exit through the closest entrance to the area they will be based in.	Information passed to the relevant parent/carers on class dojo	Anna Stevens, class teachers	20/5/2020
	9.11	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.	This is in place, managed by Facilities and the Finance Manager	Facilities/Finance Manager	ongoing
10.Handwashing and hand sanitisers	10.1	If available have hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Signs placed with the sanitisers. These are also frequently wiped down. Individuals reminded by Managers and/or Reception staff as appropriate	Heads of School, Reception Staff, Managers	Ongoing
	10.2	Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands.	Staff regularly reminded about the importance of handwashing and wiping down furniture and resources using soap and water and detergent and water. Signs are placed around the school sites as appropriate to remind individuals. Staff should ensure adequate time and staff resources are provided to support students with effective hand washing routines	Heads of School	Ongoing
	10.3	If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or hand sanitiser could be provided.	Washing facilities and sinks are available to all staff and pupils. Hand sanitiser is also available to staff	Heads of School	Ongoing
	10.4	All persons should wash their hands before leaving the premises.	see 10.3	Heads of School	Ongoing
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Tissues are readily available in all areas of school.	Heads of School	Ongoing
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.	Hazardous waste bags are available for this purpose within safe locations identified	Heads of School	Ongoing
	10.7	In addition staff are to wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Staff are reminded about this along with signs used as required to remind them of the importance of handwashing.	Heads of School	Ongoing
11.Cleaning	11.1.1	General Cleaning			
	11.1.2	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or antiviral wipes and sprays.	Robust cleaning procedures and products always implemented with additional cleaning schedules implemented and maintained as required	Heads of School, LCC Cleaning Services, all staff	Ongoing
	11.1.3	Consider having a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, antiviral 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.	Other school H&S policies and procedures do not allow this as the risk to students cannot be reduced adequately. All cleaning products are easily accessed by all staff with Facilities support staff available and on radio call to support as required, Appropriate stocks maintained of all available products and/or alternatives	Heads of School, LCC Cleaning Services, all staff	Ongoing

	11.1.4	Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.	Existing procedures. Staff regularly reminded of the schools requirements regarding cleaning of all areas. Request to the LCC Cleaning services to introduce room cleaning tick sheets for each cleaning period. These should be placed on a wall within each location for inspection/proof of cleaning.	Heads of School, LCC Cleaning Services, all staff	Ongoing
	11.1.5	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.	This requires a combination of Staff preparing and finishing teaching periods, wiping down resources. Thought to retaining and/or using minimal/essential resources only in teaching areas and for education tasks/activities. Cleaning and Facilities staff have their additional touch surface cleaning schedules	Heads of School, LCC Cleaning Services, all staff	Ongoing
	11.1.6	Shared materials and surfaces should be cleaned and disinfected more frequently.	This requires a combination of Staff preparing and finishing teaching periods, wiping down resources. Thought to retaining and/or using minimal/essential resources only in teaching areas and for education tasks/activities. Cleaning and Facilities staff have their additional touch surface cleaning schedules	Heads of School, LCC Cleaning Services, all staff	Ongoing
	11.1.7	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	The school has agreed procedures in place following Government guidelines to wear the valuable resource of all PPE for specific high risk areas such as intimate care. And where there is an indication and/or proof of a Covid-19 infection and appropriate clean up task implemented. Normal low risk cleaning procedures and/or tasks should follow the school guidelines using water and detergent and following the usual documented hand hygiene procedures. Staff will not be expected to undertake routine or higher risk cleaning and wipe down procedures.	Heads of School, LCC Cleaning Services, all staff	Ongoing
	11.2				
	11.2.1	Rooms used for Isolating persons displaying symptoms			
		Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.	Should second or third incidents occur involving confirmed infections, emergency procedures will be implemented at the time with agreed change of use to areas as appropriate and required.	Heads of School	Ongoing
	11.3				
	11.3.1	Clothing			
		There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However to allow pupils (and staff where uniform is usually worn) to wear clean clothes every day you may wish to consider relaxing or removing the need to wear uniform with guidelines on appropriate dress e.g. as on non uniform days.	This will be reviewed as required by the Heads of School and TLCo's	All staff, Heads of School	Ongoing
	11.4				
	11.4.1	Hygiene Suites / Intimate Care Facilities			

		Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	Staff should where possible maintain the hygiene of slings and specialist equipment used in the task of intimate care. The Government/Central guidance re the use of PPE should be followed by all staff. This requirement is not a new policy/procedure requirement for the school staff under these circumstances. Continued additional cleaning schedules undertaken and a review of additional cleaning resources should they need to be increased following any increase in numbers or change to the use or frequency of use of specialist, higher risk areas.	Heads of School, LCC Cleaning Services	Ongoing
	11.5				
	11.5.1	Leeds City Council / FM cleaning providers	This is being monitored and reviewed on an almost daily basis. Any additional requirements will be requested and agreed with the LCC Cleaning section who are responsible for 100% of the schools general cleaning contracts	Heads of School, LCC Cleaning Services	Ongoing
		Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	Enhanced procedures already in place with reviews of adequacy carried out as an ongoing plan	Heads of School, LCC Cleaning Services	Ongoing
		Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do:-	Enhanced procedures already in place with reviews of adequacy carried out as an ongoing plan	Heads of School, LCC Cleaning Services	Ongoing
		Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	Enhanced procedures already in place with reviews of adequacy carried out as an ongoing plan	Heads of School, LCC Cleaning Services	Ongoing
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	Enhanced procedures already in place with reviews of adequacy carried out as an ongoing plan	Heads of School, LCC Cleaning Services	Ongoing
		additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	Enhanced procedures already in place with reviews of adequacy carried out as an ongoing plan	Heads of School, LCC Cleaning Services	Ongoing
12.Social Distancing		Government Guidance states that we know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above: avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices, regular cleaning of settings, minimising contact and mixing. It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups. Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.	All control measures within this risk assessment to be applied as necessary. School procedures are robust, practical and realistic with an emphasis on meeting the needs of the students and families in an appropriate manner whilst also taking account of the complex needs and behaviours of the students. High levels of competence and experience held by our staff group and their professionalism and a sensible approach to carrying out this complex work in challenging circumstances and settings is a pivotal factor in maintaining the safest working and education environment as is possible. Staff must follow the personal hygiene requirements and engage and contribute with the aims and objectives of the schools management whose primary priority is the safety of everyone on our school premises and/or working with our pupils. Full and accessible support is provided and maintained as would always be, however, the enhanced and raised awareness and procedures adopted during these challenging times will be maintained	Heads of School	Ongoing

	12.1	Corridors and Circulation Spaces	The school will maintain the most appropriate, effective and robust measures available within the constraints of the complex nature of the school environment. Social distance is also re enforced by briefings, email, signage and common sense of individuals. all areas and teaching spaces and or activities will be continually reviewed and adapted in real time to ensure the safety of all persons present within the school premises.	Heads of School	Ongoing
	12.1.1				
	12.1.2	Corridors could be marked out with 2m indicators as a visual aid for social distancing.	Under review	Heads of School	Ongoing
		A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g. use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	A one way system will be in place for the use of staircases. Staggered lunch and play times in place and identified areas for eating and playing to avoid shared spaced is planned.	Heads of School	Ongoing
	12.2				
	12.2.1	Classrooms / Learning Areas			
	12.2.2	Keep cohorts together wherever possible.	Pupils will be taught in specific class groups that will not mix and have consistent staffing.	Heads of School	Ongoing
	12.2.3	Classes and groups of pupils should be kept to a minimal size to allow 2m social distancing. The Government recommends no more than half the size of the normal class however this is likely to be smaller if 2m social distancing cannot be achieved. As a starting guide measure the usable m ² of the space available and divide by 4 (this allows for 2m social distancing space) to determine a maximum occupancy for that space (including staff and pupils) e.g. 48m ² space = 12 persons maximum.	Class sizes will be no more than 50% of their usual capacity.	Heads of School	Ongoing
	12.2.4	Classrooms desks (if in use) should be laid out to allow a 2m distance between each person (measured from where they are likely to be seated) and the location of the members of staff in that room. Chairs / desks surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. Tables / furniture not in use could potentially be used as physical barrier to separate areas of the classroom if suitable.	Surplus furniture removed.	Heads of School	Ongoing
	12.2.5	Reception and early years rooms may need 'play areas' removed / altered to allow more space in the room and to aid with social distancing. As these classes may need to be split to allow social distancing the furniture / play areas could be split between two or more areas.	Soft furnishings and additional furniture will be removed and stored safely.	Heads of School	Ongoing
	12.2.6	For older year groups consider locating staff members at designated points where possible.	Staff are allocated to set groups and they manage the areas.	Heads of School	Ongoing
	12.2.7	If other members of staff need to speak to / visit a different area e.g. SLT they should avoid entering into the room wherever possible e.g. stand in the doorway, as entering the area will affect occupancy. Administration of emergency first aid is an exception to this.	Area is cleaned and there is a safe 2m space in a well ventilated area for confidential conversations if necessary. Otherwise, staff are asked to stand in the doorway.	Heads of School	Ongoing
	12.2.8	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Pupils will be taught in the same group, in the same area with consistent staff.	Heads of School	Ongoing
	12.2.9	Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary settings there will be subject specialist rotation of staff.	See above	Heads of School	Ongoing

	12.2.1 0	Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	This plan is in place and cleaning will take place at least daily.	Heads of School	Ongoing
	12.2.1 1	All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.	Sinks and hand washing facilities are available in every area.	Heads of School	Ongoing
		Where possible consider carrying out any necessary closer supervision side on rather than face on.	Staff have been made aware.	Heads of School	Ongoing
	12.3				
	12.3.1	Cloakrooms			
		Consider how many pupils will be using cloak areas / pegs and take steps to minimise persons being closer than 2m e.g. space out the ones in use to keep a 2m distance, rota access to these areas, keep bags and coats with the individual.	There will be no shared cloak areas outside of the class bubble.	Heads of School	Ongoing
	12.4				
	12.4.1	Outdoor Areas			
		Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside.	Playground timetables in place to ensure pupils stay within their discreet learning groups.	Heads of School	Ongoing
	12.5				
	12.5.1	Breaks and Lunchtimes			
	12.5.2	Breaks and lunchtimes should be staggered to allow safe movement around the school, safe use of the play areas and dining halls.	This has been timetabled and planned for.	Heads of School	Ongoing
		If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. Discrete learning groups should not mix in the dining hall or outside.	1 sitting only in the hall with social distancing outside of bubble, other groups will have lunch within their classroom.	Heads of School	Ongoing
	12.6				
	12.6.1	Toilets			
	12.6.2	Use of toilets should be for individual groups where possible as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Timetable issued and specific toilet areas designated to groups.	Heads of School	Ongoing
	12.6.3	Limit the number of children or young people who use the toilet facilities at one time.	Timetable issued and specific toilet areas designated to groups.	Heads of School	Ongoing
	12.6.4	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	These protocols have been emphasised and communicated to staff and pupils.	Heads of School	Ongoing
	12.6.5	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Additional Staff Rooms have been created with greater access to toilet areas.	Heads of School	Ongoing
	12.6.6	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.	Antibacterial wipes provided within all staff toilets.	Heads of School	Ongoing
		Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	Signs for staff and child friendly ones are available in all classrooms and toilets.	Heads of School	Ongoing
	12.7				
	12.7.1	Assemblies / Collective Worship			
	12.7.2	Assemblies should be suspended during this current period until further notice.		Heads of School	Ongoing
		If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	Cancelled until further notice	Heads of School	Ongoing
	12.8				
	12.8.1	Staff areas			

	12.8.2	Staff rooms and offices should be rearranged to have 2m gaps between seating and workstations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.	As previous, additional areas provided for staff break. All additional measures in place as per other areas of the RA	Heads of School	Ongoing
	12.8.3	Consider creating additional staff break areas to limit use and aid with social distancing.	Ongoing review and management of staff rotas and breaks etc.	Heads of School	Ongoing
	12.8.4	For shared touch points e.g. door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the “If You Use It – Wipe It” principle with antiviral wipes.	Wipes available in all class areas.	Heads of School	Ongoing
		Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Touch points considered and staff encouraged to eat school meals. If food is brought in, staff are encouraged to bring in their own cool bag.	Heads of School	Ongoing
	12.9				
	12.9.1	Communication			
	12.9.2	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	Existing plan and procedures in place to use walkie talkies. This is reviewed on a daily basis by the Tlcos	Heads of School	Ongoing
	12.9.3	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school’s acceptable use policy regarding the use of their own phones.	Not applicable as messages can be communicated to staff swiftly.	Heads of School	Ongoing
13.First Aid	13.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	This is in place	Heads of School	Ongoing
	13.2	Paediatric first aiders must be present on site at all times children up to the age of 2 are on site. Schools must take best endeavours to ensure a paediatric first aider is on site at all times children up to the age of 5 are on site. If this is not possible follow the guidance in Bulletin 15 - Important update on first aid arrangements and the associated risk assessment.	This is in place	Heads of School	Ongoing
	13.3	Limit or cease activities more likely to result in injuries e.g. gymnastics, D&T, science.	Activities have been adapted to reflect this and we have adopted a safe project focus for our school based and home based learners.	Heads of School	Ongoing
14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g. entry points, registration, food and drink purchasing.	Disposable cups in use for drinks/refreshment machines. Staff vigilance and additional cleaning schedules are in place for the touch surfaces along with frequent handwashing throughout the school day. Use of the lifts will be limited as much as this can be and/or as far as is reasonably practicable and taking account of any additional risks to maging student behaviours. Staff informed to use staircases where this is safe and practical to do so.	Heads of School	Ongoing
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Several hand sanitiser points around school and personal hand sanitisers have been supplied, these are refilled when the school is able to get hold of more sanitiser. Personal sanitiser bottles are no longer available on the market at present. All staff social areas and offices have sanitising mouse supplied. The additional cleaning schedules are reviewed daily and will be increased as required and as far as is reasonably practicable.	Heads of School	Ongoing

	14.3	The use of Lifts and control panels should be limited to essential users only and should be cleaned between users e.g. using hand sanitisers or antiviral wipes.	As 14.2	Heads of School	Ongoing
	14.4	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 antiviral wipes.	The school must maintain an accurate up-to-date register of those on site in order to remain open and manage the duties imposed as the result of the Fire safety Order and school FRA. There are 2 safe systems we have implemented to ensure safe use of the electronic signing in system; either, the Receptionist signs a person into school where this is practical and reasonable, or, additional hand sanitising is in place for this area of the reception including a sign requesting all entering the building to sanitise their hands before signing in or out when leaving the building. We remind staff that they must adhere to this measure and manage the situation with the help of the Reception staff. This is reviewed regularly to ensure the safety of all building users who must use this system. Paper signing in is not an option due to the additional risk of contamination. Update 10/06/2020 -The electronic system has been configured to allow staff to sign in by presenting their badge and QR code to the camera, eliminating the need to touch it. However, they are still expected and will be reminded about sanitising hands prior to entering and leaving the building	Heads of School	Ongoing
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of a discrete group of staff or pupils.	There is limited shared use of ICT equipment. Keyboards etc are sanitised where users are changed	Heads of School	Ongoing
15.General controls	15.1.1	Ventilation			
	15.1.2	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	All circulation doors are on hold back devices. Individual areas must be managed by the classroom based staff taking account of the nature and behaviour issues. The additional cleaning schedules and reviews of the way in which these are staffed as per other areas of this RA	Heads of School	Ongoing
	15.1.3	Where possible open windows to classrooms, offices, staff rooms etc.	Actioned.	Heads of School	Ongoing
		If rooms have shared air conditioning systems that do not filter the extracted air before it flows into another room these rooms should not be used.	All AC units are independent to each area	Heads of School	Ongoing
	15.2				
	15.2.1	Learning Outside			
		Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Teaching staff and leaders are continually adapting the curriculum and use of school spaces to take account of pupil numbers and any behavior and/or intervention needs,	Heads of School, Teaching staff	Ongoing
	15.3				
	15.3.1	Medical Needs			
	15.3.2	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epipens and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Robust systems are in place to ensure medical information is kept up to date	Heads of School	Ongoing

		Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Catering staff are aware of food intolerances, TLCO s ensure this is kept up to date and any changes notified immediately	Heads of School, Director of Operations	Ongoing
	15.4				
	15.4.1	Water fountains			
16.Educational Visits	16.1	Water fountains in shared pupil areas should be taken out of use.	There are non in pupil locations and pupils are not permitted to use those installed in staff areas	Heads of School	Ongoing
	16.2	Government guidance is currently that all local, national and international educational visits are ceased for the time being.	These are cancelled	Heads of School	Ongoing
	16.3	For local visits e.g. to local parks etc - if this is lifted further guidance has been provided by the Schools Health, Safety and Wellbeing Team on managing local visits, especially regarding social distancing and hygiene. There is also guidance on www.oepng.info 4.4k Coronavirus	These are cancelled	Heads of School	Ongoing
	16.4	Government guidance should be followed for national and international visits if restrictions are lifted. Guidance will be available of Evolve and will be updated as the situation changes.	These are cancelled	Heads of School	Ongoing
17.PPE for staff and pupils	17.1	Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	This is discussed and reviewed on a regular basis with the schools management and teaching leads. Due to the nature and understanding of our students, it is important that they can see the face of staff, and will continually try to remove a mask were worn in school. This close and unnecessary personal contact increases the risk of passing infections. masks are retained in school for emergency situations and in case any guidance or requirements are enforced.	Heads of School	Ongoing
	17.2	FFP2 / 3 masks are not necessary in a school setting.		Heads of School	Ongoing
	17.3	Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	Training regarding intimate care is constantly reviewed and staff have received updated training regarding school procedures setting out the use of PPE in intimate care and intimate care best practice.	Heads of School	Ongoing
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	This will be provided for staff who may have to support a pupils who has symptoms until they are collected by family.	Heads of School	Ongoing
	17.5	Provision of face mask/eye protection	Due to heightened anxiety and frustration as part of a child's complex learning and communication profile, they may display behaviours that challenge, for a very small number of pupils this may include spitting. An individual Pupil risk Assessment will be carried out and if spitting is constant and aimed at a member of staff's face, then a face mask and eye protection visor should be worn. All usual de-escalation strategies should be used as per a child's Positive Intervention Plan. If protective wear is necessary, this should be removed once the spitting has stopped.	Heads of School	Ongoing - updated 10th June 2020
	17.6	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	Staff aware.	Heads of School	Ongoing
		See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering.			
18.Staff Wellbeing	18.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment.	Staff are briefed regularly by email and also face to face in school . Guidance is issued to staff and displayed in school. Individual meetings with staff have taken place and regular contact with staff that are shielding is taking place.	Heads of School	Ongoing

	18.2	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils.	Staff are briefed on the arrangements for each week (there are two briefings Mon/Thurs) or as the situation changes, the school has been open throughout and staff have had ongoing training and preparation time.	Heads of School	Ongoing
	18.3	Wherever possible rota staff who have to come in to help manage their wellbeing and concerns. Consideration should be given to staff that have worked over holidays and the guidance that TAs can teach groups to allow staff adequate breaks / fair allocation of workloads.	Rotas have been in place since w/e 27th March. When staff work from home, they follow the CPD programmes in place. Staff are supported if they have concerns, The EAP programme is available to all staff. Staff that worked over the holidays were either paid or have/will have time off in lieu.	Heads of School	Ongoing
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Leeds for Learning.	Risk assessments are offered where staff raise concerns	Heads of School	Ongoing
	18.5	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. Setting up closed WhatsApp groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media).	Regular communication is in place for those not in the workplace e.g. by email, telephone	Heads of School	Ongoing
	18.6	Identify Mental Health First Aiders.	MHFA training is currently underway.	Heads of School	Ongoing
	18.7	Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	See 18.4	Heads of School	Ongoing
19. Contractors visiting site	19.1				
	19.2	Minimise visits to essential visits only e.g. to carry out statutory testing, repair work or building works.	All works will be planned in advance unless it is reactive repairs and maintenance. Induction will take place when and as individuals arrive to work on the site. Entry into the school buildings should be avoided with separate facilities for those working on the site/contract provided by the Contractor. Contractors on site, along with school staff and visitors should follow social distancing and respect individuals personal space.	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
	19.3	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Risk assessments and any related information will be shared between all appropriate parties and agreed prior to the contract start	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
	19.4	Contractors should adhere to social distancing guidelines.	This is in place - advised by Facilities Manager prior to commencing work, See 19.2	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
	19.5	Contractors to carry out regular hand washing and sanitising, especially on arrival at the school and throughout their time on site.	Should any person be required to enter the school building for any reason (Organised meetings etc.), They should ensure they sanitize their hands using the sanitiser supplied on the reception desk prior to signing in or touching anything. This should be repeated upon leaving the school building. Antibacterial soap is also supplied in the staff toilets for any additional hand washing	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
	19.6	If contractors need supervising this should be done following social distancing guidelines.	All risk assessments will require this. The school has measures in place to manage their supervision of all persons on site with the support of various members of staff and Management as required	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
	19.7	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	This is in place - overseen by Facilities Manager and agreed in any inductions and/or contract meetings and planning	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing

	19.8	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.	Appropriate tracking and tracing of contact to be undertaken as required	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
	19.9	If contractors are on site for long periods of time a separate toilet facility should be identified for their sole use and cleaned after their work has ceased and before being used by the school again.	Staff toilets are used in agreed and unplanned circumstances to meet the personal needs of anyone visiting or on the sites. However, planned and long term contracts should have independent facilities in place and on site supplied by the contractor	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
	19.1	Where possible an access / exit point separate to that used by staff and pupils should be used.	This is not routinely possible, however Contractors can be managed with access at different times to the staff. Where this is possible, contractors must not use school entrances or access the school buildings. Where contact is necessary, social distancing guidelines apply	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
	19.11	School should still follow procedures for controlling access / security whilst contractors are on site.	Contractors will keep their own signing in and out register which should be used in the event of a fire alarm activation and evacuation of the school premises. This will be covered in the pre start meeting when new staff/contractors arrive on site.	Heads of School - Facilities Manager, Contractors, and associated professionals	Ongoing
20.Lettings / Meetings / Visitors	20.1		Lettings are not permitted in school at this time	Principal	Ongoing
	20.2	Lettings, visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary.			
	20.3	If they are for vital / necessary educational / health purposes e.g. private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they should only go ahead if social distancing and hygiene rules can be adhered to.			
	20.4	A separate toilet facility should be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again.			
	20.5	Where possible an access / exit point separate to that used by staff and pupils should be used.			
21.Pupil Wellbeing	21.1	School should still follow procedures for controlling access / security whilst visitors are on site.	Ongoing procedures and management of this requirement	Heads of School	Ongoing
22.Fire safety	22.1	Guidance is available on Leeds for Learning for pupil wellbeing			
	22.2	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Fire evacuation procedures are unchanged	Heads of School	
	22.3	Consider if muster points / practices need to be altered so staff and pupils can be 2m apart and that separate groups do not mix	Distancing is taken account at assembly points	Heads of School	
	22.4	Consider if you need to re-allocate fire marshall roles.	Consider the staff available to help in this role. This will be reviewed however the smaller numbers on site reduce the possible additional issues around management of fire evacuation. Staff are aware of the evacuation procedures, Assembly Points are managed. A fire drill will be undertaken in the next half term to check the effectiveness of this task.	Heads of School	Ongoing
	22.5	Ensure staff know how to use fire extinguishers, where callpoints are etc	All staff are issued with an activation key and instructed how to operate the call points. Everyone on site has a key. Restricted visitors are provided with a key and instruction at the reception as they sign in	Heads of School	Ongoing
	22.6	Practice new procedures as soon as possible after opening.	Week beginning June 1st following an increase in the numbers	Heads of School	Ongoing
23.Supervision at Lunchtimes	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	This is covered in other areas of this RA as this approach has been adopted throughout the school and its planning to ensure a safe working environment across all areas	Heads of School	Ongoing

24.Catering	24.1		The school is working with the Catering Agency and its staff, reviewing on a weekly basis the best arrangements to manage the lunchtime periods. This is also covered in other areas of this RA. The schools additional measures also take account of the new catering staff and their knowledge of students and special diets. the school support staff manage and clean the tables , chairs and the setting up and set down of lunch periods.	Heads of School, Director of Operations	Ongoing
	24.2	Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc..	Weekly update meetings take place with the lead catering staff and kitchen based staff.	Heads of School, Director of Operations	Ongoing
	24.3	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g. limiting meal choices (taking into account specific dietary and allergy needs).	Discussion about logistics and service times/areas has taken place.	Heads of School, Director of Operations	Ongoing
	24.4	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff.	There is one sitting in the hall/s, remaining pupils eat in their class base	Heads of School, Director of Operations	Ongoing
	24.5	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 follow whole school hand hygiene and cleaning procedures using the nearest entrance to the kitchen	Heads of School, Director of Operations	Ongoing
	24.6	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	There is one sitting for pupils. tables and chairs cleaned by facilities staff	Heads of School, Director of Operations	Ongoing
	24.7	Catering staff should observe the rules of social distancing and hygiene whilst on site.		Heads of School, Director of Operations	Ongoing
					May 29th CoG Sign
Home to School Transport	25	Inform transport staff of any changes to entry / exit points, fire safety procedures, safeguarding etc.	At the Boston Spa Site, students arriving or leaving school on home to school transport will continue to use the main school entrance. Students picked up or dropped off by parent/carers will use the Curlew cabin on the opposite side of the car park removing any necessary contact and also ensuring the reception area is not used for flow of individuals other than the school staff. At the Woodhouse Site, 3 entrances are being used to separate individuals and pupil groups for transport. The Green playground gate with access in the side entrance and the up-direction staircase, the main entrance, and the front of school side entrance for parents and carers. Staff on both sites, are on walkie talkie radios liaising with the relevant classroom-based staff, who bring the appropriate pupils to the pick-up points for collection both ends of the day. All staff are clear on which children and groups go to the appropriate designated location. These procedures eliminate the need for anyone other than school staff to be in the school building at peak times.	Heads of School, Facilities Manager	June 10th

			<p>To ensure a calm transition for students all staff, both internal and external have been instructed to follow the agreed systems and timings. Pupils should start to disembark parked vehicles at 9.00am if it is safe to and they are instructed to do so. Pupils must be available for collection each afternoon in the agreed location at 3.10pm. Ensure all persons follow school guidelines. At the Boston Spa Site , transport for any identified student who is at risk of reaching a point of crisis at these busy times will be parked at the front of the vehicles to ensure they can leave the car park as soon as they are boarded and have their seat belts on. At the Woodhouse Site, lead staff will decide with the contribution of the Lead Driver, if they feel a bus needs to leave early for any reason associated with pupil welfare.</p>	Heads of School, Facilities Manager	June 10th
	25.1	<p>Ensure the time students spend waiting to board and disembark transport vehicles is kept to a minimum to reduce the risk of pupil intervention and limit the time individuals are together in one space. Ensure the transition from school to the transport and vice versa is planned effectively and all persons involved in this period are fully aware of these requirements.</p>			
			<p>The schools existing practices relating to social distancing should be maintained. Posters are placed around the school with reminders given in all staff briefings and email communications with staff. All contractors and visitors are instructed prior to entering the building and through email communications with departments/line managers. Several review meetings have taken place and will continue to be undertaken with the Lead drivers at each site to discuss the effectiveness of day to day procedures. In the afternoon pupils wait in their classroom bases to be called by radio to come to their designated entrance to be picked up by their escort or parent/carer. Routines have been agreed with the LCC Staff on site at both schools to ensure routes around the buses to and from the schools maintain social distancing for school and transport staff, and pupils. To help ensure this can be managed effectively, there are 3 roles for the peak transport periods. 1. Management of parking and movement of vehicles is the responsibility of the school car parking supervisor, 2. The movement and interaction of LCC staff in the car park, and the actual transfer of pupils between the school buildings and the vehicles is the responsibility of the Lead Drivers, 3. The transfer and handover of students from the school building to parents/carers, LCC staff is the responsibility of the school staff.</p>	Heads of School, Facilities Manager, Lead Driver TLCO's	June 10th
	25.2	<p>All individuals must follow schools social distancing protocols. Arrangements must be in place to facilitate organised groupings based on existing safe bubbles to access transport at the end of the school day.</p>			
			<p>Transport staff must not enter the school building unless attending a pre determined meeting which cannot be undertaken remotely. Meetings undertaken within the school premises should maintain the social distancing requirements. the school has several locations which are suitable for meetings for limited attendance-usually a maximum of 3 persons in one suitable area</p>	Heads of School	March 2020
	25.3	<p>Persons entering the school buildings should be strictly limited to School Staff and agreed service providers/auxiliary staff (Catering and Cleaning)</p>			

	25.4	Staff raising personal anxieties and/or concerns regarding the effectiveness of school safety measures and social distancing during home to school transport periods	All staff are requested to raise any concerns with school procedures and/or personal safety/risks, with the appropriate line manager or Head of School. This is continuously reiterated to all staff and contractors/service providers through emails, signs, and conversation/briefings.	Heads of School TLCo's, Operations Director	March 2020
Strategic Updates to the RA	26				
Update this RA following any major review/change/organisational changes e.g. pupil attendance, transport issues, key service issues, catering, contact tracing, confirmed case etc.	26.1	9/06/2020-Scrutiny of school procedures by External Body/organisation. Review all school procedures and any identified missing elements of the present school Covid RA. Managers to monitor and check the present social distancing behaviours of everyone using the school premises	10/06/2020-Groups are allocated a space to eat lunch either packed lunch or hot meal. When eating in the hall, pupils will collect lunch and pudding at the same time, meaning they are moving less around the hall. Some pupils eat in classrooms to minimise congestion in the hall, each bubble will have two collection trays on their dinner table, one for dirty plates etc, one for rubbish, thus preventing them moving around the hall, each bubble is numbered, and will be called up by staff one bubble at a time, lessening queues. Wellbeing Action Support Plan V3.2020 received on 16/6/2020 will be completed for those staff who are in school and assessed as being more vulnerable from COVID	TLCO's, Heads of School, Direct	June 17th 2020