



Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed	
	<b>1.1</b>	<b>Inspect the site for :</b>	Altered		
	<b>1.1.1</b>	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	School is still operational with regular routine building and facilities inspections being undertaken	Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff. Classroom based staff are expected to report any signs of rodent presence or damage. Particularly to ceiling areas.	14/10/2020
	<b>1.1.2</b>	Damage to the building and fixtures and fittings	See above	Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff. Classroom based staff are expected to report any signs of damage or building fabric deterioration.	14/10/2020
	<b>1.1.3</b>	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	See above	Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff. Classroom based staff are expected to report any signs of damage or building fabric deterioration.	14/10/2020
	<b>1.1.4</b>	Rodent activity and/or infestations - commissioning of pest control may be required	See above	Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff. Classroom based staff are expected to report any signs of rodent presence or damage. the school places humane traps regularly in high risk areas around the school sites.	14/10/2020
	<b>1.2</b>	<b>Operational checks (to ensure good working order) to be carried out on :</b>			
	<b>1.2.1</b>	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	See above	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	2/9/2020
	<b>1.2.2</b>	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	See above	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	2/9/2020

1. Building Management / readiness	1.2.3	Emergency lighting	See above	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	2/9/2020
	1.2.4	Gas supplies including science laboratories and kitchens	See above	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	2/9/2020
	1.2.5	Kitchen equipment	See above	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	2/9/2020
	1.2.6	Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	Mechanical ventilation only installed in the main school kitchens at the Boston Spa Site. The ventilation systems at the Woodhouse site are controlled via the BMS, which laptop control is located in the Comms room. Facilities or Reception staff check this at least first thing every school day to ensure correct operation and no flagged faults.	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	14/10/2020
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	As 1.1.1-Routine inspection schedules are in place at each site with each check logged and signed.	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	14/10/2020
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Hot water supply systems at the Woodhouse site are controlled via the BMS, which laptop control is located in the Comms room. Facilities or Reception staff check this at least first thing every school day to ensure correct operation and no flagged faults. All staff to report any signs of leaks or incorrect operation of water supply.	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	14/10/2020
	1.2.9	Windows, doors and gates including electronic gates and doors	See 1.1.1	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	14/10/2020
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	See 1.1.1	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	14/10/2020
	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).	See 1.1.1	Facilities Manager, all staff, Facilities and Cleaning Co-ordinator and the LCC Cleaning team/Staff	14/10/2020
	1.3	<b>Ensure Statutory Inspections are up to date for :</b>	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	14/10/2020

1.3.1	<b>Lifts and Lifting Equipment</b> (if the scheduled inspections have not taken place in the last six months);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	14/10/2020
1.3.2	<b>Pressure systems</b> (if the scheduled inspections have not taken place in the last 12 months);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	14/10/2020
1.3.3	<b>LEV</b> (if the scheduled inspections have not taken place in the last 14 months);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	14/10/2020
1.3.4	<b>Gas Appliances</b> (if the scheduled inspections have not taken place in the last 12 months);	All service schedules and inspections completed as per the usual service, inspection and maintenance contracts. This includes Zurich insurance inspections	Facilities Manager	14/10/2020
1.3.5	<b>Fixed wiring</b> (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Inspection undertaken Summer 2020. Remedial works completed October 2020	Facilities Manager	14/10/2020
1.3.6	<b>PAT</b> (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Identified items tested Summer and October 2020 at the Boston Spa Site. Woodhouse planned October or Christmas break 2020	Facilities Manager, Operations Director, Head of Centre	14/10/2020
1.3.7	<b>Asbestos Management Plan</b> (if the plan has not be re-assessed in the last 12 months);	Up to date	Facilities Manager	14/10/2020
1.3.8	<b>Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	This inspection is due to be added to the Zurich inspection schedule Winter 2020	Facilities Manager	14/10/2020
1.3.9	<b>Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place in the last 12 months);	Contractor inspection schedule in place as well as Zurich Inspections	Facilities Manager	14/10/2020
1.3.10	<b>Tree surveys</b> (if the scheduled inspections have not taken place in the last 12 months);	Ongoing	Facilities Manager	14/10/2020
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 with scheduled inspections and contract in place across the school estate	Facilities Manager	14/10/2020
1.4	<b>Cleaning of the premises</b>			
1.4.1	Thorough cleaning is not required if no-one has been into the premises during the summer break. 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.	Full cleaning programme carried out prior to reopening of school site after each holiday break	Facilities and Cleaning Co-ordinator and the LCC Cleaning team	02/09/2020
1.4.2	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.	Full cleaning programme carried out prior to reopening of school site	Facilities and Cleaning Co-ordinator and the LCC Cleaning team	02/09/2020
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 larger numbers of students and staff on site and the increased amounts of cleaning required.	Hand sanitiser available in reception with hands free operation with supplies in other congregation areas. Cleaning materials available in class spaces along with a pack of PPE for any emergency or high risk situation.	Facilities Manager	14/10/2020

	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Present ordering system to retain a 3 week capacity of stored equipment to counter possible supply shortages	Facilities Manager with the Facilities staff	02/09/2020
	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.	Hand sanitiser available in reception and other congregation areas. Cleaning materials available in class spaces	Facilities Manager	02/09/2020
2. Assessing staff and pupil numbers to assist in plans for opening	2.1	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 from the beginning of the Autumn Term. Allowing time to review plans and carrying out regular review means that schools can judge how all pupils and staff can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing or having to revise provision and plans several times. This is particularly important as many pupils and staff have been out of school for several months and may be unfamiliar with new systems and plans. Ensure adequate time is allowed for pupils and staff who are new starters e.g reception, Year 7, Year 12 as they may take longer to become familiar with the setting and procedures.	School opens to all pupils 08.09.2020. 196/293 (67%) of our pupils regularly accessing our provision by the end of the summer term. Processes and protocols were put in place in line with Government and LCC guidance. at the end of the Autumn term, Attendance remained at 94% with only 3 pupils shielding.	Heads of School	18.12.20
	2.2	Contact parents / carers of pupils and staff to ascertain if there are any changes to / new medical or SEND needs so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include 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.	Families contacted to gather up to date information prior to return. Medical training in place prior to attendance for all new pupils in september. Parents/Carers updated weekly regarding and changes.	Heads of School /TLCOs/Safeguarding and Welfare Manager	w/c 1st Sept onwards.
	2.3	Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact.	N/A		
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Renumbered as previous 2.4 deleted		
		<u>Ongoing</u>			
	2.5	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Reviewed as part of return to school plan, reviewed weekly/daily as necessary.	Heads of School/TLCOs	w/c 1st Sept then ongoing review
	3.1	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	18.12.20
	3.2	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	18.12.20

3.Updating pupil and staff details	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 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. Educarers will take a lead on this.	Tlcos, Heads of School, Director of operations, Reception staff as directed	18.12.20
	3.4	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. Educarers will take an	Tlcos, Heads of School, Director of operations, Reception staff as directed	18.12.20
4.Assess activities / lessons which can take place	4.1	There is activity / subject specific and shared resources guidance in sections 31 to 35 below.	Altered		02/09/2020
	4.2	It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed.	Altered sections 4.2, and moved to section 35 which also covers areas of 4.4 .		14/10/2020
	4.3	Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of pupils can move around safely.	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	TLCOs	02/09/2020
		<b>Ongoing</b>			
	4.4	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	Reviews will take place at least weekly and adjustments made to working practice as appropriate	Heads of School/TLCos/Director of Operations/Facilities Manager	07.09.2020
5.Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Parents contacted prior to reopening of school to confirm arrangements, weekly updates to be provided, in line with protocols established in the summer term	Heads of School/TLCOs	02/09/2020 and 4/1/21
	5.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Notices in reception areas., staff and parents advised in briefings/newsletters, On site meetings restricted to essential only where appropriate social distancing can be maintained.	Heads of School/TLCOs/Director of Operations	14/10/2020
	5.3	This may be by newsletters, letters, emails, signs etc...	As much communication as possible should be paperless. Paper communication monitored to ensure relevance and necessity to be sent/distributed. Staff instructed to check their school emails to ensure they do not miss any essential school information about the Covid procedures and actions etc.	Director of Operations, All staff	14/10/2020

	5.4	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 social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Staff updated as part of systems of regular briefings. Staff reminded to follow professional code of conduct. Addendum to be made to professional code of conduct. See above re accessing staff school email accounts.	Heads of School/Director of Operations	14/10/2020
6. Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.	See 6.1.1. regular reviews of any action required in line with any government and/or legislative changes.		10/12/2020
	6.1.1	<p>Staff - Government advice is that all staff can continue to attend school in all three local restriction tiers. Under local restriction tier 3: very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour. In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. Pupils - More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December, at all local restriction tiers, unless they are one of the very small number of pupils or students 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.</p> <p>The government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable, in the worst affected areas, based on advice from the Chief Medical Officer. This will only apply to some areas in tier 3: very high alert, and the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school. IPRA's and employee risk assessments e.g WASPs must be reviewed for all Clinically Extremely Vulnerable staff and pupils before they return to ensure it is as safe as possible. OH can assist with medical advice for staff. Pregnant staff - More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Pregnant staff over 28 weeks gestation should work from home if social distancing cannot be adhered to or in roles where this is possible and all pregnant staff should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or</p>	Regular communication was in place in the summer term for all staff self isolating. LA WASP sent to staff prior to end of term and issues/plans for a return discussed with each staff member. Arrangements in place in school discussed. Staff asked to advise if they had concerns. Risk assessments finalised on 7.09.2020. Pupils Risk Assessments completed by TLCOs	Director of Operations/Head of School	02.09.2020
	6.1.2	Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. OH can assist with medical advice for staff.	See above in relation to staff. Safeguarding and Welfare Manager liaising with families of pupils where additional support is required prior to a return. Discussion with school paediatrician before pupils return.	Director of Operations/Head of School	Ongoing

	6.1.3	Government advice to all persons in tier 3 is to work from home where possible . Most school-based roles are not ideally suited to home working and schools may expect most staff to attend work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate. All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing where possible. Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. Schools should be as flexible as possible in how members of staff in these categories are deployed to enable them to work remotely where possible, in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE.	All staff returning to the school setting. Support measures identified in individual WASPs.	Director of Operations/Head of School	Ongoing 10/12/20
	6.1.4	Staff and children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless 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.	As 6.1.1	Director of Operations/Head of School	Ongoing 10/12/20
<b>7. Persons who are already displaying Coronavirus symptoms</b>	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace.	Staff advised through weekly staff briefings, emails and the school website. Parents and carers informed via letters, class dojo weekly. Signs in the school Reception and around the school site. Staff/families advised to request a test, school can refer staff for tests.	Heads of School/Director of Operations	ongoing
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	See above	See above	
	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for 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. It is anticipated settings will be 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.	Staff and families advised through briefing system. Home testing kits are available in school and school awaiting further information regarding rapid testing in a SEND setting from PHE/DfE.	Heads of School	Ongoing

<p><b>8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site</b></p>	8.2	Whilst awaiting pick up persons should be isolated in a separate area with a closed door (and preferably an open window). Pupils will need to be supervised whilst this takes place. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	The Bungalow and Art room (Boston Spa), and the Meeting Room and toilet directly outside (Woodhouse) are designated safe and hygienic areas for emergencies. These are checked daily by Facilities Staff to ensure the quality and hygiene of emergency resources supplied to these areas and the general environment. All daily checks and any corrective action are signed for as a record to be checked by Managers and staff.	Heads of School, Director of Operations, Facilities Staff	14/10/2020
	8.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	PPE is available for staff supervising a child awaiting collection, packs available in designated areas-See 8.2	Heads of School	14/10/2020
	8.4	Where the <b>initial</b> child, young person or staff member with symptoms tests <b>negative</b> , they can return to their setting and the fellow household members can end their self-isolation. Where a <b>contact</b> traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 10 days after symptoms have started. Fellow household members can end their self-isolation.	Staff/families advised through briefings of processes in place in such circumstances	Heads of School/Director of Operations	ongoing
	8.5	Where 1 child, young person or staff member tests positive , or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, contact the DfE helpline for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert using form PCIF 01.	Where applicable processes will be followed by Heads of School/Director of Operations	Heads of School/Director of Operations	ongoing-16/12/2020
	8.6	If settings have 2 or more confirmed cases in connected groups within 14 days they may have an outbreak, and must contact the PHE helpline. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice. Inform DCS Alert using form PCIF 01.	See above	Heads of School/Director of Operations	Ongoing-16/12/2020
	8.7	If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	See above	Heads of School/Director of Operations	Ongoing



	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Cleaning regimes in place with hospital strength disinfectant. Facilities staff must follow the prescribed personal hygiene practices when undertaking these tasks to protect themselves from possible infection. PPE is available and used for specialist cleaning tasks	Facilities staff/LCC Staff	14/10/2020
	8.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	See 8.8	Facilities staff/LCC Staff	Ongoing
	8.10	Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	Class to be moved to Art Room - Boston Spa or Woodhouse Learning in such circumstances	Heads of School	Ongoing
	8.11	Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	Staff been made aware that routine monitoring of temperature is not appropriate	Heads of School	Ongoing
		<a href="#">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.</a>	Staff been made aware.	Heads of School	Ongoing
		<b>Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flowchart and the simple flowchart for cases - these are all available on Leeds For Learning.</b>	Following PHE guidance.	Heads of School	Ongoing
		<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>			
	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	Most students are transported by LCC Passenger Services, The safe systems of both LCC and the school ensure optimum safety as far as is reasonably practicable for home to school transport. A large number are transported/brought by parents/carers. To ensure pupils transition into the school building, school bus/taxi etc. or an independent vehicle safely, a robust system is in place at both sites to separate individuals and allow appropriate social distancing as persons move in and out of the buildings/vehicles at the start/end of the school day. LCC staff supporting the schools transport contribute to these systems which are reviewed regularly to accommodate any changes or concerns raised by any individual (see latest LCC Transport flow chart).	TLCOs/class staff	18/12/2020

9. Controlling access into the school for staff, pupils and members of the public.	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing and enabling ease of access for larger numbers of pupils.	Plans agreed to manage entry and exit of pupils, transition managed by school staff to reduce access to the building. At peak transition periods, auxiliary staff/cleaners etc. are asked to use agreed alternative routes into the school building to ensure the main bottleneck areas are used only for student movement to and from transport.	TLCOs/class staff	14/10/2020
	9.3	Where possible have separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible.	Access routes reviewed continually to ensure any issues are resolved - routes to be discussed with staff teams on training day prior to return of pupils	TLCOs/class staff	07/09/2020
	9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, 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.	Drop of and pick up to be supervised to ensure procedures followed, Facilities staff cleaning to take place after and before areas are used at beginning and end of the day	TLCO/Senior staff /Facilities staff	14/10/2020
	9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with social distance markers to help. Heads have the discretion to ask parents / carers to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to.	Parental drop off points established to reduce contact - arrangements confirmed with parents via class dojo, newsletters on website. Parents/Carers will be asked to wear face coverings when on the school grounds where social distancing of 2m is difficult to achieve or not being adhered to.	Heads of School	18.12.20
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	See above	Heads of School	Ongoing
	9.7	Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible.	See above	Heads of School	Ongoing
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Access managed via school reception. Cleaning regimes in place - see 9.4	All school staff	Ongoing
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	All suppliers are informed at the point of orders being placed there is no access into the school premises between 8.45am and 9.30am, and 2.45pm and 3.30pm Mon to Fri. Where a visitor must enter the school premises, these times apply to them also. Staff are informed not to arrange meetings/visitor access during these periods, where these are unable to be undertaken remotely.	Finance Manager/Finance Manager, Director of Operations	Ongoing

	9.10	Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	Plans are available, however, to ensure and maintain a simplified, clear and routine set of systems and processes, regular visitors to the school and school staff, are requested to follow the same routes, access points and instructions regarding movement on and around the school site. This ensures appropriate restrictions and consistent information to all site users, allowing school staff to easily supervise and ensure safe use of the school premises. This will also ensure parents/carers etc are comfortable and feel safe when attending the school sites.	Facilities Manager, School staff	14/10/2020
	9.11	Ensure that staff working in the reception area / office are protected from face to face contact e.g via the use of screens. Staff in open reception areas may require face coverings or face shields if screens cannot be provided.	Staff work in separate screened area with a supply of hand sanitiser for their personal use. Hands free hand sanitiser stands are installed in the school reception area for everyone entering the Reception/school to use as soon as they enter. Staff have also been allocated different spaces to work at to prevent proximity issues.	Heads of School/Reception Staff	18/12/2020
<b>10.Handwashing and hand sanitisers</b> (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.)	10.1	Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Hands free hand sanitiser station in each reception area, This has a large sign attached to it and staff/visitors are reminded hands must be sanitised on entry to the building	Facilities staff/Reception Staff all school staff	14/10/2020
	10.2	Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. 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.	Staff/pupils reminded to wash hands regularly. Posts displayed in school. Staff have supplies of hand sanitiser for use when they do not have immediate access to soap and water. Soap and water available in classrooms -replenished by Facilities staff, All hand wash soaps and detergents are anti bacterial.	Heads of School/TLCOs/Class Leads	14/10/2020
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	Sinks are available in all but 1 classroom throughout the school estate. In the classroom without a sink, shared access to a sink is within 3 metres. All locations and staff have access to hand sanitiser. in specialist teaching areas such as outdoor learning, ICT etc. Class leads should ensure time and staff are available to wash hands of students and themselves prior to and after the lesson.	Heads of School/TLCOs/Class Leads/Facilities Staff	14/10/2020
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	Staff reminded to clean hands on entering and leaving the premises. Signs placed with sanitisers and sanitiser stations	Heads of School	Ongoing
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Facilities staff replenish tissue supplies as part of daily routines. Hazardous waste bags available for this purpose	Facilities staff	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.	Facilities staff replenish tissue supplies as part of daily routines	Facilities staff	Ongoing
	10.7	In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Staff reminded to wash hands on entry to staff rooms and before and after preparing food. Hand sanitiser is also provided in these areas. The foam type is recommended here as it encourages all areas of the hands are sanitised in the same way hands are washed with soap and water.	Heads of School	Ongoing
	10.8	Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	Class staff support pupils in hand washing. Hand sanitiser in general areas or areas accessible by students, is alcohol free. However, it is the responsibility of all staff to manage their own personal sanitiser products as well as any others that are placed in designated areas of the school premises.	Class staff	14/10/2020
	10.9	Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g science labs, kitchens and some D&T rooms.	Wipes available in class spaces- replenished by Facilities staff. See 10.8	Facilities staff	14/10/2020
	11.1	<b>General Cleaning</b>			
	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or antiviral 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>	The school operates robust cleaning routines and specifications. The general school cleaning follows LCC guidance through contracting of the LCC Cleaning Services to operate and maintain this key area of the school operation. All products used by the LCC cleaning team are specified and purchased centrally as used across the LCC estates. Additional internal school cleaning is undertaken throughout the school day between the hours of 7.30am and 6.00pm to ensure additional thorough cleaning is undertaken when staff are not on the school premises and any specialist equipment/areas used in school can be suitably maintained, restocked and serviced appropriately (Coffee dispensers, water dispenser, staff room area supplies, hazardous /contaminated waste removal etc.)	Facilities Manager, Facilities Staff/LCC Cleaning Staff	14/10/2020
	11.1.2	Have 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. 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.	Each class has a supply of cleaning materials . Further/emergency supplies of wipes and sanitiser are provided in a sealed plastic box (for hygiene) containing masks, visors, sanitiser, aprons, disposable gloves (S,M,L) anti bacterial/viral wipes.	Facilities staff/Class Leads/Director of Operations	14/10/2020

11.Cleaning	11.1.3	Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies).	Robust cleaning regimes in place - routinely carried out by Facilities staff. Following appropriate instruction and supervision, older and more independent students are able to support with the wiping down of their areas/equipment throughout the school day (16+, Curlew, Outdoor Learning etc.) Hygienic wipes are available to all staff/class groups on request. These are stored securely in the office of the Director of Operations.	Facilities Manager, Facilities staff/Class Leads/Director of Operations	14/10/2020
	11.1.4	Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials (messy play) should only be shared if the materials can be handled by a small, consistent group of children of no more than 15 at a time, and that no one else outside this group can come into contact with it, the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, see the managing risk in play provision implementation guide and children 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 and could be replaced by single user alternatives.	Touch surfaces included in regime of cleaning carried out by Facilities staff. On occasion and subject to availability, classroom support staff contribute to maintaining school resources as hygienic as is reasonably possible. It is the responsibility of all staff to contribute to the maintenance of a clean and hygienic learning environment. Facilities staff are on call for deep/specialist cleaning requests throughout the school premises.	Facilities staff/All staff	Ongoing
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently. Shared sand and water play trays and soft dough should be avoided (unless changed regularly throughout the day) and could be replaced by single user alternatives.	See above 11.1.5. The safe use of shared learning resources and materials is an ongoing process which is constantly reviewed with the help of classroom based staff. It is important to look at all options to ensure students are able to access an appropriate learning and sensory environment during the present time. Previous routines and practise can be altered and/or added to where safe to do so to provide students with the best learning experience, resources and opportunities. This may involve additional and/or alternative cleaning routines or pupil supervision.	Facilities Staff/Classroom based staff/TLCOs	10/12/2020
	11.1.6	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. PPE will be worn and changed when cleaning where there has been a proven case of COVID-19 infection. Normal low risk cleaning will be undertaken using water and detergent and following the usual hand washing protocols.	Facilities staff/Class leads	Ongoing
	11.2	<b>Rooms used for Isolating persons displaying symptoms</b>			
	11.2.1	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.	Where there is a second or third case, emergency procedures will be implemented in line with advice from the Health Prevention team	Heads of School/Facilities staff	Ongoing
	11.3	<b>Clothing</b>			

	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	Deleted relaxing uniform or need for clean clothes daily. Facilities staff are supplied with personal work clothing and PPE. They should always present a clean and professional image to the school whilst ensuring effective hygiene of clothing given the work they undertake. They should bring to the attention of the Facilities Manager any shortfall in work clothing if they feel they do not have enough to allow them to fulfill their cleaning tasks and activities in a safe manner.	Facilities Staff/ Individuals	14/10/2020
	11.4	<b>Hygiene Suites / Intimate Care Facilities</b>			
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	Existing hygiene procedures will be followed Additional cleaning by facilities staff where intimate care facilities are used by increased numbers of pupils Classroom staff working with the intimate care of students should ensure slings and personal aids etc. are wiped down and appropriately cleaned for its intended use. PPE used for intimate care must be disposed of in the appropriate waste bin after each use. Disposable PPE for these tasks is maintained in the office of the Director of Operations. This stock is always kept at adequate levels.	Facilities staff/Classroom based staff, TLCOs	14/10/2020
	11.5	<b>Leeds City Council / FM cleaning providers</b>			
		Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	Enhanced cleaning already in place - the adequacy of cleaning will be considered on an ongoing basis. This is regularly reviewed. Meetings with higher level LCC Cleaning Services Management as well as the area Supervisor are ongoing.	Heads of school, Facilities Manager, LCC Cleaning Team	18/12/2020, Meeting arranged for January 8th 2021 to review Cleaning standards and protocols etc.
		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:-	See above	Facilities Manager, LCC Cleaning Team	14/10/2020
	11.5.1	Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	See above 11.5, LCC support and school facilities staff undertake additional wiping down of all doors, handles touch surfaces etc. throughout the school day. They also check and wipe down (clean if required) the emergency care areas designated for staff or students showing symptoms to wait. All classes and specialist school areas have access to wipes and hand sanitiser to help maintain the areas appropriately and also to address any personal or individual concerns/anxieties with using areas and school resources.	Heads of school, Facilities Manager, LCC Cleaning Team, Individuals	14/10/2020

		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	See above	Heads of school, Facilities Manager, Director of Operations, LCC Cleaning Team, Individuals	14/10/2020
		Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	See above-One of the Facilities staff at the Woodhouse Site is primarily tasked with continuous wiping down tasks due to the size and design of the school site.	Heads of school, Facilities Manager, Director of Operations, LCC Cleaning Team	14/10/2020
		<b>Government Guidance states that : For as long as coronavirus (COVID-19) remains in the community, judgments will need to be made at a school level about how to balance minimising risks from coronavirus (COVID-19), by maximising control measures, with providing a full educational experience for children and young people. Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</b>	Altered	Principal/SLT	18/12/2020
	<b>12.1</b>	<b>Corridors and Circulation Spaces</b>			
	<b>12.1.1</b>	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.	This is not appropriate for the school settings. However, social distancing is taught frequently with staff supervising and advising students as they move around the school premises and access the range of specialist learning areas including the outside spaces. Social distance signs are placed around the school sites with staff regularly briefed and reminded about the importance of this measure wherever possible. LCC staff supporting the school with cleaning, catering and transport are also reminded of this and asked to follow the school guidance and direction where necessary.	Heads of School, TLCOs	14/10/2020
	<b>12.1.2</b>	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 has been put in place for the use of staircases. Break times are managed to reduce circulation with the use of identified play areas to minimise contact. The corridors at the Boston Spa Site are managed throughout the school day with staff and students maintaining a safe system where this is possible.	Heads of School	14/10/2020
	<b>12.2</b>	<b>Bubble sizes and Classrooms / Learning Areas</b>			

12.2.1	Settings should assess their circumstances and look to implement 'bubbles' of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists. This may be by class group, year group or phase depending on the age of the pupils, the school layout, the nature of the curriculum and the logistics of breaks, lunchtimes and movement throughout the school. In secondary schools, particularly at KS 4 and KS 5, this is likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in KS3 schools may be able to implement smaller groups the size of a full class.	Pupils will be taught in their class group bubble for much of the time. At break and lunch time, some extended bubbles (amalgamation of two groups) of between 20 and 25 pupils will be created. Staff and pupils will remain consistent in these groups. More time for outside activities has been timetabled for pupils and small class bubbles.	Heads of School	Ongoing
12.2.2	Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that are able should be encouraged to keep their distance within groups. Settings with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. It is recognised that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.	See above	Heads of School	Ongoing
12.2.3	Classrooms desks (if in use) should be laid out to enable staff and pupils to move around the room safely and be facing forward or side by side where possible. Furniture / equipment surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. With younger children e.g KS1 and in some KS2 classes or children with SEN needs this may not be possible as it may limit the provision of high-quality education that promotes their development, or may limit children's ability to effectively see teaching resources / access support. In these cases it is acceptable not to arrange all desks in a forward facing manner as long as it is done to improve the quality of teaching and learning for the children.	Classrooms have been organised to maximise learning taking account of individual pupil needs. This continues to be reviewed to take account of any RA changes/reviews and/or changes to student behaviours and staffing levels.	Class leads	Ongoing 10/12/2020
12.2.4	Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	Changed from removal of resources for early years		
12.2.5	For older year groups consider locating staff members at designated points where possible.	N/A in our setting		
12.2.6	If other members of staff need to move around different 'bubbles' they should ensure they maintain 2m social distancing wherever possible. Administration of emergency first aid is an exception to this. For classroom support, lesson observations, informative, supervisory or supportive reasons other staff may need to enter work areas. If they do they should maintain social distancing or use other mitigations such as PPE, Perspex screens and observe good hand hygiene.	Where staff move to another bubble e.g. to cover PPA time, they will be deployed on a consistent basis in order that they form part of a wider bubble. Staff will follow school protocols in relation to handwashing. PPA largely takes place in one block on a Friday afternoon to help minimise movement across class bubbles	Heads of School	Ongoing
12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	See 12.2.1	Heads of School	Ongoing



12. Bubbles / Social Distancing	12.2.8	As far as possible, ensure that consistent staff are assigned to each 'bubble' and that movement between bubbles is limited. It is recognised that there will be a need in some settings for staff to move between bubbles e.g for subject specific teaching, targeted work etc. . Staff should ensure social distancing is observed as far as possible with pupils. In secondary settings this may mean a designated teaching space at the front of the class.	Where staff move to another bubble e.g. to cover PPA time, they will be deployed on a consistent basis in order that they form part of a wider bubble. Staff will follow school protocols in relation to handwashing.	Heads of School	Ongoing
	12.2.9	Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Pupils will be taught in the same group, in the same area. Areas will be cleaned every day in line with school protocols	Heads of School	Ongoing
	12.2.10	All bubbles of pupils and the staff working with those bubbles should be kept separate in different areas with sinks available wherever possible. It is recognised that some staff e.g. staff in secondary settings and support staff, will need to move around different areas and bubbles in the school. Social distancing between bubbles and staff, including when moving around school, should be maintained as far as possible.	See above		
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used.	Staff have been made aware and are conscious of the special needs of our pupils	Heads of School	Ongoing
	12.2.12	Adults must keep a social distance of 2m away from other adults wherever possible including in class, during supervision, at break times and moving around school.	Staff are reminded of the need to social distance from other adults	Heads of School	Ongoing
	12.2.13	<b>PPA time</b> - staff moving between bubbles for PPA time should be limited as far as possible e.g not working across multiple different bubbles every day unless they can maintain social distancing. Consider grouping staff to a smaller number of PPA bubbles, having PPA when outside areas / activities could be used, use of HLTAs and TAs that are already part of that bubble where appropriate, and the use of PPE if close contact is required.	A limited number of staff cover PPA. This does require moving bubbles. These staff maintain a consistent wider bubble	Heads of School	Ongoing
	12.4	<b>Outdoor Areas</b>			
	12.4.1	Pupils should remain in their 'bubbles' when outside and socially distance where possible. Zoning outside areas for different bubbles may assist with this. Staff supervising should maintain social distancing as far as possible.	See 12.2.1		
	12.5	<b>Breaks and Lunchtimes</b>			
	12.5.1	Breaks and lunchtimes could be staggered to allow safer movement around the school, safer use of the play areas and dining halls and cleaning between 'bubbles'.	See 12.2.1 Pupils will eat consistently in the dining hall or classroom	Heads of School	ongoing
	12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. 'Bubbles' should not mix in the dining hall or outside although more than one bubble can use an area if the bubbles can be kept 2m apart. Also see 24.3 below.	See above. Classes will be allocated their eating area in order that the number of pupils in areas is limited	Heads of School	ongoing
	12.6	<b>Toilets</b>			
	12.6.1	Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this as pupil volumes increase. Where possible use of toilets should be as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	Pupils have allocated toilet areas close to their learning bases	Heads of School	Ongoing
12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	See above	Heads of School	Ongoing	

12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	See above	Heads of School	Ongoing
12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	See above	Heads of School	Ongoing
12.6.5	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a <b>"If You Use It – Wipe It"</b> principle.	Packets of antiviral wipes are placed in all toilet areas to allow individuals to wipe down surfaces	Heads of School	14/10/2020
12.6.6	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the <b>"If You Use It – Wipe It"</b> principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. For shared staff toilets you could use laminated engaged / vacant signs or other markers on the outside door that staff change appropriately to limit the number of staff using them at any one time. These would relate to the number of users allowed at any one time.	Altered		
12.7	<b>Assemblies / Collective Worship</b>			
12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	No whole/part school assemblies will be organised at this time. This will be reviewed at October half term. Collective worship will be managed on a class by class basis by class leads and will be via google meets.	Class leads	Ongoing
12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	See above		
12.8	<b>Staff areas</b>			
12.8.1	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.	Additional classroom space has been created and staff are allocated to staff rooms. Seating has been removed in accordance with the principles of social distancing. All equipment, including seating and tables are constructed from wipeable surfaces.	Facilities team/TLCOSs/Director of Operations	14/10/2020
12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.	See above	Facilities team/Director of Operations	Ongoing
12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the <b>"If You Use It – Wipe It"</b> principle with antiviral wipes.	Touch surfaces are cleaned 4 times a day by facilities staff. Hand sanitiser or soap is available in these areas	Facilities team/All staff	14/10/2020
12.8.4	Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Where resources are shared e.g. coffee, milk, soap and hand sanitiser is available for hand washing	Facilities team/All staff	14/10/2020
12.9	<b>Communication</b>			
12.9.1	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.	Walkie talkies are allocated to staff team in line with normal practice. Staff to sanitise where they are passed between staff	Class teams	Ongoing
12.9.2	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.	School practice is that staff do not access their phone whilst with pupils. In line with normal practice urgent messages will be taken by the reception staff and passed to staff in class.	Staff	14/10/2020

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.	Identified first aiders are available on both sites	Heads of School	Ongoing
	13.2	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	As above	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.	Staff sign via sign in with QR code. Hand sanitiser dispensed from a touch free dispenser with large sign, is available in reception should they need to touch the screen	Director of Operations/admin team	Ongoing
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	see above	As above	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.	Sanitiser is available in school, staff also have an individual hand sanitiser. Cleaning of the lift is included in the daily cleaning routine	Facilities staff	Ongoing
	14.4	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 antiviral wipes.	see 14.1	All staff	Ongoing
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	where staff make use of the staff work room, wipes are available for cleaning before and after use	Facilities team/staff users	Ongoing
15. General controls	15.1	<b>Ventilation</b>			
	15.1.1	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.	Individual areas are managed by class team in line with health and safety procedures taking account of the needs of the children in class. Additional cleaning schedules are in place in relation to touch surfaces	Class team/facilities staff	Ongoing
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc. If classrooms etc. become too cold windows could be closed whilst discrete bubbles are in them and then opened at breaks / lunchtimes or in between bubble usage to aid air circulation.	See above, Also pupils will spend more time outside and despite the cold weather, windows would be then opened at breaks / lunchtimes or in between bubble usage to aid air circulation in any shared area.	As Above	Ongoing
	15.1.3	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.	Each Air Conditioning system installed in various areas across the school estate are individual units drawing in External air independently. There is a recycled air system operational at the Woodhouse Site which we are unable to deactivate. The filters are checked and cleaned routinely by a specialist contractor.	Facilities Manager, Specialist Contractor,	14/10/2020
	15.2	<b>Learning Outside</b>			
15.2.1	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.	Outdoor class spaces are used as part of the daily offer. Cleaning of outdoor spaces is included within the daily cleaning regimes. Additional outdoor spaces have been created at Boston Spa as part of the summer works programme 2020	Class staff/facilities team	Ongoing	

	<b>15.3</b>	<b>Medical Needs</b>			
	<b>15.3.1</b>	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.	This is part of ongoing systems and liaison with families. Procedures managed by Educарers in liaison with NHS staff.	Heads of School/class team	Ongoing
	<b>15.3.2</b>	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	See above. Information shared with catering staff as part of routine procedures	Heads of School/TLCos/Class team/admin team	Ongoing
	<b>15.4</b>	<b>Water fountains</b>			
	<b>15.4.1</b>	Water fountains in shared pupil areas should be taken out of use.	N/A		
	<b>15.4.2</b>	Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required.	Soap and water available in class so staff and pupils may wash their hands and any bottles, all classroom water is potable.	Class teams	Ongoing
<b>16.Educational Visits</b>	<b>16.1</b>	Government guidance is currently that over night domestic and international educational visits are ceased for the time being. In February 2021, the government will review the possibility of changing this advice for overnight residential education visits to resume from Easter 2021 on the proviso the scientific evidence supports any such change. Settings can carry out non-overnight domestic educational visits. To avoid prolonged travel and travelling out of a Tier 3 area it is recommended these only take place in areas local to the school. The close local area for some schools may include a tier 2 area.	No off site visits will take place in the first half of the Spring term - this will be reviewed during the first half term break February 12th 2021.	Heads of School	18/12/2020
	<b>16.2</b>	This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic visits should complete the Day Visits risk assessment along with any venue specific assessments.	See above		
	<b>16.3</b>	Settings are also allowed to now make use of outdoor spaces in the local area to support delivery of the curriculum. As part of the visit risk assessment, settings will need to consider what Covid 19 control measures need to be used, familiarise themselves with the Covid 19 measures at any sites they are visiting and ensure they are aware of wider advice on visiting indoor and outdoor venues.	See above		
	<b>16.4</b>	From 8 August, face coverings will be required by law to be worn in a greater number of public indoor settings including: museums, galleries, cinemas, places of worship, and public libraries. Face coverings do not need to be used by children under the age of 11 or those who may find it difficult to manage them correctly. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings</a>	See Above		

<b>17.PPE for staff and pupils</b>	<b>17.1</b>	The government is not recommending universal use of face coverings in all schools. Under local restriction tiers: high alert or very high alert, schools teaching pupils in Year 7 and above should ensure staff, visitors and pupils wear face coverings in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas. In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11). If staff have to work in close contact with pupils e.g to supervise science experiments, D&T or Art activities, speech and language work, feeding, face shields or Perspex screens may be appropriate. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves. It is strongly recommended staff and visitors in settings teaching Year 6 and under wear face coverings in communal areas where social distancing cannot be maintained.	Face masks used in accordance with the pupil's risk assessment or in cases where the pupil has symptoms of COVID-19. National and local guidance followed with regards to the special school setting and the needs of our school community. From January 4th 2021, the use of face masks will be encouraged at transport pick up/drop off points. Any individual staff concerns are raised with the Director of Operations and solutions agreed and implemented as deemed appropriate and necessary. Where a WASP has been agreed, these will be reviewed and taken account of accordingly with regards to any risks and /or concerns raised.	Heads of School/class team/Director of Operations	Ongoing 18/12/2020
	<b>17.2</b>	FFP2 / 3 masks are not necessary in a school setting.	See above		
	<b>17.3</b>	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.	PPE (aprons and gloves) used for all intimate care. The use of face masks is considered on a case by case basis and outlined in the pupil risk assessment. e.g where the child may spit as part of their special needs or have underlying health conditions.	Heads of School/TLCos	Ongoing
	<b>17.4</b>	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	A supply of face masks is available in school. in class bases and in the areas set aside of managing cases of COVID -19 in school	Heads of School/TLCos	Ongoing
	<b>17.5</b>	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	The first day of term allocated as a training day to provide the opportunity for familiarisation	Class team	Ongoing
	<b>17.6</b>	Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work.	Staff to be advised as part of briefing process	Heads of School/TLCos	Ongoing
	<b>17.8</b>	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.	See 17.1		
	<b>17.9</b>	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. Reusable face coverings should be cleaned / washed regularly.	Face coverings for staff are only used for intimate care within the school premises. A stock of fresh masks are retained the Director of Operations Office. Areas where the masks are used, a store is kept in a sealed plastic box, checked and managed by the Facilities staff. Also-see 17.1	Director of Operations/Facilities Staff/Staff undertaking Intimate care	10/12/2020

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. As staff may feel anxious about returning to school and the larger number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns.	Staff briefed regularly face to face and by email. Staff offered one meetings. Staff who have been shielding have been contacted regularly during the summer term. Staff contacted and offered support prior to their return to work. Staff made aware of the support offered via the Employee Assistance Programme	Heads of School/Director of Operations	Ongoing
	18.2	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils. Where staff have been out of school for a considerable time this may take longer.	The first day of term was allocated as a training day to provide the opportunity for familiarisation. Weekly staff updates constantly reinforce familiarisation with routines, expectations and support frameworks.	Heads of School	Ongoing
	18.3	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>			
	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing physical or mental health issues. A WASP is available via Leeds for Learning.	All staff have been made aware of the WASP. Meetings to be held with staff returners on the first day of term	Heads of School/Director of Operations/TLCos	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.	Meetings to be held with staff in POD teams rather than bringing all staff together.	Heads of School/TLCos	Ongoing
	18.6	Identify Mental Health First Aiders.	Staff supported by Heads of School/TLCos/Director of Operations. Mental Health First Aiders not identified as yet	Heads of School/TLCos/Director of Operations	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).	Staff have been regularly reminded of the EAP programme - in email briefings and face to face meetings. Posters displayed in school - in staff rooms, toilets	Heads of School/TLCos/Director of Operations	Ongoing
	<b>Guidance on Staff Wellbeing is available on Leeds for Learning.</b>				
19. Contractors visiting site	19.1	Minimise visits to wherever possible to essential visits only e.g to carry out statutory testing, repair work or building works.	No meetings other than any emergency meetings will held with staff who are not school staff. Contractors will only come onto site essential works e.g. ICT technical support, maintenance visits	Heads of School/Facilities Manager	Ongoing
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Risks assessments are provided and reviewed by the Facilities Manager/Director of Operations	Facilities Manager	Ongoing
	19.3	Contractors should adhere to social distancing guidelines.	Advised by Reception staff on arrival and/or Facilities staff prior to starting work	Facilities Manager	14/10/2020
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	Advised by Facilities prior to starting work	Facilities Manager	Ongoing
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Where contractors are deployed on site, they will remain under the oversight of the Facilities Manager/site staff at all times	Facilities team	Ongoing
	19.6	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	Facilities Manager	Ongoing

19. Contractors visiting site	19.7	If contractors display any symptoms whilst on site they should be asked to leave immediately and any areas / equipment they have been working in / on isolated for 72 hours or thoroughly cleaned prior to admitting other persons / being used.	Notices in place advising all those who enter the building of the government guidance regarding COVID-19.	Director of Operations/Facilities Manager	Ongoing
	19.8	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 It" principle.	It is not anticipated that any contractors will be on site for long periods. All those working on the premises e.g supply staff follow the school guidance regarding hand washing, social distancing/ managing their health and well being.	Heads of School	Ongoing
	19.9	School should still follow procedures for controlling access / security whilst contractors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days.	Visits to the school will be minimised. Only emergency meetings will be held where a virtual meeting is not appropriate. Visitors will be logged on the signing in system in accordance with normal procedures. Notices displayed in reception re handwashing /social distancing and advising those with symptoms not to enter the premises.	Heads of School/Director of Operations	Ongoing
20. Lettings / Meetings / Visitors	20.1	There will be occasions when visits to the setting are necessary, but settings are encouraged to avoid visitors entering their premises, wherever possible and use remote means. Visits that allow a vulnerable child to meet a social worker, key worker or other necessary support should continue on site. Visits for SEND therapies should also continue on site. Lettings should only continue if the activities are in line with those permitted under the local tiers. Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site guidance on physical distancing, hygiene, face coverings and control measures are explained to visitors on or before arrival.	See above.	Heads of School/Director of Operations	Ongoing 10/12/2020
	20.2	In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or other professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.	See above.	Heads of School/Director of Operations	Ongoing 10/12/2020
	20.3	A separate toilet facility could 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. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	Visitors to school to use toilet facilities and wash hands on leaving the facility	Heads of School/Director of Operations	Ongoing
	20.4	School should still follow procedures for controlling access / security whilst visitors are on site. Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. .	see 19.9		
21. Pupil Wellbeing	21.1	<b>Guidance is available on Leeds for Learning for pupil wellbeing</b>	See 19.9	Heads of School/Director of Operations	Ongoing
	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	It is important that the school maintains consistent procedures for the fire evacuation of the buildings. These are reviewed frequently to ensure the safety of all persons on site during an evacuation	Heads of School/Director of Operations/Facilities Manager/TLCOs	14/10/2020
	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	Groups are expected to assemble in their class groups (bubbles) as a matter of course	Heads of School/Director of Operations/Facilities Manager/TLCOs	14/10/2020

22. Fire safety	22.3	Consider if you need to re-allocate fire marshal roles.	Further and updated training is planned for existing and new fire marshals. See 22.1	Heads of School/Director of Operations/Facilities Manager/TLCOs	14/10/2020
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc	Further training planned. At the moment, staff are expected to evacuate the buildings as the priority. The fire alarm systems cover the whole site with early warning and activation of the fire alarm system before flames occurred.	Heads of School/Director of Operations/Facilities Manager/TLCOs	14/10/2020
	22.5	Practice new procedures as soon as possible after opening.	Procedures regularly updated. These have been re written at the Woodhouse site to take account of the new building works and the impact on previous procedures and assembly points. Drills carried out at least termly.	Heads of School/Director of Operations/Facilities Manager/TLCOs	14/10/2020
	22.6	Consider if staff and pupil PEEPs need to be amended.	Ongoing reviews	Facilities Manager, Class Leads, TLCOs	14/10/2020
	22.7	If changes are made to the current Fire Evacuation Management Plan and staff re-trained this should be added to your Fire Risk Assessment as an interim measure and a sheet attached marked "Interim Amendments to procedures in relation to COVID-19". <b>LCC sample Fire Risk Assessment has a page in the appendices for interim changes to be noted rather than rewriting sections.</b>	Under review	Facilities Manager/Director of Operations	14/10/2020
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.	New lunch time rotas have been established to take account of supervision needed at lunch time and also provide staff with a break. They also take account of the new lunch time arrangements	Heads of School/TLCos	Ongoing
24. Catering	24.1	Inform catering staff of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc..	No change to entry point at Boston Spa. Head of School Woodhouse Learning to liaise with Catering staff re changes linked to building work on site and will continue to monitor and review making any changes necessary for safe site entry	Facilities Manager/Head of School Woodhouse Learning	14/10/2020
	24.2	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g limiting meal choices (taking into account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Discussion with catering staff regarding the provision of meals. Meals to be eaten in the dining hall and classrooms. Meals to be collected by pupils/staff. Heads of School/TLCos to discuss catering staff in line with normal practice. Catering to serve meals from behind their serving counter.	Heads of School/TLCOs	Ongoing
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff. LCC catering can provide hot and cold grab bags which can be served to pupils in their classrooms for schools using their services and this may be possible for other catering teams to do.	This will be an ongoing review which takes account of any changes to class groups and or any event which may force a change.	Heads of School/TLCOs	Ongoing
	24.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	See above	Catering staff	Ongoing
	24.5	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	This is the current practice operated in school. Where necessary, facilities staff will support this process	Catering staff/Facilities staff	Ongoing



	24.6	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 social distancing and food hygiene.	Catering staff will continue to follow the procedures they adopted when working in school over the summer term - following social distancing and the use of masks where appropriate.	Catering staff	Ongoing
25. Staff Training	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who are new or who may not have been in school during the past months. <b>See also 2.1.</b>	Those staff who have not been in school will be briefed by their TLCo/staff lead	TLCOs/Class leads	Ongoing
26. Drop off of Essential Items Forgotten by Pupils	26.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with antiviral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Any items dropped off will be cleaned prior to collection by class staff	Facilities staff/Reception Staff Class based staff	14/10/2020
27. Transport to School by My Bus or School Buses (not public transport buses)	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact <a href="mailto:debra.bagley@westyorks-ca.gov.uk">debra.bagley@westyorks-ca.gov.uk</a> with all enquiries in the first instance. These contact details should not be shared with families.	Following Transport advice.	Heads of school/Facilities Manager/Director of Operations	14/10/2020
	27.2	Consider how to keep access to My Bus / School Bus drop off / pick up areas clear of parent / carer vehicles e.g cones, signage etc..	Following Transport advice	Heads of school/Facilities Manager/Director of Operations	14/10/2020
	27.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	Following Transport advice	Heads of school/Facilities Manager/Director of Operations	14/10/2020
	27.4	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	Following Transport advice	Heads of school/Facilities Manager/Director of Operations	14/10/2020
	27.5	Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of 2 metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.	New guidance followed.	Heads of school/Facilities Manager/Director of Operations	14/10/2020

	27.6	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: <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• the use of face coverings for children over the age of 11, where appropriate - for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul>	New guidance followed. The school will continue to work closely with the Passenger Service home to school transport provision, contributing as appropriate to any new systems or changes to the present systems in order to maintain the safe ongoing transport of our students to and from the schools.	Heads of school/Facilities Manager/Director of Operations	14/10/2020
<b>28. School Sites Shared with other Users e.g PFI Staff, Children's Centres</b>	28.1	Where applicable, ensure arrangements that impact on other site users e.g opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc ...are discussed / information provided to users who share the school site.	There are no other users of the site		
<b>29. Marking / Handling School Work</b>	29.1	Staff can take books and other shared resources home if they can be cleaned. If not or if work is to be marked it should be left for at least 48 hours (72 hours for plastic) before and after marking,. It is recommended that paperwork to be marked is placed in a plastic bag that can be wiped down after collection or work and before handing work back to the pupils. Alternatively, staff can wash hands or sanitise before marking work, at regular intervals throughout and after completing marking. Suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic).	Staff will be asked not to take books off site in order to mark. They will mark any books they need to from their own bubble within their time at school. They will be advised to wash and sanitise their hands before, during and after marking any pupil work. Core subjects will be marked once a week, with non-core once a half term.	Heads of School, TLCOs	14/10/2020
<b>30. Agency staff and volunteers</b>	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	N/A - volunteers are not used in school due to the need to ensure continuity and consistency of staffing	Heads of School/Director of Operations	Ongoing
	30.2	Settings can continue to engage supply teachers and other supply staff during this period. To minimise the numbers of temporary staff entering the setting consider using longer assignments with supply teachers. You should also limit the bubbles they teach or limit them to bubbles where they can socially distance as far as possible. This would also apply to other temporary staff working in schools such as peripatetic teachers, sports coaches, and before and after school clubs staff.	Supply staff have been engaged to cover vacancies. These staff will be deployed in class and will work in class bubbles. They will be briefed in conjunction with other staff and will be expected to follow the same protocols and routines as other staff. Any additional staff absence will be covered within bubbles.	Heads of School/Director of Operations	Ongoing
	31.1	Before and after school activities (including wraparound care) may operate. Schools should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, supervised activities, training and education for children can continue to operate at all alert tiers both inside and outdoors.	After school provision will not operate in the autumn term. Following a review at October half term, it was decided not to change the present school position re after school clubs etc. This will be reviewed again at the February half term and will take account of any new guidance/and/or positive changes to the present tier system/rating which is 3. Where pupils arrive in school early, staff from their bubble will be assigned to support them.	Heads of School	10.12.2020

31. Before and after school clubs	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools and external providers may need to group children with others from outside their school day bubble or from a different school, where children from multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible. Smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall.	See above. This is an ongoing process of review to take account of the whole school community safety and the education and welfare of the students	Heads of School	10.12.2020
	31.3	Make parents / carers aware that government guidance is that they limit the number of different wraparound providers they access, as far as possible, and assure themselves that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	See above	Heads of School	07.09.2020
32. Music and Performing Arts	32.1	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, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Schools in local restriction tier 3 areas should not host performances with an audience. Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.	Each bubble has been provided with their own individual outdoor play space. Staff are advised that if undertaking a singing activity, pupils must be spaced accordingly. Where instruments are used, cleaning equipment will be provided before and after use, and use will be limited to one instrument per person for the whole session.	Heads of School/ TLCos	10/12/2020
	32.3	Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player. Use microphones where possible or encourage singing quietly.	There will be no choirs, ensembles performances or assemblies. Assemblies have been moved to remote sessions. This will be relayed to staff again to ensure safety at the Christmas period.	Heads of School/ TLCos	10/12/2020
	33.1	Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. 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) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Pupils should be kept in consistent groups. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities.	All pupils will be taught in their class bubbles, with consistent staffing. Outdoor spaces have been timetabled to encourage maximum use, and the hall space will only be used for small group activities. Staff will be provided with suitable cleaning supplies to wipe down equipment after use, although use of such will be kept to a minimum. Hand washing is encouraged before and after all activities, both indoor and outdoor. Facilities staff are on call throughout the school day for any additional or specialist cleaning tasks	Heads of School/ TLCos	10/12/2020
	33.2	Contact sports should not take place. AfPE guidance is that many physical activities can be adapted so they are non-contact e.g tag rugby instead of contact rugby, so that a broad curriculum can still be delivered.	No contact sports are taught during the Autumn Term. To be reviewed for Spring 2021.	Heads of School/ TLCos	07.09.2020

33. PE / Sports including dance.	33.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.	All PE and physical activities will be taught onsite, to be reviewed after October half term.	Heads of School/ TLCos	07.09.2020
	33.4	Settings can work with external coaches, clubs and organisations for curricular and extracurricular activities where they are satisfied that this is safe to do so. Such providers should provide settings with their own Covid 19 control measures and follow any school based controls.	No external agencies will be involved in the teaching of the curriculum during the Autumn Term. To be reviewed for Spring 2021.	Heads of School/ TLCos	07.09.2020
	33.5	To minimise close contact in changing rooms settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily.	Where PE kits have been worn, pupils will be provided with space in which to change. All sports activities will end with a cool down activity before changing occurs. PE kits will be stored in named bags. Where appropriate (Reaching High) pupils will be asked to come to school in their PE kit on days when they have PE.	TLCos/ Classrooms staff	07.09.2020
	33.6	SAmalgamated into 33.3	Pupils will not go off site for any visits including swimming during the first half of the autumn term. This will be reviewed at February half term	Heads of School	10/12/2020
	33.7	PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. <a href="https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-pesspa-context/">https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-pesspa-context/</a> YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).			Ongoing
34. Science and D&T	34.1	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>			Ongoing
	35.1	<b>General</b> - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Each class will be provided with their own sets of equipment that meets the needs of their individual curriculum. Any shared resources will be cleaned thoroughly and timetabled for use.	Heads of School/ TLCos/ TLRs	14/10/2020
	35.2	<b>General</b> - 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. 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 one bubble and be washed at the end of every day.	Altered and moved from 4 This is an ongoing area of review and monitoring in order to ensure optimum teaching and learning safety and meeting the complex needs of the students	Heads of School, TLCOs, classroom staff	14/10/2020

35. Shared Resources	35.3	<b>Staff Rooms</b> - 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).	The staff fridges will continue to be provided to keep food and milk cold. Fridges will be cleaned regularly by Facilities staff. Soap or hand washing gel will be made available in staff rooms. All school staff should contribute to the hygiene of shared staff room resources. Products are available to wipe any surface down at any time and by any person.	Facilities staff, All school staff	14/10/2020
	35.4	<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. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.			
	35.5	Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Reduce the use of shared resources e.g stationary, books etc . and allocate individual resources to pupils wherever possible. It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	Each pupil will be provided with their own set of key equipment, stored in a way that is suitable for each pupil's needs. Any shared resources within the bubble will be cleaned thoroughly after each use, using disinfectant wipes provided to each bubble. Pupil's personal equipment will be stored in a designated location in each classroom. If items are taken home, these will be cleaned and wiped appropriately upon return to the school. Any items taken on Transport to help manage behaviours will be managed in the same way and be wiped prior to leaving the school.	Classroom staff	10/12/2020
	35.6	<b>Early Years</b> - Malleable materials (messy play) should only be shared if the materials can be handled by a small, consistent group of children of no more than 15 at a time, and that no one else outside this group can come into contact with it, the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, see the managing risk in play provision implementation guide and children 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 and could be replaced by single user alternatives. Consider the rotation of resources to limit what needs to be cleaned on a daily basis and to allow access to a range of activities.	Staff have been advised that sand should not currently be used and water must have soap/washing up liquid in it. Where sensory play is used as part of the curriculum, it will be refreshed after each use. Play within the bubble using such resources will be limited to small numbers. Where dough is used, each pupil will be provided with their own set. All classroom resources used will be cleaned after each use. Facilities staff are available to support and advise with cleaning tasks and activities	Sanitiser is available in school, staff also have an individual hand sanitiser. Cleaning of the lift is included in the daily cleaning routine	16/12/2020
	35.7	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.	Only personal items such as communication support devices will be sent home from school- these will be cleaned on arrival, and regularly throughout the school day.		
36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	Main school visit records, timetabling, pupil/staff attendance are managed through current school protocols and are supported via TLCo's and school admin team.	Director of Operations, HoS, Safeguarding and Welfare manager	18.12.2020	

<b>36. Record Keeping</b>	<b>36.2</b>	Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g class / lesson registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	Main school visit records, timetabling, pupil/staff attendance are managed through current school protocols and are supported via TLCo's and school admin team.	Director of Operations, HoS, Safeguarding and Welfare manager	18.12.2020
	<b>36.3</b>	If your existing systems do not record times when pupils, staff and others are working together e.g small group intervention work, PPA cover, use a simple signing in / out system for the class / area or a simple activity / register record.	Main school visit records, timetabling, pupil/staff attendance are managed through current school protocols and are supported via TLCo's and school admin team.	Director of Operations, HoS, Safeguarding and Welfare manager	18.12.2020
	<b>36.4</b>	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs could be used for this for pupils and / or a simple spreadsheet for staff and pupils. A sample one is provided on LfL.	A spreadsheet system has already been established to record staff who are isolating or have symptoms of COVID-19. Pupil details are recorded on CPOMS.	Director of Operations, HoS, Safeguarding and Welfare manager	Ongoing
	<b>36.5</b>	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used.	Records are kept of any staff either displaying symptoms or self isolating due to a family member having symptoms. An additional column will be added to the existing spreadsheet to record staff who have assisted a child displaying symptoms.	Director of Operations	07.09.2020
<b>37. Home to School Transport</b>	<b>37.1</b>	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: <ul style="list-style-type: none"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted in your setting,</li> </ul>	The school will continue to work very closely with the Passenger Services Section and the local LCC staff supporting the school sites. Daily meetings are held with the Lead Drivers.	Facilities Manager, Parent Liaison Staff, Heads of Centre, TLCO's	10/12/2020
	<ul style="list-style-type: none"> <li>• use of hand sanitiser before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards). Drivers and passenger assistants should use alcohol hand rub or sanitiser at intervals throughout the journey, and should always do so after performing tasks such as helping a child into the vehicle or handling a child's belongings.</li> </ul>				
	<ul style="list-style-type: none"> <li>• additional cleaning of vehicles,</li> </ul>				
	<ul style="list-style-type: none"> <li>• organised queuing and boarding,</li> </ul>				
	<ul style="list-style-type: none"> <li>• distancing within vehicles wherever possible and maximising the ventilation of fresh air particularly through opening windows and vents , avoiding the use of face to face seating on home to school transport wherever possible</li> </ul>				
	<ul style="list-style-type: none"> <li>• the use of face coverings for staff and children over the age of 6 (unless exempted for medical or other reasons) where appropriate - for example if they are likely to come into close contact with people outside of their group. 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.</li> </ul>				