



Managing Covid 19 in Schools for September 2020 opening - Risk Assessment - Version 3.1

Area of control	Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
1. Building Management / readiness	1.1 If your site has been closed over the summer break inspect the site for :			01/09/2020
	1.1.1 Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	NA	M Hare	01/09/2020
	1.1.2 Damage to the building and fixtures and fittings	NA	M Hare	01/09/2020
	1.1.3 Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	NA	M Hare	01/09/2020
	1.1.4 Rodent activity and/or infestations - commissioning of pest control may be required	NA	M Hare	01/09/2020
	1.2 Operational checks (to ensure good working order) to be carried out on :			01/09/2020
	1.2.1 Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Up to date	M Hare	01/09/2020
	1.2.2 Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Up to date	M Hare	01/09/2020
	1.2.3 Emergency lighting	up to date	M Hare	01/09/2020
	1.2.4 Gas supplies including science laboratories and kitchens	up to date	M Hare	01/09/2020
	1.2.5 Kitchen equipment	up to date	M Hare	01/09/2020
	1.2.6 Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms	up to date	M Hare	01/09/2020
	1.2.7 Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Weekly every Friday	M Hare	01/09/2020
	1.2.8 Water systems to look for leaks and ensure there is provision of hot water	Plumber coming to fix mixer taps where required	M Hare	01/09/2020
	1.2.9 Windows, doors and gates including electronic gates and doors	Up to date	M Hare	01/09/2020
	1.2.10 Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	NA	M Hare	01/09/2020
	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).	Up to date	M Hare	01/09/2020
	1.3 Ensure Statutory Inspections are up to date for :			01/09/2020
	1.3.1 Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Lift stuck in LJFS area. Engineer has been recalled this week.	P Staniland	01/09/2020
	1.3.2 Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	No issues	M Hare	01/09/2020
	1.3.3 LEV (if the scheduled inspections have not taken place in the last 14 months);	NA (There is one in LJFS but this is serviced every year.)	M Hare	01/09/2020
	1.3.4 Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	Up to date	M Hare	01/09/2020
	1.3.5 Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Up to date	M Hare	01/09/2020
1.3.6 PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Up to date. All appliances been tested and stickers applied. No appliances to be brought from home. All new appliances to be tested.	M Hare	01/09/2020	
1.3.7 Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	No major works undertaken	M Hare	01/09/2020	
1.3.8 Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Up to date	M Hare	01/09/2020	
1.3.9 Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Inspection due 2021	M Hare	01/09/2020	
1.3.10 Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	NA	M Hare	01/09/2020	
1.3.11 Fire Safety : 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).	The fire alarm test is due Nov20 (previous check May20) Fire Extinguishers tested annually - every December. Emergency lighting next test due Nov20. No sprinkler system - no smoke exhaust and smoke curtains.	M Hare	10/09/2020	

	1.4	Cleaning of the premises			01/09/2020
	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.	Thorough Clean of the site to be carried out on Wednesday 2nd Sept 2020 after all staff have left. Ready for opening on Thursday 3rd Sept 2020. Need to agree what time all staff need to have left by. Paul to confirm. Thorough Cleaning of site taken place after Half-Term Camp	P Staniland	30/10/2020
	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.	Up to Date	M Hare	01/09/2020
	1.5	Supplies			01/09/2020
	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.	Sufficient Supplies have been ordered and are on site ready for use.	P Staniland	01/09/2020
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.	Sufficient Supplies have been ordered and are on site ready for use.	P Staniland	01/09/2020
	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.	Available in every classroom and communal area. Staff to contact member of HT to request more during the day if required.	S Bhogal L Seaton	Daily from 2nd Sept
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.	Staggered start dates for Nursery and Reception Classes. Staff Training Day on site on 02/09/2020.	S Bhogal L Seaton	25/08/2020
	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.	Staff contacted by e-mail, requesting information about availability for on-site working and changes to medical needs. Ratios are met. Parents to be contacted to inform of any changes.	S Bhogal	01/09/2020
	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.	NA and Nursery only one exclusive setting at this moment in time.	L Seaton	01/09/2020
	2.4	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Ensure that correct Social Distancing procedures (2 metres between staff, 2 metres between staff and pupils age appropriately) are followed so that there is not a knock on effect on numerous areas of school. Will follow COVID Isolation Procedures as required in case of positive case. HeadshipTeam (HT) to provide cover where possible. 14/10/20 Avoid Crossing Over and mixing between departments.	S Hardacre	01/09/2020 14/10/2020

		Ongoing			
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Headship Team to ensure First Aid supplies are sufficiently stocked up. Monitor ratios and organise rotas.	S Yechezkel	ongoing
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Requests updated details from parents via Parentmail. Staff e-mail request to go out.	S Bhogal	01/09/2020
	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.	SENCO to call parents of chn who this may be relevant for. L Seaton has also spoken to families who this is relevant for.	L Seaton	01/09/2020
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	List to be printed off SIMS for all Year Groups and provided to Class Teachers who will disseminate to all relevant staff.	M Hare	01/09/2020
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	As above. Shared with Catering staff too.	M Hare	01/09/2020
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.	Guidance to be followed	S Bhogal	01/09/2020
	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, stationery and mobile phones. Bags are allowed.	Parents have been informed that only named essential items can be brought into school. Class Staff to monitor this.	S Bhogal L Seaton	01/09/2020
	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.	Timetables have been completed and this has been fully taken into account.	S Yechezkel	01/09/2020
		Ongoing			
	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.	Ongoing monitoring by HT. HT communicate with each other daily to discuss effectiveness.	S Bhogal	01/09/2020
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.	Ongoing communication and updates through our Parentmail/facebook. All relevant DFE guidance documents sent to them. Detailed September Opening Information has been sent	S Yechezkel	25/08/2020
	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.	This has been clear in documents sent from DFE as well as in our Opening Information. Will send another reminder on Wednesday 2/9/2020. Signs to be displayed on each gate.Weekly reminders also to be sent out.	S Hardacre S Bhogal	01/09/2020
	5.3	This may be by newsletters, letters, emails, signs etc...	Ongoing communication provided.	S Yechezkel	01/09/2020
	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.	This will be communicated to Parents/Children and Staff on Wednesday and Thursday 2/3/9/2020. Covid addendum to the Behaviour Policy to be written by Leigh Haines by the 4/9/2020. Addendum to the staff handbook by the 2/9/2020. All children were informed of new rules on the 1st day back in September. All staff have had the RA and are getting weekly memos.	S Yechezkel S Bhogal	01/09/2020
	6.1	Clinically Extremely Vulnerable persons. (Category 1), Clinically Vulnerable persons (Category 2), BAME, males over 60 and pregnant staff.			

6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1.1	Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that staff and pupils who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. It remains the case that wider government policy advises those who can work from home to do so. Government advice is that this will not be applicable to most school staff, but where a role may be conducive to home working,e.g some administrative roles, school leaders should consider what is feasible and appropriate. IPRA's and employee risk assessments e.g WASPs must be carried out for all Category 1, 2 and 3 staff who are now returning to work before they return to ensure it is as safe as possible. OH can assist with medical advice for staff.	Relevant staff have had/are having WASPS- all to be complete by 3/9/2020. All Staff have been offered a personal WASP though not all have taken this up. Pregnant staff member working from home until Maternity leave begins.	S Hardacre	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.	As Above.	S Hardacre	02/09/2020
	6.1.3	Schools should be as flexible as possible in how members of staff previously in these categories are deployed to enable them to work remotely where possible (for staff previously in category 1), in roles in settings where it is more possible to maintain social distancing or with the use of additional PPE (for staff previously in categories 1,2 and 3).	Adjustments have been made in WASPS.	S Hardacre	02/09/2020
7.Persons who are already displaying Coronavirus symptoms	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace.	E-mail to be sent out to parents each week to reiterate this. Reminders on all school correspondence.	S Yechezkel S Bhogal	01/09/2020
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. .	E-mail to be sent out to parents each week to reiterate this. Reminders on all school correspondence.	S Yechezkel S Bhogal	01/09/2020
	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 7 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.	Follow NHS Guidelines. Kits have not been provided to school as of yet.	S Hardacre	01/09/2020
	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.	Follow DfE Guidance. We have allocated an isolation room, LJFS STAFFROOM for Years 1-6. Use Toilets next to the staffroom. Staff to escort chn round the outside main entrance and not through the 2 schools. Staircase will not be used by staff/students other than staff escorting a child with symptoms and Susy as her office is located up there. EYFS Main entrance area for EYFS chn.	S Hardacre	01/09/2020
	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.	All necessary PPE is available and must be worn if escorting a child.	S Hardacre	01/09/2020

8.Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site	8.4	Where the initial child, young person or staff member with symptoms tests negative , they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.	Follow NHS Guidelines	S Hardacre	01/09/2020
	8.5	Where the child, young person or staff member tests positive , contact PHE for advice around which bubble(s) should be collapsed and staff and pupils sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Inform DCS Alert.	Follow NHS Guidelines	S Hardacre	01/09/2020
	8.6	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. 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.	Follow NHS Guidelines	S Hardacre	01/09/2020
	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.	Follow NHS Guidelines	S Hardacre	01/09/2020
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Cleaners on site throughout the day on a rota.	S Yechezkel	01/09/2020
	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.	Toilets next to LJFS staffroom. EYFS to go to the toilet in Nursery changing area. This to be then closed off until cleaned.	S Hardacre	01/09/2020
	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.	In case of Office staff- other office spaces are available. Teaching Group to be moved to one of the halls or outdoors whilst area is being cleaned. Lunch staff to vacate kitchen whilst it is cleaned.	S Hardacre	01/09/2020
	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).	We will only take temperatures in case of symptoms	S Hardacre	01/09/2020
		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.			
		Follow the guidance in the local PHE guidance on Test and Trace, Government / NHS Flow chart and the simple flowchart for cases - these are all available on Leeds For Learning.	Altered PHE guidance expected soon.*	S Hardacre	01/09/2020
		Useful information on self isolating			
	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	This will go out to staff and parents on 02/09/20	S Bhogal	01/09/2020	

9.Controlling access into the school for staff, pupils and members of the public.	9.1	Travel patterns differ greatly between settings. If those patterns allow, settings should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave. Staggered start and finish times should not reduce the amount of overall teaching time.	This is in place. 14/10/2020 This arrangement has resulted in too much waiting around and mixing of parents from different year groups. This will be reviewed for after half term. 15 window off opportunity for drop-off and pick-up to start 2/11/2020	S Yechezkel	25/08/2020 14/10/2020
	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.	This is in place	S Yechezkel	25/08/2020
	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.	This is in place	S Yechezkel	25/08/2020
	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.	Parents will not be accessing the building. The staff from the class will be the only ones opening or closing the doors. The cleaning staff will be regularly cleaning handles. No entry boxes at each entrance/exit. No parents allowed in this. Lineage and no entry boxes to be re-painted.	S Yechezkel	25/08/2020
	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.	This has been explained in our Opening Information and the Ht will be out on duty. Year 5 & 6 parents/carers will not be permitted on site in the morning, unless absolutely essential as children can walk to their classrooms unsupervised. Parents will be asked to pick up from the classrooms unless the child (Y6 only) has permission to walk home. Parents to collect own children/children of a valid Bubble only unless exceptional circumstances have been agreed with the school. 25/09/2020 Parents to wear Face Masks on grounds and staff to wear masks at the doors. 14/10/2020 Congregating to be further reduced as potential for mixing of different year groups. To be reviewed after half-term as 15 minute windows for drop-odd and pick-up. Year 5 children can leave the gate to meet parents outside. Year 5& 6 children can pick up younger siblings where parents deem responsible and meet parents outside the gate.	S Bhogal	25/08/2020 25/09/2020 14/10/2020
	9.6	Parents and carers should be advised that where possible only one adult at a time should accompany their child to / from school.	This has been explained in our Opening Information. Families with difficulties will be accommodated where possible.	S Bhogal	25/08/2020
	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.	This has been explained in our Opening Information. We are not allowing any Parents/carers into the buildings. Conversations will happen via email or phone. Meetings via Zoom if required.	S Bhogal	25/08/2020
	9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Email to be sent to staff about this. Before and After-school Protocols for staff members' children to be followed- e-mail has been sent that children must go strstight to their Bubbles and can wait in there at the end of the day.	S Bhogal	01/09/2020

	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.	M Hare to coordinate this with relevant organisations	M Hare/ P Staniland	01/09/2020
	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.	This will be provided if required.	S Yechezkel	01/09/2020
	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.	Screen is in place for communication with parents, staff and children/students. Sliding Windows must be kept closed. Staff to maintain 2 metres distance from each other in the office. This will accommodate 4 staff members. Only Office staff permitted in the office. No other staff/children/visitors/ students to go in for any reason. No hot desking- desks and equipment to be cleaned between uses if there is staff movement. Staff must not be in direct contact with children/students in either school. 14/10/2020 To be reviewed as there has been some cross-department contact. Cover Supervisors to be brought in in order to avoid this moving forward.	M Hare	01/09/2020 14/10/2020
10.Handwashing and hand sanitisers (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.	We are asking all staff and children to wash their hands on entry.	S Bhogal	01/09/2020
	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.	This has been communicated with staff and parents as per NHS and DfE Guidance.	S Bhogal	01/09/2020
	10.3	If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided.	All classrooms have sinks and sanitising stations will be set up	S Bhogal	01/09/2020
	10.4	All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas.	This will be standard practice	S Hardacre	01/09/2020
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Boxes of tissues are in every classroom as well as bins. Lidded bins have been ordered.	S Bhogal	01/09/2020
	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.	As per NHS Guidance	S Hardacre	01/09/2020
	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.	This has been communicated with staff and parents as per NHS and DfE Guidance.	S Hardacre	01/09/2020
	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.	Parents to inform school if hand sanitiser is not to be used.	L Seaton	01/09/2020
	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.	This needs checking	P Staniland	01/09/2020
	11.1	General Cleaning			

11.Cleaning	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	These have been purchased and will be provided in every classroom for staff to wipe down surfaces and frequently touched shared resources where applicable on a regular basis and before the end of the day. Cleaners on site during the day. Ensure cleaning supplies to be stocked up	P Staniland	01/09/2020
	11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located.	Actioned as above. Ensure 2 bins in each classroom where required.	P Staniland	01/09/2020
	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).	Cleaners on site throughout the day and at the end of the day.	P Staniland	01/09/2020
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Desks to be wiped/ sanitise sprayed on a regular basis, whether done by teaching staff or cleaners. Water Fountains to be anti-bacterial wiped by staff before and after use-chn not permitted to use them. Cleaners on site throughout the day to clean regularly touched surfaces.	L Seaton	03/11/2020
	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.	As per DfE Guidance. Resources provided in classrooms for staff to clean throughout the day and cleaners on site rota for each classroom and communal areas.	L Seaton	01/09/2020
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	All cleaners will have the relevant equipment. Disposable gloves will be provided for each class for staff to use if they wish.	P Staniland	01/09/2020
	11.2	Rooms used for Isolating persons displaying symptoms			
	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.	This will be done.	S Hardacre	01/09/2020
	11.3	Clothing			
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school.	This has been communicated with staff and parents as per NHS and DfE Guidance.	S Yechezkel	01/09/2020
	11.4	Hygiene Suites / Intimate Care Facilities			
	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.	Staff to wear gloves, apron and face mask if providing full intimate care other than nappy changing for which an apron and gloves will be worn. Full PPE used for intimate care to be disposed of as in section 10.6.	P Staniland	01/09/2020
	11.5	Leeds City Council / FM cleaning providers			

	11.5.1	Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	P Staniland has actioned this.	P Staniland	01/09/2020
		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:-		P Staniland	01/09/2020
		Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of touch points.	P Staniland has actioned this.	P Staniland	01/09/2020
		Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	This is happening by staff and NB. Sports equipment, IPADS to be used by separate Bubbles only and not shared. Cleaned after use by the Bubble	L Seaton	01/09/2020
		Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and afternoon.	P Staniland has actioned this.	P Staniland	01/09/2020
	<p>Government Guidance states that : 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. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum. We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings, and it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible. Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. The use of small groups restricts the normal operation of education settings and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as the playgrounds, dining halls, and toilets, and therapy rooms. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools, and special settings. In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.</p>		School to follow this. All staff to read this guidance.	S Hardacre	01/09/2020
	12.1	Corridors and Circulation Spaces			
	12.1.1	Corridors could be marked out with social distancing indicators as a visual aid for staff and pupils if it is appropriate / useful.	2 metre markings are already in place. Some of these will be changed to 1 metre markings in order to accommodate more children. Staff not to congregate in areas. No walking through LJFS unless essential in which case a mask must be worn. Staff are permitted to walk round the outside to get to the school office if a visit is essential in which case a mask must be worn.	S Yechezkel	01/09/2020
	12.1.2	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	This is in place.	S Yechezkel	01/09/2020

12.1.3	Staff Working Across Both schools to ensure increased measures are in place.	Staff to maintain 2 metre distance at all times. Wear masks between travel to each school. Wash hands before and after entry and exit between schools. 14/10/20 Staff working in one school only must not travel to the other school.		01/09/2020 14/10/2020
12.2	Bubble sizes and Classrooms / Learning Areas			
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 KS 3 schools may be able to implement smaller groups the size of a full class.	We have Year group Bubbles in place. No more than 40 children in a Bubble.	S Hardacre	01/09/2020
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.	This is all in place. Children to be reminded about Social Distancing frequently and age appropriately.	S Yechezkel	01/09/2020
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.	In place in Years 1-6	S Yechezkel	01/09/2020
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.	Resources will be rotated and cleaned.	L Seaton	01/09/2020
12.2.5	For older year groups consider locating staff members at designated points where possible.	NA	NA	01/09/2020
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.	Classrooms to be used primarily by the children and adults of the Bubbles. Any other adults will be limited from entering unless essential and must sign-in and maintain 2 metre distance. Cleaners will enter when the classrooms are vacant. However they can clean door handles from the doorway and bathrooms via external doors.	S Bhogal	01/09/2020
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.	Allocated desks in Years 1 to 6 and no movement.	S Bhogal	01/09/2020
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.	Taken into consideration when planning staffing. Limited and necessary movement only such as LK lessons and absence cover. See 12.2.6	S Yechezkel	03/11/2020
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.	This is in place during the day. We need to ensure there is enough time at the end of the day for thorough cleaning of the campus.	P Staniland	01/09/2020

12. Bubbles / Social Distancing

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.	Each Class has its own sink. Limited movement of staff around school and a 2 metre distance will be adhered to between adults and adults and adults and children where age appropriate.	S Bhogal	01/09/2020
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 will adhere to this if required when working in closer proximity to children. Staff to wear a face shield or a mask.	S Bhogal	03/11/2020
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.	This will be in place in all areas of school. Staff to be informed on the training day and regular memos sent.	S Bhogal	03/11/2020
12.2.13	PPA time - 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.	Limited working across Bubbles and 2 metre distancing will be in place.	S Yechezkel	01/09/2020
12.4	Outdoor Areas			
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.	Outdoor areas will be separate to each Bubble as and when they use an area. This means no other Bubble can come into this area.	S Yechezkel	01/09/2020
12.4.1	Parents show ID badges from a distance. Guards recognise our parents. Anyone not recognised will be stopped.	Guards to check from a distance. Parents not to come within 2 metres of Guards.	M Hare	01/09/2020
12.4.2	Guards to remain at their location and not to share spaces Hot Desk.	Guards based in allocated areas and not share an office or hut if 2 metres distance cannot be maintained.	M Hare	01/09/2020
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'.	These are in place	S Yechezkel	01/09/2020
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.	Staggered lunch times are in place with an allocated cleaner between groups.	S Yechezkel	01/09/2020
12.6	Toilets			
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.	Cleaners on site throughout the day to clean toilets. Limited number of children in toilet block. Toilets close to their classrooms. See below	S Bhogal	01/09/2020
12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Only one Bubble in at a time. No more than 6 chn from that Bubble at a time. One gender in at a time only.	S Bhogal	01/09/2020
12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	This has been made clear.	S Bhogal	01/09/2020
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.	Staff are aware of this.	S Hardacre	01/09/2020
12.6.5	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.	Wipes will be available in staff toilets. Cleaners will be frequently cleaning children's and staff toilets.	P Staniland	01/09/2020

	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 “If You Use It – Wipe It” principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. 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.	All toilets are individual blocks. Except the Brodestky Hall- please lock the entry door when in use as only one staff member allowed in at a time.	S Bhogal	01/09/2020
	12.7	Assemblies / Collective Worship			
	12.7.1	Bubbles should be kept apart so large gatherings such as assemblies or collective worship with more than one 'bubble' or with large 'bubbles' should be avoided. Assemblies could be virtual via video recordings or live streaming into classrooms.	There will not be any large gatherings where more than one Bubble meets. Assemblies will be in Bubbles only or by Zoom.	S Yechezkel	01/09/2020
	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.	As above	S Yechezkel	01/09/2020
	12.8	Staff areas			
	12.8.1	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.	No more than 6 members of staff in the Primary Staff Room and 4 members of staff in EYFS Staffroom. 4 members of office staff in the office.	S Hardacre	01/09/2020 21/09/2020
	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.	N/A		01/09/2020
	12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the “If You Use It – Wipe It” principle with anti-viral wipes.	Antiviral wipes will be at all of these stations.	S Bhogal	01/09/2020
	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).	This has been communicated with staff.	L Seaton	01/09/2020
	12.9	Communication			
	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.	A member of the Headship team is always on call via walkie talkie.	S Bhogal	01/09/2020
	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.	If this is the case, staff need to inform a member of the Headship Team. Each request will be considered from a safeguarding perspective.	S Bhogal	01/09/2020
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.	Paediatric First Aider on site everyday. Need to check who has a FAW qualifications.	S Hardacre	01/09/2020
	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.	In place.	S Hardacre	01/09/2020
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.	N/A	S Hardacre	01/09/2020
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	N/A	S Hardacre	01/09/2020
	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 ant-viral wipes.	The Lift is currently not working. Any lifts or control panels will be wiped after use.	P Staniland	01/09/2020
	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 anti-viral wipes.	N/A	P Staniland	01/09/2020

	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Antiviral wipes will be provided and all IT equipment must be cleaned after each use.	S Hardacre	01/09/2020
15.General controls	15.1	Ventilation			
	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.	This is in place	S Hardacre	01/09/2020
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	Staff to ensure all windows are open in their areas and corridors everyday. No working in a non-ventilated area.	S Bhogal	03/11/2020
	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.	N/A	NA	01/09/2020
	15.2	Learning Outside			
	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.	All children will be outside as much as possible while ensuring a full curriculum is provided.	S Bhogal	01/09/2020
	15.3	Medical Needs			
	15.3.1	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 epi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	N Levy will provide information. Headship Team to ensure staff are trained in their use.	M Hare	01/09/2020
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	L Levy to provide information.	M Hare	01/09/2020
	15.4	Water fountains			
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	No shared Water Fountains. Children to bring a clean freshly filled water bottles in each day from home. If they need refilling during the day: Nursery 1 staff will refill the children's water bottles when needed using gloves and jugs for pouring. Nursery 2 and Reception to fill jugs from Nursery 1 Water Fountain for top-ups or staff to refill, ensuring no contact with Bottle. Wipe fountain before and after use. Year 1 has own fountain. Year 2, 3, 4 and 6 to have jugs. Year 5 to share Water Fountain but only staff to refill wearing gloves and pour using jugs. Water fountains to be anti-bac wiped during the day. Only staff to touch Water Fountains when filling jugs. Dining hall fountain to be used by staff only to fill the jugs.	S Bhogal	03/11/2020
15.4.2	Handling of Money and cheques to be reduced.	On-line systems to be made up and running asap. Education staff not to handle money/cheques in any circumstances. Office staff to limit this as much as possible until on-line systems are all in place.	P Staniland	01/09/2020	

	15.4.3	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.	Taps in classrooms are not drinking water. See 199	S Bhogal	01/09/2020
16.Educational Visits	16.1	Government guidance is currently that over night domestic and international educational visits are ceased for the time being. Settings can resume non-overnight domestic educational visits.	No trips planned currently	S Hardacre	01/09/2020
	16.2	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.	This will be adhered to if trips resume.	S Hardacre	01/09/2020
	16.3	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.	As Above	S Hardacre	01/09/2020
17.PPE for staff and pupils	17.1	Public Health England does not (based on current evidence) recommend the use of face coverings in education settings, except where they are already routinely used as part of close contact care. They are not generally required in education settings as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. 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.	As per DFE Guidance	S Hardacre	01/09/2020
	17.2	FFP2 / 3 masks are not necessary in a school setting.	As per DFE Guidance	S Hardacre	01/09/2020
	17.3	Activities such as close intimate care e.g nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.	Staff to wear gloves, apron and face mask if providing full intimate care other than nappy changing for which an apron and gloves will be worn. See 10.6 for how to dispose of used PPE after providing intimate care.	S Hardacre	01/09/2020
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	PPE is available	S Hardacre	01/09/2020
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	This is available	S Hardacre	01/09/2020
	17.6	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 informed of this via e-mail. All staff to have a change of clothes at school if preferred.	S Bhogal	03/11/2020
			See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be purchased via the PPE Team and the range of items available has extended.	Noted	P Staniland
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.	All staff consulted and kept informed during the whole COVID period. All Risk Assessments shared. WASPS have been/are being carried out.	S Bhogal	01/09/2020
	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.	All staff to attend the training day for these purposes.	S Bhogal	01/09/2020
	18.3	The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers	Noted and link to be sent to all staff.	S Bhogal	01/09/2020
	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.	WASPS are being completed for staff who require them and have requested them.	S Hardacre	03/11/2020

18. Staff wellbeing	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.	Weekly meetings will resume either via Zoom or Social Distancing- staff to be in departments/smaller groups and 2 metres apart from each other in any area used. Where a meeting can be held virtually or over the phone it should. Staff to avoid meeting in person wherever possible.	S Bhogal	03/11/2020
	18.6	Identify Mental Health First Aiders.	Signposts for support are being sent out and available as required.	S Hardacre	01/09/2020
	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 to be informed of this and any other support available.	M Hare	01/09/2020
		Guidance on Staff Wellbeing is available on Leeds for Learning.			
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.	Essential maintenance and deliveries permitted only where possible. Masks to be worn if essential visit required indoors.	M Hare	01/09/2020
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Relevant contractors to liaise with M Hare. Masks to be worn as above.	M Hare	01/09/2020
	19.3	Contractors should adhere to social distancing guidelines.	M Hare to communicate this. Masks to be worn as above	M Hare	01/09/2020
	19.4	Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.	M Hare to communicate this. Masks to be worn as above	M Hare	01/09/2020
	19.5	If contractors need supervising this should be done following social distancing guidelines.	M Hare to communicate this	M Hare	01/09/2020
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	M Hare to communicate this and contractors to confirm no symptoms.	M Hare	01/09/2020
	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.	M Hare to communicate this and action cleaning /isolation of areas and equipment used.	M Hare	01/09/2020
	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.	M Hare to communicate this and identify facility to be used if on site for long periods.	M Hare	01/09/2020
	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.	M Hare to communicate this and keep a log (full name/organisation/contact number) of any visitors on site.	M Hare	01/09/2020
20. Lettings / Meetings / Visitors	20.1	Lettings, visitors and on site meetings can take place if they cannot be done remotely. 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 and control measures are explained to visitors on or before arrival.	Office to request organisations COVID Control Measures before visit. Office to ensure school measures are explained on/before arrival. Site Protocols list to be written up for this purpose. Shared pen not to be used or must be wiped after use and before use. Wipes to be made available. Visitors to wipe the pen after and before use. Visitors to hand sanitise upon entry and wash hands once welcomed in. Visitors to be given tape to stick the ID badge on themselves instead of a lanyard.	M Hare	01/09/2020
	20.2	Any meetings / lettings should only go ahead if social distancing and hygiene rules can be adhered to. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.	This will be in place.	S Hardacre	01/09/2020

	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.	This will be in place if required	M Hare	01/09/2020
	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.	This will be in place if required. Essential Visitors into school to scan the track and trace barcode upon arrival.	M Hare	04/11/2020
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing	This will be in place if required	S Bhogal	01/09/2022
	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	The only change is that Year 1 come down the slope so that they do not mix with Year 2.	S Hardacre	01/09/2020
22.Fire safety	22.2	Consider if muster points / practices need to be altered so staff and pupils bubbles are not mixed.	Staff to ensure their Bubbles are 2 metres away from other Bubbles. Consider that LJFS also use the top Playground in order to allow safe distancing and limit mixing of schools- can LJFS assemble in the bottom playground? We will review this after a practice Fire Drill in week 1. 10/09/2020 Fire Practice carried out and LJFS assemble in Moris Silman Hall	S Hardacre	01/09/2020 10/09/2020
	22.3	Consider if you need to re-allocate fire marshal roles.	N/A	NA	01/09/2020
	22.4	Ensure staff know how to use fire extinguishers, where call points are etc	N/A	NA	01/09/2020
	22.5	Practice new procedures as soon as possible after opening.	Fire Drill will happen at some point in the first full week back.	S Hardacre	01/09/2020 complete 10/09/2020
	22.6	Consider if staff and pupil PEEPs need to be amended.	NA	NA	01/09/2020
	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". LCC sample Fire Risk Assessment has a page in the appendices for interim changes to be noted rather than rewriting sections.	Any changes made to be documented according to the requirements. 10/09/2020 No changes required	S Hardacre	01/09/2020 10/09/2020
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.	Limited mixing of staff across Bubbles as much as possible.	S Yechezkel	01/09/2020
	24.1	Inform catering staff of any changes made from this risk assessment e.g to entry / exit points, fire safety procedures, safeguarding etc..	All staff to receive Risk Assessment.	M Hare	01/09/2020
	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 onto account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Menu has been adapted to allow children less or even no requirement of support to cut food. Children to be handed a tray with cutlery and cup already on. Water to be poured for children. Catering staff to ensure to wear gloves, aprons and head coverings.	S Yechezkel	01/09/2020
24.Catering	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.	Meals to be delivered in Dining Hall, Brodestky Hall and MSH. Tables to be set up by catering staff.	S Yechezkel	01/09/2020
	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.	Catering staff have been made aware of this. Catering staff to remain in the servery or kitchen. Not to leave these areas unless essential and then only when other staff or children are not in close proximity.	S Yechezkel	01/09/2020 14/10/2020
	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.	Member of the cleaning team to clean in Dining Hall, Brodestky Hall and MSH areas throughout Lunchtime cleaning tables.	P Staniland	01/09/2020
	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 have been made aware of this. A screen will be provided at the servery or masks will be worn. Masks to be worn by all staff whilst handing food and serving.	M Hare	01/09/2020 14/10/2020 03/11/2020

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. See also 2.1.	All staff to attend the training day for these purposes.	S Yechezkel	01/09/2020
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 anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Need to leave with the Guards in a box so that the Guards do not touch. Office staff to then use gloves and wipe the item if possible and deliver to the Bubble door.	S Hardacre	01/09/2020
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 debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	NA	NA	01/09/2020
	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..	NA	NA	01/09/2020
	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.	NA	NA	01/09/2020
	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.	NA	NA	01/09/2020
		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.	NA	NA	01/09/2020
		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"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within the setting • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • 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 	NA	NA	01/09/2020
28. School Sites Shared with other Users e.g PFI Staff, Children's Centres	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.	Full Liaison and communication with LJFS. Will also be in place if other site users resume provision.	S Hardacre	01/09/2020

29. Marking / Handling School Work	29.1	Staff can take books and other shared resources home if they can be cleaned. If not or if work is to be marked it should be left for at least 48 hours (72 hours for plastic) before and after marking.. It is recommended that paper work 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 to use professional discretion as long as in line with the control measures. Exercise Books not to be taken home as they cannot be cleaned.	S Bhogal	01/09/2020
30. Agency staff and volunteers	30.1	Mixing of volunteers across bubbles should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.	Volunteers will not mix across Bubbles.	S Bhogal	01/09/2020
	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.	This will be followed if required.	S Bhogal	01/09/2020
31. Before and after school clubs	31.1	Settings can extend before and after school provision to any breakfast and after-school provision from the start of the autumn term. Settings may need to respond flexibly and build this up over time.	No Breakfast Club in the first Half Term. Zone to confirm their position. Zone are now back on site with RA in place and checked by the school. Breakfast club has re-started in line with guidelines.	L Seaton	03/11/2020
	31.2	Settings should try to keep to the bubbles in use during the school day where possible. Where this is not possible smaller consistent groups could be used in different rooms or groups socially distancing in a larger space e.g the hall.	This will be followed when required.	L Seaton	01/09/2020
	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.	E-mail Parents to inform them of this.	S Hardacre	01/09/2020
32. Music and Performing Arts	32.1	There may be an additional risk of infection in environments where people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Settings should physically distance, play outside wherever possible, limit group sizes to no more than 15, position pupils back-to-back or side-to-side, avoid sharing instruments, and ensure good ventilation.	Prayers will be said privately and in classrooms while following a Zoom. No singing or loud chanting at the moment is allowed. Shouting is not permitted indoors by children or staff.	S Yechezkel	01/09/2020
	32.2	Singing, wind and brass playing should not take place in choirs and ensembles, or assemblies.	This will be followed	S Yechezkel	01/09/2020
	33.1	Pupils should be kept in consistent groups and outdoor sports should be prioritised where possible. Inside large indoor spaces should be used maximising distancing between pupils. 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 staff and children to follow these procedures. No Bubbles to use equipment that has not been cleaned or been left for 72 hours. Everyone washes hands before and after PE. Hand sanitiser can be used in lessons.	S Bhogal	01/09/2020
	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 to take place either in lessons or at playtimes. Gaynor to conform what Contact Sport entails so that staff are clear.	S Bhogal	01/09/2020
	33.3	External facilities can also be used in line with government guidance for the use of, and travel to and from those facilities.	This will be followed if required.	S Hardacre	01/09/2020
	33.4	Settings can work with external coaches, clubs and organisations for curricular and extra-curricular 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.	These procedures will be in place if these activities resume.	S Hardacre	01/09/2020

33. PE / Sports including dance.	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.	We are having allocated PE lesson days so that children do not need to get undressed and changed in school. On other days, Teachers can teach additional PE type active lessons that do not require a change of clothes.	S Bhogal	01/09/2020
	33.6	Swimming pools are now able to open so swimming will be allowed from 25/07/2020. The Covid 19 requirements laid down by the venues must be followed during visits and lessons. The Swimming Lessons risk assessment will be updated to reflect any controls needed and this will be available on Evolve. When available, the LA guidance for swimming lessons and Covid 19 measures will be published on Evolve.	We will follow the LA Guidance.	S Hardacre	01/09/2020
	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. https://www.afpe.org.uk/physical-education/updated-covid-19-guidance-interpreting-the-government-guidance-in-a-pesspa-context/ YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	Our Head of PE will check these out.	S Bhogal	01/09/2020
34. Science and D&T	34.1	CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/	Staff to be signposted to this	S Bhogal	01/09/2020
35. Shared Resources	35.1	General - Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.	This will be adhered to or all classes will have their own resources. No sharing unless these rules are followed.	S Bhogal	01/09/2020
	35.2	General - Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. 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.	Only equipment that can be cleaned will be used. If it cannot be cleaned then it will be used by one user only and then left unused for the 48/72 hours.	L Seaton	01/09/2020
	35.3	Staff Rooms - Consider stopping the use of shared resources such as fridges, milk, tea, coffee etc to minimise touch points and advise staff to bring their own provisions in (in a cool bag if food needs to be kept cold).	Staff encouraged to bring their own items and not use shared resources.	S Bhogal	01/09/2020
	35.4	Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. If it cannot easily be cleaned after each bubble use throughout the day or kept for one bubble at all times you could consider allocating specific equipment to a specific bubble on a daily rota basis. Strict hand hygiene is essential if equipment is shared and users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	This will be followed.	L Seaton	01/09/2020

	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.	Children and staff only use their own stationery. Children do not touch each others exercise books at all. Class texts/resources can be shared but must be cleaned after use/at the end of the day or not used again for 48 hours/72 for plastics.	S Bhogal	01/09/2020
	35.6	Early Years - 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. 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.	Water will be used and changed throughout the day. No Sand or Playdough to be used.	L Seaton	01/09/2020
	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.	Reading Books can go home on this basis. Use Books already in school for listening to readers which is kept in the childs tray/smart sack.	L Seaton	01/09/2020
36. Record Keeping	36.1	Good record keeping is key to managing any potential positive cases and / or outbreaks.	A record will be kept in the office.	S Hardacre	01/09/2020
	36.2	Records should be kept of pupils and staff in each bubble, and any close contact that takes places between pupils and staff in different groups. Records of visitors, agency staff, volunteers etc.. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g class / lesson registers, signing in / out systems, meeting registers, training records, physical intervention records and first aid records. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.	A Signing in sheet on the classroom door for staff/visitor to sign if they have entered the room or spent time with a child outside of the room. All staff to carry their own pen and not share.	S Yechezkel	01/09/2020
	36.3	If your existing systems to 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.	As Above.	S Yechezkel	01/09/2020
	36.4	It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. CPOMs could be used for this for pupils and / or a simple spreadsheet for staff and pupils. A sample one is provided on LfL.	Manjit to check out both options and choose the most efficient one for our school.	M Hare	01/09/2020
	36.5	A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple spreadsheet if used.	This will be added to our chosen record keeping system.	S Hardacre	01/09/2020