Area of control		Managing Coronavirus in Schools - Risk As Control Measures	Additional / altered measures / notes	Implemented by : Initial	Date Completed
	1.1	Inspect the site for :			
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent	No asbestos in school	JW, SG, NC	20/05
		activity during the closure Damage to the building and fixtures and fittings	Hall door repaired, new roof put on PTA shed	JW. SG. NC	20/05
	1.1.2			. ,, .	20/05
		Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc Rodent activity and/or infestations - commissioning of pest control may be required	No reported None reported routine monthly pest control	JW, SG, NC JW, SG, NC	20/05
	1.1.4		carried out	. ,	
	1.2	Operational checks (to ensure good working order) to be carried out on : Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	Check on the 11th May	JW, SG, NC JW, SG, NC	20/05
	1.2.1		N/A		20/05
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	N/A	JW, SG, NC	20/0:
		Emergency lighting	All doors in good order and working	JW, SG, NC	20/0
	1.2.4	Gas supplies including science laboratories and kitchens Kitchen equipment	Boiler still working oven and hobs working	JW, SG, NC JW, SG, NC	20/0
		Ventilation systems including LEV in kitchens and classrooms	n/a	JW, SG, NC	20/0
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Water flushed weekly and months LA testing carried out	JW, SG, NC	20/0
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	All checked and safe	JW, SG, NC	20/0
	1.2.9	Windows, doors and gates including electronic gates and doors Any D&T equipment is checked, and ensuring any PPE is available as required by risk	All checked and working n/a	JW, SG, NC JW, SG, NC	20/0
	1.2.10	assessments.			
	1.2.11	Equipment used on site e.g floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).	All checked and working	JW, SG, NC	20/0
	1.3	Ensure Statutory Inspections are up to date for :		JW, SG, NC	20/0
	1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months):	n/a	JW, SG, NC	20/0
	1.3.2	six months); Pressure systems (if the scheduled inspections have not taken place in the last 12	n/a	JW, SG, NC	20/0
		months);		. ,	
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months); Gas Appliances (if the scheduled inspections have not taken place in the last 12	n/a Due November	JW, SG, NC JW, SG, NC	20/0
	1.3.4	months);		. ,, .	
Building Management / readiness	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	lasted tested in 2018/19	JW, SG, NC	20/0
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with		JW, SG, NC	20/0
		your individual deadlines) Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	No asbestos in school	JW. SG. NC	20/0
	1.3.7		NO aspesios in school	. ,, .	
	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12	Due September	JW, SG, NC	20/0
		months); Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the	Due September	JW, SG, NC	20/0
	1.3.9	last 12 months);			
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	n/a	JW, SG, NC	20/0
		Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6	All carried out within the last 12 months	JW, SG, NC	27/0
		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			
	1.3.11	(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).			
	1.4	Cleaning of the premises			
		Thorough cleaning is not required if no-one has been into the premises during the time of	Deep clean carried out by LCC and daily	JW, SG, NC	20/0
	1.4.1	closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch	cleaning to recommence on the 28/05/2020		
		surfaces.		JW. SG. NC	20/0
		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,	n/a	JW, SG, NC	20/0
	1.4.2	all touch surfaces should be given priority for cleaning, as should have been the case			
	1.5	during the partial opening. Supplies			
	1.5.1	Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying	New stock purchased w/c 11/05/2020 and will	JW, SG, NC	20/0
	-	facilities in kitchens, toilets and at sinks. Ensuring you have adequate supplies of cleaning materials and any identifed PPE.	be replenished as needed Cleaning products supplied by LCC for daily	JW. SG. NC	20/0
			clean. School has adequate provision of hand	,	
	1.5.2		wash antibacterial wipes, tissues and hand sanitiser that will be replenished as needed.		
		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.	Plans in place to re open to R, Y1, Y6 and key worker children from the 2nd of June. Due to	JW, SG, NC	20/0
		It is important to consider that plans are about 'working towards' the re-integration of	very small numbers will be opening to all the		
	2.1	pupils. Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable /	above year groups on the same day.		
		sustainable plan and building from there rather than removing provision.			
		Contact parents / carers of relevant pupils and staff to ascertain who will be coming into	Calls made to all parents on the 18/05/2020	JW. SG. NC	20/0
		school / be available for work so that rotas, ratios, medical, SEN and first aid needs etc can	regarding attendance Staff contacted on the	011,00,110	20/0
	2.2	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	14/05/2020. All staff will be returning		
		return or require further adjustments to be made.			
		Consider if it is possible to have all eligible year groups back in school at all times	Plans in place to re open to R, Y1, Y6 and key	JW. SG. NC	20/0
		dependant on sufficient space and staffing to maintain social distancing and adequately	worker children from the 2nd of June. Due to	on, 00, NO	20/0
	2.3	supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. For example some schools are looking at shift	very small numbers will be opening to all the above year groups on the same day.		
Assessing staff and pupil numbers		patterns; others at 2 days in for one year group and two for another; others at half days per	above year groups on vie same day.		
to assist in plans for opening	-	vear aroup. Consider that staff are likely to be still be supporting remote learning of pupils not	Staffing rotas have been planned allowing PPA	JW SG NG	20/0
		attending school for whatever reason and that additional PPA time may be needed on	time and additional time if needed for remote	311, 30, NO	20/0
	2.4	staffing rotas to support this or support amended learning plans.	learning. Minimun of two staff members per		
			bubble to cover breaks. No staff will cross into another bubble.		
	2.5	Consider that if there is a positive case in school that staff and pupil numbers may be	Guidance to be followed. School will conact the	JW, SG, NC	20/0
		affected. Communicate with parents / carers that the school will require adequate notice if a pupil	LA if this occurs. Information shared with parents on school	JW, SG, NC	27/0
		who has not been in school is to start attending school. This is to avoid additional pupils	website in the return to school letter. New	,,	200
	2.6	turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and	system to be investigated to email letters once		
		medical needs, catering, fire safety, My Bus transport etc	school is open.		

		Ongoing			
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Every staff member is first aid trained. No returning pupils have specific medical needs.	JW, SG, NC	20/05/20
	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Updated on sims	JW, SG, NC	20/05/20
	3.2	Re-assess if IPRAs or PBSPs are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etcControl measures and risk ratings in those IPRAs / PBSPs may need to be altered to reflect the	n/a	JW, SG, NC	20/05/20
3.Updating pupil and staff details	3.3	current situation. 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.	All pupils with Asthma have their inhalers in their designated classrooms and all staff are aware of these pupils. One child who requires an Epipen is not returning at the moment.	JW, SG, NC	20/05/2
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	One child with PKU	JW, SG, NC	20/05/2
	3.5	Schools should continue to adhere to their medical needs policy regarding the administration of medication.	Staff have been advised to read this from the school website and updated infor to be diseminated at inset training.	JW, SG, NC	20/05/2
	3.6	If staff and pupils are based at sites which are not their usual location they should share relevant medical conditions so these can be assessed and steps taken to manage them as	n/a	JW, SG, NC	20/05/2
	4.1	above. Teaching and play activities which require close direct supervision or contact should cease e.g gymnastics and football in PE, use of machinery in D&T and higher level / risk science experiments.	To be followed by all staff and discussed at staff briefings. Stated in reopening guidance to staff.	JW, SG, NC	Staff meeting 22/5/2020
	4.2	Indoor and outdoor equipment that cannot easily be cleaned after each user or kept for one user at a time should be taken out of use e.g trim trails, climbing frames, indoor and outdoor gyms.	All out door equipment has been taped off so children are unable to use it. In door PE equipment will stay in the hall where children will not have access to it.	JW, SG, NC	JW and NC to tape off outsi area 1/6/2020
	4.3	Reduce the use of shared resources e.g stationary, books etc . and allocate individual resources to pupils wherever possible that is for their sole use.	will not nave access to it. Individual resource packs have been provided for Y6 and Y1 pupils to use. R will have a reduced amount of stationary available and staff will manage getting out, putting away. Any items that are available will be wiped down once a child has used them. Individual packs have been provided of some equipment eg play dough	JW, SG, NC	Staff meeting 22/5/2020
4.Assess activities / lessons which can take place	4.4	Minimise, or remove altogether, soft toys, soft decorations e.g hanging displays in classrooms and other more difficult to keep clean equipment. Other equipment that is kept for the sole use of a discrete group of staff and pupils can be cleaned at the end of the day, but keep to a minimum.	Completed by staff in preparation for opening.	JW, SG, NC	Staff meeting 22/5/2020
	4.5	but keep to a minimum. Shared materials and surfaces should be cleaned and disinfected more frequently.	Daily LCC cleaning and school staff advised to disinfect throughout out the day and at the end of each day. Stated in reopining guidance to	JW, SG, NC	Staff meeting 22/5/2020
	4.6	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.	staff. New time table in place for each class has been prepared. No groups or activitie class or cross.	JW, SG, NC	Staff meeting 22/5/2020
		Ongoing			
	4.7	Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.	This will be reviewed daily and changes made as required. Morning briefing in place for all staff to discuss matters arising.	JW, SG, NC	20/05/2
	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.	Monday morning briefings will continue for staff and will be increased if necessary. All information will be provided to parent via the school website and we are currently looking to set up an emailing system.	JW, SG, NC	20/05/2
Information to pupils, staff, parents / carers, visitors and contractors.	5.2	All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, or if they are self isolating following Government Guidance for households with family members displaying symptoms.	Notices will be displayed around school to advised of this.	JW, SG, NC	20/05/2
	5.3	This may be by newsletters, letters, emails, signs etc	All information will be available on the school website and via notices/posters around the school site	JW, SG, NC	20/05/2
	6.1	Clinically Extremely Vulnerable persons.			
	6.1.1	Staff and pupils who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves.	know if this relates to any member of their family. We currently have 1 child who this applies to and is in isolation at home for the foreseeable future. 1 staff member is in the vulnerable category.	JW, SG, NC	20/05/2
	6.1.2	Living with a clinically externely vulnerable person – if a pupil or staff member lives with social distancing and the undershift of the staff of t	not be returning to school (currently in year 2	JW, SG, NC	20/05/2
	6.2	Clinically vulnerable persons			
5.Clinically extremely vulnerable and vulnerable staff and pupils	6.2.1	Staff - Clinically vulnerable staff (including staff who are pregnant) who are at higher risk of server illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g by asking staff to support more declaration, carry out lesson planning or other relate which can be done from home. If dividually vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the staff staff staff cannot work from not allow for this distance if they prefer to do so. If clinically vulnerable staff are on site staffors mut carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment e.g a WASP. LCC community adv UC schools and school employees – Leeds City Council (available on HR pages on Leeds For Leming)	One member of staff have been advised of this and a WASP assessment is being carried out.	JW, SG, NC	20/05/2
	6.2.2	Pupils - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. An IPRA will be	n/a	JW, SG, NC	20/05/2

	6.2.3	Lining with someone who is clinically unlearable – pupil or a member of staff lives with someone who is clinically unlearable plun of clinically extended including those who are prepared, they can attend their education or chickcares estimp providing the risks have been assessed and discussed with hem / heir parents / carees shou therbler this involves an acceptable level of risk LCC Community and VC schools must have regard to the guidance issued in Corronavius (COVID-1) – Advice for schools and school employees – Leeds City Council (available on HR pages on Leeds For Learning).	n/a	JW, SG, NC	20/05/2020
7.Persons who are already displaying	7.1	All persons who are displaying symptoms must not come into school and should follow	Guidance has been provided to all parents and staff	JW, SG, NC	20/05/2020
Coronavirus symptoms	7.2	Government guidance on self isolating. Persons whose family members are displaying symptoms of Coronavirus must follow	Guidance has been provided to all parents and	JW, SG, NC	20/05/2020
	8.1	Government guidance regarding self isolating, All persons who develop Coronavirus symptoms, however mild should be sent home as son as possible and hey should then follow government guidance on self-isolating and testing. They should self-isolatie for 7 days and their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they dipplay symptoms of corranavirus.	staff Guidance has been provided to all parents and staff. Information will be provided how to apply for a test if needed	JW, SG, NC	20/05/2020
	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.	Headteacher's office has been allocated and PPE has been purchased to minimise the risk to staff whilst waiting with pupil/staff. PPE will be stored in here.	JW, SG, NC	20/05/2020
	8.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. II 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 vorming, then eye protection should also be worn.	PPE is available with in school located in the head's office.	JW, SG, NC	20/05/2020
	8.4	Where the child, young person or staff member tests negative, they can return to their	Guidance has been provided all parents and	JW, SG, NC	20/05/2020
	8.5	setting and the fellow household members can and their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sen home and advised to self- isolate (or 14 days). The other household members of that wider class or group do not need to self-solate unless the child, young person or staff member they live with in that group subsequent/ dwolos swinctions.	staff Guidance has been provided all parents and staff	JW, SG, NC	20/05/2020
8.Persons developing Coronavirus symptoms whilst on site	8.6	As part of the national test and trace programme, if other cases are desclid within the cohord or in the wide setting. Public Headh England's local headh protection transes will conduct a napid investigation and will advise shoots and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-solate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on intection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.	Guidance will be followed and all staff made aware	JW, SG, NC	20/05/2020
	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.	Guidance will be followed and all staff made aware	JW, SG, NC	20/05/2020
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	Guidance will be followed and all staff made	JW, SG, NC	Staff meeting 22/5/2020
		A separate sanitary facility should be provided for individuals who display symptoms.	aware	JW, SG, NC	20/05/2020
	8.9	A separate saming installing should be provided for intrividuals 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. Consider if possible the provision of an additional sterile classroom/space which could be	Guidance will be followed and all staff made aware		
	8.10	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. Follow the outdance in Bulliet in 12 - COVID 19 and CF50 if you have reasonable grounds.	Currently no spare rooms within school to allow	JW, SG, NC	27/05/2020
		to suspect a member of staff or pupil has contracted Coronavirus through attendance at school.			
		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			
	9.1	Consider staggering start and finish times, attendance times / days etc where possible to limit numbers of children and adults arriving / leaving at the same time. This may be by year groups or learning / class groups. Open as many access points into the school grounds during drop off and pick up as	New timetables have been put in place for start and end times of school, with no parents having access to the school Plans in place to ease congestion whilst still	JW, SG, NC	See reopening plan 20/5/2020
	9.2	possible to assist with social distancing.	providing full site security	. ,, .	See reopening plan 20/5/2020
	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.	We are unable to have separate access and exit point due to the size of the school and have therefore staggered the start and end of the day to minimise any risks	JW, SG, NC	See reopening plan 20/5/2020
	9.4	Where possible, at drop of and pick up times to avoid the contamination of door handles doors should be ket popen or only openal? Josed by the member of staff reportable for that area and regularly cleaned? sanitised. Safeguarding and health and safely must be assessed to see if this is appropriate, sepacially 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 alam sound.	This is available in the school plan. All staff have been made aware of these procedures. A fire test will be carried out on the first day of the school opening so that all staff and pupils are aware of the new routine.	JW, SG, NC	See reopening plan 20/5/2020
9.Controlling access into the school	9.5	Parents and carens should be advised not to congregate in playgrounds / outside school and to observe social distancing. It possible areas outside drop off / pick up points could be marked with 2m distance markers to help.	Parents and careers will be unable to enter the playground. Where possible we will provide 2m guidance markings for parents. Letter to parents sets out all expectations. A one-way system is in place for the path around school and is marked with signs.	JW, SG, NC	20/05/2020
for staff, pupils and members of the public.	9.6	Parents and carers should be advised that only one adult should accompany their child to / from school.	All parents have been advised of this via our initial opening letter	JW, SG, NC	20/05/2020
	9.7	Parents and carers should be informed they should not come into the school building	All parents have been advised of this via our	JW, SG, NC	20/05/2020
	9.8	unless by prior arrangement. Staff should access and exit through the closest entrance to the area they will be based in.	initial opening letter	JW, SG, NC	Staff meeting 22/5/2020
	9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and	All staff have been advised of this We will be reducing and contact with suppliers through out this period and will be informing them of all new guidelines. No contractors will be in school during normal copening hours, provisions will be put in place any urgent	JW, SG, NC	20/05/2020
	9.10	the procedures for accessing the site if these have changed. Building plans can be utilised to plan and mark on any entry or exit routes to provide a	situations arise We only have 2 entry/exit points in to school,		
	0.10	visual document for staff, pupils and parents / carers.	one for pupils and one for staff	JW, SG, NC	27/05/2020
	9.11	School registers could be taken upon entry at the school gate to prevent any unauthorised entry from pupils, particularly if staff are unfamiliar with the pupils they are working with.	Guidance will be followed	JW, SG, NC	27/05/2020

				r	
		Communicate with parents / carers that the school will require adequate notice if a pupil who has not been in school is to start attending school. This is to avoid additional pupils			
	9.12	turning up without prior notice as this may affect staff ratios, occupancy rates, first aid and			
		medical needs, catering, fire safety, My Bus transport etc	All parents have been advised of this via our initial opening letter	JW, SG, NC	27/05/2020
			Hand sanitisers are available at all entrance	JW, SG, NC	20/05/2020
	10.1	If available have hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	and exit points in school and in every classroom and staff room.		
		Pupils and staff should wash their hands with soap and water for at least 20 seconds on		JW, SG, NC	Staff meeting 22/5/2020
	10.2	entering their allocated area and at regular intervals throughout the day, particularly after			
	10.2	going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands.	Guidance will be followed and all staff made		
		arei earing. Faper rowers should be available for drying hands.	aware to constantly remind pupils	JW, SG, NC	20/05/2020
	10.3	If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or band sanitiser must be provided	Antibacterial soap is available at every sink.	JW, 50, NC	20/05/2020
10.Handwashing and hand sanitisers		and / or hand sanitiser must be provided.	Hand sanitiser is also available in every room		
TO.Handwasning and hand sanitisers	10.4	All persons should wash their hands before leaving the premises.	Guidance will be followed by all staff and pupils	JW, SG, NC	20/05/2020
		Tissues should be available in all group areas and should be single use only and binned	Tissues are available in every room and a	JW, SG, NC	20/05/2020
	10.5	after use.	lidded pedal bin will be provided for tissues only		
		Any waste products used by staff or pupils that start to show symptoms whilst in school		JW, SG, NC	20/05/2020
	10.6	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.	Guidance will be followed		
	10.7	In addition staff are to wash hands on entry to staff rooms, before and after preparing food	All staff aware. Separate staff rooms set up for staff from each bubble to avoid cross	JW, SG, NC	Staff meeting 22/5/2020
		and drinks, and before leaving.	contamination.		
	11.1	General Cleaning Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or	LCC will follow all updated guidance. Staff	JW, SG, NC	20/05/2020
	11.1.1	anti-viral wipes and sprays.	have been provided with anti viral wipes	JW, 5G, NC	20/05/2020
		Have a dedicated provision of cleaning products in each classroom / work area in use		JW, SG, NC	20/05/2020
	11.1.2	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.			
		Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles,	All items will be located in each classroom	JW, SG, NC	Staff meeting 22/5/2020
	11.1.3	tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and	All staff have been advised of this		
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks,		JW, SG, NC	Staff meeting 22/5/2020
	11.1.4	chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	All staff have been advised of this		
	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently.	All staff have been advised of this	JW, SG, NC	Staff meeting 22/5/2020
			Staff will be only cleaning items in their set	JW, SG, NC	20/05/2020
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	areas no cross contamination will occur in different rooms.		
			different rooms.		
	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		JW, SG, NC	20/05/2020
	11.2.1	should be undertaken.	Guidance will be followed		
11.Cleaning	11.3	Clothing			
T1.cleaning	11.3			JW. SG. NC	20/05/2020
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However to allow pupils (and staff where uniform is usually			
	11.3.1	worn) to wear clean clothes every day you may wish to consider relaxing or removing the			
		need to wear uniform with guidelines on appropriate dress e.g as on non uniform days.	Explained in letter to parents		
				JW, SG, NC	20/05/2020 20/05/2020
	11.4	Hygiene Suites / Intimate Care Facilities			
		Hygiene Suites / Intimate Care Facilities Hygiene suites and intimate care facilities should be cleaned between pupils including		JW, SG, NC JW, SG, NC	20/05/2020
	11.4 11.4.1		n/a		
		Hygiene suites and intimate care facilities should be cleaned between pupils including			
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupits including siling and hoists, control panelis. See Section 17 for PPE guidance. Leeds City Council / FM cleaning providers Additional / alteriations to cleaning may be available on request – for example LCC FM	Discussed with LCC and all cleaning can be		
	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. Leeds City Council / FM cleaning providers	Discussed with LCC and all cleaning can be covered during our normal routine due to the size of the school	JW, SG, NC	20/05/2020
	11.4.1	Hygiene sulles and intimate care facilities should be cleaned between pupils including sings and hoists, control panels. See Section 17 for PPE quidance. Leads City Council / FM cleaning providers Additonal / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide. Changes to contracted cleaning if areas to clean have been reduced then the cleaning may be able to provide.	Discussed with LCC and all cleaning can be covered during our normal routine due to the size of the school This is not needed at the moment. We will	JW, SG, NC	20/05/2020
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including alings and hoists, control panels. See Section 17 for PPE guidance. Leeds City Council / FM cleaning providers Additional / alternots to cleaning may be available on request – for example LCC FM cleaning may be able to provide:	Discussed with LCC and all cleaning can be covered during our normal routine due to the size of the school	JW, SG, NC JW, SG, NC	20/05/2020
	11.4.1	Hygiene sulles and internate care facilities should be cleaned between pupils including singing and holisis, control panels. See Section 17 for PPE audiance. Leeds City Council / FM cleaning providers Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide: Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to addition the other contract or a more Enhanced cleans of areas, which may include other items not on contract or a more	Discussed with LCC and all cleaning can be covered during our normal routine due to the size of the school This is not needed at the moment. We will review this as and when needed Staff will be cleaning areas constantly throughout the day with and extra cleaning will throughout the day with and extra cleaning will	JW, SG, NC JW, SG, NC JW, SG, NC	20/05/2020
	11.4.1	Hygiene sulles and intimate care facilities should be cleaned between pupils including sings and hoists, control panels. See Section 17 for PPE quidance. Leads City Council / FM cleaning providers Additonal / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provider. 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-	Discussed with LCC and all cleaning can be covered during our normal routine due to the size of the school This is not needed at the moment. We will review this as and when needed Staff with be deaming ranses constantly be carried out of main contact points, eg door key pads light switches etc.	JW, SG, NC JW, SG, NC JW, SG, NC	20/05/2020
	11.4.1	Hygiene sultes and intimate care facilities should be cleaned between pupils including silnas and hoists, control panels. See Section 17 for PPE guidance. Leeds City Council / FM cleaning providers Addinar / alterians to cleaning may be available on request – for example LCC FM cleaning may be able to provide. Changes to contracted cleaning if areas to clean have been reduced then the cleaning tiam may be able to toile the examt contracted time to do: Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of buch points.	Discussed with LCC and all cleaning can be covered during our normal routine due to the size of the school This is not needed at the moment. We will review this as and when needed Staff with be cleaning areas constantly throughout the day with and extra cleaning will be carried out of main contact points, eg door key pads light switches etc All items that have been used will be thoroughly	JW, SG, NC JW, SG, NC JW, SG, NC	20/05/2020
	11.4.1	Hygiene sulles and internet care facilities should be cleaned between pupils including sines and holds, control panels. See Section 17 for PPE audiance. Leads City Council / FM cleaning providers Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide: Changes to contracted cleaning if areas to clean have been reduced than the cleaning team may be able to utilise the extra contracted time to do: Enhanced cleans of sneas, which may include other items not on contract or a more thorough clean of bouch points. Cleaning of hard surface toys such as plastics, wood, sports equipment etc.	Discussed with LCC and all cleaning can be covered during our normal routine due to the size of the school This is not needed at the moment. We will review this as and when needed Staff with be deaming ranses constantly be carried out of main contact points, eg door key pads light switches etc.	JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC	20/05/2020 20/05/2020 20/05/2020 20/05/2020 20/05/2020 20/05/2020
	11.4.1	Hygiene sulles and internet care facilities should be cleaned between pupils including sings and hoists, control panels. See Section 17 for PPE audiance. Leads City Council / FM cleaning may be available on request – for example LCC FM cleaning may be able to provide: Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the eatra contracted time to do Enhanced cleans of areas, which may include other items not on contract or a more throrough clean of buch points. Cleaning of hard surface txys such as pleatics, wood, sports equipment etc. Additional hours throughout the day is midday cleans if school attendance is to be split between moning and attencon.	Discussed with LCC and all cleaning can be covered during our normal routine due to the size of the school This is not needed at the moment. We will review this as and when needed Stalf with be cleaning areas constantly throughout the day with and extra cleaning will be carried out of main contact points, eg door key pads light switches etc All items that have been used will be thoroughly	JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC	20/05/2020 20/05/2020 20/05/2020 20/05/2020
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	11.4.1	Hygiene sulles and internate care facilities should be cleaned between pupils including sings and hoists, control panels. See Section 17 for PPE guidance. Leads City Council / FM cleaning providers Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provider. Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the extra contracted time to do: Enhanced cleans of areas, which may include other items not on contract or a more thorough clean of souch points. Cleaning of hard surface toys such as plastics, wood, sports equipment etc. Additional hours throughout the day i.e. midday cleans if school attendance is to be split between morning and attencor. Government Guidance states that "We know that unlike older chifters and adults, early years and primary age chifters canonis previous and account."	Discussed with LCC and all cleaning can be covereid during our normal routine due to the size of the school This is not needed at the moment. We will review this as and when needed Staff with be cleaning areas constantly throughout the day with and extra cleaning will be carried out of main contact points, eg door key pash light switches etc All items that have been used will be thoroughly cleaned at the end of each day.	JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC	20/05/2020 20/05/2020 20/05/2020 20/05/2020 20/05/2020 20/05/2020
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	11.4.1	Hygiene sulles and internate care facilities should be cleaned between pupils including sing and hosts, control panels. See Section 17 for PPE audiance. Leads City Council / FM cleaning may be available on request – for example LCC FM cleaning may be able to provide: Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the earta contracted time to do: Enhanced cleans of areas, which may include other items not on contract or a more throrough clean of bouch points. Cleaning on bouch points. Cleaning on bouch points. Cleaning of hard surface txys such as plastics, wood, sports equipment etc. Additional hours throughout the day is a midday cleans if school attendance is to be spit between morting and alternoor. Government Guidance states that "We note regulated to remain?" means agent from each other and saff. In deciding to sing more children and alternoor. Schools should therefore work through the hierarchy of measures set out above: avaiding contact with anyone with symptoms imministing contact with symptoms imministing contact and mission is a safe important to neduce outling between people as much as possible, and we can avaiding now children of the safe years and schools, we strage schools and addit is a safe important to neduce contact between people as much as possible, and we can deterministing contact with anyone with symptoms imministing contact and mission it as safe important to neduce contact between people as much as possible, and we can deterministing contact and mission its as important to neduce contact between people as much as possible, and we can deterministing contact and mission interview that anyone with symptoms term on the resolution the table school to pape as and that small group stays away from other neoted and mission interview that anyone with symptoms term other neoted and mission interview that anyone with symptoms term other schools do mission the table mission group and that small group	Discussed with LCC and all cleaning can be covereid during our normal routine due to the size of the school This is not needed at the moment. We will review this as and when needed Staff with be cleaning areas constantly throughout the day with and extra cleaning will be carried out of main contact points, eg door key pash light switches etc All items that have been used will be thoroughly cleaned at the end of each day.	JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC	20/05/2020 20/05/2020 20/05/2020 20/05/2020 20/05/2020 20/05/2020
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	11.4.1	Hygiene sulles and internate care facilities should be cleaned between pupils including sing and hosts, control panels. See Section 17 for PPE audiance. Leads City Council / FM cleaning may be available on request – for example LCC FM cleaning may be able to provide: Changes to contracted cleaning if areas to clean have been reduced then the cleaning team may be able to utilise the earta contracted time to do: Enhanced cleans of areas, which may include other items not on contract or a more throrough clean of bouch points. Cleaning on bouch points. Cleaning on bouch points. Cleaning of hard surface txys such as plastics, wood, sports equipment etc. Additional hours throughout the day is a midday cleans if school attendance is to be spit between morting and alternoor. Government Guidance states that "We note regulated to remain?" means agent from each other and saff. In deciding to sing more children and alternoor. Schools should therefore work through the hierarchy of measures set out above: avaiding contact with anyone with symptoms imministing contact with symptoms imministing contact and mission is a safe important to neduce outling between people as much as possible, and we can avaiding now children of the safe years and schools, we strage schools and addit is a safe important to neduce contact between people as much as possible, and we can deterministing contact with anyone with symptoms imministing contact and mission it as safe important to neduce contact between people as much as possible, and we can deterministing contact and mission its as important to neduce contact between people as much as possible, and we can deterministing contact and mission interview that anyone with symptoms term on the resolution the table school to pape as and that small group stays away from other neoted and mission interview that anyone with symptoms term other neoted and mission interview that anyone with symptoms term other schools do mission the table mission group and that small group	Discussed with LCC and all cleaning can be covereid during our normal routine due to the size of the school This is not needed at the moment. We will review this as and when needed Staff with be cleaning areas constantly throughout the day with and extra cleaning will be carried out of main contact points, eg door key pash light switches etc All items that have been used will be thoroughly cleaned at the end of each day.	JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC JW, SG, NC	20/05/2020 20/05/2020 20/05/2020 20/05/2020 20/05/2020 20/05/2020

Image: Section of the sectio						
11.2         minute sub of parts of parts of p		12.1.1		children will need to access the corridor at any time. Y6 and key worker children will not acces the main school building at all. EYFS will usetheir own toilets. Y1 will need to use the corridor to access the toilets but will go one at a	JW, SG, NC	20/05/2020
Image: Section		12.1.2	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		JW, SG, NC	20/05/2020
Image: Section		12.2	Classrooms / Learning Areas			
Image: Section of the Sectio				one allocated area. And R & Y1 will be in another. This is due to low pupil numbers and	JW, SG, NC	20/05/2020
<ul> <li>Calaccore data of if near backets that us data a subset a data sequences much mean data services of the subset of t</li></ul>		12.2.2	distancing. The Government recommends no more than half the size of the normal class however this is likely to be smaller if 2m social distancing cannot be achieved. As a starting guide measure the usable m <sup>2</sup> of the space available and divide by 4 (this allows for 2m social distancing space) to determine a maximum occupancy for that space	All in place in the classroom. See reopening	JW. SG. NC	20/05/2020
Image bits and early years more may and year and "memory and years" memory and year and "memory and years" memory and years and memory and there are applied on the source and years and the source		12.2.3	person (measured from where they are likely to be seated) and the location of the members of staff in that room. Chairs / desks surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. Tables / furniture not in use could potentially be used as physical barrier to separate areas		IW SG NC	20/05/2020
Fig. 25         For data yran mone, consider jostical in functions at at some type and y functions at the some type and the some type an		12.2.4	space in the room and to aid with social distancing. As these classes may need to be split	Early years staff managing this. Classrooms		20/05/2020
Particle              effer mendang of all model access to 1 value difference and space 3 (3.7 kmp vinced access)               space 3 (3.6 kmp vinced access)               Space 3		12.2.5		See reopening plan for details.		20/05/2020
112.3         Same and points should sky in the same specified processible in second with the information of the same specified in second		12.2.6	If other members of staff need to speak to / visit a different area e.o SLT they should avoid	Mentioned in whole staff training. Telephone		20/05/2020
12.3         Interstitution the stamp sector subject of		12.2.7	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	Guidance will be followed	JW, SG, NC	
12.28         Procupote the day, win a through clansing of the norms at the end of the day, it is concerning shore accordary school due to the subject and the clansing of the conduct of the day, it is conduct school due to the subject and the classing of the conduct school due to the subject and the classing of the conduct school due to the subject and the classing of the classin		12.2.8	possible, these stay the same during the day and on subsequent days, recognising for		JW, SG, NC	20/05/2020
Inclug         If 2.10         available (where possible) and observe social statucing in these areas and when moving include the real possible consider consinter consint consider consider consinter consistent consis consid		12.2.9	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.		JW, SG, NC	
12.11     Where possible consider carrying out any necessary closer supervision side on rather than face on.     Couldance will be followed by all staff     W. SG. NC     20052020       12.3     Consider how many pupils will be using close areas / pags and take steps to minimise persons being steps con the nones in use to keep a 2 mistineer, or access to these areas, keep bags and costs with the individual.     All pupils have been asked only to bring in their bunch box, water, cost and suncharean if non-box, water, cost and suncharean if and the house for the many steps cost the costs areas, keep bags and costs with the individual.     All pupils have been asked only to bring in their bunch box, water, cost and suncharean if non-box, water, cost and suncharean if and provide the house base again. Non-box, water, cost and the house base again. Non-box, water, cost and the house base again. Non-box water, cost and the house base again. Non-box, water, cost and the house base again. Non-box, water, cost and the house base again. Non-box water, cost and the house base again the house base again the house and the house base again. Non-box and the house base again the house base again the house and the house base again the house base again the house are based in and not all together in diming hall.     Destine again the house base again the house agained 30 minute base again the house are based in and cost again the house house water and the group are based in and cost again the house house again groups and cost the the areas the group are based in and cost all greater in diming hall.     M. So, NC     20052020       12.5     Idents     Desteres learning groups should not mix in the dining hall are dotted.     Couldance with the hall.     M. So, NC     20052020       12.6     Desteres	ncing	12.2.10	available (where possible) and observe social distancing in these areas and when moving around school as far as possible.		JW, SG, NC	
12.3.1         Consider how many pupils will be using cloak areas / pags and take steps to minimise access to these areas, keep bags and coats with the individual.         All pupils have been asked only to bring in their access to these areas, keep bags and coats with the individual.         2005/2020           12.4.1         Outdoor Areas         MV SG, NC         2005/2020           12.4.1         Outdoor Areas         MV SG, NC         2005/2020           12.4.1         And the attrif should maintain social distancing when outside and stay within their access to these areas, keep bags and unchimes         Details of specific areas in reopening plan. All staff are aware.         MV SG, NC         2005/2020           12.5.1         Breaks and Lunchimes         Details of specific areas in reopening plan. All staff are aware.         MV SG, NC         2005/2020           12.5.1         Breaks and Lunchimes should be staggered to allow safe movement around the school are based in during halls.         Lunchee will be all in classrooms with a staff are aware.         MV SG, NC         2005/2020           12.5.1         Breaks and Lunchimes should be staggered to allow safe movement around the school are based in and call together in during halls.         Seggered 30 minute break out side. which does not cores over with any other group         JW, SG, NC         2005/2020           12.5.1         Breaks and Lunchimes should be for individual groups where possible as close to their learning base or an ato with social distancing obshould not mix the dining hall.         JW, S		12.2.11	Where possible consider carrying out any necessary closer supervision side on rather	Guidance will be followed by all staff	JW, SG, NC	20/05/2020
12.1     Consider how many pupils will be using cloak areas / pegs and take steps to minimise access to the areas, keep age and take steps to minimise access to the areas, keep age and take steps to minimise access to the areas, keep age and take steps to minimise access to the areas, keep age and take steps to minimise access to the areas, keep age and take steps to minimise access to the areas, keep age and take steps to minimise access to the areas, keep age and take steps to minimise access to the areas, keep age and take steps to main access to the areas access to the areas, keep age and take steps to minimise access to the areas, keep age and take steps to main access and the anouncept part and the anouncept part and the areas access to the areas, keep age and take steps to main access and the anouncept part and the anounce part and the ano		12.3	Cloakrooms			
12.4     Outdoor Areas     JW, SG, NC     2005/2020       12.4.1     Puplis and staff should maintain social distancing when outside and stay within their distart are awane.     Details of specific areas in respening plan. All staff are awane.     JW, SG, NC     2005/2020       12.5     Breaks and Lunchtimes     Lunchew the set in classrooms with a staff are awane.     JW, SG, NC     2005/2020       12.5     Breaks and Lunchtimes should be staggered to allow safe movement around the school of papis and staff in the dring hall been inch should be served in the areas the groups are based in and ontal together in dring halls.     Lunchew with earl in datacoms with a dring area on a rote may help. Discrete learning groups should not mix in the dring hall or distais.     NV, SG, NC     2005/2020       12.5     Teletes     NV, SG, NC     2005/2020       12.6     Teletes     Server set and a staff server possible as close to their learning groups with be noning groups when possible as close to their learning these or an a twith social distancing observer in the staff and washing is difficult to achieve).     Guidance will be dilewed by all staff and pupils and staff washing and staff usets in good particle to progets and the running the set or and staff were set or adservere set or adservere set or adservere set		12.3.1	Consider how many pupils will be using cloak areas / pegs and take steps to minimise persons being closer than 2m e.g. space out the ones in use to keep a 2m distance, rota	lunch box, water, coat and suncream if necessary. They must apply this themselves and we have encouraged parents to use long	JW, SG, NC	
12.11     Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Crougs should not mix outside.     Details of specific areas in reopening plan. All staff are aware.     M. SG. NC     2005/2020       12.5     Breaks and Lunchtimes should be staggered to allow safe movement around the should be staggered to allow safe movement around the should be attin chaining halls.     M. SG. NC     2005/2020       12.5.1     Breaks and Lunchtimes should be staggered to allow safe movement around the should be attin to density from plants and attin the dinning halls.     Lunches will be eater in classrooms with a staggered 30 minute break out side, which dires at the dinning halls.     2005/2020       12.5.2     are based in and not all together in dring halls.     Lunches will be eater in the hall.     JW, SG, NC     2005/2020       12.5.1     Traited     Totales     Dear of totale should be for individual groups where possible as close to their learning traits.     No kunches will be eater in the hall.     JW, SG, NC       12.6.1     Totales     Totales     Contraits of contrains of the should had and sanitases if hand washing is close to their learning traits of contrains / besider and atter uses the origin and sanitases if hand washing is close to their washing is close to their learning public and staff uses atta moving y / from them.     Guidance will be followed by all staff and publis.     JW, SG, NC       12.6.1     When possibe atta flow cluse the staff totale stace close to their washing is close atta their use has a staff totale stace close to their wases atta proupies at totale staff work t					JW, SG, NC	20/05/2020
Instrume         staff are aware.         JW, SG, NC           12.3         Breaks and Lunchtimes         Lunches will be eat in classrooms with a suggered 30 minute break tot add, which due to addres and disancing and clean tables and nating halls.         Lunches will be eat in classrooms with a suggered 30 minute break tot add, which due to addres and addres tables and classing half are aware.         JW, SG, NC           12.5.1         Breaks and Lunchtimes should be staggered 30 minute break tot add, which due to addres tables and classing half and not all together in diming halls.         Lunches will be eat in disasrooms with a suggered 30 minute break tot add, which due to addres tables are classing the diming area on a rota my help. Discrete learning groups should not mix in the dining hall or outside.         JW, SG, NC         2005/2020           12.6         Toilets         JW, SG, NC         2005/2020         2005/2020           12.6.1         Toilets         JW, SG, NC         2005/2020         2005/2020           12.6.1         Toilets         JW, SG, NC         2005/2020         2005/2020           12.6.1         Init the mution of clistes any outprepole who use the toilet facilities at one time.         JW, SG, NC         2005/2020           12.6.1         Limit the mution of clistes any outprepole who use the toilet facilities at one time.         Guidance will be fallowed by all staff and pupils.         JW, SG, NC         2005/2020           12.6.2         Where possible staff toolets and after using				Details of specific areas in reopening plan. All		
12.5.1     Breaks and lunchtimes should be staggered to allow safe movement around the school, safe use of the play sees and dring halls.     Lunches will be earl in classrooms with a staggered 30 minube break uside, which does not cross over with any other group.     JW, SG, NC     2005/2020       11.5.2     If in not possible to achieve scolal distancing and clean tables and seating between groups are based in drining halls. Suppring lunch and accessing the drining hall. Suppring lunch and scole scole in the areas the groups are based in drining hall. Suppring lunch and accessing the drining hall. Suppring lunch and accessing the drining halls. Suppring lunch and accessing the drining drining between drassrooms.     No knnches will be eater in the hall.     JW, SG, NC       12.6.1     Toilets     Uses of roindow / between drassrooms.     Caudance will be train own set of toilets and roing drining the super line is a drining between drassrooms.     Guidance will be followed by all staff and pupils.     JW, SG, NC     2005/2020       12.6.2     Umits the number of childer on young people who use the toilet facilities at one invice strass as possible and fallow scale distancing additines with m moving b / from them.     Guidance will		12.4.1	discrete learning group. Groups should not mix outside.	staff are aware.	JW, SG, NC	
12.5.1     Breaks and functiones should be staggered 3 only which safe us of the pay wees and afting halls.     Staggered 3 only which does not cross over with any other group     JW, SG, NC       12.5.2     are to possible to achieve social distancing and clean tables and seating between groups of popils and aftin the diring halls.     Staggered 3 only which diring area on a rota may help. Discrete learning or outside.     2005/2020       12.5.2     are based n and not all together in diring halls.     Staggered 3 only which diring area on a rota may help. Discrete learning or outside.     No kunches will be eaten in the hall.     JW, SG, NC       12.6.1     Tolets     Imagered 3 only which diring area on a rota may help. Discrete learning thas or on a rota with social distancing observed if groups have hare mer.     Each group has their own sid of tolets and no groups will be nationed be to individual groups where possible as cleae to their tearring thas or on a rota with social distancing observed if groups have hare mice q. staff tolets, shared tolets of condors / between cleastrooms.     Guidance will be followed by all staff and pupils during area on a rota may help.     2005/2020 JW, SG, NC       12.6.1     When possible staff hould use the staff tolets as close to their work areas as possible and staff to wath the rond staff and washing is during and staff lose is thand washing is during and staff lose is thand out to the staff tolets as close to their work areas as possible and staff to wath the rhand and lose the staff tolets accles to their work areas as possible and staff to wath the rhand and lose their tearring be tolet (or us than and their they be followed by attaff     JW, SG, NC       12.6.5     Signage to the		12.5	Breaks and Lunchtimes	I washee will be not in electroneers with a		00/05/0000
12.5.     are based in and not all together in dhing halls. Staggering lunch and accessing the dring area or rate may help. Discrete learning groups should not mix in the dring hall or outside.     No funches will be eaten in the hall.     JW, SG, NC       12.6.     Tolete     Image area or rate may help. Discrete learning groups should not mix in the dring hall or outside.     JW, SG, NC       12.6.     Tolete     Image area or rate may help. Discrete learning groups shows possible as close to their learning together and with social distancing observed if groups have share / mix ag. staff     Each group has their own set of toilets and no groups will be number or young people who use the toilet facilities at one time.     Guidance will be followed by all staff and pupils. JW, SG, NC       12.6.     Wash pands before and after using the toilet (or usend santisers if hand washing is difficult to achieve).     Guidance will be followed by all staff and pupils. JW, SG, NC     2005/2020       12.6.4     Where possible staff should use the staff toilets as close to their work areas as possible afficult to achieve).     Guidance will be followed by all staff and pupils. JW, SG, NC     2005/2020       12.6.5     My dep own door handles, beliet seats and their stoget pactice for pupils and staff use is togot pactice for pupils and staff use is togot pactice for pupils and staff use is togot pactice for pupils and staff use is thore if the pupils and staff use is thore if the disposal of wipes if not already in and staff to wash their hands and follow the staff use of the disposal of wipes if not already in pupils, staff and visitor facilities. Provide to remind pupils togother pupils.     JW, SG, NC     2005/2020		12.5.1	safe use of the play areas and dining halls.	staggered 30 minute break out side, which	JW, SG, NC	
12.6.1     Use of toilets should be for individual groups where possible as close to their learning base or on a twin social distancing observed of groups have have mixing.     Each group has their own sot of toilets and no groups with the mixing have or an atom with social distancing observed of groups with beneficial states on a twin social distancing observed of groups with beneficial states on a twin social distancing observed of groups with beneficial state and no groups with beneficial state and no groups with beneficial states on a twin social distancing observed of groups with beneficial states are mixed.     2005/2020       12.6.3     Wash hands before and after using the toile (toulists and no sinites si if hand washing is distile states that with a beneficial state and no groups with beneficial states and the toilet facilities at one their was states as possible and follow social distancing guidelines when moving 0 / from them.     Quidance will be followed by all state and pupils JW, SG, NC     2005/2020       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 0 / from them.     Quidance will be followed by all state and pupils JW, SG, NC     2005/2020       12.6.5     Kinge down down handles, tale seats and fluch handles after use with an anti-wiral wege factor and a twing the facilities of the states or close to stare with any other group JW, SG, NC     2005/2020       12.6.5     Signage to the backs of toilet doors and above sints could be provided to remind pupils and state to stare with and vision facilities. The disposal of weges in tot already in the alter and to low the follow be theys of thot alter acound JW, SG, NC     2005/2020       12.7.1		12.5.2	are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. Discrete learning groups should not mix in the dining hall	No lunches will be eaten in the hall.	JW, SG, NC	
12.6.1     Use of toilets should be for individual groups where possible as close to their learning base or on a twin social distancing observed of groups have have mixing.     Each group has their own sot of toilets and no groups with the mixing have or an atom with social distancing observed of groups with beneficial states on a twin social distancing observed of groups with beneficial states on a twin social distancing observed of groups with beneficial state and no groups with beneficial state and no groups with beneficial states on a twin social distancing observed of groups with beneficial states are mixed.     2005/2020       12.6.3     Wash hands before and after using the toile (toulists and no sinites si if hand washing is distile states that with a beneficial state and no groups with beneficial states and the toilet facilities at one their was states as possible and follow social distancing guidelines when moving 0 / from them.     Quidance will be followed by all state and pupils JW, SG, NC     2005/2020       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 0 / from them.     Quidance will be followed by all state and pupils JW, SG, NC     2005/2020       12.6.5     Kinge down down handles, tale seats and fluch handles after use with an anti-wiral wege factor and a twing the facilities of the states or close to stare with any other group JW, SG, NC     2005/2020       12.6.5     Signage to the backs of toilet doors and above sints could be provided to remind pupils and state to stare with and vision facilities. The disposal of weges in tot already in the alter and to low the follow be theys of thot alter acound JW, SG, NC     2005/2020       12.7.1		40.0	Tailata			
12.2.2     Limit the number of children or young people who use the totel incluties and one time.     Guidance will be followed by all staff and pupils.     JW, SG, NC       12.6.3     difficult to achieve).     Guidance will be followed by all staff and pupils.     JW, SG, NC     2005/2020       12.6.4     When possible staff should use the staff totelles achoes to their work series as possible will not need to share with any other group     JW, SG, NC     2005/2020       12.6.4     When possible staff should use the staff totelles achoes to their work series as possible will not need to share with any other group     JW, SG, NC     2005/2020       12.6.4     spectoma distribution and staff seties is good practice for pupils and staff seties it good practice for pupils and staff seties it good practice for pupils and staff seties is good practice for pupils and staff seties it good practice for pupils and staff seties it good practice for pupils and staff seties and the rhands and follow to set into social distance will be followed by staff     JW, SG, NC       12.6.6     spectoma distribution is for the disposal of wipes if not already in pupils and staff seties and the rhands and follow the "Tow use it." Ways B = twper if "principle for order"     Mote are up in all tolets around     JW, SG, NC     2005/2020       12.6.6     and staff owardue is supplied to staff set set set works in a current period until further notice.     Guidance will be followed by staff     JW, SG, NC     2005/2020       12.7.1     Assemblies Accilles is should be currend out following the guidelince ons cold     Guidance will be followed by staf			Use of toilets should be for individual groups where possible as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff		JW, SG, NC	
12.6.3     Wesh hands before and after using the tolike (or use hand saminess if hand washing is difficult to advise).     Guidance will be followed by all staff and pupis.     JW, SG, NC     2005/2020       12.6.4     When possible staff should use the staff toliest as close to their work areas as possible and follow social distancing guidelines when moving to / from them.     Each staff group have their own staff toliest and will not need to share with any other group     JW, SG, NC     2005/2020       12.6.4     For older pupils and staff toliest is its good practice for pupils and staff using the facilities to tolown as "H" or toliest pupils and staff using the facilities to page for the backs of toliet does and show sinks could be provided to remind pupils and staff uses the hands and follow the "TW out be H. "Wppt !" principle (for oder pupils, staff and visitor handlike). Provide times for the disposal of uppe if not already in the backs of toliet does and show the start out be tole town to the start out pupils and staff uses the hands. Thoride the tork and thore the "TW out be H. "Wppt !" principle (for oder pupils, staff and visitor handlike). Provide times for the disposal of uppe if not already in total staff uses and when handlike and and the start washes to the disposal of uppe if not already in total staff uses and when handlike in to the disposal of uppe if not already in total staff uses and when handlike and and handlike is to uppe if not already in total staff uses and use and when handlike in the principle (for oder pupils, staff and visitor handlike). Provide times for the disposal of uppe if not already in total staff uses and use and visitor handlike is to uppe if the disposal of uppe if not already in the disposal during the start does and allow and the pupils in the disclose on objecoco pupils.     JW, SG, NC     2005/2020		12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	Guidance will be followed by all staff and pupils	JW, SG, NC	
12.6.         Where possible staff should use the staff totelds as closed to mys (b / from them.         Each staff group) have their corns staff toilets and mys (b / from them.         My, SG, NC           12.6.5         For older pupils and staff toilets is a good practice for pupils and staff using the facilities to the staff toilets in the staff toilets in the staff stage staff toilets and mys (b / from them.         My, SG, NC         2005/2020           12.6.5         Signage to the backs of toilet down and show sinks could be provided to remind pupils         Guidance will be followed by staff         JW, SG, NC         2005/2020           12.6.5         In staff to wash their hands and follow the <b>'If' You Use I – Wipe It'</b> principle (or older pupils, staff and visionr facilities). Provide bins for the disposal of wipes if not already in         Notice are up in all tolets around         JW, SG, NC         2005/2020           12.7.1         Assemblies found the surgent period until further notice.         Guidance will be followed by staff         JW, SG, NC         2005/2020           12.7.1         Sameblies is hould be carried out following the guidelines on social data for washing, and pupils in there discrete group. It'         Guidance will be followed by staff         JW, SG, NC         2005/2020           12.7.1         Sameblies is cloud to exare out following the guidelines on social data for washing, and pupils in there discrete group. It'         Guidance will be followed by staff         JW, SG, NC         2005/2020         2005/2020         2005/2020 <td< td=""><td></td><td>12.6.3</td><td>Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).</td><td></td><td></td><td></td></td<>		12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).			
12.5.5         Waye down door handles, tolet seats and flush handles after use with an arti-viral type flowing.         Guidance will be followed by staff         JW, SG, NC           2005/2020         Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staft to wash their hands and follow the 'You Use I - Wype I' Principle for door pupils, staff and visitor facilities, Provide time for the disposal of wipes if not afready in No. SG, NC         2005/2020           12.7.1         Assembles / Collective Worship         JW, SG, NC         2005/2020           12.7.1         Assembles / Collective Worship         Guidance will be followed by staff         JW, SG, NC         2005/2020           12.7.1         Assembles / Collective Worship         Guidance will be followed by staff         JW, SG, NC         2005/2020           12.7.4         Assembles and bod the susaeded during this current period until further notice.         Guidance will be followed by staff         JW, SG, NC         2005/2020           12.7.4         distances, specing, coccupancy and deveng staff and pupils in the distance store upies in the distance store upies and store will be followed by staff         JW, SG, NC         2005/2020           12.7.4         distances and beging staff and pupils in the distance store upies in the distance stor		12.6.4	and follow social distancing guidelines when moving to / from them.		JW, SG, NC	
12.6.6     and staff to wash their hands and follow the "If You Use It – Wipps It" principle (for older pupils, staff and visitor hallities). Provide bins for the disposal of wipps if not already in It. 7.7     Notice are up in all tolets around     JW, SG, NC     2005/2020       12.7.1     Assemblies / Collective Worship     So, NC     2005/2020       It collective worship is required this sourcent period until further notice.     Guidance will be followed by staff     JW, SG, NC     2005/2020       It collective worship is required this should be carried out following the guidelines on social distancing, spacing, accupancy and Keeping staff and pupils in their discrete groups. It collective worship will be carried our in     Collective worship will be carried our in     Collective worship		12.6.5	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.	Guidance will be followed by staff	JW, SG, NC	
127         Assemblies fouldective Worship		12.6.6	and staff to wash their hands and follow the "If You Use It - Wipe It" principle (for older	Notice are up in all toilets around		
12.7.1         Assemblies should be suspended during this current period unlift trither notice.         Guidance will be followed by staff         JW, SG, NC         20005/2020           If collective workship 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         Collective workship will be carried our in         20005/2020		12.7	Assemblies / Collective Worship		JW, SG, NC	20/05/2020
fociliarity worship is required this should be carried out balowing the guidelines on social     factorized as pancing, occupancy and keeping staff and pupils in the discrete groups.     the discrete groups and the di		12.7.1	Assemblies should be suspended during this current period until further notice.	Guidance will be followed by staff	JW, SG, NC	
		12.7.2	distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It		JW, SG, NC	20/03/2020

12.Social Distan

		T			
	12.8	Staff areas		JW, SG, NC JW, SG, NC	20/05/2020 20/05/2020
	12.0	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work		511, 50, 110	20/05/2020
	12.8.1	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.	All staff have their own designated staffroom and facilities.	JW, SG, NC	
	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.			20/05/2020
		For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, ho	Guidance will be followed by staff	JW, SG, NC	20/05/2020
	12.8.3	water handles, photocopiers, keyboards etc follow the "If You Use It - Wipe It" principle with anti-viral wipes.	Guidance will be followed by staff	JW, SG, NC	20/05/2020
	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).	All staff have their own designated staffroom and facilities. The main office and heads office will be accessible to NC, SG and JW	JW, SG, NC	20/03/2020
	12.9	Communication			
		It is recommended that staff share mobile phone numbers and communicate via these			20/05/2020
	12.9.1	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.	Y6 & Key worker pupils have a telephone in their designated area. R & Y1 will use walkie talkies to communicate with the office	JW, SG, NC	
	12.9.2	In these exceptional circumstances it is necognised 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 safe working and the school's acceptable use policy regarding the use of their own phones.	Staff have been advised to keep mobile phones with them during social distancing and bubbles set up. If they need to contact the office, they can use their mobile to call Sarah.	JW, SG, NC	20/05/2020
	13.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely	All staff a paediatric first aid trained. Each room		20/05/2020
	-	to include staff with Full FAW qualifications and paediatric first aiders for early years Paediatric first aiders must be present on site at all times children up to the age of 2 are on	has its own designated first aid box.	JW, SG, NC	20/05/2020
13.First Aid	13.2	site. Schools must take best endeavours to ensure a paediatric first aider is on site at all times children up to the age of 5 are on site. If this is not possible follow the guidance in Bulletin 15 - Important update on first aid arrangements and the associated risk			
	13.3	assessment.	All staff a paediatric first aid trained.	JW, SG, NC	20/05/2020
	13.3	Limit or cease activities more likely to result in injuries e.g gymnastics, D&T, science.	Guidance will be followed by all staff	JW, SG, NC	
	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,	Children will not touch keypads. Adults will		20/05/2020
		registration, food and drink purchasing.	wipe down after use and wash hands.	JW, SG, NC	
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Hand sanitisers are available at all entrance and exit points in school and in every		20/05/2020
14.Biometrics, Lifts, electronic signing in / out systems and control			classroom and staff room.	JW, SG, NC	
panels / buttons. Shared IT.	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.	n/a	JW, SG, NC	20/05/2020
	14.4	Electronic signing in / out systems should not be used at this current time unless they can be cleaned between users either by the use of hand sanitisers or anti-viral wipes.	2/2	JW, SG, NC	20/05/2020
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an	100		20/05/2020
	15.1	individual. Ventilation	Guidance will be followed by all staff	JW, SG, NC	
	15.1.1	When possible, to ad wentification and avoid the contamination of door handles that need to be oppend / colorad regularly, door should be ket post on cord oppend ( doord by the member of staff responsible for that area and regularly cleaned / samitiad. Safeguarding and health and askey must be assessed to see if this is appropriate, sepecially for younge children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are cleade should the fire alarm sound.	Guidance and health and safety regulations will be followed	JW, SG, NC	20/05/2020 Fire drill to be practised during the first week.
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	Guidance will be followed by all staff	JW, SG, NC	20/05/2020
	15.1.3	If rooms have shared air conditioning systems that do not filter the extracted air before it flows into another room these rooms should not be used.	n/a	JW, SG, NC	20/05/2020
			170	747, 50, HC	20/05/2020
	15.2	Learning Outside Learning outside is encouraged wherever possible, following social distancing and			20/05/2020
15.General controls	15.2.1	Learning outside is encouraged wherever possible, following social distanting and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Advice will be sought and followed	JW, SG, NC	
	15.3	Medical Needs			20/05/2020 20/05/2020
	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.			20/05/2020
	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	All staff are aware of any medical needs of pupils Catering staff are aware of allergies and risk assessments have been carried out and followed	JW, SG, NC	20/05/2020
			via Catering Leeds.	JW, SG, NC	
	15.4	Water fountains	Water fountain has been disconnected	JW, SG, NC	20/05/2020
	15.4.1	Water fountains in shared pupil areas should be taken out of use. 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. Santisation of hands and bottle before and after.	water rountain has been disconnected	JW, SG, NC	20/05/2020
	16.1	Government guidance is currently that all local, national and international educational			20/05/2020
	16.1	visits are ceased for the time being. For local visits e.g to local parks etc - if this is lifted further guidance has been provided by	All trips have been cancelled	JW, SG, NC	20/05/2020
16.Educational Visits	16.2	For local visits e.g to local parks etc - if this is lined ruther guidance has been provided by the Schools Health, Safety and Wellbeing Team on managing local visits, especially regarding social distancing and hygiene. There is also guidance on www.oeapng.info 4.4k Coronavirus	We will not be taking part in any local visits or	IW SG NC	20/05/2020
	16.3	Government guidance should be followed for national and international visits if restrictions	anges.	,	20/05/2020
	10.0	are lifted. Guidance will be available of Evolve and will be updated as the situation	n/a	JW, SG, NC	20/05/2020
	17.1	Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	Masks will only be used if a pupil or staff member show signs of covid as per the guidelines	JW, SG, NC	20/03/2020
	17.2	FFP2 / 3 masks are not necessary in a school setting.		JW, SG, NC	20/05/2020
17.PPE for staff and pupils	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.	n/a	JW, SG, NC	20/05/2020
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment			20/05/2020
	17.5	then this should be provided by the school. Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	PPE available if needed	JW, SG, NC JW, SG, NC	20/05/2020
		See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering.			

	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.	Whole staff meeting held on the 22/05/2020 to discuss this	JW, SG, NC	20/05/2020
	18.2	Consider building in familiarisation time, training time and practice time for staff before	Whole staff meeting held on the 22/05/2020 to		20/05/2020
	-	opening the school to pupils. Wherever possible rota staff who have to come in to help manage their wellbeing and concerns. Consideration should be given to staff that have worked over holidays and the	discuss this	JW, SG, NC	20/05/2020
	18.3	guidance that TAs can teach groups to allow staff adequate breaks / fair allocation of workloads.	This is planned throughout the whole school	JW, SG, NC	
18.Staff Wellbeing	18.4	Consider if employee risk assessments need to be amended or new ones carried out for staff experiencing mental health issues. A WASP is available via Leeds for Learning.	n/a at the current time	JW, SG, NC	20/05/2020
10.5tan wendenig	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			20/05/2020
	10.5	communications in the wint start who are not present to maintain contact and assist wellbeing. Setting up closed WhatsApp groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media).	School WhatsApp group is well established and constant contact with all staff has been achieved	JW, SG, NC	
	18.6	Identify Mental Health First Aiders.	constant contact with an stan has been achieved	JW, SG, NC	20/05/2020
	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).	Discussed at whole staff meeting on the 22/05/2020	JW, SG, NC	20/05/2020
	-	Guidance on Staff Wellbeing is available on Leeds for Learning.			
	19.1	Minimise visits to essential visits only e.g to carry out statutory testing, repair work or			20/05/2020
	19.2	building works. Contractors should provide their risk assessments and discuss additional needs with the	Guidance will be followed.	JW, SG, NC	20/05/2020
	19.2	school prior to visiting.	Guidance will be followed. Guidance will be followed.	JW, SG, NC	20/05/2020
	19.4	Contractors should adhere to social distancing quidelines. Contractors to carry out regular handwashing and sanitising, especially on arrival at the		JW, SG, NC	20/05/2020
		school and throughout their time on site.	Guidance will be followed.	JW, SG, NC	20/05/2020
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Guidance will be followed.	JW, SG, NC	
19.Contractors visiting site	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Guidance will be followed.	JW, SG, NC	20/05/2020
	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.	Guidance will be followed.	JW, SG, NC	20/05/2020
	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			20/05/2020
	10.0	school again. If this can't be established then inform contractors of the "If You Use It - Wipe It" principle.	Guidance will be followed.	JW, SG, NC	
	19.9	Where possible an access / exit point separate to that used by staff and pupils should be used.	Guidance will be followed.	JW, SG, NC	20/05/2020
	19.1	used. School should still follow procedures for controlling access / security whilst contractors are on site	Guidance will be followed.	JW, SG, NC	20/05/2020
	20.1	Lettings, visitors and on site meetings with external individuals / groups should cease unless they can only be conducted face to face and are vital / necessary.			20/05/2020
	20.2	If they are for vital / necessary educational / health purposes e.g private nurseries, multi agency meetings, mental health sessions, meetings with parent / carers they	All meeting have been cancelled	JW, SG, NC	20/05/2020
		should only go ahead if social distancing and hygiene rules can be adhered to.	Only skype/zoom meeting will be offered	JW, SG, NC	
20.Lettings / Meetings / Visitors	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			20/05/2020
	20.4	inform visitors of the "If You Use It - Wipe It" principle. Where possible an access / exit point separate to that used by staff and pupils should	Guidance will be followed Pupils will use the side school entrance and staff	JW, SG, NC	20/05/2020
	-	be used. School should still follow procedures for controlling access / security whilst visitors	will use the main office entrance	JW, SG, NC	20/05/2020
	20.5	are on site.	Guidance will be followed	JW, SG, NC	20/05/2020
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing	+		20/05/2020
	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Full fire test will be carried out on the first day	JW, SG, NC	20/05/2020
	22.2	Consider if muster points / practices need to be altered so staff and pupils can be 2m apart and that separate groups do not mix	Y6 and Key worker children will meet on the field. EYFS and Y1 will assemble on the playground. Staff must assemble with their designated bubble. Staff		20/05/2020
			to use daily registers to check all are present.	JW, SG, NC	00/05/2000
	22.3	Consider if you need to re-allocate fire marshall roles.	Staff will still be teaching in the same areas so will continual normal routine	JW, SG, NC	20/05/2020
22.Fire safety	22.4	Ensure staff know how to use fire extinguishers, where callpoints are etc	Staff are trained in the use of fire extinguishers	JW, SG, NC	20/05/2020
	22.5	Practice new procedures as soon as possible after opening.	At a minimal rick this will be carried out on the first day of opening	JW, SG, NC	20/05/2020
	22.6	Consider if staff and pupil PEEPs need to be amended.	day of opening N/A	JW, SG, NC JW, SG, NC	27/05/2020
	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.	Staff will be trained on the 1st June during the Inset day	JW, SG, NC	27/05/2020
23.Supervision at Lunchtimes	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent	Whole school staff planning has be circulated to all staff	JW, SG, NC	20/05/2020
	24.1	group of pupils and have adequate breaks. Inform catering staff of any changes to entry / exit points, fire safety procedures,			20/05/2020
		safeguarding etc Discuss with catering staff if there needs to be alterations to menu choices and systems to	Catering staff are aware of new procedures	JW, SG, NC	20/05/2020
	24.2	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.	Catering Leeds will provide Grab Bag meals for pupils , that will be delivered to each class door	JW, SG, NC	
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.	All meals will be eaten in classrooms	JW, SG, NC	20/05/2020
	24.4	Where possible catering staff should remain in the kitchen / serving hall and use an			20/05/2020
	24.5	entrance / exit as close to the kitchen as possible. Tables / seating set out by catering staff should be cleaned before pupils and staff use	Guidance will be followed	JW, SG, NC	20/05/2020
	24.5	them and in between each aroue of staff and pueils. 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	n/a	JW, SG, NC	20/05/2020
		food hygiene. School staff should be inducted / become familiar with new working practices before	Guidance will be followed	JW, SG, NC	
25.Staff Training	25.1	opening the school, this is especially important for staff members who may not have been in school during the past half term. See also 2.1.	Staff will be trained on the 1st June during the Inset day	JW, SG, NC	27/05/2020

26. Drop off of Essential Items Forgotten by Pupils.	26.1	A system should be put in place for the potential drop off desantial items a pupil may have forgotine or generations, packed lunch. For example, a system such as a "quarantine bin" / area outside of school reception where the items are left before being cleaned / winged with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Guidance will be followed	JW, SG, NC	27/05/2020
	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Vorkshire Combined Authority to ensure that drop / of and pick up procedures have been considered. WTCA start will contact school directly to discuss school-by-school arrangements. This is likely include any new drop of / pick up points, how pupils regiments preserves of pupils expected. These the buses. School meets the school meet of the	N/A	JW, SG, NC	27/05/2020
27. Transport to School by My Bus or	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	N/A	JW. SG. NC	27/05/2020
School Buses (not public transport buses)	27.3	Where ossible 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 unikely that children could be transported in classing sorup 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 dosely with WYCA to maintain a clase understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	N/A	JW. SG. NC	27/05/2020
	27.4	For primary school pupils - where there is a need for parents to board a school bus to bucke 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 parent whose children us these buses.	N/A	JW, SG, NC	27/05/2020
28. School Sites Shared with other Users e.g PFI Staff, Childrens 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 etcare discussed / information provided to users who share the school site.	N/A	JW, SG, NC	27/05/2020