



Risk Assessment for Childrens' Services (Schools).

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| Assessment Title: | Managing Covid 19 in Schools from March 2022 | | Ref No : | V7.00 (3rd March 2022) |
| | (Developed from Edu | | | |
| School Name: | Corpus Christi Catholic Primary School | School Address: | Corpus Christi Catholic Primary School | |
| Date Assessment Undertaken: | Name of Assessor (print): | Assessor Signature: | Assessment Review Date: | |
| 4th March 2022 | MRS W M WALSH | <i>W M Walsh</i> | ates from DFE/ LCC Health, Safety and V | |
| Name of Head Teacher / Centre Manager (print): | Head Teacher / Centre Manager Signature: | Name of Chair of Governors (print): | Chair of Governors Signature: | |
| MRS W M WALSH | <i>W M Walsh</i> | Mr G Kerrigan | <i>G Kerrigan</i> | |

Main Legislation and/or Information Source:

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

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Guidance:

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

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

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

Managing Covid 19 in Schools from March 2022

Risk Assessment Content List

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Section 1 - Overall Risk Assessment

1. Handwashing and hand sanitisers

2. Cleaning / Hygiene

3. Ventilation

4. Persons displaying Covid symptoms or testing positive for Covid.

5. Persons developing Coronavirus symptoms who have been on site previously or persons who develop

6. Outbreak Managemnt

7. Close household contacts of positive cases

8. Controlling access into the school for staff, pupils and members of the public.

9. PPE for staff and pupils.

10. Staff and Pupil Wellbeing

11. Persons at Higher risk from Covid.

12. First Aid

13. Contractors, visitors, lettings and meetings.

14. Catering

15. Drop off of Essential Items Forgotten by Pupils

16. Marking / Handling School Work

17. Curriculum activities - music, dance, drama, PE, D&T, Science.

18. Educational Visits

19. Use of dedicated transport, school minibuses / transport e.g. for travel to school, visits, transfer between

20. Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk

21. Asymptomatic Testing

22. School Sites Shared with other Users e.g. PFI Staff, Children's Centres

23. Record Keeping

Section 2 - Testing in SILC settings

Managing Covid 19 in Schools from March 2022 - Risk Assessment - V7.00 - Section 1 - Overall Covid Controls

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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed | |
|---|---|---|--|--|---------|
| 1. Handwashing and hand sanitisers | 1.1 | Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry. | Previously Section 2 - 9.1 Hand sanitiser available on entry to school using | Caretaker and staff | Ongoing |
| | 1.2 | Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels or hand dryers should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not. | Previously Section 2 - 9.2 This was the practice during opening in lockdown period and since schools reopened, pupils will wash/hand sanitise their hands on entry to school, after playtimes, before and after lunch, after going to the toilet, touching their face, coughing or sneezing and learning outside. Paper towels are available for drying hands. Correct hand washing to be re-taught (videos , online resources etc). Class based staff will model good hand hygiene to their pupils at all times. | Teachers and support staff | Ongoing |
| | 1.3 | If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided. | Previously Section 2 - 9.3 Sinks and hand sanitiser available in all classrooms | Caretaker | Ongoing |
| | 1.4 | All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas. | Previously Section 2 - 9.4 Class hand sanitiser to be used before leaving the classroom or going home. | All stakeholders | Ongoing |
| | 1.5 | Tissues should be available in all group areas and should be single use only and binned after use. | Previously Section 2 - 9.5 Tissues for single use available in all classes and rooms. Lidded bins provided for disposal in each room. Stock to be updated by caretaker and Finance Officer. | Caretaker/Admin staff/ Class-based staff | Ongoing |
| | 1.6 | Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance. | Previously Section 2 - 9.6 This guidance will be adhered to and extra bags have been purchased. | All staff | Ongoing |
| | 1.7 | In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving. | Previously Section 2 - 9.7 Staff to follow good hand hygiene at all times. Staff to each use hand sanitiser on entry to staff room using fixed sanitiser unit, before and after preparing drinks and before | All staff | Ongoing |
| | 1.8 | Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. | Previously Section 2 - 9.8 EYFS/KS1 children will be supervised using hand sanitiser, to wash hands. If necessary, wipes will be used as an alternative if required. | EYFS/KS1 staff 1 to 1 support staff | Ongoing |
| | 1.9 | Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms. | Previously Section 2 - 9.9 As outlined | Caretaker Senior Finance Officer | Ongoing |
| 2. Cleaning / Hygiene | General Cleaning | | | | |
| | 2.1 | Regular cleaning plays a vital role in limiting the transmission of COVID-19. Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings . | Amended - previously Section 2 - 10.1.1 As outlined | Caretaker Senior Finance Admin Assistant Maintenance Team | Ongoing |
| | 2.2 | Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti - viral wipes / sprays, paper towels, soap, tissues e.g. in a container like a storage box, workbox etc. so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils. | Previously Section 2 - 10.1.2 Dedicated cleaning/PPE boxes located in each room. These are out of reach of pupils. Staff to inform office if these need replenishing. Each class base has its own lidded bin. | All staff Senior Finance Admin Assistant Admin staff Caretaker | Ongoing |
| | 2.3 | Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc. at the beginning and / or end of a day or at regular points throughout the day. Cleaning is especially important if other groups will be using the equipment in the next 2 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves for contact | Amended - previously Section 2 - 10.1.3 Maintenance staff clean everything at the end of each day. Pupils to be supervised wiping equipment after use. | Maintenance Team | Ongoing |
| | 2.4 | Malleable materials for messy play can be used provided they can be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group. | Amended - previously Section 2 - 10.1.5 As outlined | All staff | Ongoing |
| | 2.5 | Staff undertaking wider cleaning should wear disposable gloves and aprons. | Amended - previously Section 2 - 10.1.6 Maintenance team/Lunchtime Supervisors to wear disposable aprons and gloves and change these after cleaning each separate area. | Maintenance Team Lunchtime staff | Ongoing |
| | 2.6 | Resources shared between groups - for lessons that use resources that are shared between groups, such as sports, art and science equipment staff and pupils should regularly wash or sanitise hands and equipment / resources that have been handled should be cleaned between groups or rotated to allow them to be left unused for a period of 48 hours. | Amended - previously Section 2 - 31.1 As outlined | All staff | Ongoing |
| | 2.70 | General classroom resources - Classroom based resources, such as stationary, books and games, that are used by one group can be used and shared within this group and these should be cleaned regularly. Pupils can take resources e.g. library books, home and these should be wiped down on return. Staff handling these should sanitise or wash hands before and after handling them | Amended - Previously Section 2 - 31.5, 31.7 As outlined. Individual stationary provided for each pupil. All classrooms have cleaning equipment so shared resources to be sprayed regularly. Children to wash hands before and after use of practical equipment (eg., Maths | All staff and pupils | Ongoing |
| | 2.8 | Soft Furnishings / Therapeutic equipment - Consider how soft furnishings can be cleaned and ensure this is carried out on a regular basis. Steam cleaning may be required. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each discrete group of users / user (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one use / group of users, or be left unused for a period of 48 hours between use by different individuals / discrete groups of users. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of a limited number of pupils and be washed at regular intervals. | Amended - Previously Section 2 - 31.2 As outlined | All staff | Ongoing |
| | 2.9 | Staff Rooms - shared resources such as fridges, milk, tea, coffee etc. Computers etc can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle. | Previously Section 2 - 31.3 As outlined | All staff | Ongoing |
| | 2.10 | Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment. | Previously Section 2 - 31.4 As outlined | All staff | Ongoing |
| 2.11 | Toilets Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this. | Previously Section 2 - 31.8.1, 31.8.2 Classes will be accompanied on a rota basis by teaching staff to ensure pupils wash their hands thoroughly. Hand sanitisers in classrooms will be used to assist handwashing. Toilets will be cleaned daily. | All teaching staff | Ongoing | |

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| | 2.12 | For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle. Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe / Clean It" principle (for older pupils, staff and visitor facilities). | Amended - previously Section 2 - 31.8.3 and 31.8.4 As outlined | Staff | Ongoing |
| | | Areas used for Isolating persons displaying symptoms | | | |
| | 2.13 | Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken. | Previously Section 2 - 10.2.1 School to follow this guidance. Specific rooms designated for this purpose. Sign on door to write if room has been used for isolation, date and time of use, date and time when 72 hours will have elapsed so deep clean can be undertaken. | All staff | Ongoing |
| | 2.14 | Areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. In other areas all surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as resources, door handles, seating etc. Details on how to clean these can be found in COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk). When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. | New-4th March 2022 As outlined | | Ongoing |
| | | Clothing | | | |
| | 2.15 | There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. | Previously Section 2 - 10.3.1 As per guidance | | Ongoing |
| | | Hygiene Suites / Intimate Care Facilities | | | |
| | 2.16 | Touch surfaces such as toilet seats, couches etc should be cleaned between use, including slings and hoists and control panels. This could follow the 'If you use it - Wipe it' principle. | Amended - previously Section 2 - 10.4.1 As per guidance | Staff Maintenance Team | Ongoing |
| | | Water fountains | | | |
| | 2.17 | Water fountains in shared pupil areas should continue to be taken out of use. | Previously Section 2 - 14.4.1- Not applicable | | |
| | 2.18 | Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands before and after is required. For younger pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles. | Previously Section 2 - 14.4.2 Pupils to bring filled water bottles daily. Pupils to self-fill but as outlined. | Staff | Ongoing |
| | | Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT. | | | |
| | 2.19 | Sanitisers should be used before touching biometrics or paper / electronic signing in systems if they cannot be cleaned between users. | Amended - previously Section 2 - 13.2 Hand sanitiser is placed next to the signing in and out screen for all people to use before and after signing in/out. | All staff and visitors | Ongoing |
| | 2.20 | Lift control panels should be cleaned at least twice a day in line with other frequent touch points. | Amended - previously Section 2 - 13.3 Use of lift is limited to essential use and control panel will be cleaned after use according to 'If you use it- wipe it' principle. | Lift user | Ongoing |
| | 2.21 | IT equipment should be cleaned at least once a day if used by several persons and individuals should wash or sanitise their before and after use. | Amended - previously Section 2 - 13.5 Teaching staff responsible for cleaning ipads and laptops between pupil users- "If you use it- Wipe it." Staff to wipe IT equipment/photocopier after use. | Staff | Ongoing |
| 3. Ventilation | | | | | |
| | 3.1 | Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is : a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy or smell bad. Schools can use the CO2 monitors provided by the DfE to help identify poorly ventilated areas. Where teaching areas (and staff rooms in SEND settings) are identified as poorly ventilated and this cannot be resolved through simple measures such as opening doors and windows, or other remedial works then air cleaning units should be considered. State funded schools that met the eligibility criteria can apply for funded air cleaning units. https://drive.google.com/file/d/1K9jZhgH1fjbBvYKg2b4sJlMjVwRQK1vHv/view | Previously Section 2 - 14.1.1. As per guidance | All staff | Ongoing |
| | 3.2 | Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. | Amended - previously Section 2 - 14.1.2 Only Reception has external doors; the Reception outside area is closed off from the rest of the school site. All doors internally, except door from Reception onto internal corridor due to health and safety, to be kept open with wedges. In event of fire, LSA to close prior to exit. Staff to clean door handles, light switches and other commonly used touchpoint surfaces at set times throughout the school day as a minimum. | All staff | Ongoing |
| | 3.3 | Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated. | Previously Section 2 - 14.1.3 Windows to be opened every morning. Restrictors to remain on upstairs windows. During cooler weather windows to be slightly open to provide background ventilation and then opened fully with restrictors still in place during breaks / lunchtimes or in between bubble usage to fully ventilate air in the room. Corridors have no windows. | Caretaker All staff | Ongoing |
| | 3.4 | You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm . | Previously Section 2 - 14.1.4 As per guidance (Nurture Room/PPA Room) | All staff | Ongoing |
| | 3.5 | To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened, d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents. | Previously Section 2 - 14.1.5 As per guidance | All staff | Ongoing |
| | 3.6 | Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable. | Previously Section 2 - 14.1.6 As per guidance | | Ongoing |
| 4. Persons displaying Covid symptoms or testing positive for Covid. | | | | | |
| | 4.1 | All persons who are displaying symptoms or who have tested positive for Covid should not come into school and should follow the current Government guidance on self isolating. In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice. | Amended - previously Section 2 - 6.1 All staff, pupils, parents and visitors to adhere to Government guidance. | All staff, pupils, parents and visitors | Ongoing |

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|--|-----|---|---|-----------------|---------|--|
| | 4.2 | Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. If COVID-19 is suspected the child should start isolating and get tested. | Amended - previously Section 2 - 6.2 Ensure staff are aware of this guidance. | Stakeholders | Ongoing | |
| 5. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site. | 5.1 | Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Settings have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. | Amended - previously Section 2 - 7.1 Any person on site who show COVID19 symptoms whilst on site will follow government guidelines. Staff will be sent home straight away and pupils will be sent home as soon as a parent/carer collects the child. Staff will access a test and parents will be instructed on how to get their child tested if displaying symptoms and not return to school until negative result. | All staff | Ongoing | |
| | 5.2 | Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so. Pupils will need to be supervised whilst this takes place. A window should be opened for fresh air ventilation if possible. Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. | Previously Section 2 - 7.2 Pupils suspected of developing Coronavirus 19 symptoms will await collection in the Meeting Room. Staff are able to supervise at a safe distance through the viewing pane and the door can be left slightly ajar as well. Window to be opened. Parent/carers to be made aware that they will be asked to collect their child immediately from school if their child is showing symptoms and so are required to give at three contact numbers. | | Ongoing | |
| | 5.3 | An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. | Previously Section 2 - 7.3 There is an emergency pack of PPE equipment with IIR face masks, gloves and plastic aprons to be worn by the supervising adult in each room. Face shields also to be worn in case of coughing and vomiting. | | Ongoing | |
| | 5.4 | Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting. | Amended - previously Section 2 - 7.4 As outlined | | Ongoing | |
| | 5.5 | If a member of staff has helped someone who was unwell with Covid symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. | Amended - previously Section 2 - 7.7 As outlined | | Ongoing | |
| | 5.6 | A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in. | Previously Section 2 - 7.9 If symptoms develop whilst on site, the child will move to the quarantine room (Meeting Room). However, school does not have a separate unallocated sanitary facility. In the event of an adult displaying symptoms the disabled toilet will have to be used and placed out of bounds whilst in the event of a pupil displaying symptoms the downstairs rear toilets will be used and placed out of bounds. The room and toilets used by the isolating person will be thoroughly disinfected by cleaning team wearing PPE before use by other pupils/staff. Bins with lids on are in every classroom for pupils to place tissues or any other items that have been in contact with any bodily fluids. Bins with lid also to be placed in disabled toilet and toilets. | | Ongoing | |
| | 5.7 | Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area. | Previously Section 2 - 7.10 School has set aside a room to be used as isolation rooms if required to move a group of pupils. | | Ongoing | |
| | 5.8 | UK Health and Safety Agency (UKHSA) is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). | Previously Section 2 - 7.11 As outlined | | Ongoing | |
| | | | Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have reasonable evidence that a member of staff has contracted Covid-19 through their work activities. | | | |
| | | | Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning. | | | |
| 6. Outbreak Management | 6.1 | There should be a school specific outbreak management plan in place, relevant staff should be aware of the thresholds for potential outbreaks and should be monitoring positive cases in the school. If settings think they may have an outbreak and require support they should contact DfE COVID-19 helpline for advice. In some cases, measures such as re-introducing bubbles, LFD testing, masks and social distancing may be recommended. In addition schools may be contacted by the Local Health Protection Team and / or LCC HSWT if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01. | Amended - previously Section 2 - 7.5, 7.6 Outbreak Management Plan in place. School to contact DfE helpline 0800 046 8687 if we think we have an outbreak. School will follow the advice given. LCC Health and Safety Team 0113 3788298 /educ.hs@leeds.gov.uk will be contacted about any queries relating to an outbreak. | | Ongoing | |
| | 6.2 | Notify LCC of positive cases in your setting via DCS Alert using form PCIF 01. | Amended - previously Section 2 - 7.5, 7.6 School will continue to inform LCC of positive cases via DCS Alert using the PCIF 01 form. | Admin Assistant | Ongoing | |
| | 6.3 | If there are unvaccinated clinically vulnerable pupils and staff within a setting schools may need to put temporary additional protective measures in place in earlier in certain circumstances. These could include wearing face coverings (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Any decision to take additional precautions should be based on the schools specific circumstances and the needs of the clinically vulnerable children and young people within the setting. Schools should weigh up what impact additional precautions may have on education and wellbeing. | New- as outlined | | Ongoing | |
| 7. Close household contacts of positive cases | 7.1 | People who live in the same household as someone with COVID-19 are at the highest risk of becoming infected because they are most likely to have prolonged close contact. People who stayed overnight in the household of someone with COVID-19 while they were infectious are also at high risk. | New- as outlined | | Ongoing | |
| | 7.2 | Adults who live with, or have stayed overnight in the household of, someone who has COVID-19, are advised to: a) work from home if they are able to, b) limit close contact with other people outside their household, especially in crowded, enclosed or poorly ventilated spaces, c) avoid contact with anyone known to be at higher risk of becoming severely unwell if they are infected with COVID-19, especially those with a severely weakened immune system, d) wear a well-fitting face covering made with multiple layers or a surgical face mask in crowded, enclosed or poorly ventilated spaces and where they are in close contact with other people, e) pay close attention to the main symptoms of COVID-19. If they develop any of these symptoms, they should order a PCR test. They should stay at home and avoid contact with other people whilst awaiting the test result. | New- as outlined | | Ongoing | |
| | 7.3 | This advice should be followed for 10 days after the day the first person they live or stayed with symptoms started (or the day their test was taken if they did not have symptoms). | New- as outlined | | Ongoing | |
| | 7.4 | Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal. | New-as outlined | | Ongoing | |
| 8. Controlling access into the school for staff, pupils and members of the public. | 8.1 | In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time. | Previously Section 2 - 8.1 School only has one access/egress point from Neville Road and 4 external doors to the building. As a result, entrance to the school site is controlled by the HT plus three other members of staff and a one way system is in operation. School has returned to normal start and finish times so learning time is not reduced. School operates a free flow start to the day where pupils can come into school | | Ongoing | |

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| | 8.3 | Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible. | Previously Section 2 - 8.3 Access to school will be limited. Parents and carers have been advised that if they have any questions or need to leave any messages or information about their child for teaching staff or the office, that they do so through the main school phone line. Adults can only come into school if invited and this will be only where no other means of meeting is | | Ongoing |
| | 8.4 | Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed. | Previously Section 2 - 8.4 All suppliers and visitors are informed of protocols when booked or on arrival to site. | | Ongoing |
| | 8.5 | Travelling from Abroad - the guidance for persons travelling from abroad is updated regularly. Staff and pupils returning from abroad should follow the government guidance. This can be found at https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19 | Previously Section 2 - 11.7 As per guidance | | Ongoing |
| 9. PPE for staff and pupils. | | The legal requirement to wear a face covering no longer applies. However, the government suggests that people continue to wear a face covering in crowded and enclosed spaces where they may come into contact with people they do not normally meet. Pupils, staff or visitors may choose to wear face coverings in any setting. Schools can also choose to ask their staff or visitors to wear a face covering, even though they are not legally required. Outbreak Management - Schools also have discretion in whether they consider pupils and staff should continue to wear face coverings and this is a decision which can be taken by considering the individual context of the school and the number of cases the school is experiencing. The use of face masks in individual settings will continue to be one of the measures that can be taken to reduce transmission in the case of significant outbreaks as per your Outbreak Management Plan. Transport - it is recommended face coverings are still worn by staff and pupils over 11 on public and dedicated transport. Close contact - if staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, etc... face shields or Perspex screens may still be appropriate. Choice / IPRA or WASP - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face coverings should still be worn where it has been identified in an employee or pupil risk assessment as a necessary control measure for that individual. | Amended - previously Section 2 - 16.1 Face coverings are no a legal requirement for staff. School may decide that staff should continue to wear face coverings dependent upon the number of cases in school or a class. This may also be one of the measures in line with the Outbreak Management Plan or an Individual Prisk Assessment/WASP as a necessary control measure. Staff may choose to use perspex screens where social distancing cannot be maintained or for close contact work if there are positive cases in a class. Staff may choose to wear visors for a specific reason such as when they are unable to maintain social distancing, when administering First Aid or intimate care. Visitors may choose to wear a face covering in school. | | Ongoing |
| | 9.1 | FFP2 / 3 masks are not generally necessary in a school setting. Face shields may offer staff an additional level of protection when working in places where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). | Amended - previously Section 2 - 16.1 and 16.2 As outlined | | Ongoing |
| | 9.2 | Intimate Care - 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. | Previously Section 2 16.3 Staff who support a pupil with intimate care needs will wear disposable gloves, an apron and face mask and shield. | SENDCO | Ongoing |
| | 9.3 | If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school. | Previously Section 2 -16.4 As outlined | | Ongoing |
| | 9.4 | Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted. | Previously Section 2 -16.5 Visors have been provided and must be worn if required. The visor must be thoroughly cleaned by the person wearing after use and between each individual person being assisted. | | Ongoing |
| | 9.5 | Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work. | Previously Section 2 -16.6 Staff will be informed about this if necessary. Staff to keep spare clothing in their car or classroom. Staff to give support side on rather than face to face if possible. Staff to use perspex screens for close contact work such as speech and language, guided work, interventions. | | Ongoing |
| | 9.6 | As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face to face contact e.g. via the use of screens. Staff in open reception areas should wear face coverings (and face shields) if screens cannot be provided. | Previously Section 2 - 11.3 Perspex screens in place. | Office staff | Ongoing |
| | 9.7 | Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them. | Previously Section 2 -16.7 Staff aware of how to safely put on, wear, remove and store face masks and face shields. Staff must follow good hand hygiene before and after touching face mask. Staff to replace face covering if it becomes damp. Temporary face masks must only be disposed of by putting in a blue lidded 'black bag' bins. | All staff | Ongoing |
| | 9.8 | It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly. | Previously Section 2 -16.8 Staff are aware that re-usable face coverings need to be washed/cleaned daily. | | Ongoing |
| | 9.9 | Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process. As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns. School staff should be inducted / become familiar with new working practices as soon as possible. | Previously Section 2 - 17.1, 22.1 Staff to read risk assessment when it is updated. | | Ongoing |
| 10. Staff and Pupil Wellbeing | | Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety with the removal of many of the previous restrictions and as whole school control measures have changed. A WASP is available via Leeds for Learning. | Amended - previously Section 2 - 17.4 WASPs to be completed and updated for individual members of staff as required | | Ongoing |
| | 10.1 | It is recommended that regular staff meetings are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. | Previously Section 2 - 17.5 Staff to read risk assessment when it is updated. | | Ongoing |
| | 10.2 | Identify Mental Health First Aiders. Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA). | Previously Section 2 - 17.6, 17.7 Staff to be reminded about named Mental Health First Aider and to be signposted to support networks (Education Support Partnerships/ Help Assist/Catholic Care). | | Ongoing |
| | 10.3 | Consider that staff may still be supporting remote learning of pupils and / or a mixture of face to face and remote learning and that additional PPA time / time may be needed on staffing rotas to support this or support amended learning plans. | Amended - previously Section 1 - 2.5 SLT to review if this is the case in line with staffing available. | | Ongoing |
| | 10.4 | Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning. | | | |
| | 10.5 | Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages. | | | |
| 11. Persons at Higher risk from Covid. | | Persons at higher risk (formerly called Clinically Extremely Vulnerable persons, Clinically Vulnerable persons and including BAME, staff over 60, pregnant staff). | | | |

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| | 11.1 | <p>Staff - Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID 19. Governmental guidance is that for most people who were CEV, they are no longer at substantially greater risk than the general population, and they are advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19). In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. WASPs or employee risk assessments already in place for staff at higher risk should be reviewed following the recent changes to guidance to ensure it is as safe as possible within the remit of the guidance. This should include considering if additional control measures are still required. For example : a) can certain activities / tasks be carried out at home to reduce time on site ? b) can a lower risk role be carried out for all / some of the time ? c) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation ? d) travelling at non peak times if using public transport, e) face masks / face shields / Perspex screens in class, f) additional PPE such as aprons / gloves.</p> <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with additional treatments for some staff at higher risk are all additional control measures that are now in place. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and applicable LFD testing programmes if they are able to.</p> | Amended - previously Section 2 - 5.1.1 As per current guidance- good hand hygiene, importance of ventilation, cleaning regime, use of Perspex screens. | | Ongoing |
| | 11.2 | <p>Pupils - following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. IPRA's must be reviewed for such pupils following the recent changes to guidance to ensure it is as safe as possible within the remit of the guidance. This should include considering if additional control measures are still required.</p> | Amended - previously Section 2 - 5.1.1 Pupils- 1 CEV pupil on roll has been in school since 8th March 2021. | | |
| | 11.3 | <p>Pregnant Staff and Pupils - The Royal College of Obstetricians and Gynaecologists (RCOG) says: "Studies from around the world show that pregnant women are no more likely to get COVID-19 than other healthy adults. Roughly, two-thirds of pregnant women with COVID-19 have no symptoms at all, and most pregnant women who do have symptoms only have mild cold or flu-like symptoms. But people who are pregnant and unvaccinated or not fully vaccinated are at increased risk of becoming severely unwell if they catch COVID-19, which can lead to them needing intensive care and their baby being born prematurely. Those who are pregnant, as a minimum, should follow the same guidance on COVID-19 as the general population (for example about vaccination, testing or self-isolation)." Some pregnant staff may be at higher risk including those who are BAME, have a BMI of 30 or above, have pre-pregnancy co-morbidity, such as pre-existing diabetes and chronic hypertension, have a maternal age 35 years or older or who are over 26 weeks pregnant.</p> | Amended - previously Section 2 - 5.1.1 | | Ongoing |
| | 11.4 | <p>With the above in mind : a) all pregnant staff should have an employee risk assessment carried out when you are informed they are pregnant taking into account if they are at higher risk, b) pregnant staff over 26 weeks, or with underlying medical conditions that place them at increased risk must have their employee risk assessment reviewed before they reach 26 weeks and any additional control measures should be in place before they continue in work after 26 weeks. Be mindful that stress and anxiety can also have a negative impact on pregnant staff and their unborn children. Taking into account if staff have been vaccinated, additional control measures for all pregnant staff should be considered and implemented if they are reasonably practicable following the hierarchy below: a) whether it is possible for the individual to work from home if their role means they cannot distance easily, b) what reasonable adaptations to their role would mean they could work from home for some or all of the time, c) can certain activities / tasks be carried out at home to reduce time on site, d) can a lower risk role e.g. working with older pupils where distance can be achieved be carried out for all / some of the time, e) can the groups of pupils / staff they work with be restricted to reduce mixing, f) identify times when the member of staff / pupil can distance in school and inform others of the need to distance at those times, g) is their work area well ventilated, can ventilation reasonably be increased or are there other areas where they could work that have better ventilation, h) can they travel at non peak times if using public transport, i) the use of face masks / face shields / Perspex screens in class and communal areas, j) additional PPE such as aprons / gloves. This will be in addition to the general control measures contained in the overall Covid-19 assessment. Advice can be sought from Occupational Health. The same principles should be applied to pregnant pupils when completing their IPRA.</p> | Amended - previously Section 2 - 5.1.1 - OH guidance is available to any staff member and employee assistance. WASPs to be updated in light of current guidance. Pregnant members of staff to use Perspex screens and masks in communal areas. | | Ongoing |
| | 11.5 | <p>Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. If there are unvaccinated clinically vulnerable pupils and staff within your setting, you may consider temporary additional protective measures if they are in close contact with another pupil or member of staff who is a household contact of a positive case. These could include the household contact wearing a face covering (unless exempt), limiting contact and mixing with those identified as clinically vulnerable, and increasing hygiene and cleaning routines. Any decision to take additional precautions should be based on the specific circumstances of the individual close contact and the clinically vulnerable children and young people within the setting, and you should weigh up what impact additional precautions may have on education and wellbeing. No pupil or student should be denied education based on their compliance with any additional precautions.</p> | Amended - Previously Section 2 - 5.1.2 WASP/IPRA/ Health Plan to include advice from specialist if required. | | Ongoing |
| 12. First Aid | 12.1 | <p>Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.</p> | Previously Section 2 - 12.1 Established practice in school- First Aiders, 11 members of staff are paediatric first aid trained. | | Ongoing |
| | 12.2 | <p>Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits.</p> | Previously Section 2 - 12.2 Established practice in school- 11 members of staff are paediatric first aid trained so there are always Paediatric First Aiders on site at all times; they who also attend educational visits. | | Ongoing |
| 13. Contractors, visitors, lettings and meetings. | 13.1 | <p>Contractors and lettings should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors, visitors, and lettings should adhere to the schools risk assessment when on site including wearing face coverings if required.</p> | Amended - previously Section 2 - 18.2, 19.1 Risk assessments for works to be provided by contractors/architects. Contractor to agree to schools risk assessment whilst on site. | | Ongoing |
| | 13.2 | <p>Contractors, lettings and visitors should carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site.</p> | Previously Section 2 - 18.3 Contractors to use hand sanitiser on entry to site and to regularly wash hands especially on entry/exit to school building or an internal room. Due to limited staff toilets, contractor to provide toilet and handwashing facilities. | | Ongoing |
| | 13.3 | <p>Contractors, lettings and visitors should follow the current Government advice on self isolating if they have Covid symptoms or have tested positive. It is recommended schools do not allow contractors or visitors on site if they are not following the isolation guidance and are displaying symptoms or have tested positive.</p> | Amended - previously Section 2 - 18.4 As outlined | | Ongoing |

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| | 13.4 | If contractors, lettings or visitors 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. | Amended - previously Section 2 - 18.5 As outlined | | Ongoing |
| | 13.5 | If contractors, lettings or visitors are on site for long periods of time when the school is open to pupils a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe / Clean It" principle. | Amended - previously Section 2 - 18.6, 19.2 Due to limited toilet facilities in school, separate toilet facility to be arranged by contractors | | Ongoing |
| | 13.6 | Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, can meet indoors and outdoors. The activities should ensure that a) everyone maintains good hand hygiene and cleans their hands regularly, including as they arrive, between activities, and as they leave, b) adults are asked to wear face coverings where settings have identified this is advisable, c) indoors the areas used are well ventilated with fresh air (see the section on ventilation), d) any rooms used by these groups are cleaned after each use, e) activities take place outside where safely possible. | Amended - previously Section 2 - 19.3 As stated | | Ongoing |
| | 13.7 | In Early Years settings parents are more likely to come into the premises to drop off / pick up children, settle new children and to help their children adapt to their new environment. It is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) ask visitors to wear face coverings during such contact in enclosed / crowded spaces, c) ensure parents / carers avoid close contact with other children where possible. | Amended - previously Section 2 - 19.4 As outlined. | | Ongoing |
| 14. Catering | 14.1 | Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc. Catering staff should observe the school risk assessment whilst on site. LCC catering staff are allowed to use alcohol based hand sanitisers. | Amended - previously Section 2 - 21.1 LCC catering staff to follow school risk assessment and so be made aware of any changes. Due to limited entry/exit points Catering Leeds staff will continue to use main entrance. | | Ongoing |
| | 14.2 | Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between sittings. | Previously Section 2 - 21.3 This is part of the daily routine. | | Ongoing |
| 15. Drop off of Essential Items Forgotten by Pupils | 15.1 | A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g. medication, packed lunch. Staff doing this should thoroughly wash or sanitise hands before and after handling the items. | Amended - previously Section 2 - 23.1 Parents should ensure that their child has everything they need. In exceptional circumstances if this occurs, parents must bring item to school and press gate buzzer to contact the school office. The item will then be collected by an office member wearing gloves. Hand washing should take place before and after handling the items. | | Ongoing |
| 16. Marking / Handling School Work | 16.1 | Staff and pupils can take books and other shared resources home. For marking work, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. If pupils or staff have been displaying symptoms any work or resources they have handled during that time should be left for at least 48 hours or cleaned. | Amended - previously Section 2 - 26.1 Staff are required to mark work completed by pupils and will need to plan this into their week accordingly to take account of the current guidance. They should endeavour to use their PPA, before and after school times prudently to avoid taking books home to mark. Gloves can be worn when marking/handling work. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. Paperwork that is to be marked should be placed in a dated plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Hand washing or sanitising before and after marking is essential. Teaching staff must use face shields/perspex screens for close contact feedback. Homework can be allocated and marked online Teachers can utilise online platforms so that homework can be marked online or as per the procedures above. | | Ongoing |
| 17. Curriculum activities - music, dance, drama, PE, D&T, Science. | 17.1 | Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 for events and attractions, which provides details of how to manage audiences. | Amended - previously Section 2 - 28.1 Teaching staff and peripatetic teachers will follow the current guidance. | | Ongoing |
| | 17.2 | If activities are carried out indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition rooms with high ceilings are expected to enable dilution of aerosol transmission. Where there is continuous talking or singing, or high levels of physical activity (such as dancing, playing sport or exercise), providing ventilation sufficient to keep CO2 levels below 800ppm is recommended. | Amended - previously Section 2 - 28.2 CO2 monitors in place. Windows and classroom doors to be open. Teaching staff will ensure children do not sing loudly. Staff to check that CO2 monitors read 800ppm. | | Ongoing |
| | 17.3 | Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly. | Previously Section 2 - 28.3 Children will be spaced out and if possible back-to -back or side- to-side. | | Ongoing |
| | 17.4 | Avoid sharing instruments and equipment wherever possible. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. If equipment such as props, scripts, scores and microphones need to be shared or passed hand to hand ensure good handwashing or sanitising before and after this takes place. Instruments should be cleaned by the pupils playing them, wherever possible. | Amended - previously Section 2 - 28.4 Teaching staff and peripatetic teachers will follow the latest guidance. | | Ongoing |
| | 17.5 | Agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival or before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, if this is less than 48 hours they should be cleaned before first use and before returning the instrument. | Amended - previously Section 2 - 28.5 Hired instruments will be cleaned before first use and prior to return. | Music Lead Peripatetic Music Teachers (Artforms/Diocese of Leeds) Teaching staff | Ongoing |
| | 17.6 | For PE ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment that has been handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 48 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities. | Amended - previously Section 2 - 29.1 PE will take place outdoors wherever possible dependent upon the weather and the unit of work. When lessons take place indoors in the hall, natural ventilation will be maximised by opening windows and if appropriate external doors. Hand sanitiser will be used before and after PE using the class sanitiser. If sports equipment is used, it must be cleaned by sports coach/teacher in | PE peripatetic staff | Ongoing |
| | 17.7 | Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance. | Previously Section 2 - 29.2 PE Long Term Plan will ensure a broad and balanced curriculum for PE can still be delivered. PE Lead to liaise with external sports leaders with regards any competitions externally and fully risk assess. | | Ongoing |
| | 17.8 | PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. | Previously Section 2 - 29.3 SW, Leeds Rhinos and Ace Club will be used to provide sports lessons and active lunchtimes. Visitors will adhere to school Covid-19 measures. | | Ongoing |
| | 17.9 | To minimise time spent in changing rooms if they are poorly ventilated settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily. | Previously Section 2 - 29.4 Children will wear PE kits to school on PE days. Parents will be informed via text or Class Dojo/Tapestry. Teachers will remind pupils of the uniform requirements. | | Ongoing |

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| | 17.10 | CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/ | Previously Section 2 - 30.1 Teachers will consult guidance and will follow the new guidelines in relation to Covid-19 when appropriate. | | Ongoing | |
| 18. Educational Visits | 18.1 | Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. Schools should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling. Schools should be aware that the travel list (and broader international travel policy) is subject to change and travel lists may change during a visit. Schools must comply with international travel legislation and should have contingency plans in place to account for these changes. | Amended - previously Section 2 - 15.1 School only books UK based residential. No new residential has been booked. Provider has carried forward 2021 booking to 2022. | | Ongoing | |
| | 18.2 | Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments. | Previously Section 2 - 15.2 Educational will take place in line with current protective measures using the Covid adapted resources on Evolve. Group Leader to complete Day Visits Risk Assessment and any venue specific assessments via Evolve. | | Ongoing | |
| | 18.3 | Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly. | Previously Section 2 - 15.3 Accepted by school. | | Ongoing | |
| | 19.1 | The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings. | Amended - previously Section 2 - 24.1, 33.1 Dedicated travel is only used for swimming and school trips. Windows and vents will be open for ventilation. Where pupils are required to board transport eg swimming or educational visits, they will be asked to hand sanitise on boarding and disembarking. | | Ongoing | |
| | 19.2 | If using private vehicles or car sharing the following should be considered: a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, e) cleaning the touch points between journeys using standard cleaning products. | Amended - previously Section 2 - 33.2 Not applicable | | Ongoing | |
| 20. Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk assessment. | General Controls | | | | | |
| | 20.1 | Carry out events outdoors wherever possible. If indoors, use a large well ventilated space. | Previously Section 2 - 35.1.1 As outlined. Indoor events will be held in the hall or in a classroom where participants can be spaced out. | | Ongoing | |
| | 20.2 | In line with this risk assessment, it is recommended that for events involving contact with large numbers of visitors, including parents / carers, that: a) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, b) visitors are asked to avoid close contact with pupils who are not part of their household where possible. | Amended - previously Section 2 - 35.1.2 As outlined | | Ongoing | |
| | 20.3 | Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons. | Previously Section 2 - 35.1.3 As outlined. | | Ongoing | |
| | 20.4 | Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place. | Previously Section 2 - 35.1.4 As outlined. | | Ongoing | |
| | 20.5 | Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils. | Previously Section 2 - 35.1.5 Perspex screens in place. Limit number of visitors in entrance by asking parents to phone the office, send a message or speak to member of staff on gates. | | Ongoing | |
| | 20.6 | Visitors to all school settings can be asked to wear a face covering when in school premises. | Amended - previously Section 2 35.1.6 As outlined. | | Ongoing | |
| | 20.7 | Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance. | Previously Section 2 - 35.1.7 As outlined. | | Ongoing | |
| | 20.8 | Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible. | Previously Section 2 - 35.1.8 Dancing will only take place in the hall or outside. | | Ongoing | |
| | 20.9 | Risk assess whether staff, especially those who are at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities. | Amended - previously Section 2 - 35.1.9 As outlined | | Ongoing | |
| | 20.10 | Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible. | Previously Section 2 - 35.1.10 As outlined. | | Ongoing | |
| | | Arrival, departure and movement around the premises. | | | | |
| | 20.11 | Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site. | Previously Section 2 - 35.2.1 School only has one access/egress point from Neville Road and 4 external doors to the building. As a result, entrance to the school site will continue to be controlled by the HT plus three other members of staff and a one way system is in operation to prevent large numbers of people congregating in one area of the site. | | Ongoing | |
| | 20.12 | Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits. | Previously Section 2 - 35.2.2 School only has one entrance to the school site. | | Ongoing | |
| | 20.13 | Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground. | Previously Section 2 - 35.2.3 Limited one way system in operation due to only one entrance to school site. | | Ongoing | |
| 20.14 | In line with 18.2 above visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day where possible. | Previously Section 2 - 35.2.4 As school has limited toilet facilities, portable toilets will be hired for events. | | Ongoing | | |
| 20.15 | Provide allocated seating where possible and consider deploying marshalling staff to manage crowding before and after events. Marshalling may also be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding. | Previously Section 2 - 35.2.5 Tickets will be numbered and allocated to a corresponding seat. Marshalls to be given positions to ensure free flow. | | Ongoing | | |
| 21. Asymptomatic Testing | 21.1 | Asymptomatic mass testing is no longer recommended for staff (and pupils where relevant) in mainstream settings. | Amended - previously Section 2 - 34.1 As outlined. | | Ongoing | |
| | 21.2 | Staff and pupils in specialist SEND settings, AP and SEND units in mainstream schools or equivalent in FE colleges , (for example those completing courses which are specifically for students with disabilities and/or learning disabilities such as Supported Learning courses and Foundation/SEND courses), are currently advised to continue regular twice weekly testing. Staff, and pupils and students of secondary school age and above, should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart. There is no need for primary age pupils (those in year 6 and below) to test. These settings should maintain an on-site asymptomatic testing site (ATS) where possible. Even if it is appropriate for the majority of pupils or students to test at home, we recommend settings retain a small ATS so that they can offer testing to pupils or students unable to test at home. In some settings, the on-site ATS may need to maintain more capacity if a large number of pupils or students cannot take advantage of the home testing offer. | New As outlined | | Ongoing | |
| | 21.3 | Sections 2 of this risk assessment is being followed by the school and staff / pupils taking part. | Amended - previously Section 2 34.5 | | Ongoing | |
| 22. School Sites Shared with other Users e.g. PFI Staff, Children's Centres | 22.1 | Where applicable, ensure arrangements that impact on other site users e.g. opening times, access / egress routes, changes to fire practices, cleaning regimes, use of shared areas etc. ...are discussed / information provided to users who share the school site. | Previously Section 2 - 25.1 Not applicable | | Ongoing | |
| | 22.2 | Schools who operate a children's centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting. | Previously Section 2 - 25.2 Not applicable | | Ongoing | |

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| 23. Record Keeping | 23.1 | Good record keeping is key to managing any potential positive cases and / or outbreaks. Records of positive cases should be kept and the sample spreadsheet can be used for this. | Amended - previously Section 2 - 32.1 H & S Team Covid-19 tracker/PCIFs used. Covid-Tracker and file to be kept up to date by Admin. Staff log positive test results on Test Register. | | Ongoing |
| | 23.2 | A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple Covid case spreadsheet. | Previously Section 2 - 32.4 Running record of which staff have assisted pupils who display symptoms and another for staff displaying symptoms. | | Ongoing |