

Area of control	Control Measures		Additional / altered measures / notes
1. Building Management / readiness	1.1	Inspect the site for :	
	1.1.1	Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	Open throughout and Dale been doing daily checks. Staff continued to report any concerns.
	1.1.2	Damage to the building and fixtures and fittings	
	1.1.3	Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc...	
	1.1.4	Rodent activity and/or infestations - commissioning of pest control may be required	
	1.2	Operational checks (to ensure good working order) to be carried out on :	Contract in place
	1.2.1	Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.	regular checks continued
	1.2.2	Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	regular checks continued
	1.2.3	Emergency lighting	weekly checks - Dale
	1.2.4	Gas supplies including science laboratories and kitchens	Kitchens continued checks
	1.2.5	Kitchen equipment	Weekly checks - Jarvis FSR school
	1.2.6	Ventilation systems including LEV in kitchens and classrooms	
	1.2.7	Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Legionnaire checks continued/Dale completed weekly flushing in areas not used
	1.2.8	Water systems to look for leaks and ensure there is provision of hot water	Used as been open and no leaks detected
	1.2.9	Windows, doors and gates including electronic gates and doors	All appear ok, staff been in, Dale completed usual checks
	1.2.10	Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.	N/A
	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).	As usual
	1.3	Ensure Statutory Inspections are up to date for :	
	1.3.1	Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);	Service contract in place where needed
	1.3.2	Pressure systems (if the scheduled inspections have not taken place in the last 12 months);	
	1.3.3	LEV (if the scheduled inspections have not taken place in the last 14 months);	
	1.3.4	Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);	
	1.3.5	Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);	Completed 2019
	1.3.6	PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)	Completed annually

	1.3.7	Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);	Reassessed October 2019
	1.3.8	Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);	Completed annually
	1.3.9	Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);	Completed annually
	1.3.10	Tree surveys (if the scheduled inspections have not taken place in the last 12 months);	Completed 2020/work completed
	1.3.11	Fire Safety : contractor testing of the fire alarm (if this has not taken place in the last 6 months), fire extinguisher maintenance (if this has not taken place in the last 12 months), emergency lighting (if this has not taken place in the last 12 months), sprinkler systems (school weekly test & contractor 12 monthly tests), smoke exhaust and smoke curtains (contractor testing if it has not taken place in the last 12 months or in line with manufacturer's guidance on testing).	Testing completed as required including alarm and extinguishers
	1.4	Cleaning of the premises	
	1.4.1	Thorough cleaning is not required if no-one has been into the premises during the time of closure. However, if someone goes into the premises within 3 days before the date of reopening, any areas accessed by that person must have a thorough clean of touch surfaces.	Daily cleaning schedule reviewed and ammended and has been in place for areas used by school during partial closure. Staff in school aware of maintaining hygeine
	1.4.2	If the school has been partially opened, then a full deep clean of the premises should not be necessary unless it has been required by Public Health Authorities. However, all touch surfaces should be given priority for cleaning, as should have been the case during the partial opening.	As above
	1.5	Supplies	
	1.5.1	Ensuring you have adequate supplies of hand sanitiser , soap and hand towels / drying facilities in kitchens, toilets and at sinks.	All purchased, with resources for every room/area/toilets. Use of shops to ensure adequate supply ready
	1.5.2	Ensuring you have adequate supplies of cleaning materials and any identified PPE .	All purchased, with resources for every room including PPE for emergency use. Use of shops to ensure adequate supply ready
2. Assessing staff and pupil numbers to assist in plans for opening	2.1	Consider phasing the re-opening of the school to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained. It is important to consider that plans are about 'working towards' the re-integration of pupils. Allowing time to review plans and carrying out regular review means that schools can judge how pupils can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision.	Plans developed over several weeks including regular updates and discussions with staff. Rooms prepared

	2.2	Contact parents / carers of relevant pupils and staff to ascertain who will be coming into school / be available for work so that rotas, ratios, medical, SEN and first aid needs etc can be assessed. This will include assessing any staff or pupil needs / issues already identified on an individual staff or pupil risk assessment that may affect their ability to return or require further adjustments to be made.	Parents contacted regularly and consulted with to judge interest in returning to ensure it is manageable. IPRA in place and reviewed with parents. SEN needs identified and staff in place to meet needs. First aid ratios in place. Sian to complete WASP with staff on 1st June in consultation with staff and Jane. Staff asked to contact Jane if any problems with returning and individuals need discussed.
	2.3	Consider if it is possible to have all eligible year groups back in school at all times dependant on sufficient space and staffing to maintain social distancing and adequately supervise pupils. This will include assessing whether pupils can safely be in school for full days, full weeks or consecutive days. For example some schools are looking at shift patterns; others at 2 days in for one year group and two for another; others at half days per year group.	Currently we have the staff to but this will be reviewed as necessary. The space is available for the required groups but this would be reviewed as it could change if KW/V numbers increased. We will review numbers regularly and how well the groups are going and any problems identified.
	2.4	Consider that staff are likely to be still be supporting remote learning of pupils not attending school for whatever reason and that additional PPA time may be needed on staffing rotas to support this or support amended learning plans.	Have 2 staff with the groups instead of the required one which will allow for PPA. Staff not class based will also support with the planning of remote learning. Meeting time will be allocated to this if needed. Have had time prior to Easter to plan home learning for summer term 2 as only working a 5 hour rota
	2.5	Consider that if there is a positive case in school that staff and pupil numbers may be affected.	Will follow guidelines and advice and reduce groups in school if required
	2.6	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 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..	When contacted about starting school from 1st June parents were informed directly that they would need to contact us if they changed their mind to check when/if a place would be available. Website/letters state parents must contact school before bringing children in.
		Ongoing	
	2.7	Review ratios, rotas, medical and first aid needs on an ongoing basis.	Weekly SLT meeting
3.Updating pupil and staff details	3.1	Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.	Childrens medical needs shared with all relevant staff/Sarah in office to check with parents. Staff to be asked to update school if necessary. Letter to parents requested 2 upto date contacts if changed.

	3.2	Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc...Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	IPRA reviewed/Mike Alderson consulted, discussed with parents and children where appropriate. To be shared with staff Monday 1st June. Will be reviewed regularly/as required
	3.3	Staff should be made aware of any / reminded of medical conditions / needs of the pupils they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the pupil is. Ensure staff are trained in their use.	Updated lists distributed Monday June 1st. Sarah prepared for opening
	3.4	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Updated lists distributed Monday June 1st. Sarah prepared for opening
	3.5	Schools should continue to adhere to their medical needs policy regarding the administration of medication.	Policy/procedures in place
	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 above.	N/A
4. Assess activities / lessons which can take place	4.1	Teaching and play activities which require close direct supervision or contact should cease e.g. gymnastics and football in PE, use of machinery in D&T and higher level / risk science experiments.	Staff to RA lessons and amend/change if needed. Agenda Monday 1st June also been doing this with KW/V children whilst partially open
	4.2	Indoor and outdoor equipment that cannot easily be cleaned after each discreet group or kept for one discreet group at all times should be taken out of use e.g. trim trails, climbing frames, indoor and outdoor gyms. If it cannot be effectively cleaned between discreet groups consider allocating specific equipment to a specific discreet group, possibly on a weekly rota with a 72 hour break in between groups e.g. not using it between 12pm Friday and 12pm Monday. Users must wash their hands before and after using outdoor play equipment and maintain social distancing where possible.	Discuss rota of trim trail/climbing frame/nursery equipment with staff Monday June 1st. If using sheltered benches children use sanitiser before and after Spray plastic benches after use at end of session All equipment children play with must be cleaned before they go in, Aiden can help in main PG/older children can help Black bucket available

	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.	Reception/year 1 resources reviewed/removed by key staff week beg: 18th May year 1 and 6 own stationary packs/resources on tables in trays Nursery reorganised/reviewed resources for use. Joint planning time Monday 1st June Systems in place for cleaning shared equipment - rotate/disinfect Nursery shut 11.30-12.30pm to allow time for cleaning/organising resources Reading books/siesta books left from Thursday 3.30pm to Monday AM before been put back onto shelves Staff non classed based to support cleaning when needed
	4.3.1	Minimise the contact with pupils work	Marking of pupils work - avoid asking pupils to complete work that will then need be physically handled when it is assessed / marked by staff. Please use ticks/stamps/self marking where appropriate as discussed 1/06/20 in staff meeting(see notes)Where this is occurring it will be difficult to clean / wipe down so such work should be placed in quarantine for 72 hours before being handled by staff or returned to pupils after marking. BC/ASC packs placed in wallets and handed out by staff with gloves so only children touching the work, bags to be disinfected/wiped daily.
	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 discreet group of staff and pupils can be cleaned at the end of the day, but keep to a minimum. 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 be potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of each day.	Classrooms reorganised/identified items removed prior to Monday 1st. SLT monitored. Final checks Monday 1st June Systems in place to rotate/clean shared resources Identified children may have resources specific to them that need washing/sterilising daily
	4.5	Shared materials and surfaces should be cleaned and disinfected more frequently.	Cleaning equipment available in all classes to maintain hygiene on an ongoing basis Cleaning schedule reviewed to ensure regular cleaning of key areas.
	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.	No additional rooms to be used apart from identified CR

		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.	Numbers reviewed weekly by SLT Activities/resources use discussed and clear expectations - plans/meetings regular consultation with staff/communication
		PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed. AfPE – Interpreting the government guidance in a PESSA context. YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary).	Staff groups to look at guidance with SLT leader prior to starting any activities - Monday 1st June/Phase meeting Building on already established rules for example no contact support/games allowing social distancing. Tom B to offer support/guidance as PE leader Ensuring breaks/games are staff led where possible to ensure children playing appropriately - age depending
		PE - there is additional advice available in the following two documents found on L4L and Evolve for additional controls that may be needed for PE if these have not already been assessed AfPE – Interpreting the government guidance in a PESSA context. YST - PE COVID Response – delivery principles (contains wellbeing element for both primary & secondary)	
5.Information to pupils, staff, parents / carers, visitors and contractors.	5.1	Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children.	Letters/website/posters/1:1 conversations/HV/
	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.	Addition to signing in sheet/information posters/leaflets/texts
	5.3	This may be by newsletters, letters, emails, signs etc...	
	5.4	Update behaviour and staff policies to reflect the new rules and routines necessary	Policy/staff expectations updated. Shared with staff on 1/06/20 and parents in letter/website. See 12.9.4 Speak to parents about children's activities outside school if find out not adhering to SD rules/guidance. Put general guidance/expectations in newsletter/website Discuss expectations that they follow guidance with staff to reduce risk to others in school
6.Clinically extremely vulnerable and vulnerable staff and pupils	6.1	Clinically Extremely Vulnerable persons.	

	6.1.1	Staff and pupils who are classed as clinically extremely vulnerable (including staff over 28 weeks pregnant) should not come into school and should continue to shield themselves. If a staff member who is clinically extremely vulnerable wishes to return to work they can only do so if a detailed risk assessment has been carried out with them e.g a Covid-10 WASP assessment, and it is assessed as safe for them to return with strict control measures in place.	staff /children/families adhering to this
	6.1.2	Living with a clinically extremely vulnerable person – if a pupil or staff member lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing or staff working with those children. If stringent social distancing cannot be adhered to, those pupils and staff should continue to learn / work from home. LCC Community and VC schools must have regard to the guidance issued in Bulletin 23, the WASP document incorporating a Covid-19 risk assessment and the document “General Risk Assessment Approach for Staff more at Risk from COVID-19” (available on H&S and HR pages on Leeds For Learning).	staff /children/families adhering to this School using guidance
	6.2	Clinically vulnerable persons. (Categories 2 & 3)	
	6.2.1	Staff - Clinically vulnerable staff (including staff who are under 28 weeks pregnant) who are at higher risk of severe illness have been advised by the Government to take extra care in observing social distancing and they should work from home where possible e.g by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If clinically vulnerable staff are on site settings must carefully assess and discuss with them whether this involves an acceptable level of risk via the use of an employee risk assessment e.g a WASP. LCC Community and VC schools must have regard to the guidance issued in Bulletin 23, the WASP document incorporating a Covid-19 risk assessment and the document “General Risk Assessment Approach for Staff more at Risk from COVID-19” (available on H&S and HR pages on Leeds For Learning).	Roles of staff to be reviewed in light of work that can be carried out at home and if not what can be carried out in school safely. This is to be agreed individually with SLT Monday 1st June. WASP to be completed by Sian consulting with staff member/Jane (currently 4 members of staff) Advice adhered to
	6.2.2	<u>Pupils</u> - a small minority of children will fall into this category, and schools should work with parents to follow medical advice if their child is in this category. An IPRA will be required for that pupil if they are to come on site.	communicating regularly with children who fall into this category - currently decided not to attend school. Will review if this changes and put IPRA in place

	6.2.3	Living with someone who is clinically vulnerable – pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting providing the risks have been assessed and discussed with them / their parents / carers about whether this involves an acceptable level of risk. LCC Community and VC schools must have regard to the guidance issued in Bulletin 23, the WASP document incorporating a Covid-19 risk assessment and the document “General Risk Assessment Approach for Staff more at Risk from COVID-19” (available on H&S and HR pages on Leeds For Learning).	Advice adered to
7. Persons who are already displaying Coronavirus symptoms	7.1	All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace.	posters/information shared/website/meeting agenda/visitors info
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.	
8. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site.	8.1	All persons who develop Coronavirus symptoms (however mild) in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 7 days) and including test and trace. Staff or pupils on site when they develop symptoms should be sent home as soon as possible. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.	Medical room at back of office to be used/Jane's small office to keep children/staff isolated Parents called or HV if not contactable Procedures to be followed/information and expectations will be shared with parents and followed up
	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.	Medical room at back of office to be used/Jane's small office
	8.3	An IIR face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a IIR face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.	Resources purchased. Key first aiders/staff aware of procedures
	8.4	Where the initial child, young person or staff member with symptoms tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where a contact traced child, young person, or staff member tests negative following the development of symptoms they will need to continue self -isolating until 14 days after symptoms have started. Fellow household members can end their self-isolation.	negative result to be shown to school. These rules will be followed Procedures to be followed/information and expectations will be shared with staff/parents and followed up
	8.5	Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Public Health England should be notified.	Procedures to be followed/information and expectations will be shared with staff/parents and followed up

	8.6	As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.	
	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.	Procedures to be followed/information and expectations will be shared with staff and followed up
	8.8	Clean core areas those staff or pupils have been in with standard cleaners / disinfectants.	resources/staff in place for this
	8.9	A separate sanitary facility should be provided for individuals who display symptoms. These should be cleaned and disinfected using standard cleaning products before being used by anyone else as should any areas they are isolated in.	resources/staff in place for this. One of ASC WCs will be used.
	8.10	Consider if possible the provision of an additional sterile classroom/space which could be used to move a group to where a member of that group has displayed symptoms. This may enable cleaning and disinfection of the potentially contaminated area.	Spare classrooms available which have been cleaned daily.
		Follow the guidance in the local PHE/LCC frequently asked questions on Track and Trace - this is available on Leeds for Learning	
		Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable grounds to suspect a member of staff or pupil has contracted Coronavirus through attendance at school.	Guidance is kept in COVID 19 file/key office staff aware of process
		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. Controlling access into the school for staff, pupils and members of the public.	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.	discussed different options but due to families having children in different year groups and how returning to a set routine will be difficult for some we decided to do an extended hour entrance and exit time to allow for flexibility. This will hopefully create a natural stagger of children. It will be reviewed at daily from 2nd June and at end of first week and then weekly
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing.	Opening all gates for start and end of the day

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.	All downstairs groups in first phase will have own entrance. If we get more reception/year 1 children they will still enter normal rooms, passing straight through to their group room. The group in year 4 room during first few weeks will use Oasis entrance. Vulnerable/KW children will use ASC entrance. Year 6 will be split and use two side entrances/ Nursery will use their back door.
9.4	Where possible, at drop off and pick up times to avoid the contamination of door handles doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	outside doors to be wedged open while member of staff on duty/present to ensure safety of children. Each room/area has cleaning bucket available to sanitise if necessary. No parents inside school
9.5	Parents and carers should be advised not to congregate in playgrounds / outside school and to observe social distancing. If possible areas outside drop off / pick up points could be marked with 2m distance markers to help.	Letter/website/posters/SLT on duty during opening/closing times. Areas near building marked with 2m lines
9.6	Parents and carers should be advised that only one adult should accompany their child to / from school.	Letter/website/calls/SLT on duty at opening/closing times
9.7	Parents and carers should be informed they should not come into the school building unless by prior arrangement.	Letter/website/calls/SLT on duty at opening/closing times
9.8	Staff should access and exit through the closest entrance to the area they will be based in.	Staff will sign in at main entrance, maintaining social distancing from others/office staff. Area will be sanitised/cleaned regularly. Sanitiser available at entrance.
9.9	Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed.	Not changed - only by appointment. Restrictions at certain times of the day. Additional information when signing in.
9.10	Building plans can be utilised to plan and mark on any entry or exit routes to provide a visual document for staff, pupils and parents / carers.	Letter informed parents. Plans for staff/children to be displayed including emergency routes.
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.	SLT on duty during opening time. Doors staffed with current lists - radio SLT if a problem

	9.12	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 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 contacted individually or a message left about how they need to contact school if they want their child to start coming to school. Places only given if space and at the start of a week. Newsletter to go on website by end of first week including this key message.
10.Handwashing and hand sanitisers	10.1	If available have hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry.	Dispensers at main entrance, in nursery, staffroom,office. Staff on entrances will have hand gel. Children instructed/supervised to wash hands on entry.
	10.2	Pupils and staff should wash their hands with soap and water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels should be available for drying hands.	Handwashing regime in place and shared with staff and children. Familiar as been following it whilst partially open. Posters displayed, lessons appropriate to age of children about handwashing. Soap supplied for every area/sink. Paper towels purchased for hand drying(electric driers turned off)
	10.3	If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or hand sanitiser must be provided.	Sanitiser available in all rooms
	10.4	All persons should wash their hands before leaving the premises.	Included in staff rules/poster at entrance/sanitiser at entrances
	10.5	Tissues should be available in all group areas and should be single use only and binned after use.	Tissues available in every room/area. Lidded bins provided
	10.6	Any waste products used by staff or pupils that start to show symptoms whilst in school should be double bagged and kept (securely) for 72 hours before being disposed of via the usual waste route. NB the virus cannot survive on a surface for more than 72 hours according to current guidance.	Superintendent and cleaners informed and a bin will be identified for temporary waste until 72 hours passed.
	10.7	In addition staff are to wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Staff rules/expectations. Resources available
11.Cleaning	11.1	General Cleaning	
	11.1.1	Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays.	all purchased and available
	11.1.2	Have a dedicated provision of cleaning products in each classroom / work area in use containing hand sanitisers, anti – viral wipes / sprays, paper towels, soap, tissues e.g in a container like a storage box, workbox etc so it is easy to pick up and move around the space as required. These should be stored out of reach of pupils.	Black buckets with range of products available in each CR/area/for WC
	11.1.3	Cleaning should be prioritised to cover regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and should be done with hot soapy water and disinfectant.	Reviewed cleaning schedule and cleaners times. Black buckets available for on going hygiene procedures
	11.1.4	Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.	Reviewed cleaning schedule and cleaners times. Black buckets available for on going hygiene procedures

	11.1.5	Shared materials and surfaces should be cleaned and disinfected more frequently.	Reviewed cleaning schedule and cleaners times. Black buckets available for on going hygiene procedures
	11.1.6	Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Cleaners informed/available for staff
	11.2	Rooms used for Isolating persons displaying symptoms	
	11.2.1	Rooms used for isolating pupils or staff who display symptoms of Coronavirus could be left for 72 hours if possible and then normal cleaning resumed or a deep clean of that room should be undertaken.	my small office/medical room/spare room
	11.3	Clothing	
	11.3.1	There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However to allow pupils (and staff where uniform is usually worn) to wear clean clothes every day you may wish to consider relaxing or removing the need to wear uniform with guidelines on appropriate dress e.g as on non uniform days.	Staff and pupils not required to wear uniform. Dress must be appropriate for school for both staff and pupils and basic restrictions still apply(no flip-flops/backless shoes, no short skirts or shorts/thin strapped tops. Those staff who may be required to support SEND pupils should not wear skirts/shorts for safeguarding reasons.
	11.4	Hygiene Suites / Intimate Care Facilities	
	11.4.1	Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance.	Not in use
	11.5	Leeds City Council / FM cleaning providers	
	11.5.1	Additional / alterations to cleaning may be available on request – for example LCC FM cleaning may be able to provide:-	N/A have own
		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 touch 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 afternoon.	
12.Social Distancing		Government Guidance states that	
		<i>"We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:</i>	
		<i>avoiding contact with anyone with symptoms</i>	

		<i>frequent hand cleaning and good respiratory hygiene practices</i>	
		<i>regular cleaning of settings</i>	
		<i>minimising contact and mixing</i>	
		<i>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</i>	
		<i>Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered."</i>	
	12.1	Corridors and Circulation Spaces	
	12.1.1	Corridors could be marked out with 2m indicators as a visual aid for social distancing.	Not used by children/no children to be sent to the office/in from outside to the toilet. Not using for eating - food delivered to the CR. Tables used to show one way system for adult using corridor.
	12.1.2	A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths crossing where possible e.g use of one way systems, 2m queues, controlled access / exit. Staggering break times, lunchtimes and lesson change over will help minimise corridor occupancy.	staggered breaks/times to be arranged withing year groups to ensure class before you is back in class before you go out. Identified toilets for years/groups. 2 at a time in multiple toilets/sinks taped off. Supervision where possible, age appropriate. Where single toilets used going needs to be staggered before and after breaks and if handwashing only use other sinks/sanitiser Year 6 to follow one way system on stairs
	12.2	Classrooms / Learning Areas	
	12.2.1	Keep cohorts together wherever possible.	all separate including breaks
	12.2.2	Classes and groups of pupils should be kept to a minimal size to allow 2m social distancing. The Government recommends no more than half the size of the normal class however this is likely to be smaller if 2m social distancing cannot be achieved. As a starting guide measure the usable m ² of the space available and divide by 4 (this allows for 2m social distancing space) to determine a maximum occupancy for that space (including staff and pupils) e.g 48m ² space = 12 persons maximum.	8 per group nursery, 10 reception, 12 year 1, 12 year 6 (unless using on of bigger rooms) we have moved furniture to allow tables to be placed round to edge of room to allow more space - review regularly

	12.2.3	Classrooms desks (if in use) should be laid out to allow a 2m distance between each person (measured from where they are likely to be seated) and the location of the members of staff in that room. Chairs / desks surplus to requirements could be removed to assist social distancing, movement round the class, and reduce potential touch points. Tables / furniture not in use could potentially be used as physical barrier to separate areas of the classroom if suitable.	split in year 1/6. Not appropriate reception though encouraged to sit apart. Spare furniture moved used as a barrier in nur/rec STAFF PLEASE ASK IF WANT MORE REMOVING WHEN INSPECTED JUNE 1ST
	12.2.4	Reception and early years rooms may need 'play areas' removed / altered to allow more space in the room and to aid with social distancing. As these classes may need to be split to allow social distancing the furniture / play areas could be split between two or more areas.	Areas altered to allow more space, furniture/resources removed
	12.2.5	For older year groups consider locating staff members at designated points where possible.	staff to decide where to position self in room.
	12.2.6	If other members of staff need to speak to / visit a different area e.g SLT they should avoid entering into the room wherever possible e.g stand in the doorway, as entering the area will affect occupancy. Administration of emergency first aid is an exception to this.	Radios to be taken to every room and kept with staff member/phones can be used where available.. Anyone going to class to wait at door/leave things at door, for example when delivering food/emptying bins
	12.2.7	Staff and pupils should stay in the same specified groups throughout their attendance time and each subsequent time wherever possible and sit at the same desks on consecutive days (if applicable and possible.) It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	children will be allocated a desk which will be labelled with their name and will have their teaching materials/water bottle etc
	12.2.8	Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising for secondary settings there will be subject specialist rotation of staff.	Allocated staff to same group, with part time staff where necessary.
	12.2.9	Ensure that wherever possible pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. It is recognised this may not be possible in secondary schools due to the subject and streamed nature of teaching.	Groups using allocated rooms, new cleaning schedule in place. If we decide to move rooms to support preparation for September the room left will be cleaned and unused for 72hrs
	12.2.10	All groups of staff and children should be kept separate in different areas with sinks available (where possible) and observe social distancing in these areas and when moving around school as far as possible.	Year groups have allocated sinks/WC all classes have sanitiser children to be encouraged to socially distance - posters/age appropriate lessons/reminders
	12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on.	inform staff/children
	12.3	Cloakrooms	
	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 access to these areas, keep bags and coats with the individual.	not using, keep coats in allocated CR

	12.4	Outdoor Areas	
	12.4.1	Pupils and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside.	staggered breaktimes and allocated playgrounds
	12.5	Breaks and Lunchtimes	
	12.5.1	Breaks and lunchtimes should be staggered to allow safe movement around the school, safe use of the play areas and dining halls.	staggered /lunch and allocated playgrounds. Lunch to be eaten on CR
	12.5.2	If it not possible to achieve social distancing and clean tables and seating between groups of pupils and staff in the dining hall then lunch should be served in the areas the groups are based in and not all together in dining halls. Staggering lunch and accessing the dining area on a rota may help. Discrete learning groups should not mix in the dining hall or outside.	Tables will be cleaned after BC And ASC of year 2/3/4/5 KW children who will sit at different tables
	12.6	Toilets	
	12.6.1	Use of toilets should be for individual groups where possible as close to their learning base or on a rota with social distancing observed if groups have share / mix e.g. staff toilets, shared toilets off corridors / between classrooms.	toilets for year groups, rota use around break times supervision in lesson time to ensure distancing
	12.6.2	Limit the number of children or young people who use the toilet facilities at one time.	2 at a time where there are multiple WCs/signs/allocated sinks
	12.6.3	Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).	sinks available in all WCs/posters/reminders/sanitiser available if needed
	12.6.4	Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.	Nursery remaining in nursery unit only one set of staff WC for others. Follow 2 at a time rule, breaks/lunch staggered to help this social distancing posters
	12.6.5	For older pupils and staff toilets it is good practice for pupils and staff using the facilities to wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe following a "If You Use It – Wipe It" principle.	Staff expectations and visitors DISCUSS IF APPROPRIATE FOR YEAR 6 MONDAY 1ST JUNE
	12.6.6	Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.	Posters in children's WCs. Lidded bins provided
	12.7	Assemblies / Collective Worship	
	12.7.1	Assemblies should be suspended during this current period until further notice.	None
	12.7.2	If collective worship is required this should be carried out following the guidelines on social distancing, spacing, occupancy and keeping staff and pupils in their discrete groups. It may be possible to carry this out in the areas each group is based.	collective worship to take place daily in classes
	12.8	Staff areas	

	12.8.1	Staff rooms and offices should be re-arranged to have 2m gaps between seating and work stations and / or stagger breaks / lunchtime or use a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas.	re-organise furniture/open my large office for breaks/Tom B room. Rota in place for breaks/lunch - self led in group. Posters
	12.8.2	Consider creating additional staff break areas to limit use and aid with social distancing.	open my large office for breaks/Tom B room.
	12.8.3	For shared touch points e.g door handles, drawer handles, microwaves, kettle handles, hot water handles, photocopiers, keyboards etc follow the “ If You Use It – Wipe It ” principle with anti-viral wipes.	Posters/Black bucket for cleaning
	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).	encourage use own cool bag- agenda/plan. Keep own cup/cutlery
	12.9	Communication	
	12.9.1	It is recommended that staff share mobile phone numbers and communicate via these between groups where possible or that school phones or walkie talkies are used to minimise movement between groups. If staff need to communicate outside their groups they should observe social distancing.	radios to be in each room with an adult/phones if available/whatsapp/text if needed(can turn off Wifi under these circumstances but ensure do not make inappropriate searches
	12.9.2	In these exceptional circumstances it is recognised that staff that are still working may need to have their personal mobile phones with them whilst at work for emergency access. In such situations, staff should still follow the practice principles outlined in the guidance for safer working and the school's acceptable use policy regarding the use of their own phones.	Acceptable and recently shared safer working practices/acceptable use policy. Please read again to be clear
	12.9.3	Children coming to school by themselves	Ensure children come straight in to school when they arrive outside, they do not wait for friends. Same at end of the day Children and parents are aware of expectations regarding social distancing when walking to school(discussion with children/carers, newsletter) SLT on duty beginning/end of day to monitor children arriving
13.First Aid	13.1	Ensure adequate first aid provision for the numbers of staff and pupils on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	In place - see CDP log - Sian
	13.2	Paediatric first aiders must be present on site at all times children up to the age of 2 are on site. Schools must take best endeavours to ensure a paediatric first aider is on site at all times children up to the age of 5 are on site. If this is not possible follow the guidance in Bulletin 15 - Important update on first aid arrangements and the associated risk assessment.	In place - see CDP log - Sian

	13.3	Limit or cease activities more likely to result in injuries e.g gymnastics, D&T, science.	staff to RA activities and stop/ammend as appropriate
14.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.	14.1	If it is not possible to clean surfaces between each user then the use of biometrics should be replaced with an alternative non contact system where possible e.g entry points, registration, food and drink purchasing.	N/A
	14.2	Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	N/A
	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.	Office will supervise and ensure procedures followed if lift needed
	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.	Hand sanitiser available on entry/wiped regularly
	14.5	IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Staff/children if age appropriate to clean i-pads after individual use before replacing. ICT technician to disinfect weekly Radios to be wiped between users, office to disinfect/clean daily following manufacturers instructions
15.General controls	15.1	Ventilation	
	15.1.1	Where possible, to aid ventilation and avoid the contamination of door handles that need to be opened / closed regularly, doors should be kept open or only opened / closed by the member of staff responsible for that area and regularly cleaned / sanitised. Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Doors to be wedged open if possible but fire doors shut when CR left by staff. Black bucket has cleaning resources to allow regular sanitising. In a morning/evening staff at doors only - no parents. Main entrance door to remain locked to prevent unauthorised entry, to be opened by staff and wiped/sprayed regularly/sanitiser available. Double corridors to be wedged open.
	15.1.2	Where possible open windows to classrooms, offices, staff rooms etc.	open windows if possible
	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
	15.2	Learning Outside	
	15.2.1	Learning outside is encouraged wherever possible, following social distancing and hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve.	Staff to look on Evolve for ideas. Each year group has rota for outside space
	15.3	Medical Needs	
	15.3.1	Staff should be made aware of any medical conditions / needs of the CYP they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.	Sarah has updated lists to be distributed Monday 1st June. Children need inhalers if moved rooms

	15.3.2	Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Sarah has updated lists to be distributed Monday 1st June. Jarvis list remains up to date
	15.4	Water fountains	
	15.4.1	Water fountains in shared pupil areas should be taken out of use.	Staff only to use dispensers/wipe after use
	15.4.2	Water bottles can be filled up from the taps in classrooms by a member of staff so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after.	Individual water bottles to be on tables and labelled. Will be filled using jug to avoid collection and touching of bottles. If younger children can not unscrew cap for staff to fill bottles must be wiped afterwards. Bottles must be emptied at end of day, this can be done into a bucket and they can be left upside down on white roll in their tray on their table. Bottles to be dishwashed regularly
16.Educational Visits	16.1	Government guidance is currently that all local, national and international educational visits are ceased for the time being.	
	16.2	For local visits e.g to local parks etc - if this is lifted further guidance has been provided by the Schools Health, Safety and Wellbeing Team on managing local visits, especially regarding social distancing and hygiene. There is also guidance on www.oeapng.info 4.4k Coronavirus	
	16.3	Government guidance should be followed for national and international visits if restrictions are lifted. Guidance will be available of Evolve and will be updated as the situation changes.	
17.PPE for staff and pupils	17.1	Government has advised there is no need for staff or pupils to wear face coverings or face masks as a matter of course when in school. Staff or pupils may make an individual choice to wear an appropriate face covering or face mask they provide for themselves.	
	17.2	FFP2 / 3 masks are not necessary in a school setting.	
	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.	Resources available IPRA would identify
	17.4	If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school.	Resources available IPRA would identify
	17.5	Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted.	
		See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering.	
18.Staff Wellbeing	18.1	Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss / share this risk assessment.	emails/WhatsApp/1:1 discussions/newsletter/plans shared/Meeting Monday 1st June/weekly meetings

	18.2	Consider building in familiarisation time, training time and practice time for staff before opening the school to pupils.	not been shut/Monday 1st June planning day
	18.3	Wherever possible rota staff who have to come in to help manage their wellbeing and concerns. Consideration should be given to staff that have worked over holidays and the guidance that TAs can teach groups to allow staff adequate breaks / fair allocation of workloads.	Have used rotas of 5 hour shift up to now for available staff. From 1st staff where possible returning to contracted hours. This is fair as many are working directly with children. 2 staff allocated to each group so that one can do work/tasks as much as possible and have PPA where applicable and can cover breaks/lunch. Staff not working directly with children will be given time for own work but also time allocated to support those who are teaching.
	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.	WASPs to be completed for identified staff Monday 1st June
	18.5	It is recommended that regular staff meetings (via skype etc. or following social distancing rules) are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. Setting up closed WhatsApp groups etc. may help (staff will still need to follow Safer Working practices and adhere to the guidelines on the use of social media).	SLT are in contact with staff not on site. Meetings will be held in school where possible, split into groups if needed. Have whatsapp group for general updates and use staff email. Will after first week find time for Staff wellbeing team meeting
	18.6	Identify Mental Health First Aiders.	Sian/Dominique
	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).	Information previously shared/leaflets on wellbeing display in staffroom.
		Guidance on Staff Wellbeing is available on Leeds for Learning.	
19.Contractors visiting site	19.1	Minimise visits to essential visits only e.g to carry out statutory testing, repair work or building works.	workers will follow school and company guidelines
	19.2	Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.	Sian/Dale to sort
	19.3	Contractors should adhere to social distancing guidelines.	posters/additional info for visitors when signing in
	19.4	Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site.	Sanitisers available at the entrance/black bucket will be given for duration of visit
	19.5	If contractors need supervising this should be done following social distancing guidelines.	Dale
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	posters/additional info for visitors when signing in
	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.	

	19.8	If contractors are on site for long periods of time a separate toilet facility could be identified for their sole use and cleaned after their work has ceased and before being used by the school again. If this can't be established then inform contractors of the "If You Use It – Wipe It" principle.	Not available - "If You Use It – Wipe It" principle applies. Regular cleaning
	19.9	Where possible an access / exit point separate to that used by staff and pupils should be used.	Not available. Sanitiser on entry. Entrance cleaned regularly
	19.1	School should still follow procedures for controlling access / security whilst contractors are on site.	
20.Lettings / Meetings / Visitors	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.	lettings cancelled. Face to face meeting will be limited to vital ones and conducted following social distancing
	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 should only go ahead if social distancing and hygiene rules can be adhered to.	Procedures will be discussed/agreed prior to meeting Transition behaviour worker from AIP attending Monday 1st meeting
	20.3	A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the meeting / letting area and cleaned after their meeting has ceased and before being used by the school again. If this can't be established then inform visitors of the "If You Use It – Wipe It" principle.	Not available - "If You Use It – Wipe It" principle applies. Regular cleaning
	20.4	Where possible an access / exit point separate to that used by staff and pupils should be used.	Not available. Sanitiser on entry. Entrance cleaned regularly
	20.5	School should still follow procedures for controlling access / security whilst visitors are on site.	systems in place - not changed
21.Pupil Wellbeing	21.1	Guidance is available on Leeds for Learning for pupil wellbeing	
22.Fire safety	22.1	Consider if the fire evacuation routes need to be altered to take into account the changed use of the site.	Amended as needed to be shared with staff/children. Posters for each class Plans displayed. Practice during first week.
	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	exit routes changed as appropriate and muster points spread out as much as possible. children to practice lining up 2m apart.
	22.3	Consider if you need to re-allocate fire marshall roles.	Sian - fire marshall training non class based staff week beg: 1st June
	22.4	Ensure staff know how to use fire extinguishers, where callpoints are etc	as usual
	22.5	Practice new procedures as soon as possible after opening.	first week with all children
	22.6	Consider if staff and pupil PEEPs need to be amended.	N/A at present
	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.	Sian to add Monday 1st June
23.Supervision at Lunchtimes	23.1	Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of pupils and have adequate breaks.	lunchtime in groups/breaks organised in team. Not to be taken while children are out. 2 staff out with children at all times

24.Catering	24.1	Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc..	N/A at present
	24.2	Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to pupils / flow through collection points. E.g limiting meal choices (taking onto account specific dietary and allergy needs), provision of 'packed lunches' instead of hot meals.	Menus agreed, cold pack up in first week. May move to hot sides for specific year groups if can be served to classrooms. Allocated school staff to deliver and make school pack ups for children not on FSM Allergy information updated.
	24.3	Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff.	will be delivered to class by allocated school staff.
	24.4	Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible.	Will only need to work in the kitchen.
	24.5	Tables / seating set out by catering staff should be cleaned before pupils and staff use them and in between each group of staff and pupils.	N/A at present
	24.6	Catering staff should observe the rules of social distancing and hygiene whilst on site. LCC Catering staff may be wearing face masks due to constraints of social distancing and food hygiene.	
25.Staff Training	25.1	School staff should be inducted / become familiar with new working practices before opening the school, this is especially important for staff members who may not have been in school during the past half term. See also 2.1.	All staff have been working with KW/V and are familiar with many od changes/expectations Monday 1st June - whole staff meeting
26. Drop off of Essential Items Forgotten by Pupils.	26.1	A system should be put in place for the potential drop off of essential items a pupil may have forgotten e.g medication, packed lunch. For example, a system such as a 'quarantine bin' / area outside of school reception where the items are left before being cleaned / wiped with anti-viral wipes and delivered to the pupils base. Staff doing this should thoroughly wash hands before and after handling the items.	Office staff will take collection from inner porch and clean as appropriate
27. Transport to School by My Bus or School Buses (not public transport buses)	27.1	Where pupils travel to school by My Bus or School Buses schools should work with West Yorkshire Combined Authority to ensure that drop / off and pick up procedures have been considered. WYCA staff will contact schools directly to discuss school-by-school arrangements. This is likely to include any new drop off / pick up points, how pupils requiring supervision are escorted to / from the buses, opening times / timetables, likely numbers / names of pupils expected to use the buses. Schools may contact debra.bagley@westyorks-ca.gov.uk with all enquiries in the first instance. These contact details should not be shared with families.	N/A
	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..	
	27.3	Where possible keep pupils travelling by My Bus / School Bus in the same discrete group within their year group once they are in school. It is very unlikely that children could be transported in class group 'bubbles'. If it can be done it will be, but schools should not assume this can be made to happen. Schools will need to work closely with WYCA to maintain a clear understanding of which children should be travelling to & from school on a school bus in order to safeguard children effectively.	

N/A	27.4	For primary school pupils - where there is a need for parents to board a school bus to buckle their children in the expectation is that this will include any parents boarding a bus for this purpose to wear a face mask. Drivers are not permitted to buckle children in. This should be communicated to parents whose children use these buses.	
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 etc ...are discussed / information provided to users who share the school site.	