

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
	1.1 Inspect the site for:				
	1.1.1 Damage to asbestos containing materials e.g these may have been damaged by rodent activity during the closure	Green	The site has remained open as usual every day since the start of lockdown with at least one member of the site team always on site. Standard daily and weekly checks have therefore been implemented as usual, in addition to on-going site maintenance by external contractors.	Senior Caretaker	Ongoing
	1.1.2 Damage to the building and fixtures and fittings	Green		Senior Caretaker	Ongoing
	1.1.3 Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc.	Green		Senior Caretaker	Trees trimmed WB 18/05/20
	1.1.4 Rodent activity and/or infestations - commissioning of pest control may be required	Green		Senior Caretaker	Ongoing
	1.2 Operational checks (to ensure good working order) to be carried out on:				
	1.2.1 Fire alarms/smoke alarms/refuge alert systems/panic and accessible toilet alarms.	Green	Weekly checks continued as usual throughout lockdown.	Senior Caretaker	Ongoing
	1.2.2 Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.	Green	New fire door sensors fitted to all corridor doors. These are tested on a weekly basis.	Senior Caretaker	Easter holidays
	1.2.3 Emergency lighting	Green	Weekly checks continued as usual throughout lockdown and emergency lights that failed a recent test replaced and fit for purpose. Whole system fully operational.	Senior Caretaker	Ongoing with work completed in the Easter holidays.
	1.2.4 Gas supplies including science laboratories and kitchens	Green	All checked. Boilers run by Site Team and gas safe system checked Food technology rooms used during lockdown by staff with appropriate hygiene training - cleaning teams	Senior Caretaker	Ongoing
	1.2.5 Kitchen equipment	Green	Catering Manager has been in school each week to ensure regular equipment and stock checks are maintained. Only cold food will be served when reintegration begins	Catering Manager	Ongoing
	1.2.6 Ventilation systems including LEV in kitchens and classrooms	Green	Annual test completed as usual, extraction units run in technology (to make door wedges).	Senior Caretaker	Ongoing
	1.2.7 Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy	Green	Weekly checks continued as usual throughout lockdown.	Senior Caretaker	Ongoing
	1.2.8 Water systems to look for leaks and ensure there is provision of hot water	Green	Weekly checks continued as usual throughout lockdown. A leak above the boys' changing rooms identified and repaired.	Senior Caretaker	Ongoing and 26/05/20 leak repaired
	1.2.9 Windows, doors and gates including electronic gates and doors	Green	Serviced on a bi-annual cycle - next service for the electronic gates due in July	Senior Caretaker	Ongoing

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1. Building Management / Readiness	1.2.10		Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.		DT rooms will not be used when students initially return. Only staff who have received appropriate workshop training will use the spaces and complete appropriate safety checks as necessary. The Head of Technology will disseminate this to her team.	Head of Technology Completed as required.
	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).		Cleaning equipment PAT tested annually by LCC. Photocopiers to be fixed and repaired June 2020	Senior Caretaker / Technical Services Manager Ongoing.
	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);		There are no lifts in school. Lifting equipment is due for testing again in July 2020	Senior Caretaker Annual cycle of testing.
	1.3.2		Pressure systems (if the scheduled inspections have not taken place in the last 12 months);		Testing completed in January - 12 month cycle	Senior Caretaker Annual cycle of testing.
	1.3.3		LEV (if the scheduled inspections have not taken place in the last 14 months);		Completed in October	Senior Caretaker Annual cycle of testing.
	1.3.4		Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);		Annual inspections completed. Boilers: October Kitchen equipment: February	Senior Caretaker Annual cycle of testing.
	1.3.5		Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);		Completed in 2017/18 academic year. Due again in 2023	Senior Caretaker Tested every five years.
	1.3.6		PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)		Completed August 2019 - due again in 2021	Senior Caretaker Tested every two years.
	1.3.7		Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);		The plan is constantly used and re-evaluated as additional asbestos is discovered or sampled. The plan update is due 24th July 2021	Senior Caretaker To be updated in July 2021.
	1.3.8		Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);		Annual inspection was scheduled for April 2020, postponed due to COVID. Date pending	Senior Caretaker TBC
	1.3.9		Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);		There is no outdoor play equipment	n/a n/a
	1.3.10		Tree surveys (if the scheduled inspections have not taken place in the last 12 months);		Completed every three years - due April 2021	Senior Caretaker Completed every three years.

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	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).	Green	Alarm testing was completed in February 2020. Due again in August 2020. Emergency lights completed in April 2020 with repairs completed in May 2020. No sprinkler systems or smoke exhaust/curtains. Fire extinguishers due in July 2020	Senior Caretaker	See Controls
	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.	Green	Cleaning staff have remained on site each day since the start of lockdown. All rooms have been systematically cleaned. Children in school have been limited to certain areas/classrooms; these rooms have been cleaned at the end of each day.	Senior Caretaker and cleaning team	Ongoing
	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.	Green	Cleaning rota established for reintegration - Headteacher/Senior Caretaker to discuss with cleaning supervisors		
	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.	Green	Eight portable sinks have been purchased and 100 wall sanitiser holders - delivery pending. Orders pending for sanitiser but there is enough existing sanitiser in school at present. Headteacher to check paper towels with Senior Caretaker - multiple supplies in school	Headteacher / Finance Manager /Senior Caretaker	Sinks delivered 24/05/20

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	<p>1.5.2 Ensuring you have adequate supplies of cleaning materials and any identified PPE.</p>	Green	<p>Starter packs created for all members of staff in school; they include wipes, tissues, anti-bac, paper masks, gloves, personal new equipment etc. Appropriate visers purchased for the Medical Officer with greater protection. Scrub packs available in the event of necessity to deal with a stakeholder showing serious symptoms. BBA has made fabric masks for key worker staff taking temperatures that can be reused. Key worker children using public transport have all made their own masks as one of our activities Senior Caretaker has checked cleaning supplies - plenty of stock on site</p>	<p>Headteacher / Senior Caretaker / Medical Officer / Finance Manager</p>	<p>Ongoing</p>
plans for opening	<p>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 students. Allowing time to review plans and carrying out regular review means that schools can judge how students can safely return to school. Consider starting with a manageable / sustainable plan and building from there rather than removing provision.</p>	Yellow	<p>An on-going process but initial plans to reintegrate Year 10 from 15/06/20 are well developed. Plans shared with all staff 'COVID reintegration plan' 22/05/20 following discussion at FGB meeting on 21/05/20. Staff training in 'bubbles' delivered WB 08/06/20. All equipment/resources necessary are 'in' school. Next step - Bus Companies - We have 16 places a day - need to ascertain numbers and routes from the well-being meetings</p>	<p>Headteacher</p>	<p>Ongoing</p>
	<p>2.2 Contact parents / carers of relevant students 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 student needs / issues already identified on an individual staff or student risk assessment that may affect their ability to return or require further adjustments to be made.</p>	Yellow	<p>Staff rotas completed following self assessment of need and vulnerabilities. Staff medical and next of kin details to be checked at INSET. One to one wellbeing checks being organised for all Year 10 students (plus one parent) to ascertain who will be returning to school/check on well-being.</p>	<p>Headteacher / Core Re-integration Team</p>	<p>Ongoing</p>

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2. Assessing staff and student numbers to assist in	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. For secondary settings government advice is that only a quarter of pupils in year 10 and year 12 should be in school at any one time, including vulnerable children and children of Senior Caretaker workers in those year groups who are still encouraged to attend full-time. This is in addition to vulnerable pupils and children of Senior Caretaker workers who might be in full-time attendance from other year groups. Where rotas are used, secondary schools should avoid split day rotas within the same day.		Re-integration organised and staffed with contingency plans - refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher	Ongoing
	2.4 Consider that staff are likely to be still be supporting remote learning of students 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.		Staff team split into three - on site team, key worker team and remote learning team. This has been decided based on which members of staff are vulnerable or with childcare commitments will be based at home. HODs need to arrange organisation and responsibilities within department. Remote meeting to discuss needed to finalise WB 01/06/20	Headteacher/JRO	May half term
	2.5 Consider that if there is a positive case in school that staff and student numbers may be affected.		Contingency plans in place with a 'reserve' core team. No member of staff to be alone in a classroom. Operational plan organised - see Covid Reintegration Plan	Headteacher	May half term
	2.6 Communicate with parents / carers that the school will require adequate notice if a student who has not been in school is to start attending school. This is to avoid additional students 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..		Constant communication with parents via a weekly newsletter. No student to return to school without an one to one wellbeing meeting. COVID home school agreement must be understood and signed by the student and parent/carers	Headteacher	Ongoing
	Ongoing				
	2.7 Review ratios, rotas, medical and first aid needs on an ongoing basis.		Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher	Ongoing

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3. Updating student and staff details	3.1		Obtain up to date medical, allergy and emergency contact details from students and staff prior to coming back on site wherever possible.	Green	All email addresses updated. Year 10 medical and contact details printed in readiness for 1:1 (repeat enrolment procedure)	Head's PA - admin team 25/04/2020
	3.2		Re-assess if IPRA's or PBSP's are needed or need to be altered given the altered nature of the school use, day, timetable, staffing, medical needs, SEN adaptations etc. Control measures and risk ratings in those IPRA's / PBSP's may need to be altered to reflect the current situation.	Green	All SEND IPRA's updated. Year 10 profiles to be reviewed at 1:1 meetings - all such meetings led by Assistant Head - Behaviour/SENCO	Assistant Head - Behaviour / SENCO / Inclusion Manager 02/05/2020
	3.3		Staff should be made aware of any / reminded of medical conditions / needs of the students they are caring for e.g. allergies, asthma etc. and devices such as epi pins and inhalers should be available wherever the student is. Ensure staff are trained in their use.	Green	Medical Officer created documentation and disseminated to the core team	Medical Officer Ongoing
	3.4		Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.	Yellow	Question on the medical enrolment sheet to confirm/reaffirm to be completed at the 1:1 well-being meetings	Core team 1:1 meetings Ongoing
	3.5		Schools should continue to adhere to their medical needs policy regarding the administration of medication.	Green	Medical Officer to be in school daily to oversee. Headteacher to discuss COVID additions at INSET	All led by Medical Officer Ongoing
	3.6		If staff and students 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.	Green	All staff based at their usual location or at home	n/a n/a

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.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. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of one bubble and be washed at the end of every day.		PE and DT removed from the curriculum, Supervised break and lunch times	Core team led by T&L Lead	Ongoing
	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.		No equipment to be used	n/a	n/a
	4.3 Reduce the use of shared resources e.g stationary, books etc . and allocate individual resources to students wherever possible that is for their sole use.		All Year 10 students have their own allocated desk in one classroom. A pencil case containing new equipment is labelled with the student's name on each desk. Stationary will remain in school	Data and Exams Officer	28/05/2020
	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 students can be cleaned at the end of the day, but keep to a minimum.		Soft chairs and furnishings removed from all classrooms in East Block; the rooms being used initially.	Senior Caretaker	29/05/2020
	4.5 Shared materials and surfaces should be cleaned and disinfected more frequently.		Classroom and cleaning rota gives plentiful time for a deep and thorough clean before classrooms are used again. Headteacher/Senior Caretaker have discussed rota with the cleaning team	Senior Caretaker / Cleaning Team	01/06/2020
	4.6 Amend / stagger timetables for activities using halls or classrooms where activities cannot be done elsewhere e.g D&T, practical science, art, so that groups of students can move around safely.		Students to remain in one classroom at their own desk in the first instance. Staff to move to children to minimise movement.	Headteacher / Core Teaching Staff	Ongoing

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4	Ongoing				
	4.7		Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher / Assistant Head - Behaviour	Ongoing
	4.8		See 4.2 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).	n/a	n/a
5. Information to students, staff, parents / carers, visitors and contractors.	5.1		COVID guide created. Film sent to all parents via school comms	Headteacher / Head's PA	Ongoing
	5.2		Systems in place to take the temperature of all visitors. Medical Officer/Business Manager writing a visitor disclaimer. Posters displayed in all external entrances and displayed around school. Information for parents in 1:1 meeting paperwork	Business Manager / Medical Officer / IT Technician	TBC
	5.3		Regular emails and newsletters. Signage displayed all over school in readiness for student return	Headteacher / IT Technician	TBC
	5.4		Update behaviour and staff policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to staff, pupils and parents. The behaviour policy should include steps to be taken if pupils fail to follow the new rules and routines or deliberately put themselves or others at risk e.g deliberately coughing or spitting on another person. Both staff and pupil policies may include the steps that could be taken if government guidance on social distancing and self isolating outside of the school is not being followed and this places other persons in the school at increased risk.	Headteacher	As required
6.1	Clinically Extremely Vulnerable persons. (Category 1)				

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Clinically vulnerable staff and students	6.1.1		Staff identified and placed as part of the remote learning team until September. Medical Officer has checked Year 10 records to identify any vulnerable students and will be involved in one to one wellbeing return meetings.	Headteacher / Head's PA / Medical Officer	23/03/2020
	6.1.2			As above - staff part of the remote learning team until September. If they are required to come into school as an emergency, stringent social distancing will be in place - refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'.	Headteacher / Head's PA
	6.2	Clinically vulnerable persons (Categories 2 & 3)			

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<p>ally extremely vulnerable and vulne</p>	<p>6.2.1 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).</p>	<p style="background-color: green; color: white; text-align: center;">RAG</p>	<p>All staff in this category are part of the remote learning team</p>	<p>Headteacher / Head's PA</p>	<p>23/03/2020</p>

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6. Clinic	6.2.2	students - 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 student if they are to come on site.	Medical Officer has checked Year 10 students and there are none who would be deemed as clinically vulnerable in this group.	Medical Officer	May half term
	6.2.3	Living with someone who is clinically vulnerable – student 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).	Question will be asked at 1:1 well-being reintegration meetings	Headteacher / SENCO / Assistant Head - Behaviour Core team	Ongoing
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.	Clear system set up for staff to follow, record and monitor. Parents/carers frequently reminded via various communication methods.	All	Ongoing
	7.2	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace.			
8. Persons who develop symptoms whilst on site.	8.1	All persons who develop Coronavirus symptoms, however mild should be sent home as soon as possible and they should then follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.	Clearly written into school policy. Head's PA/Headteacher need to check on testing protocol. Medical Officer to create a tick box sheet that identifies symptoms observed.	Medical Officer / Head's PA / Headteacher	TBC
	8.2	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.	SLT offices emptied to create three safe COVID confinement rooms that are close to the medical room and reception, but also isolated from the rest of the school community	Headteacher / Senior Caretaker	TBC

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Persons who have been on site previously or persons who develop symptoms	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.	Green	Face masks are compliant. All other PPE has been purchased. There are no students in school who pose a risk. It is written into the COVID home school agreement that this behaviour will not be tolerated. Medical information will be checked during wellbeing meetings.	Medical Officer	May half term
	8.4 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.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers' - all stakeholders told they only return if they feel well enough to do so.	All	Ongoing
	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.	Yellow	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers' Headteacher to write a letter which is ready to immediately send should this happen	Headteacher	Ongoing
	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.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher / Business Manager / Medical Officer	As required
	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 student or staff member subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	All	As required
	8.8 Clean core areas those staff or students have been in with standard cleaners / disinfectants.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Senior Caretaker	As required

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8. Persons developing Coronavirus	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.	Green	Medical room toilet - located directly adjacent to the isolation corridor	Medical Officer	As required
	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.	Red	West block common room set up as a contingency room. Headteacher to discuss with Senior Caretaker	Headteacher / Senior Caretaker	TBC
		Follow the guidance in Bulletin 12 - COVID 19 and CF50 if you have reasonable grounds to suspect a member of staff or student has contracted Coronavirus through attendance at school.	Yellow	Headteacher/Head's PA to check and print and create simplified sheet for all staff	Head's PA	TBC
		Follow the guidance in the local PHE / LCC FAQs on Test and Trace – this is available on Leeds For Learning.				
		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	Yellow	Business Manager to simplify to create an A4 guide for parents	Business Manager / Headteacher	TBC
9. 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.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers' - in essence one fifth of Year 10 each day of the week. Multiple entrances and staggered leaving times.	Headteacher	Ongoing
	9.2	Open as many access points into the school grounds during drop off and pick up as possible to assist with social distancing.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher / Assistant Head - Behaviour	Ongoing
	9.3	Where possible have separate access and exit points into the building for different groups of students and staff as close as possible to their designated classroom / work areas. Rooms / work areas should be accessed directly from outside where possible.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher / Assistant Head - Behaviour	Ongoing
	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 students with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.	Green	Fire doors fitted with new sensors; doors remain open all day other than in the event of fire. Manual wedges made for all classroom doors - permanently open. External doors to be wedged open on entry and arrival	Headteacher / Senior Caretaker	May half term

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9. Controlling access into the school for staff, students a	9.5	Green	Clear entrance and exit points planned and disseminated to all stakeholders - full staff rota in operation to oversee	Headteacher / Senior Caretaker TBC
	9.6	Green	Written into home school agreement, but also that parents not to leave the car - specified and staffed drop off point.	Headteacher / Senior Caretaker / Assistant Head - Behaviour Ongoing
	9.7	Green	To be written into home school agreement and communicated to all parents via newsletter	Headteacher / Assistant Head - Behaviour TBC
	9.8	Green	Staff given designated parking area and entrance point and classroom base. Additional rest room created. Individual guidance sheet given to staff	Headteacher / Head's PA TBC
	9.9	Green	Senior Caretaker and Catering Manager have spoken to external contractors re testing policy. Senior Caretaker will test temperature and hand wash. Reception staff have been trained by the Medical Officer to safely test and trace.	Headteacher / Senior Caretaker TBC
	9.1	Green	Document created. Video made to also provide a visual representation	Headteacher / Head's PA TBC
	9.11	Green	Students to be given a laminated pass at one to one wellbeing meeting which details their allocated day, classroom and seating position. Data and Exams Officer to create passes and registers	Data and Exams Officer TBC
	9.12	Communicate with parents / carers that the school will require adequate notice if a student who has not been in school is to start attending school. This is to avoid additional students 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..	Green	No student to return to school without a wellbeing meeting and COVID home school agreement signed. Staff and students aware through newsletters.
10.1	If available have hand sanitisers at entrance points to the building and get staff, visitors and students to use them on entry.	Green	Portable sinks are to be placed at entry points	Senior Caretaker Ongoing

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
10. Handwashing and hand sanitisers	10.2 Students 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.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	All	Ongoing
	10.3 If sinks are not available close to or in classrooms / work areas then handwashing bowls and / or hand sanitiser must be provided.	Green	Hand sanitiser installed on all classroom walls at the entrance to each classroom	Senior Caretaker	TBC
	10.4 All persons should wash their hands before leaving the premises.	Green	Portable sinks to be used on exit. Students to be dismissed using a staggered exit.	Headteacher / Assistant Head - Behaviour	Ongoing
	10.5 Tissues should be available in all group areas and should be single use only and binned after use.	Yellow	Medical Officer placed tissues in all classrooms being used and create 'use it/bin it posters'. Staff all issued with tissues in their own well-being packs (delivery pending)	Medical Officer / IT Technician	TBC
	10.6 Any waste products used by staff or students 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.	Green	Medical Officer to place tissues in all classrooms being used and create 'use it/bin it posters'. Staff all issued with tissues in their own well-being packs (delivery pending). Site team will double bag the waste, place in a red wheeler bin which will be stored in the boiler room for 72 hours. Council service to deep clean the room.	Medical Officer / Senior Caretaker	As required
	10.7 In addition staff are to wash hands on entry to staff rooms, before and after preparing food and drinks, and before leaving.	Green	Drinks prepared for staff centrally initially	Catering Manager	Ongoing
		11.1 General Cleaning			
11.1.1 Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays.		Green	All hard and touch surfaces are cleaned with Milton which is known to kill all known germs	Senior Caretaker	Ongoing
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 students.		Green	All staff provided with a hygiene starter pack for sole use	Headteacher / Head's PA / Finance Manager	May half term
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.		Green	As above - cleaning schedule changed to prioritise the cleaning of high touch communal areas	Senior Caretaker	May half term

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed	
11. Cleaning	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.	Cleaning Team	Ongoing	
	11.1.5		Shared materials and surfaces should be cleaned and disinfected more frequently.	Cleaning Team	Ongoing	
	11.1.6		Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area.	Cleaning Team	Ongoing	
	11.2 Rooms used for isolating persons displaying symptoms					
	11.2.1		Rooms used for isolating students 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.	Senior Caretaker / Medical Officer	As required	
	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 students (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.	Headteacher	21/05/2020	
	11.4 Hygiene Suites / Intimate Care Facilities					
	11.4.1		Hygiene suites and intimate care facilities should be cleaned between students including slings and hoists, control panels. See Section 17 for PPE guidance.	Senior Caretaker	As required	
	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:-	Senior Caretaker	As required
			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.			

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
	12.1 Corridors and Circulation Spaces				
	12.1.1 Corridors could be marked out with 2m indicators as a visual aid for social distancing.	Green	Corridors and key areas fro entrance and exit all clearly marked.	Senior Caretaker	TBC
	12.1.2 A system for movement around school, into / out of classrooms, use of toilets should be devised to avoid paths Headteacherssing 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.	Green	One way system in place	Headteacher / Assistant Head - Behaviour	21/05/2020
	12.2 Classrooms / Learning Areas				
	12.2.1 Keep cohorts together wherever possible.	Green	Students and staff separated into bubbles	Headteacher	27/05/2020
	12.2.2 Classes and groups of students 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 m2 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 students) e.g 48m2 space = 12 persons maximum.	Green	Year 10 split into 13 classes with 2m social distancing in all classrooms.	Headteacher / Senior Caretaker	27/05/2020
	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.	Green	As above	Headteacher / Senior Caretaker	27/05/2020
	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.	Green	n/a	n/a	n/a
	12.2.5 For older year groups consider locating staff members at designated points where possible.	Green	Staff have designated zones within the building	Headteacher / Assistant Head - Behaviour	Ongoing

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
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.	Green	SLT will be visible in learning zones. All staff in school will be issued with mobile phone details for Headteacher / Assistant Head - Behaviour and / or a radio	All	Ongoing
12.2.7	Staff and students 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.	Green	Seating plan in operation - see COVID re-integration plan	Headteacher / Core Teaching Team	Ongoing
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.	Green	Just core in the first instance so rotation of English, Maths and Science which limits staff exposure.	Headteacher/ Core Teaching Team	Ongoing
12.2.9	Ensure that wherever possible students 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.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher/ Core Teaching Team	Ongoing
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.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher/ Core Teaching Team	Ongoing
12.2.11	Where possible consider carrying out any necessary closer supervision side on rather than face on.	Green	Guidance included in Staff INSET. COVID Teaching protocol developed to ensure staff teach from the front of the room	Headteacher/ Core Teaching Team	Ongoing
12.3	Cloakrooms				
12.3.1	Consider how many students 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.	Green	n/a	n/a	n/a
12.4	Outdoor Areas				
12.4.1	Students and staff should maintain social distancing when outside and stay within their discrete learning group. Groups should not mix outside.	Green	Social distancing zones to be marked on the playground to ensure groups don't mix. Clearly disseminated to all students and staff.	Senior Caretaker / T&L Lead	TBC
12.5	Breaks and Lunchtimes				

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
	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.				
	12.5.2 If it not possible to achieve social distancing and clean tables and seating between groups of students 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.		Dining halls not in use. Grab bags will be delivered to classrooms.	Assistant Head - Behaviour	Ongoing
	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.		Students can access the toilet as required to ensure appropriate social distancing	Pastoral staff	Ongoing
	12.6.2 Limit the number of children or young people who use the toilet facilities at one time.		Social distancing measures in place to be staffed by the Pastoral Team	Pastoral staff	Ongoing
	12.6.3 Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve).		Appropriate signage created	Medical Officer / Business Manager / IT Technician	TBC
	12.6.4 Where possible staff should use the staff toilets as close to their work areas as possible and follow social distancing guidelines when moving to / from them.		Staff toilet areas identified and disseminated to staff	All	Ongoing
	12.6.5 For older students and staff toilets it is good practice for students 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.		Cleaning staff to clean student toilets every 20 minutes. Wipes and gloves available as an option to use in staff toilets also cleaned once an hour. Cleaning staff to replenish hygiene supplies.	Senior Caretaker	Ongoing
	12.6.6 Signage to the backs of toilet doors and above sinks could be provided to remind students and staff to wash their hands and follow the "If You Use It – Wipe It" principle (for older students, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place.		Appropriate signage created and displayed	Medical Officer / Business Manager / IT Technician	TBC
	12.7 Assemblies / Collective Worship				
	12.7.1 Assemblies should be suspended during this current period until further notice.				

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
	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 students in their discrete groups. It may be possible to carry this out in the areas each group is based.	Green	All assemblies virtual or in bubbles	Headteacher	Ongoing
	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.	Green	Guidelines implemented in all office spaces. Staffing ratios reduced to aid social distancing	Headteacher / Senior Caretaker	May half term
	12.8.2 Consider creating additional staff break areas to limit use and aid with social distancing.	Green	Staff break out areas reviewed and adjusted	Headteacher / Senior Caretaker	May half term
	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.	Green	IT Technician to create posters. Medical Officer to pin up and place wipes by all shared staff touch points	IT Technician / Medical Officer	TBC
	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).	Green	Staff advised to bring own food or offered grab bags from the school canteen. Drinks available for staff in disposable cups/own travel mugs. Multiple fridges available to limit shared use.	All	Ongoing
	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.	Green	All core team issued with a walkie talkie. Headteacher work mobile: 07545102055 Assistant Head - Behaviour work mobile: 07891 271180	Assistant Head - Behaviour	May half term
	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.	Yellow	Safer Working Practices COVID addendum to be circulated with staff.	Headteacher	TBC
	13.1 Ensure adequate first aid provision for the numbers of staff and students on site, this is likely to include staff with Full FAW qualifications and paediatric first aiders for early years settings.	Green	Medical Officer on site at all times - contingency plan for full FAW staff if required	Medical Officer	Ongoing

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed	
13. First Aid	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.	n/a	n/a	
	13.3		Limit or cease activities more likely to result in injuries e.g gymnastics, D&T, science.	Science all theoretical classroom based learning. No DT or gymnastics.	Headteacher	May half term
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.	Cashless system in school. Parent pay guide created for all parents - online payment must be used.	Finance Manager	May half term
	14.2		Sanitisers could be used before touching biometrics if they cannot be cleaned between users.	Biometric system not being used.	n/a	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 anti-viral wipes.	No lifts on site	n/a	n/a
	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.	Wall hand sanitiser erected next to the sign in machine and anti-bacterial wipes under the screen. Guidance sheet created and ensure visitors know to 'wash and wipe' and place a bin underneath. Lanyards will be temporarily replaced with green and red stickers.	Head's PA / IT Technician	TBC
	14.5		IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual.	Staff equipped with 'hygiene pack' and work station policy implemented. Students in Year 10 will not be using ICT. Key worker children have allocated computer	All / LVA	May half term
15.1	Ventilation					

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
15. General controls	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 students with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound.		
	15.1.2		Where possible open windows to classrooms, offices, staff rooms etc.		
	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.		
	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.		
	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 pens and inhalers should be available wherever the CYP is. Ensure staff are trained in their use.		
	15.3.2		Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of.		
	15.4 Water fountains				
	15.4.1		Water fountains in shared student areas should be taken out of 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.		

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
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.oepng.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 students	17.1		Government has advised there is no need for staff or students to wear face coverings or face masks as a matter of course when in school. Staff or students 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 students. 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.		
	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.		
	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.	
18.1	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.		
	18.2		Consider building in familiarisation time, training time and practice time for staff before opening the school to students.		

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
18. Staff Wellbeing	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.	Headteacher / Head's PA	May half term
	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.	Headteacher / Business Manager / Medical Officer	TBC
	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).	All SLT / Middle Leaders	Ongoing
	18.6		Identify Mental Health First Aiders.	All SLT / Middle Leaders	Ongoing
	18.7		Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA).	All SLT / Middle Leaders	Ongoing
	Guidance on Staff Wellbeing is available on Leeds for Learning.				
19. Contractors	19.1		Minimise visits to essential visits only e.g to carry out statutory testing, repair work or building works.	Business Manager / Senior Caretaker	Ongoing
	19.2		Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting.		
	19.3		Contractors should adhere to social distancing guidelines.		
	19.4		Contractors to carry out regular handwashing and sanitising, especially on arrival at the school and throughout their time on site.		

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed	
19. Contractors visiting site	19.5	If contractors need supervising this should be done following social distancing guidelines.	Green			
	19.6	Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms.	Yellow	Visitor code of conduct will outline school expectations however this is dependent upon contractors disclosing symptoms. Business Manager / Medical Officer to create code of conduct	Senior Caretaker / Business Manager / Medical Officer	TBC
	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.	Green			As required
	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.	Green	Toilet in Reception to be designated as visitor / contractor toilet.	Senior Caretaker	As required
	19.9	Where possible an access / exit point separate to that used by staff and students should be used.	Green	Main reception will be used. Students and most staff will use a separate entrance.	Senior Caretaker	As required
	19.10	School should still follow procedures for controlling access / security whilst contractors are on site.	Green			
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.	Green	All lettings cancelled until September 2020 in line with Leeds City Council advice.	Headteacher / Senior Caretaker	TBC
	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.	Green			
	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.	Green			
	20.4	Where possible an access / exit point separate to that used by staff and students should be used.	Green			
	20.5	School should still follow procedures for controlling access / security whilst visitors are on site.	Green			

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
21. Student Wellbeing	21.1 Guidance is available on Leeds for Learning for student wellbeing	Green	One to one wellbeing meetings are being offered for every Year 10 student. There is a COVID home school agreement to reduce anxieties for families around hygiene and conduct expectations. Wellbeing questionnaire to be completed for all other year groups to identify areas of support that likely to be required. Bereavement policy being reviewed and mental health first aider provision being implemented.	Headteacher / Assistant Head - Behaviour / Business Manager	Ongoing
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.	Green	Fire evacuation processes reviewed in line with the changed use of the site - to be disseminated to staff at INSET sessions	Headteacher	02/06/2020
	22.2 Consider if muster points / practices need to be altered so staff and students can be 2m apart and that separate groups do not mix	Green	Fire marshall roles are reviewed - to be disseminated to staff at INSET sessions	Head's PA	02/06/2020
	22.3 Consider if you need to re-allocate fire marshall roles.	Green	Only trained staff allowed to use the extinguishers. Inset training to include call point locations in East Block.	Headteacher	TBC
	22.4 Ensure staff know how to use fire extinguishers, where callpoints are etc	Yellow	To be built into week two of reintegration plan	Headteacher / Assistant Head - Behaviour	TBC
	22.5 Practice new procedures as soon as possible after opening.	Yellow	Staffing rota checked to consider whether any staff with a long-term PEEPs require review. No staff have PEEPs. Currently no students to be on site have a long-term PEEPs. Any student arriving with an injury requiring a situational PEEPs with be handled by medical staff.	Business Manager / Medical Officer	Ongoing
	22.6 Consider if staff and student PEEPs need to be amended.	Green	Fire procedures being reviewed. Once this has been completed the Fire Risk Assessment and Management Plan will be reviewed and necessary amendments made.	Business Manager / Headteacher	Ongoing
	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.	Red	Fire procedures being reviewed. Once this has been completed the Fire Risk Assessment and Management Plan will be reviewed and necessary amendments made.	Business Manager / Headteacher	Ongoing

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
23. Supervision at Lunchtimes	23.1 Consider how to allocate staff at lunchtime to ensure supervisors stay with a consistent group of students and have adequate breaks.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher / Assistant Head - Behaviour	Ongoing
24. Catering	24.1 Inform catering staff of any changes to entry / exit points, fire safety procedures, safeguarding etc.	Yellow	In line with whole school policy, catering staff will enter through the main reception. Catering Staff informed of amended fire arrangements once the plan is finalised.	Headteacher/ Business Manager / Catering Manager	Ongoing
	24.2 Discuss with catering staff if there needs to be alterations to menu choices and systems to allow for quicker / easier distribution to students / 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.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher / Catering Manager	May half term
	24.3 Consider whether meals can be served in the hall or need to be delivered to classrooms and discuss this with catering staff.	Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'		
	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.	Green	Catering staff will remain in the canteen. Pastoral staff will collect and deliver grab bags to classrooms.		
	24.5 Tables / seating set out by catering staff should be cleaned before students and staff use them and in between each group of staff and students.	Green	Canteen will not be used		
	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.	Green	Only two members of staff will be in the kitchen so appropriate social distancing can easily be implemented.		
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.	Green	Three bespoke induction sessions conducted the week beginning 08/06/20. A whole staff Team to act as a consultation forum for any questions. This will be activated from 02/06/20.	Headteacher / Core Team	TBC
26. Drop off of Essential Items Forgotten by students.	26.1 A system should be put in place for the potential drop off of essential items a student 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 students base. Staff doing this should thoroughly wash hands before and after handling the items.	Green	Students are being provided with all required materials. They do not need to bring equipment from home. If they forget a discretionary item, school can provide a replacement. Staff to ensure students have appropriate medication and consent forms discussed and completed during wellbeing meeting.	Headteacher / Medical Officer / Core Team	TBC

Area of control	Control Measures	RAG	Additional or Altered Measures / Notes	Lead Responsibility / Implemented By	Date Completed
27. Transport to School by My Bus or School Buses (not public transport buses)	27.1	Red	Liaison required with Debra Bagley before controls can be implemented. 16 students permitted - need to prioritise and disseminate route	Headteacher / Technical Services Manager	TBC
	27.2		Green	Refer to 'Covid Reintegration Guide for Staff, Students, Parents and Carers'	Headteacher / Senior Caretaker
	27.3	Yellow	Due to the scale of the catchment area, this is not possible. Students will however be briefed in the importance of social distancing and hygiene procedures on public transport. They will have their temperature taken on arrival and wash their hands frequently.	Headteacher / Assistant Head - Behaviour	TBC
	27.4	Green	n/a	n/a	n/a
28. School Sites Shared with other Users e.g PFI Staff, Childrens Centres	28.1	Green	No shared facilities. Subcontracted cleaning staff are aware of all controls required in both LCC and school risk assessment.	Headteacher	May half term