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1. Building Management

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2. Assessing staff and pupil numbers to assist in plans for partial opening	2.2
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3.Updating pupil and staff details	3.1
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**5.Information to pupils, staff,
parents / carers, visitors and
contractors.**

5.2

5.3

5.4

19 in Schools from 8th March 2021 opening - Risk Assessment

Section 1 - Pre - opening

on or transmission of all or part of this document for commercial purposes or gain, whether by electronic or any other means.

Control Measures

Regular ongoing checks required.

Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the closure

Damage to the building and fixtures and fittings

Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc....

Rodent activity and/or infestations - commissioning of pest control may be required

Operational checks (to ensure good working order) to be carried out on :

Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms.

Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function.

Emergency lighting

Gas supplies including science laboratories and kitchens

Kitchen equipment

Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms

Water systems including flushing through and disinfection in accordance with your legionella risk assessment and policy. Where buildings have been limiting attendance to just vulnerable children and children of critical workers or have reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on legionella risks during the coronavirus outbreak. <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Water systems to look for leaks and ensure there is provision of hot water

Windows, doors and gates including electronic gates and doors

Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments.

Equipment used on site e.g. floor cleaners, photocopiers, whiteboards (servicing should be in line with the manufacturer's/provider's requirements).

Ensure Statutory Inspections are up to date for :

Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months);

Pressure systems (if the scheduled inspections have not taken place in the last 12 months);

LEV (if the scheduled inspections have not taken place in the last 14 months);

Gas Appliances (if the scheduled inspections have not taken place in the last 12 months);

Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years);

PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)

Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months);

Sports Equipment (if the scheduled inspections have not taken place in the last 12 months);

Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months);

Tree surveys (if the scheduled inspections have not taken place in the last 12 months);

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).

Cleaning of the premises

If the school has been partially open i.e not using all the rooms / spaces that will need to be used on the 8th March, it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied.

If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to the 8th March unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place.

Supplies

Ensuring you have adequate supplies of hand sanitiser, soap and hand towels / drying facilities in kitchens, toilets and at sinks to allow for the numbers of students and staff on site and the increased amounts of cleaning required.

Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs.

Identify if you have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly and action where necessary.

All pupils can attend schools from the 8th March.

Early Years settings - If there is a need to prioritise places (for example, where a nursery is oversubscribed, or unable to operate at full capacity), priority should be given to vulnerable children and children of critical workers, then 3- and 4-year-olds, in particular those who will be transitioning to reception, followed by younger age groups.

Secondary settings (and SILC settings undertaking pupil testing) have the flexibility to consider how best to deliver the in school pupil LFD testing on a phased basis from Monday 8th March. This will depend on a schools circumstances and local arrangements. Priority should be given to vulnerable children and children of critical workers, and year groups 10 to 13. After 8th March secondary pupils should return to face-to-face education following their first negative test result. Schools may start testing pupils before Monday 8th March if they would like to do so. This is voluntary and at the discretion of each school. If a school chooses to start testing before Monday 8 March, they should still follow the schools operational guidance and must ensure pupils maintain social distancing and go home after their test result if the test is before Monday 8 March. Pupils will still need to do 3 tests on-site, each 3 to 5 days apart, before moving to home-testing. If you have pupils or students in school from 22 February such as vulnerable children or children of critical workers, then you can begin testing them before the rest of your pupils return to help to manage the flow of pupils through on site testing. They will need to continue testing on-site until the test at home kits arrive for pupils. For the remainder of pupils schools should not start home testing pupils before the week beginning Monday 15th March. Schools will need to consider the transport implications of testing pupils before Monday 8th March.

The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document.

Contact parents / carers of pupils, and staff, to ascertain if there are any changes to / new medical or SEND needs so that staff rotas, ratios, medical, SEN and first aid needs etc. can be assessed. This will include re-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.

Where pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver the curriculum for the pupil. Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health

Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result.

Identify which / how many staff will be able to return on the 8th March taking into account current illness and the recent extension of the numbers of people classed as CEV and advised to shield. This will help determine what staff are available and how pupils and staff can be grouped. Where possible, it remains the case that wider government policy advises those who can reasonably work from home do so, however, school leaders are best placed to determine the workforce that is required in school. Some roles, such as some administrative roles, may be conducive to home working, and schools should consider what is feasible and appropriate. The expectation is that those staff not attending school who are still able to work should do so from home

Consider that staff may still be supporting remote learning of pupils and that additional PPA time may be needed on staffing rotas to support this or support amended learning

Ongoing

Review ratios, rotas, medical and first aid needs on an ongoing basis.

Obtain up to date medical, allergy and emergency contact details from pupils and staff prior to coming back on site wherever possible.

Re-assess if IPRA's or PBSP's are needed or need to be altered given the full return to school and any 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.

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 pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. This is especially important at this time as many staff and pupils have been out of the setting for a considerable time.

Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. It is recommended that the information school holds regarding pupils allergies / intolerances is cross checked with catering staff to ensure the correct / up to date information is available for both parties as schools return to full opening.

There is activity / subject specific and shared resources guidance in sections 31 to 35 on the following tab - Section 2.

It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.

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.

Ongoing

Review how pupils and staff are interacting, numbers on site, how equipment is being used and cease or re-instate activities / equipment as necessary.

Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children. This should include informing parents / carers about any LFD testing programmes being undertaken in school for their children and the access to home testing kits for parents / carers / support and childcare bubbles. <https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>

All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Coronavirus, if they are self isolating following Government Guidance for households with family members displaying symptoms, if they have been in close contact with someone who has tested positive for COVID-19, or if they are required to quarantine having recently visited countries outside the common travel area .

This may be by newsletters, letters, emails, signs etc....

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.

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ening checks and assessments

ronic means or otherwise, without the written permission of the owner, is prohibited.

Additional / altered measures / notes	Implemented by : Initial	Date Completed
Part of weekly rolling programme of inspection by Site Superintendent	DR	
Part of weekly rolling programme of inspection by Site Superintendent	DR	
Part of weekly rolling programme of inspection by Site Superintendent	DR	
Part of weekly rolling programme of inspection by Site Superintendent	DR	
Keybury service agreement with checks and maintenance	DR	
Keybury service agreement with checks and maintenance	DR	
As above	DR	
annual check	DR	
annual check	Leeds Catering	
Annual check		
Regular maintenance with records	DR	
As above	DR	
Yes		
Yes		
N/A		
N/A		
There is a 12 month rolling programme of inspection		
N/A		
There is a 12 month rolling programme of inspection		
Recent inspection within last couple of months		
There is a 12 month rolling programme of inspection		

There is a 12 month rolling programme of inspection		
There is a 12 month rolling programme of inspection		
There is a 12 month rolling programme of inspection		
12 month check		
There is a 12 month rolling programme of inspection		
Visual tree survey carried out by site superintendent as part of routine premises and perimeter inspections		
12 month checks		
Thorough clean in the first week of the summer holidays. Teachers to individually clean own rooms if visited in the last week of the holidays. Training day on Monday 7th September, thorough clean of all areas used at the end of the day for opening on 8th September		
The building has been fully open to staff and the site superintendent during the closure to all pupils. All cleaning has been kept up to date.		
The school has been fully used.		
Amended		

Amended		