



Risk Assessment for Childrens' Services (Schools).

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| Assessment Title: | SAMPLE Managing Covid 19 in Schools from September 2021 | | Ref No : | V6.00 |
| School Name: | Yeadon Westfield Infant School | School Address: | Westfield Grove, Yeadon, LS19 7NQ | |
| Date Assessment Undertaken: | Name of Assessor (print): | Assessor Signature: | Assessment Review Date: | |
| Aug 25th 2021 | Dawn Lowry | Dawn Lowry | Oct-21 | |
| Name of Head Teacher / Centre Manager (print): | Head Teacher / Centre Manager Signature: | Name of Chair of Governors (print): | Chair of Governors Signature: | |
| Dawn Lowry | Dawn Lowry | Suzanne Akeroyd | Suzanne Akeroyd | |

Main Legislation and/or Information Source:

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

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Guidance:

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

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

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

Managing Covid 19 in Schools from September 2021 Risk

Assessment Content List

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Section 1 - pre-opening checks and assessments

1. Building Management / readiness
2. Assessing staff and pupil numbers to assist in plans for opening
3. Updating pupil and staff details
4. Information to pupils, staff, parents / carers, visitors and contractors.

Section 2 - Ongoing Procedures - subject to regular review and change

5. Clinically extremely vulnerable and vulnerable staff and pupils
6. Persons who are already displaying Coronavirus symptoms
7. Persons developing Coronavirus symptoms who have been on site previously or persons who develop
8. Controlling access into the school for staff, pupils and members of the public.
9. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the
10. Cleaning
11. Close Contact and Test and Trace
12. First Aid
13. Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT.
14. General controls
15. Educational Visits
16. PPE for staff and pupils
17. Staff Wellbeing
18. Contractors visiting site
19. Lettings / Meetings / Visitors
20. Pupil Wellbeing
21. Catering
22. Staff Training
23. Drop off of Essential Items Forgotten by Pupils
24. Dedicated Transport to School
25. School Sites Shared with other Users e.g PFI Staff, Children's Centres
26. Marking / Handling School Work
27. Before and after school clubs
28. Music and Performing Arts
29. PE / Sports including dance.
30. Science and D&T
31. Shared Resources
32. Record Keeping
33. Use of school minibuses / transport e.g for visits, transfer between settings, emergencies
34. Asymptomatic Testing.
35. Indoor and Outdoor Events

Section 3 - On Site and Home Mass Asymptomatic Testing - Secondary and SILCs

On site Testing

Home Testing

Section 4 - Home Mass Asymptomatic Testing for Primary and Nursery Settings

Section 1 - Pre - opening checks and assessments

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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
|------------------------|---|---------------------------------------|--------------------------|----------------|
| 1. Building Management | 1.1 Regular ongoing checks required. | | | |
| | 1.1.1 Damage to asbestos containing materials e.g. these may have been damaged by rodent activity during the | | site superintendent | Aug-21 |
| | 1.1.2 Damage to the building and fixtures and fittings | | site superintendent | Aug-21 |
| | 1.1.3 Damage to grounds, playgrounds, outdoor play equipment, fencing, trees etc.... | | site superintendent | Aug-21 |
| | 1.1.4 Rodent activity and/or infestations - commissioning of pest control may be required | | site superintendent | Aug-21 |
| | 1.2 Operational checks (to ensure good working order) to be carried out on : | | site superintendent | Aug-21 |
| | 1.2.1 Fire alarms/smoke alarms/refuge alert systems/ panic and accessible-toilet alarms. | | site superintendent | Aug-21 |
| | 1.2.2 Fire-door mechanisms, smoke exhaust systems and smoke curtains to ensure they function. | | site superintendent | Aug-21 |
| | 1.2.3 Emergency lighting | | site superintendent | Aug-21 |
| | 1.2.4 Gas supplies including science laboratories and kitchens | | site superintendent | Aug-21 |
| | 1.2.5 Kitchen equipment | | site superintendent | Aug-21 |
| | 1.2.6 Ventilation systems including LEV in kitchens, science labs and store rooms and classrooms | | site superintendent | Aug-21 |
| | 1.2.7 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 | | site superintendent | Aug-21 |
| | 1.2.8 Water systems to look for leaks and ensure there is provision of hot water | | site superintendent | Aug-21 |
| | 1.2.9 Windows, doors and gates including electronic gates and doors | | site superintendent | Aug-21 |
| | 1.2.10 Any D&T equipment is checked, and ensuring any PPE is available as required by risk assessments. | | site superintendent | Aug-21 |
| | 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). | | site superintendent | Aug-21 |
| | 1.3 Ensure Statutory Inspections are up to date for : | | site superintendent | Aug-21 |
| | 1.3.1 Lifts and Lifting Equipment (if the scheduled inspections have not taken place in the last six months); | | site superintendent | Aug-21 |
| | 1.3.2 Pressure systems (if the scheduled inspections have not taken place in the last 12 months); | | site superintendent | Aug-21 |
| | 1.3.3 LEV (if the scheduled inspections have not taken place in the last 14 months); | | site superintendent | Aug-21 |
| | 1.3.4 Gas Appliances (if the scheduled inspections have not taken place in the last 12 months); | | site superintendent | Aug-21 |
| | 1.3.5 Fixed wiring (if the scheduled tests required by the regulations have not taken place in the last 5 years); | | site superintendent | Aug-21 |
| | 1.3.6 PAT (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines) | | site superintendent | Aug-21 |
| | 1.3.7 Asbestos Management Plan (if the plan has not be re-assessed in the last 12 months); | | site superintendent | Aug-21 |
| | 1.3.8 Sports Equipment (if the scheduled inspections have not taken place in the last 12 months); | | site superintendent | Aug-21 |

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| | 1.3.9 | Fixed Outdoor Play Equipment (if the scheduled inspections have not taken place in the last 12 months); | | site superintendent | Aug-21 |
| | 1.3.10 | Tree surveys (if the scheduled inspections have not taken place in the last 12 months); | | site superintendent | Aug-21 |
| | 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). | | site superintendent | Aug-21 |
| | 1.4 | Cleaning of the premises | | | |
| | 1.4.1 | If the school has been partially open i.e. not using all the rooms / spaces that will need to be used on the September , it is recommended a thorough clean of these areas is undertaken in line with existing cleaning procedures before they are occupied. | | site staff | Aug-21 |
| | 1.4.2 | If the school has been using all the premises, a full deep clean of the premises should not be necessary prior to September unless it has been required by Public Health Authorities as regular thorough cleaning should have been taking place. | | site staff | Aug-21 |
| | 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 to allow for the numbers of students and staff on site and the increased amounts of cleaning required. | stock check | site staff | Aug-21 |
| | 1.5.2 | Ensuring you have adequate supplies of cleaning materials and any identified PPE to allow for increased cleaning and staff needs. | stock check | site staff | Aug-21 |
| | 1.5.3 | 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. | stock check | site staff | Aug-21 |
| 2. Assessing staff and pupil numbers to assist in plans for September opening. | 2.1 | All pupils are expected to attend schools in September unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. 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 which can commence from 3 working days before the start of term. This is voluntary and at the discretion of each school. These settings can also stagger the return of pupils across the first week to manage the 2 on site LFD tests for pupils. After September secondary pupils should return to face-to-face education following their first negative test result. If a school chooses to start testing before the start of term they should still follow the schools operational guidance in place for September 2021 and must ensure pupils go home after their test result. Pupils will need to do 2 tests on-site, each 3 to 5 days apart, before moving to home-testing. The full risk assessment for LFD testing in schools is in Sections 3 and 4 of this document. | | SLT | Sep-21 |
| | 2.2 | 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. | | office staff | Sep-21 |
| | 2.3 | 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. | NA | | |

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| | 2.4 | Secondary pupils not undergoing testing should attend school in line with their school's phased return arrangements. | NA | | |
| | 2.5 | 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 plans. | NA | | |
| | | <u>Ongoing</u> | | | |
| | 2.6 | Review ratios, rotas, medical and first aid needs on an ongoing basis. | | | |
| 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. | | Office staff | Sep-21 |
| | 3.2 | Re-assess if IPRA's or PBSP's are needed or need to be altered given the changes to Covid measures on 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. | | SLT | Sep-21 |
| | 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 pens and inhalers should be available wherever the pupil is. Ensure staff are trained in their use. | | SLT | Sep-21 |
| | 3.4 | 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 in September and catering arrangements may have changed. | | Office staff/school cook | Sep-21 |
| 4.Information to pupils, staff, parents / carers, visitors and contractors. | 4.1 | Clear communication with parents / carers is essential from the school and the LA so they understand what schools can offer safely to their children and the amended control measures in place. 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. https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/ | Regular newsletter | SLT | August 21 and ongoing |
| | 4.2 | All persons likely to come onto the school grounds must be informed they must not attend if they are displaying any symptoms of Covid-19, if they are self isolating or if they are required to quarantine. | | office staff/site staff | August 21 and ongoing |
| | 4.3 | This may be by newsletters, letters, emails, signs etc.... | | | |
| | 4.4 | 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 self isolating outside of the school is not being followed and this places other persons in the school at increased risk. | staff guidance/briefings and training day | SLT | August 21 and ongoing |



Managing Covid 19 in Schools from September 2021 - Risk Assessment - V6.00 - Section 2 Ongoing procedures and practices subject to regular review and change

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| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
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| 5. Clinically extremely vulnerable and vulnerable staff and pupils | 5.1 | Clinically Extremely Vulnerable persons, Clinically Vulnerable persons, and staff at higher risk (BAME, staff over 60, persons living with CEV / CV people). | | | |
| | 5.1.1 | <p>Staff - From 1st April 2021 CEV staff were no longer advised to shield and could return to the workplace. Employee risk assessments e.g. WASPs must be reviewed for all Clinically Extremely Vulnerable staff before they return to the workplace in September to ensure it is as safe as possible. This should include considering if additional control measures are required. For example :</p> <ul style="list-style-type: none"> o can certain activities / tasks be carried out at home to reduce time on site ? o can a lower risk role be carried out for all / some of the time ? o travelling at non peak times if using public transport, o face masks / face shields / Perspex screens in class, o additional PPE such as aprons / gloves. <p>Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. The progress of the vaccination programme, along with LFD testing programmes in schools, for parents / carers, for household members of school staff and in other workplaces, are all additional control measures that are now in place. This should be reflected in the individual risk assessment. It is recommended staff are encouraged to take part in the vaccination and LFD testing programmes if they are able to.</p> <p>Pupils - it remains the case that pupils who remain in the clinically extremely vulnerable group could return to school from 1st April 2021 unless they were under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. IPRA's must be reviewed for all CEV pupils returning to school in September to ensure it is as safe as possible. Pregnant staff and pupils - advice to follow asap.</p> | <p>Note - the guidance for pregnant staff and pupils is still unclear after updated guidance from Gov / NHS/ HSE / RCoG on pregnant persons. We are seeking urgent consultation with the unions and ascertaining the LCC approach to be able to provide more detailed specific advice.</p> <p>Amended</p> | SLT | August 21 and ongoing |
| | 5.1.2 | Some pupils or staff who are no longer required to shield, but are still generally under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Any advice must be considered in an IPRA or WASP. Schools can seek advice from Occupational Health if there has been a significant change in an individual's health and medical advice is required. | IPRA reviews | SLT | August 21 and ongoing |
| | 5.1.3 | All staff should follow the measures set out in the system of controls in this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene. CEV, CV and staff at higher risk should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. | | all staff | August 21 and ongoing |

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| | 5.1.4 | Staff who live with someone who is CEV / CV but who are not CEV/CV themselves, can attend work and they should ensure they maintain good prevention practice in the workplace and home settings, unless they have been advised otherwise by an individual letter from the NHS or a specialist doctor. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. People who live with CEV or CV persons should have their COVID risk assessment reviewed for the return in September to see if additional control measures such as additional PPE, changing clothes / showering on return home could be put in place. | | all staff | August 21 and ongoing |
| 6. Persons who are already displaying Coronavirus symptoms | 6.1 | All persons who are displaying symptoms must not come into school and should follow Government guidance on self isolating including test and trace. In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending a setting, settings can take the decision to refuse the child if, in your reasonable judgement, it is necessary to protect other children and staff from possible infection with COVID-19. Decisions need to be carefully considered in light of all the circumstances and current public health advice. | newsletters to parents/carers | SLT | August 21 and ongoing |
| | 6.2 | Routine vaccinations may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless COVID-19 is suspected. Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething. If COVID-19 is suspected the child should start isolating and get tested. | newsletters to parents/carers staff briefings | SLT | August 21 and ongoing |
| | 6.3 | Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating including test and trace. | newsletters to parents/carers staff briefings | SLT | August 21 and ongoing |
| | 7.1 | All persons who develop Coronavirus symptoms in between attendance times or whilst on site, should follow government guidance on self-isolating (including isolating for at least 10 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. Settings have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a pupil or to staff members who have developed symptoms at their setting where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. | newsletters to parents/carers staff briefings | SLT | August 21 and ongoing |
| | 7.2 | Whilst awaiting collection persons should be left in a room on their own if possible and safe to do so . Pupils will need to be supervised whilst this takes place. A window should be opened for fresh air ventilation if possible . Consider if you can set aside a separate room to be available for potential isolation of staff and pupils. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. | | all staff | August 21 and ongoing |
| | 7.3 | 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. | | all staff | August 21 and ongoing |
| | 7.4 | 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 staff member / adult who is isolating tests negative following the development of symptoms they will need to continue self -isolating until 10 days after symptoms have started. | newsletters to parents/carers staff briefings | SLT | August 21 and ongoing |

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| 7. Persons developing Coronavirus symptoms who have been on site previously or persons who develop symptoms whilst on site | 7.5 | Where a child, young person or staff member tests positive , or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you can contact the DfE helpline for advice around what action should be taken. Inform DCS Alert using form PCIF 01. | | SLT | August 21 and ongoing |
| | 7.6 | If settings think they may have an outbreak they should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take. In some cases, measures such as re-introducing bubbles, masks and social distancing may be recommended. In addition schools may be contacted by the Local Health Protection Team and / or LCC if their records indicate there may be an outbreak. Inform DCS Alert using form PCIF 01. | | SLT | August 21 and ongoing |
| | 7.7 | If a member of staff has helped someone who was unwell with Covid symptoms they do not need to go home unless they develop symptoms themselves or they receive notification to self isolate as a close contact. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. | staff briefings | SLT | August 21 and ongoing |
| | 7.8 | Clean core areas those staff or pupils have been in with standard cleaners / disinfectants. | | site staff | August 21 and ongoing |
| | 7.9 | 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. | | site staff | August 21 and ongoing |
| | 7.10 | 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. | | site staff | August 21 and ongoing |
| | 7.11 | Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). | | | |
| | | Follow the guidance in 2021 Bulletin 09 - COVID 19 and CF50 if you have reasonable evidence that a member of staff has contracted Covid-19 through their work activities. | | SLT | August 21 and ongoing |
| | | Follow the guidance in the simple flowchart for cases - these are all available on Leeds For Learning. | | SLT | August 21 and ongoing |
| | | 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 | | | |
| 8. Controlling access into the school for staff, pupils and members of the public. | 8.1 | In general, to assist in reducing potential transmission, where possible operationally and / or where there are health and safety / operational benefits aside from Covid, consider: a) keeping staggered starts / finishes (staggered start and finish times should not reduce the amount of overall teaching time), b) continuing to open as many access points into the school grounds during drop off and pick up as possible, c) keeping separate access and exit points into the building for different groups of pupils and staff as close as possible to their designated classroom / work areas, d) accessing rooms / work areas directly from outside, e) asking parents / carers not to congregate outside / inside the school grounds for prolonged periods of time. | review of procedures | Head/Deputy | August 21 and ongoing |
| | 8.2 | 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. | review of procedures | SLT | August 21 and ongoing |
| | 8.3 | Parents and carers should be informed they should only come into the school building via the office reception area and by prior arrangement where possible. | newsletter | SLT | August 21 and ongoing |
| | 8.4 | Inform suppliers, contractors, visitors as far as possible of the times the school is open and the procedures for accessing the site if these have changed. | | office, site and kitchen staff | August 21 and ongoing |

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| 9. Handwashing and hand sanitisers (N.B Regular and thorough hand cleaning is going to be needed for the foreseeable future.) | 9.1 | Have hand wash stations or hand sanitisers at entrance points to the building and get staff, visitors and pupils to use them on entry. | | all staff | August 21 and ongoing |
| | 9.2 | Pupils and staff should wash their hands with soap and running water for at least 20 seconds on entering their allocated area and at regular intervals throughout the day, particularly after going to the toilet, touching faces, coughing or sneezing, learning outside and before and after eating. Paper towels or hand dryers should be available for drying hands. Hand sanitiser could be utilised where handwashing is not practicable or possible. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not. | | all staff | August 21 and ongoing |
| | 9.3 | If sinks are not available close to or in classrooms / work areas then hand sanitiser must be provided. | | site staff | August 21 and ongoing |
| | 9.4 | All persons should wash their hands or use hand sanitiser before leaving the premises or changing work areas. | | all staff | August 21 and ongoing |
| | 9.5 | Tissues should be available in all group areas and should be single use only and binned after use. | | all staff | August 21 and ongoing |
| | 9.6 | 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. | | site staff | August 21 and ongoing |
| | 9.7 | In addition staff are to wash hands or use hand sanitiser on entry to staff rooms, before and after preparing food and drinks, and before leaving. | | site staff | August 21 and ongoing |
| | 9.8 | Identify if supervision of hand sanitiser use is necessary given the risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative. | | site staff | August 21 and ongoing |
| | 9.9 | Sanitising products should be non alcohol based in areas where there may be sparks or naked flames e.g. science labs, kitchens and some D&T rooms. | | all staff | August 21 and ongoing |
| 10.Cleaning | 10.1 | General Cleaning | re-numbered from 11 to 10 | | |
| | 10.1.1 | Cleaning should be carried out using standard cleaning chemicals/disinfectant and / or anti-viral wipes and sprays. Guidance is available in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings | | site staff | August 21 and ongoing |
| | 10.1.2 | 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. Depending on the layout of spaces and in order to aid social distancing more than 1 bin may be needed in each room i.e. 1 by staff locations and 1 where pupils are located. | | site staff | August 21 and ongoing |
| | 10.1.3 | Frequent cleaning should take place for regularly touched surfaces e.g. door handles, tables, chairs, toilets, wash basins etc. and rooms or shared areas that are used by different groups. Where pupils are able to (based on their ability) it is acceptable for pupils to assist with wiping down dining tables, desks, chairs, equipment etc. at the beginning and / or end of a session (which may be a lesson if they are moving rooms), or at regular points throughout the day (if they are not moving spaces / rooms). Cleaning is especially important if other groups will be using the areas / equipment in the next 3 days. They should be supervised to ensure it is done properly and safely. If pupils or staff have allergies to the products they should not use them or they could use non latex gloves (for contact allergies). | | site staff | August 21 and ongoing |
| | 10.1.4 | 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. | | site staff | August 21 and ongoing |

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| | 10.1.5 | Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play can be used provided they can be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group. | | all staff | August 21 and ongoing |
| | 10.1.6 | Staff undertaking wider cleaning should wear disposable gloves and aprons and change these after cleaning each separate area. | | site staff | August 21 and ongoing |
| | 10.2 | Rooms used for Isolating persons displaying symptoms | | | |
| | 10.2.1 | 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. | | site staff | August 21 and ongoing |
| | 10.3 | Clothing | | | |
| | 10.3.1 | There is no need for anything other than normal personal hygiene and washing of clothes following a day in school. | newsletters to parents/carers staff briefings | SLT | August 21 and ongoing |
| | 10.4 | Hygiene Suites / Intimate Care Facilities | | | |
| | 10.4.1 | Hygiene suites and intimate care facilities should be cleaned between pupils including slings and hoists, control panels. See Section 17 for PPE guidance. | | | |
| 11. Close Contact and Test and Trace | 11.1 | In order to minimise risk at a time of high prevalence, the government expects and recommends that individuals limit the close contact they have with those they do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. Following this principle it is recommended that : a) if members of staff need to move around numerous different groups of pupils / classrooms on a regular basis they should try to avoid close contact where this is possible, b) if possible, large / whole staff meetings and assemblies are held outside or in larger well ventilated areas and that staff still distance if they wish to, c) ask adults to avoid congregating / holding prolonged discussions / conversations in unventilated spaces e.g. corridors, where possible. | staff briefings | all staff | August 21 and ongoing |
| | 11.2 | From 19 July, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. Following this principle, it is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces. | | all staff | August 21 and ongoing |
| | 11.3 | As staff working in the school reception area are likely to have contact with a wider range / number of visitors / people they do not work with, it is recommended that staff working in the reception area / office continue to be protected from face to face contact e.g. via the use of screens. Staff in open reception areas may require face coverings (and face shields) if screens cannot be provided. | | office staff | August 21 and ongoing |
| | 11.4 | Where possible consider carrying out any necessary closer supervision side on rather than face on. Perspex screens or face shields could be used. | | office staff | August 21 and ongoing |
| | 11.5 | Test and Trace - from 19th July 2021 schools, colleges and nurseries will no longer be required to carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace. | | | August 21 and ongoing |

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| | 11.6 | Close contact isolation - from 16th August 2021, children under the age of 18 and adults who are fully vaccinated will no longer be required to isolate if identified as a close contact unless informed to do so by Test and Trace. | | | August 21 and ongoing |
| | 11.7 | Travelling from Abroad - From 19th July 2021 staff and pupils travelling from: Green list countries will need to do a day 2 test when they arrive in England. Amber list countries will not need to quarantine on arrival in England or take a day 8 COVID-19 test, as long as they : a) have been fully vaccinated under the UK vaccination programme, are a child under the age of 18 or are people taking part in formally approved COVID-19 vaccine clinical trials, and b) have not been in a red list country in the 10 days before they arrive in England. All people will still need to do a day 2 test to take when they arrive in England. (Fully vaccinated means that they have had their final dose of an approved vaccine at least 14 days before the date they arrive in England). Red list countries - will need to quarantine for 10 full days in a managed quarantine hotel and take a day 2 and day 8 test when they arrive in England. | | | August 21 and ongoing |
| | 11.8 | Test and Trace guidance, some frequently asked questions and answers and a template letter for settings to send to parents, pupils and students on changes to contact tracing of close contacts have been provided by the DfE and can be found on the document sharing platforms for primary and early years, secondary schools, further education and higher education and children's social care. In addition LCC has produced a sample letter schools can use to inform parents / carers of positive cases in their child's class / year group. | | SLT | August 21 and ongoing |
| 12.First Aid | 12.1 | 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. | | business manager | August 21 and ongoing |
| | 12.2 | Paediatric first aiders must be available at all times that children up to the age of 5 are on site or on educational visits. | | business manager | August 21 and ongoing |
| 13.Biometrics, Lifts, electronic signing in / out systems and control panels / buttons. Shared IT. | 13.1 | 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. | hand gel available | site staff | August 21 and ongoing |
| | 13.2 | Sanitisers could be used before touching biometrics if they cannot be cleaned between users. | | site staff | August 21 and ongoing |
| | 13.3 | Lift control panels should be cleaned between users e.g. using hand sanitisers or anti-viral wipes. | NA | | |
| | 13.4 | Multi user 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 gel available | | August 21 and ongoing |
| | 13.5 | IT equipment should be cleaned between users if it cannot be kept for the sole use of an individual. | | all staff | August 21 and ongoing |
| | 14.1 | Ventilation | Re-numbered from 15 to 14 | | |
| | 14.1.1 | Identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration to activities such as assemblies or events where visitors such as parents are on site, for example school plays and parents evenings. A simple way to do this is : a) look for areas where people work / occupy spaces and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents, b) check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated, c) identify areas that feel stuffy or smell bad. | | site staff | August 21 and ongoing |

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| 14. General controls | 14.1.2 | Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. 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. External opening doors may also be used (as long as they are not fire doors and where safe to do so) Safeguarding and health and safety must be assessed to see if this is appropriate, especially for younger children and pupils with SEN needs and fire procedures will need to be altered to ensure those doors are closed should the fire alarm sound. | | all staff | August 21 and ongoing |
| | 14.1.3 | Where possible open windows to classrooms, offices, staff rooms etc. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. As social distancing, mask wearing and bubbles are no longer in place, consider if corridors and other communal areas where staff and pupils may congregate temporarily can be ventilated. | | site staff | August 21 and ongoing |
| | 14.1.4 | You can continue using most types of air conditioning system as normal. If you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. Air conditioning systems that mix some of the extracted air with fresh air and return it to the rooms, individual room systems or portable units do not need adjusting. Ventilation to chemical stores should remain operational. Mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply. Heating systems that utilise warm air should follow the same principles. Guidance from HSE is available at https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm . | | all staff | August 21 and ongoing |
| | 14.1.5 | To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: a) opening high level windows in preference to low level to reduce draughts, b) purging or airing rooms by opening all the doors and windows fully to maximise the ventilation in a room when they are unoccupied (e.g. between classes, during break and lunch, when a room is unused), c) seeing if there are trickle vents that can be opened , d) providing flexibility to allow additional, suitable indoor clothing, e) rearranging furniture where possible to avoid direct drafts. Lower temperatures and windy weather conditions in the winter months will increase natural ventilation through openings. This means windows and doors do not need to be open as wide. Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the school's current uniform. Where this occurs, schools should ensure that no extra financial pressure is placed on parents. | | site staff | August 21 and ongoing |
| | 14.1.6 | Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Fan conductor heaters can be used in well ventilated areas if your electrical system is suitable. | | site staff | August 21 and ongoing |
| | 14.2 | Learning Outside / Activities Outside | | | |
| | 14.2.1 | Conducting activities e.g. meetings, school events, assemblies etc.. And learning outside is encouraged wherever possible, following hygiene guidelines. Suggestions and Learning Outside the Classroom guides and advice can be found on Evolve. | staff guidance | all staff | August 21 and ongoing |
| | 14.3 | Medical Needs | | | |

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| | 14.3.1 | Staff should be made aware of any 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. | | office staff and Sendco | August 21 and ongoing |
| | 14.3.2 | Food allergies / intolerances information should be shared with catering staff for staff and children they may not already be aware of. | | Office staff | August 21 and ongoing |
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| | 14.4 | Water fountains | | | |
| | 14.4.1 | Water fountains in shared pupil areas should continue to be taken out of use. | | site staff | August 21 and ongoing |
| 15.Educational Visits | 14.4.2 | Water bottles can be filled up from the taps in classrooms so long as the water is potable (drinking) water. Sanitisation of hands and bottle before and after is required. For younger pupils self re-filling can be undertaken under supervision. Schools should take steps to limit the use of single-use plastic water bottles. | | all staff | August 21 and ongoing |
| | 15.1 | Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. From the start of the new school term schools can go on international visits that have previously been deferred or postponed and organise new international visits for the future. Schools should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and schools must comply with international travel legislation and should have contingency plans in place to account for these changes. | | SLT | August 21 and ongoing |
| | 15.2 | Visits should be done in line with protective measures, such as good hygiene and ventilation and the COVID-19 safe measures in place at the destination. Evolve and relevant risk assessments have been altered to reflect this. For domestic day visits schools should complete the Day Visits risk assessment along with any venue specific assessments. | | all staff | August 21 and ongoing |
| | 15.3 | Some organisations and settings may still request that face coverings are worn when on their premises. Discussions should take place when planning visits to see if this is the case and the risk assessments amended accordingly. | | all staff | August 21 and ongoing |

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| 16. PPE for staff and pupils | 16.1 | Government guidance is that face coverings for pupils, adults and visitors are no longer advised by them in communal areas and classrooms. From 19th July, the government has removed the requirement to wear face coverings in law. However, they have said they expect and recommend that they are worn in enclosed and crowded spaces where people may come into contact with people they don't normally meet, including public transport and dedicated transport to school or college. Schools may wish to continue to ask visitors to wear face coverings inside school premises if they are not visitors that staff and pupils will routinely / regularly come into contact with. Transport - It is our recommendation that face coverings are still worn at all times on public and dedicated transport (for persons over the age of 11). Close contact - If staff have to work in close contact with pupils e.g. to supervise science experiments, D&T or Art activities, speech and language work, feeding, etc. face shields or Perspex screens may still be appropriate. Choice - Staff or pupils may still make an individual choice to wear an appropriate face covering or face mask they provide for themselves in areas outside those recommended by local or government guidance. Face shields may offer staff an additional level of protection when working in classrooms with pupils where face masks are not recommended by the government. Alternatively other transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Staff and pupils should also continue to wear face coverings where this is identified as a control measure in their individual risk assessment e.g. WASP / IPRA. | staff guidance and newsletters to parents/carers | SLT | August 21 and ongoing |
| | 16.2 | FFP2 / 3 masks are not generally necessary in a school setting. | Same | | |
| | 16.3 | 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. | | all staff | August 21 and ongoing |
| | 16.4 | If PPE is identified as necessary for certain activities or staff through a risk assessment then this should be provided by the school. | | SLT | August 21 and ongoing |
| | 16.5 | Reusable eye protection / face coverings should be thoroughly cleaned between each individual person being assisted. | | | |
| | 16.6 | Advise staff who may get bodily fluids, including spit, on their clothes from pupils to bring a change of clothes to work. | | SLT | August 21 and ongoing |
| | | See Bulletin 07 - PPE and Bulletin 17 - PPE Ordering. PPE can still be purchased via the PPE Team and the range of items available has extended. | | | |
| | 16.7 | Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them. | | all staff | August 21 and ongoing |
| | 16.8 | It is recommended that staff and pupils using face coverings have at least two available, in individual sealable plastic bags, to enable them to be changed throughout the day and be replaced if they become damp. Re-usable face coverings should be cleaned / washed regularly. | | all staff | August 21 and ongoing |

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| 17. Staff Wellbeing | 17.1 | Consult with and involve staff in the setting up of individual school plans and systems as far as possible and discuss and share this risk assessment with them as part of this consultation process . As staff may feel anxious about being in school and the number of pupils on site arrange staff and 1:1 meetings where necessary to discuss concerns. | | SLT | August 21 and ongoing |
| | 17.2 | Consider building in familiarisation time, training time and practice time for staff before the school opens in September . | | SLT | August 21 and ongoing |
| | 17.3 | The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers | | | |
| | 17.4 | Identify which staff have employee risk assessments that need to be amended and if there are any new ones required for staff now experiencing physical or mental health issues. Be mindful that some staff may be experiencing more anxiety on the return to school in September as whole school control measures have changed . A WASP is available via Leeds for Learning. | | SLT | August 21 and ongoing |
| | 17.5 | It is recommended that regular staff meetings are undertaken with staff on site and that regular telephone, skype etc. communication is held with staff who are not present to maintain contact and assist wellbeing. | | SLT | August 21 and ongoing |
| | 17.6 | Identify Mental Health First Aiders. | | SLT | August 21 and ongoing |
| | 17.7 | Inform staff about support via Education Support Partnerships and HELP Assist (for Community, VC and schools with a HR or H&S SLA). | staff briefings | SLT | August 21 and ongoing |
| | | Guidance on Staff Wellbeing is available on Leeds for Learning. There are a number of free drop in wellbeing sessions for staff run throughout the year. In addition there are modular and bespoke wellbeing courses, Mental Health First Aider courses and WASP courses. Details of these are available on the Schools Health, Safety and Wellbeing Team pages on Leeds for Learning. | | | |
| 18. Contractors visiting site | 18.1 | Where visits can happen outside of school hours this should continue. | | site staff/office staff | August 21 and ongoing |
| | 18.2 | Contractors should provide their risk assessments and discuss additional needs with the school prior to visiting. Contractors should adhere to the schools risk assessment when on site. | | site staff/office staff | August 21 and ongoing |
| | 18.3 | Contractors to carry out regular handwashing or hand sanitising, especially on arrival at the school and throughout their time on site. | | site staff/office staff | August 21 and ongoing |
| | 18.4 | Contractors to follow Government guidelines on self isolating if they or their family members display any symptoms. | | site staff/office staff | August 21 and ongoing |
| | 18.5 | 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. | | site staff/office staff | August 21 and ongoing |
| | 18.6 | 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 / Clean It" principle. | | site staff/office staff | August 21 and ongoing |
| | 18.7 | A record should be kept of all visitors for at least 14 days. | | site staff/office staff | August 21 and ongoing |
| | 19.1 | Professional visitors and lettings should provide you with their own Covid 19 control measures before coming on site. Ensure your own on site Covid-19 guidance and control measures are explained to visitors on or before arrival. | | site staff/office staff | August 21 and ongoing |

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| 19. Lettings / Meetings / Visitors | 19.2 | A separate toilet facility could be identified for the sole use of visitors whilst on site as close as possible to the area of work / their access point into the building and cleaned after their time on site 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. There is a legal requirement to provide hygiene facilities for drivers visiting the site e.g. Delivery drivers, minibus drivers. | | site staff/office staff | August 21 and ongoing |
| | 19.3 | Where visits can happen outside of school or college hours, they should. A record should be kept of all visitors for at least 14 days. | | site staff/office staff | August 21 and ongoing |
| | 19.4 | Support groups for parents and children, such as for breastfeeding, postnatal, and baby and toddler groups, can meet indoors and outdoors. The activities should ensure that a) everyone maintains good hand hygiene and cleans their hands regularly, including as they arrive, between activities, and as they leave, b) adults are asked to wear face coverings where settings have identified this is advisable e.g. when moving around in corridors and in communal areas, c) indoors the areas used are well ventilated with fresh air (see the section on ventilation), d) any rooms used by these groups are cleaned after each use, e) activities take place outside where safely possible, f) a record of all visitors to the setting is kept. Group singing can take place and should follow the guidance below in section 28. | to be assessed on case by case basis | site staff/office staff | August 21 and ongoing |
| | 19.5 | In Early Years settings parents are more likely to come into the premises to drop off / pick up children, settle new children and to help their children adapt to their new environment. From 19 July, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. Following this principle, it is recommended that for meetings / contact with visitors, including parents / carers, that staff : a) continue to socially distance from visitors where possible, b) wear face coverings and ask visitors to wear face coverings during such contact in enclosed / crowded spaces, and c) ensure parents / carers avoid close contact with other children where possible. | parents not on site Sept 21 - to be reviewed | SLT | August 21 and ongoing |
| 20. Pupil Wellbeing | 20.1 | Guidance is available on Leeds for Learning for pupil wellbeing on the Health and Wellbeing Team pages. In addition the Health and Wellbeing Team run free support sessions for children/young people and details are also available on their Team pages. | | | |
| 21. Catering | 21.1 | Inform catering staff of any changes made from this risk assessment e.g. to entry / exit points, fire safety procedures, safeguarding etc.. | | office/site staff | August 21 and ongoing |
| | 21.2 | Where possible catering staff should remain in the kitchen / serving hall and use an entrance / exit as close to the kitchen as possible. Catering staff should be informed they must inform the school if there are any positive cases amongst staff on site and schools should report this using the PCIF01 form. | | catering staff | August 21 and ongoing |
| | 21.3 | Tables / seating set out by catering staff should be cleaned before pupils and staff use them and between sittings. | | catering staff | August 21 and ongoing |
| | 21.4 | 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 distancing and food hygiene. LCC catering staff are allowed to use alcohol based hand sanitisers. | | | August 21 and ongoing |
| 22. Staff Training | 22.1 | School staff should be inducted / become familiar with new working practices before opening the school to pupils in September, this is especially important for staff members who are new or who may not have been in school during the past months. See also 2.1. | staff guidance and training day | SLT | August 21 and ongoing |

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| 23. Drop off of Essential Items Forgotten by Pupils | 23.1 | 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. | | SLT/office staff | August 21 and ongoing |
| 24. Dedicated Transport | 24.1 | The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) unnecessary risks such as overcrowding and these should be minimised, b) additional cleaning of vehicles, c) maximising the ventilation of fresh air particularly through opening windows and vents, d) staff and children 11 and over wearing a face covering unless exempted for medical or other reasons. | NA | | |
| 25. School Sites Shared with other Users e.g. PFI Staff, Children's Centres | 25.1 | 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. | NA | | |
| | 25.2 | Schools who operate a children's centre on other premises (fund holder) should implement the schools Covid 19 risk assessment in that setting. | NA | | |
| 26. Marking / Handling School Work | 26.1 | Staff and pupils can take books and other shared resources home if they can be cleaned. If not, or if work is to be marked, staff can wash hands or sanitise before handling / marking work, at regular intervals throughout and after completing handling / marking. Alternatively resources and marking could be left for at least 48 hours (72 hours for plastic) before and after handling / marking. It is recommended that paper work to be marked is placed in a plastic bag that can be wiped down after collection of work and before handing work back to the pupils. Other suggestions for assessed work include the use of online or electronic assessments or individual worksheets for assessed work so the pupils can retain their exercise books for lessons. Face shields / masks could be used for immediate close contact feedback and visualizers may also help. If pupils or staff have been displaying symptoms any work they have handled during that time should be left for at least 48 hours (72 if plastic). | newsletters and staff guidance | all staff | August 21 and ongoing |
| 27. Before and after school clubs | 27.1 | Before and after school clubs, holiday clubs, wraparound care and extra curricular activities can be offered to all children, without restriction on the reasons for which they may attend. Such activities will be subject to the measures in this risk assessment. If sessions are normally run indoors, consider whether they can be run safely outdoors instead, as the risk of transmission is lower outdoors. Music, performing arts, dance and sporting activities should be carried out in line with the overall risk assessment and additional controls in sections 28 and 29 below. | | all staff | August 21 and ongoing |
| | 27.2 | Where possible keep children and staff in consistent groups. | | | |
| | 28.1 | Singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume. However, there is now evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting loudly, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Indoor and Outdoor performances in front of a live audience should follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance schools should also give particular consideration to the guidance on delivering outdoor events. Consider still using alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission. | staff guidance | All staff | August 21 and ongoing |

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| 28. Music and Performing Arts - for detailed guidance follow https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts | 28.2 | Playing instruments and singing should still take place outdoors wherever possible. If indoors, it is important to ensure good ventilation and where possible use a room with as much space as possible. In addition rooms with high ceilings are expected to enable dilution of aerosol transmission. | staff guidance | All staff | August 21 and ongoing |
| | 28.3 | Position pupils and staff back-to-back or side-to-side when playing or singing where possible (rather than face-to-face). Position wind and brass players so that the air from their instrument does not blow into another player and use microphones where possible or encourage singing quietly. Additionally, schools should keep any background or accompanying music to levels which do not encourage persons to raise their voices unduly. | staff guidance | All staff | August 21 and ongoing |
| | 28.4 | Avoid sharing instruments and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users. Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. Limit handling of music scores, parts and scripts to the individual using them. Instruments should be cleaned by the pupils playing them, wherever possible. | | all staff | August 21 and ongoing |
| | 28.5 | Agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument. | NA | | |
| 29. PE / Sports including dance. | 29.1 | Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible). Ensure particular attention is paid to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. Sports equipment that has been touched / handled should be cleaned between groups and pupils and staff should clean their hands before and after activities. Alternately you can rota use so it is not used for 72 hours between groups. Hand sanitiser would be useful to use regularly during sporting activities. | | all staff | August 21 and ongoing |
| | 29.2 | Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Follow guidance issued by national governing bodies for team sports for any additional control measures that may be recommended. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events . Both outdoor and indoor competition between different schools can take place and should be organised in line with the above guidance. | | SLT/PE lead | August 21 and ongoing |
| | 29.3 | PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures. | | SLT/PE lead | August 21 and ongoing |

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| | 29.4 | To minimise time spent in changing rooms if they are poorly ventilated settings may wish to consider allowing pupils to wear PE kits on the days they are doing PE or coming to school / going home in PE kits if lessons are near the beginning or end of the day. Where this is not possible / practicable e.g. cold weather, other activities on the same day that require more of the body to be covered, ensure pupils have cooled down prior to changing to minimise changing whilst still sweating / breathing heavily. | P.E kits to be worn on P.E days | all staff | August 21 and ongoing |
| 30. Science and D&T | 30.1 | CLEAPSS have extensive guidance on lesson delivery with Covid 19 controls (which is being updated at present) https://www.cleapss.org.uk/ | | | |
| 31. Shared Resources / Areas | 31.1 | General - Resources that are shared between groups, such as sports, art and science equipment should be cleaned between groups of users, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics). | | all staff | August 21 and ongoing |
| | 31.2 | General - in returning to more 'normal' operation consider reducing clutter and removing difficult to clean items. Consider how soft furnishings can be cleaned and ensure this is carried out on a regular basis. 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. Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. The exception to this would be a piece of equipment such as a weighted blanket that is required for a specific sensory need. The risks generated by removing this support could potentially be greater than the risk of infection. Such equipment should remain solely for the use of a limited number of pupils and be washed at the end of every day. | | site staff | August 21 and ongoing |
| | 31.3 | Staff Rooms - shared resources such as fridges, milk, tea, coffee etc.can be used. Staff should wash / sanitise hands before and after handling shared resources and follow the 'If you use it - Wipe / Clean it' principle. | masks and only 6 in staff room | all staff | August 21 and ongoing |
| | 31.4 | Play equipment - Indoor and outdoor play equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. Strict hand hygiene is essential if equipment is shared and users must wash / sanitise their hands before and after using outdoor play equipment. | | all staff | August 21 and ongoing |
| | 31.5 | Classroom resources - For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared and these should be cleaned regularly, along with all frequently touched surfaces. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. | | all staff | August 21 and ongoing |
| | 31.6 | Early Years - Shared materials and surfaces should be cleaned and disinfected more frequently. Malleable materials for messy play (for example sand/water/mud) must be able to be used and cleaned - including being replaced - regularly in accordance with the manufacturer's instructions, where applicable. Children and staff should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources for messy play should be thoroughly cleaned and dried before they are used by a different group. | | All staff | August 21 and ongoing |
| | 31.7 | Pupils can take resources e.g. library books, home as long as they are quarantined for 48 hours (72 if plastic) on their return if they cannot be cleaned. | | | |

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| | 31.8 | Toilets | | | |
| | 31.8.1 | Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. The use of hand sanitiser stations outside / inside toilets may assist with this. | | siTe staff | August 21 and ongoing |
| | 31.8.2 | Wash hands before and after using the toilet (or use hand sanitisers if hand washing is difficult to achieve). | pupil and staff guidance | all staff | August 21 and ongoing |
| | 31.8.3 | 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. | NA | | |
| | 31.8.4 | Signage to the backs of toilet doors and above sinks could be provided to remind pupils and staff to wash their hands and follow the "If You Use It – Wipe / Clean It" principle (for older pupils, staff and visitor facilities). Provide bins for the disposal of wipes if not already in place. | | ALL staff | August 21 and ongoing |
| | 31.9 | 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 / Clean It" principle. | | all staff | August 21 and ongoing |
| 32. Record Keeping | 32.1 | Good record keeping is key to managing any potential positive cases and / or outbreaks. | | | |
| | 32.2 | Records of visitors, agency staff, volunteers etc.. and who they have been working with should also be kept. In order to keep this proportionate you can utilise existing recording practices e.g. signing in / out systems, meeting registers, training records, physical intervention records and first aid records. | | office staff | as previously |
| | 32.3 | It is good practice to record cases where pupils and staff are symptomatic or test positive / negative as this will help identify close contacts if needed and whether there is a potential outbreak. | | office staff | as previously |
| | 32.4 | A record should be kept of which staff have assisted pupils or staff who are displaying symptoms. This could be via first aid records or could be added to the simple covid case spreadsheet. | | office staff | as previously |
| 33. Use of school minibuses / transport e.g. for visits, transfer between settings, emergencies | 33.1 | The approach to minibus / coach / private vehicle transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your setting. It is important to consider: a) additional cleaning of vehicles, b) passengers cleaning their hands before boarding and after disembarking (putting sanitiser on whilst on board could cause spillages and slip hazards), c) drivers and escorts regularly hand sanitising throughout the journey and after tasks such as helping a child board or handling a child's belongings, d) maximising the ventilation of fresh air particularly through opening windows and vents, e) avoiding the use of face to face seating on home to school transport wherever possible and f) the use of face coverings for staff and children 11 and over. Children should be encouraged to carry tissues on home to school transport. These will need to be disposed of in a covered bin. Where it is not possible to have a bin on board, schools should have a suitable disposal process on arrival, in line with their process for disposing of face coverings. | staff guidance | SLT | August 21 and ongoing |
| | 33.2 | If using private vehicles or car sharing the following should be considered : a) sharing the transport with the same people each time, b) minimising the group size at any one time, c) opening windows for ventilation, d) travelling side by side or behind other people, rather than facing them, where seating arrangements allow facing away from each other, f) cleaning the vehicle between journeys using standard cleaning products especially making sure door handles and other areas that people may touch are cleaned, and e) drivers and passengers wearing face coverings. | staff guidance | SLT | August 21 and ongoing |
| | 34.1 | An asymptomatic lateral flow device testing programme has been put in place in the school. | | SLT | ongoing |

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| 34. Asymptomatic Testing | 34.2 | Staff and pupils (where relevant) are encouraged to take part in the programme and provided with information, guidance and the opportunity to discuss any issues / concerns and raise questions. | | all staff | ongoing |
| | 34.3 | Where relevant, pupils are being offered 2 lateral flow tests in the school on site testing site followed by regular twice weekly home testing on their return to school in September. | NA | | |
| | 34.4 | Staff and pupils (where relevant) who are attending activities on site during the summer break should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities. There is no need for primary age pupils in year 6 to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances | | | Ongoing |
| | 34.5 | Sections 3 or 4 of this risk assessment are being followed by the school and staff / pupils taking part. | | | |
| 35. Indoor and Outdoor Events - these should be followed in addition to the other controls in this risk assessment. | 35.1 | General Controls | | | |
| | 35.1.1 | Carry out events outdoors wherever possible. If indoors, use a large well ventilated space. | Each event to be risk assessed individually and guidance provided for all participants | SLT | |
| | 35.1.2 | In line 11.3 above, it is recommended that for events involving contact with visitors, including parents / carers, that : a) staff continue to socially distance from visitors where possible, b) staff wear face coverings and visitors are asked to wear face coverings during events in enclosed / crowded spaces, c) visitors are asked to avoid close contact with pupils who are not part of their household where possible. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.1.3 | Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.1.4 | Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g. hand sanitiser dispensers / sinks, to enable this to take place. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.1.5 | Consider how you can make any visitor interaction areas i.e. reception areas, safer, e.g. with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.1.6 | From 19 July, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where persons may come into contact with people they don't normally meet. Following this principle, it is recommended that attendees who are not part of the school population are asked to wear face coverings for indoor events or when accessing indoor facilities. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.1.7 | Ensure attendees are informed of the need to be mindful that individuals may still wish to socially distance. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.1.8 | Dancing is permitted. However, due to the increased risk of transmission it is recommended such activities take place outside or in a larger well ventilated space where possible. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.1.9 | Risk assess whether staff, especially those who are CEV, CV or at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.1.10 | Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |

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| | 35.2 | Arrival, departure and movement around the premises. | | | |
| | 35.2.1 | Consider if a staggered arrival and departure of attendees or a timed entry is possible, as well as looking at the flow and dispersal across the event site of attendees to assist in preventing large numbers of people do not congregate in any one area of the site. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.2.2 | Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.2.3 | Where possible, create one way systems for entry / exit and movement around the site / buildings and bring attendees in / out by the shortest route e.g. by direct access to the hall / performance space/ playground. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.2.4 | In line with 18.2 above visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day where possible . | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |
| | 35.2.5 | Provide allocated seating where possible and consider deploying marshalling staff to manage crowding before and after events. Marshalling may also be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding. | Each event to be risk assessed individually and guidance provided for all participants | SLT | August 21 and ongoing |

Section 3 - On site and Home Mass Asymptomatic Testing for Secondary and SILC settings.



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| Area of control | Control Measures | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
|-----------------|------------------|---------------------------------------|--------------------------|----------------|
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Secondary and SILC schools - staff - twice weekly home testing 3 / 4 days apart (where possible) and **2 tests** (3 -5 days apart) for pupils on return to school followed by twice weekly home testing. Detailed guidance is available on the DfE Schools Portal.

On Site Mass Testing

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| | 1.1 | Assessing and identifying the staff and area(s) to be used. | | | |
| | 1.1.1 | Identify which staff and pupils have given consent for tests to be carried out. Persons should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual or parent / carer at any time and they should not be directed to or forced to take the tests. Staff and pupils attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid-19. | | | |
| | 1.1.2 | Identify the number of testing bays and testing personnel likely to be needed. Use the data obtained from step 1.1.1 in the workplace toolkit. This can then be used to identify the personnel and space required for a testing area. | | | |
| | 1.1.3 | Identify appropriate staff / volunteers to carry out the roles required. Consideration should be given to their suitability for the role e.g. underlying health conditions, vulnerable family members. | | | |
| | 1.1.4 | Staffing levels should be sufficient to allow breaks for staff and to reduce risk of errors due to fatigue. | | | |
| | 1.1.5 | Identify 1 / more than 1 suitable dedicated testing area(s) in the school. Testing areas require : | | | |
| | | a. Adequate space to follow the layout requirements for the testing areas, bays each bay and associated support stations in the " How to Guide ". This includes allowing for safe movement between registration desks, testing bays, a one way system, entry and exit points and a socially distanced waiting area (if required). You may be able to use a space adjacent to and connected to the testing area for the registration desk. | | | |
| | | b. Adequate ventilation (in line with Section 2 of this risk assessment) and lighting. Consider if additional task lighting is required for those processing the tests and at other stations in the testing area. | | | |
| | | c. A non porous floor and readily cleansable surfaces. Temporary floor coverings could be used e.g. installing temporary hardcovers on carpets, to facilitate cleaning. | | | |
| | | d. Privacy - it should not be possible for passers by / staff and pupils in other areas to see persons visiting the testing area whilst they are being tested. | | | |
| | 1.2 | Setting up the Testing Area. | | | |
| | 1.2.1 | Set up the testing area in accordance with the "How to Guide ". It is recommended bays are numbered and the bay number is written on the test kit and entered on the school records so that any issues with high numbers of inconclusive tests e.g. faulty batches, staff training issues can be identified and rectified. | | | |
| | 1.2.2 | It is recommended signage and floor marking is used to identify the entrance and exit, one way system and the outline of the bays (if screens are not used). It is also recommended the floor is marked in front of each testing bay where the person being tested can stand whilst waiting to be called forward / being given instructions. | | | |
| | 1.2.3 | Testing bays should be set up and provided with the facilities outlined in the How to Guide. | | | |
| | 1.2.4 | Suitable seating should be available if persons taking the tests need to or wish to do the test in a seated position. Any seating provided must be readily cleansable and be cleaned before and after each use. | | | |
| | 1.2.5 | Consider if alternative tables / facilities are required for persons in wheelchairs. | | | |

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| ST 1. Setting Up the Testing Area. | 1.2.6 | Fixed or standing mirrors may be easier for some persons to use whilst taking the test. Consider the potential height of users in positioning fixed mirrors. | | | |
| | 1.2.7 | To provide a degree of privacy to persons undertaking the test consider the use of opaque or solid screens either side of the testing bay. Any screens used should be of adequate height / size to afford privacy and must be readily cleansable. Wipeable sheeting could be used to cover screens / dividers that you may already have in school that are not cleansable. | | | |
| | 1.2.8 | Closely located toilets and wash basins for the sole use of staff working in the testing area should be available. Staff using these should still follow social distancing, hand hygiene and the 'Use it Wipe It' principle. | | | |
| | 1.2.9 | Depending on the time of day / length of time the testing area is in operation, a separate break area for the sole use of staff working in the testing area may be needed so they do not need to go into the main school staff rooms whilst they are involved in testing. This should be cleaned regularly in line with the enhanced cleaning programme in school. | | | |
| | 1.2.10 | In addition to or instead of timers in each bay, it may be useful to provide a large clock visible to the processing staff to assist in the timing of the test development. Processing staff should write the time of the test on the test vial or the LFT device. | | | |
| | 1.2.11 | It is recommended bins are provided in each bay and at each station in the testing area to ensure waste is easily and correctly disposed of. Bins should be unlidged or foot operated. See also Waste disposal below. | | | |
| | 1.2.12 | Consider pre-making up testing kits / processing kits and placing in individual containers. It may also help to mark up processing desks to keep tests separate whilst they are processing. For example:  | | | |
| | 1.2.13 | Consider the use of separate containers for the sheets for test results awaiting entry onto the DHSC log and school log and those that have already been entered. For example :  | | | |
| | 1.3 | After mass on site testing of pupils has been completed | | | |
| | 1.3.1 | A small on-site testing centre e.g. 1 to 3 bays, that complies with this Section and the 'How to Guide' should be retained so that testing can be offered to pupils (and staff if relevant) who are unable or unwilling to test themselves at home or who return to school after the majority of pupils e.g. pupils who are shielding and need to undergo the 3 tests before starting home testing. | | | |
| ST 2. Training / competency | 2.1 | All staff / volunteers involved in the testing process must complete the online training accessed via the schools portal for the roles they will be / are undertaking. In order to provide flexibility to the process of testing and opportunities for rotation it is recommended persons train for multiple roles e.g. registration, sample processing, data entry. Only staff who have passed the assessments should commence testing and schools/colleges are responsible for ensuring this is the case. | | | |
| | 2.2 | Carry out several dummy runs before starting the testing for real. This will enable testing staff to gain competency / confidence before the actual testing takes place. This is especially important as the Orient Gene tests are carried out / processed differently to the Innova tests. | Amended | | |

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| | 2.3 | Consider that pupils who have never swabbed before may take longer to undertake the swabbing process at first start compared to staff that are now familiar with it. This may impact on how many tests can be carried out each day and the rota for pupils attending to take their tests. | | | |
| | 2.4 | Staff competency at their roles should be assessed at regular intervals throughout the process e.g. weekly. The checklists on the school portal could be used to assist with this. Any areas for improvement should be addressed. | | | |
| ST 3. Storage and management of Testing Materials / Supplies for the Testing area. | 3.1 | Testing kits should be stored between 2°C and 30°C and the antigen LFD devices and reagents must be between 15°C and 30°C during use. | | | |
| | 3.2 | Storage areas should be lockable and access restricted to authorised personnel only. | | | |
| | 3.3 | Checks of supplies should be undertaken at the end of each session to ensure there are adequate supplies of all relevant materials for the testing area before testing commences for the next session e.g. at the end of each day for the following day. | | | |
| ST 4. Waste Disposal | 4.1 | Waste generated by the testing area can now all be disposed of as general waste your mainstream waste disposal routes. It no longer needs to go in yellow / clear or 'tiger' bags and be disposed of as healthcare waste. | | | |
| ST 5. PPE | 5.1 | Staff working in the testing area must don and doff PPE in line with the guidance in the Schools and Colleges "How to Guide" available on the DfE Schools Portal. | | | |
| | 5.2 | Staff working in the testing area should wear and change PPE as identified below. A session is considered to end when a worker leaves the setting i.e. at break or end of shift. New PPE should be worn for each session. In addition PPE should be changed if protective properties are compromised or contaminated from secretions. | | | |
| | 5.3 | Staff processing / handling the tests should wear IIR masks and eye protection / face shields, disposable glove and aprons. Gloves must be changed after each test and the rest changed at the end of each session including after breaks. | | | |
| | 5.4 | Staff undertaking cleaning of the area should wear IIR masks and eye protection / face shields, disposable gloves and aprons. This should be changed at the end of each session including breaks and immediately after cleaning up spillages. | | | |
| | 5.5 | All other staff working in the testing area e.g. co-ordinating supplies and queuing, registering and recording should wear IIR masks at all times and use and replace these in line with Point 17. PPE in Section 2 of this RA and at the end of each session including breaks. | | | |
| | 5.6 | Persons taking the test should wear a face mask / face covering at all times except when they are physically carrying out the test on themselves / being assisted to carry out the test. | | | |
| | 5.7 | Staff directly assisting persons to undertake tests should wear IIR masks and eye protection / face shields, and disposable aprons and gloves These should be changed between each person being assisted. | | | |
| | 5.8 | All Testing centre staff must not leave the testing area without removing and disposing of their PPE appropriately or before donning any new PPE required in areas of the school outside of the testing area. | | | |
| | | Before the Test | | | |
| | 6.1 | It is recommended schools pre-register pupils who have consented to the test on the DHSC portal before they attend the testing area. | | | |
| | 6.2 | To inform staff and pupils and to alleviate anxiety around the testing process it is recommended staff and pupils are provided with information about the process and the chance to raise any specific questions / concerns. Consider using the videos and materials on the schools portal, the videos / photographs from other schools on Leeds for Learning, producing your own video / photographs of the process / testing area. If pupils have higher anxiety it is possible to carry out 1 : 1 controlled walk through of the area. All staff and pupils / parents / carers should be provided with the privacy statement. | | | |
| | 6.3 | Ascertain if staff or pupils need assistance with administering the test or taking part in the process e.g. pupils with SEN who may need emotional / reassurance support. Trained staff can assist individuals with the test if they are unable to conduct the test themselves. Assisted swabbing (such as performing the swab for someone who is unable to self-swab) does not need to be done by a clinician. There is training and guidance on how to perform assisted swabbing on the DfE schools portal. Any staff carrying this out should be appropriate i.e. known and trusted, for the person being assisted and be familiar with the process and the person they are assisting. There may also be circumstances where staff may need assistance / practice on site initially before they are comfortable with home swabbing. This should be carried out in the testing area. If a pupil cannot swab their nostrils an Innova test with just a throat swab can be used instead of an Orient Gene test. | Amended | | |

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| ST 6. Conducting the on site tests | 6.4 | Inform staff and pupils to notify a named person in school if they have any particular concerns / issues relating to the taking of the test that they may require assistance with e.g. conducting the test when no-one else is if they have a strong gag reflex. | | | |
| | 6.5 | Consent to be tested can be withdrawn at any stage including during the test. This includes verbal withdrawal. No staff or pupils should be forced or coerced in any way to undertake the tests. | | | |
| | 6.6 | Where a school feels it may not be appropriate or safe to test a pupil who has parental / carer consent they should discuss this with the parent / carer (and pupil where possible). | | | |
| | 6.7 | All pupils can be part of the on site or home testing programmes. Staff carry out twice weekly home testing. | Amended | | |
| | 6.8 | Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Staff that have had the Covid-19 vaccine can still take part in the LFT programme. | Amended | | |
| | 6.9 | It is recommended that pupils to be tested are given an appointment time / time slot to attend or (if the number of bays and waiting space allows) this may be a group time. If pupil testing starts from the first day of term / attendance a pupils first on-site test should be as soon as possible after they arrive at school and they will be allowed to resume face to face learning if they test negative after that first test. | Amended | | |
| | 6.10 | All persons taking tests should be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms. | | | |
| | 6.11 | Due to the nature if the activity in the test centre social distancing should still be followed inside the centre. | Added | | |
| | 6.12 | Where possible, testing should be carried out in the morning to limit the potential contact time that persons who test positive will have had with other staff / pupils and to allow the re-taking of inconclusive tests as soon as possible. | | | |
| | | During the Test | | | |
| | 6.12 | Access to the testing area should be controlled and social distancing between those taking the tests and testing area staff should be observed wherever possible. | | | |
| | 6.13 | Persons being tested should wash their hand / sanitise immediately before / upon entering the testing area. | | | |
| | 6.14 | Persons undertaking the test should be informed they must sanitise their hands before / after they carry out the test. If pupils are wearing face coverings they should also sanitise before and after re-donning their face coverings. Removal / re-donning of face coverings should be carried out in the testing bay and not whilst they are waiting to enter the bay or after they have exited. | Amended | | |
| | 6.15 | Persons being tested should be asked to read the testing instructions and / or have them explained to them prior to taking the test. This should be done before they remove any face coverings. | Amended | | |
| | 6.16 | It is recommended that the processing staff open the correct end of the swab package and peel it down a short distance before handing the swab package to the persons being tested. This will help avoid the wrong end of the swab being handled. Where possible a combined nose and throat swab should be taken. However, a person-centred approach should be used to assess which sample to take from each child or young person. A child or young person may find it difficult to take a throat swab due to their having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or they are having a strong gag reflex. In such cases, where a combined nose and throat swab is not possible, a nose swab from both nostrils can be taken. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice. | | | |
| | 6.17 | Once the test swabbing has been undertaken it is recommended the processing staff place the rack with the test vial in onto the table in front of the person carrying out the test for them to place the swab into swab end down. Holding onto the rack whilst they place the test swab into it may prevent accidental spillages and the need for the swab to be re-done. | | | |
| | 6.18 | If, at any point during the test, the swab end touches any surface apart from the vial it is being deposited into, or any part of the person being tested other than those required for swabbing, the swab should be discarded and a new one issued. | | | |
| | 6.19 | Once the processing staff have confirmed the swab is safely in the vial the person being tested can leave the testing bay / area and await their results. | | | |
| | 6.20 | Tests should be handled and processed in line with the guidance in the How to Guide. | | | |
| | 6.21 | Results should be actioned as below in 7. | | | |

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| | 7.1 | Positive result - individual and their household should start self isolation following government guidance straight away as only a very small proportion of people who do not have coronavirus will receive a positive result (false positive) from a LFT. Where a pupil has tested positive for coronavirus (COVID-19), they need to be sent home. The parent or carer should be contacted to make arrangements for the pupil to journey home as soon as possible. They may walk or cycle if it is possible for them to do so and they are able to keep a safe distance from others. They must not travel on public transport. In exceptional circumstances, where it is not possible for the parent or carer to make arrangements for the pupil's journey home, home to school transport may be provided. | | | |
| | 7.2 | NHS Test and Trace will undertake any close contact tracing. All Positive LFD tests require the individual to get a PCR test to confirm the result. If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19. | Amended | | |
| | 7.3 | Negative result - individual and household can continue as normal. | | | |
| | 7.4 | Invalid result - the individual should re-take a LFT as soon as possible and relevant action should then be taken when a positive / negative result is obtained. | | | |
| | 7.5 | If the second test is invalid or void the person should take a PCR test and relevant action should be taken when a result is obtained. Persons do not need to isolate whilst awaiting the results if they are asymptomatic. | | | |
| ST 8. General | 8.1 | Social Distancing - staff working in the testing area should maintain a 2m distance from other staff and persons attending the testing area whenever practicable. It is appreciated that for some roles in the testing area and at certain points in the process this may not be possible all the time. Timetabling test times will help with this. | | | |
| | 8.2 | Regular reviews and quality assurance checks should be carried out of the testing area and procedures to ensure they are effective and the correct procedures are being followed. | | | |
| ST 9. Hygiene / cleaning | 9.1 | After taking the test the individual should wipe down the table, mirror and any areas touched with an anti-viral wipe. This should be overseen by the processing staff or staff assisting with test administering. If persons taking the test are not capable of doing this / there are doubts as to the thoroughness of the cleaning these areas should be cleaned / wiped by testing centre staff wearing the appropriate PPE as identified above. | | | |
| | 9.2 | Cleaning should be carried out regularly following schools cleaning procedures, especially frequent touch points as detailed in Section 2 of this risk assessment. Cleaning should be undertaken at the end of each session. | | | |
| | 9.3 | Spillages – any spillages should be cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area should be paused until it is safe to continue. | | | |
| | 9.4 | Once the area has had the final thorough clean of the day it should be secured and access restricted to authorised persons only. | | | |
| ST 10. Record keeping / Reporting. | 10.1 | Schools must keep records of : a) the consent forms and any withdrawal of consent, b) their own records of the results of tests, c) when a child or young person has required assistance with swabbing and a parent or member of staff has assisted or performed the swabbing. | | | |
| | 10.2 | Records must be kept in accordance with GDPR requirements. The test results register should be kept for a month after the last entry. | | | |
| | 10.3 | There is an example register on the School Portal. Schools can amend and tailor this to their own needs provided they still contain the data identified in the samples. | | | |
| | 10.4 | All positive results should also be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk). | | | |
| Home Mass Testing | | | | | |
| | 11.1 | Staff and pupils should be provided with the school amended letter for staff and pupils and privacy notice (on the schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the schools portal to enable them to make an informed decision regarding consent for weekly home testing. It is recommended this is done as a group in staff meetings / class time for those pupils in school to give a consistent message and it could be done via a virtual staff meeting with time during / after for staff / pupils to ask questions / raise any issues or concerns. | Amended | | |
| | 11.2 | Staff and pupils should be informed that if they consent to testing they must carry out the testing at the time agreed with the school, follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible | | | |

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| ST11. Organising the home testing system | 11.3 | Identify and record which staff and pupils have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Covid - 19. | | | |
| | 11.4 | Set up a system of recording the distribution of test packs and the results of testing carried out. Orient Gene tests must not be given out for home testing. | Amended | | |
| | 11.5 | One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include : | | | |
| | | a) who is communicating with staff and pupils and addressing any personal issues / concerns with regards to testing they may have. | | | |
| | | b) who is distributing the correct number of kits to staff and pupils, ensuring they have the right instructions and are signing for the test kits. | | | |
| | | c) who is the point of contact for staff and pupils if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Schools EY LFD Testing" document could be used. | | | |
| | | d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form. | | | |
| | | e) who is managing the storage, stock control and re-ordering of test kits. | | | |
| | 11.6 | It is recommended staff (and pupils if relevant) undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person. | | | |
| ST12. Storage and management of Testing Materials / Supplies for the Testing area. | 11.7 | Set up a collection point in school for the distribution of the test packs / decide how to distribute packs. Any space used should be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2°C and 30°C . For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen. | Amended | | |
| | 11.8 | The lot numbers of the testing kits provided should be recorded on arrival. | | | |
| | 12.1 | Testing kits should be stored between 2°C and 30°C. | | | |
| | 12.2 | Storage areas should be lockable and access restricted to authorised personnel only. | | | |
| ST 13. Issuing tests | 12.3 | Checks of supplies should be regularly undertaken to ensure there are adequate supplies of all relevant materials for the testing to be undertaken and stocks re-ordered as required. | | | |
| | 13.1 | Staff and pupils are expected to sign for the receipt of their test kits. | Amended | | |
| | 13.2 | If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers, peripatetic teachers etc.. you could include them in your testing offer if the amount of kits you have been provided with allows for this. This would need to be done in consultation with the contractors / managers and test results would need to be shared between both parties. Those persons would be expected to follow the same procedures as your own staff. | | | |
| | 13.3 | All staff and pupils consenting to testing should test twice a week as the tests work best when there is a high viral load. This will apply to part time and full time staff. | | | |
| | 13.4 | It is recommended staff and pupils are given time slots for the collection of their test kits to avoid people congregating in the area. You may wish to allocate staff to deliver the testing kits to staff in areas where they are based and pupils directly during the registration process in classrooms. Staff distributing / collecting test kits must hand sanitise before / after handling kits. | Amended | | |
| | 13.5 | When issuing test kits the issuer must complete the test kit log - see record keeping below. | | | |
| | 13.6 | Test kits should be issued with the most up to date Instructions for Use leaflet (at this current time test kits may not have the most up to instructions included) . It is recommended staff and pupils are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff and pupils can still access the instructions if they loose the leaflet. | | | |
| | 14.1 | When testing at home, pupils aged 18 and over should self-test and report the result, with assistance if needed. Pupils aged 12-17 should self-test and report with adult supervision. The adult may conduct the test if necessary. When testing at home children aged 11 (who attend a secondary school) should be tested/swabbed by an adult. | | | |

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| ST14. Conducting the Tests | 14.2 | Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and Wednesday or Thursday. Consider identifying set days for staff and pupils to undertake their tests. It is recommended one of the days is the first day they are in school each week / the day before. This may mean the same set day for all staff or different set days depending on the working patterns of staff. | | | |
| | 14.3 | Consider the time consenting staff and pupils will take the test. This may be : a) in the morning to minimise the chance of being exposed to Covid after taking the test or (b) late afternoon / evening to enable time for the school to take action to manage absences in the event of a positive result, and for staff and pupils to have the time to re-take a test if they get void results. | Amended | | |
| | 14.4 | Staff and pupils that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Staff that have had the Covid-19 vaccine can still take part in the LFD testing programme. | Amended | | |
| | 14.5 | The LFD test kits should be stored between 2°C and 30°C. However the devices and reagents must be used between 15 °C and 30 °C during use so if they are stored somewhere colder than 15 °C they should be moved to a room temperature area for around 30 minutes before use. | | | |
| | 14.6 | Staff and pupils should : a) wait at least 30 minutes after eating or drinking anything before starting the test. | | | |
| | | b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one. | | | |
| | | c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first. | | | |
| | | d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy or swab the throat if they cannot do nose swabs. | | | |
| | | e) Wash their hands or hand sanitise before taking the test. | | | |
| | | f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time. | | | |
| | | g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer. | | | |
| | 14.7 | If a test result is Inconclusive / Void the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. If both tests are void the member of staff or pupil should arrange to have a PCR test. | | | |
| | 14.8 | The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant. | | | |
| | 14.9 | As soon as possible after a positive or negative result staff and pupils should upload their results to the NHS online at www.gov.uk/report-covid19-result or by contacting 119. They must also inform the school via the identified route / at the identified time. | | | |
| | 14.10 | Staff and pupils should report any issues with testing to the school e.g. unable to take the test, missing / broken / damaged items, unable to log results with NHS, void results. The school can monitor and / or then raise this with DfE helpline or 119 as identified in the How to Guide. | | | |
| ST 15. Test results and actions to take | 15.1 | Positive result - individual and their household should start self isolation straight away and the individual should get a PCR test to confirm the result. | | | |
| | 15.2 | NHS Test and Trace will undertake any close contact tracing. | Amended | | |
| | 15.3 | If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19. | | | |
| | 15.4 | Negative result - individual and household can continue as normal unless they have symptoms of Covid-19. | | | |
| | 15.5 | Inconclusive / Void result the individual should take another LFD test as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff or pupil should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic. | | | |
| | 16.1 | Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff and pupil signatures on collection and c) their own records of the results of tests. | | | |
| | 16.2 | Records must be kept in accordance with GDPR requirements. | | | |

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| ST 16. Record keeping / Reporting. | 16.3 | The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples. | | | |
| | 16.4 | The data in the LFD test kit log should not be kept in the log for longer than 12 months from the date on which it is collected. Please note that the Department of Health and Social Care may request data from the test kit log at any time within the 12 month period. The test results register should be kept for a month after the last entry. | | | |
| | 16.5 | All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk). | | | |
| ST 17. Waste Disposal | 17.1 | Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste. | | | |

Section 4 - Home Mass Asymptomatic Testing for Primary and Nursery Settings - **daily serial testing for close contacts is not to be undertaken at the present time unless part of the NHS evaluation programme.**

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| Area of control | Control Measures | | Additional / altered measures / notes | Implemented by : Initial | Date Completed |
|---|------------------|--|---------------------------------------|--------------------------|---------------------|
| Primary and School Nursery Settings - currently limited to twice weekly staff home tests. Guidance and Resources are available on the Primary School Portal - a link is available on the Leeds for Learning Health, safety and Wellbeing Home page. | | | | | |
| PT1. Organising the testing system. | 1.1 | Staff should be provided with the school amended letter for staff and privacy notice (on the Primary schools portal), information leaflet, time to watch the how to test video and access to the relevant materials on the primary schools portal to enable them to make an informed decision regarding consent for weekly testing. .It is recommended this is done as a group in staff meetings to give a consistent message and it could be done via a virtual staff meeting with time during / after fro staff to ask questions / raise any issues or concerns. | Ammended letter to be provided | SLT | Sep-21 |
| | 1.2 | Staff should be informed that if they consent to testing they must carry out the testing at the time agreed with the school, follow the instructions in the test kit, must not give the test kits to anyone else and must upload their results and inform the school as soon as possible | In guidance booklet and briefing | SLT | Jan 21 and ongoing |
| | 1.3 | Identify and record which staff have given consent to carry out twice weekly testing. Staff should be encouraged to undertake testing as it is an additional control measure on top of those already in place, however, consent is voluntary and can be withdrawn by the individual at any time and they should not be directed to or forced to take the tests. Staff attending school who do not consent to the test can still attend school as normal if they do not have symptoms of Coved - 19. | | SLT | Jan 21 and ongoing |
| | 1.4 | Set up a system of recording the distribution of test packs and the results of testing carried out. | Admin staff to manage | SLT | Jan 21 and ongoing |
| | 1.5 | One or more COVID-19 co-ordinators school be identified and they may need to be supported by a separate Registration Assistant. The roles each person will carry out should be identified and should include : | Admin staff | SLT | Jan 21 and ongoing |
| | | a) who is communicating with staff and addressing any personal issues / concerns with regards to testing they may have. | Admin staff | SLT | Jan 21 and ongoing |
| | | b) who is distributing the correct number of kits to staff, ensuring staff have the right instructions and are signing for the test kits. | Admin staff | SLT | Jan 21 and ongoing |
| | | c) who is the point of contact for staff if they have incidents whilst testing at home and who is reporting any incidents and overseeing the process. The incident form in the "How to Guide - Primary Schools EY LFD Testing" document could be used. | Admin staff | SLT | Jan 21 and ongoing |
| | | d) who is receiving, recording and collating tests results including reporting any positive results to DCS Alert via the PCIF 01 form. | Admin staff | SLT | Jan 21 and ongoing |
| | | e) who is managing the storage, stock control and re-ordering of test kits. | Admin staff | SLT | Jan 21 and ongoing |
| | 1.6 | It is recommended staff undertaking testing are made aware of who has responsibility for each of these roles so they can report results and raise any issues / questions with the appropriate person. | Admin staff | SLT | Jan 21 and ongoing |
| | 1.7 | Set up a collection point in school for the distribution of the test packs - this should be able to be secured to prevent unauthorised access e.g. the staff room. The temperature of the area should be between 2°C and 30°C . For schools with a screened reception desk with a secure office space this may be a suitable option so kits can be handed out via the screen. | | SLT | Sept 21 and ongoing |
| | 1.8 | The lot numbers of the testing kits provided should be recorded on arrival. | | SLT | Jan 21 and ongoing |
| PT 2. Storage and management of | 2.1 | Testing kits should be stored between 2°C and 30°C. | | SLT | Jan 21 and ongoing |

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| PT 2. Storage and management of Testing Materials / Supplies for the Testing area. | 2.2 | Storage areas should be lockable and access restricted to authorised personnel only. | | SLT | Jan 21 and ongoing |
| | 2.3 | Checks of supplies should be regularly undertaken to ensure there are adequate supplies of all relevant materials for the testing to be undertaken and stocks re-ordered as required. | | SLT | Jan 21 and ongoing |
| PT 3. Issuing tests | 3.1 | The tests should be offered to all staff. Staff are expected to sign for the receipt of their test kits. | | SLT | Jan 21 and ongoing |
| | 3.2 | If you have regular contracted staff, therapists, volunteers on site e.g. cleaners and caterers, peripatetic teachers etc.. you could include them in your testing offer if the amount of kits you have been provided with allows for this. This would need to be done in consultation with the contractors / managers and test results would need to be shared between both parties. Those persons would be expected to follow the same procedures as your own staff. | | SLT | Jan 21 and ongoing |
| | 3.3 | All staff consenting to testing should test twice a week as the tests work best when there is a high viral load. This will apply to part time and full time staff. | Sunday and Wednesday evenings allocated. | SLT | Jan 21 and ongoing |
| | 3.4 | It is recommended staff are given time slots for the collection of their test kits to avoid staff congregating in the area. You may wish to allocate a member of staff to deliver the testing kits to staff in where they are based. Staff distributing / collecting test kits must hand sanitise before / after handling kits. | | SLT | Sept 21 and ongoing |
| | 3.5 | When issuing test kits the issuer must complete the test kit log - see record keeping below. | | SLT | Jan 21 and ongoing |
| | 3.6 | Test kits should be issued with the most up to date Instructions for Use leaflet (at this current time test kits may not have the most up to instructions included) . It is recommended staff are also sent a copy of this electronically and it is placed on the schools internal system (if there is one) so staff can still access the instructions if they loose the leaflet. | | SLT | Jan 21 and ongoing |
| PT 4. Conducting the Tests | 4.1 | Tests should be taken twice a week at intervals of 3 or 4 days apart e.g. Sunday and Wednesday or Thursday. Consider identifying set days for staff to undertake their tests. It is recommended one of the days is the first day they are in school each week / the day before. This may mean the same set day for all staff or different set days depending on the working patterns of staff. | | all staff | Jan 21 and ongoing |
| | 4.2 | Consider the time consenting staff will take the test. This may be : a) in the morning to minimise the chance of being exposed to Covid after taking the test or (b) late afternoon / evening to enable time for the school to take action to manage absences in the event of a positive LFT and for staff to have the time to re-take a test if they get void results. | option b selected | SLT | Jan 21 and ongoing |
| | 4.3 | Staff that have had a positive PCR test in the last 90 days are exempt from taking a LFD test in the 90 day period after the PCR test. Full guidance for how this could be applied retrospectively can be found in Bulletin 06 2021. Staff that have had the Covid-19 vaccine can still take part in the LFT programme. | | SLT | Jan 21 and ongoing |
| | 4.4 | The LFD test kits should be stored between 2°C and 30°C. However the devices and reagents must be used between 15°C and 30°C during use so if they are stored somewhere colder than 15°C they should be moved to a room temperature area for around 30 minutes before use. | | SLT/office staff | Jan 21 and ongoing |
| | 4.5 | Staff should : a) wait at least 30 minutes after eating or drinking anything before starting the test. | In staff guidance booklet | | Jan 21 and ongoing |
| | | b) Not start their test if they have had a nosebleed in the last 24 hours - if this is the case they should inform the school and take a test when the 24 hours has elapsed if possible bearing in mind the need to take the 2 tests 3 / 4 days apart. If only one nostril has bled they can swab the other one. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| | | c) Swab the other nostril if they have a nose piercing or, if both nostrils are pierced, remove the jewellery first. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| | | d) Swab both nostrils if they cannot take a throat swab e.g. they have had a tracheostomy. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| | | e) Wash their hands or hand sanitise before taking the test. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| | | f) Use a clean, flat surface and, if doing more than one test, make sure they sanitise their hands each time. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| | | g) Time the test and check their results at the 30 minute point as tests results are invalid if left any longer. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| | 4.6 | If a test result is Inconclusive / Void the individual should take another LFT as soon as possible using a new test kit but not reusing anything from the first kit. If both tests are void the member of staff should arrange to have a PCR test. | In staff guidance booklet | all staff | Jan 21 and ongoing |

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| | 4.7 | The testing solution is not toxic in the quantities provided and any spillages should be cleaned with a paper towel. If the solution included the throat and nose sample, the area should be appropriately disinfected using household disinfectant. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| | 4.8 | As soon as possible after a positive or negative result staff should upload their results to the NHS online at www.gov.uk/report-covid19-result or by contacting 119. They must also inform the school via the identified route / at the identified time. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| | 4.9 | Staff should report any issues with testing to the school e.g. unable to take the test, missing / broken / damaged items, unable to log results with NHS, void results. The school can monitor and / or then raise this with DfE helpline or 119 as identified in the How to Guide page 17. | In staff guidance booklet | all staff | Jan 21 and ongoing |
| PT 5. Test results and actions to take | 5.1 | Positive result - individual and their household should start self isolation straight away and the individual should get a PCR test to confirm the result. | | | |
| | 5.2 | NHS Test and Trace will undertake any close contact tracing. | | | Aug and ongoing |
| | 5.3 | If the PCR test is taken within 2 days of the LFD test and is negative the individual, household and close contacts can end isolation unless they have symptoms of Covid 19. | | all staff | Jan 21 and ongoing |
| | 5.4 | Negative result - individual and household can continue as normal unless they have symptoms of Covid-19. | | all staff | Jan 21 and ongoing |
| | 5.5 | Inconclusive / Void result the individual should take another LFT as soon as possible using a new test kit but not reusing anything from the first kit. Relevant action will then be taken when a positive / negative result is obtained. If both tests are void the member of staff should arrange to have a PCR test. They do not need to isolate whilst awaiting the results if they are asymptomatic. | | all staff | Jan 21 and ongoing |
| PT 6. Record keeping / Reporting. | 6.1 | Schools must keep records of : a) the consent forms and any withdrawal of consent, b) the test kits distributed (a test kit log) including staff signatures on collection and c) their own records of the results of tests. | | office staff | Jan 21 and ongoing |
| | 6.2 | Records must be kept in accordance with GDPR requirements. | | office staff | Jan 21 and ongoing |
| | 6.3 | The test kit log and the test results register / log must be separate documents. There are samples of each in the templates section of the Primary School Portal. Schools can amend and tailor these to their own needs provided they still contain the data identified in the samples. | | office staff | Jan 21 and ongoing |
| | 6.4 | The data in the LFD test kit log should not be kept in the log for longer than 12 months from the date on which it is collected. Please note that the Department of Health and Social Care may request data from the test kit log at any time within the 12 month period. The test results register should be kept for a month after the last entry. | | office staff | Sep 21 nd ongoing |
| | 6.5 | All positive results (even where a confirmatory PCR test is negative) should be reported as usual via the PCIF 01 Form to DCS Alert (DCS.alert@leeds.gov.uk). | | all staff | Jan 21 and ongoing |
| PT 7. Waste Disposal | 7.1 | Tests can be disposed of in the waste bags provided in the test kit and then put in with the general household waste. | | all staff | Jan 21 and ongoing |