



There has been a requirement to have in place a COVID safe system of work from the outset of the pandemic. Throughout this time schools have remained open and we have learned lessons and adapted our approach to reflect national guidance and advice from our Local Public Health Team.

This safe system of work has now been reviewed in response to the Department for Education published Covid 19 operational guidance for schools on 2<sup>nd</sup> January, 2022. The government is moving away from stringent restrictions to everyone's day to day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk, as COVID-19 becomes a virus that we need to learn to live with.

The government have considered that the risk to children of becoming seriously ill with COVID-19 is very low.

Nonetheless the risk of COVID-19 remains, and therefore preventative measures must continue to be in place and we encourage the use of sensible and proportionate measures to balance and minimise any risks from COVID-19.

In following this guidance, the school SLT, in consultation with other groups, has devised actions the school must take to enable attendance at school in consideration of minimising the risk of transmission of the Coronavirus (Covid-19) in this school.

The set of principles that the school will follow is based on the revised control measures as advised by the Department for Education/Government. All elements of the system of controls are essential. These control measures are incorporated in this Risk Assessment, which must be followed by all staff and site users. In doing so, we will effectively minimise risks.

The overriding principles are as follows:

1. Ensure good hygiene for everyone  
-Hand hygiene frequent and thorough hand cleaning should now be and continue to be regular practice. Ensure that pupils clean their hands regularly
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19
5. Re-introduction of onsite testing at the beginning of the Spring Term (of those consenting to this)
6. Strongly advising that all pupils and staff take regular twice weekly LFT (lateral Flow tests) and do not attend the site if they receive a positive result. If a positive result is received, they should isolate and arrange for a follow-up PCR test. If the PCR test is negative then attendance at site can be resumed, if it is positive then the person must follow self-isolation regulations as advised by NHS test and trace/government.

In addition, the school should continue to:

1. Ensure individuals wear the appropriate personal protective equipment (PPE) where appropriate
2. Minimise the frequency and duration of close contact amongst staff to safeguard health and business continuity.

In addition, the Behaviour Policy should be read in conjunction with this policy. The School will work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs.

The school will have an appropriate reporting procedure in place for positive cases. The school has a contingency plan for use in cases where additional measures are identified (in conjunction with Public Health)

## Prevention

**It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:**

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- You have a positive lateral flow test, in which case arrange a PCR Test
- you've tested positive for COVID-19 on a PCR test– this means you have the virus
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)
- you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

**They must not attend the school**

### When you do not need to self-isolate

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Even if you do not have symptoms, you should still:

- get a [PCR test on GOV.UK](#) to check if you have COVID-19
- follow advice on [how to avoid catching and spreading COVID-19](#)
- consider limiting contact with [people who are at higher risk from COVID-19](#)

**Please note, the above exemptions are not for individuals who have symptoms of COVID-19 or have tested positive. In these cases, the individual must always self-isolate as directed by NHS Test and Trace.**

**This will be re-iterated through communication with staff and Parents**

If a child or staff member presents symptoms during the school day, isolate them to a separate, and ventilated room (White House (Lemon Meeting Room)), away from others. In an extreme case, if more than one person is needing to isolate due to developing symptoms use an outdoor area if possible, if not possible, ensure that the isolating people are situated 2 metres away from each other. Ensure that

**PPE is worn when in close proximity to person presenting with symptoms, and that guidance is followed in relation to Cleaning Activities (Following Suspected or Confirmed Case.)**

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test). If the symptomatic person subsequently tests positive (see below) then close contacts of the positive case should do daily lateral flow tests. If the LFT is negative there is no requirement to isolate, if the LFT is positive, isolate and arrange for a PCR test. If a PCR is positive those people receiving a positive PCR test should isolate as directed by NHS test and trace.

National guidance must be followed (see link below):

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Schools are permitted to refuse access to any individual who is displaying symptoms but who cannot confirm a negative test

### Visitors

**The school is mindful that visits by professionals, parents, supply staff or contractors can take place but these should be kept to an absolute minimum.**

**Only essential visitors should come into school but if business can be done remotely, e.g. by electronic means where possible, then it should be. If visits are necessary, they should continue to be by appointment only and kept to a minimum at least for the first half of the Spring Term 2022. It will then be reviewed. If it is deemed absolutely necessary for a visitor to attend school, they should be advised to take a lateral flow test before attending and only attend if the test is negative.**

It is advisable to continue to follow social distancing where possible and for meetings to take place in well ventilated rooms.

Visitors must follow this safe system of work.

Visitors, volunteers and supply staff must be provided with a copy of the schools COVID-19 Prevention Safe System of Work. All visitors must sign in to school and follow our hygiene requirements. Records must be kept of venues visited/students & staff seen for contact tracing purposes.

- Visitors should continue to be advised to bring minimal personal belongings in to school
- Identify an appropriate room for visits to take place. The room should be as well ventilated as possible. Consider continuing to utilise outdoor space wherever possible.
- Face coverings are **once again** mandatory. Current government advice recommends the use of face coverings in crowded indoor venues and **once again** in classrooms and not only communal areas of the school. ~~If visitors, staff and students wish to wear face coverings this is an individual personal choice. Students and staff should however be consistent with their wearing.~~ This is currently no longer a choice and all site users (unless exempt) should wear a face covering in all communal areas of the school and in classrooms apart from when eating or drinking
- The school will provide a 'Disinfection and Hygiene Station' in each room available to visitors, including tissues, hand sanitiser, disinfectant spray/wipes disposable paper towels/cleaning material and a bin. Any touched surfaces should be sanitised by the individual after use.

- Where pupils do not arrive at school independently, parents are requested that children are dropped off and collected by one parent only, and do not enter the school site when doing so unless absolutely necessary.

Completing and Finishing Task:

- *Wash/sanitise hands thoroughly, frequently and between moving groups or activities*
- *Visitors should continue to maintain 2 metres distance wherever possible*
- *The school is a cashless school and only accepts electronic payments*
- *Monitor compliance by visitors.*
- Continue with an enhanced cleaning regime.

Potential Hazards and Injuries:

- Spread of infection due to poor practices.

Potential Hazards and Injuries:

- Transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance
- Long term health implications for children if healthcare services are not continued

Who Might be Affected:

- Staff
- Students
- Supply Staff
- Contractors
- Health and Educational Professionals
- Visitors
- Volunteers

General Public

Do:

- ✓ Communicate with parents and use signage to reinforce messages
- ✓ Arrange appointments with visitors and only allow access where necessary.
- ✓ Ensure all prevention measures are adhered to by visitors.
- ✓ All visitors to sign in to ensure the school has contact details e.g. email address.
- ✓ Use alternative means of communication wherever possible. For example, phone calls, Microsoft Teams.

Don't:

- ✗ Allow access to the school building if someone has symptoms of COVID-19
- ✗ Allow groups of parents to congregate in the school reception area
- ✗ Allow visitors on site if prevention measures cannot be followed.

## Infection Control

Preparing for the Task:

- **Onsite Lateral Flow Testing:**

As with the return to school in **September 2021** the government is requiring schools to set up on-site lateral flow testing centres **For the return to school in January 2022** We have been told that this is because pupils will potentially mix with lots of other people during the **Christmas/December January holiday period** .We have been informed that all secondary school pupils should receive 1 on-site lateral flow device tests, **on their return in January 2022**. Therefore, all pupils in Years 7 to 11 and Year 13 have been offered the opportunity to attend the site to take a supervised Lateral Flow Test. Communication about this has been sent to parents and they should send their consent for attendance **should have been sent to the school office by the December 2021 deadline**.

Those pupils that have not consented to attend for an on-site lateral flow test, should take a home lateral flow test and only attend site if they have a negative LFT. Staff should also perform a home lateral flow test before their return in January. If the LFT is positive they should stay home and follow the procedures as advised earlier in this Risk Assessment. Staff and pupils are encouraged to continue to perform home, twice weekly lateral flow tests. Packs will be issued to the pupils and are available for staff in a central location.

### In And Around School

- Access to handwashing facilities OR hand sanitiser should be available at all times, throughout the school, including in toilets and each classroom. Cleaning hands must continue to be done more frequently and thoroughly than usual, including (but not limited to) upon arrival at school, before and after eating and after coughing or sneezing, and frequently throughout the day.
- There will be, within each classroom, access to disposable wipes/disinfectant spray disposable cloths, tissues and hand sanitiser to allow for regular sanitising as required. **Wipes are available for student use as required**. The wipes will be located near to the classroom doors. These must then be placed in the lidded bins in each room. Teachers will be provided with cleaning materials in order to wipe their desk, chair, keyboard, mouse etc.
- Tissues should be readily available at all times in classrooms. Children should be regularly reminded to use a tissue to capture droplets, Hands must be washed/sanitised after coughing or sneezing (cough or sneeze preferably into a tissue which is then disposed of in the lidded bin provided in the classroom, or into their sleeve at the elbow)– staff to monitor this with their class
- Ensure bins are available in each classroom and other key locations to encourage ‘catch it, bin it, kill it’
- Parents have been requested to provide their children with a pencil case and writing equipment, calculator and other regularly used pieces of small equipment (see list sent to parents) and a small bottle of hand sanitiser.
- There is no longer a requirement for resources that are shared across Class/Year Groups to be quarantined before being used by another group. Although, where possible and practicable, frequently touched items should be cleaned frequently, (where practical).
- The Bubble system that was in place in the earlier part of this pandemic, will no longer continue in the way it was. **The current set up is as follows, but this may be subject to change if a contingency plan is required to be put in place; advice will be given if changes are to be made :**  
**At Key Stage 3** all students will be taught in their 5 tutor groups for much of the week with some very limited mixing for D&T/PE. They will be taught in classrooms across the school including in specialist rooms for Music, Art, D&T, PE, Computing. Mixing of classes e.g. for peripatetic music lessons will recommence.  
**At Key Stage 4** Year 10 is being treated as a year group bubble, due to the necessity for mixing in GCSE subject options. Year 11 is being treated as a separate year group bubble for the same reason. Their timetables will operate as usual.

**At Key Stage 5** the timetable will operate as usual, hence Year 12 is a bubble and Year 13 is a separate bubble

- **Lunchtime arrangements:** Students are able to use the canteen, only those purchasing food however will be allowed to use this facility. Students must wash/sanitise their hands before entering the canteen. Lunchtime supervisors will supervise the canteen at lunchtime. The thumb print system for identifying a student's pre-paid cashless account is being replaced with a card system. Pupils will be issued with a card and lanyard, which will be used to access their lunch account. Students must ensure that they keep their cards safe **and ensure that they take their cards with them to each visit to the canteen.**

Students who bring a packed lunch to school will need to eat this in their form rooms or outdoors. It is essential that those choosing to eat their packed lunch clear away their own litter (putting it in bins provided) and in the classroom. **Wipes are available for students to cleanse their area as appropriate.** SLT will be assigned duties to supervise the blocks at lunchtimes.

Year 11 and the sixth form will be allowed off-site at lunchtime as they have been in normal times.

- An enhanced cleaning regime will continue that includes shared spaces (such as toilets), regularly touched surfaces (such as door handles, banister rails, light switches) and equipment (sports equipment, IT equipment). There will be more movement of pupils between classrooms.
- Each Year group has been allocated a different toilet block to use.
- We will be retaining year group toilet blocks. Each year group will keep their toilet block:
- Year 7 – downstairs Humanities
- Year 8 – upstairs Humanities
- Year 9 – downstairs Maths
- Year 10 – upstairs Maths
- Year 11 – old Technology block and Art block first floor.
- Year 12 & Year 13 – sixth form block toilets

**Students should only use the toilet block assigned to their year group.**

For the most part our students are respectful and responsible individuals. Students should be encouraged to go to the toilet at break-time and lunchtime. This will be kept under review.

- On most days, there will be additional cleaners working on site during the school day to assist with the enhanced cleaning regime. Teachers should contact the site manager/caretakers during the day if additional supplies for the disinfection and hygiene are required.
- Display posters prominently throughout the site to reinforce hand hygiene and 'catch it, bin it, kill it'

#### Completing and Finishing Task:

- Handwashing **must** be completed thoroughly and more frequently than usual. Where possible, use water and hand soap. If this is not practical, hand sanitiser should be used instead.
- Staff and children should wash/sanitise their hands upon arrival at school, before and after eating and after coughing or sneezing, and frequently throughout the day
- Face coverings are currently optional, but this may be reviewed at a later date. (People should not touch their face when removing, dispose (safely) of temporary face coverings, seal re-usable face covering in a plastic bag, then wash/sanitise, then wash/sanitise hands.)
- staff should normally provide their own face coverings. The school will provide PPE face masks when these are required.
- For those choosing to wear face coverings, please note, 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. Staff and students should be provided with instructions on how to put on, store, and dispose of face coverings.
- Tissues should be used to cover mouths and noses when coughing or sneezing. If no tissue is available, sleeves should be used to capture droplets. Tissues must be immediately disposed of

and in any case, hands must be washed or hand sanitiser used after coughing or sneezing. Ensure that staff and children are regularly reminded of this.

- Clean and disinfect regularly touched objects and surfaces throughout the day using regular cleaning products. Use disposable cloths or paper roll if possible. Wash hands with warm water and soap as soon as the activity is completed

**Potential Hazards and Injuries:**  
**Potential Hazards and Injuries:**

- Contact with bodily fluids and droplets and airborne transmission leading to transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance.

**Who Might be Affected:**

- Staff
- Students
- Supply Staff
- Contracted staff
- Health and Educational Professionals
- Visitors

**Do:**

- ✓ Wash hands/sanitise hands frequently throughout the day
- ✓ maintain an enhanced cleaning regime which includes frequently touched surfaces and shared spaces or equipment
- ✓ Ensure bins are emptied regularly

**Don't:**

- ✗ **Use** a toilet block that is not assigned to you (e.g. your year group)
- ✗ bring unnecessary items into school. E.g don't bring anything more than the minimum amount of equipment from home (lunch box, coat, bag, book, stationary and mobile phone)

**Revised Minimising Contact and Social distancing**

**Preparing for the Task:**

- To reduce the number of students in one area when arriving at school, Year 7 and 8 Students should arrive at school through the double gates next to the 'white house' and year 9 10 and 11 Students will all arrive at school through the main pedestrian entrance gate. Students will still be expected to sanitise their hands upon arrival.
- At the end of the day, Y 10 and Y 11 should leave via the far end car park gates. Therefore, vehicles are prohibited from entering/exiting the car park between 3.15 pm and 3.30 p.m. The remainder of pupils will leave via the main pedestrian gate.
- **Changes to school timings:** We have historically had an hour-long lunchtime to accommodate extra-curricular clubs. Due to the need to be able to switch back to a bubble system should the government require this we have compromised and will have a 45-minute lunchtime. This means that we can get all students who are purchasing a meal through the canteen but if we have to switch back to bubbles students would not then be kept in classrooms for a whole hour with little to do. Teaching staff will not be assigned duties at

lunchtime (with the exception of SLT). The start time is 8.35am for teachers and 8.45am for students.

Breakfast club provision will restart at 8.00am and LRC provision after school until 4pm and at lunchtime will recommence.

The school day itself is as follows:

8.45 – 9.00am Registration and Form time

9.05 – 10.05am Period 1

10.05 – 10.20am Break (15 minutes)

10.20 – 11.20am Period 2

11.25 – 12.25pm Period 3

12.25 – 1.10pm Lunchtime (45 minutes)

1.10 – 2.10pm Period 4

2.15 – 3.15pm Period 5

We finish 20 minutes earlier than historically but without reducing teaching time. This is a temporary change which will be kept under review.

- Generally, rather than the staff moving from to class to class, it will become as prior to Covid, and the pupils will move from class to class as necessary.
- The one-way system in the two main teaching blocks for **busy changeover times** and break/lunchtimes **must** be maintained. During lesson times staff and students do not need to observe the one-way system.
- Initially Years 9, 10 and 11 will be able to access the canteen at breaktimes. There may be time to extend this to another year group i.e. Year 8. This will be kept under review. Year 7 & 8 will be required to bring in their own breaktime snacks. Teachers will be assigned to canteen duty and other breaktime duties as in normal times.
- **Staffroom:** The staffroom will **NOT** be open at lunchtimes for groups of staff to use to eat in. Full staff briefings will **not** resume in the **Spring** term 1, but the situation will remain under review. **The Staff room may be entered to access pigeon-holes or to get water, but must not be used to socialise nor to sit in, to eat for example. Hands MUST be sanitised before entry to the staff room and all touched surfaces, including the water taps etc. should be sanitised each time, by the person using them.** The risks in the staffroom are of transmission at touch points such as door handles, taps, fridge door, microwave door, boiler, water cooler, washing up liquid bottle, remain and staff using the facility will themselves need to clean before and after use. The Staff room has had a thorough deep clean and has been refurbished and decorated to allow for more streamlined, easier to clean surfaces. Staff should not leave cups/pots to drain on the draining board and all plates and cutlery from the canteen should be returned to the canteen to ensure proper cleaning. Should there be a **high internal outbreak amongst staff this facility will be closed completely.** Staff will be able to access the canteen at breaktimes and lunchtimes as prior to Covid restrictions, but there will be a maximum occupancy number, which should not be exceeded.
- The small staffroom is designated for supply teachers and the use of the photocopier. Other staff may use available computers but should clean the surfaces they touch. When using a photocopier, the front display screen should not be cleaned with sanitiser wipes as it has been found that this causes damage, therefore please ensure you sanitise your hands before and after using the photocopier.
- Staff can work in office spaces and free classrooms at lunchtimes, after school and during any noncontact time. Staff should sanitise the area after use.
- The school office is a working office and as such staff who do not work in it should minimise their visits as much as possible. **Please where possible when visiting the office, remain at the**

reception side of the reception desk. Please do not use the business manager's office/other offices as a 'cut through'.

- The water fountains around the school will be available for use again. There will be sanitiser wipes close by and it is recommended that these are used to clean the handle before each use.
- Any departments choosing to continue to use the kettles in their department offices, should note that kettles must not be left in areas where there are pupils. Kettles should be wiped with a sanitiser after each person has used it. It is still recommended that you do not make drinks for colleagues, even if they are in your own office.
- Staff toilets. All staff toilets will be open. These will be cleaned regularly
- **Assemblies:** There will be no physical assemblies in **Spring term one (2022)**, these assemblies will continue to be virtual.
- **Department meetings** can take place. Initially some larger meetings or meetings with BGS colleagues for example may still take place via Microsoft Teams.)
- Teachers may take in students' books etc to mark. There is no requirement for quarantining.
- **Events** -currently there will be no additional planned events with physical attendance. This will be revised as and when appropriate but it is expected that any events will remain remote events for the time being. The planned sporting fixtures can continue to take place but it is advised that participants should take LFTs on the day of the fixture and only attend if the test is negative.
- The school hall will no longer be used for peripatetic music lessons. These will take place once again in the White Music Room and in the instrumental room in the sixth form block
- Continue to make use of electronic communication to staff and parents where possible.
- 3. **Parents' Evenings:** Following the mostly positive feedback from teachers, parents and pupils we intend that parents' evenings be virtual in 2021/22 but that they are all subject teacher parents' evenings. This is also in consideration of the preventative measure, 'minimise the frequency and duration of close contact amongst staff to safeguard health and business continuity.'
- **Educational Visits:** Domestic trips can resume. We have no plans for international travel in the school year 2021/22. As in the past all plans for school visits must be discussed with the Headteacher in the first instance. Once approved by the Headteacher, visits must be logged onto the Evolve system and the usual procedures including compilation of revised Risk Assessments should be followed.
- **Staff leaving times:** The school office will close at 4.15pm. There will be some twilight lessons running from 3.15pm 4.15pm. Cleaners finish between 5.30pm and 5.45 pm and therefore staff should leave by then.

<p>Potential Hazards and Injuries: Potential Hazards and Injuries:</p> <ul style="list-style-type: none"> <li>■ Contact with bodily fluids, droplets and airborne transmission leading to transmission of COVID-19 within the school and wider community due to failure to adhere to public health guidance.</li> <li>■ Spread of infection due to poor practices.</li> </ul> <p>Who might be affected:</p> <ul style="list-style-type: none"> <li>■ Staff</li> <li>■ Contracted staff</li> <li>■ Students</li> <li>■ Supply staff</li> </ul>	<p>Do:</p> <ul style="list-style-type: none"> <li>✓ maintain where possible, classes/groups of pupils who work and move together around school in line with earlier guidance in this document of new group settings.</li> <li>✓ Ensure that class/year groups do not mix with one another for prolonged periods of time wherever possible.</li> <li>✓ Remove any unnecessary furniture to facilitate improved distancing, maintain social distancing where possible .</li> <li>✓ Implement a one way or 'keep left' arrangement in corridors to be used at busy change-over periods.</li> </ul>	<p>Don't:</p> <ul style="list-style-type: none"> <li>✗ Have face-to-face contact and minimise time spent within 2 metre of anyone else , where possible.</li> <li>✗ Complete activities which involve Class Groups mixing, or close contact (such as assemblies, contact sports or school events.)</li> <li>✗ Compromise supervision levels, but do use the fewest number of staff as possible to a class group to ensure safety</li> <li>✗ Forget to use electronic communication rather than face-to-face where possible</li> <li>✗ Do not allow gatherings of staff from other bubbles.</li> </ul>
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Premises
<p>Preparing for the Task:</p> <ul style="list-style-type: none"> <li>● <b>Covid Isolation Room:</b> For any student who starts to display symptoms of Covid-19 (fever/persistent cough) during the school day, they should be sent by themselves to the front doors of the Admin block, nearest to Reception/The Headteacher's Office. The Lemon Room in the White House will be the Covid Isolation room. This venue has been chosen because it has sink facilities, is away from other areas where students are and can be cleaned relatively easily due to the nature of the surfaces etc.</li> </ul> <p>Any member of staff who starts to display symptoms during the school day will need to inform the Headteacher, the Headteacher's PA and the School Business Manager by email or telephone and will need to leave the school site as soon as is practically possible and arrange to be tested.</p> <ul style="list-style-type: none"> <li>● <b>Classrooms:</b> Most of our classrooms do have a forward-facing layout however rooms can be arranged as subject teachers see fit. Multiple aisles can be reinstated. The teacher will be able to circulate around the classroom. It continues to be advised to work from your front teaching area where possible, and restrict pupil occupation of this area as much as possible.</li> </ul>

- Windows will be open to aid ventilation. This will mean, as the weather turns cooler school may be colder and therefore site users should consider this and dress accordingly.
- Co2 reading devices have been fitted in many classrooms and are regularly monitored. If the reading becomes high, contact the site manager or business manager and open more windows to allow for an improved air flow; ensure doors remain open. Teachers have been given information of appropriate readings.
- Any unnecessary furniture/fittings have been removed from the rooms to increase the availability of space to facilitate distancing.
- We will ventilate the buildings – by wedging open all internal doors and opening windows. Some of these doors may be fire doors and to mitigate the risk of having a fire door wedged open, these doors have been fitted with hold open devices which release the door automatically closing it in the event of the fire alarm being sounded. which close on the fire alarm being sounded.
- Due to the above, Air-conditioning systems should not be used.
- Walkways/corridors will be cleared where possible of furniture and anything that creates any 'pinch points'
- Posters have been displayed throughout the school to reinforce key messages – Hand Hygiene, Catch It, Bin It, Kill It and Maintain Distance where possible.
- For communicating with the office, use electronic/phone communication where possible. When entering the admin block, only the doors with electronic access should be used and there are signs to remind you to use your elbow to push the opening pads. There is a screen erected at the reception and a barrier please remain behind the barrier.
- RMa's office should not be used as a cut through for staff other than admin staff.
- Wipes will be beside telephones and should be used regularly and after using a phone that is not your usual workstation.
- As detailed in the section 'minimising contact and social distancing' above. The one way-system into the main two blocks and 6<sup>th</sup> form block should be maintained at busy corridor times and change over times. During lesson times there is no requirement to follow the one-way system.
- Currently lettings can continue but users should be advised not to attend the school site if they are displaying any of the Covid symptoms or if they feel unwell. Lateral flow tests are strongly advised before attendance.
- An enhanced cleaning regime will be maintained. Cleaning staff will have to sign to record certain areas that have been cleaned and when. It is the school's intention to have two cleaners in school during the school day,
- COVID champions will be the daytime cleaners and the site caretaking team. To replenish hygiene items in classrooms if they run out during the day, contact the site caretakers who will arrange for the items to be re-stocked.
- Classrooms have been re-organised, many having cupboards/fittings removed from them, to allow for as much space as possible.
- All required checks are scheduled in for the half term/Easter holidays, some have already been completed. The caretakers will perform and record the necessary routine water checks and flushing through of rarely used water outlets, as detailed in the guidance from the Local Authority in compliance with the regulations.
- Ensure building checks are maintained including legionella and fire.
- All classrooms will have lidded bins and pupils must regularly be reminded of the "catch it, bin it, kill it, procedure. The school has endeavoured to obtain pedal bins to prevent the bin requiring to be touched by the hands. However, some bins are smaller than others. If your

bin becomes full during the school day please contact the site manager/caretaker/site cleaner to come to make arrangements for it to be emptied.

**Completing and Finishing Task:**

- Maintain good ventilation throughout the school at all times
- Use external doors for access and egress to classrooms if possible
- Adopt a one way, or 'Keep Left' system, on corridors at busy times.
- Monitor the site to ensure walkways remain clear and unobstructed
- Ensure that regular building checks are completed in line with risk assessment (such as legionella, fire safety)

Ensure that enhanced cleaning arrangements are completed throughout the day, paying particular attention to shared spaces (such as toilet areas, kitchens, dining halls or classrooms shared by different Class/Year Groups) and frequently touched surfaces (such as door handles/plates, banister rails, light switches)

**Potential Hazards and Injuries:**

**Potential Hazards and Injuries:**

- Contact with bodily fluids and droplets and airborne transmission leading to transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance.

Failure to maintain a safe site or comply with legislative requirements relating to the workplace

**Do:**

- ✓ Devise a documented cleaning regime to ensure consistency and for monitoring purposes
- ✓ Keep the school ventilated
- ✓ Use external doors for access and egress where possible – ensure they are fixed open so as not to slam shut
- ✓ Maintain safe and unobstructed movement around school

**Don't:**

- ✗ Allow walkways to become cluttered or obstructed
- ✗ Wedge internal fire doors open if possible. Use hold-open devices if fitted.

## Staff Wellbeing

### Preparing for the Task:

- SJa has arranged a process to complete Individual Health Assessment for High Risk Employees with staff who are clinically vulnerable, clinically extremely vulnerable, BAME staff or those who are living with a clinically extremely vulnerable individual. Discuss their individual concerns, make a record of support measures to be implemented, and maintain regular communication with them.
- A full broad and balanced curriculum will continue to be taught. We have prioritised the curriculum during the pandemic. Heads of Department and subject teachers are formulating plans for how to ensure curriculum coverage and plug gaps in knowledge resulting from lockdowns/periods of self-isolation.
- There are support measures in place for employees such as the Employee Assistance Programme, available through BHSF or The Education Support Partnership, which is arranged with the East Riding of Yorkshire Council.
- If staff have any concerns, regarding their health and wellbeing, then staff are encouraged to bring their concerns to the attention of their SLT link/SJa/RMa.
- There will be time for staff to take breaks, and the staff room will be re-opened for use. This has been fully deep cleaned and refurbished/decorated.
- Refer to the DfE School Workload Reduction Toolkit to support managing work demands on staff.
- **What measures are in place to protect teachers who will be teaching in different rooms and teaching potentially hundreds of students?** Teachers fall into the age bands that mean by September they should all have been able to access two vaccinations giving teachers the maximum protection possible against COVID-19. Enhanced cleaning and hygiene routines will continue. **Many, by now should also have received their booster vaccinations.**
- The Headteacher makes contact with all staff, normally at least twice per week, via staff briefing video link, this may continue instead of the staffroom briefings, for the first **Spring 2022** half term at least. It is also good practice for staff to monitor one another's well being, where appropriate, and seek advice and support where necessary.
- As shielding has now ended and all staff should now return to the workplace, regular monitor 'High Risk Employees' to ensure that control measures agreed upon remain suitable and sufficient.

### Completing and Finishing Task:

- Monitor one another's wellbeing and seek advice and support where necessary
- Keep in touch with one another.
- Regularly monitor 'High Risk Employees' to ensure that control measures agreed upon remain suitable and sufficient.

<p><b>Potential Hazards and Injuries:</b></p> <ul style="list-style-type: none"> <li>■ Compromised mental health and wellbeing.</li> <li>■ Social isolation.</li> <li>■ Fatigue.</li> <li>■ Adverse impact on work life balance.</li> </ul>	<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>✓ Complete an Individual Assessment for High Risk Employees</li> <li>✓ Maintain communication</li> <li>✓ Access online wellbeing support if necessary through the Employee Assistance Programme (BHSF) or The Education Support Partnership</li> <li>✓ Take regular break</li> <li>✓ Seek advice from colleagues within the Local Authority at the earliest opportunity</li> </ul>	<p><b>Don't:</b></p> <ul style="list-style-type: none"> <li>✗ Suffer in silence</li> <li>✗ Be afraid to ask for help and support.</li> </ul>
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### Asymptomatic Testing

The purpose of Lateral Flow Device Testing is to support in identifying asymptomatic cases to reduce the transmission of COVID-19 within the school, and wider, community. Schools therefore continue to play an important, and ever evolving, role in saving lives.

Prior to students returning to school they have been offered in-school lateral flow testing in the school's Test centre. Once the school has obtained consent, a lateral flow tests will be provided for students in school on an appointment basis. The testing centre will run from **on Tuesday 4<sup>th</sup> January 2022 and the morning of Wednesday 5<sup>th</sup> January**. After this time, pupils will be issued with kits for home-testing, to enable twice weekly, home testing. **Those not consenting to attend the on site testing, should take home lateral flow tests.**

Lateral Flow Device Testing will be provided to staff in school to enable a twice-weekly testing.

Students will also be offered routine testing. Participation is voluntary, though is encouraged.

Details of the LFD home testing, including 'how to guides,' training videos and templates can be found online.

Individuals who have symptoms of COVID-19 must book a Polymerase Chain Reactions (PCR) test. LFD Testing is not appropriate for symptomatic individuals. Individuals with symptoms can book a test online at the link below, or by calling NHS

119.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Individuals who return a positive result on an LFD test must self-isolate immediately along with their household (if the member of the household is not exempt). Those who return a positive from an LFD home-test should arrange for a confirmatory PCR test.

Asymptomatic testing does not replace the robust system of controls it is an element of the system of a number of system of controls.

**Personal Care Activities where a child presents NO symptoms (such as toileting, supporting with managing medical conditions etc)**

There is no need for additional PPE over and above standard infection control procedures. PPE must only be used for one activity before being discarded appropriately.

In an emergency, call 999 if someone is seriously ill or injured, or their life is at risk.

Personal Protective Equipment:

Personal Protective Equipment:



Disposable Gloves



Disposable Apron\*

Face coverings will also be available for staff.

*\*If there is likely contact with blood and/or bodily fluids as part of the activity.*

Preparing for the Task:

- ✓ Wash hands thoroughly using soap and water
- ✓ Put on the required PPE as above
- ✓ The appropriate PPE will be available in the school office and in the PMA room/ Healthcare office.
- ✓ Pupils with daily routine healthcare needs/programmes, will be given a timeslot to attend the PMA room and must not enter the room at the same time as another pupil. Touched surfaces will be cleaned before another pupil enters the room and the Healthcare member of staff supporting the pupils will wash their hands before and after each pupil has visited.

Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training and in accordance with the care plan.
- ✓ Remove and double bag PPE in the immediate area before going on to the next task.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Hands **MUST** be washed using soap and water immediately after removing PPE
- ✓ Door handles must be cleaned before entering and leaving the affected area.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

**Potential Hazards and Injuries:**

- Contact with bodily fluids and droplets.
- Unpredictable behaviours leading to scratches and bites etc.

**Do:**

- ✓ Wear appropriate Clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.

**Don't:**

- ✗ Deliver care without wearing PPE.
- ✗ Use the same PPE for more than one task.
- ✗ Touch your eyes, nose and mouth.

<p>■ Spread of infection due to poor practices.</p>	<p>✓ Regularly wash your hands and forearms</p>	<p>✗ Consume food and drink until you have removed all PPE and washed your hands.</p>
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Staff must be regularly reminded and remind pupils of the need to comply with all prevention measures all of the time to ensure transmission risk is reduced.

- *The school has identified appropriate individuals to fulfil the required testing roles in line with the 'How to Guides'*
- *Consent must be obtained from all participants of the testing programme*
- *The school has put in place COVID safe arrangements to facilitate safe collection of testing kits, in line with the dedicated risk assessment*
- *Testing Staff have been provided with the dedicated risk assessment to ensure that are made aware of specific hazards and the measures in place to ensure a safe and effective testing process.*
- *Systems have been put in place to record the results, including void results.*
- *Incident management arrangements must be in place and staff must report all incidents, however minor.*

### Procedure for Dealing with Symptomatic Individual

Should a child start to display symptoms whilst at school then they must be isolated in a separate, self contained and well ventilated room( normally the lemon meeting room in the white house.) away from others or ensure they are situated 2 metres from others if isolation is not possible. The room to be used will be the lemon meeting room as this can be easily cleaned down and ventilated. If they require use of the toilet whilst awaiting collection, they should use the toilet in white house. which should be thoroughly cleaned and disinfected before being used by anyone else.

999 must be called in the event of emergency, such as becoming seriously unwell or injured. Symptomatic individuals must **not** otherwise be advised to attend their GP, pharmacy, urgent care centre or hospital. They should be advised to return home immediately, have a COVID-19 test as soon as possible and isolate whilst awaiting results.

To support the schools reporting protocols, results of the test must be communicated to the school.

Specific PPE **requirements** are recommended when caring for a symptomatic individual within close proximity (i.e. less than two metres). New PPE must be worn and discarded of upon completion of the care.

## Personal Protective Equipment

### Disposable Gloves



Disposable Apron



Disposable Fluid Repellent Face Mask (Surgical Face Mask)



*Eye protection where contact is within 2 metres (either eye protection or a face shield)*

### Preparing for the Task:

- ✓ Wash hands thoroughly following hand hygiene regime.
- ✓ Put on all the required PPE **BEFORE** entering the isolated area. Although, normally the member of staff supporting the pupil with symptoms would not enter the gym changing room but wait outside the door and regularly checking, just outside the door that the pupil is ok. A second member of staff should be asked to attend and should wait outside the entrance to the gym block by the open entrance door. This second member of staff can then become the 'runner' in case there is a need to ask the office to contact emergency services.



Keeping your workforce safe

**NHS**  
Test and Trace

## Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. Role specific guidance for PPE for staff can be found in the Training guide and linked online training.



Put on plastic apron, making sure it is tied securely at the back.



Put on surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover mouth and chin.



Put on eye protection if there is a risk of splashing.



Put on gloves.



You are now ready to enter the testing area.

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- ✓ Ensure the room is well ventilated

### Completing and Finishing Task:

- ✓ Deliver care in adherence with your infection control guidance and training and in accordance with the care plan.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.

- ✓ On completion of the task, step outside the room and immediately remove the PPE. This and any soiled items **MUST** be double bagged in disposable rubbish bags and securely tied and left in a designated room for 72 hours before being disposed of in the usual waste stream.

## Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



Perform hand hygiene using alcohol hand gel or rub, or soap and water.



Snap or unfasten apron ties around the neck and allow to fall forward. Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into 'offensive' tiger waste bins.



Once outside the testing area. Remove eye protection



Perform hand hygiene using alcohol hand gel or rub, or soap and water.



Remove surgical mask.



Now wash your hands with soap and water. Run water over hands before applying soap, to avoid damage to skin as a result of frequent washing.



- ✓ Hands **MUST** be washed immediately after removing PPE
- ✓ The affected area must be secured and thoroughly cleaned and disinfected using appropriate cleaning products before being accessed by any-one else.
- ✓ Continue to ventilate the space after using.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc