

Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students January 2021	<b><u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u></b>	Ref No	C19/002
		Date	13/07/2020

Task Description	Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students	Location	All Areas	Date of Review	22/10/2020, 06/11/2020, 08/12/2020, 04/01/2021, 15/01/2021
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Hazards / Consequences	Existing Control Measures	Risk Assessment			Further Control Measures Whole School	Revised Risk Assessment with Further Control Measures		
		L	S	R		L	S	R

<b>Spring Term 2021 – National Lockdown 3.0 Open to Critical Key Worker/Vulnerable Students</b>	<p>At 8pm on Monday 4<sup>th</sup> January 2021 the government announced a further National Lockdown.</p> <p>A Full National Lockdown came into force Tuesday 5<sup>th</sup> January 2021. The schools risk assessment has been reviewed to reflect this and any changes required.</p> <p>From Tuesday 5<sup>th</sup> January 2021 the school will be open for critical key worker and vulnerable students <b>only</b>.</p>	3	4	<b>M</b>	<p>See Organisational plan for specific group arrangements.</p> <p>Student numbers restricted during national lockdown, to be reviewed in line with Government Guidance.</p> <p>Average numbers of students in school = 70 (5%)</p> <p>All Students not in school will receive remote learning.</p> <p>Average number of staff in school = 85 (57% Rota in place)</p>	2	4	<b>M</b>
<b>Visitors to premises: Including Contractors and Parents</b>	All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site, where possible.	2	4	<b>M</b>	Staff, students and visitors <b>should</b> wear masks (or visor if a face mask cannot be worn for medical reasons) when	2	4	<b>M</b>

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	All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site. Removal/storage/disposal of face coverings is the responsibility of the individual.				<p>transitioning around the school and in <b>All</b> general communal areas (not offices where a 2 metre distance can be achieved).</p> <p>Wearing face visors is now mandatory for all staff throughout the day including lessons and/or a face mask in corridors and general communal areas which includes offices, staffrooms and catering areas (no face masks are to be worn in classrooms, other than for Students if they wish to wear one).</p> <p><b>Note:</b> Face coverings including scarves and snoods are not appropriate.</p>			
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					<p>All areas of the school must be kept well ventilated. It is the individuals responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.</p> <p>Only essential visits will be authorised during the lockdown period. All other visits will be held remotely or deferred until after the February half term break.</p>			
<b>Entrance/Exit procedures</b>	See organisational plan for specific group arrangements.	2	4	<b>M</b>		2	4	<b>M</b>
<b>Staffing</b>	See organisational plan for specific group arrangements.	2	4	<b>M</b>		2	4	<b>M</b>

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<b>Handwashing</b>	<p>Students are encouraged to wash their hands for 20 seconds at a time throughout the day.</p> <p>Handwashing posters located in student and staff toilet areas and in the classroom areas.</p> <p>Students and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in student, staff toilet areas and around the school site.</p> <p>Students encouraged to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p>	2	4	<b>M</b>	<p>All persons including students, staff, parents/carers and visitors are advised to sanitise hands on arrival (sanitising station in reception).</p> <p>Students and staff are advised to wash hands and/or sanitise throughout the day i.e. on arrival, breaktimes, lunchtime (before and after eating) and when changing rooms etc.</p> <p>Provisions and time has been allocated to facilitate all necessary hand washing and/or sanitising.</p> <p>Disposal facilities for wipes available.</p>	2	4	<b>M</b>
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					Ongoing Monitoring			
<b>Lunchtimes/Catering</b>	See organisational plan for specific group arrangements.	2	4	<b>M</b>	School kitchens are fully operational but must comply with the <a href="#">“Guidance for food businesses on Coronavirus (COVID 19)”</a> . Catering staff <b>must</b> wear either a <b>face mask or visor</b> when serving on the counter or at a till point as they will be in direct face to face contact with students/pupils.  Catering staff <b>may</b> choose to wear a <b>visor</b> when preparing food or working in the kitchen.  <b><u>Masks must not be worn</u></b> when preparing food or working in the	2	4	<b>M</b>

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					kitchen due to food safety issues as staff could touch the mask or face when wearing them.			
<b>Classrooms</b>	See Organisational plan for specific group arrangements.  Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste.  Computers and desks wiped down by students before and after use.	2	4	<b>M</b>	See Organisational plan (attached) for specific group arrangements.  Revised classroom layout to include side by side and facing forward seating, rather than face to face or side on, where possible.  Changing facilities will be available within the bubbles for changing after practical PE sessions. These changing facilities are fogged after each use by site team.	2	4	<b>M</b>

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					Provisions for regular spot cleaning are located in each classroom.  Staff wearing face visors in classrooms remains optional. All staff have been issued with a face visor.			
<b>Resources/Pupil Supplies</b>	Individual pupil's equipment will be minimal and kept where possible at their table.  Students will be encouraged not to share resources. Each pupil works from their own computer and does not swap computer stations.  Students encouraged to wash hands / use hand gel before lessons and after each lesson.	2	4	<b>M</b>	Lesson equipment (books, Textbooks etc) will need to be stored wherever possible in each classroom.  Marking in school will be done through whole class feedback, marking stations (visualisers) and when necessary hands sanitised between student books.	1	4	<b>L</b>

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					When taking work home for marking, only essential items should be taken out of school.			
<b>Facilities and Premises</b>	See re-opening checklist (attached).  Complete all usual pre-term opening checks.	1	4	<b>L</b>	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	<b>L</b>
<b>Offices/Meetings rooms/Staff Room</b>	All offices, meetings rooms and general communal areas i.e. staff room have an agreed maximum amount of people allowed, with number clearly communicated.  Offices have been reorganised to avoid face to face working and to reduce close contact, screens have been put in place where required. Minimal items to be left on tables and desks to reduce contamination surfaces.	2	4	<b>M</b>	Display the maximum occupancy of the offices, meeting rooms and communal areas i.e. Staff room. The maximum occupancy should be communicated with staff.  Staff encouraged to clean as they go when accessing the staff room.	2	4	<b>M</b>



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	<p>Windows are opened in the staff room when it is occupied by staff members.</p> <p>Position of furniture within staff room areas reviewed to ensure social distancing.</p> <p>Cleaning schedule in place, with time allowed between uses in meeting rooms for ventilation.</p>							
<b>Lettings</b>	<p>All lettings have been postponed.</p> <p>External sporting lettings have resumed, however internal lettings are on hold and will be reviewed after October half term.</p>	1	4	<b>L</b>	All lettings other than essential wraparound care has been suspended until further notice.	1	4	<b>L</b>
<b>Home Visits</b>	<p>No home visits will be carried out until further notice. To be reviewed after February half term.</p> <p>Only essential visits to be allowed and all visit must be approved by Trust/School.</p>	2	4	<b>M</b>	Visits to be replaced with video conferencing where possible.	2	4	<b>M</b>

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	A home visits risk assessment is in place and is communicated with all parties prior to attending the visit.							
<b>Educational Visits</b>	All Educational visits are suspended until further notice.	1	4	<b>L</b>	Educational visits that enhance and/or are essential to the curriculum will be reviewed after February half term.	1	4	<b>L</b>
<b>Cleaning</b>	PPE will be worn by all cleaning staff (disposable gloves and aprons).  Where possible cleaners will have own set of cleaning resources to reduce the risk of indirect transmission.  Internal deep clean has taken place.  Engagement of NTH NHS to support identification of the main infection control routes, completing deep cleaning and bio-	2	4	<b>M</b>	PPE will be worn by all cleaning staff (disposable gloves and aprons).  Where possible cleaners will have own set of cleaning resources (with the exception of large equipment i.e. floor buffers) to reduce the risk of indirect transmission.	2	4	<b>M</b>

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	decontamination of those areas once per term. In addition, further training for existing cleaning staff will be provided as required.  Cleaning schedule in place.				Touch points and bio-decontamination is carried out termly by NTH NHS.  All areas within school will be cleaned thoroughly on a daily basis. Particular attention will be paid to touch points such as door handles, light switches and handrails.			
<b>Handling Cash</b>	Reduce the amount of cash payments from parents/carers.  Disposable gloves are available for any member of staff handling cash.  Hand sanitiser is available in the school office.	1	4	<b>L</b>	Encouraging parents/carers to use the schools on line payments systems where possible i.e. Parent Pay	1	4	<b>L</b>
<b>Emergency Procedures</b>	Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and	2	4	<b>M</b>	A fire drill was be carried out W/C 21 <sup>st</sup> September 2020.	2	4	<b>M</b>

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	<p>locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans consider social distancing measures where possible.</p> <p>Staff must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p>Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.</p>				The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.			
<b>First Aid/Possible COVID-19 Symptoms</b>	<p>First Aid trained/responsible person/s in place.</p> <p>Disposable gloves and aprons and masks available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them.</p>	2	4	<b>M</b>	<p>PPE is in place.</p> <p>Personal protective equipment <b>must</b> be worn when administering first aid.</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file</a></p>	2	4	<b>M</b>

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						<a href="#">/877658/Quick guide to donning doffing standard PPE health and social care poster .pdf</a>  There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.  See PPE Matrix.			
<b>Staff /Student Wellbeing</b>	Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).		2	4	<b>M</b>	Monitor	2	4	<b>M</b>
						Mind will be available during the holidays.			

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	<a href="https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems">https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems</a>  Staff receive sufficient breaks during the school day. Staff encouraged to leave the school site shortly after the end of the school day.  Staff informed of 24 hour free counselling service.				Mental Health First Aiders available and programs will be developed i.e. Watchful waiting.			
<b>Students with known behavioural issues</b>	Pupils with known behavioural issues are supported by an LSA/LSO identified.  The behaviour policy has been amended to include an appendix relating specifically to guidance for Covid 19. Staff and pupils to wash their hands regularly.	2	4	<b>M</b>	Behaviour Policy amended.	2	4	<b>M</b>
<b>Potential Symptoms (General)</b>	General precautions as advised by the Government strictly observed:	2	4	<b>M</b>	Amy member of staff presenting with symptoms whilst in school will inform the SLT present in	2	4	<b>M</b>

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<b>Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell</b>	<ul style="list-style-type: none"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> <li>Put used tissues in the bin immediately</li> <li>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available</li> <li>Try to avoid close contact with people who are unwell</li> <li>Don't touch your eyes, nose or mouth if your hands are not clean</li> </ul> <p>Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>				<p>school on that day. Advice will be sought from Public Health England.</p> <p>A flow chart has been created to ensure procedures are followed for any persons presenting with Covid-19 symptoms.</p> <p>To arrange a test call 119 or visit <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a></p>			
<b>Shielding Staff (Medical complications)</b>	Members of staff who are living with individuals who are clinically extremely vulnerable and at a significantly higher risk, are asked to make	3	5	<b>M</b>	From the 5 <sup>th</sup> January 2021 to the 21 <sup>st</sup> February 2021 staff who fall within this category will be	1	5	<b>L</b>

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						<b>L</b>	<b>S</b>	<b>R</b>

relating to pre-existing medical condition/ Medical complications relating to medical treatment)	their line manager aware so that additional controls can be put in place (if possible) to support the member of staff whilst in school.				advised to work from home where possible. If they cannot work from home, they should not attend work for this period of restrictions.			
<b>Clinically Vulnerable/ Vulnerable Staff (Including BAME, pregnancy etc.)</b>	The school has a general risk assessment in place for staff who are classified as vulnerable under the government guidance.  All staff within this category will be given a copy of the risk assessment for reference.	3	4	<b>M</b>	Pregnant members of staff 26 + weeks will be advised to work from home, where possible. If a member of staff wants to continue to attend school for their own mental wellbeing the school will support this and additional controls will be put in place via the pregnancy risk assessment process.	2	4	<b>M</b>
<b>NHS Test and Trace/NHS Test and Trace App</b>	The school are following the updated guidance- <a href="#">Guidance for contacts of people with</a>	2	4	<b>M</b>	Any member of staff contacted by Test and Trace must notify the school immediately.	2	4	<b>M</b>



Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students January 2021	<b><u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u></b>	Ref No	C19/002
		Date	13/07/2020

Task Description	Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students	Location	All Areas	Date of Review	22/10/2020, 06/11/2020, 08/12/2020, 04/01/2021, 15/01/2021
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Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public	Risk Assessment			Revised Risk Assessment with Further Control Measures
<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>
					<b>Modified</b>
					<b>L S R</b>

	<p><u><a href="#">confirmed coronavirus (COVID-19) infection who do not live with the person</a></u></p> <ul style="list-style-type: none"> <li>School applies the following definition.</li> <li>of a close contact regarding a staff member/pupil who has tested positive.</li> <li>A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19)</li> <li>Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time.</li> <li>Being less than 1m from a confirmed case for 1 minute or longer.</li> </ul>				<p>Any member of staff who receives a positive test result must be very clear of the definition of 'close contact' when communicating with Test and Trace.</p> <p>Staff or students bringing mobile phones in to school, must ensure they follow the schools phone policy along with Government Guidance for when to pause the App.</p> <p>Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.</p>			
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Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students January 2021	<b><u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u></b>	Ref No	C19/002
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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>	<b>Modified</b>
						<b>L S R</b>

	<ul style="list-style-type: none"> <li>Being less than 2m from a confirmed case for more than 15 mins (As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day).</li> </ul> <p>Travelling in a small vehicle with a confirmed case.</p>				<a href="https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges">https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</a>			
<b>Lateral Flow Testing - Weekly testing of asymptomatic staff and students</b>	A risk assessment is to be produced to ensure health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly.	3	4	M	See Organisational plan for specific group arrangements.  No staff or students are allowed on site if tested positive or showing COVID 19 symptoms. All staff will be tested weekly or on their rota day. All consenting students onsite will be tested initially and then 3-5 days later	2	4	M

Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students January 2021	<b><u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u></b>	Ref No	C19/002
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<b>Task Description</b>	Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students	<b>Location</b>	All Areas	<b>Date of Review</b>	22/10/2020, 06/11/2020, 08/12/2020, 04/01/2021, 15/01/2021
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<b>Persons Affected Individuals or Groups</b>	Employees, students, parents/carers, contractors, visitors and members of the public	<b>Risk Assessment</b>				<b>Revised Risk Assessment with Further Control Measures</b>
<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Whole School</b>	<b>Modified</b>
						<b>L</b> <b>S</b> <b>R</b>

					Staff or students recorded as positive will be isolated and returned home.			
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Coronavirus (COVID-19) Lockdown 3.0 Opening Risk Assessment – Critical Key Worker/Vulnerable Students January 2021		<b><u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u></b>			Ref No	C19/002
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Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public		Risk Assessment		Revised Risk Assessment with Further Control Measures	
<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Required</b>	<b>Modified</b>
						<b>L</b>

#### Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for vulnerable persons

[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

#### General Advice:

- To ensure good hand hygiene we ask that where possible staff refrain from wearing jewellery including watches in school.
- If possible, hair should be tied back to reduce the risk of touching your face.
- Staff are advised that when passing in corridor to avoid unnecessary conversation and pass back to back if necessary.
- When assisting children, do not bend down to their level and wherever possible stand to the side or the back of the child.

***\*Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***



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The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

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<b>Hazards / Consequences</b>	<b>Existing Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Further Control Measures Required</b>
					<b>Modified</b>
		<b>L</b>	<b>S</b>	<b>R</b>	

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Stephen Hammond
	Signed: 		Signed: 
<i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i>		<i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i>	

**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of cells. The cells are colored as follows: Row 1 (Severity 1) is entirely green. Row 2 (Severity 2) has the first two columns green and the last four yellow. Row 3 (Severity 3) has the first column green, the next two yellow, and the last three red. Row 4 (Severity 4) has the first column green, the next two yellow, and the last three red. Row 5 (Severity 5) has the first column green, the next two yellow, and the last three red. Row 6 (Severity 6) has the first column green, the next two yellow, and the last three red. The labels 'LOW', 'MEDIUM', and 'HIGH' are centered in their respective colored regions.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

Appendix 1




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*The English Martyrs Catholic School and Sixth Form College*

*September 2020 re-opening plan (Version 3 January 2021)*

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<p><b>Who is returning?</b></p>	<p><b><u>Year 7-11</u></b></p> <p>Key workers' children and vulnerable students in Years 7-11.</p> <p>On 11<sup>th</sup> January 2021 there were 72 students in school:  Y7: 32  Y8: 17  Y9: 10  Y10: 11  Y11: 2</p> <p>On 11<sup>th</sup> January there were 69 staff working in school.</p>	
<p><b>Entrance/Exit to school</b></p>	<p>Guidance for the use of public transport was set out in Headteacher's communication to parents in July.</p> <p><b>Students who arrive/leave on school buses</b></p> <ul style="list-style-type: none"> <li>• All students should wear a mask whilst on the bus. A lidded bin will be available at site entrance for safe disposal of non-washable</li> </ul>	

	<p>masks. Students will be provided with a zipped jiffy bag for safe storage of washable masks.</p> <ul style="list-style-type: none"> <li>• Masks must be worn in communal areas of the school building; All masks can be removed on entrance to classrooms (subject to any change in guidance)</li> </ul>	
<p><b>Movement around school, including toilets.</b></p>	<p><b>Restricting student movement</b></p> <ul style="list-style-type: none"> <li>• Students will be taught in discrete (zoned) rooms.</li> <li>• Students will remain in these rooms for all lessons.</li> <li>• Bubbles will use the toilets on their floor and additional cleaning regimes will operate.</li> <li>• Bubbles will have sole use of labelled staircases all of the time</li> </ul>	
<p><b>Organisation of learning activities</b></p>	<ul style="list-style-type: none"> <li>• Full curriculum to be offered to all students remotely – some practical subjects will need to amend the curriculum to incorporate more theoretical content suitable for remote delivery.</li> <li>• Key worker children/vulnerable students will each have a PC and headphones and will be following exactly the same remote learning delivery as students working from home. They will be taught by their teachers and supervised by support staff.</li> </ul>	



<p><b>Lunch and break arrangements.</b></p>	<p>One common lunch time to assist in the consistency of remote learning. 12:25 - 12:55.  Year 7 come down to dining hall.  All other year groups pre-order their lunch during the morning session. This is delivered to their classroom.  Students are supervised by lunchtime supervisors.</p> <p>At breaktime, students stay in their room and are supervised by SLT</p>	
<p><b>Staffing requirements</b></p>	<ul style="list-style-type: none"> <li>• Staff will teach their normal timetable remotely. Support staff will supervise key worker children/vulnerable students on a rota basis.</li> <li>• Office spaces have been reallocated to ensure that 2 metre distancing is not compromised.</li> <li>• Staff supervising students in classrooms must wear a visor</li> </ul>	
<p><b>Classrooms needed</b></p>	<p><b>Y7 – 2.08; 2.04; 2.07</b>  <b>Y8 – 0.24; 0.23</b>  <b>Y9 – 0.02</b>  <b>Y10 – AR2</b>  <b>Y11 – 1.12</b></p>	

	<p><b>Holding rooms for students who are symptomatic and awaiting collection</b>  The downstairs toilets in 6<sup>th</sup> Form block will be temporarily converted into holding rooms. These rooms will be deep cleaned with fogger after any use. Cleaners will have access to appropriate PPE.</p>	
<p><b>Additional measures</b></p>	<p><b>Handwashing (soap and water)</b>  Soap and water available in all toilet blocks. Temporary handwashing stations are placed at the 3 irregular entrance points into main school to enable handwashing upon entrance to the building to supplement the hand sanitising stations.</p> <p><b>Hand sanitising schedules</b>  Sanitising dispensers are placed strategically around the site including at all entrance/exit points. 500ml dispensers to be placed in each classroom. Students and staff are expected to sanitise hands on entering and exiting each room.</p> <p><b>Respiratory Hygiene</b>  Tissues are supplied by the school in every classroom and office space. Lidded pedal bins to be provided for safe disposal</p> <p><b>Increased cleaning/hygiene measures</b></p>	

- |  |   |  |
|--|---|--|
|  | <ul style="list-style-type: none"><li>• Number of on-site cleaners during the school day increased from 1 to 3. Cleaning schedule for toilets and heavily touched areas increased.</li><li>• Spray dispensers in classrooms as additional measure.</li><li>• Cleaning regimes for specialist areas increased. Ozone machine to deep clean St Anne's hall each evening. Fogging operation for other large communal spaces.</li><li>• Shared materials and surfaces should be cleaned and disinfected more frequently. Sharing of equipment should not occur, where it does the equipment must be disinfected before and after use.</li><li>• Staff opening post must either wear gloves or wash hands thoroughly after touching the post. Envelopes to be disposed of in lidded bin. The distribution of post will either be via scanning in or placed in pigeon holes for an allocated person to collect, dispatch and further quarantine.</li><li>• Specific hygiene and ventilation regime in bubble detentions (students are to be well-separated and socially distanced)</li><li>• Toilets for Year group clusters wherever possible – communal staff toilet areas to temporarily become student toilets to enable greater access</li></ul> |  |
|--|---|--|

to handwashing. Individual/accessible toilets to be used by staff.

**Misc**

**Lunch/Breaks**

- Split lunch mean that we already mitigate contact between students – lunch will continue to be split into 3 sittings but dining hall will be divided in two by Perspex sheeting for sittings to secure segregation of bubbles in sittings 1 and 2. One hot and one cold option (with cold drink) to be available on a 'grab and go' basis
- Split break will ensure that bubbles will not mix at social times. Y7 and Y9 will use the chapel garden as outdoor space (at separate times) to enable two bubbles to be on break at same time. This mitigates against disruption to learning in p2 and ensures no student waits more than 2 hours between break and their lunch break.

**Uniform**

- Students/staff will not wear a tie. Students will be issued with a coloured badge that will serve as an identifier for their year group.

	<p><b>Visitors</b></p> <ul style="list-style-type: none"><li>• The Sixth Form Car Park gates will be locked from 08:15 – 15:30, if you are attending/leaving site between these times please park in an alternative location.</li><li>• The visitor risk assessment must be followed in full. Arrangement of visitors must be communicated to the school office.</li><li>• All visitors must report to the main reception where they will be accompanied to relevant area by a member of staff. Non-essential visitors will not be allowed access to the school site.</li><li>• Remote meetings with parents/carers will take place. Parent visits to site will be for emergencies only.</li></ul> <p><b>Offices and staff work areas</b></p> <ul style="list-style-type: none"><li>• Offices have been rearranged to have appropriate gaps between seating and workstations and/or staggered breaks and lunchtime with a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas. Care should be taken to ensure high traffic areas such as printers and</li></ul>	
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photocopiers do not break the 2m social distancing rules.

- Staff should bring own food into school in labelled washable box. This will be stored in locker/staff cupboards. If anything is required to be placed in the fridge this must be in a labelled washable box. Staffroom use will be discouraged. Staff are advised to bring in own flask, tea bags, etc. and to wipe down the kettle, microwave, etc. if they choose to use them. Staff are asked to take home their eating utensils each night to wash, but if they are washed in school they must be washed only by the person who has used them.
- Tea towels and other towels must be removed from all areas and not used.
- In addition, staff are to wash hands on entry to staff rooms before and after preparing food and drinks and before leaving.

## Other Protocols

### Teaching and learning for Children remaining at home.

- Microsoft Teams will be the platform for all school/home 'learning' communication. Teachers will deliver their normal timetable using a blended learning approach. Students will receive 5 hours of learning per day.
- Each student will receive a weekly pastoral session with Form Tutor. Students not attending these sessions will receive a pastoral phone call each week.

### Kitchen

- Deliveries take place prior to school. Site team will need to assist with marshalling and ensure visible signage of our expectations when on site.
- Rota system in place to reduce numbers but cope with demand
- staff to work back to back or side by side where social distancing cannot be followed.
- PPE to be provided for emptying bins, including dirty plates and cutlery etc
- disposable pots/plates and cutlery shouldn't be needed given that all will be cleaned daily. Trays will need to be cleaned between each sitting with appropriate product, if trays are to be used.

### Regular Testing (LFT's)

All staff and students working in school (who have consented) will be given 2 lateral flow tests between 3 and 5 days apart from w/b 4<sup>th</sup> January. Following this staff will be further tested once each week.

Students will be offered a daily test for 7 days, if they have been a close contact of a confirmed positive case.

St Anne's Hall has been set up as our testing site. A staff of volunteers have all been trained and guidance is being followed to the letter.

**Appendix 2 Proposed zoning arrangements (ground floor; 1<sup>st</sup> floor; second floor; mobiles and Art/Music)**

**Key Worker children/ Vulnerable students will be accommodated in the following rooms**

**Y7 – 2.08; 2.04; 2.07**

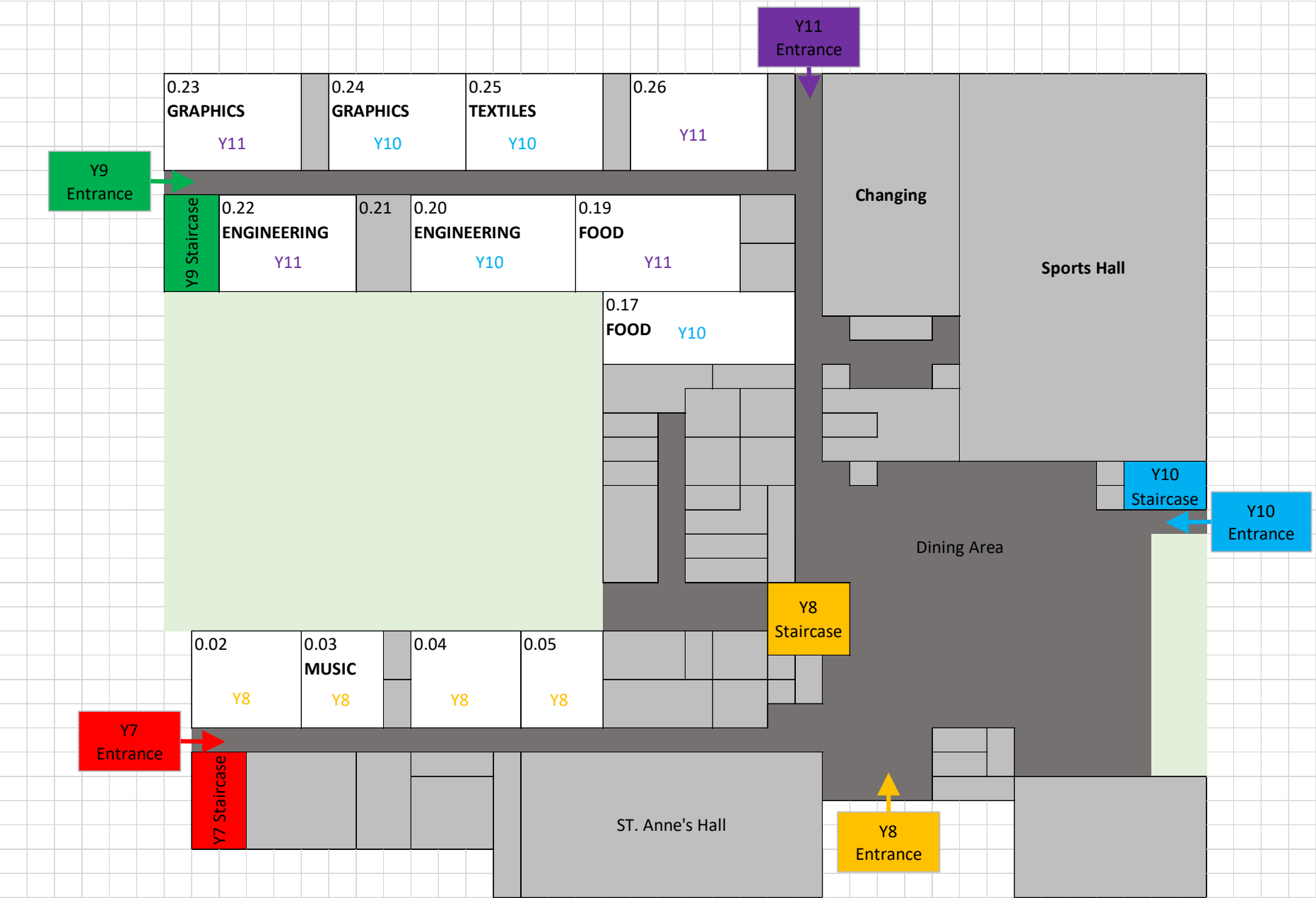
**Y8 – 0.24; 0.23**

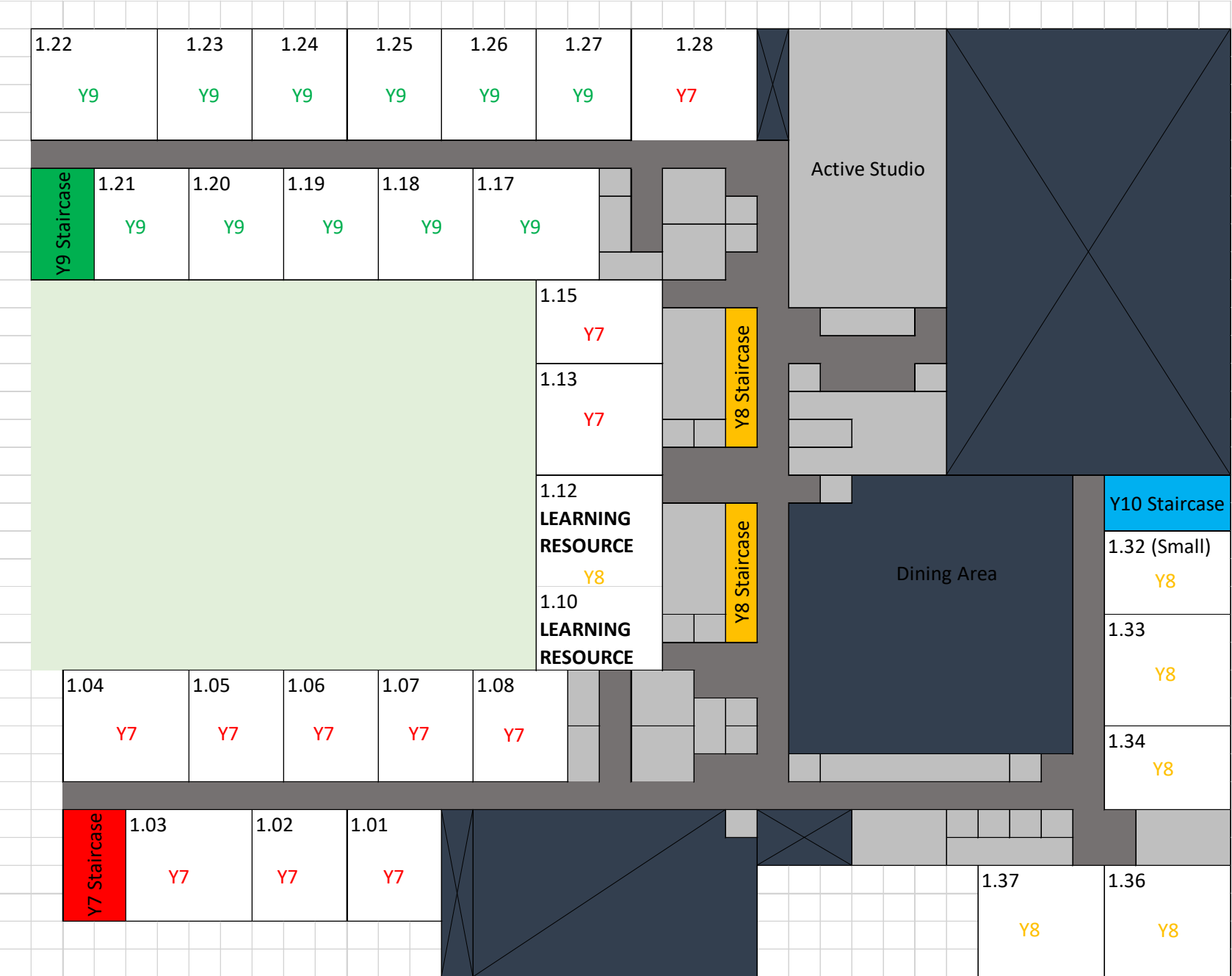
**Y9 – 0.02**

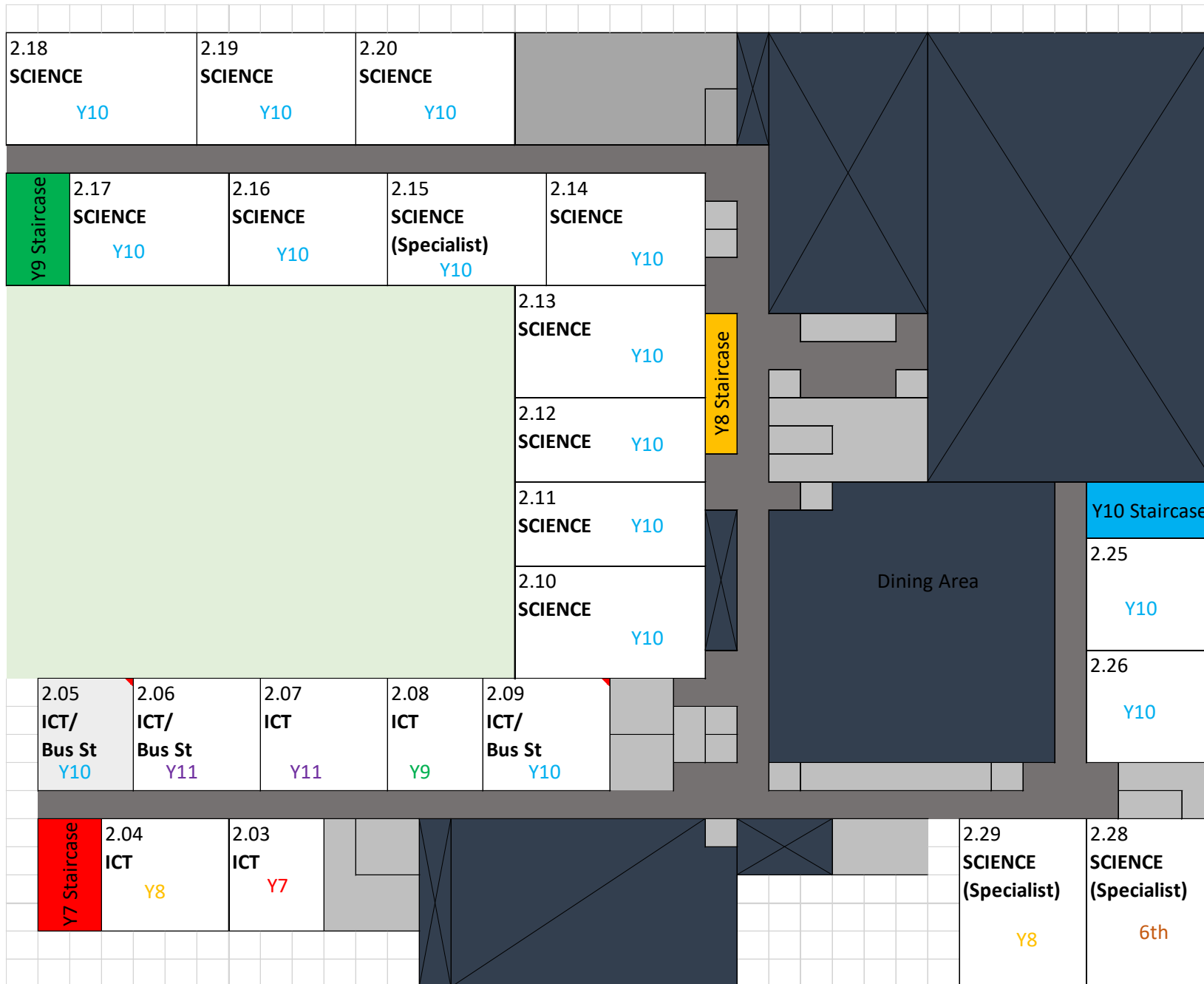
**Y10 – AR2**

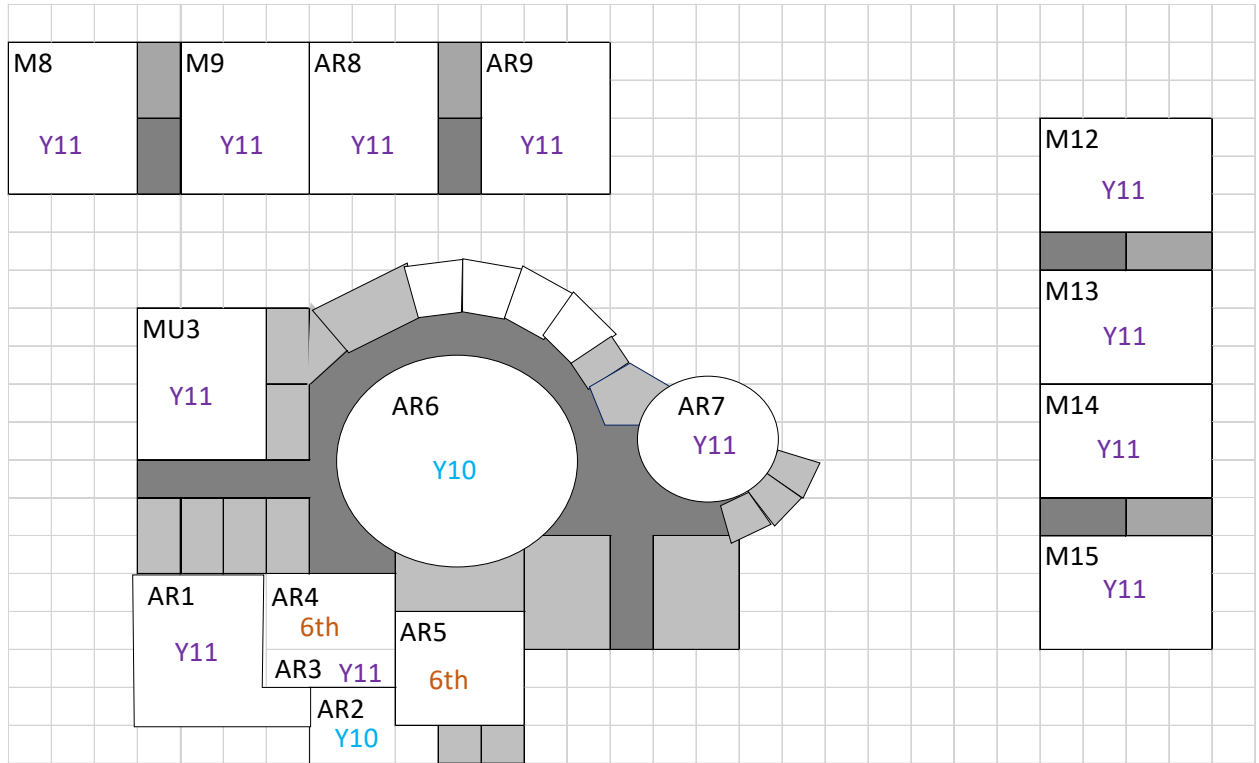
**Y11 – 1.13**
















### Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

*The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.*

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	<b>X</b>
Kitchen/Dining roles	When hand washing facilities are not available	<b>X</b>	In line with normal guidance and while clearing used crockery/cutlery	<b>X</b>	<b>X</b>
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	<b>X</b>
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	<b>X</b>
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Pupils encouraged to use their own	<b>X</b>	<b>X</b>	<b>X</b>