

Covid-19 Response: Detailed Risk Mitigation Measures at Twyford High School (updated January 2022)

How measures described in the Trust Risk Assessment will be applied at the School:

Trust Risk Assessment Measures	How they will be applied in the school
Keep students, staff and visitors informed about the risk of infection and how to minimise it, through assemblies and notices/signage or online communication.	The main messages are included in return to school assemblies/tutor times, signage at site entrances and across the site (see site plan below), emails to parents and a message/links to government guidance on the home page of the school website. Also the prescribed workplace notice is displayed in the staff room and the Trust's risk assessment is published on the website.
Inform students, parents and staff about when to stay at home and the latest rules on close contact isolation, household-isolation and shielding of vulnerable people.	Updated Communication of attendance/absence systems in line with government guidance, updated January 2 nd 2022. The main messages are included in start of term assemblies/tutor times, signage at site entrances, emails to parents and a message/links government guidance on the home page of the school website.
Support public health tracking measures (eg regarding regular testing, and use of tracking apps).	<ul style="list-style-type: none">• Seating plans for teaching rooms occupied by staff and students recorded on Go 4 schools.• Face coverings required to be worn by pupils in classrooms & communal areas in all schools, until the 26th January in the first instance. Face coverings are not required for staff in classrooms but can be worn if desired. Students and staff will continue to be advised to wear them on public transport.• Disposable face coverings are available for staff from the welfare room in each school as required.• Self-testing kits continue to be issued during January to staff and students to facilitate twice weekly testing, this will then be reviewed in line with Gov guidance at the end of January.• One on site lateral flow test will take place for all students in the first week of term, before they resume face to face teaching.• Parents will continue to be reminded that students displaying any covid or bad cold symptoms (no matter how mild) must take a lateral flow test. Any student who receives a positive lateral flow test should inform the school, self-isolate and

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	<p>request a PCR test. Where a parent insists on a child attending the school has the right to take the decision to refuse them entry to protect other students and staff.</p> <ul style="list-style-type: none"> • The period of isolation for individuals who test positive is 10 days, but this can be reduced to 7 days if lateral flow tests taken on the 6th and 7th day (24 hours apart) are both negative (Staff/students would then be able to return to school on day 8). • Students under 18.5, those double vaccinated over 18 and those with medical reasons for not being vaccinated are not expected to self-isolate if they are identified as a close contact of, or live with a person in their household who tests positive for Covid 19. All contact tracing will be done through the NHS who will inform them if they are a close contact and encourage them to get a PCR test. They should however take daily lateral flow tests for 7 days. • Remote education will continue to be provided for students who are required to self-isolate. <p>Continued use of control measures</p> <ul style="list-style-type: none"> • Ensure good hygiene for everyone – continue to use hand sanitisers on entry to classrooms and public spaces <p>Hand sanitiser stations</p> <ul style="list-style-type: none"> • 8 wash stations positioned outside to support hand washing when arriving/break and lunch. • Hand sanitiser in every classroom which pupils use on way in and way out • Hand sanitisers spread around café & on entrance to PC/SH & Chapel • Hand sanitiser points on queuing for café & Kiosk • Maintain appropriate cleaning (as 2020-21) • Keep occupied spaces well ventilated - classrooms and corridors (minimise the number of doors students touch by keeping these open) • Follow PHE on testing, self-isolation & managing confirmed cases.
Permit home working for efficiency/convenience reasons where the job role allows it.	Policy applied.
Dis-apply social distancing measures in school in accordance with the latest DfE guidance	<p>Key points to note:</p> <ul style="list-style-type: none"> • Continue with classroom layouts fixed, with teacher zone and student zone clearly marked with tape to allow for appropriate distancing whenever possible • All classrooms checked to ensure that they have desks facing forward • Sanitation stations in all classrooms, used on entry to classroom. • Staggered lunches

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<ul style="list-style-type: none"> Continue to use strict one way system to ensure that student movement is all one way (no exceptions for 6th form/staff) Singing not allowed in assemblies while students are expected to wear masks 	<ul style="list-style-type: none"> Daily detention split so year 7-9 do these after school and Year 10/11 do them at lunchtime <p>Transitions</p> <ul style="list-style-type: none"> Strict orderly dismissal of each class on the bell. Strict enforcement of one way system –classes leave in a line Strict enforcement of sensible behaviour Corridor doors left open at all times if possible (closed every evening) Teachers get classes in straight away when they arrive SLT/Wider SLT/HoDs/teachers on duty at the end of the period to manage controlled movement round the site (strict use of one way system) <p>Singing lessons (1 period for Year 7/8)</p> <ul style="list-style-type: none"> Singing lessons continue but students socially distanced in a large space (use of the PC) <p>Assemblies & communions</p> <ul style="list-style-type: none"> SLT/ Head of house assemblies return to Screen cast assemblies for the first 3 weeks of term Year group only assemblies in the PC/SH for the first 3 weeks of term (no assemblies in the chapel during this period) Communions set up as appreciation assemblies. Students prepare for these during tutor time <p>PE</p> <ul style="list-style-type: none"> Changing rooms - staff ensure all changing rooms as used to allow students to spread out while changing. Ventilation kept high by keeping all changing room doors and Sports hall changing room entrance doors open while students change Students are not expected to wear masks in the sports hall venues –ventilation kept high by doors being regularly opened.

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<ul style="list-style-type: none">Ensuring PE changing rooms are well ventilatedTimetable adjusted to provide for split lunch periodsBreak & Lunchtime arrangements to support smooth operation of the café and allow students access to different play spaces as a year group	Break <ul style="list-style-type: none">New café facilities to ensure speedy movement through the café – students encouraged to move from the café to other outside spaces once they have purchased food.Year 7 use café Kiosk																			
	Lunchtime <ul style="list-style-type: none">Split lunches across periods 4a and 4b																			
	Year 7-9 <ul style="list-style-type: none">First lunch 12.20-1.10pmStudents with early lunch passes move straight to the café line up6th form students able to use fast track line to enter the café and buy foodSports hall toilets used by all students to avoid disruption to lessons in other buildings (manned by SLT & sixth form leaders)																			
	<table><tr><th colspan="4">Rotate each ½ term</th></tr><tr><th></th><th>Year 9</th><th>Year 8</th><th>Year 7</th></tr><tr><td>12:20</td><td>Line up in cage - B block end ready for first lunch (only for students who wants to buy food in the cafe or kiosk, or sit and eat theirs in the café). Other students may use same spaces as Yr 7 & 8</td><td colspan="2">Use of playground spaces and associated picnic tables<ul style="list-style-type: none">Elms lawn when dryBasketball pitchCage- Elms endElms Playground</td></tr><tr><td>12:35</td><td>Use of<ul style="list-style-type: none">Elms lawn when dryBasketball pitchCage- Elms endElms playground</td><td>Line up in cage - B block end ready for Second lunch (only for students who wants to buy food in the</td><td>Use of<ul style="list-style-type: none">Elms lawn when dryBasketball pitchCage- Elms endElms playground</td></tr></table>				Rotate each ½ term					Year 9	Year 8	Year 7	12:20	Line up in cage - B block end ready for first lunch (only for students who wants to buy food in the cafe or kiosk, or sit and eat theirs in the café). Other students may use same spaces as Yr 7 & 8	Use of playground spaces and associated picnic tables <ul style="list-style-type: none">Elms lawn when dryBasketball pitchCage- Elms endElms Playground		12:35	Use of <ul style="list-style-type: none">Elms lawn when dryBasketball pitchCage- Elms endElms playground	Line up in cage - B block end ready for Second lunch (only for students who wants to buy food in the	Use of <ul style="list-style-type: none">Elms lawn when dryBasketball pitchCage- Elms endElms playground
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			cafe or kiosk, or sit and eat theirs in the café).	
	12:45	Use of playground spaces and associated picnic tables <ul style="list-style-type: none"> Elms lawn when dry Basketball pitch Cage- Elms end Elms playground 	line up in cage - B block end ready for third lunch (only for students who wants to buy food in the cafe or kiosk, or sit and eat theirs in the café)	
	13:05 – whistle to move to line up 13:10 move to lessons	Line up in Cage - B block end	Line up in Cage - Elms end	Line up on Elms back playground
	Year 10 & 11 <ul style="list-style-type: none"> Second Lunch 1:20 – 2:10pm (line up for period 5 at 2:05pm) Lunchtime detentions for year 10 & 11 only in A20 & A21(year 7-9 after school) Kiosk not available for second lunch 			
	2 week system: Week 1 & week 2 (year 10 & 11 swap each week)	Year 11	Year 10	Year 12/13
	1:20pm	Line up in cage - B block end ready for first lunch (only for students who want to buy food or sit and eat theirs in the café)	Use of playground spaces and associated picnic tables: <ul style="list-style-type: none"> Elms lawn when dry Cage - Elms end Elms playground 	Sixth form able to use Café to buy food (able to sit in the sixth form area of café to eat plated food) –otherwise should move to Basketball area & picnic tables (as well as study centre)
	1:35pm	Option to move to playground spaces and associated picnic tables: <ul style="list-style-type: none"> Elms lawn when dry Cage - Elms end Elms playground 	Line up in cage - B block end ready for second lunch (only for students who want to buy food or sit and eat theirs in the café)	








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Mass testing taking place the day before students return. Home testing kits issued following the second test to be performed twice weekly during September.	2:05pm line up	Elms back play ground	Elms back play ground	Year 12 & 13 start to move to lessons																																																																						
	Start of term arrangements for on-site lateral flow testing																																																																									
	<ul style="list-style-type: none">Taking place in the Sports hallFace to face teaching resumes the following dayHome testing kits issued as part of the testing process																																																																									
	<table><thead><tr><th></th><th>Time</th><th>Testing year</th><th>SLT</th><th>Admin</th><th>Testers</th><th>Number tested</th><th>In school</th></tr></thead><tbody><tr><td rowspan="3">Tuesday 4th January</td><td>10:00 – 11:00</td><td>Year 11</td><td>PBE & ABJ</td><td>1</td><td>20 (10 per hour)</td><td>188</td><td rowspan="3">No students</td></tr><tr><td>11.15 – 1:00</td><td>Year 13</td><td>MAR & FFU</td><td>1</td><td>20(10 per hour)</td><td>276</td></tr><tr><td>1:45 – 3:30</td><td>Year 12</td><td>MAR & DEL</td><td>1</td><td>20(10 per hour)</td><td>320</td></tr><tr><td rowspan="3">Wednesday 5th January</td><td>08:30 – 09:45</td><td>Year 8</td><td>Duty& RHI</td><td>1</td><td>20(10 per hour)</td><td>199</td><td rowspan="3">Year 11 assembly - expectations Year 12&13 just arrive for lessons)</td></tr><tr><td>09:45 – 11:00</td><td>Year 7</td><td>Duty & EJO</td><td>1</td><td>20(10 per hour)</td><td>203</td></tr><tr><td>11:30 – 12:45</td><td>Year 9</td><td>Duty & JFL</td><td>1</td><td>20(10 per hour)</td><td>200</td></tr><tr><td rowspan="2">Thursday 6th January</td><td>13:30 – 14:45</td><td>Year 10</td><td>Duty & GEI</td><td>1</td><td>20(10 per hour)</td><td>192</td><td rowspan="2">Extended tutor period for all students to complete self-review</td></tr><tr><td colspan="6">Return to school for all students</td></tr><tr><td>Friday 7th January</td><td colspan="6">return to school expectations assemblies Years 7&8 – PC Years 9&10 - SH</td></tr></tbody></table>						Time	Testing year	SLT	Admin	Testers	Number tested	In school	Tuesday 4 th January	10:00 – 11:00	Year 11	PBE & ABJ	1	20 (10 per hour)	188	No students	11.15 – 1:00	Year 13	MAR & FFU	1	20(10 per hour)	276	1:45 – 3:30	Year 12	MAR & DEL	1	20(10 per hour)	320	Wednesday 5 th January	08:30 – 09:45	Year 8	Duty& RHI	1	20(10 per hour)	199	Year 11 assembly - expectations Year 12&13 just arrive for lessons)	09:45 – 11:00	Year 7	Duty & EJO	1	20(10 per hour)	203	11:30 – 12:45	Year 9	Duty & JFL	1	20(10 per hour)	200	Thursday 6 th January	13:30 – 14:45	Year 10	Duty & GEI	1	20(10 per hour)	192	Extended tutor period for all students to complete self-review	Return to school for all students						Friday 7 th January	return to school expectations assemblies Years 7&8 – PC Years 9&10 - SH					
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Shared staff work spaces and equipment cleaned between uses.	Other arrangements																																																																									
	Parent events <ul style="list-style-type: none">Expect to hold parents evening remotely until the end of the academic year																																																																									
If there is a positive case in a year group temporarily move to	Staff work stations <ul style="list-style-type: none">Sanitisers in all classrooms and offices. Antiseptic wipes by all shared keyboards with instructions to clean BEFORE useLog kept of the use and cleaning of shared office workspaces and equipment																																																																									
	If positive Lateral flow test is reported - student sent home immediately to self-isolate. Student with positive test told to get a confirmatory PCR test. If test result comes back negative student can return (n.b. test should be done within 48 hours of being sent home to isolate)																																																																									









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remote learning model for students self-isolating Increase measures if required to by PHE if required by public health authorities.	Parents informed of rules for self-isolation using school communications Teams in use by all teachers for blended learning during periods of self-isolation and remote live teaching during periods of lockdown
Operate arrangements for students taken ill at school including providing isolation rooms for those displaying coronavirus symptoms or symptoms of other serious infectious diseases.	The Elms Parlour is used as an Isolation Room while students wait to go home. The room is cleaned after use.
Encourage and provide for regular handwashing or use of hand sanitisers. Inform staff and students about handwashing and avoiding touching your face – but probably no need to provide for handwashing/sanitising in the timetable.	Hand hygiene points are set up in each classroom (sanitiser and tissues) and at building entrances etc (see site plan).
Focus cleaning during the day and other hygiene measures – eg regular cleaning of high	All-day cleaner has a schedule of high traffic / high contact areas to clean. Wipes provided for students to wipe down equipment such as computer keyboards before and after use. Wipes for teachers to use if required (using different classrooms)

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risk surfaces including table tops, door handles, keyboards, toilets and deep clean/disinfection of isolation rooms when required. Cleaning of classroom surfaces between lessons for different year groups.	
Provide required protection/PPE for welfare staff and others at particular risk in the event that a case arises in school. Protection will probably not be required for reception staff.	PPE stocks in place.
Take the current level of risk and DfE/FCO/insurer advice into account when deciding whether to undertake/cancel school trips. UK non-residential trips should be OK but and limited overseas trips may be possible.	Day trips and residential as per government guidance. All residential' s cancelled during January
Measures to re-apply in the event of a local outbreak and temporary	Close the school to all except vulnerable children and children of key workers. Switch back to the online curriculum. Require staff to work from home if possible. Require staff and students to bring in their own lunches.

Trust Risk Assessment Measures	How they will be applied in the school
closure/return to remote working.	

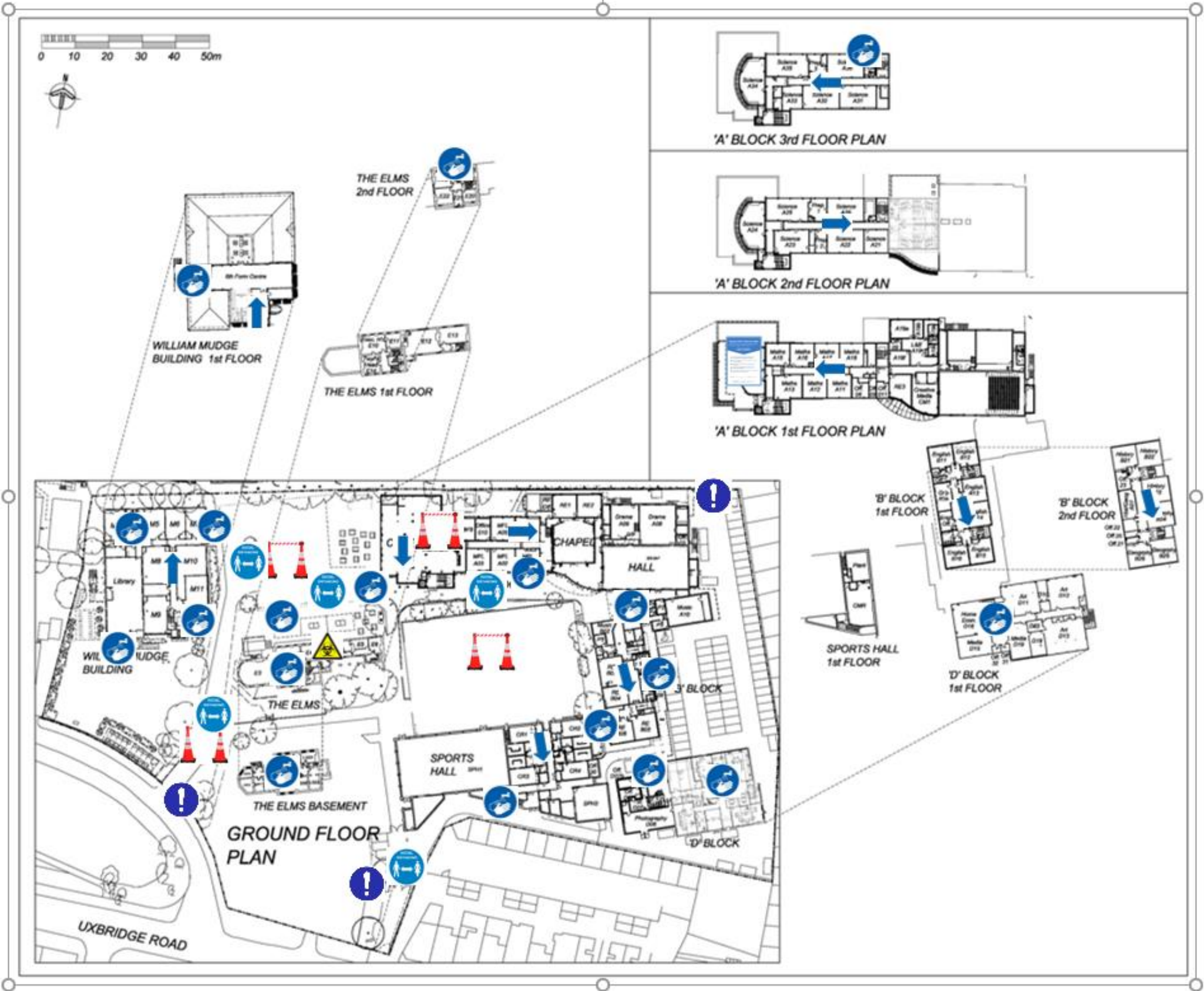
Signage - kept in case we need to increase safety measures

Description	Hand Hygiene Point Sign	Workplace Notice
Symbol for site plans		
Image of sign	<div data-bbox="302 379 454 523">  </div> <div data-bbox="302 539 454 683">  </div> <div data-bbox="302 699 454 842">  </div> <div data-bbox="302 858 454 1002">  </div> <div data-bbox="302 1018 454 1161">  </div> <div data-bbox="481 379 862 834"> <p>Covid-19 Countermeasures</p> <p>HAND HYGIENE POINT</p> <p>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze or use your bent elbow. Dispose of your tissues in a bin as soon as possible. Wash or sanitise your hands regularly during the day including when entering a building.</p> </div> <div data-bbox="481 850 862 1026"> <p>Avoid touching your face, especially your mouth, nose and eyes, and avoid touching surfaces especially those that others frequently touch.</p> </div> <div data-bbox="481 1042 862 1201"> <p>SOCIAL DISTANCING</p> <p>Students: Stay in year group 'bubbles'. Keep 2m away from students in other year groups. Everyone on site: Keep 2m away from staff and visitors.</p> </div>	<div data-bbox="920 363 1547 683"> <p>Staying COVID-19 Secure in 2020</p> <p>We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <p>• FIVE STEPS TO SAFER WORKING TOGETHER •</p> </div> <div data-bbox="987 722 1480 1018"> <ul style="list-style-type: none"> ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here ✓ We have cleaning, handwashing and hygiene procedures in line with guidance ✓ We have taken all reasonable steps to help people work from home ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace ✓ Where people cannot be 2m apart, we have done everything practical to manage transmission risk </div> <div data-bbox="987 1074 1480 1106"> <p>Employer <u>The Board of Directors of Twyford Church of England Academies Trust</u> Date <u>1st June 2020</u></p> </div> <div data-bbox="1021 1161 1447 1209"> <p>Who to contact: <u>HealthandSafety@TwyfordAcademies.org.uk</u> (or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)</p> </div>

Description	Entrance Sign	One-Way Sign	Social Distancing	Barrier Tape	Isolation Room
Symbol for site plans					
Image of sign	 <div data-bbox="309 802 918 1380"> <p>IMPORTANT</p> <p>Covid-19 countermeasures are in operation on this school site.</p> <p>Only enter the site if you are free of Covid-19 symptoms (a high temperature, a new, continuous cough or a loss of taste or sense of smell) and agree to observe the School's social distancing and hygiene rules which you can find at: www.twyfordacademies.org.uk/about-us/covid-19.</p> <p>All visitors including parents and contractors must obtain permission from reception using the entry phone system before entering the site.</p> </div>		 <div data-bbox="1093 919 1561 1136"> <p>Students: Stay in year group 'bubbles'. Keep 2m away from students in other year groups.</p> <p>Everyone on site: Keep 2m away from staff and visitors.</p> </div>		 <div data-bbox="1756 847 2119 1002"> <p>Isolation Room</p> </div>

Site Plan showing signage and hand hygiene points:

Twyford C of E High School





Covid-19 Countermeasures
SAFETY IN TOILET AREAS

Area Name:
The maximum number allowed
in this area at one time is:
Other restrictions:

Wash your hands thoroughly
after use.

Avoid touching your face,
especially your mouth, nose and
eyes, and avoid touching
surfaces especially those that
others frequently touch.

Wipe clean frequently touched
surfaces after use with wet
wipes or paper towels and
cleaner.
Bin used wipes and towels.



Covid-19 Countermeasures
SAFETY IN OFFICES

(including work rooms and meeting rooms)

Room Name:
The maximum number allowed in
this room at one time is:

Alternatives: An empty classroom or
the staff room.

Maintain 2m in the office or 1m +
a face mask.

Avoid sitting face-to-face without a screen.
Shared desks and equipment: log use and
clean between users.

Ventilation: keep windows and doors open.

Avoid touching your face,
especially your mouth, nose and
eyes, and avoid touching
surfaces especially those that
others frequently touch.

Wipe clean frequently touched
surfaces with wet wipes or paper
towels and cleaner. Bin used
wipes and towels.

Shared Desk/Office Hygiene Log

While coronavirus is in circulation and we are using different desks to keep social distance (see office social distancing rules below), we need to make sure that we minimise the risk of infection from sharing desks, office equipment and surfaces around the office. To assist with this please use this log of desk use and cleaning for all desks which may be shared.

[illegible]

Office social distancing and hygiene rules while the coronavirus is in general circulation:

- Reduce office occupation by working at home where instructed to by your line manager and making maximum use of classrooms and other spaces for working.
- Limit the number of people you are sharing an office with or in contact with (maintain a bubble).
- Keep a record of who you are in contact with so that if one of you becomes infected, track and trace can operate effectively.
- When working in an office keep 2m apart if possible and use a face mask if it is not possible.
- Avoid using a desk or equipment that another person has used for 3 days where possible.
- Regularly clean your hands, avoid touching your face and surfaces and keep surfaces clean.
- Keep the office well ventilated and avoid sitting face to face.