

Covid-19 Response: Detailed Risk Mitigation Measures at William Perkin High School (updated Jan 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
<p>Keep students, staff and visitors informed about the risk of infection and how to minimise it, through assemblies and notices/signage or online communication.</p>	<p>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.</p>
<p>Inform students, parents and staff about when to stay at home and the latest rules on year group 'bubbles' and household-isolation and shielding of vulnerable people.</p>	<p>Communication the attendance/absence systems in line with government guidance. The main messages are included in return to school assemblies/tutor times, signage at site entrances, emails to parents and a message/links government guidance on the home page of the school website.</p>
<p>Support public health tracking measures (e.g. regarding regular testing, and use of tracking apps, recording those who come into close contact as far as possible).</p>	<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 facilities team 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 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. • 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.

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	<ul style="list-style-type: none"> • 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"> • 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.
<p>Dis-apply social distancing measures in school in accordance with the latest DfE guidance</p> <ul style="list-style-type: none"> • Timetable adjusted to provide for split lunch periods • Continue to use strict one way system to ensure that student movement is all one way (no exceptions for 6th form/staff) 	<p>Key points to note:</p> <ul style="list-style-type: none"> • All classrooms checked to ensure that they have desks facing forward • Hand sanitiser available in all classrooms • Staggered lunches <p>Transitions</p> <ul style="list-style-type: none"> • Strict dismissal of each class on the bell. • Strict enforcement of one way system • Stairwells allocated to particular year groups • Strict enforcement of sensible behaviour • Corridor doors left open at all times if possible • Teachers dismiss class sensibly • Teachers get classes in straight away when they arrive unless last class has not left the room yet • SLT/Wider SLT/HoDs/teachers on duty at the end of the period to manage a careful release from classrooms <p>Singing lessons (1 period for Year 7/8)</p> <ul style="list-style-type: none"> • Singing lessons take place – forward facing (not face to face), ensuring spaces are well ventilated and students are as distanced as space allows (use of whole PC and spaced seating)

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<ul style="list-style-type: none"> Singing now allowed? <p>Break & Lunchtime arrangements to support smooth operation of the café and allow students access to different play spaces as a year group</p> <p>Mass testing taking place the day before students return and once again after 3 days in school. Home testing kits issued following the second test to be performed twice weekly during September.</p>	<p>Assemblies & communions</p> <ul style="list-style-type: none"> SLT assemblies return to Screen cast assemblies for the first 2 weeks of term in the first instance to minimise mixing of year groups in the period immediately following the Christmas break Year group only assemblies in the PC/DD for the first 2 weeks of term Any communions set up as celebration assemblies during this period. 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. Students will not change after PE – they will be allowed to collect uniform and go to registration / go home in their PE kit. <p>Break</p> <ul style="list-style-type: none"> Improved 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. <p>Lunchtime</p> <ul style="list-style-type: none"> Split lunches across periods 5a and 5b <p>Year 9-11</p> <ul style="list-style-type: none"> First lunch 12:10-12:50 Year 9-10 use main café, Y11 use café extension Allocated queuing slots of year groups to reduce crowding and mixing of year groups Students not eating sent outside immediately Zoning of outside spaces to reduce mixing between year groups <p>Year 7-8 & 12-13</p> <ul style="list-style-type: none"> Second lunch 13:00-13:40 Allocated queuing slots of year groups to reduce crowding and mixing of year groups Year 12-13 use café extension, Y7-8 use main cafe Students not eating sent outside immediately Zoning of outside spaces to reduce mixing between year groups

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	<p>Other arrangements</p> <p>Parent events</p> <ul style="list-style-type: none"> • Expect to hold parents evening remotely until the end of the academic year <p>Staff work stations</p> <ul style="list-style-type: none"> • Sanitisers in all classrooms and offices. Antiseptic wipes by all shared keyboards with instructions to clean BEFORE use • Log kept of the use and cleaning of shared office workspaces and equipment
<p>If there is an outbreak in a year group temporarily move to remote learning model for that group if required by public health authorities.</p>	<p>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)</p> <p>Parents informed of rules for self-isolation using DfE template paperwork.</p> <p>Teams in use by all teachers for blended learning during periods of self-isolation and remote live teaching during periods of lockdown.</p>
<p>Operate arrangements for students taken ill at school including providing isolation rooms for those displaying coronavirus symptoms or symptoms of other serious infectious diseases.</p>	<p>Changing room opposite medical room is used as an Isolation Room while students wait to go home. The room is cleaned after use.</p>
<p>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.</p>	<p>Hand hygiene points are set up in each classroom (sanitiser) and at building entrances etc. (see site plan).</p>
<p>Focus cleaning during the day and other hygiene measures – eg regular cleaning of high 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.</p>	<p>All-day cleaner has a schedule of high traffic / high contact areas to clean.</p> <p>Wipes provided for students to wipe down equipment such as computer keyboards before and after use.</p> <p>Wipes for teachers to use if required (using different classrooms)</p>
<p>Provide required protection/PPE for welfare staff and others at particular risk in the event</p>	<p>PPE stocks in place.</p>

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that a case arises in school. Protection will probably not be required for reception staff.	
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.
Measures to re-apply in the event of a local outbreak and temporary closure/return to remote working.	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.

Signage



Description	Hand Hygiene Point Sign	Workplace Notice
Symbol for site plans		

Image of sign



Covid-19 Countermeasures
HAND HYGIENE POINT

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.

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

SOCIAL DISTANCING

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.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ 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**

Employer The Board of Directors of Twyford Church of England Academies Trust Date 1st June 2020

Who to contact: HealthandSafety@TwyfordAcademies.org.uk
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)






Description	Entrance Sign	One-Way Sign	Social Distancing	Barrier Tape	Isolation Room
Symbol for site plans					

Image of sign



IMPORTANT

Covid-19 countermeasures are in operation on this school site.

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.

All visitors including parents and contractors must obtain permission from reception using the entry phone system before entering the site.



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.



**Isolation
Room**

Site Plan showing signage and hand hygiene points and signs at entrances currently in use. A-boards and signs on office doors / toilets are not currently in use but represent the contingency plan if measures have to be stepped up.

