

Covid-19 Response: Detailed Risk Mitigation Measures at Ada Lovelace High School for Alert Level 2/3 and Above* (March 2021)

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>March Update</p>	<p>The main messages are included in start of term assemblies, 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>All staff and students are required to wear facemasks (rather than visors) in corridors and class. Testing will be carried out for students every 3 -5 days for the required three tests, testing kits will be handed out to students with the expectation parents will test students twice a week. Staff will be tested twice a week. Home testing kits will be offered as soon as these are made available.</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 start of term assemblies, signage at site entrances, emails to parents and a message/links government guidance on the home page of the school website. Include in remote year ahead evening guidance</p>
<p>Support public health tracking measures (eg regarding regular testing, and use of tracking apps, recording those who come into close contact as far as possible).</p>	<p>Classes attended and seats occupied by staff and students recorded on SIMS.</p>
<p>Permit home working for efficiency/convenience reasons where the job role allows it.</p>	<p>Policy applied.</p>
<p>Dis-apply social distancing measures in school in accordance with the latest DfE guidance (year group 'bubbles' for students and continued distancing for staff).</p>	<p>Start times and finish times Students start and finish school at normal times and use separate entrances and exits and the 3 stair wells are used by each of the 3 year groups – 7 use stair 2, 8 use stair 1 and 9 stair 3</p>

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<ul style="list-style-type: none"> • Lunchtime arrangements to support separation of year group 'bubbles' and distancing for adults. • Shared staff work spaces and equipment cleaned between uses. 	<ul style="list-style-type: none"> • Year 7/8 classes will be in the same bubbles for each lesson (except for PE where 2 class bubbles are linked. Sports will be external and/or adhere to social distancing guidelines) • Year 9 will be kept in same 'bands' and will be in the same class bubbles except for option subjects, PE and second language acquisition • Tutor groups will be waived and students will have the tutor time programme delivered to them within the class bubbles by the respective pastoral teams. Each teacher/tutor will be linked to a class bubble for the pastoral/programme • PE groups will be allowed to come to school in PE kit on their PE days. For year group sport afternoons students will get changed in agreed rooms on Floor 2 • There will be year group assemblies, pastoral workshops, SLT assemblies and communions with the seating lay out in class bubbles within the year group <p>Hand sanitiser stations</p> <ul style="list-style-type: none"> • 2 hand sanitiser stations set up on way into building at each of the year group stair wells • Have multiple bottles of hand sanitiser on each and staff on duty to ensure all students sanitise on way in; these stations are moved to back of school once arrival is completed • Hand sanitiser in every classroom which pupils use on way in • Hand sanitisers spread around café in class bubble zones • Hand sanitiser points on queuing for café <p>Transitions</p> <ul style="list-style-type: none"> • A 5 minute movement time to be created with lessons shortened to 45 minutes • Class bubbles remain in their base room and teachers move through the building from lesson to lesson • Each year group based in a learning zone – Yr 7 and 8 on Floor 1 and Year 9 on Floor 3 • Each year group assigned a stair well for exclusive use • Clockwise movement will take place around the main rectangular passage of the teaching block • A keep left policy will be enforced on stair wells and in 'The Lane'

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	<ul style="list-style-type: none"> • The western spur will have carefully controlled entry and exit routines to prevent clashes between Yr 7 and 9 who will be unable to use stair 1 as that belongs to Yr 8 • A programme is in place to ensure class bubbles access specialist rooms - science/ict/art/music – with key teachers assigned to facilitate the student transition process and key rooms assigned for each year group. Gaps will be left to enable the wiping down of these rooms after use, by class bubbles • Corridor doors left open at all times if possible • Teachers move themselves when not teaching to year group base areas to support the transition process. • Key teachers assigned to year group stair wells to ensure bubbles retain their distance and behaviour is exceptional • SLT/Wider SLT/HoDs/HOYs/teachers on duty at break and lunch to manage a careful release from classrooms into agreed bubble zones in café and in the playground <p>Singing lessons (2 period for Year 7 and 1 period for 8)</p> <ul style="list-style-type: none"> • No singing – either Year group reading for English or adopt a music listening programme piloted at Twyford • Use staff already in the room – Music, HoY + SLT <p>Extra-curricular and after school provision</p> <ul style="list-style-type: none"> • Offer after-school Sports that are organised by year group that are external and comply with SD regulations • Staff can run some clubs remotely (e.g. newspaper clubs) and there will be an early push on the self-guided coding programmes • Study club will be offered to most vulnerable students with a rota prepared to ensure there are strict SD processes in place – create a Yr 7, 8 and 9 zone in the LRC for the most vulnerable • Musical Thursday – the music extended elective will take place adhering to SD guidelines and year group bubble guidelines • Detentions – will be run and will meet SD requirements •

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	<p>Start of term dates</p> <ul style="list-style-type: none"> • Year 7, 8 and 9 arrive at different times for the induction process including COVID expectations and modifications explained at a full briefing after the welcome service for Yr 7 or Celebration assembly for existing students (no parents) <p>Cleaning in between classes</p> <ul style="list-style-type: none"> • Clean specialist classrooms in-between usage • Cleaning of door handles/bannisters/dining tables/toilets etc high profile during the day <p>Ongoing actions:</p> <ul style="list-style-type: none"> • Manage duty rota to manage the agreed covid responses • Deliver student movement plan including transitions to specialist rooms • Agree all student groupings – class bubbles • Regularly communicate the expectations of students – extremely high though positive and collegiate not negative and punitive • Ensure all signage expectations met • Hand sanitiser purchasing to keep stocks up and pumps filled • Monitor PE provision and after school programme • Manage study club to meet SD requirements • Regularly monitor the plan for use of shared offices and work rooms. Log kept of the use and cleaning of shared office workspaces and equipment (see attached). • Assign base rooms for teachers to base themselves in after school
If there is an outbreak in a year group temporarily move to remote learning model for	

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that group if required by public health authorities.	
Operate arrangements for students taken ill at school including providing isolation rooms for those displaying coronavirus symptoms or symptoms of other serious infectious diseases.	Agree room to be 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 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.	Desktops wiped between classes by extended site team. All day cleaner has a schedule of areas/empty classrooms to clean. Stairwells wiped clean regularly
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.	Limited day trips planned, 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 where possible.

Signage

Description	Hand Hygiene Point Sign	Workplace Notice
Symbol for site plans		
Image of sign	<div style="display: flex; flex-direction: column; align-items: center;">      </div> <div style="background-color: #0070C0; color: white; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Covid-19 Countermeasures HAND HYGIENE POINT</p> <p style="text-align: center;">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 style="background-color: #D9534F; color: white; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Avoid touching your face, especially your mouth, nose and eyes, and avoid touching surfaces especially those that others frequently touch.</p> </div> <div style="background-color: #0070C0; color: white; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">SOCIAL DISTANCING</p> <p style="text-align: center;">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 style="background-color: #0070C0; color: white; padding: 20px; text-align: center;"> <h2 style="margin: 0;">Staying COVID-19 Secure in 2020</h2> <p style="margin: 0;">We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <p style="margin: 0;">• FIVE STEPS TO SAFER WORKING TOGETHER •</p> </div> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;">✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here <li style="margin-bottom: 10px;">✓ We have cleaning, handwashing and hygiene procedures in line with guidance <li style="margin-bottom: 10px;">✓ We have taken all reasonable steps to help people work from home <li style="margin-bottom: 10px;">✓ We have taken all reasonable steps to maintain a 2m distance in the workplace <li style="margin-bottom: 10px;">✓ Where people cannot be 2m apart, we have done everything practical to manage transmission risk <p style="margin-top: 20px;">Employer <u>The Board of Directors of Twyford Church of England Academies Trust</u> Date <u>1st June 2020</u></p> <p style="margin-top: 20px; font-size: small;">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>

Description	Entrance Sign	One-Way Sign	Social Distancing	Barrier Tape	Isolation Room
Symbol for site plans					
Image of sign	 <div data-bbox="311 804 920 1378" style="background-color: #0070C0; color: white; padding: 10px;"> <p style="text-align: center; margin: 0;">IMPORTANT</p> <p style="margin: 0;">Covid-19 countermeasures are in operation on this school site.</p> <p style="margin: 0;">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 style="margin: 0;">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="1095 919 1561 1134" style="background-color: #0070C0; color: white; padding: 10px;"> <p style="margin: 0;">Students: Stay in year group 'bubbles'. Keep 2m away from students in other year groups.</p> <p style="margin: 0;">Everyone on site: Keep 2m away from staff and visitors.</p> </div>		 <div data-bbox="1758 849 2121 1002" style="background-color: #FFFF00; padding: 10px; text-align: center;"> <p style="margin: 0;">Isolation Room</p> </div>

Site Plan showing signage and hand hygiene points:

Ada Lovelace C of E High School



