

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

(updated August 2021 and subject to consultation with Governors and Union Reps in early September)

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, household-isolation and shielding of vulnerable people.	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.
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).	<ul style="list-style-type: none"><li>• Seating plans for teaching rooms occupied by staff and students recorded on Go 4 schools.</li><li>• Face coverings required to be worn by pupils in classrooms &amp; communal areas in all schools, until the 26<sup>th</sup> January in the first instance. <b>Face coverings are not required for staff in classrooms but can be worn if desired.</b></li><li>• Students and staff will continue to be advised to wear them on public transport.</li><li>• 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.</li><li>• Disposable face coverings are available for staff from the welfare room in each school as required.</li><li>• Self-testing kits continue to be issued in 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.</li><li>• 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.</li></ul>



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	<ul style="list-style-type: none"> <li>• 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 6<sup>th</sup> and 7<sup>th</sup> day (24 hours apart) are both negative (Staff/students would then be able to return to school on day 8).</li> <li>• 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.</li> <li>• Remote education will continue to be provided for students who are required to self isolate.</li> </ul> <p>Continued use of control measures</p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone – continue to use hand sanitisers on entry to classrooms and public spaces</li> </ul> <p><b>Hand</b> sanitiser stations</p> <ul style="list-style-type: none"> <li>✚ Hand sanitiser stations positioned outside to support hand washing when arriving/break and lunch.</li> <li>✚ Hand sanitiser in every classroom which pupils use on way in and way out</li> <li>✚ Hand sanitisers on entrance to assembly</li> <li>✚ Hand sanitiser points on queuing for café</li> <li>• Maintain appropriate cleaning (as 2020-21)</li> <li>• Keep occupied spaces well ventilated - classrooms and corridors ( minimise the number of doors students touch by keeping these open)</li> <li>• Follow PHE on testing, self-isolation &amp; managing confirmed cases.</li> </ul>
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><b>Key points to note:</b></p> <ul style="list-style-type: none"> <li>• All classrooms checked to ensure that they have desks facing forward</li> <li>• Sanitation stations in all classrooms, used on entry to classroom.</li> <li>• Staggered lunches</li> <li>• Staggered breaktimes</li> <li>• Separate areas for lining up in the morning tutor time</li> </ul>









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<ul style="list-style-type: none"> <li>• Timetable adjusted to provide for split lunch periods and break periods</li> <li>• Continue to use strict 'keep-left' system to ensure that student movement is all one way</li> </ul> <p>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><b>Breaktime</b></p> <ul style="list-style-type: none"> <li>• Breaktime for Year 7 &amp; 8 will take place period 3a (ie 10.40-11.00)</li> <li>• Breaktime for Year 9-11 will take place period 3b (ie 11.30-11.50)</li> </ul> <p><b>Lunchtime</b></p> <ul style="list-style-type: none"> <li>• Lunchtime for Year 7 &amp; 8 will take place period 5a (ie 12.40-1.20)</li> <li>• Lunchtime for Years 9-11 will take place period 5b (1.30-2.10)</li> </ul> <p><b>Transitions</b></p> <ul style="list-style-type: none"> <li>• Strict dismissal of each class on the bell.</li> <li>• Use a 'keep-left' system in corridors and stairs with staff supervision of maintaining distance in the middle of the corridor</li> <li>• Classes leave all in a line</li> <li>• Corridor doors left open at all times if possible</li> <li>• Teachers dismiss class sensibly, ie not if a line of another class is walking immediately past your room</li> <li>• Teachers get classes in straight away when they arrive unless last class has not left the room yet</li> <li>• SLT/Wider SLT/HoDs/teachers on duty at the end of the period to manage a careful release from classrooms</li> </ul> <p><b>Singing</b></p> <ul style="list-style-type: none"> <li>• Singing in SLT assemblies to initially be done by small groups/individuals rather than all students in the assembly</li> <li>• Singing lessons for Year 7 &amp; 8 separately to go ahead but facing forwards, leaving a spare seat between all the pupils and well-ventilated space</li> </ul> <p><b>Class groupings</b></p> <ul style="list-style-type: none"> <li>• Year 7/8 classes will be in the same classes of 30 for c.30/33 of their timetabled periods each week.</li> </ul>

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	<b>Cleaning in between classes</b> <ul style="list-style-type: none"> <li>• All day cleaner hired to ensure more regular cleaning of high-use surfaces such as door handles, toilets, etc</li> <li>• Site team to support with wiping and cleaning of other key surfaces, e.g. dining tables, at certain points in the day</li> </ul>
<p>If there is a positive case in a year group temporarily move to remote learning model for students self-isolating</p> <p>Increase measures if required to by PHE 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>The Welfare room is used as an Isolation Room while students wait to go home. The room is cleaned after use.</p>
<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>Inform local authority and take action as guided by the PHE guidance and local authority PH officials</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 tissues) 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</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>

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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 trips 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 – maps retained in the event of additional mitigations required in case of advice from DfE or local public health authority**

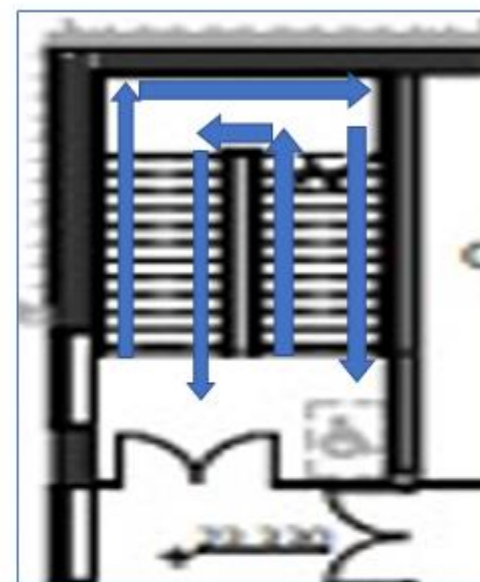
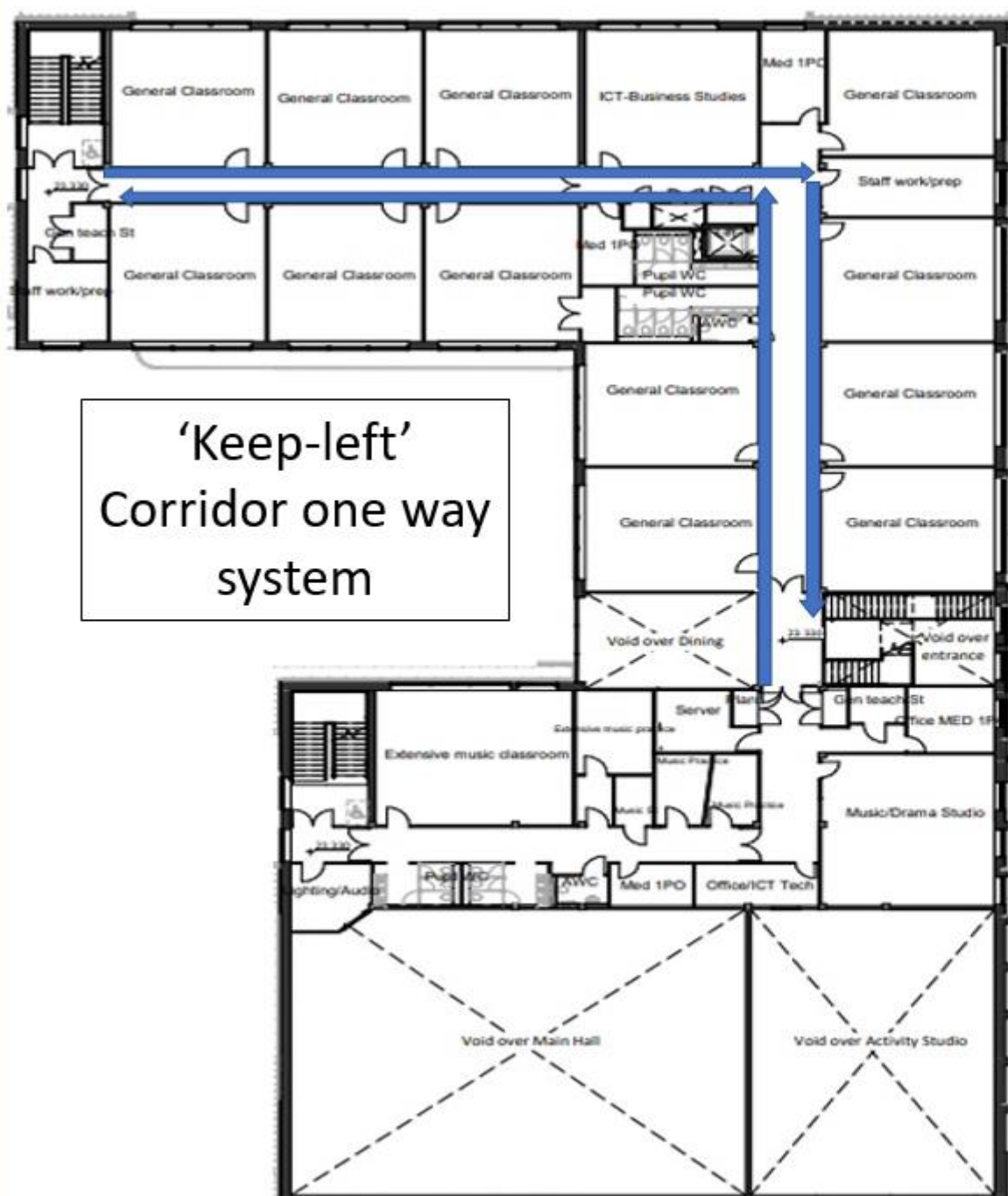
Description	Hand Hygiene Point Sign	Workplace Notice
<b>Symbol for site plans</b>		
<b>Image of sign</b>	<div data-bbox="302 416 452 564"></div> <div data-bbox="510 432 831 496"><b>Covid-19 Countermeasures HAND HYGIENE POINT</b></div> <div data-bbox="495 507 846 831">Germs spread easily. Always carry 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.</div> <div data-bbox="302 576 452 724"></div> <div data-bbox="302 735 452 884"></div> <div data-bbox="302 906 452 1054"></div> <div data-bbox="488 890 846 1054"><b>Avoid touching your face, especially your mouth, nose and eyes, and avoid touching surfaces especially those that others frequently touch.</b></div> <div data-bbox="302 1086 452 1235"></div> <div data-bbox="524 1086 819 1118"><b>SOCIAL DISTANCING</b></div> <div data-bbox="495 1123 846 1225">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.</div>	<div data-bbox="958 453 1503 496"><b>Staying COVID-19 Secure in 2020</b></div> <div data-bbox="958 507 1503 560">We confirm we have complied with the government's guidance on managing the risk of COVID-19</div> <div data-bbox="1077 596 1368 644"> <ul style="list-style-type: none"> <li>• <b>FIVE STEPS TO SAFER WORKING TOGETHER</b></li> </ul> </div> <div data-bbox="987 756 1480 1050"> <ul style="list-style-type: none"> <li>✓ We have carried out a <b>COVID-19 risk assessment</b> and shared the results with the people who work here</li> <li>✓ We have <b>cleaning, handwashing and hygiene procedures</b> in line with guidance</li> <li>✓ We have taken all reasonable steps to <b>help people work from home</b></li> <li>✓ We have taken all reasonable steps to <b>maintain a 2m distance</b> in the workplace</li> <li>✓ Where people cannot be 2m apart, we have done everything practical to <b>manage transmission risk</b></li> </ul> </div> <div data-bbox="987 1107 1473 1134"> Employer <u>The Board of Directors of Twyford Church of England Academies Trust</u> Date <u>1st June 2020</u> </div> <div data-bbox="1025 1198 1442 1241"> Who to contact: <u>HealthandSafety@TwyfordAcademies.org.uk</u>  (or the Health and Safety Executive at <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> or 0300 003 1647 ) </div>

Description	Entrance Sign	One-Way Sign	Social Distancing	Barrier Tape	Isolation Room
Symbol for site plans					
Image of sign	 <div data-bbox="306 798 846 1310"> <p><b>IMPORTANT</b></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: <a href="http://www.twyfordacademies.org.uk/about-us/covid-19">www.twyfordacademies.org.uk/about-us/covid-19</a>.</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 954 1563 1171"> <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 884 2121 1038"> <p><b>Isolation Room</b></p> </div>











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.