

Covid-19 Response: Detailed Risk Mitigation Measures at Twyford High School (updated March 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 March 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. • Disposable face coverings are available from the welfare room in each school as required. • 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 5 days if lateral flow tests taken on the 5th and morning of the 6th day (24 hours apart) are both negative (Staff/students would then be able to return to school on day 6). If the tests on day 5 is positive, this can then be repeated on day 6,7 etc. to allow return before the full 10 days of isolation.

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	<ul style="list-style-type: none"> • If a student or member of staff lives with someone with Covid, they can attend school. However they are encouraged to limit contact with others and to wear a face covering in crowded, enclosed or poorly ventilated areas. They should pay close attention to their own symptoms and order a PCR if they develop any of the known symptoms. • 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"> • Continue to ensure good hygiene for everyone <ul style="list-style-type: none"> ✓ 8 wash stations positioned outside to support hand washing when arriving/break and lunch. ✓ Encourage and provide for regular handwashing or use of hand sanitisers. Inform staff and students about handwashing and avoiding touching your face. ✓ Hand sanitisers spread around café & on entrance to PC/SH & Chapel • Maintain an enhanced cleaning regime including focus cleaning during the day and other hygiene measures – likely to include regular cleaning of high risk surfaces including table tops, door handles, keyboards, toilets and deep clean/disinfection of isolation rooms when required. • Keep occupied spaces well ventilated - classrooms and corridors (minimise the number of doors students touch by keeping these open). Using CO2 monitors in offices to indicate when windows need to be opened. Use air filter devices where ventilation does not solve the problem. • Operate arrangements for students taken ill at school including providing isolation rooms for those displaying coronavirus symptoms and advice on not travelling home by public transport and taking a PCR test. • Contingency plans in place to deal with a case or an outbreak on the instructions of the DfE/public health authorities (see below).
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 • Daily detention split so year 7-9 do these after school and Year 10/11 do them at lunchtime

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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 	<p>Transitions</p> <ul style="list-style-type: none"> Strict orderly dismissal of each class on the bell. Strict enforcement of one way system 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 resume in the Chapel <p>Assemblies & communions</p> <ul style="list-style-type: none"> SLT/ Head of house assemblies return to normal operation with Singing -PC and SH Year group only assemblies in the Chapel Communions set up in the round –singing and communion resumes <p>PE</p> <ul style="list-style-type: none"> Changing rooms - allow all changing rooms to be used to allow students to spread out while changing, if staffing allows for adequate supervision. Ventilation kept high by keeping all changing room doors and Sports hall changing room entrance doors open while students change <p>Break</p> <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 <p>Lunchtime</p> <ul style="list-style-type: none"> Split lunches across periods 4a and 4b

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<ul style="list-style-type: none"> Ensuring PE changing rooms are well ventilated Timetable adjusted to provide for split lunch periods Break & Lunchtime arrangements to support smooth operation of the café and allow students access to different play spaces as a year group 	Year 7-9 <ul style="list-style-type: none"> First lunch 12.20-1.10pm Students with early lunch passes move straight to the café line up 6th form students able to use fast track line to enter the café and buy food Sports hall toilets used by all students to avoid disruption to lessons in other buildings (manned by SLT & sixth form leaders) 			
	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 dry Basketball pitch Cage- Elms end Elms Playground 	
	12:35	Use of <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 Second lunch (only for students who wants to buy food in the cafe or kiosk, or sit and eat theirs in the café).	Use of <ul style="list-style-type: none"> Elms lawn when dry Basketball pitch Cage- Elms end Elms playground
	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				

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	<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)		
2:05pm line up	Elms back play ground	Elms back play ground	Year 12 & 13 start to move to lessons	

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Shared staff work spaces and equipment cleaned between uses.	<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. End of year target setting review likely to be face to face <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
Increase measures if required to by PHE if required by public health authorities.	<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 school communications</p> <p>Teams in use by all teachers for blended learning during periods of self-isolation</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.	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.	Hand hygiene points are set up in each classroom (sanitisers) and at building entrances etc (see site plan).

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<p>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>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. 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)</p>
<p>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.</p>	<p>PPE stocks while they last</p>
<p>Take the current level of risk and DfE/FCO/insurer</p>	<p>Day trips and residential as per government guidance.</p>

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<p>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.</p>	
<p>Measures to re-apply in the event of a local outbreak and temporary closure/return to remote working.</p>	<p>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.</p>

