

Risk Mitigation and Adaptation COVID

Fully Opening September 2020

This is based on government guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and updated in light of the national lockdown in November <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

The following areas are listed in order of priority and the first four **MUST be in place**. Point 5 must be properly considered with schools expected to put in place measures that suite their particular circumstances.

All colleagues and students are expected to demonstrate personal responsibility; to act reasonably and proportionately to ensure the safety of themselves and others.

January 2021 update - national lockdown and partial closure of school

- Staff rota and increased flexibility around working hours in operation from Monday 11th January
- Weekly on-site COVID testing for all staff and students attending school in line with PHE guidelines
- Masks worn throughout day by all including during lessons; teachers may choose to remove their mask for elements of the lesson; exceptions for the medically exempt
- No more than 12 students in a subject lesson with adequate social distancing measures operating in those learning spaces
- Seating plans continue to operate with students attending school so that track and trace can take place
- Those attending school will effectively operate as a single bubble (currently around 100 students attending each day)
- Colleagues with underlying health conditions which make them more vulnerable to the virus will remain away from school
- Teachers expected to provide some live content every lesson to their students via Teams.
- All of the following guidance with regards to cleaning, respiratory hygiene and minimising contact still applies.

1 A requirement that people who are ill stay home (see advice for staff absence at end of document)

- Any individual experiencing COVID 19 symptoms or anyone in their household should not attend school until they have completed their quarantine period (fever needs to have subsided too). This will be made clear in our communication to all stakeholders.
- Any person experiencing COVID symptoms in the school day will need to be sent home. The former scout hut will become our temporary first aid room and a FT temporary first aider will be employed.
- Any person at school who has been in close contact with an infected person must be sent home from school and they must isolate for 10 days. As a consequence, teachers are asked to keep accurate records of seating arrangements in their classroom.

- Absence line will ask parents to state whether an absence is as a result of COVID symptoms so that we are able to quickly identify a possible outbreak.
- **Clinically extremely vulnerable colleagues will need to work from home during the national lockdown**

2 Clean hands thoroughly more often than usual

- Every classroom will have access to adequate alcohol based hand gel. Teachers will ensure students regularly clean hands during the day and in particular before they eat and on arrival at school.
- Students will be regularly reminded to avoid touching their face with their hands.
- Every student will be encouraged to bring in their own hand sanitiser bottle – no more than 50ml each

3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it'

- Bins will be emptied on a daily basis and where necessary double bagged before disposal. Students will be regularly reminded about the need for enhanced hygiene practices.
- Where possible doors are to be wedged open and windows opened to allow adequate ventilation as a result coats can be worn in classrooms.
- Students will need to wear a face mask on school buses and public transport. **When in school students will be required to wear face masks in corridors, any indoor communal areas and in classrooms.**

4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

- Increased cleaning throughout the day across the school resulting from the employment of additional temporary staff. Teachers will be issued with their own rubber gloves and a safe but adequate cleaner to wipe down desks, handles and resources between sessions. Students would normally need to have vacated classrooms before desks can be cleaned.
- Subjects will need to consider in their risk assessments (RA) how they will ensure resources are cleaned or quarantined for at least 72 hours after students have used them. This also need to consider how resources, such as textbooks, will be distributed in the department. Subjects like science, design, music, art and PE will need to consider how equipment can be cleaned between lessons.
- Students will be encouraged to bring all the necessary equipment to school to avoid teachers having to give out basic equipment like pens, pencils, glue and rulers.
- Doors will be propped open wherever possible to avoid unnecessary touching of handles. In the event of a fire all windows and doors should be closed as staff exit their rooms/offices etc. Fire Marshal will sweep through buildings to double check windows and doors have been closed. Students can wear coats in lessons under the direction of the teacher. **Auto-closures are being fitted to all corridor fire doors.**

5 Minimise contact between individuals and maintain social distancing wherever possible

In order to provide a broad and high quality curriculum provision it is necessary to continue to operate our normal school timetable.

- We will adapt the day as follows so that Year groups remain in bubbles. There will be few school bells and it is imperative that students are dismissed promptly from lessons.

8:45	Students go straight to tutor groups; tutors will be in their rooms to supervise
9:00	Tutor period
9:20	Period 1
10:20 – 10:40	Break for Year 7, 9, 11, 13 followed by period 2 10:40 – 11:40
10:20-11:20	Period 2 for Year 8, 10, 12 followed by break 11:20-12:40
11:40 – 12:40	Period 3
12:40 -13:10	Lunch for Year 7, 9, 11, 13 followed by period 4 13:10 – 14:10
12:40 – 13:40	Period 4 for Year 8, 10, 12 followed by lunch 13:40 – 14:10
14:10 – 15:10	Period 5 with Staggered finishing times 9/12 at 15:00, 7/8 at 15:05, 10/11 at 15:10
15:30	Briefings / meetings either on Teams (for larger meetings) or in an appropriate room.

- We will have designated break and lunchtime bubble areas as follows. In the event of inclement weather students can access undercover areas outside and indoor classrooms. Parents have been asked to ensure their children bring adequate clothing for inclement weather to school.

Netball courts, front of maths and surrounding area	Year 7 & 8
Outside languages, top of main drive & school well area	Year 9 & 10
Front of science & back of maths	Year 11
Back of creative arts, design, front school	Year 12
Outside MPH, front of school and Astro	Year 13

- Lunch breaks will be shortened. Canteen food is available for all students should they require it on a rota basis in year group bubbles
- We will avoid large gatherings, assemblies will be delivered via Teams to tutor rooms using projectors.
- There are no plans for a full fire evacuation practice though the evacuation procedures will remain the same in case of a fire.
- In the last week of summer term teachers will need to ensure, where it is physically possible to do so, that desks are in rows with students facing forward and spaced out as far as possible.

- Staff briefings will be carried out every Monday afternoon via teams
- Year 12 or 13 may go home in the afternoon if they have no lessons. Year 12 to use 6LC and 6SC. Year 13 to use the Sixth Form canteen and library for their study periods.
- Teachers are encouraged to stay 2 metres away from students and teach from the front of their rooms. We recognise that this will not always be possible and it is OK to help individual students; keep any closer contact to a minimum and help students side on or from behind rather than face to face.
- Students to go straight into their classrooms rather than queueing in corridors.
- Children (see staggered times above) will board their buses immediately where possible. All buses will be released at the same time to ensure safety.
- Children will be encouraged to walk or cycle to school and parents will be advised to drop their children well away from the school site.
- Unnecessary visits to the school by non-school staff or students should be avoided where possible. **This has become stricter recommendation during the November lockdown.**
- We will encourage the use of 'stick to the left' principles in corridors and on stairs. There will be a one way system operating along the downstairs history corridor.
- Every class with over 30 students will be assessed on an individual basis and it may be necessary to provide blended learning for some, using larger areas to teach (main hall) or increase staffing in these areas.
- Students can now use the changing rooms which will be cleaned down after each changing session using appropriate chemicals.

6 Where necessary wear personal protective equipment

- PPE will be available for all staff if they wish to wear it. However, cleaners will need to follow directions set out in the government guidelines
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Any first aid involving close contact treatment (within 2 metres) will require the use of PPE (apron, gloves and face mask with visor).
- Intimate care will involve the use of PPE and each child to whom this applies will have their own risk assessment produced by the SEND department.
- As of Monday 2nd November students will be expected to bring face masks to school. It will be expected that face coverings are worn in corridors, in any communal indoor areas **and in classrooms.**

7 In case of infection engage with track and trace system, contact the local health protection team and have online contingencies in place so that there is a continuation in the delivery of a high quality curriculum.

- The school has developed capabilities to deliver live lessons and set assignments through Microsoft Teams. We will continue to develop colleague's skills in the use of this platform.
- Systems and procedures are now in place in terms of safeguarding should there be a need to close the school.
- Online work should be made available for any students who may need to self-isolate.

- Teachers will be asked to set cover work from home via teams and post their cover lesson on the team called 'Cover Lessons' if they are absent from school but well enough to set such work. Such work might include recorded or live lessons.
- Testing kits will be given to school so that individuals can access testing and results as quickly as possible.
- If you have a positive covid test reported in your school you should notify Public Health 0800 046 8687 and selecting option 1. England and the contact Jo Wilson (local public health team) on [01305 225 894](tel:01305225894). If Jo is not available contact Mark Blackman on [07885508000](tel:07885508000).

Other items

- Colleagues who are clinically vulnerable should speak with their senior line manager to discuss their circumstances around any return to the work environment.
- The calendar will be reviewed by Mark Lavis to ensure there is enough teachers in school on each day to cover for absent colleagues. Trips abroad will be cancelled up until Easter
- Both the behaviour policy and safeguarding policy have been reviewed
- Subject leaders will have considered how they will adapt their curriculum in September to address significant gaps in student knowledge using 'sensitive' assessments methods. The deficient language must be avoided (for example 'catch-up') in order to avoid making students more anxious than they already are. Addressing gaps in English and maths in Year 7 may require delivering aspects of the KS2 curriculum.
- There will be enhanced duty provision across the school including senior staff. This will include enhanced lunchtime supervision involving a team of Year 12 and 13 students to cover both lunchtime sessions.
- All contractors must have their own RA for COVID which will be reviewed by Mark Best. They will remain isolated from students/staff and use separate wash/toilet facilities.
- All visitors will be expected to wash their hands-on arrival to the school site. They will be meet by a member of staff who will be responsible for ensuring their safety and constant supervision. We will collect contact details form them to ensure we can track and trace if necessary.
- The school library will operate a click and collect service but will not be open for students.
- Seating plans will operate on buses and students are expected sit in their allocated seat where possible though this may not be possible on public service buses.

Office, staffrooms and prep rooms

- Social distancing arrangements to be considered in such spaces with workspaces being moved where necessary or alternative spaces for working provided
- Doors and windows open and fans can be used to improve air flow
- Screens fitted where necessary, for example, reception
- Sharing of phones, computers and other equipment to be avoided. Regular cleaning will include phones and keyboards. Cleaning spray available in all office areas so that shared phones and computers can be wiped down after each usage.

- Access to be limited to communal working spaces to effectively achieve a bubble for those colleagues. Use phone/email/Teams to reduce physical movement and contact where possible.

Teaching Assistants

- In class avoid as much as possible sitting with students. It is best to work from a standing position either behind or alongside students. If it is necessary to work from a seated position or in close contact it would be appropriate to wear a mask or visor. If the student is hearing impaired a visor must be worn instead of a mask. Give support/repeat instructions and walk away return after 5 mins or check with a visual thumbs up.
- Do not lend equipment. There are spare pens in the office please take a few which can be given.
- 1:1's (or small groups) MR1 and the library are available for these. Students should sanitise hands at the start of the session. If more than one student they should be sat side by side and not opposite each other (if space they can be at separate desks). Again where possible try to work from a standing position 2m away if this is not possible then work from behind or alongside. If close contact is necessary masks or visors (see above) should be worn.
- Students from different Year groups should not be seated within 2m of each other.
- Pack up at least 5 mins before the end of the session so students sanitise hands and the tables/equipment (keyboards etc.) can be wiped down.
- MR1 at breaks and lunchtime will only be available for years 7-9. With staggered breaks and lunchtimes only 7 and 9 should be using this space at the same time. They should remain seated and socially distanced throughout their time in MR1 and are only allowed to eat/chat there will be no access to computers or games.
- 7 and 9 should remain 2m apart at all times and desks should be cleaned thoroughly at the end of lunch (students will need to leave 5 mins before the end of lunch to enable this to happen). If students are unable to follow the rules and begin wandering around they will be given one warning before being asked to leave.

Contact with Covid

As the pandemic is likely to be an ongoing situation, we feel it would be useful to clarify the appropriate processes and guidance if you, someone in your household or an individual that you have had close contact with has Covid, or related symptoms.

1. **You have developed coronavirus symptoms.** Stay at home, notify the school and get tested using the keyworker scheme <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/> Organise a test on the first day at a test centre. This is quicker than waiting for a postal test kit. You may want to tell people you've been in close contact with in the past 48 hours that you might have coronavirus. Close contact is:
 - close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them

- being within 2 metres of each other for more than 15 minutes – including travelling in a small vehicle
- spending lots of time in your home, such as cleaning it

They do not need to self-isolate unless they're contacted by the NHS Test and Trace service. But you should take extra care to follow social distancing advice, including washing your hands often. If your test results are negative you can attend school.

2. **A member of your household develops coronavirus symptoms.** Stay home and organise a test on the first day at a test centre. This is quicker than waiting for a postal test kit. There are a number of mobile centres and a main one in Poole. If the test is negative you should return to work.
3. **Somebody contacts you to tell you that they have coronavirus or have relevant symptoms.** You do not need to self-isolate unless you're contacted by the NHS Test and Trace service. But you should take extra care to follow social distancing advice, including washing your hands often. Be mindful of any relevant symptoms, especially around 7-14 days after initial contact with the infected person.