

Coronavirus (COVID-19) Whole School Risk Assessment		<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>			Ref No	C19/002		
					Date	13/07/2020		
Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas		Date of Review	22/10/2020, 06/11/2020, 08/12/2020, 04/01/2021, 15/01/2021, 03/03/2021, 07/05/2021, 17/05/2021		
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Spring Term 2021 – Wider Opening Whole School	<p>As part of the Governments road map out of lockdown it was announced on the 22nd of February, that all schools will reopen from the 8th of March 2021.</p> <p>Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</p>	3	4	M	See Organisational plan for specific group arrangements.	2	4	M
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Volunteers, CTPP, those wanting to gain experience for ITT etc?	<p>All volunteers, student placements etc. must complete a full health and safety induction including Covid.</p> <p>All volunteers etc will be encouraged to obtain LFD home test kits and swab themselves twice weekly at home.</p>	2	4	M	The Trusts Volunteer Policy is available on Teams/BishopHogarthAllStaff/Files/AllTrust Policies & Documentation	2	4	M
Visitors to premises: Including Contractors and Parents	<p>All visitors, including parents and contractors must have a pre-arranged appointment prior to arrival on site, where possible.</p> <p>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</p>	2	4	M	All visitors should wear masks (or visor if a face mask cannot be worn for medical reasons) when transitioning around the school and in All general communal areas (and where a 2 metre distance cannot be achieved).	2	4	M

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					<p>Face masks in classrooms for staff and students are now optional with the added option for staff to wear a face visor.</p> <p>For corridors and general communal areas which includes offices, staffrooms and catering areas (where a 2 metre distance cannot be achieved) It is recommended that staff continue to wear face masks, however, this is now optional for students.</p> <p>A face visor has been issued to all staff.</p>			
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					Note: Face coverings including scarves and snoods are not appropriate.			
Entrance/Exit procedures	See organisational plan for specific group arrangements.	2	4	M		2	4	M
Hands/Face/Space		3	4	M	<p>Hands - Washing your hands with soap and water for at least 20 seconds, or using hand sanitiser, regularly throughout the day will reduce the risk of catching or passing on the virus.</p> <p>Face - Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Face coverings reduce the spread of these droplets, meaning if you're carrying the</p>	2	4	M

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					<p>virus you're less likely to pass it on when you exhale. <u>Find out how to make your own face covering on the gov.uk website.</u></p> <p>Space - Transmission of the virus is most likely to happen within 2 metres. While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.</p>			
Staffing	See organisational plan for specific group arrangements.	2	4	M		2	4	M
Handwashing	Students are encouraged to wash their hands for 20 seconds at a time throughout the day.	2	4	M	All persons including students, staff, parents/carers and visitors	2	4	M

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	<p>Handwashing posters located in student and staff toilet areas and in the classroom areas.</p> <p>Students and staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in student, staff toilet areas and around the school site.</p> <p>Students encouraged to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p>				<p>are advised to sanitise hands on arrival (sanitising station in reception).</p> <p>Students and staff are advised to wash hands and/or sanitise throughout the day i.e. on arrival, breaktimes, lunchtime (before and after eating) and when changing rooms etc.</p> <p>Provisions and time has been allocated to facilitate all necessary hand washing and/or sanitising.</p> <p>Disposal facilities for wipes available.</p> <p>Ongoing Monitoring</p>			
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Lunchtimes/Catering	See organisational plan for specific group arrangements.	2	4	M	<p>School kitchens are fully operational but must comply with the “Guidance for food businesses on Coronavirus (COVID 19)”.</p> <p>Catering staff must wear either a face mask or visor when serving on the counter or at a till point as they will be in direct face to face contact with students/pupils.</p> <p>Catering staff may choose to wear a visor when preparing food or working in the kitchen.</p> <p>Masks must not be worn when preparing food or working in the kitchen due to food safety issues as staff could touch the</p>	2	4	M
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					mask or face when wearing them.			
Classrooms	See Organisational plan for specific group arrangements. Soap, hand wash, tissues and other related products will be available in all teaching areas. Lidded bins will be provided in all classrooms for disposal of tissues and any other waste. Computers and desks wiped down by students before and after use.	2	4	M	See Organisational plan for specific group arrangements. Revised classroom layout to include side by side and facing forward seating, rather than face to face or side on, where possible. Music will be delivered in year groups/bubbles, in line with Government Guidance. Changing facilities will be available within the bubbles for changing after practical PE sessions. These changing	2	4	M

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					<p>facilities are fogged after each use by site team.</p> <p>Provisions for regular spot cleaning are located in each classroom.</p> <p>Face masks in classrooms for staff and students are now optional with the added option for staff to wear a face visor.</p> <p>For corridors and general communal areas which includes offices, staffrooms and catering areas (where a 2 metre distance cannot be achieved) It is recommended that staff continue to wear face</p>			
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					masks, however, this is now optional for students. A face visor has been issued to all staff.			
Resources/Pupil Supplies	Individual pupil's equipment will be minimal and kept where possible at their table. Students will be encouraged not to share resources. Each pupil works from their own computer and does not swab computer stations. Students encouraged to wash hands / use hand gel before lessons and after each lesson.	2	4	M	Lesson equipment (books, Textbooks etc) will need to be stored wherever possible in each classroom. Marking in school will be done through whole class feedback, marking stations (visualisers) and when necessary hands sanitised between student books. When taking work home for marking, only essential items should be taken out of school.	1	4	L

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Facilities and Premises	See re-opening checklist (attached). Complete all usual pre-term opening checks.	1	4	L	Site Team to ensure all PPM (planned preventative maintenance) is scheduled and carried out.	1	4	L
Ventilation	Good ventilation with fresh air is essential at all times in classrooms and particularly during this period. Refer to the system of controls for guidance on keeping occupied spaces well ventilated. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf	1	4	L	All the school's mechanical ventilation systems are serviced and maintained in accordance with the manufacturers recommendations. All areas of the school must be kept well ventilated. It is the individual's responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.	1	4	L
Offices/Meetings rooms/Staff Room	All offices, meetings rooms and general communal areas i.e. staff room have an	2	4	M	Display the maximum occupancy of the offices, meeting rooms and communal areas i.e. Staff room. The	2	4	M

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	<p>agreed maximum amount of people allowed, with number clearly communicated.</p> <p>Offices have been reorganised to avoid face to face working and to reduce close contact, screens have been put in place where required. Minimal items to be left on tables and desks to reduce contamination surfaces. Windows are opened in the staff room when it is occupied by staff members.</p> <p>Position of furniture within staff room areas reviewed to ensure social distancing.</p> <p>Cleaning schedule in place, with time allowed between uses in meeting rooms for ventilation.</p>				<p>maximum occupancy should be communicated with staff.</p> <p>Staff encouraged to clean as they go when accessing the staff room.</p>			
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Extra-curricular Activities	From the 8 th of March 2021 all extra-curricular activities can resume.	1	4	L	Extra-curricular activities will be delivered in year groups/bubbles.	2	4	M
Lettings	From the 12 th of April 2021 all sporting lettings, includes sporting fixtures can resume.	2	4	M	Due diligence is carried out to ensure the necessary insurance and risk assessments are in place for all letting hirers.	2	4	M
Home Visits	Only essential visits to be allowed and all visits must be approved by Trust/School. A home visits risk assessment is in place and is communicated with all parties prior to attending the visit.	2	4	M	Visits to be replaced with video conferencing where possible.	2	4	M
Educational Visits	From the 12 th of April 2021 Educational Day Visits can resume.	2	4	M	From the 17 th May 2021 Domestic Residential Educational Visits can resume. All domestic residential educational visits must be conducted in line with relevant coronavirus (COVID-19) secure	2	4	M

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					<p>guidance and regulations in place at that time.</p> <p>You should check in advance that the provider has assessed the risk of COVID-19 and implemented appropriate control measures.</p> <p>You must undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. Contingencies need to be in place for dealing with individuals who present with Covid-19 symptoms and arrangements for lateral flow testing.</p>			
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					https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/98513/8/10_May_Schools_Guidance.pdf			
Cleaning	<p>PPE will be worn by all cleaning staff (disposable gloves and aprons).</p> <p>Where possible cleaners will have own set of cleaning resources to reduce the risk of indirect transmission.</p> <p>Internal deep clean has taken place.</p> <p>Engagement of NTH NHS to support identification of the main infection control routes, completing deep cleaning and bio-decontamination of those areas once per term. In addition, further training for existing cleaning staff will be provided as required.</p> <p>Cleaning schedule in place.</p>	2	4	M	<p>PPE will be worn by all cleaning staff (disposable gloves and aprons).</p> <p>Where possible cleaners will have own set of cleaning resources (with the exception of large equipment i.e. floor buffers) to reduce the risk of indirect transmission.</p> <p>Touch points and bio-decontamination is carried out termly by NTH NHS.</p> <p>A scheduled deep clean will take place over May Half Term.</p>	2	4	M

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					<p>All areas within school will be cleaned thoroughly on a daily basis.</p> <p>Particular attention will be paid to touch points such as door handles, light switches and handrails.</p> <p>Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.</p>			
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Handling Cash	Reduce the amount of cash payments from parents/carers. Disposable gloves are available for any member of staff handling cash. Hand sanitiser is available in the school office.		1	4	L	Encouraging parents/carers to use the schools on line payments systems where possible i.e. Parent Pay		1 4 L	
Emergency Procedures	Fire Emergency procedures are reviewed regularly to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans consider social distancing measures where possible. Staff must maintain 2 metre separation as far as possible during evacuation and at assembly points.		2	4	M	A fire drill was be carried out W/C? The school's caretaker will carry out weekly testing of the fire alarm to ensure legal requirements are met.		2 4 M	

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	Emergency lockdown procedures are reviewed regularly to ensure that arrangements remain valid.							
First Aid/Possible COVID-19 Symptoms	<p>First Aid trained/responsible person/s in place.</p> <p>Disposable gloves and aprons and masks available.</p> <p>Children showing signs of Covid-19 will be isolated until parents can collect them.</p>	2	4	M	<p>PPE is in place.</p> <p>Personal protective equipment must be worn when administering first aid.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_standard_PPE_health_and_social_care_poster_.pdf</p> <p>There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk</p>	2	4	M

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Staff /Student Wellbeing	Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19). https://www.gov.uk/government/collections/public-mental-health#improving-the-lives-of-people-with-mental-health-problems Staff receive sufficient breaks during the school day. Staff encouraged to leave the school site shortly after the end of the school day.	2	4	M	Monitor Mind will be available during the holidays. Mental Health First Aiders available and programs will be developed i.e. Watchful waiting.	2	4	M

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	Staff informed of 24 hour free counselling service.							
Students with known behavioural issues	Pupils with known behavioural issues are supported by an LSA/LSO identified. The behaviour policy has been amended to include an appendix relating specifically to guidance for Covid 19. Staff and pupils to wash their hands regularly.	2	4	M	Behaviour Policy amended.	2	4	M
Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell	General precautions as advised by the Government strictly observed: <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell 	2	4	M	Amy member of staff presenting with symptoms whilst in school will inform the SLT present in school on that day. Advice will be sought from Public Health England. A flow chart has been created to ensure procedures are followed for any persons presenting with Covid-19 symptoms.	2	4	M

Coronavirus (COVID-19) Whole School Risk Assessment	<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>			Ref No	C19/002
				Date	13/07/2020

Task Description	Wider Opening Risk Assessment – Whole School	Location	All Areas	Date of Review	22/10/2020, 06/11/2020, 08/12/2020, 04/01/2021, 15/01/2021, 03/03/2021, 07/05/2021, 17/05/2021			
Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public	Risk Assessment		Revised Risk Assessment with Further Control Measures				
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified		
		L	S	R	Further Control Measures Whole School	L	S	R

	<ul style="list-style-type: none"> Don't touch your eyes, nose or mouth if your hands are not clean <p>Each person in school, staff, pupil or visitor will where possible maintain a practical distance away from each other and not get into close proximity with each other if it can be avoided.</p>				To arrange a test call 119 or visit www.gov.uk/coronavirus			
Shielding Staff (Medical complications relating to pre-existing medical condition/ Medical complications relating to medical treatment)	<p>Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-</p>	3	5	M	All individual CEV risk assessments have been reviewed in line with the current Government Guidance.	2	5	M

Coronavirus (COVID-19) Whole School Risk Assessment	<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>	Ref No	C19/002
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					Modified
					L S R

	outbreak/schools-coronavirus-covid-19-operational-guidance							
Clinically Vulnerable/ Vulnerable Staff (Including BAME, pregnancy etc.)	The school has a general risk assessment in place for staff who are classified as vulnerable under the government guidance. All staff within this category will be given a copy of the risk assessment for reference.	3	4	M	A risk assessment review will be carried out with all pregnant staff approaching 28+ weeks, so that additional control measure can be considered (if required).	2	4	M
NHS Test and Trace/NHS Test and Trace App	The school are following the updated guidance- Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person <ul style="list-style-type: none"> School applies the following definition. of a close contact regarding a staff member/pupil who has tested positive. 	2	4	M	Any member of staff contacted by Test and Trace must notify the school immediately. Any member of staff who receives a positive test result must be very clear of the definition of 'close contact' when communicating with Test and Trace. Staff or students bringing mobile phones in to school, must	2	4	M

Coronavirus (COVID-19) Whole School Risk Assessment		<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>			Ref No	C19/002
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Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public		Risk Assessment		Revised Risk Assessment with Further Control Measures	
Hazards / Consequences	Existing Control Measures		L	S	R	Further Control Measures Whole School
			L	S	R	Modified

	<ul style="list-style-type: none"> • A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19) • Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time. • Being less than 1m from a confirmed case for 1 minute or longer. • Being less than 2m from a confirmed case for more than 15 mins (As a sustained 15 mins one-off contact or a cumulative 15 mins contact added up over one day). <p>Travelling in a small vehicle with a confirmed case.</p>				<p>ensure they follow the schools phone policy along with Government Guidance for when to pause the App. Example: When an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p>			
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Coronavirus (COVID-19) Whole School Risk Assessment		<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>			Ref No	C19/002			
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Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public		Risk Assessment				Revised Risk Assessment with Further Control Measures		
Hazards / Consequences	Existing Control Measures		L	S	R	Further Control Measures Whole School		Modified	
			L	S	R	L	S	R	
Lateral Flow Testing (COVID-19) home testing of staff	<p>Students and staff who receive a positive result, should isolate immediately along with close contacts and other household members, in line with NHS Test and Trace guidance.</p> <p>All positive results from rapid tests, whether conducted at home or at a school or college need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119.</p> <p>Whilst awaiting the PCR result, students, staff and close contacts should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and students, and staff can return to school or college, and</p>		2	4	M	<p>All staff and students have been provided with LFD home test kits to swab themselves twice a week at home.</p> <p>Households of children attending Education can now access lateral flow tests as per Government Guidance. https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-students-and-staff</p>	2	4	M

Coronavirus (COVID-19) Whole School Risk Assessment	<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>	Ref No	C19/002
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Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public	Risk Assessment			Revised Risk Assessment with Further Control Measures		
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School		
					Modified		
					L	S	R

	close contacts and other household members can stop self-isolating.						
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Coronavirus (COVID-19) Whole School Risk Assessment		<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>			Ref No	C19/002
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Persons Affected Individuals or Groups	Employees, students, parents/carers, contractors, visitors and members of the public		Risk Assessment		Revised Risk Assessment with Further Control Measures	
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified
						L

Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate or high risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for vulnerable persons


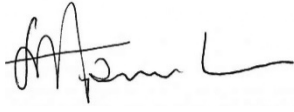
[Guidance](#) for Pregnancy taken from a link on the NHS FAQs [site](#).

****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

Coronavirus (COVID-19) Whole School Risk Assessment		<u>THE ENGLISH MARTYRS CATHOLIC SCHOOL AND SIXTH FORM COLLEGE</u>			Ref No	C19/002
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						Modified
					L	S

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Stephen Hammond
	Signed:  <i>I am satisfied that the controls within this risk assessment are sufficient to mitigate identified risks.</i>		Signed:  <i>I undertake to implement the control measures identified in this risk assessment and to review the assessment on a dynamic basis</i>

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid consists of 6 rows and 6 columns of colored cells. The colors represent risk levels: Green for Low, Yellow for Medium, and Red for High. The labels 'LOW', 'MEDIUM', and 'HIGH' are placed in the center of their respective colored regions.</p>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

Appendix 1



The English Martyrs Catholic School and Sixth Form College

March 2021 re-opening plan (Version 4 February 2021)

<p>Who is returning?</p>	<p><u>Year 7-11</u></p> <p>All students expected to return from March 8th. Each year group to form one of five ‘bubbles’</p>	<p><u>Year 12 and 13 (as main school plus...)</u></p> <p>All students expected to return on March 8th Y12 and 13 will form one bubble – smaller in size than main school bubbles</p>
<p>Dates of return and testing</p>	<p><u>Year 11</u> Return to school Monday 8th March Test 1: 8th March Test 2: 11th March Test 3 16th March</p> <p><u>Year 10 and 9</u> Return to school Tuesday 9th March Test 1: 9th March Test 2: 12th March Test 3: 17th March</p> <p><u>Year 8 and 7</u> Return to school Wednesday 10th March Test 1: 10th March Test 2: 15th March</p>	<p>Return to school Monday 8th March Test 1: 8th March Test 2: 11th March Test 3 16th March</p>

	<p>Test 3: 18th March</p> <p>Missed testing catch up 19th March.</p> <p>From 15th March test site will be for vulnerable students unable to complete LFT at home.</p> <p>From 8th March, Staff will be issued with a box home testing kits to administer twice per week (8th March and 11th March initially and then each subsequent Sunday and Wednesday evening in term time).</p>	
<p>Entrance/Exit to school</p>	<ul style="list-style-type: none"> • 4 entrance/exit points (one for each bubble (Y7-10)) identified in main school – avoiding need for staggered start/finish times to school day • Y11 to use PE/Technology entrance and Y8 (Main) staircase when accessing main school. <p>Guidance for the use of public transport was set out in Headteacher’s communication to parents in July.</p> <p>Students who arrive/leave on school buses</p> <ul style="list-style-type: none"> • All students should wear a mask whilst on the bus. A lidded bin will be available at site entrance for safe disposal of non-washable masks. Students will be provided with a zipped jiffy bag for safe storage of washable masks. 	<p>Main 6th Form front entrance and rear exit 6th Form to use Main entrance and Y8 (Main) staircase when accessing main school.</p>

	<ul style="list-style-type: none"> • Masks can be worn in communal areas of the school building, All masks should be removed on entrance to classrooms (subject to any change in guidance) • A staggered end to the day will make for a more orderly and less crowded exit. <p>Y11:15:00 (North Exit) Y10:14:55 (North Exit) Y9:14:55 (South East Exit) Y8: 14:55 (East Exit) Y7 15:00 (East Exit)</p>	
<p>Movement around school, including toilets.</p>	<p>Restricting student movement</p> <ul style="list-style-type: none"> • Students will be taught in discrete (zoned) rooms. 5 suites of rooms (see plans attached as appendix) for exclusive use by each bubble. • Students will remain in these rooms for approximately 80% of lessons. • Teachers will be nomadic – moving to their classes. • Bubbles will use the toilets on their floor and additional cleaning regimes will operate. • Bubbles will have sole use of labelled staircases >90% of the time - exceptions being Y11 and 6th form access to specialist rooms where they will use the PE/Technology entrance (Year 11) and main entrance(6th Form) and main staircase (Y11, 12 and 13) 	<p>Sixth Form block toilets One-way system for in/out Students will be taught in discrete suite of rooms and dedicated science laboratory</p>

<p>Organisation of learning activities</p>	<ul style="list-style-type: none"> • Full curriculum to be offered to all students – some practical subjects will need to amend the curriculum to incorporate more theoretical content suitable for general classroom delivery. • Students to receive approximately 80% of their learning within their dedicated space and to only go out of that space for subjects which require specialist equipment/spaces or the building dictates that year groups cannot have discrete spaces. <p><i>The following would be taught within the Year group cluster/discrete group space:</i> English, Maths, Science (non-practical – Practicals to be video captured and shown on whiteboards), R.E. History, Geography, MFL, Virtues, IT/ Computer Science (where computer not needed – (each bubble will have a nominated dedicated computer room), some Art, some Technology (potentially)</p> <p><i>The following would be taught outside of the Year group cluster space:</i> PE (practical), Tech (practical), some Art, possibly some Music</p>	<p>Full suite of A Levels offered. PDE to run but visiting speakers will contribute remotely. MET and study support to be provided remotely via Teams with teacher chat facility utilised. Bubble will have a dedicated science lab for practicals</p>
<p>Lunch and break arrangements.</p>	<p>Three 30 minute sittings with 5 minute movement gap in-between. The dining hall will be physically divided into 2 halves so can accommodate 2 bubbles. Students will go to</p>	<p>30 minute sitting in 6th Form common room as per 2019/20</p>

	<p>separate external social areas after eating. In inclement weather they will return to tutor rooms after eating. 12:20 – 12:50 (Y8 far side and Y9 (near side) 12:55- 13:25 (Y7 dining hall) 13:30 – 14:00 (Y10 far side) and Y9 (near side)</p>	
<p>Staffing requirements</p>	<ul style="list-style-type: none"> • Staff will teach their normal timetable but will be largely nomadic as the students remain as static as possible to restrict movement to avoid compromising the bubbles. • Office spaces have been reallocated to ensure that 2 metre distancing is not compromised. • Pastoral managers have been re-located to offices proximal to their year group’s learning zone. <p>Y7 (ABA) to 1.09 Y8 (FHA) to 1.31 (JLI and TRU to relocate to 1.35) Y9 (MBL) to 1.16 (SHO to relocate to 0.18) Y10 (TWI) to 2.22 (PDI to relocate to 1.39) Y11 (RWI) M12/13 office</p>	<p>Staff will teach their normal timetable but will be largely nomadic as the students remain as static as possible to restrict movement to avoid compromising the bubbles.</p>
<p>Classrooms needed</p>	<p>Classrooms/zones (see appendix 2) Y7 1.01; 1.02; 1.03; 1.04; 1.05; 1.06; 1.07; 1.08; 1.10; 1.13; 1.15; 2.03</p> <p>Y8</p>	<p>All sixth form block teaching rooms plus 2.28; AR4; AR5</p>

	<p>0.02; 0.03; 0.04; 0.05; 1.28; 1.32; 1.33; 1.34; 1.36; 1.37; 2.04; 2.29</p> <p>Y9 1.17; 1.18; 1.19; 1.20; 1.21; 1.22; 1.23; 1.24; 1.25; 1.26; 1.27; 1.28;</p> <p>Y10 0.17; 0.20; 0.22; 0.24; 0.25; 2.09; 2.10; 2.11; 2.12; 2.13; 2.14; 2.15; 2.16; 2.17; 2.18; 2.19; 2.20; 2.25; 2.26; AR2; AR6</p> <p>Y11 0.22; 0.23; 0.19; 2.05; 2.06; 2.07; M8; M9; M12; M13; M14; M15; AR1; AR8; AR9; MU3; AR7</p> <p>Mixed bubble rooms/areas to be subject to stringent, regular cleaning</p> <p>Holding rooms for students who are symptomatic and awaiting collection The downstairs toilets in 6th Form block will be temporarily converted into holding rooms. These rooms will be deep cleaned with fogger after any use. Cleaners will have access to appropriate PPE.</p>	
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<p>Additional measures</p>	<p>Face coverings In keeping with the revised guidance students and staff (except those exempt) will wear face coverings in all communal areas (including classrooms).</p> <p>Handwashing (soap and water) Soap and water available in all toilet blocks. Temporary handwashing stations to be placed at the 3 irregular entrance points into main school to enable handwashing upon entrance to the building to supplement the hand sanitising stations.</p> <p>Hand sanitising schedules Sanitising dispensers are placed strategically around the site including at all entrance/exit points. 500ml dispensers to be placed in each classroom. Students and staff are expected to sanitise hands on entering and exiting each room.</p> <p>Respiratory Hygiene Tissues to be supplied by the school in every classroom and office space. Lidded pedal bins to be provided for safe disposal</p> <p>Increased cleaning/hygiene measures</p>	<p>Students to wash their hands upon entering/exiting the 6th Form block. Hand sanitiser dispensers to be in every room and communal area. Lidded pedal bins in each classroom. Lidded bins in each communal area.</p>
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- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Number of on-site cleaners during the school day increased from 1 to 3. Cleaning schedule for toilets and heavily touched areas increased.• Spray dispensers in classrooms as additional measure.• Cleaning regimes for specialist areas increased. Ozone machine to deep clean St Anne's hall each evening. Fogging operation for other large communal spaces.• Shared materials and surfaces should be cleaned and disinfected more frequently. Sharing of equipment should not occur, where it does the equipment must be disinfected before and after use.• Staff opening post must either wear gloves or wash hands thoroughly after touching the post. Envelopes to be disposed of in lidded bin. The distribution of post will either be via scanning in or placed in pigeon holes for an allocated person to collect, dispatch and further quarantine.• Specific hygiene and ventilation regime in bubble detentions (students are to be well-separated and socially distanced)• Toilets for Year group clusters wherever possible – communal staff toilet areas to temporarily become student toilets to enable greater access | |
|--|---|--|

to handwashing. Individual/accessible toilets to be used by staff.

Misc

Lunch/Breaks

- Split lunch mean that we already mitigate contact between students – lunch will continue to be split into 3 sittings but dining hall will be divided in two by Perspex sheeting for sittings to secure segregation of bubbles in sittings 1 and 2. One hot and one cold option (with cold drink) to be available on a 'grab and go' basis
- Split break will ensure that bubbles will not mix at social times. Y7 and Y9 will use the chapel garden as outdoor space (at separate times) to enable two bubbles to be on break at same time. This mitigates against disruption to learning in p2 and ensures no student waits more than 2 hours between break and their lunch break.

Uniform

- Students/staff will have the option of wearing a tie up until Easter holiday. Students will be issued with a coloured badge that will serve as an identifier for their year group. After Easter holiday all students will wear their school tie.

Preserving the integrity of Bubbles

- Suspension of 'Bridge' provision
- Events e.g. liturgies/assemblies to take place virtually whilst St Anne's hall is used as Test Centre
- Year Group detention timetable not departmental
- Temporary year group cluster model aided by additional signage to zone areas; staircases; entrance/exit points
- Use of student lockers temporarily suspended to avoid mixed bubble congregation

Classroom organisation

- Desks in rows in classroom so all students are forward facing - teacher technical area and feedback stations to be incorporated into standard layout of 3 student rows starting 2 metres from teacher area
- Classes to be scheduled in same room for each individual subject – enabling teachers to leave

resources in each room they teach in and avoiding the need for large-scale movement of resources.

- Windows and doors to be opened to increase air flow and reduce cross contamination on door handles

Visitors

- The Sixth Form Car Park gates will be locked from 08:15 – 15:30, if you are attending/leaving site between these times please park in an alternative location.
- The visitor risk assessment must be followed in full. Arrangement of visitors must be communicated to the school office.
- All visitors must report to the main reception where they will be accompanied to relevant area by a member of staff. Non-essential visitors will not be allowed access to the school site.
- Remote meetings with parents/carers will take place. Parent visits to site will be for emergencies only.

Offices and staff work areas

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• Offices have been rearranged to have appropriate gaps between seating and workstations and/or staggered breaks and lunchtime with a rota for common resources and areas to limit staff numbers using the area at any one time. Staff should observe social distancing in these areas. Care should be taken to ensure high traffic areas such as printers and photocopiers do not break the 2m social distancing rules.• Staff should bring own food into school in labelled washable box. This will be stored in locker/staff cupboards. If anything is required to be placed in the fridge this must be in a labelled washable box. Staffroom use will be discouraged. Staff are advised to bring in own flask, tea bags, etc. and to wipe down the kettle, microwave, etc. if they choose to use them. Staff are asked to take home their eating utensils each night to wash, but if they are washed in school they must be washed only by the person who has used them.• Tea towels and other towels must be removed from all areas and not used. | |
|--|--|--|

	<ul style="list-style-type: none"> • In addition, staff are to wash hands on entry to staff rooms before and after preparing food and drinks and before leaving. <p>New arrangements</p> <ul style="list-style-type: none"> • Staggered to allow for testing as outlined above 	
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Other Protocols

Teaching and learning for Children remaining at home.

- Photocopies of all resources to be compiled into departmental workbooks.
- Students will be signposted to Oak National Academy online resources in order to access video lessons until such time as we have developed a comprehensive alternative
- Microsoft Teams will be the platform for all school/home 'learning' communication
- Each student will receive a weekly phone call home in addition to first day response call.

Kitchen

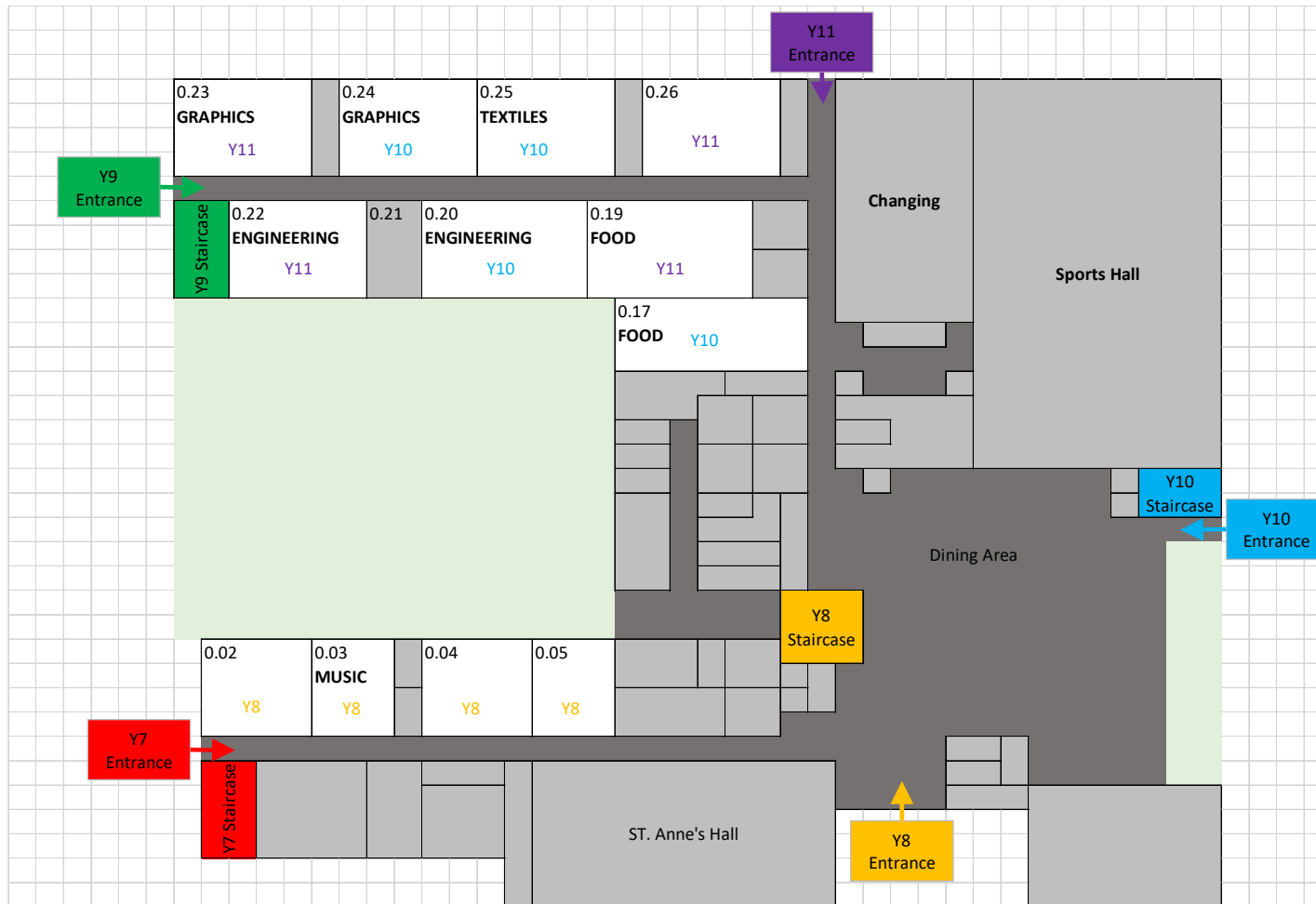
- Deliveries take place prior to school. Site team will need to assist with marshalling and ensure visible signage of our expectations when on site.
- staff to work back to back or side by side where social distancing cannot be followed.
- PPE to be provided for emptying bins, including dirty plates and cutlery etc

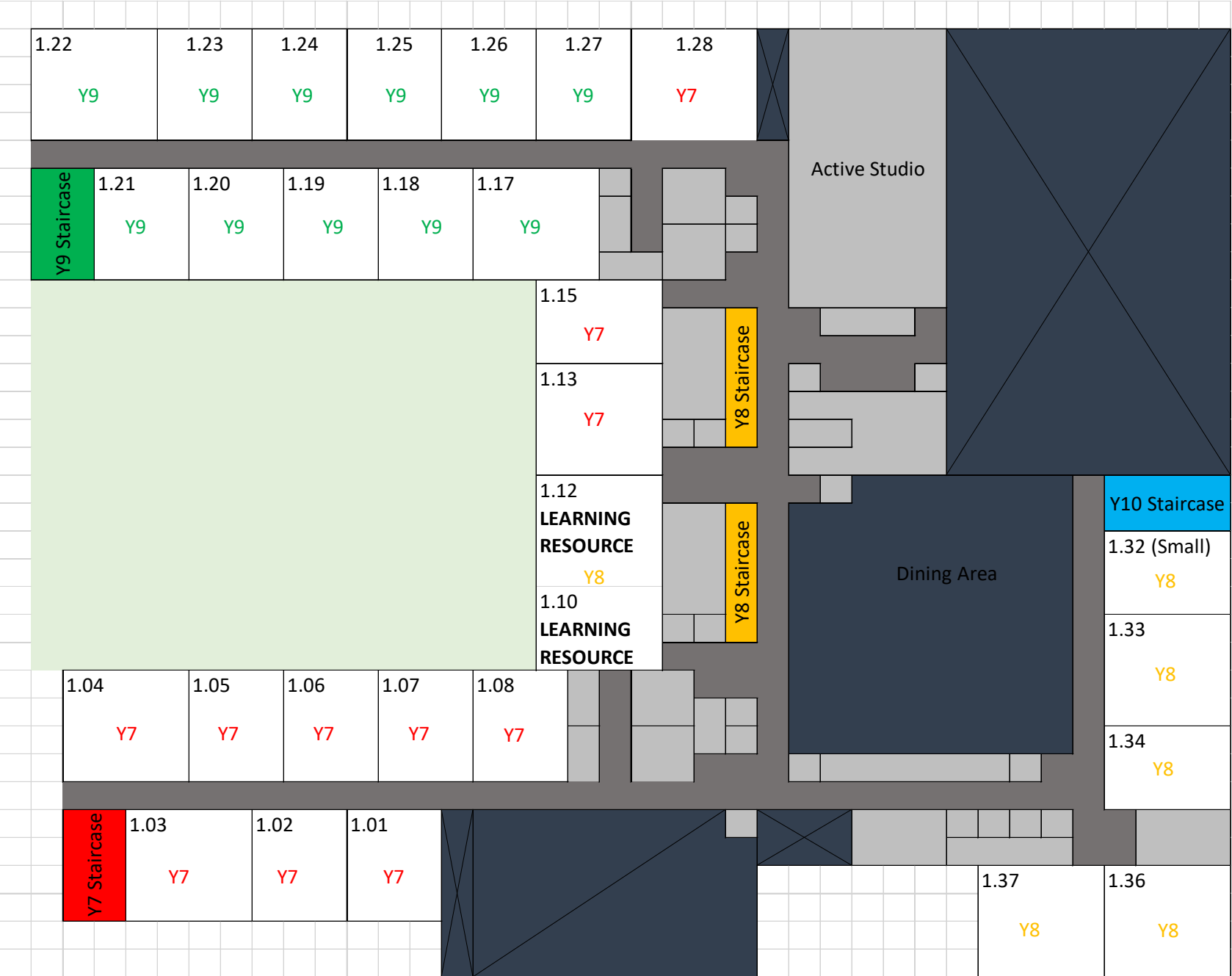
- disposable pots/plates and cutlery shouldn't be needed given that all will be cleaned daily. Trays will need to be cleaned between each sitting with appropriate product, if trays are to be used.
- 6th Form provision will be 100% cashless

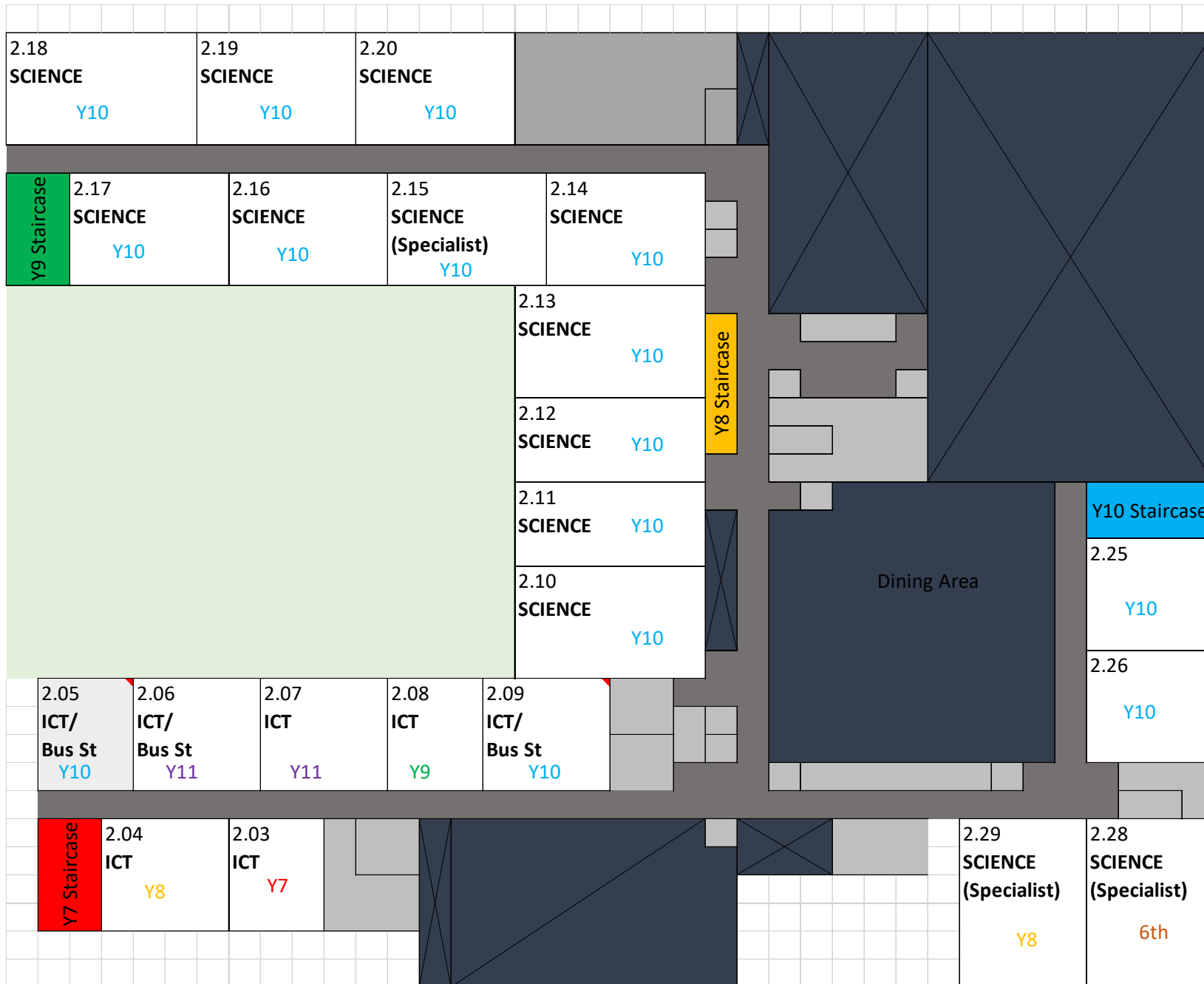
Planned revised structure of the day

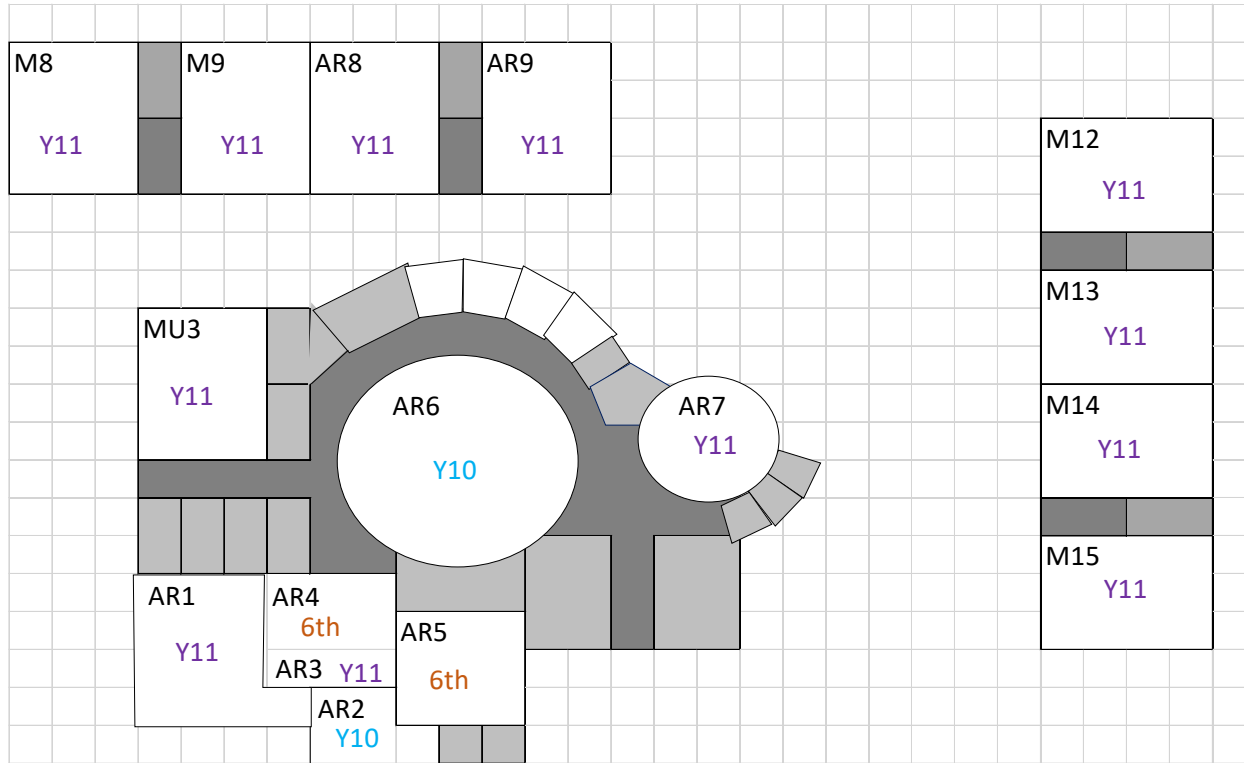
Y7	Reg	P1	P2	Break	P2	P3	P4	Lunch	P4	P5
Y8	Reg	P1	P2		Break	P3	P4		Lunch	P5
Y9	Reg	P1	Break	P2		P3	Lunch	P4		P5
Y10	Reg	P1	P2		Break	P3	P4		Lunch	P5
Y11	Reg	P1	Break	P2		P3	Lunch	P4		P5
Y12	Reg	P1	P2		Break	P3	Lunch	P4		P5
Y13	Reg	P1	P2		Break	P3	P4		Lunch	P5

Appendix 2 Proposed zoning arrangements (ground floor; 1st floor; second floor; mobiles and Art/Music)














Personal Protective Equipment Matrix

The matrix below details the type (not make) of Personal Protective Equipment which may be suitable for a specific task. Government advice specifically states:

The majority of staff in education settings will not require PPE beyond what they would normally need for work, even if they are not always able to maintain a distance of 2 metres from others. PPE will only be required in a very small number of cases.

	(Not PPE) Sanitiser	Face Mask	Disposable Gloves	Disposable Apron	Full Face Shield
					
Teaching or Assisting Teaching	When hand washing facilities are not available	X	X	X	X
Cleaning / Site responsibilities	When hand washing facilities are not available	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	When specific protection is needed due to chemicals being used, or cleaning a potentially infected area.	X
Kitchen/Dining roles	When hand washing facilities are not available	X	In line with normal guidance and while clearing used crockery/cutlery	X	X
First Aid	When hand washing facilities are not available	When close contact is needed whilst administering First Aid	In line with normal guidance	In line with normal guidance	X
Required close contact (within 2 metres) with an actual or suspected COVID 19 case	When hand washing facilities are not available	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site, and until area is cleaned.	When close contact is required whilst supporting an individual before they are transported off site.
Cleaning an area after a suspected COVID 19 case	When hand washing facilities are not available	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	Used when cleaning an area where a significant chance of infection exists (room where individual has waited for attention or toilet used)	X
Transporting in vehicles	Required along with disposable wipes	Available and provided for employees. Pupils encouraged to use their own	X	X	X