

Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022		<u>ST JOHN’S CATHOLIC SCHOOL & SIXTH FORM COLLEGE</u>			Ref No	C19/002			
					Date	04/01/2022			
Task Description	Whole School Risk Assessment – Spring Term 2022		Location	All Areas		Date of Review			
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	
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Spring Term 2022	4 th January 2022 – Onsite LFD Testing for years 10, 11, 12 and year 13.	3	4	M	The further measures include: - Face masks (or visor if a face mask cannot be worn for medical reasons) to be worn by ALL staff, students and visitors in all corridors and general communal areas including staff rooms. - Face masks/visors to be worn by ALL staff and students in classrooms (excluding external classes such as PE) - Staffing will be monitored on a school by school basis and in line with DFE guidance additional controls introduced where necessary	2	4	M
	5 th January 2022 – Onsite LFD Testing for years 7, 8 and year 9. Following further advice from the Local Authority and Public Health England regarding the rise in Covid cases within the area. A number of additional control measures will be re-introduced. The school will continue to act on any Government, Public Health England and any Local Health Protection guidance/advice and will increase control measures where necessary.							

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						<ul style="list-style-type: none"> - Continue to monitor ventilation of classroom areas, current number of cases within the setting - Staff and governor meetings, where feasible to be carried out virtually, rather than face to face. - Limit visitors to the school and consider carefully whether events that bring parents into the school can be managed safely or should return to online. - Year 9 options evening will be held virtually. - Careful consideration will be given to the risk assessment of all events to maximise the use of control measures 			
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					which reduce the risk of transmission. - For those secondary age students or staff (if exempt from isolation) who are household contacts of a positive case to take a daily lateral flow test at home before attending school for 7 days (for example, for the duration of what the isolation period would have been if they were not exempt from isolation) This is in addition to the PCR test that all close contacts are advised to take.			
Volunteers, CTPP, those wanting to gain experience for ITT	All volunteers, student placements etc. must complete a full health and safety induction including Covid.	2	4	M	The Trust's Volunteer Policy is available on Teams/BishopHogarthAllStaff	2	4	M

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etc?	<p>All volunteers etc will be encouraged to obtain LFD home test kits and swap themselves twice weekly at home.</p> <p>Volunteers will be encouraged to take part in the national COVID 19 vaccination programme.</p>				/Files/AllTrust Policies & Documentation			
Visitors to premises: Including Contractors and Parents	<p>All visitors to be directed to wash their hands/apply alcohol gel on their arrival to the school site.</p> <p>A visitor's risk assessment is in place and is communicated with visitors prior to attending school.</p>	3	4	M	<p>Face masks (or visor if a face mask cannot be worn for medical reasons) to be worn by ALL staff, students and visitors in all corridors and general communal areas including staff rooms.</p> <p>Staff and students will be discouraged from congregating in corridors.</p>	2	4	M
Entrance/Exit	See Organisational plan for specific group	2	4	M		2	4	M

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procedures	arrangements. Each year group will continue to have a dedicated entrance and exit.							
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 virus, you're less likely to pass it</p>	2	4	M

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					on when you exhale. <u>Find out how to make your own face covering on the gov.uk website.</u>			
					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.			
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 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 students 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. Provision and time have been allocated to facilitate all necessary hand washing and/or sanitising.</p> <p>Disposal facilities for wipes available.</p> <p>Ongoing Monitoring</p>			
Lunchtimes/Catering	See organisational plan for specific group	2	4	M	School kitchens are fully	2	4	M

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	<p>arrangements.</p> <p>Cashless catering – sanitizers will be available at the entrances to the servery for students to use prior to using the fingerprint scanners.</p> <p>The fingerprint scanners will be sanitized regularly</p> <p>Each year group will have a zone for outdoor social space.</p> <p>Staggered breaks and lunchtimes will continue, although 2-year groups will share a breaktime and will sit in separate areas of the dining room or they will have their break outside in their allocated area.</p> <p>Year groups will have separate lunchtimes</p>				<p>operational but must comply with the “Guidance for food businesses on Coronavirus (COVID 19)”.</p> <p>Catering staff may wear either a face mask or visor should they wish to do so when serving on the counter or at a till point as they will be in direct face to face contact with students/students.</p> <p>Catering staff may choose to wear a visor when preparing food or working in the kitchen.</p>			
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	except where Year 8 are split and will join the Year 10 and Year 11 sittings. The Year Groups which share a lunchtime will sit in separate areas of the dining room. Cleaning will take place on a regular basis between staggered lunchtimes.							
Classrooms	<p>Students will be encouraged to clean their desk before and at the end of lessons.</p> <p>Soap, hand wash, tissues and other related products will be available in all teaching areas.</p> <p>Lidded bins will be provided where appropriate for disposal of tissues and any other waste.</p> <p>Computers and desks wiped down by students before and after use.</p>	3	4	M	Face masks/visors to be worn by ALL staff and students in classrooms (excluding external classes such as PE).	2	4	M

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Resources/Pupil Supplies	Students will be encouraged not to share resources. Each student works from their own computer and does not swap computer stations. Students encouraged to wash hands / use hand gel before lessons and after each lesson.	1	4	L			1	4	L	
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.	3	4	M	All the school's mechanical ventilation systems are serviced and maintained in accordance with the manufacturers recommendations.		1	4	L	

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	<p>The school now have access to ?? CO2 monitors and they will be used in areas of the school where ventilation is most restricted. Results will be monitored on a daily basis.</p> <p>CO2 readings will be checked on a regular basis by teaching staff, so decisions can be made on whether windows or doors need to be opened wider.</p> <p>Where there is a COVID case or an outbreak in a specific class. CO2 monitors will be used to track the air quality.</p> <p>CO2 monitors and ventilation buttons need to be checked (these are built into the new school and go orange if CO2 is high, pressing the button opens a ventilation system in the building)</p>				<p>All areas of the school must be kept well ventilated. It is the individuals responsibility to ensure that the windows and doors (where appropriate) are fully opened within their office, classroom etc.</p> <p>Results from CO2 readings will be used as the basis of SLT discussions regarding both increasing ventilation and maximising inside and outside space.</p>			
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Offices/Meetings rooms/Staff Room	Windows are opened in the staff room when it is occupied by staff members. Cleaning schedule in place, with time allowed between uses in meeting rooms for ventilation.	2	4	M	Staff encouraged to clean as they go when accessing the staff room.	2	4	M
Extra-curricular Activities	All extra-curricular activities can resume from 1 September 2021.	3	4	M	A review of all extra-curricular activities (other than essential wrap around care) will be undertaken in line with Government Guidelines and PH advice.	2	4	M
Lettings	From 1 September 2021 all lettings, includes sporting fixtures can resume. Due diligence is carried out to ensure the necessary insurance and risk assessments are in place for all letting hirers.	3	4	M	A review of all lettings will be undertaken in line with Government Guidelines and PH advice.	2	4	M
Home Visits	A home visit risk assessment is in place and	3	4	M	Where possible face to face	2	4	M

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	is communicated with all parties prior to attending the visit. Where possible face to face visits should be replaced with video conferencing.				visits should be replaced with video conferencing.			
Educational Visits	From 1 September 2021 all educational visits including international visits can resume. You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit, and you must comply with international travel legislation and should have contingency plans in place to account for these changes.	2	4	M	The school will consider whether to go ahead with planned international educational visits in line with Government Guidelines.	2	4	M
Cleaning	PPE will be worn by all cleaning staff (disposable gloves and aprons).	2	4	M	NTH NHS will carry out termly cleaning audits and training where necessary.	2	4	M

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	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. Cleaning schedule in place.				All areas within school will be cleaned thoroughly on a daily basis.			
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. Emergency lockdown procedures are	2	4	M	Sequence of fire drills will be carried out per zones. Dates to be confirmed. The Site Team will carry out weekly testing of the fire alarm to ensure legal requirements are met.	2	4	M

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	reviewed regularly to ensure that arrangements remain valid.							
First Aid/Possible COVID-19 Symptoms	<p>First aid equipment will be readily available, and a first aider will be on site during normal opening hours. Protective equipment, such as disposable gloves and a mask, should be worn when first aid is administered. For more serious incidents, the First Aider will have access to a full face mask, mask, disposable apron, gloves, hand sanitiser and tissues. Children will be in possession of their own inhalers at all times. The school has spare inhalers in Student Reception in case of emergencies.</p> <p>Children in need of EpiPen's have their own equipment with them. Spare EpiPen's are kept in Student Reception as usual.</p> <p>Students showing signs of Covid-19 will be isolated in Meeting Room 2 and</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 category will not be expected to</p>	2	4	M

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	parents/carers will be contacted to collect them from there. The fire door and window will be propped open to allow air ventilation. Students in this situation will be supervised from a suitable distance. PPE will be available as per Government guidelines.				assist any individual who presents with possible symptoms of Covid-19. See PPE Matrix.			
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 are encouraged to leave the school site shortly after the end of the school day/after	2	4	M	Monitor Mind will be available during the holidays. Mental Health First Aiders available.	2	4	M

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	meetings, CPD, development time etc. Staff informed of 24-hour free counselling service, if required								
Known Behavioural issues	Students with known behavioural issues are identified. In line with Government Guidance the school's behaviour policy has been amended.	2	4	M	Students attending with parents/carers therefore less likely to display these behaviours.	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 to be 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 	2	4	M	Any member of staff presenting with symptoms whilst in school will inform the Head Teacher or SLT on rota. Advice will be sought from Public Health England. To arrange a test call 119 or visit www.gov.uk/coronavirus	2	4	M	

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	<p>who are unwell</p> <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, student, 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>							
Clinically Extremely Vulnerable / Clinically Vulnerable Staff (Including BAME, pregnancy etc.)	<p>Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone. We are also advising clinically extremely vulnerable people to continue to take extra precautions to protect themselves.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-</p>	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

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	extremely-vulnerable-persons-from-covid-19									
Tracing close contacts and isolation	<p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> fully vaccinated adults – people who have had 2 doses of an approved vaccine. all children and young people aged 5 to 18 years and 6 months, regardless of their 	3	4	M	All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine.	2	4	M		

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	<p>vaccination status.</p> <ul style="list-style-type: none"> people who are not able to get vaccinated for medical reasons. people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine. <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or</p>										
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								L	S

	childcare setting from day 7. Report your LFD test results after taking each test,								
Asymptomatic testing of staff & students	From 11 January 2022 any member of staff or student who receives a positive lateral flow device (LFD) test result for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. This is a temporary measure while COVID-19 rates remain high across the UK.	3	4	M	Student testing will be phased during the first week to help manage the number of students passing through the test area at any one time. All staff and students are provided with LFD home test kits to swab themselves twice a week at home. Households of children attending Education can access lateral flow tests as per Government Guidance. https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-	2	4	M	

Coronavirus (COVID-19) Whole School Risk Assessment – Spring Term 2022		<u>ST JOHN’S CATHOLIC SCHOOL & SIXTH FORM COLLEGE</u>			Ref No	C19/002				
					Date	04/01/2022				
Task Description	Whole School Risk Assessment – Spring Term 2022		Location	All Areas		Date of Review				
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

					households-and-bubbles-of-school-students-and-staff			
Impact on individuals who may be more vulnerable to COVID-19 due to their vaccination status	The Trust encourage all employees to take part in both LFD testing twice a week and where medical conditions allow the National Vaccination Programme.	3	4	M	Ongoing Monitoring Unvaccinated, employees who are identified by Track & Trace as a close contact should self-isolate as instructed, and where possible work from home.	3	4	M

Risk Assessment Notes:

Government Guidance

[Managing COVID 19 in Educational and Childcare Settings](#)

[Actions for school during the COVID 19 outbreak](#)



[Guidance on protecting Clinically Extremely Vulnerable from COVID 19](#)

[When to Self-isolate and what to do](#)

****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.”

Declaration of Competent Person	Print Name: Tracy Metcalfe	Head Teacher	Print Name: Lisa Byron
	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)							
Severity Rating	Description	Likelihood Rating					
		1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only						
2	Minor injury, minor damage		LOW				
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage			MEDIUM			
5	Single fatality, or permanent total disability						
6	Multiple fatalities					HIGH	

ST JOHN'S REOPENING PLAN – JANUARY 2022

Managing the organisation of the school day						
Points to consider	Year 7	Year 8	Year 9	Year 10	Year 11	Sixth Form
Who is returning and where are their congregation areas?	<p>Return date: Tuesday, 7 September 2021</p> <p>Full return Testing to take place during the morning session</p> <p>On the 1st day of return, students will gather at the front of school (outside Main Reception) to be met by pastoral tutors and escorted to the Main Hall.</p> <p>On day 2, students will gather at the front of school (outside Main Reception) to be met by</p>	<p>Return date: Wednesday, 8 September 2021</p> <p>Those who travel by bus or car arrive for 8.55am. Enter school via Sixth Form entrance and go to the Main Hall.</p> <p>Those who walk to school arrive for 10.15am. Enter school via Main Reception and go to the Main Hall.</p> <p>Testing to take place during the morning session</p>	<p>Return date: Thursday, 9 September 2021</p> <p>Those who travel by bus or car arrive for 8.55am. Enter school via Sixth Form entrance and go to the Main Hall.</p> <p>Those who walk to school arrive for 10.15am. Enter school via Main Reception and go to the Main Hall.</p> <p>Testing to take place during the morning session</p>	<p>Return date: Thursday, 9 September 2021</p> <p>Those who travel by bus or car arrive for 8.55am. Enter school via Sixth Form entrance and go to the Main Hall.</p> <p>Those who walk to school arrive for 10.15am. Enter school via Main Reception and go to the Main Hall.</p> <p>Testing to take place during the morning session</p>	<p>Return date: Wednesday, 8 September 2021</p> <p>Those who travel by bus or car arrive for 8.55am. Enter school via Sixth Form entrance and go to the Main Hall.</p> <p>Those who walk to school arrive for 10.15am. Enter school via Main Reception and go to the Main Hall.</p> <p>Testing to take place during the morning session</p>	<p>Return date: Tuesday, 7 September 2021</p> <p>Year 13 arrive at 11.00am for 1st test</p> <p>Year 12 arrive at 12.00 noon for 1st test</p>

	<p>pastoral tutors. They will be escorted via the outside path and enter the school site via the back gate and gather in the outside area between the Main Hall and the Science block.</p> <p>From day 3 students will congregate in their outside area between the Main Hall and the Science block where they will be met by tutors.</p>					
Uniform	<p>All students should be in full school uniform every day.</p> <p>Changing facilities will be available for students on their PE days so there will be no requirement for students to be in PE kit all day.</p> <p>Please ensure that our high expectations are reinforced from day one.</p>					
Arrangements for testing and pastoral	<p>Holding Area: Main Hall Testing Venue: Gym</p> <p>To conduct testing, pastoral admin, photographs, planned activities and fire drill practice etc, lessons 1-3 on 7, 8 and 9 September will be pastoral time. NB. Normal timetabled lessons will take place periods 4 & 5 during the</p>	<p>Holding Area: Main Hall Testing Venue: Gym</p> <p>To conduct testing, pastoral admin, planned activities and fire drill practice etc, lessons 1-3 on 7, 8 and 9 September will be pastoral time. NB. Normal timetabled lessons will take</p>	<p>Holding Area: Main Hall Testing Venue: Gym</p> <p>To conduct testing, pastoral admin, planned activities and fire drill practice etc, lessons 1-3 on 7, 8 and 9 September will be pastoral time. NB. Normal timetabled lessons will take place periods 4 & 5 during the</p>	<p>Holding Area: Main Hall Testing Venue: Gym</p> <p>To conduct testing, pastoral admin, planned activities and fire drill practice etc, lessons 1-3 on 7, 8 and 9 September will be pastoral time. NB. Normal timetabled lessons will take</p>	<p>Holding Area: Main Hall Testing Venue: Gym</p> <p>To conduct testing, pastoral admin, planned activities and fire drill practice etc, lessons 1-3 on 7, 8 and 9 September will be pastoral time. NB. Normal timetabled lessons will take</p>	<p>To conduct testing, pastoral admin, photographs, planned activities and fire drill practice etc, periods 3, 4 and 5 on 7 September 2021 will be pastoral time for Years 12 and 13. Lessons 1-3 on 8 and 9 September will also be pastoral time for specific year group activities. NB.</p>

	phased return Year 7 will be completing baseline assessments on ????? in ????	place periods 4 & 5 during the phased return	phased return	place periods 4 & 5 during the phased return	place periods 4 & 5 during the phased return	Normal timetabled lessons will take place periods 4 & 5 on 8 & 9 September Sixth Form students will not be in school for periods 1-3 on Wednesday, 8 Sept
Testing Procedures	Students will sit in the holding area and collect their registration cards. Year groups will sit in separate halves of the Main Hall and will access separate testing venues. They will follow the one-way system into and out of the Lecture Theatre / Gym and return to the Main Hall until their result is known. Once the negative result is confirmed, groups of students will be escorted back to their pastoral groups by tutors and available staff. Positive Cases following LFD test: where positive cases are confirmed, students will be escorted to Meeting Room 2 to await collection.					
STAFF Home testing Kits	Government guidance indicates that staff who will be in school regularly during the summer break should continue to test twice weekly during that period. Testing for staff who are not on site during the summer period can be paused. At home testing should resume for all staff at the start of the Autumn term and continue to at least the end of September 2021. Testing kits are available from the Finance Office.					
Face Masks and Coverings	From September 2021 staff and students may choose to wear a face mask or covering in communal areas and corridors if they wish. Safe wearing of face coverings requires the: <ul style="list-style-type: none"> • cleaning/sanitising of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day.					

<p>Hand sanitising and classroom cleaning arrangements</p>	<p>Students must continue to use hand sanitiser on entry to and exit from every classroom and building. In order to support one another, staff are asked to notify the Site Team through the helpdesk if hand sanitiser needs replenishing.</p> <p>All technicians will be expected to support with the cleaning of classrooms, labs and workshop spaces and equipment and with the refilling of hand sanitizer/soap bottles, if and when required.</p> <p>All occupied classrooms need to be well-ventilated so please open windows. Staff are to reinforce good handwashing and hygiene routines with all students.</p> <p>All classrooms will be supplied with an anti-bacterial spray and cloth for staff to use on their workspace, mouse, and door handle. A whiteboard spray and cloth will also be available in every classroom.</p> <p>Churchill's staff will be deep cleaning the school during the summer holidays. The entire school will be deep cleaned to NHS standards (barrelling and fogging of all areas) in August 2021.</p>
<p>(After the staggered return)</p> <p>Transport to and Arrival at school</p>	<p>We will be strongly recommending that students travelling on school buses will continue to wear a face mask. Students will be directed from the buses to their congregation area.</p> <p>Students who walk to school or who are dropped off by parents/carers should enter the site via the back gate or the main student path at the front of school. They must use the outside routes to get to their congregation area rather than entering the building at the nearest entrance.</p> <p>Year 11 and Sixth Form students will be allowed into the building via their allocated entrance points (from 8.30am) in order to congregate at their assigned areas: Dining Room (Year 11) and Bistro (Sixth Form).</p> <p>ON ENTERING SCHOOL, students must use the hand sanitiser available to them at their entrance point.</p>
<p>Attendance Monitoring and Registers</p>	<ul style="list-style-type: none"> • Mandy Allen will monitor attendance for Years 7 - 11 • Bernadette Giblin will monitor attendance for Years 12 and 13 (Cynthia Swindells will monitor Sixth Form attendance on Wednesdays) • Jayne Summerbell and Steph Anderson will monitor X coded students who are ill with COVID and will liaise with families regarding return dates <p>If X coded students return to school before their expected date, please notify Jayne Summerbell / Steph Anderson as a matter of urgency.</p> <p>Registers must be taken promptly (within the first 5 minutes) at the start of registration and at the start of every lesson.</p>

Timings of the school day

Breaks:

	7	8	9	10	11		12	13
10.15	Break	2	2	2	Break		2	2
10.30	2				Break			
10.45								
11.00								
11.15		2	Break	Break		Break	Break	

Lunchtimes:

	7	8x	8y	9	10	11		6th Form A	6th Form B
11.30	3	3	3	3	3	3		3	3
12.00	Lunch								
12.30	3	Lunch	4	4	4	Lunch		4	Lunch
1.00	4	4		Lunch		4		4	
1.30			Lunch		4				Lunch

Years 7 - 11 will line up at the end of break and lunchtime before entering school in a calm and orderly manner. Duty staff to supervise this process.

<p>Clocks and Bells</p>	<p>All school clocks will have new batteries, will be checked, and set to the right times. Please adhere to the specific timings for break-times and lunchtimes per year group. Please notify the Site Team if the classroom clock is not working.</p> <p>Bells will be reset and will sound at the following times:</p> <p>8.55am - all students should be in their congregation areas with their tutors, Assistant Head of Year and Head of Year. Staff will escort students to their pastoral room</p> <p>9.00am - all students should be in their pastoral classrooms.</p> <p>Please note there are no bells to mark the start and end of lessons.</p> <p>3.00pm - bell will sound for Year 7 and Year 11 students to leave classrooms. They leave via the nearest staircase and exit, taking the outside routes to the bus bays or back gate.</p> <p>3.03pm - bell will sound for Year 9 and Year 10 students to leave classrooms. They leave via the nearest staircase and exit, taking the outside routes to the bus bays or back gate.</p> <p>3.06pm - bell will sound for Year 8 students to leave classrooms. They leave via the nearest staircase and exit, taking the outside routes to the bus bays or back gate.</p> <p>NB - Sixth Form students should leave during this period. There will be no bell to mark their departure from the building.</p>
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Congregation Areas and Staggered Dismissals	<p>Year 7 Outside Congregation Area: Area between the Science block and the Main Hall/Gym</p> <p>Students should use outside routes, wherever possible, to move around the school site.</p> <p>Arrival managed by HOY, duty staff and tutors</p> <p>Staggered dismissal at 3.00pm (1st bell)</p>	<p>Year 8 Outside Congregation Area: Area in front of the Sportshall</p> <p>Students should use outside routes, wherever possible, to move around the school site.</p> <p>Arrival managed by HOY, duty staff and tutors</p> <p>Staggered dismissal at 3.06pm (3rd bell)</p>	<p>Year 9 Outside Congregation Area: Large Quad</p> <p>Students should use outside routes, wherever possible, to move around the school site.</p> <p>Arrival managed by HOY, duty staff and tutors</p> <p>Staggered dismissal at 3.03pm (2nd bell)</p>	<p>Year 10 Outside Congregation Area: Grassed area in front of the portacabins</p> <p>Students should use outside routes, wherever possible, to move around the school site.</p> <p>Arrival managed by HOY, duty staff and tutors</p> <p>Staggered dismissal at 3.03pm (2nd bell)</p>	<p>Year 11 Congregation Area: Dining Room (From 8.30am)</p> <p>Students should use outside routes, wherever possible, to move around the school site.</p> <p>Arrival managed by HOY, duty staff and tutors</p> <p>Staggered dismissal at 3.00pm (1st bell)</p>	<p>Sixth Form Congregation Area: Sixth Form Bistro</p> <p>Students should use outside routes, wherever possible, to move around the school site.</p> <p>Students are dismissed from 3.00pm (no bell)</p>
Students who are late to school	<p>PRIOR TO 9.00am - Admin staff to enter absent notes into SIMs following calls into school. All students who are late will enter school at the Main Reception. Admin staff will enter late note and time of arrival into SIMs. The student will then go to their timetabled classroom. Sixth Form will also need to sign in at Main Reception if they are late and leave via Main Reception, if leaving the site.</p>					
Student Issues	<p>From Tuesday, 7 September 2021 until the onsite student testing processes have been completed:</p> <ul style="list-style-type: none"> • If a student needs first aid, email Dave Mawdsley and Michael Stephenson. Do not send the student-to-Student Reception on their own. • If a student feels unwell with Covid symptoms during your lesson, email Jayne Summerbell, Dave Mawdsley and Michael Stephenson. Do not send the student-to-Student Reception on their own. • If a student feels unwell (not Covid related) during your lesson, email HOY or AHOY. The student will need to see HOY/AHOY at break or lunchtime. • If a student needs the toilet, they should be encouraged to wait until break/ lunch. If it is an emergency, they must use the nearest allocated toilet. <p>After the testing process has been completed (week beginning 20 September 2021):</p> <ul style="list-style-type: none"> • If a student needs first aid, email Ann Siddell, John Holmes, and Danielle Dowson. Do not send the student-to-Student Reception on their own. • If a student feels unwell with Covid symptoms during your lesson, email Ann Siddell, John Holmes, and Danielle Dowson. Do not send the 					

	student-to-Student Reception on their own.					
Locations and Facilities around school	See Staggered Break and Lunch Plan	See Staggered Break and Lunch Plan	See Staggered Break and Lunch Plan	See Staggered Break and Lunch Plan	See Staggered Break and Lunch Plan	See Staggered Break and Lunch Plan
	<p>Routes in and out of the Dining Room will be determined over the summer holidays and shared with staff.</p> <p>Year 7 toilets: toilets opposite Lab 1 and Dining Room toilets</p> <p>Year 7 outdoor area for break and lunchtime is outside the Main Hall, Gym and Science block</p>	<p>Routes in and out of the Dining Room will be determined over the summer holidays and shared with staff.</p> <p>Year 8 toilets: toilets in the MFL Area and Dining Room toilets</p> <p>Year 8 outdoor area for break and lunchtime is outside the Sportshall</p>	<p>Routes in and out of the Dining Room will be determined over the summer holidays and shared with staff.</p> <p>Year 9 toilets: toilets opposite Lab 1 and Dining room toilets</p> <p>Year 9 outdoor area for break and lunchtime is the yard / bus bays</p>	<p>Routes in and out of the Dining Room will be determined over the summer holidays and shared with staff.</p> <p>Year 10 toilets: toilets in the MFL Area and Dining Room toilets</p> <p>Year 10 outdoor area for break and lunchtime is in front of the portacabins</p>	<p>Routes in and out of the Dining Room will be determined over the summer holidays and shared with staff.</p> <p>Year 11 toilets: Dining room toilets</p> <p>Year 11 outdoor area for break and lunchtime is the yard/ bus bays</p>	<p>Sixth Form will continue to have their breaks and lunches in the Bistro.</p> <p>Sixth Form toilets: opposite SF1.</p> <p>The Sixth Form outdoor area for break and lunchtime is outside the Bistro.</p>
Years 7 - 11 will line up at the end of break and lunchtime before entering school in a calm and orderly manner. Duty staff to supervise this process.						
Transition between lessons and movement around school	<p>On transition of lessons, students will be moving across the school. Staff must supervise on corridors and stairwells, where possible, to support smooth transition.</p> <p>If changing floors for the next lesson, students should use the nearest staircase to them. Student traffic through first and second floor links should be kept to a minimum.</p>					

	<p>Staircases will be up and down routes. Students and staff should keep to the RIGHT on staircases and corridors.</p> <p>Students must exit via the nearest door and use outside routes where possible to move around the site to avoid congested corridors.</p>
Seating Plans	<p>All staff need to maintain and follow accurate seating plans for each group. Seating plans should be completed and available in Classcharts.</p>
Learning & Behaviour Expectations in lessons	<p>START OF THE LESSON:</p> <ul style="list-style-type: none"> • Hand sanitiser to be used on entry to and exit from every classroom • Open windows to keep classrooms well-ventilated • Staff take the register promptly for safeguarding purposes • Students put their planner/equipment needed for the lesson out on desks • At the start of lesson 1, 3 and 5 staff ensure that students switch off their phones and put them into the bottom of their bags, out of sight. • ClassCharts to be used each lesson for seating plans and positive and negative points • Uniform and homework checks to be made by staff <p>END OF THE LESSON</p> <ul style="list-style-type: none"> • Ensure all students have written their homework into their planners and the teacher records homework on ClassCharts • Work/books are stored away in bags or in boxes and on shelves as instructed • Any rubbish is put in the bin and tables/chairs are straightened out/arranged accordingly. Nothing should be left on tables or the floor. • Students' uniform is correct before leaving the room <p>END OF THE DAY Staff need to ensure that:</p> <ul style="list-style-type: none"> • Any air conditioning or electric heaters are switched off • Classroom windows are closed • Projectors, visualisers, and speakers are switched off <p>The ICT Team will ensure that:</p> <ul style="list-style-type: none"> • Staff and student computers shut down by 5.35pm

Lunch and break arrangements Break = 15 minutes Lunch = 30 minutes	<p>Year 7 break: 10.15am</p> <p>Year 7 lunch: 12.00</p> <p>See Staggered breaks and lunchtimes plan.</p> <p>Food will be served in the Dining Room using both servery points, which will offer the same menus.</p> <p>Year 7 enter the Dining Room via the main corridor / Lab 12</p> <p>Lunch sittings which are shared across 2-year groups will be arranged so that year groups sit on opposite sides of the Dining Room.</p> <p>Duty staff will ensure that students continue to use hand sanitiser before</p>	<p>Year 8 break: 10.45am</p> <p>Year 8X lunch: 12.30pm</p> <p>Year 8Y lunch: 1.30pm</p> <p>See Staggered breaks and lunchtimes plan.</p> <p>Food will be served in the Dining Room using both servery points, which will offer the same menus.</p> <p>Year 8 will enter the Dining Room via the bottom door. They will queue up outside and entry to the Dining Room will be supervised. Year 8 will sit on the Science side of the Dining Room</p>	<p>Year 9 break: 11.15am</p> <p>Year 9 lunch: 1.00pm</p> <p>See Staggered breaks and lunchtimes plan.</p> <p>Food will be served in the Dining Room using both servery points, which will offer the same menus.</p> <p>Year 9 enter the Dining Room via the main corridor / Lab 12</p> <p>Lunch sittings which are shared across 2-year groups will be arranged so that year groups sit on opposite sides of the Dining Room.</p> <p>Duty staff will ensure that students continue to use hand sanitiser before they reach the servery.</p>	<p>Year 10 break: 11.15am</p> <p>Year 10 lunch: 1.30pm</p> <p>See Staggered breaks and lunchtimes plan.</p> <p>Food will be served in the Dining Room using both servery points, which will offer the same menus.</p> <p>Year 10 enter the Dining Room via the main corridor / Lab 12</p> <p>Year 10 will sit on the LRC side of the Dining Room</p> <p>Lunch sittings which are shared across 2-year groups will be arranged so that year</p>	<p>Year 11 break: 10.15am</p> <p>Year 11 lunch: 12.30pm</p> <p>See Staggered breaks and lunchtimes plan.</p> <p>Food will be served in the Dining Room using both servery points, which will offer the same menus.</p> <p>Year 10 enter the Dining Room via the main corridor / Lab 12</p> <p>Year 11 will sit on the LRC side of the Dining Room</p> <p>Lunch sittings which are shared across 2-year groups will be</p>	<p>Sixth Form break: 11.15am</p> <p>Sixth Form split lunch: 12.30pm 1.30pm</p> <p>See Staggered breaks and lunchtimes plan.</p> <p>Sixth Form will eat in the Bistro where hot and cold food will be served.</p> <p>Hand sanitising facilities will be available for students in the lunch area.</p> <p>Lunchtime supervisors will be required to support the cleaning of tables and benches.</p>

	<p>they reach the servery.</p> <p>Lunchtime supervisors will support the cleaning of tables and benches.</p>	<p>Lunch sittings which are shared across 2-year groups will be arranged so that year groups sit on opposite sides of the Dining Room.</p> <p>Duty staff will ensure that students continue to use hand sanitiser before they reach the servery.</p> <p>Lunchtime supervisors will support the cleaning of tables and benches.</p>	<p>Lunchtime supervisors will support the cleaning of tables and benches.</p>	<p>groups sit on opposite sides of the Dining Room.</p> <p>Duty staff will ensure that students continue to use hand sanitiser before they reach the servery.</p> <p>Lunchtime supervisors will support the cleaning of tables and benches.</p>	<p>arranged so that year groups sit on opposite sides of the Dining Room.</p> <p>Duty staff will ensure that students continue to use hand sanitiser before they reach the servery.</p> <p>Lunchtime supervisors will support the cleaning of tables and benches.</p>	
<p>Wet weather breaks and lunchtimes</p>	<p>BREAKS Staff will be notified by an email/LT. Staff, who are teaching a group immediately preceding break, should escort their group to the Dining Room via the Year Group's designated toilet block. Duty staff will supervise students in the Dining Room for the duration of breaktime.</p> <p>LUNCHTIMES Staff will be notified by an email/LT and the year group will remain in their dining area for the duration of lunchtime.</p> <p>NB. Sixth Form students will stay in the Bistro during wet breaks and lunchtimes.</p>					

Catering Provision for students and staff	<p>Breaktimes: cereal bars, fruit pots and toast/a variety of pastries will be available for each year group to purchase if required. Provision will be reviewed on a half termly basis.</p> <p>Lunchtimes: Menu options from September are likely to include: Pizzas, Paninis, Pasta/Curry Pots, Noodles, Meat wraps and Vegetarian options. Selection of sandwiches. Cardboard trays/pots will continue to be used and proper cutlery will replace the plastic knives and forks.</p> <p>Cash Loaders - only one machine will be available in the Sixth Form Bistro. Staff need to set up a ParentPay account with school to ensure they are able to buy refreshments and food during the school day. Please see the Finance Office for further details/help if needed.</p>
Symptomatic staff and students	<p>Staff should not attend school if they are unwell.</p> <p>Staff and students should not attend school if they are unwell or have COVID symptoms. If a member of staff develops symptoms during the school day, they will need to call Steph/Jayne who will notify LT, arrange cover, and organise for the gates to be opened. Staff should leave by the nearest exit, taking the outside route to their car and leave site.</p> <p>From 7 September 2021:</p> <ul style="list-style-type: none"> If a student feels unwell with Covid symptoms during your lesson, email Jayne Summerbell, Dave Mawdsley and Michael Stephenson. Do not send the student-to-Student Reception on their own. <p>From 20 September 2021:</p> <ul style="list-style-type: none"> If students become unwell with possible COVID symptoms, staff should contact/email Ann Siddell, John Holmes, and Danielle Dowson. <p>Students will be collected from classrooms and escorted via the outside route to Meeting Room 2, entering via the fire door. Student Reception will notify Jayne/Steph to prepare Meeting Room 2. On entering the room, the symptomatic student will be given a mask to wear. The supervising adult will stay in the Lecture Theatre whilst waiting for parents/carers to collect their child. The Main Reception toilet may be used if necessary and will be cleaned after use. Any used tissues should be double bagged before putting in the bin and the room will be cleaned once it has been vacated.</p>
Working Areas for Staff on PPA	<p>Staff Lounge, Resource Rooms, the MFL open area and the Link areas are working spaces for staff. A “Free Room” timetable will be made available to staff as well. Staff are encouraged to bring their own devices to school to work on.</p> <p>If several staff are working in the same room/communal area, we recommend that doors and windows remain open to provide good ventilation.</p>
Visits, Visitors and Parental Meetings	<p>External visitors to school site will be limited</p> <p>Meetings with parents/carers may be carried out in person, on the telephone or through Google meetings. School Cloud will continue to be used for some Progress Evenings.</p>

Staff CPD courses	Staff will continue to access CPD, but the preferred method will be through online courses and webinars, rather than travelling to other venues. Departmental development time will be prioritised. All staff need to complete iHASCO courses as and when they are provided.
Extra-Curricular Programme	Our extra-curricular activities and enrichment programme will resume in September 2021, and we will follow Government guidance accordingly.
External Lettings	External lettings have resumed and will continue in the Autumn term, following Government guidelines. All organisations will be expected to share their risk assessments with the school and conditions/restrictions will be set by the school before lettings recommence. All potential letting arrangements have been discussed with our Health and Safety advisors from Avec.
	System of Controls
System of Control	<p>In September 2021, we will continue to adopt a system of control to minimise the impact of coronavirus</p> <p>Prevention</p> <p>We must always:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2. Recommend face coverings are used in certain circumstances. 3. Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. 5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6. Consider how to minimise contact across the site and maintain social distancing wherever possible. 7. Keep occupied spaces well ventilated. <p>In specific circumstances:</p> <ol style="list-style-type: none"> 8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9. Promote and engage in asymptomatic testing. <p>Response to any infection</p> <p>We must always:</p>

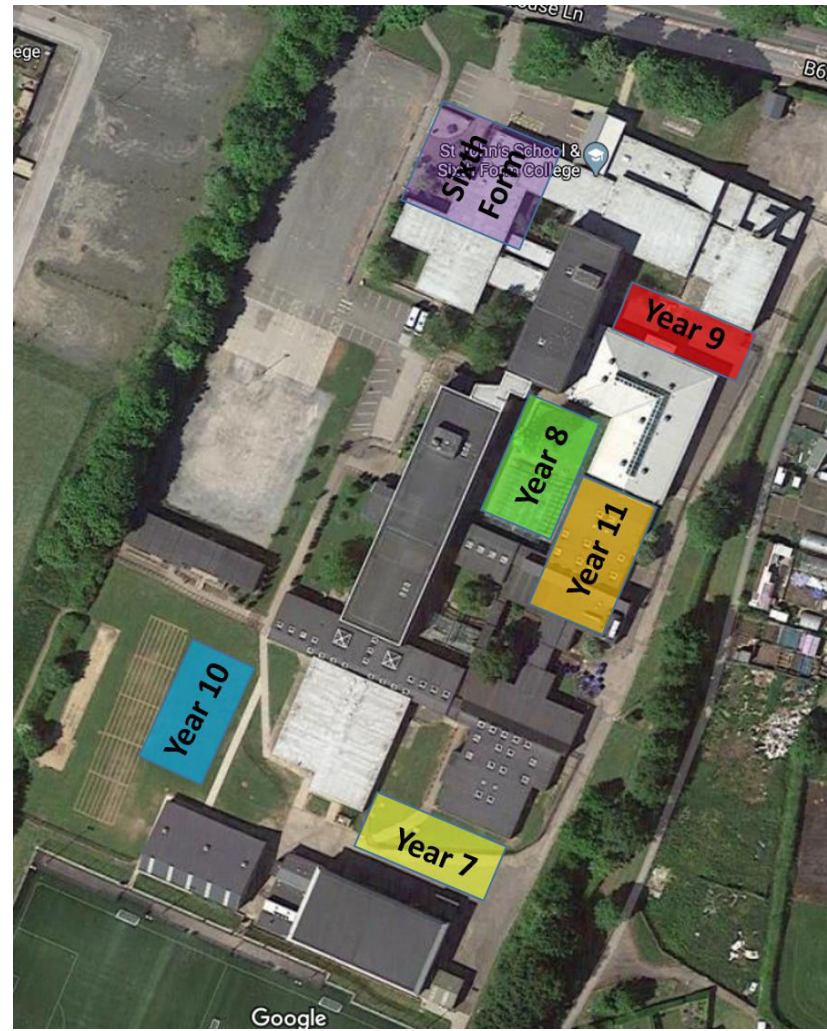
<p>Outbreak Plan</p>	<p>10. Promote and engage with the NHS Test and Trace process. 11. Manage and report confirmed cases of COVID-19 amongst the school community. 12. Contain any outbreak by following local health protection team advice.</p> <p>Public Health Durham will liaise with us on a case-by-case basis and will inform us if they consider there to be an outbreak in school.</p> <p>Outbreak</p> <p>In the event of an outbreak in school, in addition to the advice provided by Public Health Durham, we will:</p> <ul style="list-style-type: none"> • Reintroduce Year group bubbles • Enhance cleaning in affected classrooms/rooms <p>Reintroduction of Year Group Bubbles</p> <p>A shadow timetable has been prepared to ensure that Year Group zoning can be introduced at short notice. Zones will be based on the 2020-21 model (Year 7 around the MFL and Art areas; Year 8 based around Staircase 3 rooms; Year 9 based around Staircase 4; Year 11 based around Staircase 2; Year 10 based around Staircase 1. Sixth Form will be largely based in the Science labs and Sixth Form area). Full details to follow, as required.</p> <p>In the event of an outbreak:</p> <ol style="list-style-type: none"> 1. Claire Pullen to update sims with the shadow timetable 2. Danielle Dowson to print individual student timetables by tutor group 3. Admin team to place tutor group timetables in the main hall for collection by tutors 4. Tutors to collect timetables at the end of the day or the start of the next day 5. Tutors to meet groups at the normal congregation points and escort groups to the new bases 6. Extended PREP time until 9.30am to allow tutors to explain the revised rooming plan and congregation points <p>Enhanced cleaning in affected classrooms</p> <p>In the event of an outbreak, key rooms will be identified and placed on the enhanced cleaning schedule. This includes intervention by our day cleaner, contract cleaners, site team and technicians and will probably involve some re-rooming. In order to help in this process, staff are required to maintain a clear desk policy in all rooms at all times. Given that we cannot predict which rooms will be affected, it is essential that staff follow the end of day procedures to ensure desks are cleared.</p>
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	Outbreak Zoning Plan					
<p>In the case of an outbreak</p> <p>Entrance/Exit to school</p>	<p>Year 7 entrance (MFL door from the side road) Year 7 exit (LRC door between MFL and C2, opposite the sportshall) MFL Zone (see Site Plan) Arrival managed by HOY and duty staff</p> <p>Staggered dismissal at 2.55pm (1st bell)</p> <p>Subject staff escort classes via outside route via exit door, around DT block to bus bays or via side road to the back gate.</p>	<p>Year 8 entrance Student Link Entrance</p> <p>Zone 3 Staircase 3 (See Site Plan)</p> <p>Arrival managed by HOY and duty staff</p> <p>Staggered dismissal at 2.58pm (2nd bell)</p> <p>Subject staff escort classes downstairs to Student Link to exit for bus bays. Walkers leave from bus bays to Woodhouse Lane.</p>	<p>Year 9 Entrance Staircase 4 Entrance</p> <p>Zone 4 Staircase 4 (See Site Plan)</p> <p>Arrival managed by HOY and duty staff</p> <p>Staggered dismissal at 3.01pm (3rd bell)</p> <p>Subject staff escort classes downstairs to exit at the bottom of staircase 4. Students leave via the back gate. Those students, who need to travel by school bus, will need to walk back up Woodhouse Lane to enter site and get to their bus bay.</p>	<p>Year 10 Entrance Art Entrance</p> <p>Zone 1 Staircase 1 (See Site Plan)</p> <p>Arrival managed by HOY and duty staff</p> <p>Staggered dismissal at 3.04pm (4th bell)</p> <p>Subject staff escort classes downstairs to Art exit and students take outside route to bus bays. Walkers leave from bus bays to Woodhouse Lane.</p>	<p>Year 11 Entrance Student Reception Entrance</p> <p>Zone 2 Staircase 2 (See Site Plan)</p> <p>Arrival managed by HOY and duty staff</p> <p>Staggered dismissal at 3.07pm (5th bell)</p> <p>Subject staff escort classes downstairs to Student Reception to exit for bus bays. Walkers leave from bus bays to Woodhouse Lane.</p>	<p>Sixth Form Entrance</p> <p>Zone 6 Sixth Form Area & spare rooms around the ground floor</p> <p>Dismissal at 3.05pm (no bell). Leave via Sixth Form exit.</p>

Site Plan for Outbreak Response



Congregation Areas for Outbreak Response





Outbreak Management Plan

Date Adopted	July 2021
Date Reviewed	
Next Review Date	Jul 2022
Version	2.0
Review Cycle	Annual
Publication Scheme	Trust Website Local Schools' Websites

This Outbreak Management Plan is based on the contingency framework for managing local outbreaks of COVID 19 and the school's/college's operational guidance from step 4, published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school/college
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

The Trust will have an up-to-date risk assessment in place, it will be communicated to the whole staff team; appropriate information will be shared with students, parents/carers, visitors, and any other people impacted by the school/college activities.

The Senior Leadership Team will review the risk assessment each month to make sure the measures included are providing the best level of protection available, whilst allowing the school/college to run in a way which will prioritise student's education and growth.

The Trust will have arrangements in place so it can re-introduce measures, up to and in line with the Summer 2021 COVID-19 risk assessment. This may include:

- Reintroduction of face coverings in communal areas
- Adhering to national guidance on the reintroduction of shielding which would apply to those on the shielded patient list (SPL). We will speak to individuals required to shield about additional protective measures in school/college or arrangements for home working or learning
- If recommended to reduce mixing between groups, we would:
 - Reintroduce bubbles
 - Have separate entrances/exits for bubbles
 - Deliver lunches to classrooms
 - Separate rota for breaks and lunches
 - Timetabled use of specialist rooms
 - Reintroduce 'maximum capacity' notices for all communal areas
- If recommended, we would limit:
 - Residential educational visits
 - Transition days
 - Parents coming into school/college
 - Non-essential visitors coming into school/college
 - Live performances

As well as increasing the level of controls, the measures will include providing high quality remote education where students are not able to attend. The school will continue to provide meals or lunch parcels for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

LFD Testing kits will be available on site and supplies will allow for a scaling up of testing if required to allow students and staff to attend. LFD testing is not appropriate for people with symptoms, and they should not attend school/college whilst they have symptoms.

PCR Testing kits will be available for any individual who is symptomatic and may not be able to access a PCR test by other means. Individuals (and where appropriate their parents/carers) should be encouraged to use PCR testing centres where they are likely to get a rapid result. Individuals (and where appropriate their parents/carers) should be strongly encouraged to share the results with the school/college at the earliest opportunity.

- Where a suspected case occurs, the individual will be asked to self-isolate and take a PCR test.
- It is possible when there are confirmed cases the school/college will be asked to provide a list of close contacts, this could lead to the need to take advice from PHE or the Local Health Protection team.
- Where there are multiple cases within a year group, further measures in line with the summer term risk assessment may be re-introduced. Public Health England will be consulted (08000468687 (1)) and any changes in their immediate or publicised guidance will be acted upon. In line with guidance released in August, if the school/college hits the outbreak threshold (General education 5 individuals or 10% of people test positive in a group), advice will be taken, and significant measures introduced.






Where an individual is asked to self-isolate, they will be provided with an isolation number. The number will allow the individual and the school/college to track how long the isolation must be in place.

Individuals who have been informed by Test and Trace to isolate, or have symptoms, must not attend the school/college. The school/college retains the authority to refuse entry to individuals who have symptoms or where the school/college feels their attendance may lead to an outbreak.

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 cases	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. Students encouraged to use their own	X	X	X