

# Risk Assessment Form

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most likely impact (I)** the accident might have, taking into account

Task / Activity Covered by the assessment	Full re-opening of schools during the COVID-19 Pandemic (from the beginning of Autumn Term September 2020)			National COVID-19 Alert Level (AL)	Likelihood (L)	X	Impact (I)	
Workplace	Patcham High School			1	Almost Impossible	1	Insignificant (minor injury, no time off)	
Date of Assessment	January 11 <sup>th</sup> 2021	Date Assessment to be reviewed	Review required in accordance with National Coronavirus alert level	2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)	
Person Completing	John McKee	Manager/ Head teacher	John McKee	3	Possible	3	Moderate ((injury causing more than 7 days off)	
Staff involved in assessment	John McKee, Di Bonner, Rachael Strong			4	Likely	4	Major ((death or serious injury)	
				5	Almost Certain	5	Catastrophic (multiple deaths)	
					Low =1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

## How to use this Risk Assessment:

- This RA is used to mitigate the risk from COVID-19 and should be used alongside any other risk assessment for the task being undertaken.
- To calculate Risk Rating (R): assess the likelihood (L) of a member of staff/others contracting COVID-19, taking into account the control measures that will be in place against the **most likely impact (I)** of contracting COVID-19 might have **L x I = R**
- This risk assessment includes the national [COVID - 19 alert tool](#) (in the table above) as a guide/ baseline on the likelihood of infection **without control measures in place**. By introducing control measures the risk in the workplace should be no higher than the current Alert level and where possible the risk will be reduced to below the current level. The national level is based on the COVID-19's reproduction (R) number, a scientific measure of how fast the virus is spreading and as R reduces, the alert level will be lowered by the Government.
- The risk assessment must be reviewed whenever the national Coronavirus alert level changes.**
- This risk assessments should be completed in consultation with all relevant union colleagues not just individual unions. As a minimum this must always include Unison, the GMB and the NEU. This will ensure that all your staff who are part of a union have been fully consulted on the issues

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Covid 19 Alert Level	Current control measures (What is already in place/done)	Risk Rating			What additional controls can be put in place to reduce the risk further?	Revised Risk Rating			Sign as done
				L	I	R		L	I	R	
E.g. Slip, trip or fall on wet flooring	- Staff - Visitors etc.	4	- Barrier matting - Wet floor signs - No running rules (in schools)	3	2	6	- Introduce non-slip flooring to areas by external doorways - Provide cleaning/drying equipment for staff	2	1	2	

1.	Site not prepared for return of more pupils/staff	Students/staff	4	<ul style="list-style-type: none"> <li>• H&amp;S check of the premises by site staff – in line with guidance including, water/legionella, fire, alarm systems, gas, electricity etc. and continued use of Premises Inspection Checklists.</li> <li>• Ensure environment within the school is compliant with DfE Guidance for full opening of schools. Ref: Appendix 1 Protocols – Keeping our school COVID secure.</li> <li>• Site arranged in Year Group Social Bubbles with access to toilets and hand cleaning facilities.</li> <li>• Cleaning/hygiene arrangements enhanced in line with government guidance: Cleaning in non-healthcare settings and Implementing protective measures in educational and childcare settings including: availability of soap and hot water in every toilet and classroom, sanitising wipes for cleaning of equipment, hand sanitiser, tissues (and disposal – double-bagging and emptying), following the ‘Catch it, Bin it, Kill it’ principles for the disposal of tissues.</li> <li>• Minimize furniture in all areas to allow for thorough cleaning and to ensure social distancing.</li> <li>• Minimising contact between individuals and maintaining social distancing wherever possible.</li> <li>• Classroom based resources (e.g. books/games) can be shared within a ‘bubble’ and cleaned regularly, along with all frequently touched surfaces and lvery frequently used equipment – e.g. pencils/pens – not shared (staff/pupils have own items).</li> <li>• Ensure good ventilation in classrooms, improve this by opening windows</li> <li>• Clear protocols for keeping school COVID secure shared with staff, parents and students</li> </ul>	3	3	9	<p>Additional signage to remind staff and students of key protocols (maintain social distancing, washing hands and respiratory hygiene).</p> <p>Employ additional cleaning staff including a day cleaner for each ‘Year Group Bubble’.</p> <p>Classrooms cleared of all inanimate objects other than basic classroom furniture (desks and chairs).</p>	2	3	6	
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2.	<p><b>Transmission of the virus</b></p> <p><b>Attendance</b></p> <p><b>Reduced staffing</b> may result in insufficient supervision ratios/trained first aiders/ qualified staff to work with children with complex needs</p>	Infection to Staff, children, families, visitors and contractors	4	<ul style="list-style-type: none"> <li>Implementation of hierarchy of controls to create inherently safer system, where the risk of transmission of infection is substantially reduced: <ul style="list-style-type: none"> <li><b>A) minimising contact with individuals who are unwell</b> by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend schools</li> <li><b>B) cleaning hands more often than usual</b> - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> <li><b>c) ensuring good respiratory hygiene</b> by promoting the ‘catch it, bin it, kill it’ approach</li> <li><b>d) cleaning frequently touched surfaces often</b> using standard products, such as detergents</li> <li><b>e) minimising contact and mixing</b> by altering, as much as possible, the environment and timetables Ref: ‘Our protocols@ Appendix 2</li> </ul> </li> <li>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have tested positive in the last 10 days or who have someone in their household who does, do not attend school/childcare setting – <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms</a></li> <li>School to tell children, parents, carers, visitors, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus in-line with COVID-19 guidance.</li> <li>School to request that parents/carers of children closely monitor children for signs of Covid-19 symptoms in line with PHE, NHS, Government &amp; DfE guidelines (e.g. unwell with a new or continuous cough, high temperature, loss/change of taste or smell etc.) BEFORE drop-off and do not bring child to school if child/household member is symptomatic.</li> <li>Symptomatic child/staff to self-isolate for 10 days (including the onset day) and the members of their household for 14 days. Parent to obtain test for the child and staff to obtain a test for themselves including any other symptomatic household members (within age limitations). If negative test result, child/staff can return to school once well and family members can stop self-isolating (follow the guidance on testing on the <a href="#">NHS testing web page</a>)</li> <li>Contact PHE SE HPT by email <a href="mailto:SSHPU@phe.gov.uk">SSHPU@phe.gov.uk</a> to notify of single symptomatic case for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart (incl. cleaning requirement etc.) on BEEM designated COVID-19 p</li> <li>Where a child/children/staff member tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days. Other household members of this wider group do not need to self-isolate unless their child starts to have classic symptoms or instructed to do so by public health.</li> <li>The school will engage with the Governments test and trace system. Staff and students ready and willing to book a test if they displays symptoms, provide details of anyone they or their child has been in contact with and be prepared to self-isolate.</li> <li>School to take advice from PHE if other children in that group are symptomatic</li> </ul>	3	3	9	<p>Clear protocols set out for staff, parents and students ref: Appendix 1 Protocols: Keeping our school COVID secure.</p> <ol style="list-style-type: none"> <li>Staff or students with symptoms do not come to school. Anyone who starts to display symptoms during the day will be isolated and then sent home.</li> <li>Staff and students wash their hands regularly throughout the day, specifically when entering and exiting the school building or a room within the school building.</li> <li>All rooms have sanitiser or a sink and soap.</li> <li>All rooms have tissues, bins and NHS signage to reinforce the NHS message <i>catch it, bin it, kill it</i>.</li> <li>Only designated areas of the school that have been regularly and systematically cleaned are used by staff and students.</li> <li>Social distancing is practiced at all times.</li> </ol> <p>Provide staff with updates on government guidelines re: self-isolating &amp; testing.</p> <p>Students/ Parents and Carers: communications home to include guidance about reporting to school when coronavirus symptoms are evident and sharing of government guidance re: self-isolating &amp; testing</p> <p>Parents not invited into school for meeting during the school day.</p> <p>Only essential visitors will be allowed to come onsite. When arranging to do so they will be reminded not to attend if they have coronavirus symptoms. Included in advice and guidance sent to Parents and Carers.</p> <p>When an absence call is received for a child displaying coronavirus symptoms the parent / carer will be reminded of government guidelines re: self-isolating and testing</p> <p>Those who have been in contact with child/staff member who has tested positive will be identified through registers and follow-up actions. School will follow PHE / LA advice and guidance.</p>	2	3	6
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2.	Transmission of the virus continued		4	<ul style="list-style-type: none"> <li>• Pastoral and wellbeing support offered to all students who were previously shielding or living with a shielding household.</li> <li>• Pastoral and wellbeing support offered to students concerned about the comparatively increased risk from Covid including BAME students and those with certain conditions such as obesity and diabetes.</li> <li>• If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting (if not symptomatic).</li> <li>• School to provide reassurance of Covid secure measures (ref: Appendix 1 Protocols: Keeping our school COVID secure) to parents of students with significant risk factors.</li> <li>• Shielding advice ceased on August. If rates of Covid rise in the local area the school recognises that some students will be advised to temporarily shield.</li> <li>• Ensure specific needs of students under the care of a specialist healthcare professionals are mitigated through individual risk assessments.</li> <li>• Previously shielding staff are provided with individual risk assessments.</li> <li>• Previously shielding staff to take particular care to socially distance and to practice frequent, thorough handwashing, and cleaning of frequently touched areas in their home / workspace (ref: Appendix 1.)</li> <li>• Individual risk assessments for staff that are pregnant.</li> <li>• The school adheres by following the steps in the DfE Guidance for full opening of schools.</li> <li>• Staff recruited remotely to minimise risk of infection.</li> <li>• Minimise the number of temporary staff entering the school.</li> </ul>			<p>Advocates. SENCO and HOYs to support students previously shielding and those concerned with potential increase risk from Covid.</p> <p>Individual risk assessments for all students with EHCPs (SENCO).</p> <p>Students will wear face masks in corridors and other communal areas if Covid rates rise and a local lockdown comes into place.</p> <p>Pregnant staff to follow advice that has been published by the Royal College of Obstetrics and Gynaceology.</p> <p>Use of Celpax and Workload and Wellbeing group to monitor staff wellbeing.</p> <p>ITT programme to be modified so trainee needs comply with Covid secure protocols.</p>			
2.	Transmission of the virus continued		4	<ul style="list-style-type: none"> <li>• Ensure there are adequate first aiders/paediatric in-line with HSE guidance and current paediatric first aid requirements under EYSF – refer to the school's First Aid needs assessment</li> <li>• Existing safeguarding procedures and controls updated to reflect any potential impact due to COVID-19 related issues.</li> <li>• TAs can lead a lesson under the direction of a qualified Teacher. Level A and B TA's should not be required to supervise whole classes in the absence of a qualified teacher. Level C TAs job descriptions provide for them to cover classes occasionally during the absence of the teacher so Level Cs should not be required to lead lessons as part of planned arrangements. Level D /HLTAs can be asked to supervise classes but this should not be for an indefinite period.</li> </ul>			All SLT have completed Paediatric First Aid training.			
2.	Transmission of the virus continued		4	<ul style="list-style-type: none"> <li>• Emergency key holder procedures in place so that the school can be opened/closed should premises staff be unable to attend work</li> <li>• Flexibility amongst teaching staff to teach/lead different year</li> <li>• School to check that any/all external providers have robust COVID-19 arrangements in place.</li> <li>• Where existing teachers/staff have to operate across different classes and year groups, they try to keep their distance from pupils/other staff - ideally 2m from other adults. · (Where possible) the number of (visiting) supply teachers, temporary staff or peripatetic teachers used minimised, given longer assignments and particular care to maintain distance from other staff and pupils and robust hygiene arrangements. · Mixing of volunteers across groups kept to a minimum and to remain 2m away from staff/pupil</li> </ul>						

3.	<p><b>Children absence from school for a prolonged period of time due to self-isolating or school closure</b></p> <p><b>Missed learning</b></p>	Pupils	4	<ul style="list-style-type: none"> <li>• Most pupils expected to return to fulltime education from September 2020 – excepting those symptomatic/positive result COVID-19 pupils, those continuing to ‘shield’ under medical advice or ill with non-COVID conditions. . Communicate clear and consistent expectations around school attendance to families - pupils of compulsory school age must be in school unless a statutory reason applies.</li> <li>• Remote learning platform to be used and appropriate support provided by school and LA.</li> <li>• Home learning resource page on BEEM</li> <li>• Home resources packs to be sent home</li> <li>• Appropriate differentiation needed to cater for all ability levels including children with SENs</li> <li>• Year groups to allocate responsibilities for work to be completed remotely</li> <li>• Parents without access to a computer/tablet/phone to inform the school so that learning and resources can be sent home</li> <li>• Children’s absence will be authorised, code as per DfE guidance. LA to be informed. No fines will be issued for related pupil absences.</li> <li>• Pupil numbers to be confirmed with DfE and LA as requested</li> </ul>	4	2	8	<p>Microsoft Teams used by all staff as online platform to deliver learning.</p> <p>School protocols for Remote Learning.</p> <p>Workpacks send home to students without access to online learning.</p> <p>HCA’s to monitor levels of engagement with remote learning.</p> <p>Wellbeing calls Safeguarding, SEN and pastoral teams.</p> <p>Safeguarding protocols for working remotely.</p> <p>Parents and students surveyed regarding access to IT. PP funds used to buy laptops for all students requiring a computer at home.</p> <p>Attendance Officer up to date with DfE and LA attendance procedures.</p>	2	2	4	
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4.	<b>Physical distancing (PD) and grouping</b>	Infection of staff and children	4	<p>Physical distancing will be managed between groups of children and between adults</p> <p>For all students physical distancing will be managed within year groups ('bubbles') so far as is reasonably practicable with consideration of the need to maintain the safety, security, safeguarding and welfare of those children which may require physical contact. Ref: Appendix 1 Protocols – Keeping our school COVID secure.</p> <p>Minimise contact and mixing between individuals and maintain social distancing, wherever possible, including: - grouping children together (mixing into wider groups for specialist teaching, wraparound care &amp; transport, are permitted) - avoiding contact between groups - arranging classrooms with forward facing desks/seating side-by-side. - staff maintaining distance from other staff and pupils as much as possible [Prioritise adult to adult contact first, then adult to pupil, then pupil to pupil] · Physical distancing will be managed between groups of children and between adults · Maintain consistent groups/bubbles (children and staff) and keep apart, where possible (whatever the size of group). · Record of pupils/staff kept for each group (and any close contact (proportionate recording process) that takes place between staff/children in different groups) to assist contact tracing in the event of a positive COVID-19 test. · Large gatherings (such as assemblies or collective worship) with more than one group avoided</p> <p>In the event of a fire/emergency evacuation nearest available exit to be used (over any defined area for Year Group social bubbles that are in place). Social distancing to be practiced at assembly point (as far as practical).</p> <p>Furniture has been removed and rearranged in classrooms. All desks forward facing and teacher areas marked off at the front of each classroom.</p> <p>Staggered break lunchtimes for each year group. Queueing system monitored by duty staff at Break and Lunch.</p> <p>Rooms are well ventilated where possible including dining halls.</p> <p>Protocol/queueing system in place to avoid people congregating at drop-off/pick-up times and agreed access/egress routes to enable better physical distancing which is communicated to parents / carers ref: Appendix 1.</p> <p>Contractors/other visitors only allowed on site for emergency or statutory compliance works – visits to be arranged in advance.</p> <p>Physical distancing, as far as is practical, practised in all internal/external rooms/areas of the school and signage to reinforce</p> <p>Remind staff to follow government recommendations when travelling e.g. avoid use of public transport where possible but where this isn't possible follow government guidelines regarding face coverings, physical distancing etc. Ref: Appendix 2.</p> <p>Car journeys restricted to those from the same household – no car sharing.</p> <ul style="list-style-type: none"> <li>• Home to School transport – school to check similar protocols in place.</li> <li>• Practice physical distancing where possible and with consideration of the ages of the children by arranging layout of classrooms and activities.</li> </ul>	3	3	9	<p>Plastic barriers will be used to mark off areas of the school not to be used.</p> <p>Keep to the left in corridors marked out with clear signage.</p> <p>Classroom door to be wedged open and staff advised to close the door when vacated not just when alarm sounds or at end of the day, and also to mention any automatic doors</p> <p>All staff working in accordance with Covid Secure Teaching protocols Ref: Appendix 2.</p>	2	3	6
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4.	<b>Physical distancing (PD) and grouping continued</b>		4	<ul style="list-style-type: none"> <li>• Maximise learning opportunities outdoors – schedule in times for different groups to be taught and play outside. As far as possible, staff are to avoid games and activities that lead to physical contact between children.</li> <li>• Ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. Different groups don't need allocated toilets but these should be cleaned regularly and pupils encouraged to clean hands thoroughly.</li> <li>• Only year group assemblies to take place</li> <li>• Limited use of the staffroom and occupancy of offices to minimise numbers of staff using at the same time.</li> <li>• Reminders to children not to hold hands, hug, touch or jump on each other etc. with due consideration of their age and level of understanding</li> <li>• Staff to avoid physical contact with children, wherever possible, however essential contact (e.g. to preserve the safety of a child, to prevent injury or self harm, for first aid and/ or for safeguarding purposes) would continue.</li> </ul>			<p>New toilet blocks in Humanities block.</p> <p>Use of classrooms and cleaning set out in clear protocols ref: Appendix 2.</p> <p>Access to toilets will be monitored by staff to ensure social distancing and to check for fire due to increase hazard from use of paper towels.</p> <p>Minimal furniture in Staffroom.</p> <p>Staggered break and lunchtime for staff.</p> <p>All classrooms equipped with cleaning / sanitising equipment.</p>				
4.	<p><b>Physical Distancing SEND pupils</b></p> <p><b>Difficulty for some children to follow social distancing guidelines or those requiring personal care.</b></p>	Infection of staff and children	4	<ul style="list-style-type: none"> <li>• <u>DfE / PHE guidance</u> followed - staff increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.</li> <li>• <u>SEND risk assessment guidance</u> considered and followed including consideration to home schooling when needs cannot be safely met.</li> <li>• Use of social stories at home to help inform changes when children return</li> <li>• Physical distancing practiced as far as possible but acknowledged not (often) able to when working with pupils who have complex needs or who need close contact care. Guidance for full opening: special schools and other specialist settings.</li> <li>• SEND pupils' educational and care support and interventions provided as normal (incl. specialists, therapists, clinicians and other support staff) and staff increase level of self-protection.</li> </ul>			<p>Introduction of enhanced cleaning protocols</p> <p>Boxes of cleaning equipment for staff and students to use to wipe down equipment before and after use in each classroom. Expectation outline in Appendix 1.</p> <p>PPE equipment available to staff working with SEN students (gloves, aprons, masks and goggles)</p> <p>SENCO to encourage SEN students to undertake preliminary familiarization visit with parent / carer to school site prior to commencing back.</p> <p>SENCO to complete risk assessments for all pupils with EHCP's.</p>				

5.	<b>Inadequate health and hygiene</b>	Infection of staff and children	4	<ul style="list-style-type: none"> <li>• Induction for all members of the school community (pupils/staff) to explain the COVID-19 safety arrangements and guidelines to follow with regular reminders.</li> <li>• Encourage staff and pupils to feed back any concerns regarding the measures in place.</li> <li>• Continual reminders (staff/pupils/visitors) to wash hands for 20 seconds handwashing facilities available and replenished) including <ul style="list-style-type: none"> <li>- when they arrive at school</li> <li>- when they return from breaks</li> <li>- when they change rooms</li> <li>- before and after eating and play</li> </ul> </li> <li>• Hygienic wipes or cleaning supplies/hand sanitiser available in each classroom/ office and stored out of reach. Tissues and bins to dispose of waste also in every classroom/ office.</li> <li>• Anyone entering the building should sanitise/wash their hands with clear instructions for visitors to follow on where to wash/ availability of hand sanitiser</li> <li>• Robust cleaning regime in place and arrangements to deal with suspected or symptomatic COVID case, including deep clean following <u>Government guidance</u></li> <li>• Door handles, light switches, computer key boards, toys and other touch points need to be regularly disinfected throughout the day</li> <li>• Business Manager to ensure that appropriate cleaning resources/protective clothing is ordered as required following DfE guidance</li> <li>• Business Manager to ensure availability and replenishment of hand gel/liquid/wipes/ soap/tissues/bins.</li> <li>• Premises staff to continue to ensure that the hot water system is working properly – any issues reported promptly</li> <li>• Keep rooms ventilated by opening windows and doors where possible and safe to do so</li> <li>• Children are to be reminded regularly of effective hand washing and this should take place as a minimum on arrival and before and after every break and lunchtime</li> </ul>	3	3	9	Table set-up at entry and exit points with sanitising gel. All staff, students and visitors must use this on entry and exit.	2	3	6
5.	<b>Inadequate health and hygiene continued</b>		4	<ul style="list-style-type: none"> <li>• Regular <b>supervised</b> use of hand sanitiser where soap/water not immediately available.</li> <li>• Remind children not to touch their eyes, nose and mouth with unwashed hands</li> <li>• Anyone handling food must wash their hands before and afterwards</li> <li>• Anyone who has to treat a cut or wound must wash their hands before and afterwards</li> <li>• Posters showing effective hand washing and other advice re good hygiene to be displayed above each wash station/ sink and in toilets</li> <li>• Posters and lesson plans on general hand hygiene can be found on the <u>eBug website</u> Good respiratory hygiene – “Catch it, Bin it, Kill it”</li> <li>• Staff and children told to use a tissue or cover their mouth and nose with a bent elbow, when coughing or sneezing. Tissues to be disposed of in bins and to be emptied at the end of each day and double bagged. Hands must be washed after coughing or sneezing, with soap and warm water</li> </ul>	3	3	9	<p>Staff and student briefings to reinforce the importance of regular handwashing and key hygiene points .</p> <p>Posters on correct handwashing above all sinks Cleaning boxes containing wipes and disinfectant in every classroom.</p> <p>Box of tissues and bin in each classroom.</p>	2	3	6

6.	Cleaning – inadequate supplies of products/ arrangements	Infection of staff and children	4	<ul style="list-style-type: none"> <li>• Arrangements in place for regular cleaning of surfaces that children are touching, such as books, tables, chairs, doors, sinks, toilets, more regularly than normal using standard products, such as detergents. In the event that standard detergents become unavailable, bleach can be used where COSHH risk assessment demonstrates it is safe to use . Follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u>. Monitored by Cleaning Supervisor and, in turn, Business Manager.</li> <li>• Seek to prevent the sharing of equipment where possible. Ensure equipment is cleaned between different groups of children using it, and that multiple groups do not use it simultaneously.</li> <li>• Remove soft furnishings that are hard to clean.</li> <li>• Shared materials and surfaces should be cleaned and disinfected more frequently.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. · Limit the amount of equipment pupils bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery, mobile phones and bags. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided - robust handwashing, cleaning etc. followed.</li> <li>• No/limit school resources; e.g. home reading books sent home and children bringing in books.</li> <li>• Thorough cleaning of areas that a symptomatic child has touched -Public Health/DfE/Gov guidelines or decontamination/deep cleaning to be followed</li> <li>• Arrangements in place with in-house/NVIRO cleaners for thorough cleaning of all areas in use. Consider whole school closure to ensure all areas are thoroughly cleaned each week</li> <li>• Cleaners to wear disposable gloves and aprons and if an area has been heavily contaminated such as with visible bodily fluids from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.</li> <li>• The setting should ensure an adequate supply of essential supplies.</li> <li>• A monitoring system for PPE should be introduced to ensure that a supply of stock is available to all who require it.</li> </ul>	3	3	9	<p>Any areas of the school not being used will display a DO NOT ENTRY sign to enable cleaners to give areas in use a robust clean each day.</p> <p>Enhance cleaning protocols</p> <p>Cleaning boxes containing wipes and disinfectant in every classroom.</p> <p>Spare PPE stored for emergencies.</p> <p>Spare stock of cleaning materials and disinfectant.</p> <p>PPE equipment made available: Gloves, masks, aprons and gloves.</p>	2	3	6	
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7.	<b>Arrival and departures</b>	Infection of staff, children and families	4	<ul style="list-style-type: none"> <li>• Process/communication for safely removing face coverings when pupils and staff (who use them arrive at school) - how to put on, remove, store and dispose of face coverings.</li> <li>• Pupils instructed not to touch the front of their face covering during use or when removing them. · Temporary face coverings disposed in a covered bin and reusable face coverings placed in a plastic bag to be taken home.</li> <li>• Public transport avoided where possible – those using public transport should refer to the safer travel guidance for passengers · Public transport use by pupils, particularly in peak times, should be kept to an absolute minimum – staggered start times considered to avoid peak times. · Protocols checked/agreed with HTST team, including: - organised queuing and boarding where possible - distancing within vehicles wherever possible - the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside their group or who they do not normally meet.</li> <li>• Encourage parents, staff and pupils to walk or cycle to school if at all possible and consider using ‘walking buses’ (a supervised group of children being walked to, or from, school), Work with local authority to promote safe cycling routes, where possible.</li> <li>• Planning parents’ drop-off and pick-up protocols to minimise adult-to-adult contact: asking parents to maintain 2m distancing when they drop off and collect children, whilst maintaining safeguarding/visual controls.</li> <li>• Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising close contact (for example, which entrance to use). One adult only to drop off/pick up children.</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>• All adults and children to clean/sanitise their hands on arrival/entry to the school</li> <li>• Encourage parents not to leave buggies, car seats and scooters at the school and if this is essential, items are to be left outside the school building.</li> </ul>	3	3	9	<p>Staggered restart date for children to ease impact of transition</p> <p>Staggered drop-off and collection times for groups</p> <p>Accessing rooms directly from outside where possible.</p> <p>Information poster on reducing risk of infection on building entrance and where adults converge</p>	2	3	6	
	<b>Arrival and departures - Visitors</b>	Infection of staff, children and visitor	4	<ul style="list-style-type: none"> <li>• No non-essential visitors to the setting</li> <li>• Hand washing/sanitising on arrival and visitor instructed of need to use/ location of wash station/ hand sanitiser</li> <li>• Tell suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Procedure for delivery of food and other supplies so that deliveries are left outside.</li> <li>• All maintenance work/ checks should be completed outside of operational hours wherever possible.</li> <li>• Emergency maintenance/ repair work can take place if safe to do so during operational hours and usual safeguarding and contractor management procedures apply.</li> <li>• Contractors visiting premises – let them know arrangements in advance of visit and check that they have robust social distancing procedures in place. Office/ reception staff to log their arrival and departure from site.</li> </ul>				<p>No contractors or visitors to enter areas occupied by staff and/or students.</p> <p>Procedures in place for deliveries to be signed for at Main Reception.</p>				

8.	<b>Sickness at setting</b>	Infection of staff and children	4	<ul style="list-style-type: none"> <li>• Children instructed to let staff know immediately if they start feeling unwell (hot, new cough, loss of smell/taste).</li> <li>• Staff aware of and vigilant to symptoms of coronavirus</li> <li>• Procedure in place to be followed if staff or children become unwell on site with a new, continuous cough, high temperature or loss of smell or taste.</li> <li>• Symptomatic child will be moved to a room away from others, door to be closed and window opened for ventilation</li> <li>• Whilst awaiting collection, the child will be supervised by one member of staff.</li> <li>• The child should use a separate toilet and this should then be sealed for 72 hours/thoroughly cleaned (in line with guidelines). <u>Cleaning in non-healthcare settings</u></li> <li>• A small PPE supply is available for staff supervising children presenting with symptoms before collection where 2m distance cannot be achieved. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a dynamic risk assessment by the first aider determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• The member of staff supervising the child being isolated must wash their hands for 20 seconds after the child is collected.</li> <li>• The shortest route out of the building should be taken by a symptomatic member of staff or child.</li> <li>• COVID-19 testing available for staff who are symptomatic via the <u>Government's Testing website</u> and BHCC <u>Covid-19 testing page</u></li> </ul>				<p>The school will inform Test and Trace and ask the pupil to get a test.</p> <p>SLT will follow Guidance for Childcare and Educational Settings in the Management of COVI-19 flowchart.</p> <p>Clear protocols established for a suspected case of covid on school site ref: Appendix 1</p>				
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9.	<b>Staff Wellbeing -</b>  Staff are worried and feel stressed because of the national situation and fear of the risk of infection	Staff including SLT	4	<ul style="list-style-type: none"> <li>• Staff have access to <a href="#">BHCC wellbeing pages</a> and school wellbeing plan.</li> <li>• Head Teacher wellbeing considered and monitored by the Governing Body and support provided via Chair of Governors.</li> <li>• Clinically extremely vulnerable staff identified and advised to rigorously shield at home and not attend work. Under <b>exceptional</b> domestic circumstances (i.e. where remaining at home throughout the day creates an additional and higher risk) shielded/ extremely vulnerable staff may return to work where an individual risk assessment has been undertaken to assess and consider their own personal circumstances and to identify the risks and necessary controls to allow that member of staff to return to work. It may be necessary for those staff to be deployed in another role.</li> <li>• Open-door policy for staff to raise any wellbeing concerns - including becoming overwhelmed – and regular SLT check-ins.</li> <li>• Staff briefing regarding new arrangements and expectations – including those for staff working at home.</li> <li>• Hygiene measures and physical distancing procedures in place to reduce likelihood of infection transmission.</li> <li>• Agreed methods of communication – e.g. email, Ping, WhatsApp groups, website, staff contact numbers, text alerts, line manager contact and support etc.</li> <li>• DSE guidance on BEEM and <a href="#">BHCC website</a>.</li> <li>• Regular breaks to be programmed in for all staff.</li> <li>• SLT to monitor who is ill and make contact if possible for those that live alone</li> <li>• SLT to follow guidance re PPE from LA/DfE/PHE etc to ensure staff have appropriate types and supply of PPE</li> <li>• Cleaning/premises staff provided with PPE including disposable gloves, aprons and face mask</li> </ul>	3	3	9	Headteacher has access to Lesley Smith (School coach)  Staff briefing (subject to distancing guidelines/electronic communication) and explanation of current controls/opportunity to raise concerns/implement additional measures.  Take time to identify staff personal experiences during pandemic to identify individual worries or concerns. Think together about what challenges might be ahead and what support individuals might need. Increase frequency of supervision for vulnerable staff. Seek support or guidance for overwhelmed staff.  Mental Health training for staff  Staff have access (Phone or email) to Lesley Smith (school coach)  Staff have access (Phone or email) to Primary Mental Health worker.  Daily wellbeing survey emailed to staff and reviewed weekly by Workload and Wellbeing Group.	2	2	4	
			4	<ul style="list-style-type: none"> <li>• Limit close contact with other staff by staggered break and lunchtimes and staggered use of staff rooms and offices to limit occupancy.</li> <li>• Regular staff meetings – remotely if possible or outside (weather permitting)</li> <li>• CPD and training accessed via eLearning when possible</li> <li>• Bereavement support and guidance available <b>STATE LOCAL SUPPORT AVAILABLE</b></li> </ul>				Bi-Weekly virtual all Staff Briefing.  Weekly virtual SLT meeting  Weekly virtual Workload and Wellbeing meeting.  Deputy Headteacher makes online training available for staff.				

10.	<b>Children's wellbeing</b>  Children anxious about returning or impact of lockdown	Children	4	<ul style="list-style-type: none"> <li>Find out or provide opportunity for each child to share their experience of lockdown including positives, negatives, any experiences of separation and loss, anxiety about returning, confusion, bereavement. Update information on SEND, health and learning, with high priority given to wellbeing.</li> <li>Use familiar settings wherever possible for a class' return to school.</li> <li>Staff to be mindful that young children may find it difficult to adjust to changes and avoiding physical contact with others. Children to be put in small/same groups and staff to monitor the emotional/welfare of children.</li> <li>BHISS to be contacted to offer support for those children who have experienced trauma, anxiety and finding returning to school difficult</li> <li>Other specialist support available through the local authority</li> <li>Stagger children's start/finish times.</li> <li>Encourage updates from home, via phone and current online systems</li> <li>Follow guidance on supporting children's mental health and wellbeing during the coronavirus pandemic.</li> <li>Bereavement support and guidance</li> </ul>	3	3	9	<p>New SLT Wellbeing Team (SENCO, Assistant Headteacher and Director of The Bridge) with clear oversight of student welfare and wellbeing.</p> <p>Weekly wellbeing bulletin sent to all students.</p> <p>Head of Year weekly bulletin sent to all students.</p> <p>Wellbeing survey sent to all students.</p> <p>SLT Wellbeing Team hold Regular reviews of current home learning provision, and feedback collated and considered to improve quality of provision and support mental well-being of all involved.</p>	2	2	4
11.	<b>Staff - home working and use of display screen equipment (DSE)</b>  DSE related ill-health or injury and Isolation	Staff	4	<ul style="list-style-type: none"> <li>Staff made aware of the corporate <u>guidance</u> for 'working well at home' and how to access this</li> <li>DSE guidance on BEEM and BHCC website</li> <li>Staff asked to complete/update DSE assessments for working at home</li> <li>Staff provided with DSE equipment if needed, e.g. separate mouse, keyboard, stand for laptop or chair.</li> <li>Management to make regular contact with homeworkers to check if any issues and on their wellbeing</li> <li>Regular breaks to be programmed in for all staff and staff working from home to ensure regular breaks are taken</li> </ul>	2	2	4	<p>Staff made aware of 'Staying Safe Whilst Working Remotely' guidance from BHCC</p> <p>Display Screen Equipment on-line training offered to all staff.</p>	2	1	2
12.	<b>Nappy/pad changing, intimate care and clinical and offensive waste removal</b>	Staff may be exposed to the virus	4	<ul style="list-style-type: none"> <li>Children whose routine care already involves the use of PPE due to their toileting and/or intimate care needs should continue to receive their care in the same way and staff provided with the same levels of PPE</li> <li>Schools current toileting/ intimate care procedures are followed for nappy/pad changing.</li> <li>Clinical waste arrangements/facilities already in place. Additional government guidance is followed on waste removal.</li> </ul>	2	3	4		2	3	4
13.	<b>Office equipment</b>  Staff exposed to the virus through shared equipment	Staff	4	<ul style="list-style-type: none"> <li>Shared equipment avoided wherever possible – e.g. own phones, desks, stationery and no hot-desking</li> <li>Where equipment has to be shared, it is used by as few people as possible &amp; cleaned after use – e.g. photocopiers, intercoms/entry systems etc.</li> <li>Visitors/contractors signed in by reception/ office staff and reminded of SD/hygiene expectations.</li> <li>All keyboards, mice, desks, chair arms and telephones to be cleaned before use, between shifts, and at the end of the day with antibacterial cleaners or standard disinfectants.</li> <li>Cleaning wipes available.</li> <li>Workstations/staff set apart by 2m, e.g. with floor markings or taped-off areas/desks.</li> </ul>	3	3	9		3	3	9

14.	<b>Communication</b> SLT/staff not up to date with PHE/Government/DFE & LA advice/guidance	All Staff/Pupils/Parents/Outside Agencies	4	<ul style="list-style-type: none"> <li>SLT to read, review and share PHE/DFE/Government information and advice from Brighton &amp; Hove local authority ensuring all staff/governors/parents/carers are kept up to date, including: <ul style="list-style-type: none"> <li>Daily emails from Education &amp; Skills</li> <li><a href="#">Links to Gov.uk information</a></li> <li><a href="#">BEEM</a></li> </ul> </li> <li>Heads PA / designated staff member to check LA website daily and notify SLT - <a href="https://new.brighton-hove.gov.uk/coronavirus-covid-19">https://new.brighton-hove.gov.uk/coronavirus-covid-19</a></li> <li>Emergency procedures should be regularly updated and shared with all staff following updated guidance from public health England/DFE/Government and LA</li> <li>'Our Safety Protocols' ref: Appendix 2 communicated to pupils, parents and staff.</li> </ul>	2	3	6	<p>Risk assessment shared with all staff and updated as an when advice is received from the LA.</p> <p>Risk assessment shared with Governors.</p> <p>Letters sent to parents with 'Our Safety Protocols' ref: Appendix 2 attached.</p> <p>SLT to respond to behaviour incidents.</p>	2	2	4
15.	<b>School closure: full or partial due to COVID infection outbreak or staff shortages etc.</b>	Pupils	4	<ul style="list-style-type: none"> <li>School closure protocols followed including seeking advice from and informing the LA; communication protocols for staff/ parents/ contractors etc.</li> </ul>	2	2	4	<p>Protocols in place for school closure and communication.</p> <p>Ref: School Closure Staff Handbook</p> <p>SLT will follow Guidance for Childcare and Educational Settings in the Management of COVI-19 flowchart.</p> <p>Chair of Governors will be informed.</p>	1	2	2
16.	<b>'HUB or shared staff / premises Arrangements'</b> (if applicable) Staff unfamiliar with premises, emergency arrangements and/or pupils	Staff/pupils	4	<ul style="list-style-type: none"> <li>Staff who do not usually work at site inducted (&amp; recorded) to include: <ul style="list-style-type: none"> <li>Layout of premises/facilities/equipment.</li> <li>Evacuation procedures and how to raise the alarm.</li> <li>Who the first aiders are and how to summon help in an emergency.</li> <li>Who/how to contact with any questions/concerns.</li> <li>Expected role whilst on site.</li> <li>Check staff training to undertake specific roles.</li> <li>Check staff re: any ongoing medical conditions/adaptations, which may be required to work safely.</li> <li>The sharing of relevant premises/task risk assessments.</li> <li>Hygiene measures and physical distancing procedures in place</li> </ul> </li> <li>The sharing of behaviour plans/strategies/individual pupil RAs, if working with children with known complex needs.</li> </ul>				<p>Copy of our protocols Appendix 1 and Appendix 2 given to all visiting staff.</p>			
17.	<b>Extra-curricular provision – transmission of the virus</b>	Pupils	4	<ul style="list-style-type: none"> <li>Consideration given to resuming/planning the return of any breakfast and after-school provision where this can work alongside wider protective measures, including keeping children within their year groups or bubbles, where possible. If it is not possible to maintain bubbles being used during the school day small, consistent groups used.</li> <li>Refer to guidance produced for summer holiday childcare - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak to aid planning extra-curricular provision.</li> <li>Parents advised to limit the number of different wraparound providers they access, as far as possible.</li> <li>As with physical activity during the school day, contact sports should not take place.</li> </ul>							

18.	<b>Educational visit</b>	Staff/Pupils	4	<ul style="list-style-type: none"> <li>No domestic (UK) overnight and overseas educational visits permitted at this stage - see coronavirus: travel guidance for educational settings.</li> <li>Consider resumption of non-overnight domestic educational visits in the autumn term, subject to additional COVID-19 measures in place.</li> <li>Children kept within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>Use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>Schools consult the health and safety guidance on educational visits</li> <li>Additional Guidance and support from Paula Greening, Outdoor Education Adviser and documentation on EVOLVE.</li> </ul>								
19.	<b>Physical activity in schools – transmission of the virus</b>	Pupils	4	<ul style="list-style-type: none"> <li>Pupils kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</li> <li>External facilities only used in line with government guidance for the use of, and travel to and from, those facilities.</li> <li>Work with external coaches, clubs and organisations for curricular and extra-curricular activities subject to obtaining provider assurance/evidence that this is safe to do so and careful consideration how such arrangements can operate within school wider protective measures.</li> </ul>				School refers to the following advice: - guidance on the phased return of sport and recreation - guidance from Sport England for grass root sport. - advice from organisations such as the Association for Physical Education and the Youth Sport Trust - School PE leads - BHCC Outdoor Education & PE Support Service.				

20.	Sickness at setting	Infection of staff and children	4	<ul style="list-style-type: none"> <li>• The school must will engage with the NHS Test and Trace Governments trace and track procedure where a member of staff or pupil is symptomatic or has been diagnosed.</li> <li>• Communicate to staff, parents/carers they need to be ready and willing book a test, self-isolate and inform school of the result of NHS Test &amp; Trace.</li> <li>• Children instructed to let staff know immediately if they start feeling unwell (hot, new continuous cough, loss/change of smell/taste).</li> <li>• Staff aware of and vigilant to symptoms of coronavirus.</li> <li>• Procedure in place to be followed if staff or children become unwell on site with a new, continuous cough, high temperature or loss /change of smell or taste, including: Who will liaise with the local Health Protection Team and provide any necessary information or support to allow them to conduct their rapid risk assessment to confirm who has been in contact with the person. Process for sending home any people identified by the Health Protection Team and informing them of the need to self-isolate for 14 days · How staff/ parents/ guardians will be informed following the Health Protection Team advice/ templates · Protecting personal data - not sharing the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• Symptomatic staff will be sent home to self-isolate and must arrange a test via NHS Test and Trace and school informed of the result.</li> <li>• Symptomatic child will be moved to a room [STATE ROOM] where possible away from others, door to be closed and window opened for ventilation. Whilst awaiting collection, the child supervised by one member of staff. Parent/carer must arrange a test for child via NHS Test and Trace and school informed of the result. If it is not possible to isolate child, move them to an area, which is at least 2 metres from others.</li> <li>• The child should use a separate toilet and this should then be thoroughly cleaned before being used by anyone else (in line with guidelines). Cleaning in non-healthcare settings/sealed for 72 hours, then cleaned.</li> <li>• A small PPE supply is available for staff supervising children presenting with symptoms before collection where 2m distance cannot be achieved. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a dynamic risk assessment by the first aider determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• The member of staff supervising the child being isolated must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after the child is collected.</li> <li>• A symptomatic member of staff or child should take the shortest route out of the building.</li> <li>• Clean the area around the person with symptoms with normal household disinfectant.</li> <li>• Contact PHE SE HPT by email - SSHPU@phe.gov.uk on 03442253861 to notify of single symptomatic case for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart (incl. cleaning requirement etc.) on BEEM designated COVID-19 page. Out of hours number – 0844 967 0069.</li> <li>• Where a child/children/staff member/s tests positive, the rest of their group may be sent home and advised to self-isolate for 14 days (as guided by public health). Contact PHE SE HPT on 03442253861 / Out of hours number – 0844 967 0069 to notify of single symptomatic/confirmed case AND also where 2 or more confirmed cases in the same group/class.</li> </ul>		<p>School has 10 home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they and other members of their household can stop self-isolating. If they are unwell (e.g. with another virus, such as a cold or flu) they should avoid contact with other people until they are better. If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Other members of their household should continue self-isolating for the full 14 days.</p>		
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# Protocols



**Keeping our school COVID secure**

**Please read and follow carefully**



HM Government



## Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.  
Dry hands thoroughly.

CORONAVIRUS

**PROTECT  
YOURSELF  
& OTHERS**

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***The safety of our school community at Patcham High is paramount. We have put in place a clear set of protocols for staff, students and parents to ensure we are safe. These protocols follow DfE guidance and are framed around proportionate protective measures for children and staff. It is essential that we all adhere to these protocols.***

### **DfE Guidance:**

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a **hierarchy** of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

### **Prevention**

1. **minimising contact with individuals who are unwell** by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend schools
2. **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
3. **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
4. **cleaning frequently touched surfaces often** using standard products, such as detergents
5. **minimising contact and mixing** by altering, as much as possible, the environment and timetables

### **Responding to the infection**

6. **engaging** with the NHS Test and Trace process
7. **managing** confirmed cases of COVID-19 amongst the school community
8. **containing** any outbreak by following local health protection advice

## **We will ensure that ...**

1. Staff or students with symptoms do not come to school. Anyone who starts to display symptoms during the day will be isolated and then sent home.
2. Staff and students wash or sanitise their hands regularly throughout the day, specifically when entering and exiting the school building or a room within the school building.
3. All rooms have sanitiser or a sink and soap.
4. All rooms have tissues, bins and NHS signage to reinforce the NHS message *catch it, bin it, kill it*.
5. All areas of the school are regularly and systemically cleaned.
6. Year group bubbles are set up in zones around the school to minimise contact.
7. Classrooms are set up with students sat side-by-side and facing forward.
8. Staff maintain a safe distance from students and each other.
9. Students will be social distancing (1 metre plus) during breaks, lunches, and transitions
10. No areas of the school are crowded.
11. The school building is well ventilated.
12. The local health prevention team is alerted immediately if a case is suspected.

## Staff

1. If you or a member of your household has any Covid-19 symptoms you must not come to school (please inform Becca Parry). You are advised to:
  - a) Follow national guidance on self-isolation
  - b) Get tested [www.gov.uk/guidance/coronavirus-covid-19-getting-tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)
3. If you become unwell with Covid-19 symptoms you must inform Becca and your line manager and go home.
4. You should always keep your distance from pupils and other staff, ideally 2m from other adults
5. To maintain distance from pupils during lessons you should try to stay at the front of the classroom. Avoid face to face contact and minimise time spent within 1m of a pupil.
6. Build prevention measures into classroom routines and support students to:
  - A. Maintain 1m+ social distancing in the corridors and at break and lunch.
  - B. Wash or sanitise your hands regularly: on arrival, on returning from a break, when changing classroom and before and after eating.
  - C. Disinfect your work area when asked to
  - D. Keep good respiratory hygiene 'Catch it, bin it, kill it.'
  - E. Not wear a face covering or mask in school.
  - F. Remain in your allocated part of the school building.
  - G. Remain in your allocated seating area (unless instructed by a teacher to do otherwise).
  - H. Listen to and follow teacher instructions throughout the day.
  - I. When moving around the school walk on the left in single file.\*

**IMPORTANT!** In the case of fire leave the building via the quickest route to the closest emergency exit.

7. You must manage the use of equipment during and between lessons. Frequently used equipment, such as pens, should not be shared. Classroom based resources, such as books, can be shared within the year group bubble but should be cleaned regularly. Resources shared between year groups, such as science equipment, should be cleaned between year group use or left out of reach for 48 hours (72 hours for plastics).
8. Ensure good classroom ventilation by having windows open
9. Be in your tutor basis from 8.30am to welcome pupils.
10. At the end of the school day you can work in your session 7 room, a PPA space or you can leave site to work at home.
11. We recommend that staff walk, drive or cycle to school if possible. If you are using public transport, please adhere to government guidance: (<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>)
12. Avoid car sharing unless necessary, where it is necessary only share with the same people and wear face coverings.

**All staff will need to be flexible and may be required to adapt their job roles to ensure essential safety measures are in place and maintained.**

## **Senior Leadership Team**

1. Will make informed judgements about how to deliver a broad and balance curriculum with the measures needed to manage risk.
2. Will have active arrangements in place to monitor that safety controls are:
  - Effective
  - Working as planned
  - Updated appropriately considering any issues identified and changes in public health.  
(These will be monitored daily and discussed weekly during SLT meetings.)
3. Will communicate new plans or updates to plans to staff, pupils and parents.
4. At least one member of SLT will be on duty every break and lunch time.
5. All members of SLT are trained in Emergency First Aid.

## **Heads of Year**

1. Will welcome students every morning at the designated year group entrances.
2. Are based in the year group zone during free periods.
3. Will support SLT with year group break and lunch duties when you are not teaching.

## **HCA's**

1. Will ensure that all teaching within their curriculum area complies to teaching safety protocols.
2. Will adapt their curriculum to comply with health and safety coronavirus guidance.
3. Will adapt and update relevant risk assessments.
4. Have remote learning contingency plans in place for all year groups. These need to be made available to any pupil (or groups of) that cannot attend school.
5. Will Help support new school protocols.

## **Meetings**

1. A weekly 15 minute staff briefing will be held on Zoom at 8:00am Mondays.
2. A socially distanced weekly SLT meeting will be held at 3:45pm on Mondays in H5.
3. Socially distanced Behaviour Group meeting will be held at 3:15pm each day in H1

4. All other staff meetings will be via Zoom or Teams unless it is deemed absolutely necessary to meet in person. On such occasions careful consideration will be given to social distancing.
5. Meetings with parents will only take place outside of the hours during which students are in school.

## Students

1. If you or a member of your household has any Covid-19 symptoms you must not come to school  
You are advised to:
  - A. Follow national guidance on self-isolation
  - B. Get tested [www.gov.uk/guidance/coronavirus-covid-19-getting-tested](http://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)
  - C. Inform the school of absence
2. You must follow the code of conduct outlined in the COVID 19 Home/School Agreement.
3. School attendance is mandatory. Please attend school every day.
4. You must bring your own equipment to school. You must have a pencil case with: a pen, a pencil, a ruler, a rubber, a sharpener, a calculator, a red pen, a glue stick and colouring pencils. You cannot borrow equipment from teachers or your friends.
5. On the days that you have PE you should wear your PE kit to school.
6. You will be given a mini-whiteboard and pen to use during lessons. You must look after this and bring it to school every day.
7. You should keep your DEAR book in your bag and bring it to school every day.
8. Bring a large bottle of water to school, water fountains will be out of use
9. You must arrive at school between 8.30am and 8.45am using your designated entrance. You must go directly to your tutor base:
  - Year 7 – Maths
  - Year 8 – Main entrance
  - Year 9 – DSI stairwell
  - Year 10 – Warmdene gate and then through the quad and up the art stairwell
  - Year 11 – Warmdene Bridge
10. You must follow the prevention measures
  - A. Maintain 1m+ social distancing in the corridors and at break and lunch.
  - B. Wash or sanitise your hands regularly: on arrival, on returning from a break, when changing classroom and before and after eating.
  - C. Disinfect your work area when asked to
  - D. Keep good respiratory hygiene 'Catch it, bin it, kill it.'
  - E. Not wear a face covering or mask in school.
  - F. Remain in your allocated part of the school building.
  - G. Remain in your allocated seating area (unless instructed by a teacher to do otherwise).
  - H. Listen to and follow teacher instructions throughout the day.
  - I. When moving around the school walk on the left in single file.\*

**\*IMPORTANT!** In the case of fire leave the building via the quickest route to the closest emergency exit.

11. Students should walk, get a lift with a member of their household or cycle to school if possible. If students are using public transport they should adhere to government guidance:  
(<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>)

## Parents/Carers

1. If your child or a member of your household has any Covid-19 symptoms your child must not come to school. You are advised to:
  - A. Follow national guidance on self-isolation
  - B. Get tested [www.gov.uk/guidance/coronavirus-covid-19-getting-tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)
  - C. Inform the school of absence by call our Attendance Line on 01273 503908 on each day of your child's absence. You may also report absence, or message us, using the StudyBugs App, which can be downloaded using the following link: <https://studybugs.com/about/parents>
2. School attendance is mandatory. Please send your child into school every day.\*
3. Please run through the following protocols with your child before they come to school each day. It is important for everyone's safety in school that all students adhere to these protocols.
  - A. Maintain 1m+ social distancing in the corridors and at break and lunch.
  - B. Wash hands your hands at least once per hour.
  - C. Disinfect your work area when asked to
  - D. Keep good respiratory hygiene 'Catch it, bin it, kill it.'
  - E. Remain in your allocated part of the school building (Upper or Lower).
  - F. Remain in your allocated classroom / workspace (unless instructed by a teacher to do otherwise).
  - G. Remain in your allocated seating area (unless instructed by a teacher to do otherwise).
  - H. Listen to and follow teacher instructions throughout the day.
  - I. When moving around the school walk on the left in single file
4. Please read through code of conduct outlined in the COVID 19 Home/School Agreement with your child. Any parent/Carer who does not agree to abide by the home/school agreement needs to say so in writing directly to the headteacher.
5. Please ensure your child brings the correct equipment to school each day
6. If possible, please provide a reading book for your child to read during DEAR
7. Please remind your child to wear PE kit to school the days they have PE timetabled.
8. Where possible please encourage your child to work or cycle to school. If they are using public transport you should read through government guidance:  
(<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>)
9. If you are dropping your child off at school please avoid contact with other students who might be the vicinity.
10. Please do not gather at the school gates at the start and end of the school day.
11. Please ensure the school has your correct contact details.
12. Please be available to collect your child if required.

\* If you've received clinical or public health advice that your children should still remain at home, please let us know and continue to follow that guidance. We'll be offering remote education to these students.

			Year 7	Year 8	Year 9	Year 10	Year 11
Arrival	8.45		Arrive at school <b>Maths Entrance</b>	Arrive at school <b>Main Reception</b>	Arrive at school <b>Drama stairwell</b>	Arrive at school <b>Warmdene gate</b>	Arrive at school <b>Warmdene Bridge</b>
Session 1	8.45-9.00	15 mins	Tutor	Tutor	Tutor	Tutor	Tutor
Session 2	9.00-10.00	60 mins	Lesson 1	Lesson 1	Lesson 1	Lesson 1	Lesson 1
Session 3	10.00-11.15	75 mins (60 mins teaching time)	Lesson 2 10.00-10.30	Lesson 2 10.00-10.45	Lesson 2 10.00-10:30	Lesson 2 10.00-10.45	Lesson 2 10:00-11:00
			Break 10.30-45		Break 10.30-45		
			Lesson 2 cont. 10.45-11.15	Break 10.45-11.00	Lesson 2 cont. 10.45-11.15	Break 10.45-11.00	
				Lesson 2 cont. 11.00-11.15		Lesson 2 cont. 11:00-11.15	
Session 4	11.15-12.15	60 mins	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
Session 5	12.15-13.35	80 mins (60 mins teaching time)	Lunch 12.15-12.35	Lesson 4 12.15-12.55	Lesson 4 12.15-12.35	Lesson 4 12.15-12.55	Lesson 4 12.15-13.15
			Lesson 4 12.35-13.35		Lunch 12.35-12.55		
				Lunch 12.55-13.15	Lesson 4 cont. 12.55-13.35	Lunch 12.55-13.15	
				Lesson 4 cont. 13.15-13.35		Lesson 4 cont. 13.15-13.35	
Session 6	13.35-13:50	15 mins	DEAR	DEAR	DEAR	DEAR	DEAR
Session 7	13.50-14.45 / 14:50	55 /60 mins	Lesson 5 13:50-14:45	Lesson 5 13:50-14:50	Lesson 5 13:50-14:50	Lesson 5 13:50-14:45	Lesson 5 13:50-14:50
Departure	14:45 (Years 7 & 10) 14:50 (Years 8, 9 & 11)		Depart school 14:45 <b>Maths Entrance</b>	Depart school 14:50 <b>Main Reception</b>	Depart school 14:50 <b>Drama stairwell</b>	Depart school 14:45 <b>Warmdene gate</b>	Depart school 14:50 <b>Warmdene Bridge</b>

## The School Day

- The school day starts at 8.45am in tutor bases. Heads of Year will open doors/gates at 8.30am and will welcome students, tutors should be in their bases from this time.
- Bells will be rung at the end of each session. There will be no bells rung during the sessions to alert staff to break and lunch times. Staff will manage these timings and dismiss for break and lunch according to the timetable.
- Tutor time is at the beginning of the day as an opportunity to check-in with all students.
- Registers will be taken at the first opportunity during each lesson and at tutor time.
- Lesson changeover will be managed by staff. Teachers will move to their next classroom and dismiss students 5 at a time in an orderly and systematic way. 'Free' staff and SLT will be in corridors.
- Student breaks will be managed by staff. Teachers will dismiss pupils 5 at a time in an orderly and systematic way. SLT will monitor the designated areas.
- Student lunches will be managed by staff. Teachers will dismiss pupils 5 at a time in an orderly and systematic way. SLT and HOY will monitor the designated areas.
- Staff breaks/lunches are taken at the same time as pupils during sessions 3 and 5.
- DEAR time is part of period 5 and will be monitored by the period 5 class teachers. Books will remain in pupils' bags.
- The patrol system remains in place. Staff can ask for patrol a disruptive student by sending an email. The pupil will be collected and taken to one of the two reflection rooms (Reflection Room KS3 and BLU KS4). Staff may have patrol on their timetable.
- All movement during the school day will be done in single file.

## Teaching Spaces, Break Times and Transitions

### Year 11 – Warmdene

Main Classrooms – S2-S10, T1-T6

Option rooms - Dance studio, IT1-IT2, A1, IT4, DS1

Break – Quad (via BLU corridor) Warmdean if wet. Canteen via the quad.

Lunch –Quad (via BLU corridor) Warmdean if wet. Canteen via the quad.

Year 11 enter and exit via Warmdene Bridge at the start and end of the day. To get to the canteen pupils will exit out the back of Warmdene and then go through the quad.

### Year 10 – Upper English, Lower Warmdene

Main Classrooms – E4-E7, S1, S3, S4, S5, S10, M8, A2

Option rooms – T5, IT1-IT2 A1 / DS1 / IT4

Break – Quad (via warmdean or main stairs) E4-E7 if wet. Canteen via the main stairs/student services

Lunch - Quad (via warmdean or main stairs) E4-E7 if wet. Canteen via the main stairs/student services

Year 10 enter and exit via the Warmdene gate at the start and end of the day. Year 10 break and lunch in the canteen is at the same time as year 8. So, they must enter the canteen via the student services/hall.

### Year 9 – MFL, English and Music

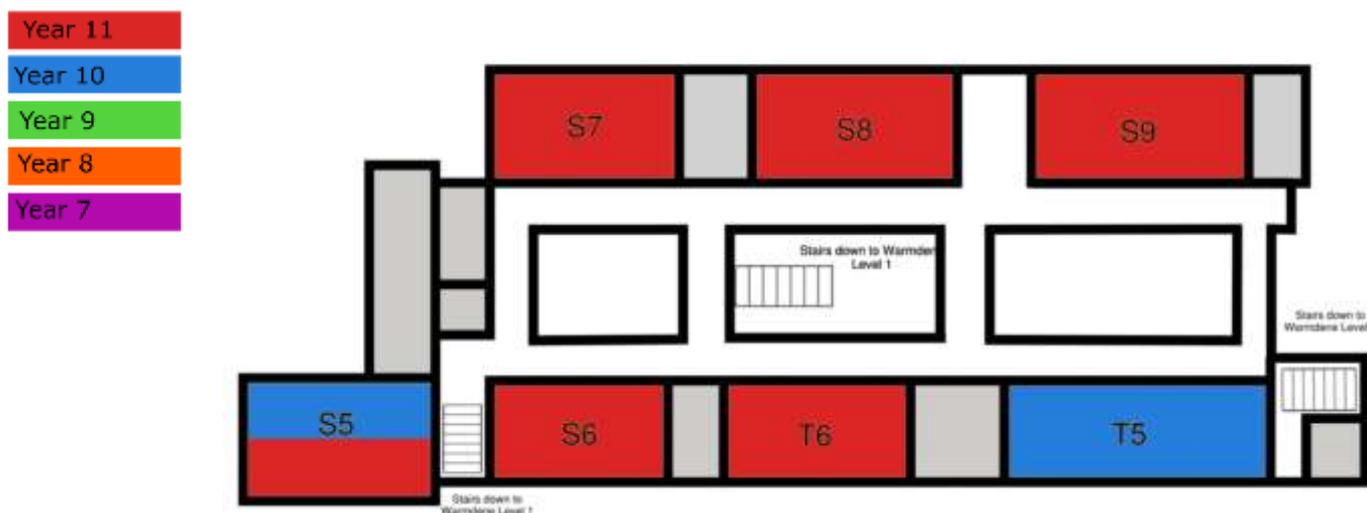
Main Classrooms – ML1-ML5, E1-E3, IT3

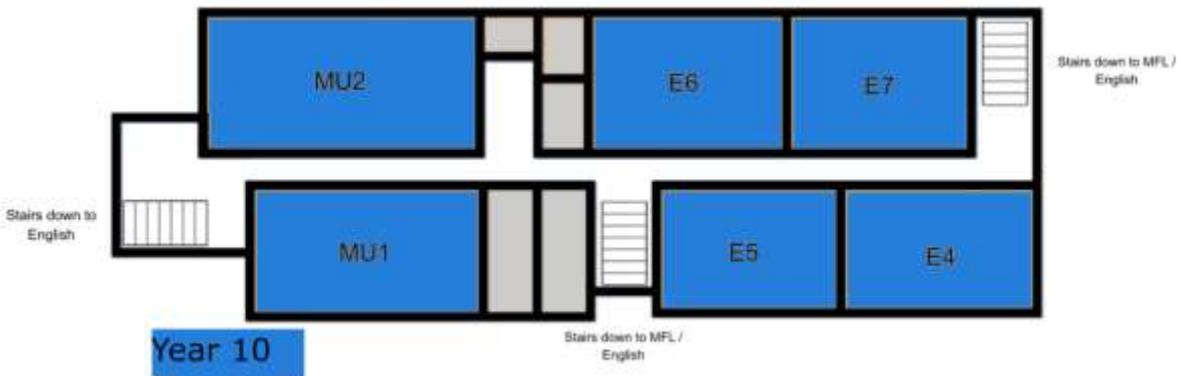
Option rooms – T5, IT4, MU1-MU2, DS1, IT4

Break – Quad (via student services-canteen exit) ML1-ML5, E1-E3 if wet. Canteen via the main stairs/student services

Lunch - Quad (via student services-canteen exit) ML1-ML5, E1-E3 if wet. Canteen via the main stairs/student services

Year 9 enter and exit via the stairwell next to the drama studio at the start and end of the day.





Main Classrooms – H1-H7, SO1, DS2

H2 – computer room

Break – Ruby pitch, humanities rooms if wet. Canteen gym entrance.

Lunch - Ruby pitch, humanities rooms if wet. Canteen gym entrance.

Year 8 enter and exit via the main entrance at the start and end of the day.



### Year 7 – Maths

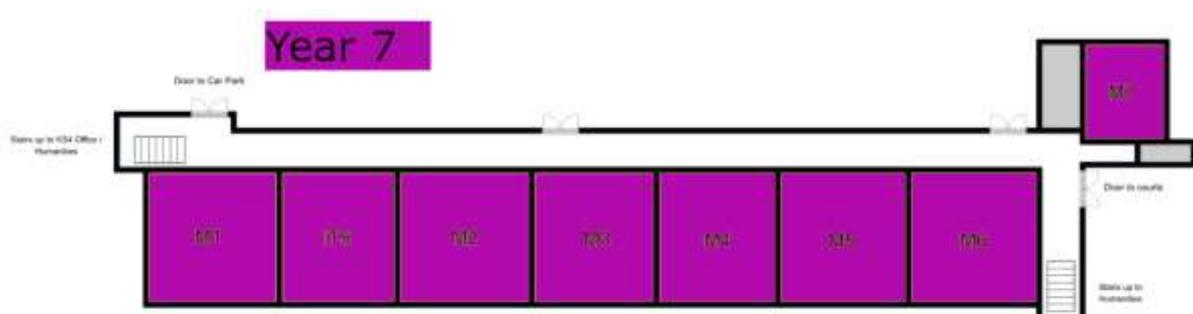
Main Classrooms – M1-M7, IT5

Option rooms – DS1

Break – Ruby pitch, maths rooms if wet. Canteen via M8 stairwell-humanities-gym entrance.

Lunch – Rugby pitch, maths rooms if wet. Canteen via M8 stairwell-humanities-gym entrance

Year 7 enter and exit via the maths doors at the start and end of the day.



## Protocols for a suspected Case of Covid-19 on school site

*If a student or staff member develops symptoms compatible with coronavirus they will be sent home and advised to isolate for 10 days.*

*Staff members and parents/carers **must be ready and willing to:***

- *Book a test if they (or their child) is displaying symptoms*
- *Provide details of anyone they have been in close contact with if asked by NHS Test & Trace*
- *Self-isolate if they have been in close contact with someone who develops symptoms or someone who tests positive for corona virus.*

1. If a member of staff recognises that a student (or colleague) is displaying symptoms they should inform a member of SLT immediately.
2. That member of SLT will escort the student (or colleague) to **The Conference Room** and assess using these questions:
  - a. Does the student (or colleague) have a continuous cough?
  - b. Does the student (or colleague) have a high temperature? (For this use the digital thermometer in first aid kit in **The Conference Room**). A temperature of more than 38C is considered high.
  - c. Has the student (or colleague) developed a recent loss of change in their normal sense of smell?
3. If any of the answers is **yes** the SLT member should ask the student (or colleague) to wait in the room.
4. The SLT member should ask Main Reception to call parent/carer (or spouse/partner) and ask for the student (or colleague) to be collected immediately.
5. The SLT member must immediately put on PPE (follow guidance ref: **Appendix 1**)
6. The SLT member should open windows in **The Conference Room** and sit at least 2m away from the student (or colleague) whilst they await collection. They should try to re-assure the student (or colleague) that although these measures seem extreme they are precautions that have to be taken by the school.
7. If the student (or colleague) need to go to the toilet whilst waiting to be collected, they should use the toilet opposite **The Conference Room**. (The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.)
8. If, whilst waiting to be collected, the student (or colleague) starts to deteriorate and become seriously ill, the SLT member will ask Main Reception to call 999.
9. When a parent/carer (or spouse /partner/emergency contact) arrives at school the student (or colleague) will be escorted to reception.
10. The SLT member will inform the parent/carer (or spouse /partner/emergency contact) of the symptoms and ask the parent /carer (or spouse/partner) to isolate the family and to arrange for

testing (online at [nhs.uk/coronavirus](https://www.gov.uk/coronavirus)) and advise them to follow Government Guidance at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

11. The SLT member will go back to **The Conference Room** and dispose of the PPE they were wearing (double bagged black sack).
12. The SLT member will wash their hands thoroughly and can stay in school.
13. The SLT member will alert Di Bonner so that The Conference Room can be thoroughly cleaned
14. The SLT member to inform John McKee of the suspected case so that he can notify PHE on 0344 255 3861
15. The student (or colleague) can return to school if they have a **negative test** result.
16. If a student (or colleague) **tests positive** the Health Protection Team will be informed.
17. The Health Protection Team will guide the school on next steps.
18. As part of the national test and trace programme, if other cases are detected within the cohort or the wider school, Public Health England will conduct a rapid investigation and will advise us of the most appropriate action to take.

## Non Covid-19 related First Aid Protocols

School protocols for all cases of basic first aid where no Covid-19 symptoms are present or reported.

### Procedure:

- 1) Student identifies problem to member of staff (classroom/on duty)
- 2) If an emergency alert student services that their attendance at the location is required**
- 3) If non-Covid related staff are to contact patrol and student awaits collection
- 4) Patrol collect student and take them to Student Services (wait to determine if return journey is imminent, if so wait and return student their lesson)
- 5) If basic first aid is required and the student is ready to return to class then this will happen promptly. Students are not to wait in student services
- 6) If the student identifies that they are unable to return to class then Student services to place student in back room and call parents to arrange collection or gain permission for student to go home
- 7) If a student returns to student services citing that they are unwell having already been seen for the same issue previously that day, student services to contact home for collection/permission to send home

**\*\* In emergency alert student services that their attendance at the location is required\*\***

### **Protocols for the First Aider:**

#### **Social Distancing**

- Where possible, all contact with members of the public should be carried out while maintaining [social distancing measures](#) – a distance of at least 2 metres (6 feet)
- If practical, talk the casualty through how they can administer their own first aid support.
- Where this is not possible, consider measures such as physical barriers and as a final measure, the use of personal protective equipment (PPE).
- Try to reduce the amount of time you spend with a casualty and if it is safe and possible to do so, ask the casualty to turn their head away from you as you assess their needs and support them.
- Use a light covering to cover the mouth and nose of the casualty.

#### **Hygiene Measures**

- After contact with any casualty, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum 2 metre social distancing was maintained.
- Avoid touching your mouth, eyes and nose.
- There are no additional precautions to take in relation to cleaning your clothing other than usual practice.

#### **Personal Protective Equipment**

- Prior to all instances where direct first aid is administered PPE should be worn. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items
- The use of a fluid repellent surgical face mask is recommended and additional use of eye protection (such as face visor or goggles) should be used when there is a risk of contamination with splashes, droplets of blood or body fluids OR you are working within 2m of the person
- When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.
- Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a

critical consideration to avoid self-contamination. [Guidance on putting on and taking off PPE is available.](#)

- Use and dispose of all PPE according to the instructions.

### **Cardiopulmonary Resuscitation**

- In situations where cardiopulmonary resuscitation (CPR) might be needed, you should conduct a dynamic risk assessment, weighing up your own safety against the person in need, in particular if they are a child.
- If CPR is carried out, adopt appropriate precautions for infection control, including use of PPE.
- Make sure an ambulance is on its way and if COVID 19 is suspected, tell them when you call 999.
- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth.
- If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. In addition, early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If there is a perceived risk of infection, in adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).
- Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest) therefore chest compressions alone are unlikely to be effective.
- If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.
- Should you have given mouth-to-mouth ventilation, monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop symptoms you should follow the advice on what to do on the [NHS website](#).

## What to do

1



If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.

2



**Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.**

Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**

3



Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.

4



If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Wherever possible, the helper should keep a distance of 2m.**

5



If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.



# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings

### Donning or putting on PPE

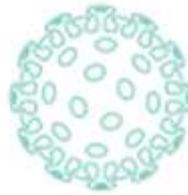
Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p><b>1</b> Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p><b>2</b> Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p><b>3</b> Put on your eye protection if there is a risk of splashing.</p> 	<p><b>4</b> Put on non-sterile nitrile gloves.</p> 	<p><b>5</b> You are now ready to enter the patient area.</p> 
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### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p><b>1</b> Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p><b>2</b> Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p><b>3</b> Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p><b>Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.</b></p>			
<p><b>4</b> Once outside the patient room. Remove eye protection.</p> 	<p><b>5</b> Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p><b>6</b> Remove surgical mask.</p> 	<p><b>7</b> Now wash your hands with soap and water.</p> 



## COVID-19 Safe ways of working

# A visual guide to safe PPE

**General contact with confirmed or possible COVID-19 cases**

- Eye protection to be worn on risk assessment
- Fluid resistant surgical mask
- Disposable apron
- Gloves

**Aerosol Generating Procedures or High Risk Areas**

- Eye protection eye shield, goggles or visor
- Filtering facepiece respirator
- Long sleeved fluid repellent gown
- Gloves

**Clean your hands before and after patient contact and after removing some or all of your PPE**

**Clean all the equipment that you are using according to local policies**

**Use the appropriate PPE for the situation you are working in (General / AGPs or High Risk Areas)**

**Take off your PPE safely**

**Take breaks and hydrate yourself regularly**

**For more information on infection prevention and control of COVID-19 please visit:**

[www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control](http://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control)

## Covid Secure Teaching Protocols

*The safety of our school community at Patcham High is paramount. This document outlines a clear set of protocols for staff to follow to ensure we are all safe during lessons. These protocols follow DfE guidance and are framed around proportionate protective measures for children and staff. It is essential that we all adhere to these protocols.*



### Every lesson, tutor time and DEAR

#### The start – Points 1-12 must be carried out

1. Throughout lessons teachers must be aware of the teaching area and the pupil learning area. The teacher area is marked on the floor.
2. The teacher will always be in rooms before students arrive.
3. The teacher will use hand sanitiser as they enter a room.
4. The teacher will dismiss the previous class. Dismiss students 5 at a time, start with those nearest the door.
5. The teacher will then stand in the corridor to welcome their class.  
*DfE Guidance: While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors.*
6. Teachers will remind students to walk in single file on the left-hand side to avoid busy corridors.
7. The students must be allowed to enter the room immediately and should not be asked to line up.
8. The students must use hand sanitiser as they enter the room.
9. The first student will lay out the books for all the other students to collect (other students might need to wait in their seat and then collect their book).
10. The students will collect their book and any other resource or equipment as they enter the classroom.
11. The students will sit in an allocated seat according to the teacher seating plan.
12. The teachers will wipe down their computer using anti-bacterial wipe before using it.

#### During - Points 1-6 must be carried out

1. The teacher must maintain distance from students by staying in the teaching area for the vast majority of the lesson.  
*DfE Guidance: It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children... they should avoid close face to face contact and minimise time spent within 1 metre of anyone.* The teacher will minimise any time spent in the pupil learning area.
2. If teachers need to support an individual student then they must avoid face to face contact by sitting, standing or kneeling alongside them. Alternatively, you could invite a student to sit next to you at the front, wipe down the space with disinfectant between pupils.
3. The teacher will limit the time spent within 1m of any student.
4. If a student asks to go to the toilet teachers can allow them to go but should direct them to the nearest toilet, wherever possible within their year group zone.
5. Students will not be allowed out of a lesson to get water. All water fountains are out of use.
6. If a student starts to develop Covid-19 symptoms during a lesson, email patrol and a member of SLT will collect them (please make this clear on the email).

#### The End - Points 1-6 must be carried out

1. The students will pack away their books and resources by putting books and resources in boxes 5 at a time
2. The students will wipe down any shared equipment such as text books, dictionaries, fine liners using disinfectant wipes which can be handed out by the teacher
3. The teacher will set students a plenary activity which students can complete on their mini whiteboard during the changeover period
4. The teacher will log-off their computer and wipe their computer and whiteboard remote with a disinfectant wipe or spray
5. The teacher will use hand sanitiser before they leave the room

- The teacher will leave to go to their next lesson at the end of the lesson. The computer system will display a 5 minute warning and an end of lesson alert

**It is essential to pupils and staff safety that the school timings are adhered to**

## **Additional Information**

### **Tutor Time**

- All tutors must be in their tutor rooms at 8.30am every day to welcome students.
- All teachers and students must hand sanitise as they enter and leave the tutor room.
- The teacher must maintain distance from students by staying in the teaching area for the vast majority of the lesson.
- If teachers need to support an individual student then they must avoid face to face contact by sitting, standing or kneeling alongside them.
- The teachers should check that students have the equipment that they need for the day.

**This is essential to student and staff safety.**

If a pupil does not have their equipment please email their HoY or Advocate.

### **Lesson 2 – Break**

- It is the lesson 2 teacher's responsibility to dismiss students to break.
- Before breaktime teachers will spray disinfectant on to the tables and ask students to wipe their desk before leaving.
- The teachers will dismiss pupils 5 at a time.
- The student must use hand sanitiser as they leave.
- The students should be reminded of the designated exit/entrance and their break time outside space
- Students may wish to stay in classrooms.
- Teachers can leave the classrooms but should be back to welcome the students after break time.
- SLT will be on duty in outside and inside areas.
- Teachers and students should use hand sanitiser as they re-enter the room.

### **Lesson 4 – Lunch**

- It is the lesson 4 teacher's responsibility to dismiss students to lunch (even if lunch starts at the start of period 4).
- Before lunchtime teachers will spray disinfectant on to the tables and ask students to wipe their desk before leaving.
- Teachers should dismiss students 5 at a time.
- The students must use hand sanitiser as they leave and re-enter.
- The students should be reminded of the designated exit/entrance and their break time outside space.
- Students may wish to stay in classrooms.
- Teachers can leave the classrooms but should be back to welcome the students after lunchtime.
- SLT will be on duty in outside and inside areas.
- Teachers and students should use hand sanitiser as they re-enter the room.

### **DEAR**

- DEAR is run as part of period 5 by the period 5 teacher
- The teacher will welcome students, and follow all start of lesson protocols but will ask students to start reading as soon as they are seated.
- The students will have their books in their bag and will read for 15 minutes.

### **Shared classrooms**

- At the start of a lesson if you dismiss a year group different to the one that you are about to teach you must instruct students to wipe down their desks.
- The teacher will spray disinfectant on to the tables and ask students to wipe their desk before leaving

### **Classes without a next teacher**

- Every room will have a room timetable displayed for the teacher to refer to.
- If the room does not have a class following then the teacher should dismiss the students 5 at a time at the end of the lesson

