

SHS Covid Secure Risk Assessment: **LESSON PROCEDURES AND PROTOCOLS** **MAY 21**

RA No:	Severity X Likelihood + Weighting WITHOUT control measures = Risk	S	L	W	R	(S) Severity (L) Likelihood	(W) Weighting (R) Risk	Severity X Likelihood + Weighting WITH control measures = Risk	S	L	W	R
7		4	3	5	17				2	2	5	9

Hazard: Transmission of infection / Breaching of social distancing bubble

Control measures to reduce the risk:

General:

Form tutors give regular H&S update briefings to remind students of the correct procedures.

All classrooms are thoroughly cleaned and sanitised at the end of the school day and during holidays. This also applies to toilets and communal areas. Areas are deep cleaned following notification of a positive case.

Specialist rooms are sanitised between year group users.

Doors in the area are pegged back with door wedges to reduce the need to touch handles and doorplates. Enough windows are to be left open in rooms and office to create a constant background ventilation and more fully during breaks to purge air in the space. If staff open windows they are to use wipes to open and close them.

Wall mounted hand sanitiser units are installed on building entry points and key locations around site. Classroom sanitisers are wall mounted by each door. All staff and students must use sanitiser when entering a building or a room. If students/staff are allergic to the sanitiser, they should use the antibacterial soap in all toilets. Staff should monitor level and notify site staff by email if it is running low.

From May 17th the Government rescinded the recommendation for students to wear face coverings in lessons and in communal areas/transit. At the High School, students are still required to wear face coverings (visors and shields are permissible) in transit, when leaving site at the end of the day and in communal areas. Students may continue to wear face coverings in lessons if they so wish. Staff are still required to wear face coverings in transit and communal areas and where social distancing is not possible. Some students carry exemption cards from their HOYs.

Students are to continue wearing face coverings on designated school and public transport, for the duration of their journey.

Health and first aid: See General Health and Suspected Case of Covid-19 Risk Assessments.

Staff and students must not attend school if they are displaying any of the symptoms of Covid 19 (no matter how mild).

If staff are concerned about the health of a student, they should contact reception for assistance. NO student should be sent to the medical room/reception (**one** exception explained below). If a child needs a first aider or to visit the medical room, assistance should be called and a first aider will come to the classroom. It is possible that the call to first aid might overlap a change of lesson. If first aid has not arrived by the time the bell goes, the student is not to be sent to the next lesson but given a note and told to report to reception. If the teacher thinks the student is too unwell to report to reception alone, they should quickly accompany them at the end of the lesson to ensure they get to reception safely – at reception the member of staff can leave – the student can explain how they feel. The student must wear their mask during transit and when reporting to reception who will organise prompt first aid. This exception is only to be used where the child tells a colleague right at the end of a lesson – it is not to be routinely used.

Fire Orders:

In the event of the fire alarm ringing, students & staff exit via the main primary escape route signposted and assemble on the school field (maintaining bubble between year groups.) If safe to do so staff should shut doors and remove door wedges as they go. Distance between year groups on the field has been increased to more than 2m.

Social distancing: See General Health and Hygiene Risk Assessment.

Students must keep as far away from each other as is practical given the space in the classroom. They must stay forward facing, not touch each other (or staff) and must stay 2m+ from members of staff. If students do come into contact with students from other year groups they must stay 2m+ from each other.

Year Group Bubbles and Zones.

Year groups form distinct social bubbles. The Sixth Form is one bubble. Each year group bubble has a designated and separate geographical area of the school. This includes entry/exit points, stairwells, rooms and toilets. These are distinct zones. No student is permitted to enter another year group's zone unless being escorted by a member of staff on route to/from a specialist practical room or office.

Outside space has also been allocated to each year group. Students are not to enter each other's social bubble.

Y7 South Porch - upstairs and downstairs (RS). Y7 Playground. RS stairwell. Doors by Rm6 and Rm 8.

Y8 Upstairs 1986 Block (History). Gym side of school field. Gym end stairwell and doors.

Y9 Downstairs MFL Block & T3. Tech block side of school field. Field in front of MFL block. Tech car park end stairwell of MFL Block/field side tech entrance to T3.

Y10 Upstairs MFL/Millennium Block. Halmer Grange field. Millennium block end stairwell/MFL field side door for lockers.

Y11 Downstairs 1986 Block (Maths). Field in front of 1986 Block. Field side door into Maths Corridor (by Miss Ashley's old classroom).

Sixth Form Sixth Form area, labs, English Corridor. Quad. Front reception door and quad doors.

Student arrival at the start of the day: See Student Entry/Exit Risk Assessment.

Students will arrive between 8.30 and 8.55am. No student should arrive on site before 8.30am.

Students must go straight to their form room upon arrival at school. The sixth form common room has been converted to two classrooms/form rooms and is not available for general social use.

All form tutors should be in their form room by 8.50am and follow the directions in the Computer, Phones and General Equipment Risk Assessment and the Offices and Staff Desks Risk Assessment.

Students should be welcomed and sit in their allocated desk. Students can move around within the form room and sit at different places as they are in the same year group bubble. Furniture (especially chairs) must not be moved around.

Students must not be made to line up outside of classrooms but allowed to move straight into a room to avoid congestion.

Within the first few minutes of the session, form tutors should:

- Welcome students and take register
- If necessary, deliver H&S briefings or updates
- Reminded of the PHE routines and social distancing routines on a daily basis – not the full H&S presentation
- Reminded not to share equipment
- Reminded to switch their phone off and store safely in their bag.

Phones:

Students are not to leave phones in lockers, therefore mobile phones need to be switched off and kept safely in bags. Mobile phones should not be taken out during the day, unless permission is given by the teacher for the purpose of learning. Form tutors are to remind students on a daily basis to switch their phones off.

Break and lunch time:

The canteen will be shut in the morning but operate according to the published rota and timings at break time and lunch time. Staggered lunch times are not possible. Each year group have an allocated time slot to use the canteen (see below "Lunchtime" instructions.)

Students in Y7 – 10 must stay in their form room for lunchtime, if they want to meet up with students in other forms they will need to use the allocated outside space. Currently, town leave is not permitted.

Using the toilet:

Students will be permitted to leave their form room to visit the toilet when they need to during lessons in order to avoid congestion at break and lunch time. Students MUST use the toilet allocated to their year group zone and not another anywhere else on the site.

Students should only be allowed to leave the room one at a time to control the number of students in the toilet at any one time.

Students MUST use the hand sanitiser as they leave the classroom and reminded to wash their hands (at least 20 seconds) when they have finished in the toilet.

Students should be reminded to keep distance from others as they leave the room and return to their seat.

Toilets will be sanitised during the school day by a (female) cleaner. If the cleaner is cleaning the toilets when a student needs to use it, she will leave the room and wait outside until the student has left.

During lessons:

Students will have most of their lessons in their form rooms/Year Group Zones. Staff will move to the form room to teach their class.

There is greater movement of students in Y10-Y13 as they move between sets and groups. Students also access specialist rooms and access is gained by using outside routes (not through buildings) and without going into other year group's zones.

Staff must ensure students maintain social distance and PHE practices – this includes staff maintaining a 2m bubble with staff. Staff movement around the room should be kept to within the 2m teacher bubble unless there is an emergency.

Each classroom has a cleaning station. Personal tissues, disposable gloves and used anti-bac wipes MUST be bagged in a nappy sack and disposed of in the GREEN bins and will be emptied according to govt guidelines by the contract cleaners.

Staff should be vigilant about the use of classroom equipment **(See Computer, Phones and general equipment Risk Assessment)** and must ensure that students do not share equipment. Staff have their own board pens/eraser and should use these rather than general classroom stock.

Subject equipment and books can be used within year group bubbles or sanitised/used in rotation for use between year group bubbles. Work/books can be collected in, marked and given back.

Some practical lessons take place in specialist rooms. Y10-13 are in a number of form rooms within their year group zone. Year groups leave their zone using their stairwell and attend their option subject under supervision. Dismissal routines (and times) for classes have been established, implemented and reviewed to ensure they are effective.

Students moving to a new room must be allowed to enter as they arrive. Where possible, Staff should be present in the room ahead of the group. When students are moving around the site, they should maintain a practical distance from others in their year group bubble and 2m+ from other year groups and staff.

Staff regularly stress this message to students and ensure they act as role models and assist with supervision as they move around site.

Staff and students should use sanitiser when entering a room/office in addition to the PHE practices.

When staff take over from a colleague in the same room:

Staff MUST follow the **Computer, Phones and general equipment Risk Assessment** and the **Offices and Staff Desks Risk assessment** between users.

Staff must be prompt and arrive and leave in a timely manner. Staff must not “teach to the bell”.

Lunchtime:

Staff are to make sure that anyone who want to go to the toilet should do so (one by one and according to the procedures above) before the start of lunchtime.

Before lunch time bell, staff are to remind students of the following:

- As the weather improves over the Summer, students will be encouraged/directed to their outside areas at break and lunchtime
- Maintain a practical distance from others in their year group bubble and 2m+ from other year groups and staff
- Wash hands/sanitise before eating
- Do not share food or bottles
- Only use year group stair wells, toilets, outside areas and their form rooms
- Go to the canteen at their allocated time if they want food **(See Canteen Risk Assessment)**
- The zones and outside spaces are supervised; if students need the toilet then should notify the duty staff who will direct them to use the toilet in their year group zone.

Dismissing students at the end of the day: **See Student Entry and Exit Risk Assessment.**

Use of larger teaching spaces:

Larger venues such as the sixth form common room will allocated by Mrs Waldron. Some sixth form classes have already been timetables into the two common room spaces. The hall is used as an extended sixth form study space.