

**SHS Covid Secure Risk Assessment: LESSON PROCEDURES AND PROTOCOLS SEPT**

RA No: 7	Severity X Likelihood + Weighting <b>WITHOUT</b> control measures = Risk	S	L	W	R	(S) Severity (L) Likelihood	(W) Weighting (R) Risk	Severity X Likelihood + Weighting <b>WITH</b> control measures = Risk	S	L	W	R
		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** will begin the first session of **Day 1** with a Health & Safety presentation to remind students of the correct procedures.

All classrooms will be thoroughly cleaned and sanitised during the summer holidays and then at the end of the school day. This also applies to toilets and communal areas.

**Specialist rooms will be sanitised between year group users.**

Doors in the area will be pegged back with door wedges to reduce the need to touch handles and doorplates. 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 or take bottle to Finance Office to re-fill.

**Health and first aid:**

**See Suspected Case of Covid-19 Risk Assessment.**

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 and ask for assistance. NO student should be sent to the medical room/reception. If a child needs a first aider or to visit the medical room, assistance should be called for and a first aider will come to the room.

**Fire Orders:**

No Fire drill is planned for **T1**. In the event of a fire, 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 will be extended to more than 2m. Year groups will have a fire walk through during the first two weeks of Term 1.**

**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 will form distinct social bubbles. The Sixth Form is one bubble. Each year group bubble has been designated a 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.

Y10 Upstairs MFL/Millennium Block. Halmer Grange field. Millennium block end stairwell.

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 allocated a desk to sit at. 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
- Deliver full H&S briefing on Day 1 of Term 1.
- 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 will not have access to their lockers during Term 1, therefore mobile phones need to be switched off and kept safely in their 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 and at break time during T1. The situation will be reviewed if government regulations change.

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 – 11 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. No town leave.

**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 the majority of their lessons in their form rooms/Year Group Zones. Staff will move to the form room to teach their class.

There will be greater movement of students in Y10-Y13 as they move between sets and groups. Students in these year groups will also access specialist rooms. This is to be done 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 will take place in specialist rooms. Teachers of Years 7-9 should collect classes from the form room and escort the class to and from the specialist room. Y10-13 will be in a number of form rooms within their year group zone. Year groups will leave their zone using their stairwell and attend their option subject under supervision. Dismissal routines (and times) for option classes in Y10-13 will be shared with students at the start of T1, 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 to stress this message to students at all times 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:

- **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 field will be supervised at all times; if students need to go to the toilet then should notify the duty staff who will direct them to use the toilet in their year group zone.**
- Take care with sun etc. – wear sunscreen, a hat and drink lots of fluid
- SLT will dismiss students from the field to their afternoon session by year group

**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 be allocated by Mrs Waldron. **Some sixth form classes have already been timetabled into the two common room spaces. The hall will be used as an extended sixth form study space.**

**NB:** It will be uncomfortable and unnerving for children and staff to return to school after a long period of lockdown. We should all be mindful of this and attempt to create a sense of ease and reassurance. A strong dose of good common sense may also be needed.