

Covid-19 Response: Detailed Risk Mitigation Measures at William Perkin High School for Tier 2 and Above* (January 2021)

How measures described in the Trust Risk Assessment will be applied at the School:

Trust Risk Assessment Measures	How they will be applied in the school
Keep students, staff and visitors informed about the risk of infection and how to minimise it, through assemblies and notices/signage or online communication.	The main messages are introduced in start of term tutor times and assemblies, and then consistently reiterated in year group assemblies and tutor time sessions. There is signage at site entrances and across the site (see site plan below), emails to parents and a message/links to government guidance on the home page of the school website. Also the prescribed workplace notice is displayed in the staff room and the Trust's risk assessment is published on the website.
Inform students, parents and staff about when to stay at home and the latest rules on year group 'bubbles' and household-isolation and shielding of vulnerable people.	The main messages are included in start of term assemblies, signage at site entrances, emails to parents and a message/links to government guidance on the home page of the school website.
Support public health tracking measures (e.g. regarding regular testing, and use of tracking apps, recording those who come into close contact as far as possible).	Classes attended and seats occupied by staff and students recorded on SIMS. Testing centre set up in school (PC) with facilities for 12 testing stations. All SLT + admin team + 6 invigilators + 1 volunteer trained to administer lateral tests. Staff tested twice weekly, 3 days apart. Students tested before being allowed to remain in school.
Permit home working for efficiency/convenience reasons where the job role allows it.	Policy applied.
Dis-apply social distancing measures in school in accordance with the latest DfE guidance (year group 'bubbles' for students and continued distancing for staff). <ul style="list-style-type: none"> • Timetable adjusted to provide for staggered start and end of day, break times and lunch times • Limit large gatherings to year group assemblies. • Singing not allowed. 	See weekly outline of timings, lessons and rooming attached. Key points to note: <ul style="list-style-type: none"> ✓ Staggered start and end times (see below) including for extended electives ✓ Year group 'zones' for unstructured time (break and lunch) ✓ Classroom layouts fixed, with teacher zone and student zone clearly marked with tape to ensure appropriate distancing ✓ Sanitation stations in all classrooms, used on entry to classroom. ✓ Tables wiped down after each lesson. ✓ Masks worn at all times in communal areas

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<ul style="list-style-type: none"> • All classroom desks face forward • Changed circulation arrangements to minimise contact between different year groups and adult distancing. • Separate playground areas or break times in classrooms • Lunchtime arrangements to support separation of year group 'bubbles' and distancing for adults. • Shared staff work spaces and equipment cleaned between uses. 	<ul style="list-style-type: none"> ✓ Masks checked at gate by SLT and any students without masks isolated; masks available to buy from SS; any students without a mask or money to purchase one will be isolated (isolation room) until parents are able to provide a mask ✓ 45 minute lesson time with 5 min allowed for transition as student movement will be carefully controlled to ensure one-way system is observed and sensible behaviour in communal areas ✓ Stairwells assigned to particular year groups to minimise crossover between year groups ✓ Reduced (15 minute) break time between P2 and 3 to reduce time spent in communal areas ✓ Staggered lunches P5/lunch period with zoned areas ✓ Y7-9 finish early on one day per week each to facilitate split lunches ✓ Lessons finish at 15:00; registration 15:10 or 15:20 (see below) ✓ Daily detention not running – Friday cumulative detention ✓ Year group allocated days and finish times for extended electives <p>Further details on above points</p> <p>Start times</p> <p>Set staggered arrival times (10 minute window, gates supervised by SLT) and finishing times by year group.</p> <ul style="list-style-type: none"> • Year 7 arrive main gate between 7:45 and 7:50, go through plaza hand sanitiser station, then directly to form room using stairwell A entrance. Must be in form rooms by 7:55. • Year 8 arrive pavilion gate between 7:45 and 7:50 and go through hand sanitiser station, then directly to form room using stairwell B entrance. Must be in form rooms by 7:55. • Year 9 main gate between 7:55 and 8:00, go through plaza hand sanitiser station, then directly to form room using stairwell A entrance. Must be in form rooms by 8:05. • Year 10 pavilion gate between 7:55 and 8:00, go through plaza hand sanitiser station, then directly to form room using stairwell A entrance. Must be in form rooms by 8:05. • Year 11 arrive main gate between 8:05 and 8:10, go through plaza hand sanitiser station, then directly to form room using central stairwell. Must be in form rooms by 8:15. • Year 12 arrive pavilion gate between 8:15 and 8:20, go through hand sanitiser station, then directly to form room in Annexe. Must be in form rooms by 8:25. • Year 13 arrive main gate between 8:15 and 8:20, go through plaza hand sanitiser station, then directly to form room using stairwell D. Must be in form rooms by 8:25. • Year 7-8 students do silent reading / prep between 7:55 and 8:00 • Tutor times for Year 9/10/11 are compressed as necessary

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	<p>End times</p> <ul style="list-style-type: none"> • Year 7&8 finish at 15:10 and exit via main / pavilion gate respectively – escorted to exit by tutor • Year 9&10 finish at 15:20 and exit via main / pavilion gate respectively – escorted to exit by tutor • Year 11 finish at 16:15 and exit via main gate – escorted to exit by teacher • Year 12&13 finish before 15:00, times vary, exit via pavilion / main gate respectively <p>Hand sanitiser stations</p> <ul style="list-style-type: none"> • Hand sanitiser stations set up on way into school from both entrances • Hand sanitiser in every classroom which pupils can use on way in and way out • Hand sanitiser station in Street <p>Transitions</p> <ul style="list-style-type: none"> • Strict enforcement of one way system • Strict enforcement of mask-wearing (end of lesson routine including ‘put on mask’) • Strict enforcement of sensible behaviour • Classes leave in a line • Corridor doors left open at all times if possible • Teachers dismiss class sensibly, i.e. not if a line of another class is walking immediately past your room • Teachers get classes in straight away when they arrive unless last class has not left the room yet • SLT/Wider SLT/HoDs on duty at the end of the period to manage a careful release from classrooms <p>Extra-curricular</p> <ul style="list-style-type: none"> • Extended electives available to year groups on allocated days of the week, with specified end time to ensure no year groups leaving at the same time • After-school sports that are organised by year group on the same day they have PE • Staff can run clubs remotely if preferred <p>Log kept of the use and cleaning of shared office workspaces and equipment (see attached). Air purifiers provided in classrooms and workspaces that do not have windows that can be opened for ventilation.</p>

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If there is an outbreak in a year group temporarily move to remote learning model for that group if required by public health authorities.	Close contact group identified and student sent home immediately to self-isolate Parents informed of rules for self-isolation using DfE template paperwork Cases reported to DfE, LA, PHA Parents informed of positive cases using DfE template paperwork Teams in use by all teachers for blended learning during periods of self-isolation and remote live teaching during periods of lockdown
Operate arrangements for students taken ill at school including providing isolation rooms for those displaying coronavirus symptoms or symptoms of other serious infectious diseases.	Changing room(s) opposite medical room is used as an Isolation Room while students wait to go home. The room is cleaned after use.
Encourage and provide for regular handwashing or use of hand sanitisers. Inform staff and students about handwashing and avoiding touching your face – but probably no need to provide for handwashing/sanitising in the timetable.	Hand hygiene points are set up in each classroom (sanitiser and tissues) and at building entrances etc. (see site plan).
Focus cleaning during the day and other hygiene measures – eg regular cleaning of high risk surfaces including table tops, door handles, keyboards, toilets and deep clean/disinfection of isolation rooms when required. Cleaning of classroom surfaces between lessons for different year groups.	Teachers wipes teaching desk before and after use. Gloves provided on desk if required. Student desks wiped down after every lesson. All-day cleaner has a schedule of high traffic / high contact areas to clean. Wipes provided for students to wipe down equipment such as computer keyboards before and after use.
Provide required protection/PPE for welfare staff and others at particular risk in the event that a case arises in school. Protection will probably not be required for reception staff.	PPE stocks in place.
Take the current level of risk and DfE/FCO/insurer advice into account when deciding whether to undertake/cancel school trips. UK non-residential trips should be OK but and limited overseas trips may be possible.	Limited day trips planned, as per government guidance.

Trust Risk Assessment Measures	How they will be applied in the school
Measures to re-apply in the event of a local outbreak and temporary closure/return to remote working.	Close the school to all except vulnerable children and children of key workers. Switch back to the online curriculum. Require staff to work from home if possible. Require staff and students to bring in their own lunches (except FSM).

Draft week outline

Day	Time	Period	Year 7	Rooms	Year 8	Rooms	Year 9	Rooms	Year 10	Rooms	Year 11	Rooms	Year 12	Rooms	Year 13	Rooms	
Everyday	07:45:00	Before school	Arrive Main Gate - Stairwell A	7W - 0.01 7P - 0.02 7E - 0.03 7R - 0.04 7K - 0.05 7I - 0.06 7N - 1.01	Arrive Pavillion - Stairwell B	8W - 2.11 8P - 2.10 8E - 2.09 8R - 2.08 8K - 3.11 8I - 3.10 8N - 3.09	Delayed arrival	9W - 1.03 9P - 1.04 9E - 1.05 9R - 1.06 9K - 2.03 9I - 2.04 9N - 2.05	Delayed arrival	10W - 0.10 10P - 0.09 10E - 0.08 10R - 0.07 10K - 1.11 10I - 1.10 10N - 1.09	11W - 2.01 11P - 2.02 11E - 3.02 11R - 3.03 11K - 3.04 11I - 3.05 11N - 3.06	Delayed arrival	All annexe classrooms	Delayed Arrival	1.20-1.23 2.20-2.23		
	07:50:00		Tutor room - silent reading		Tutor room - silent reading		Arrive Main Gate - Stairwell A		Arrive Pavillion - Stairwell B								
	07:55:00		Tutor time/ Remote assembly (20min + discussion)		Tutor time/ Remote assembly (20min + discussion)		Tutor time/ Remote assembly (20min + discussion)		Tutor time/ Remote assembly (20min + discussion)								
	08:00:00	AM reg	45 minute lessons (stay in room for each lesson)	Set 1 - 0.01	45 minute lessons (stay in room for each lesson)	Set 1 - 2.11	45 minute lessons (stay in room for each lesson)	Set 1 - 1.03	45 minute lessons (stay in room for each lesson OR move round for sets)	Set 1 - 0.10	45 minute lessons (stay in room for each lesson OR move round for sets)	Set 1 - 2.01	Lessons as usual	Lessons as usual			
	08:05:00			Set 2 - 0.02	Set 2 - 2.10	Set 2 - 1.04	Set 2 - 0.09	Set 2 - 2.02									
	08:15:00			Set 3 - 0.03	Set 3 - 2.09	Set 3 - 1.05	Set 3 - 0.08	Set 3 - 3.02									
	08:20:00	Set 4 - 0.04	Set 4 - 2.08	Set 4 - 1.06	Set 4 - 0.07	Set 4 - 3.03											
	08:30-09:15	Period 1	Break in classroom - SLT/HOY/HOD break duty rota to supervise cluster of rooms														
	09:20-10:05	Period 2															
	10:05-10:20																
10:20-11:05	Period 3	45 minute lessons (stay in room for each lesson)		Set 5 - 0.05	45 minute lessons (stay in room for each lesson)	Set 5 - 3.11	45 minute lessons (stay in room for each lesson)	Set 5 - 2.03	45 minute lessons (stay in room for each lesson OR move round for sets)	Set 5 - 1.11	45 minute lessons (stay in room for each lesson OR move round for sets)	Set 5 - 3.04	Lessons as usual (HOY assembly Fri P4)		Lessons as usual		
11:10-11:55	Period 4	Set 6 - 0.06		Set 6 - 3.10	Set 6 - 2.04	Set 6 - 1.10	Set 6 - 3.05	Lessons as usual	Set 7 - 1.01	Set 7 - 3.09	Set 7 - 2.05	Set 7 - 1.09	Set 7 - 3.06	Fri P4	Lessons as usual		
		Set 7 - 1.01		Set 7 - 3.09	Set 7 - 2.05	Set 7 - 1.09	Set 7 - 3.06										
		Set 8 - 1.02		Set 8 - 3.08	Set 8 - 2.06	Set 8 - 1.08	Set 8 - 3.07										
Mon	12:00-12:45	Period 5		Lunch (main café + back playground)	As above	Period 5 lesson	As above	Lunch (café extension + terraces)	Normal	As above	Normal	As above	Lessons as usual		Lessons as usual		
	12:45-13:30	Lunch		Period 5 lesson	As above	Period 5 lesson	As above	Period 5 lesson	As above	Lunch (main café + back playground)	Lunch (café extension + terraces)	Lunch (off site)		Lunch (off site)			
	13:30-15:00	Core elective		Games	Remote consolidation booklets	Normal electives in cluster rooms. Teachers can remove classes for specialist lessons.	Normal	As above	Normal	As above	PC lecture / workroom		3:45 club / stream lecture / workroom				
	PM reg Extended Elective	PM reg with Games teachers	15:00-15:20	15:25-16:35	15:00-15:20	15:00-15:10	Catch-up: English (4 sets)										
Tues	12:00-12:45	Period 5	Period 5 lesson	As above	Lunch (main café + back playground)	Lunch (café extension + terraces)	Normal	As above	Normal	As above	Lessons as usual		Lessons as usual				
	12:45-13:30	Lunch	Period 5 lesson	As above	Period 5 lesson	As above	Period 5 lesson	As above	Lunch (main café + back playground)	Lunch (café extension + terraces)	Lunch (off site)		Lunch (off site)				
	13:30-15:00	Core elective	Remote consolidation booklets	Games	Normal electives in cluster rooms. Teachers can remove classes for specialist lessons.	Normal	As above	Normal	As above	PC lecture / workroom		3:45 club / stream lecture / workroom					
	PM reg Extended Elective	PM reg with Games teachers	15:00-15:20	sports 15:15-16:25	15:00-15:20	non-sports 15:25-16:35	15:00-15:10	Catch-up: Science (4 sets)									
Wed	12:00-12:45	Period 5	Lunch (main café + back playground)	Lunch (café extension + terraces)	Period 5 lesson	As above	Normal	As above	Normal	As above	Lessons as usual		Lessons as usual				
	12:45-13:30	Lunch	Period 5 lesson	As above	Period 5 lesson	As above	Period 5 lesson	As above	Lunch (main café + back playground)	Lunch (café extension + terraces)	Lunch (off site)		Lunch (off site)				
	13:30-15:00	Core elective	Week 1 - Music / Science elective	Week 2 - Science elective / Music	Normal electives in cluster rooms. Teachers can remove classes for specialist lessons.	Remote consolidation booklets	Games	Normal	As above	go home / workroom		3:45 club / workroom					
	PM reg Extended Elective	15:00-15:10	15:00-15:10	PM reg with Games teachers	15:00-15:10	sports 15:15-16:35	15:00-15:10	Catch-up: Maths (4 sets) / Y11 games									
Thurs	12:00-12:45	Period 5	Lunch (classrooms + Y11 area)	Lunch (main café + back playground)	Lunch (café extension + back playground)	Normal	As above	Normal	As above	Lessons as usual		Lessons as usual					
	12:45-13:30	Lunch	Period 5 lesson	As above	Period 5 lesson	As above	Period 5 lesson	As above	Lunch (main café + back playground)	Lunch (café extension + terraces)	Lunch (off site)		Lunch (off site)				
	13:30-15:00	Core elective	Normal electives in cluster rooms. Teachers can remove classes for specialist lessons.	Normal electives in cluster rooms. Teachers can remove classes for specialist lessons.	Games	Normal	As above	Normal	As above	PC lecture / workroom		3:45 club / stream lecture / workroom					
	PM reg Extended Elective	15:00-15:10	15:00-15:10	PM reg with Games teachers	15:00-15:20	15:00-15:10	Detention Rota - MFL (4 sets)										
Fri	12:00-12:45	Period 5	Lunch (classrooms + Y11 area)	Period 5 lesson	As above	Lunch (café extension + back playground)	Normal	As above	Normal	As above	Lessons as usual		HOY assembly				
	12:45-13:30	Lunch	Period 5 lesson	As above	Lunch (main café + Y11 area)	Period 5 lesson	As above	Lunch (main café + back playground)	Lunch (café extension + terraces)	Lunch (off site)		Lunch (off site)					
	13:30-15:00	Core elective	Normal electives in cluster rooms. Teachers can remove classes for specialist lessons.	Week 1 - Music / Study	Week 2 - Study / Music	MFL 2nd language lessons as usual. All other students in classrooms doing science catch	Normal Science Electives	As above	Hitsory / Geog / RE (all students)	go home / workroom		3:45 club / workroom					
	PM reg Extended Elective	15:00-15:10	15:00-15:10	15:00-15:11	15:00-15:20	15:00-15:20	15:00-15:10	Culmulative detention run by HOYs	Culmulative detention run by HOYs	Culmulative detention run by HOYs	Culmulative detention run by HOYs						

Signage

Description	Hand Hygiene Point Sign	Workplace Notice
Symbol for site plans		
Image of sign	<div style="display: flex; flex-direction: column; align-items: center;">      </div> <div style="background-color: #0070C0; color: white; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">Covid-19 Countermeasures</p> <h3 style="text-align: center; margin: 0;">HAND HYGIENE POINT</h3> <p style="text-align: center; font-size: small;">Germs spread easily. Always carry tissues and use them to catch your cough or sneeze or use your bent elbow. Dispose of your tissues in a bin as soon as possible. Wash or sanitise your hands regularly during the day including when entering a building.</p> </div> <div style="background-color: #D9534F; color: white; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">Avoid touching your face, especially your mouth, nose and eyes, and avoid touching surfaces especially those that others frequently touch.</p> </div> <div style="background-color: #0070C0; color: white; padding: 10px; margin: 10px 0;"> <h3 style="text-align: center; margin: 0;">SOCIAL DISTANCING</h3> <p style="text-align: center; font-size: small;">Students: Stay in year group 'bubbles'. Keep 2m away from students in other year groups. Everyone on site: Keep 2m away from staff and visitors.</p> </div>	<div style="background-color: #0070C0; color: white; padding: 20px; text-align: center;"> <h2 style="margin: 0;">Staying COVID-19 Secure in 2020</h2> <p style="font-size: small; margin: 5px 0;">We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> • <p style="margin: 0;">FIVE STEPS TO SAFER WORKING TOGETHER</p> • </div> </div> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here <li style="margin-bottom: 10px;"> ✓ We have cleaning, handwashing and hygiene procedures in line with guidance <li style="margin-bottom: 10px;"> ✓ We have taken all reasonable steps to help people work from home <li style="margin-bottom: 10px;"> ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace <li style="margin-bottom: 10px;"> ✓ Where people cannot be 2m apart, we have done everything practical to manage transmission risk <p style="font-size: small; margin-top: 20px;">Employer <u>The Board of Directors of Twyford Church of England Academies Trust</u> Date <u>1st June 2020</u></p> <p style="font-size: x-small; margin-top: 20px;">Who to contact: <u>HealthandSafety@TwyfordAcademies.org.uk</u> (or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)</p>

Description	Entrance Sign	One-Way Sign	Social Distancing	Barrier Tape	Isolation Room
Symbol for site plans					

Image of sign



IMPORTANT

Covid-19 countermeasures are in operation on this school site.

Only enter the site if you are free of Covid-19 symptoms (a high temperature, a new, continuous cough or a loss of taste or sense of smell) and agree to observe the School's social distancing and hygiene rules which you can find at:

www.twyfordacademies.org.uk/about-us/covid-19.

All visitors including parents and contractors must obtain permission from reception using the entry phone system before entering the site.



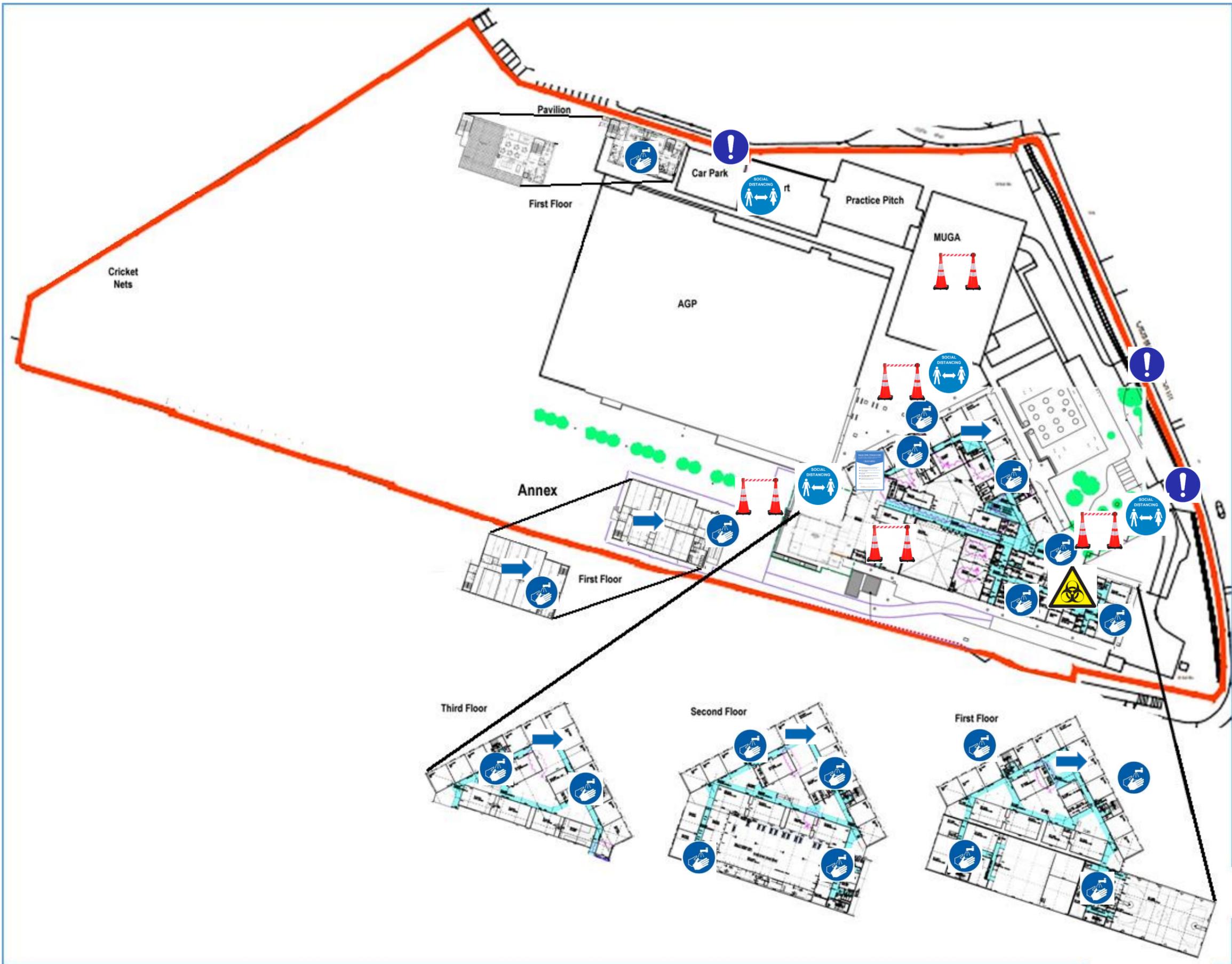
Students: Stay in year group 'bubbles'. Keep 2m away from students in other year groups.
Everyone on site: Keep 2m away from staff and visitors.



**Isolation
Room**

Site Plan showing signage and hand hygiene points:

William Perkin C of E High School



- Regularly clean your hands, avoid touching your face and surfaces and keep surfaces clean.
- Keep the office well ventilated and avoid sitting face to face.