

The Heys School November 2021

Start and end of school

- Year 7/8/ 9 via the pedestrian gate
- Year 10 and 11 via the pupil entrance
- Pupils will leave via the closet gate at the end of the day.
- Pupils can use the paragon corridor to get around the building but where possible they should use external routes.
- The front of school will be locked down during school hours. It will be open at the start and the end of the day.

Line ups

- **Form time**
- Pupils will line up at the start of form time
- Year 7 -Year 7 yard
- Year 8 and 9- Middle yard
- Year 10 and 11 – All weather

For Period 1/After lunch for Period 5.

- If there is an external door to a classroom, students should line up outside the classroom and be escorted into the building through the external doors as they currently do for Rooms

Lunch time

- Students will be allowed into the dining room after being processed through the queue five at a time.
- There will an option for food to be consumed in the dining room by year 10 and 11 (The part of the canteen that is used for overflow is the part of the dining room where the account top up machines are.
- There will be an option for food to be consumed for years 7, 8 and 9 in the Paragon (with foldable chairs and tables).
- Students will enter via the English doors for all year groups at their designated slot. Students will all leave the building via a one-way route, leaving through the main building doors to the middle yard.

During wet weather students, will be able to access inside spaces. This will be agreed on the day.

- Year 7, 8 and 9: Paragon.
- Year 10 and 11: Canteen

Pupils will not be permitted to sit in corridors or classrooms during break or lunch time

The Heys School Risk Assessment

This form should be completed in conjunction with the guidance notes contained in HS3a and the Schools Risk Assessment Strategy

A	Workplace details		
School Name:	The Heys School	Department/Location:	Whole School Site

*B	Work Activity/ Workplace:	Whole School site during COVID-19 Outbreak and partial re opening Sep 2020
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**delete where appropriate*

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Author Rachel Evans (HT)		
	Review date	Action colour
<i>Reviews will take place on a ½ termly basis or sooner if the number of cases increase. The outbreak plan will be followed with public health advice if 5 or more or 10% of the school community test positive for covid 19.</i>	Sep 2021 – by R Evans	
	27/09/21	Blue
	28/11/21	Blue

What are the hazards/cause of hazards?	Who might be harmed and how?	Risk Rating (H,M,L)	What are you already doing? Control measure	Do you need to do anything else to reduce/ manage this risk?	Residual Risk (H,M,L)	Date of review Actions to be taken
Poor hygiene	Staff and students	H	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with antibacterial soap and hot water in place. • Stringent hand washing advised & taking place. • Paper towels/hand dryers available for drying of hands. • NHS guidance posters on 'Hand Cleaning techniques' are displayed in each of the hand wash areas. • https://www.publichealth.hscni.net/publications/hand-cleaning-technique • 70% Alcohol Gel sanitisers are located at the building entry points plus at the main office (Student & Visitors) and canteen queueing points, where hand washing facilities are not readily available • Hand sanitizer in each classroom (wall mounted) <p>Hand washing posters in each toilet.</p>	<ul style="list-style-type: none"> • Employees and students to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus • Posters, leaflets and other materials are available for display. 	L	

Social distancing not adhered to	Staff and students	M	<p>Classroom set up</p> <ul style="list-style-type: none"> • Set up with all desks facing forward • Staff and students will be given a ribbon to wear on their lanyard if they are vulnerable or anxious about returning to school. This is to ensure other staff and students keep their distance. • Staff may continue to use the 2m boxes if they wish to do so. 	<ul style="list-style-type: none"> • Staff read and give feedback on RA. • RA shared during inset 	L	
Face coverings		M	<ul style="list-style-type: none"> • It will be recommended that staff, students and visitors wear mask in communal areas. • Maska will be available for pupils on the gate at the start of the day and for visitors at reception. 	<ul style="list-style-type: none"> • Staff read and give feedback on RA. • RA shared during inset 	L	
Classrooms set up and cleaning	Staff and students	M	<ul style="list-style-type: none"> • Classroom furniture will be set up to ensure desks face forward. • Classroom furniture, where possible, will be spaced out so students are sat in twos. • Students will be expected to sit in the same seating plan • Classrooms will be thoroughly cleaned each night in line with the guidance and with the appropriate cleaning materials. • Check list will be in each classroom and completed each day • Staff be able to stick to the designated teacher only area marked in each classroom if they wish too. • Where possible teacher will have their own designated classroom. 	<ul style="list-style-type: none"> • Staff read and give feedback on RA. • RA shared during inset 	L	

<p>Movement around the school</p>	<p>Staff and students</p>	<p>M</p>	<ul style="list-style-type: none"> • Students and staff will be recommended to wear face mask while using internal corridors in school unless they are exempt. Masks will be available for pupils on the gate at the start of the day to encourage pupils to wear face coverings in school. • Classroom doors will be propped open to limit the contact with surfaces and allow air to circulate more freely through the spaces. • Where classrooms have an external door, this should be used to enter and exit the room by both staff and students. • Students will be dismissed by their classroom teacher letting them go at intervals. • Staff should ask students to use external routes even if this makes movement between classes slightly longer. • Pupils will line outside at form time, period 1 and period 5. • Where pupil have to travel internally, they will be expected to keep to the left and will be encouraged. This will be limited. • If students become unwell, they should be told to go to the school office using an external route. See students showing symptoms of Covid 19. 	<ul style="list-style-type: none"> • Staff read and give feedback on RA. • RA shared during inset 	<p>L</p>	
<p>Break times and social time increase risk of students not socially distancing.</p>	<p>Staff and students</p>	<p>M</p>	<ul style="list-style-type: none"> • Students will have set outside areas. • They will have set lunch times and line ups • They will have designated wet weather areas • Cross year group socialising will be limited in school. 	<ul style="list-style-type: none"> • Staff read and give feedback on RA. • RA shared during inset 	<p>L</p>	

Staff Workspaces/ staffroom	Staff	M	<ul style="list-style-type: none"> The staff room has been relocated. This space has an external door to support air flow. This should be kept open as should windows. There is an increased space for computers, and we have added 1 additional workspace for staff to work in. 	<ul style="list-style-type: none"> Staff read and give feedback on RA. RA shared during inset 	L	
Toilets	Staff and students	M	<ul style="list-style-type: none"> KS3 students will use the toilets in the old building at social times. KS4 students will use the toilet in the new building at social times. Break time: staff will be assigned to manage the toilets at break time. Students will have designated break areas and toilets. Staff will manage a one in one out system where possible. 	<ul style="list-style-type: none"> Staff read and give feedback on RA. RA shared during inset 	L	
Internal meetings/visitors	Staff	M	<ul style="list-style-type: none"> Visitors Will be asked to wear mask while in communal areas unless they are exempt. Visitors will be reminded not to attend school if they have covid symptoms. Visitors must not be permitted to go into the main body of the school or unless exceptional circumstance. Meetings will take place in the boardroom 	<ul style="list-style-type: none"> Staff read and give feedback on RA. RA shared during inset 	L	

<p>If someone shows symptoms</p>	<p>Staff and students</p>	<p>H</p>	<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature whilst on school site, they will be sent home immediately and advised to follow the stay at home guidance – • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow , guidance, which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). • Those who are below 18 and 6 months or who have had two vaccinations do not need to isolate as per the Government guidance. • If a student is unwell with symptoms or is unwell. Make contact with the office before you send them to the red squares. If you cannot get hold of the office use learn assist to escort them to the squares and LA will then notify the office. If a child needs to wait outside the classroom until you make contact allow them to do this whilst wearing a mask. Keep checking on the pupil while keeping 2m distance. • The students will be asked to wait in the interview . The windows will be kept open. • PPE should only be worn if the person dealing with the pupil cannot remain 2m form the students. Staff can choose to wear it when dealing with a suspected case even if they can maintain 2m if this makes them feel more confident. 	<ul style="list-style-type: none"> • Staff read and give feedback on RA. • RA shared during inset • 	<p>M</p>	
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			<ul style="list-style-type: none">• A bio bag for tissues will be placed in the room. This will be double bagged for disposals by staff wearing PPE.• If the child needs to use the toilet, they will use the staff toilets, and these will be cleaned before anyone else uses them.• The member of staff dealing with the student should document the contact the student has had that day (see appendix 1) and hand to HT.• If a child is seriously unwell, they must remain in the board room until medical support arrives.• Staff should supervise them but try and remain at the door or at least at a 2m distance. If staff cannot maintain a 2M distance PPE should be worn. This is available in the main office.• Hands should be washed straight after dealing with the students.• Any member of staff who supports a student with symptoms does not need to self-isolate, unless they develop symptoms or are contacted by track and trace.• Staff should wash their hands or use hand sanitizer after they have been in contact with someone with symptoms. <p>If a staff member becomes unwell in school</p> <ul style="list-style-type: none">• If a staff member becomes unwell at school, they should call for SLT via their radio / or phone (There will be a telephone list in each classroom).• They should leave site straight away. If they are too unwell to do so they should follow the process defined for the students above. <p>If a staff member or student becomes unwell away from school</p>		
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			<ul style="list-style-type: none"> Staff/students will be advised to get a medical test if they or anyone in their household shows symptoms based around the gov guidance. 			
Fire alarm	Staff and students	M	<ul style="list-style-type: none"> There will be no practice fire alarms planned during the first ½ term. HOY will be expected to hold practice line ups for their year group in the first two weeks so pupils know where to line up. This should be done during tutor time and coordinated with RS1. In the case of fire alarms the normal line up will be used in the middle yard. 	<ul style="list-style-type: none"> Staff read and give feedback on RA. Final RA drafted and all staff complete survey monkey to identify they have read and fully understand the expectations Communicate expectations with students and staff via letter and video Complete 1-hour induction for all students in the first week with only 1 year 10 group in. Students will be taken out to see their line up area during their induction day. 	L	
Shared areas by staff	Staff	M	<ul style="list-style-type: none"> We will encourage Staff in the shared area to wipe down the surface they have touched before they leave a classroom e.g. wipe down the desk if you are teaching in a different classroom the next lesson. Staff will not be asked to wipe down any areas they have not been in contact with. 	<ul style="list-style-type: none"> Staff read and give feedback on RA. RA shared during inset 	L	

Equipment sharing	Staff and students		<ul style="list-style-type: none"> • It is recommended that students and staff have their own pens and pencils. • Students and teachers can take books home. • Resources can be shared although unnecessary sharing should be reduced. • Books can be marked as normal. • If staff are concerned about moving around the classroom to hand out and collect books, they should find strategies to support this. For example, they could have the books on desks prior to the students entering the room. They could ask the students to place books in their trolley as they leave the room. 	<ul style="list-style-type: none"> • Staff read and give feedback on RA. • RA shared during inset 		
Line Management & Staff CPD	Staff		<ul style="list-style-type: none"> • All Line Management meetings to be carried out face to face but distanced unless staff request otherwise with their line manager.in these instance teams can be used. • All SLT meetings will be in M6 and staff will distance. • Radar will be in S1 and RST in M6 as these are well ventilated rooms and we can stick to 2 m distancing. 			
High risk staff	Staff		<ul style="list-style-type: none"> • BEM and vulnerable staff are at greater risk of the impact of COVID 19 • Individual risk assessments in place for staff who request them. • Ribbon system in place to support staff at risk or who feel anxious. 	<ul style="list-style-type: none"> • Staff read and give feedback on RA. • RA shared during inset 		

<p>Staff/ student travel abroad</p>			<ul style="list-style-type: none"> • Due to the 'Omicron' strain, the government has changed the rules for all passengers returning to the UK, regardless of whether the place of travel was a red list country. • From 30th November 2021 after 4am, all passengers returning to the UK must self-isolate on return and take a PCR test (lateral flow test not accepted) before the end of day 2 after you arrived • The passenger must then self-isolate until the test result is known or until day 14 after arrival if results are delayed, whichever is sooner. • This applies to all regardless of vaccination status. • Staff and students will be advised of the new regulations via email and parentmail. • Staff will be asked if the 	<ul style="list-style-type: none"> • Staff and Parentmail sent out advising 		
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