**Stowmarket High – COVD-19 Site Operating Procedures/Risk Assessment**

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| **Focus** | **Assessment Area** | **Assessment Actions** |
| **Children** | **Attendance** | * **Only children who are symptom free or have completed the required isolation period will be attending the school. In the case of a positive result we ask parents to contact the school informed so that we can liaise with Public Health England.** * **We will be allocating staggered arrivals, (for the 15th) and the wide atrium will allow us to control the entry of students from the 22nd – Year 12 lessons have staggered arrival times** * **We will not provide any catering facilities – Free School Meals students should use their vouchers to bring in their own food. Drinking fountains will be switched off.** * **Year 10 and 12 students will attend morning only sessions- no lunch will be provided, with a maximum of 25% in school** * **Children with a medical condition, or in a shielded situation because of other residents at home will continue to be supported at home** |
| **Physical distancing/grouping/movement** | * **Students will be organised into small groups, with phased timings to ensure they do not mix** * **Outdoor spaces only will be available for break times for Yr. 10 and 12. Year 12 only come in for their lesson and then leave – the only exception to this is further maths, design subjects supervised by the leadership team** * **Signing and guidance will insist upon 2 metre safe distancing, with entry, exit and movement points managed by the leadership team** * **Classrooms and other spaces to be used will be set up with 2 metre spacing, good flow and ventilation, with a single student per desk.** * **Students will be allowed to leave lessons to go to the toilet if necessary so that we can avoid numbers of students all going at the same time, for example at breaktime pupils need to observe good handwashing routines** * **The toilets to be used will be the first floor toilets – these will be clearly signposted** * **The hand-dryers cannot be used as they circulate warm air and particles and so paper towels will be available** * **In the event of queues forming, the floors outside the toilets will labelled at 2m intervals to promote correct social distancing** |
| **Wellbeing and Education** | * **Teachers will be aware of the need to support students in understanding the safe routines, together with building their confidence as learners. Lessons will be directed towards building learner confidence, and focused upon the next steps in examination preparation** |
| **Staff** | **Attendance** | * **Staff will only attend school if they are symptom free, have completed the required isolation period or achieved a negative result. In the case of a positive result the leadership team must be informed so that we can liaise with Public Health England.** * **Staff who need to continue to self-isolate because of a serious underlying medical condition, or caring for a dependent in this situation will be fully supported in working from home and not expected into school. Equally we will be understanding in supporting staff with childcare pressures.** * **We will keep staff contact time into school to a minimum, ensuring there is time available to manage the pressures of online work with students from home** |
| **Physical Distancing** | * **Staff in English Maths and Science will teach 3 (max) groups/bubbles of students in a day, and not come into contact with other groups.** * **Staff social distancing can be maintained during breaks, with access to staff work rooms and the staff room.** * **Meetings will be conducted through virtual conferencing, or with strict distance protocols observed.** * **Staff will not handle pupil workbooks and only support from distance and there will be no shared equipment. If books are used they will be left out and the covers cleaned.** * **Learning Support assistants will be allocated where needed, and given guidance on how to operate.** * **Staff will have allocated toilets per faculty in separate areas of the school.** |
| **Parents** |  | * **Parents will be contacted by phone to discuss any issues that arise, and beyond the week of the Tripod consultations should not come into school at this time for safety reasons.** * **Parents will be kept informed of our safe operating procedures, as they evolve.** |
| **Visitors to the site** | **Appointment only** | * **Maintenance and other essential visits will be carefully controlled, and scheduled where possible in the afternoon.** |
| **Travel** | **Walking, Cycling, Cars and Buses** | * **We will promote cycling and walking as the best methods of coming to school, although there will be Suffolk buses available with strict distancing protocols in place.** * **We will strongly emphasise the importance of safe travel to and from school, particularly in terms of social distancing.** * **Encourage face masks to be worn on public transport, although the bus operators will be required to enforce this with our support** |
| **Hygiene, Health and Safety/Premises** | **Hand Washing** | * **Hand-washing will be encouraged for students and staff, particularly on arrival and after breaks.**   **(Hand sanitiser and hand towels are available in rooms, but Hand -washing is safer and preferable.)** |
| **Symptoms of illness** | * **We will be vigilant in watching for symptoms of illness in students and staff, and refer them to the medical officer for immediate assessment. Due to the medical room siting, initial assessments will take place in the atrium, and if required ‘patients’ can be moved to the hygiene room where isolation can be achieved. We have some PPE (masks, visors, gloves, aprons) for medical staff.** |
| **Lesson content and safety considerations** | * **During the summer term there will be no practical lessons and the laboratories and practical rooms will not be used due to the potential hazards and cleaning difficulties.** * **Maximum of 10 in standard classrooms, occasionally 15 in a larger space if required.** |
| **PPE** | * **Government guidance is that PPE is not required for general use in school settings, only for medical/reception staff in dealing with students. PPE will continue to be worn as normal for any intimate care, administration of first aid.** * **We have produced shields and masks in school for personal use by medical staff if they wish, and students will be allowed to wear a mask if they choose** |
| **Ventilation** | * **We will be keeping windows and doors open wherever regulations allow this to ensure ventilation** * **Teaching rooms have a ventilation system that circulates air from outside, and doors can be kept open increasing even further the ventilation. Air conditioning will not be used in any IT rooms.** |
| **Resources** | * **Students will not be permitted to bring items from home apart from the necessities; pencil case, book bag, water bottle (use of the water fountains will not be permitted), and a snack.** * **Students will not be allowed to share resources.** * **If textbooks are used, they will be left out and the covers cleaned.** |
| **Cleaning and Supplies** | **Supplies** | * **We will ensure adequate supplies of cleaning and toilet products and monitor their use** |
| **Cleaning** | * **We have an enhanced cleaning schedule that includes furniture, surfaces and equipment.** * **All contact surfaces including touch points such as light switches and handles will be given special cleaning attention.** * **Toilets will be frequently cleaned using standard cleaning products.** * **Resources that are not easily cleaned will be removed from classrooms.** * **The rotation allows for deep cleaning in the afternoons and on Wednesdays.** * **Staff will be encouraged to disinfect computers and remotes before and after use** |
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