



**Excellence & Opportunity**

**Health & Safety Policy Addendum  
(in response to COVID-19)**

## Introduction

All schools have been asked to formulate a Phased Reopening plan in which to continue provision for vulnerable pupils and pupils of key workers, as well as offering face to face support for pupils in Years 10 and 12.

All measures outlined within this document have been adapted in line with DfE advice and guidance.

## Provision for Vulnerable Pupils and children of Key Workers

Provision for vulnerable pupils and children of key workers will continue to be offered in accordance with existing arrangements.

## Face-to-Face Contact for Year 10 pupils

- Each pupil will be invited to attend Wyvern Academy for one day each week
- Pupils will be allocated to a teaching Team of no more than 10 pupils. This is considered to a group size that can be safely supervised to ensure social distancing is maintained.
- Transmission risks will be reduced ensuring that pupils remain with their teaching group at all times.
- Each pupil will receive 3 hours of provision on their allocated day – English, maths and science.
- Provision will be offered Monday – Thursday each week.
- A rota will be devised utilising available staff, but with a continued focus on minimising the number of staff in the building at any one time.
- Pupils will leave the school site at the end of the 3 teaching sessions. No catering facilities will be accessed.

## Attendance Arrangements

Any pupil suffering from any symptoms of COVID-19 (or who has someone in the household displaying symptoms) **must** self-isolate in accordance with Government guidance and **must not** attend school.

## Uniform / Clothing Arrangements

Pupils should be informed that they are not required to wear school uniform, however should wear clean clothing to decrease the risk of transferring any infection.

Staff should ensure that they wear appropriate and launderable professional dress clothing. It is accepted that normal work attire may not always be suitable, including the wearing of 'dry clean only' clothing. Jewellery should be kept to a minimum, in order to support hand washing.

## Organisation of Classrooms

In order to minimise transmission risks, each teaching group will be allocated a specific classroom where they will receive all of their teaching provision. Pupils **must not** move between classrooms during their time in school.

- Each classroom will be set up with social distancing measure in place – adhering to the two-metre gap.
- Pupils will be allocated a desk within the room and should remain at this desk for the duration of the day.
- Pupils and staff will use hand sanitiser on arrival and when leaving school.

- Windows should remain open, wherever possible.
- Stationery and equipment if used should not be shared.
- The use of fabric chairs will be avoided.
- Classroom doors should remain open at all times.

### **Arrival and Departure from school**

- Each teaching group will be given an allocated arrival time. Arrival times will be staggered in which to minimise contact.
- Teaching groups will be allocated specific entry exit routes, again to avoid contact and minimise cross contamination.

### **Movement around school**

- All non-essential movement around school should be avoided.
- Appropriate corridor supervision should be in place to ensure pupils maintain social distancing.

### **Staffing Arrangements**

An appropriate rota will be implemented to ensure sufficient members of staff are available to cover the roles.

Staff must maintain social distancing from the pupils they support.

### **Hygiene, PPE and Medical**

Extensive signage will be displayed to remind pupils of the importance of good hygiene, including frequent hand washing and 'catch it, bin it, kill it'. Social distancing signage will also be displayed around the school site.

If a pupil requires first aid the relevant member of staff must wear appropriate PPE, including apron, gloves and face masks. All staff expected to provide first aid will be provided with a full pack of PPE equipment.

PPE must also be worn by any member of staff interacting with a pupil or colleague who has developed symptoms of COVID-19 whilst on the school site.

PPE is not recommended for staff other than those identified above in line with DfE guidance. Staff, other than those identified above, will not be allowed to wear gloves as this reduces their ability to wash hands and increases the risk of transmission.

Two medical rooms will operate – the existing medical room for 'Vulnerable and Critical Worker' (V&CW) pupils and the large room at the rear of the main hall ('Opportunity Zone' / Former 'Reflection Room') for Year 10 pupils.

### **Cleaning**

An allocated member of the Cleaning Team will be on site from 8.00am to 4.00pm. They will ensure that:

- Toilets are open, available for use and cleaned at least once per hour.
- Year 10 staff workstations will be cleaned between staff rotations.
- All stair railings, entrances to the building, offices and surfaces are thoroughly disinfected and wiped down.
- Entrances to classrooms (both door handles) will be cleaned three times per day.

- All furniture in classrooms that are open will be cleaned daily, as will keyboards, mice, chairs and tables.

A 'deep clean' of V&CW and Y10 Team Areas (Reception, Admin Corridor and linked offices / facilities, English 1, Graphics Room, Food Room, ICT 1, ICT 2, ICT 3, Pastoral Corridor and linked facilities, Foyer, Hall, Opportunity Zone (Old Reflection Room)) will be carried out weekly each Friday.

It is recommended that cleaning staff wear PPE at all times. Each member of the Cleaning Team will be provided with a full pack of PPE equipment.

### **Toilet Arrangements**

- Toilets should be supervised at all times to ensure pupils adhere to social distancing; SLT Lead / Y10 RL Mentor.
- Only one pupil should enter the cubicle at any one time.
- The Cleaning Team should ensure that all toilets are adequately stocked with hand soap and sanitiser at all times.

### **Staff Room**

The staff room will not be available to staff for the foreseeable future. For staff allocated to our Year 10 Team, hot water canisters will be made available for refreshments and situated in the main foyer entrance adjacent to the Main Hall. For staff allocated to our V&CW Team, they should make use of the Staff Kitchen in the Admin Corridor. The SLT Lead will be based in JLE's Office. In order to support the maintenance of hygiene measures, please keep all personal items brought in to school to a minimum and keep them in your allocated work area or with you at all times.

### **Offices**

- Offices should only be used if social distancing can be maintained.
- Hot-desking should be avoided wherever possible and all equipment should be wiped down after use.
- All staff should use a hand sanitiser when entering and leaving the office area.
- Fabric chairs must be removed and replaced with hard plastic chairs.

### **Pupil Expectations**

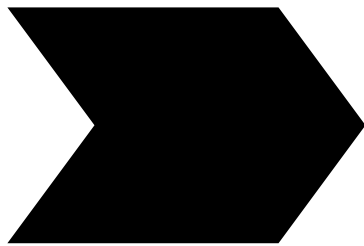
Pupils should not attend school if they, or a member of their household have any COVID-19 related symptoms.

When entering school, pupils must follow the expectations set out below:

- Arrive and leave the school site at their designated time – they should not congregate at any time.
- Use hand sanitiser on arrival and departure and wash hands with soap regularly.
- Avoid any physical contact.
- Maintain a safe distance from others at all times, as per government social distancing guidelines (2m).
- Do not share belongings.
- Only enter the toilets if there is a cubicle free.

Pupils who are unable to follow these expectations will not be allowed on the school site whilst these controlled measures are in operation.

## Actions if a student or staff member shows COVID-19 symptoms



Student or staff member displays COVID-19 symptoms.



Send home and advice to self-isolate for 7 days.  
Household members should self-isolate for 14 days.  
Encourage to get tested.



If test is negative, return to school and household ends self-isolation.  
If test is positive, move to 'confirmed case' scenario.

Where a student or member of staff becomes unwell whilst on site, they should immediately be moved to a separate room whilst they wait to be collected. Once collected, the allocated room must be deep cleaned.

## Actions if there is a confirmed case of COVID-19 in a school



Student or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.  
Staff or students the individual has been in contact with sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.

## Guidance on Covid-19 Testing

As key workers, all school staff and members of their households are entitled to a COVID-19 test if they begin suffering symptoms. This right has also been extended to any student attending school, as well as members of their household. Further details can be found at <https://www.gov.uk/apply-coronavirus-test>.

## CPRP FIRE EVACUATION PROCEDURES (during COVID-19)

1.	Upon signing into school the SLT Lead for that day should collect radios from the Admin Team Member and distribute to the allocated teaching rooms, V&CW Lead and RL Mentor. These should be collected at the end of the school working day and return to Reception
2.	When pupils arrive at the pupil entrance (Foyer 'Late Door') the SLT Lead should take a register of all pupils in attendance. This register should be taken to Reception to be scanned by Admin Support and then taken to the individual Teams within the Team classroom. It should then should remain in the classroom until pupils have departed for the day and updated accordingly.
3.	<p><b>Year 10 Team</b> - Upon activation of the fire alarm system the teaching staff in each allocated room must escort pupils from the classroom to the muster point at the rear of the school yard. They must take the assigned radio, maintaining radio silence and register with them in which to account for all pupils. Pupils and staff must exit via their designated entry and exit route. Should this route be blocked by fire, exit should be made via the safest possible route. To ensure social distancing <b>Team 1</b> should use the area marked <b>Year 7</b>, <b>Team 2</b> should use the area marked <b>Year 9</b> and <b>Team 3</b> should use the area marked <b>Year 11</b>.</p> <p><b>Vulnerable &amp; Critical Worker Team</b> – staff should ensure that pupils exit via the rear of English 1 (JML classroom) and muster at the rear of the Admin offices. Should this route be blocked by fire, exit should be made via Reception and muster at the front of school. All pupils and staff should be accounted for.</p> <p><b>Any other members of staff currently in school</b> (catering, site, additional admin support) - should exit via the rear of English 1 (JML classroom) and muster at the rear of the Admin offices. Should this route be blocked by fire, exit should be made via Reception and muster at the front of school. All staff should be accounted for.</p> <p><b>All pupils to be reminded of appropriate social distancing throughout this time.</b></p>
4.	The SLT member should immediately call the Control Room at the LA and advise of the fire alarm activation – <b>01325 406112</b> . They should then make their way to the control panel in main reception to ascertain the area of activation.
5.	The allocated member of the Admin Support should obtain a radio before making their way to the area of alarm activation, as detailed on the fire alarm panel.
6.	Once the activation source is known this should be communicated by radio to the SLT member residing at the Control Panel. They should then communicate the outcome to the LA.
7.	Accountability for all staff and pupils should be communicated via radio.
8.	Once it has been deemed safe to re-enter the school building the SLT member will communicate this via radio to all users. Access to the building should be made using the specific designated entry routes.
9.	The allocated member of the Admin Support should then telephone Julie Park – <b>07493 008818</b> - who will then ensure that all facilities i.e. gas is restored to the school site.