

## Helping to make Yewstock School a COVID-secure workplace



It is not possible to ensure a totally risk-free working environment in schools. The risk assessment aims to put in place sensible and proportionate protective measures, which aims to minimise the number of contacts that pupils and staff have during the day as part of implementing the system of controls outlined below to reduce the risk of transmission.



### Hands:

- Staff to promote good hygiene practices and supervise hand washing before and after transitions, break times and lunchtimes for no less than 20 seconds.
- Adults and children clean/sanitise their hands after sneezing or coughing.

### Face:

- All staff and pupils in Year 7 and above are advised to wear face coverings in classrooms and communal areas where social distancing cannot be maintained. (Extending the use of face coverings to classrooms is a temporary measure, and as with all measures the government will keep it under review).

NOTE: staff are encouraged to wear their own washable face coverings, although the school has a small supply of disposable masks, or clear face masks and visors.

NOTE: Staff should continue to be sensitive to the additional needs of pupils, in deciding whether it is appropriate to wear a face covering in class, such as deafness or a physical or mental impairment/disability.

- Face coverings to be worn in Staffroom unless eating/drinking.

### Space:

- Follow the one-way system in corridors.
- Avoid contact between groups as much as possible.
- Staff maintain distance from pupils and other staff as much as possible.
- Staff encouraged to take breaks in outside areas e.g. front of School or College Courtyard.
- Supervise bubbles to keep to their outdoor dedicated break/lunchtime areas.
- One person at a time in the School Photocopier Room, and use wipes to clean touchscreen.

### Bubbles:

- Keep children in their extended bubbles for the majority of the classroom time.
- Subject teachers to deliver specialist teaching to tutor groups across sites.
- Seating pupils side by side and facing forwards where possible.
- Classroom windows opened where possible to improve ventilation.
- Packed lunches to be delivered to Classroom doors. Midday Supervisors to wear face coverings.

### Hygiene:

- Classroom based resources can be used and shared within the bubble; these should be cleaned regularly.
- Staff teams should take responsibility for cleaning frequently touched surfaces.
- Leave empty cleaning / sanitiser bottles etc in staffroom refill point for topping-up overnight.

### PPE:

- Aprons, gloves and masks are available for staff providing intimate care. These should be disposed of in yellow nappy waste bags.



## Transport Arrangements

### Morning Bus Routine

- All buses arrive on site.
- Parents dropping off pupils to park outside school entrance and walk into school grounds.
- STA / LMT direct pupils to correct entrance.
- Staff and pupils in Year 7 and above to wear face coverings.
- All pupils, staff and Passenger Assistants to keep a safe distance where possible.
- Staff to avoid gathering in groups.
- Staff should encourage pupils to store their face coverings safely.
- Any disposable masks to be placed in bin at entrance.
- Hand sanitiser to be applied before entering classroom.

### Afternoon Bus Timetable

- Classes to leave their classrooms at specified time.
- Classes to form orderly queue on inside of Gates if busy (please ensure good space between bubbles).
- Pupils to wait their turn and be released/escorted one-by-one by staff to their bus or waiting parent.
- Staff and pupils in Year 7 and above to wear face coverings.
- Parents collecting pupils to wait on green next to staff car park.
- **All staff to ensure pupils keep a safe distance when exiting school, and return immediately to class once their pupil(s) is safely on their transport.**

**College Site** - Entrance to vehicles will be monitored by staff. Three vehicles will be allowed on site at any one time during drop-off and collection. Class staff will escort their pupils to class through their designated entrance upon drop-off. Class staff will bring students from class to their vehicle once it arrives at collection. A small number of students are escorted directly to the school site to directly embark their vehicle, avoiding contact with anyone else.

### School Minibuses

- Windows on buses to be opened to improve ventilation.
- All staff and pupils in Year 7 and above to wear masks.
- One bubble per day to use the minibuses.
- Staff to clean transport and wipe down touchpoint surfaces before/after use using hygiene 'grab bags' available.