

The Hessle Academy

Hessle High School and Sixth Form College



Operational Guidance during the Coronavirus Pandemic (for employees, trainees, contractors and workers)*

Version 4

Updated Page 3, 4, 8 21 September 2020

Updated Page 2, 3, 5, 7 08 November 2020

Updated Page 3,7 24 November 2020

Updated 6 January 2021

Updated 1 March 2021

*for the purposes of this document, hereafter called staff

Purpose:

- To establish clear guidelines for all staff working in the academy during the Coronavirus pandemic
- To ensure the health, safety and welfare of all staff and students
- To reduce the risk of infection from Coronavirus and promote the positive health, safety and well-being for all staff and students through the consistent implementation of this operational guidance

Policies and other related documents:

This Operational Guidance has been written in accordance with the following key documents:

- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- Coronavirus Risk Assessment (Staff)
- Coronavirus Risk Assessment (Students)

Symptoms of Coronavirus Infection

The main symptoms of Coronavirus infection are:

- **a high temperature** – this means you feel hot to touch on your chest or back
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means that you've noticed that you cannot smell or taste anything, or things smell or taste different to normal

General Guidance:

All staff should:

- From 8 March, return to work in school as per your normal working pattern
- Staff members that are Clinically Extremely Vulnerable (CEV) should continue to work from home
- Be cognisant of the protocols and procedures set out in this and other relevant documents
- Stay up to date with other communications from Academy SLT
- Only access the rooms that are designated for daily use and keep general movement to a minimum
- Operate a 'clean desk' policy ensuring that the teacher desk, work room surfaces and any other surface or zone that could present a transmission risk is kept free of any personal effects, including stationery, books, notes etc.
- Avoid contact with people who show symptoms of Coronavirus infection both in and out of the academy
- Avoid non-essential work-related travel, where possible
- Where possible, stay at least 1 metre away from students and 2 metres apart from other colleagues and other adults
- Where it is not possible to keep a distance from others, avoid conducting conversations face to face, avoid raising your voice, wear a face covering and keep the contact as brief as possible. The more mitigating factors that you can bring to any encounter, the safer it will be
- **Wear a face covering at all times, with the following exceptions;**
 - when teaching if it prevents you from doing so effectively
 - when outside and not in close conversation with another adult
 - when eating or drinking
- Respect the one-way system, which will be in place AT ALL TIMES, and remind students to do the same
- Only use designated staff toilets and ensure these are locked again after use
- Maintain good personal hand hygiene, washing hands with soap and water for at least 20 seconds at least six times a day, especially on arrival at the academy, during break / lunch times and after

using the toilet. Use hand sanitizer containing at least 60% alcohol if access to soap and water is not available

- Catch coughs and sneezes in a tissue and dispose of the tissue in the lidded bin provided
- Regularly and thoroughly clean high-usage items during the day, using the wipes provided. This should include keyboard, mouse, telephone etc before and after use
- All staff that will be required to use multiple rooms will be issued with a wireless keyboard and mouse that will be for their own personal use in school while these measures are in effect. It is the responsibility of each member of staff to ensure that no one else uses this equipment and that it is kept in good working order
- Meetings should be conducted remotely e.g. Google Meet or MS Teams, wherever possible. If it is imperative that groups meet physically, the membership of these groups should be limited and team mixing minimised. If possible, hold these meetings outdoors
- Respect the usage limits of the staff room and workrooms which will be clearly indicated on the door and maintain adequate social distancing in all communal and social areas. These are:
 - SW1 and SW2 (maximum three adults at a time)
 - FW1 (maximum five)
 - Main staffroom (maximum five)
 - First floor Student Services Office (maximum six)
- When using the workrooms, observe as many of the following mitigating factors as possible
 - Ensure that you are seated at least 2m from another person
 - Wear a face covering
 - If eating or drinking, do not face directly opposite anyone else
 - Keep the contact as brief as possible. Govt guidance now suggests any longer than a few minutes may pose risk
 - Sanitise your hands and anything that you touch before and after
- Where possible, refrain from using communal areas and equipment to prepare drinks and food, instead bring your own food and refreshments into the academy each day. If you do use communal equipment, use the cleaning equipment provided before and after use
- Unless it is essential, avoid inviting visitors into the academy. If it is possible to speak to parents over the phone, do so
- If it is essential to invite parents into school, staff should inform reception in advance of who is visiting. Reception staff will then allocate an appropriate room in which the meeting can take place. Once the meeting is completed, reception should again be notified so that the area can be cleaned
- For internal communication, where possible, use email or other electronic forms of communication and also keep paper communications to a minimum
- Where possible, when teaching, avoid the use of shared resources and equipment, including textbooks, sports equipment, art resources and technology machines
- Where it is necessary for students to use specialist equipment, such as in ICT, DT, PE and Arts subjects, students should thoroughly sanitise hands on arrival to the classroom and at twenty minute intervals during the lesson
- Many specialist subject areas have conducted their own risk assessments which require changes to normal resource use. Where applicable, ensure that you are following the adapted curriculum to reduce the use of resources
- In specialist rooms, enhanced cleaning rotas will be in place to ensure that they are cleaned at break and lunchtime as a priority

Return to School:

- In order to facilitate initial Lateral Flow Device (LFD) Testing and a safe and orderly return to school, a phased return will apply, as shown below

	5 Mar	8 Mar	9 Mar	10 Mar	11 Mar	12 Mar	15 Mar	16 Mar
Testing	7, 10, 11, 12, 13	8, 9	catch up testing	11-13	7, 10	8, 9	7, 10, 11, 12, 13	8, 9
Return to school		11, 12, 13	7, 10	8, 9				

Measures at Start of day

- The decision on 'wet' or 'dry' day will be made by Mr Sinclair by 8am each day
- On arrival, students will assemble in their year group zones;

	Y7	Y8	Y9	Y10	Y11
Dry	Y7 Area	Tennis Courts	Main Plaza	LC Plaza	Main Hall
Wet	Sports Hall	Sports Hall	Main Plaza	Canteen	Main Hall

- There will be numerous hand sanitiser stations at visible points as students enter the site and also in the areas above
- SLT and Student Services staff will supervise students in these areas as part of their daily duties

School Day

- In order to minimise contact between year groups, the school will be divided into two cohorts (A - Y8, 9, 12 and 13) and (B - Y7, 10 and 11)
- Breaks and lunchtimes will be taken at different times

Break and lunch (students)

- Students will use different areas of the canteen for break and lunch. Cleaning of these areas will take place between sittings
- Students may go outside but must be supervised by a member of staff
- There will be no canteen service during this period so students and staff will have to bring their own lunch to school

Break and lunch (staff)

- The capacity of the staff workrooms will remain limited as follows:
 - SW1 and SW2 (maximum three adults at a time);
 - FW1 (maximum five)
 - Main staffroom (maximum five)
 - Student Services Office (maximum six)

Curriculum and Resources

- The use of equipment should be kept to a minimum, this includes the use of textbooks, other shared study books and guides, art materials, technology machinery and resources and sports equipment
- Where possible, agreed curriculum plans will need to be adapted to reduce the need for specialist equipment and resources
- The Government guidance does not prevent staff from handling student work although it advises that this should be kept to a minimum. Staff will therefore be able to handle, assess and mark, student work from September providing that other measures are in place, including;
 - sanitise hands before and after handling books and do not touch your face while handling student books
 - keep the movement of student books to a minimum and, where possible, mark them in school
 - if books are taken home, follow sensible precautions, keeping them in one place and cleaning before and after use

Working with Students

When working with students, please ensure that the following guidance is applied:

- In line with Government guidance, it is mandatory for staff and students to wear face coverings indoors in school, **including in classrooms**. The only exemptions will be;
 - when eating or drinking in the canteen
 - **in classrooms where it is possible for 2m distance to be in place**
 - in an office or staff room where 2m social distancing can be guaranteed and where the room is at or under the prescribed capacity
 - staff and students with valid medical exceptions
 - students will be informed that, when using stairs, they may remove the face covering from over their nose so that their vision is not impaired
- Staff will be expected to monitor the students wearing face masks and to report any breaches to the HL and SSM
- Face coverings should be plain in colour or with a simple pattern. Face coverings with any inappropriate wording or graphic images will not be allowed
- Face coverings should be worn, not visors, unless permission is given in advance
- **Ventilation is important to ensure a regular flow of air throughout rooms and corridors. Rooms that have students in them should be ventilated using the monodraught system periodically. This is best done at the start and end of the day and at breaks and lunchtimes**
- Ensure that the students in your class do not mix with students from a different year group and as little as possible with students in other classes within their year group
- Give students clear instructions at the start of each session, reminding students not to share equipment and not to encroach upon the teacher's designated zone
- As much as possible, stay at the front of the room. If you have to approach a student's desk, **wear a face covering**, keep as much distance as possible and do not speak to them face-to-face. Try to stand alongside and face away from the student where possible
- Instruct students to wash their hands for at least for at least 20 seconds with soap and water, at least six times each day, particularly on arrival at the academy, following break and lunchtimes and after toilet visits
- Students are reminded to catch coughs and sneezes in a tissue and place the used tissue in the bin provided
- Do not attempt to handle the contents of the bin; seek support from the member of facilities staff on duty
- Each student may be given a reading book but they must not share these with others and, when they have finished reading it, it must be stored away for seven days before being issued to any other student

- Students must not leave the classroom for any reason, including to use the toilet unless supervised by another member of staff. If necessary, staff should send an email to reception who will issue a radio call to the on-call HL or SLT for assistance
- Remind students of the need to maintain social distancing once outside the academy and not to walk home in groups or with friends
- Ensure that students leave the classroom in a staggered fashion - not all at once

Close Proximity Working

If close proximity interaction is unavoidable, all staff must:

- Work facing away from each other and students or side-by-side, where possible, instead of face-to-face
- Minimise the frequency and duration of close proximity interactions as far as possible; preferably no more than a few minutes

Student Non-compliance and Physical Altercations

- In the event that there is an example of non-compliance with the measures above, the behaviour policy should be followed as normal
- If incidents persist, parents should be contacted and a place in school may be removed for these students

We all have a responsibility to look out for the signs and symptoms of a Covid-19 infection amongst our students and our colleagues. In the event of any member of the school community becoming unwell and exhibiting symptoms of a Coronavirus infection, the following steps must be taken:

Student

- Inform reception immediately by email, clearly stating the student's name and location
- The student will be moved to another, safe area of the academy and their parents / carers will be contacted to collect them and given the instruction to contact 111 and get a Covid-19 test
- If the incident is an isolated one, normal operating procedures will continue. If the test is positive, the Academy will respond as per the prevailing guidance from Public Health England

Staff

- Inform First Aid immediately, clearly stating your name and location
- First Aid will attend and a member of SLT will support the dismissal of your students
- You will be supported to contact 111 and get a Covid-19 test
- If the incident is an isolated one, normal operating procedures will continue. If the test is positive, the Academy will respond as per the prevailing guidance from Public Health England

Please note:

- Separate instructions will be provided to all trained First Aiders on how to handle notifications/PPE
- The COVID Isolation Room is in the reception area in the event that a student or staff member requires isolation. PPE will be available from reception and in all work rooms

Fire and Emergency Evacuation Procedures

Staff are expected to:

- Check the assembly point for the room they are working in at the start of the day. This is clearly marked on the back of each door.
- Identify the quickest and safest exit route, including the use of designated emergency escapes.

In the event of an emergency evacuation, staff must:

- Perform a headcount
- Instruct students to leave their belongings in the room

- Lead the students to the designated assembly point (MUGA) ensuring that students keep as much distance from other groups as possible. It may not be possible to follow the one-way system in an emergency situation but all close proximity interactions should be avoided as far as reasonably possible
- Once at the MUGA, instruct students to line up in their year group tutor groups
- Instruct the group to stand in silence until further instructions are given by a member of the Senior Leadership Team.
- If allowed back into the building, lead the group back to their designated classroom following the one-way system
- Ensure all students wash their hands on their return

Stop the Spread



THE CONSORTIUM
ACADEMY TRUST



Throw tissues
into closable bin
immediately
after use.

If you cough or sneeze use a tissue
or flexed elbow (not your hand).

Regularly wash your
hands with soap and
warm water for at
least 20 seconds.



If soap and water are not available,
use an alcohol-based hand
sanitizer that contains at least 60%
alcohol, and wash with soap and
water as soon as you can.



Avoid touching
your face.

Need more advice? Go online at:

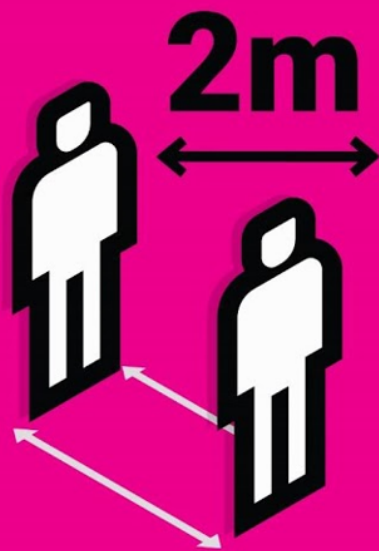
111.nhs.uk

Social Distancing



THE CONSORTIUM
ACADEMY TRUST

PLEASE FOLLOW THESE GUIDELINES WHILST YOU ARE IN THE ACADEMY.



Observe the 2 metre
markers that have
been placed around
the Academy.



Please keep a 2m distance
between all students and staff.



Go up the left hand
side of the staircase.

