

COVID –19 Risk Assessment March 2021

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| **Date Reviewed:**  | **February 28th 2021** |

At CTK we have a statutory and moral duty to carry out and regularly update our COVID risk assessment. Following the first Lockdown in March 2020, The Sixth Forms re-opened fully to all staff and students from Monday 24th August 2020 in-line with Government guidance. On the 5th January 2021, the UK was placed in a second Lockdown and the Sixth Forms moved to remote teaching and learning with most staff and students working off site. The Sixth Form will reopen fully from Monday 8th March 2021, with lateral flow testing starting on Thursday 4th March 2021.

Under the Health and Safety at Work etc Act 1974, employers have a statutory duty to do everything that is “reasonably practicable” to safeguard their employees and those affected by their operations. Furthermore, the Management of Health and Safety at Work Regulations 1999 requires CTK to compile a suitable and sufficient risk assessment covering risks to employees who are at work, as well as risks to non-employees arising from our operations. Appropriate arrangements for planning, organisation, control, monitoring and review need to be in place.

This risk assessment below will be reviewed regularly by the senior leadership team and shared with the Governing Body. Staff will be consulted, and discussions will take place with JCC. All actions are to be met prior to reopening the Sixth Forms and effectively communicated to staff and students prior to opening.

We will continue to limit movement between our CTK sites, and any change of site must be approved by the **site Principal of the site staff are travelling to**. Visitors to the site including parents/carers will be restricted and must be approved by the site Principal. Governors' meetings will continue to take place remotely.

Any exception to these rules should be approved by the site Principal.

**Key Contacts:**

Public Health England (PHE)

London Coronavirus Response Cell (LCRC)

T: 0300 303 0450 E: LCRC@phe.gov.uk

**Lewisham** -Local Public Health Team publichealth@lewisham.gov.uk

Kerry.Lonergan@lewisham.gov.uk

**Bexley -** C19PHResponseCell@bexley.gov.uk

Book tests for the general public <https://www.nhs.uk/ask-for-a-coronavirus-test>

Book tests for essential workers <https://www.gov.uk/apply-coronavirus-test-essential-workers>

### **This risk assessment focuses on key Preventive actions which include:**

* Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend CT
* In communal areas such as corridors and LRC face coverings should be worn
* Clean hands thoroughly more often than usual
* Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
* Minimise contact between individuals and maintain social distancing wherever possible
* Where necessary, such as first aiders, wear appropriate personal protective equipment (PPE)
* The implementation of Lateral Testing. [Risk Assessment on Lateral Testing](https://ctksfc.sharepoint.com/%3Aw%3A/s/COVID-19/EX10o7J40SxKjXBA5GtYzG4BVLbCcJ18DqJlxJAZC0_lQA?email=L.McCarthy%40ctksfc.ac.uk&e=4%3ATk9Gll&at=9)

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| **1.** | **Social Distancing & Preventive Measures**  |
| **Question/ risk** | **Actions (to minimise risk)**  | **Completed** | **AQ** | **EM** | **SM** |
| **1.1** | **How have office, staff work rooms and practices changed?**  | All office and staff work rooms have been reviewed to ensure where there are more than one member of staff using the space, desks and room layouts have changed. This has resulted in some staff moving offices to create more space to ensure all staff desks have been distanced by at least two metres, and desks are facing the wall. **Staff should not visit each other’s offices** and students should not be allowed in staff offices. Where it is not possibly for student meetings to take place remotely staff should be 2 metres away from the student and masks should be worn by all parties.Where screens have been put up outside an office area this is to protect the staff therefore students/staff should not remove the barrier.Staff should not ‘hot’ desk or change their workstation location without first cleaning the area.The Sixth Forms have several small offices that do not have natural ventilation. These offices should only ever be used by one member of staff and the door left open. Staff should not share resources within their office space, where shared equipment such as photocopiers are needed these should be cleaned.  | Complete |  |  |  |
| **1.2** | **Have classrooms been socially distanced?**  | Guidance indicates that students do not need to be socially distanced in classrooms, but handwashing and good ventilation are key. Students will wear masks in classrooms from 8th March until the Easter holiday, unless they are exempt. If a student is exempt they must let the Assistant Principal of Wellbeing know and a sticker will be issued to avoid being asked the same question regarding not wearing a mask.Each classroom will have sanitiser for students and staff to use at the start and end of each lesson. This is placed just inside each classroom with clear signage regarding its use. All teachers’ desks will be 2 metres away from the students. Floor tape has been used to create a box which shows the 2m distance. **Teachers should ensure they keep 2m from students** when teaching through a ’teaching from the front’ approach.Students will be seated facing forwards rather than in table groups. In some computer rooms, where students are facing each other perspex screens have been installed. Classroom layouts should not be changed without approval from the relevant Assistant Principal.  | Complete |  |  |  |
| **1.3** | **Have bubbles been created and what is the main aim of the bubbles?** | At St Mary’s and Emmanuel student bubbles have been created, but at Aquinas the whole sixth form will be treated as one bubble as the number is less than 200 The overarching principle of creating bubbles is to reduce the number of contacts between students. Staff can continue to teach across bubbles. From the 8th March Teachings across site can continue, but there will be restrictions in place regarding using facilities at the visiting site.  | Complete |  |  |  |
| **1.4** | **Can teachers or students work across bubbles?** | Almost all Period 4 (5/6 at Aq) lesson will be taught remotely so that the site does not become busy as the day progresses. When students finish their morning lessons they should travel home straight away in preparation for afternoon lessons being taught remotely. | Complete |  |  |  |
| **1.5** | **Are there any inside areas which are not solely used by one bubble?** | There are minimal inside areas that will be used across bubbles, this helps to avoid the spread of COVID and keep staff and students safe. The areas identified below will also have additional cleaning in place.**LRC**All LRCs will be cross bubble, these will be socially distanced and students must wear face masks at all time, and clean their hands regularly. **ALS**At Emmanuel S108 will be used by high needs/ALS students who are following level 1 and level 2 courses. Students following Level 3 courses will use the Careers Room (Upper Sixth Students) and the current ALS Room (Lower Sixth Students) All students will be required to wear face masks/shields unless they are exempt. The normal protocols for hand sanitising and cleaning of the areas will apply.At St Mary’s the current ALS room will be used to support High Needs/ALS students. All students will be required to wear face masks/shields unless they are exempt. The normal protocols for hand sanitising and cleaning of the areas will apply.At Aquinas the current ALS room will be used to support High Needs/ALS students. All students will be required to wear face masks/shields unless they are exempt. The normal protocols for hand sanitising and cleaning of the areas will apply. **Specialist teaching rooms**Some specialist teaching rooms such as Science will be used across bubbles but these will be cleaned in-between use. St. Mary’s - Additional recreational space for students has been set up in the Sports Hall for wet days, this will be limited and will have a capacity of 35. Students in this area are expected to be socially distanced and wearing masks at all times. Classrooms will act as recreational spaces for other bubbles on wet days. We have worked with the science technicians to ensure equipment which needs to be shared between students in different bubbles (e.g. science and art) will be left for 72 hours before being used by the next bubble. **ALS Base Rooms**In ALS Base rooms all students will be required to wear face coverings. The only exception will be for medical reasons. All ALS rooms will be socially distanced and regularly cleaned. The base rooms will have good ventilation and students will regularly sanitise their hands, including on entry and exit.ALS students (Emmanuel) have been sub divided as follows:* Level 1 and 2 students will use the training room
* Lower sixth students will use the current ALS room
* Upper sixth students will use the careers room
* ALS students (Aquinas) will continue to use the current room
* ALS students (St Mary’s) will use the whole of the ALS area.

For those High Needs and vulnerable students who wish to remain on site P4 they will be supported by ALS staff in the LRC on each site. **Canteens**The canteen areas will run a one-way system. Canteens will not be selling food at any point in the day. The canteens on all sites will be a collection for students to pick up their breakfast pack and lunch bag from daily.**Chaplaincy** Most chaplaincy services will remain remote until Easter, however support and guidance will still be available to students. The Chaplaincy rooms at Emmanuel and St Mary’s will remain closed, but this will be reviewed at Easter. Chaplaincy support will remain available at all sites by appointment and where possible appointments will be held online. The Chaplaincy room at Aquinas will be closed until 9th March and then will be opened with a maximum of 6 students, socially distanced and wearing face coverings.The Chapels at each of the sites have been socially distanced and will have local open times for quite reflection and prayer. There will be a maximum of two people at any time, except when Mass is being streamed when the number will increase to 5. Face covering must always be worn at all times whilst in the Chapel.**Careers** The careers team are supporting students remotely. This will be reviewed at Easter. **Gym**The gym will remain closed, and this will be reviewed again at Easter**Covid Testing Areas**EM – Main HallSM – Main HallAQ – 219 and 210 Science LabsTesting areas will be used by staff and students and these areas will be regularly cleaned. Face masks should be worn by staff and students when waiting in the area. It should only be removed when the test is taking place. An additional risk assessment has been produced for Lateral testing. [Risk Assessment on Lateral Testing](https://ctksfc.sharepoint.com/%3Aw%3A/r/sites/COVID-19/Shared%20Documents/Rapid%20Testing/2%20CTK%20COVID%20TEST%20Risk-Assessment.docx?d=wb2a3747dd1784a2c8d7040e46b58cc6e&csf=1&web=1&e=fwHJbj) | Complete |  |  |  |
| **1.6** | **In areas where students/staff might queue how are these areas going to be managed?**  | In areas where staff/students might queue, floor markings are in place, including:   * Canteen
* Reception
* Internal Bus Stop (St Mary’s)
* LRC

These areas will also be closely monitored by staff to ensure all queues following guidance and wherever possible are avoided. The following measures to minimise queues have been introduced: * Timetable changes have taken place to reduce the number of students on site at busy times and reduce movement around the Bubble areas.
* From 8th March the only food offer at each site will be the grab and go breakfast (all students) and packed lunch for free meals students. The packed lunches will be available to collect from 8.30 and again these will be distributed as a grab and go item from the diners. Students will not be permitted to stay or eat in the dining areas.
 | Complete |  |  |  |
| **1.7** | **How will practical subjects take place?**  | **Science**No practical’s will take place, this will be reviewed at the Easter holiday. This is due to the difficulty in keeping students facing forwards, socially distanced and the sharing of equipment.**Sports** PE and Sports activities for curriculum areas will be as usual – students are working in bubbles. The gym will remain closed this will be reviewed at Easter 2021. **Recreational Sports**The gym will remain closed, and this will be reviewed at the end of the Spring term. We will however be starting outside sports activities for students at break time across each of the sites.**Art**There will be a 48-hour period in between students from different bubbles sharing equipment. This will be managed by the technicians through a booking system. All students will receive an arts pack with essential equipment. Art students, with A Level and BTEC will be in the same bubble. **Media**There will be a 48 hour period in between students from different bubbles sharing equipment. This will be managed by the technicians through a booking system.**Geography** There will be no residential fieldwork. Fieldwork will take place as a day trip, outside with social distancing in place.**Performing Arts** activities for curriculum areas will be as usual – students are working in bubbles.**Gospel Choir** – The students will rehearse with Ms CJ again remotely until Easter when a review will be carried out.  | Complete |  |  |  |
| **1.8** | **Should staff or students share resources?** | The use of shared resources should be avoided. **Students** Students should only use their own stationary.Students should only use their own headphones. Class textbooks should not be shared.All students will be issued with their own text booksBooks for loan in the LRC can be requested.If items such as dictionaries are being used, these should be allocated to students and then not used for 48 hours. **Staff**Staff should only use their own stationary items. All staff have been given a stationary pack and teachers have their own class boxes. Please contact your Deputy Principal should more items be needed.  | Complete |  |  |  |
| **1.9** | **Written feedback & Use of handouts**  | Written feedback on work that is handwritten (books/ assessments) should continue to take place but teachers should ask students to leave work in a pile on way out of the lesson and leave it for 48 hours before marking. They should then wait another 48 hours before returning the work to students. Teachers should continue to also provide verbal feedback and remotely on work on One Drive and on ProSolution. In relation to handouts, wherever possible these should be emailed to reduce the risk  | Complete |  |  |  |
| **1.10** | **Will teachers have their own classroom?** | At Aquinas all staff will teach from their own classroom, this is possible because all students are in the same bubble.   At St Mary’s and Emmanuel timetables have been redrafted so that students are wherever possible taught in bubble classrooms.  However, where specialised resources are needed this is not possible so cleaning between classes is in place. All staff have been issued with a personal cleaning box to ensure they are able to wipe done a teaching space before and after use.  Where there is a change in teaching rooms across bubbles the rooms will be cleaned.  All staff have been issued with a personal cleaning box to ensure they are able to wipe done a teaching space before and after use.  | Complete |  |  |  |
| **1.13** | **Will the Sixth Form Clothing policy operate?** | All students should follow the agreed site dress code; these should be washed regularlyStaff should dress professionally, in clothes that can be easily washed. | Complete |  |  |  |
| **1.14** | **Can students go off site during their breaks?** | As students will only be onsite in the morning, and to avoid non-urgent trips to shops students will not be allowed to leave their site during the day. This is to avoid students going into local communities for non-essential reasons. Students have been encouraged to bring packed lunches / snacks and refreshments.  | Complete  |  |  |  |

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| **2.** | **Cleaning, Hygiene and Health** |
| **Question/ risk** | **Actions (to minimise risk)**  | **Completed** | **AQ** | **EM** | **SM** |
| **2.1** | **Will an individual health assessment be undertaken on all staff before they return to work?**  | A risk assessment questionnaire was emailed to all staff prior to the start of the Autumn Term. The questionnaire asked 2 questions:1.      Are you classified by Public Health England as being extremely vulnerable (high risk)? A full list of people considered extremely vulnerable (at high risk) can be found at[**www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhs.uk%2Fconditions%2Fcoronavirus-covid-19%2Fpeople-at-higher-risk-from-coronavirus%2Fwhos-at-higher-risk-from-coronavirus%2F&data=02%7C01%7CD.Baldwin%40ctksfc.ac.uk%7Cc020a330284d4f7db59c08d83953b50b%7C6734f3ea16d4432794153e71b558fec6%7C0%7C0%7C637322378974171148&sdata=fzTvfDsD21t7KPsnJKOB%2FrUgV3yCaqcfl7RjFlWB9pA%3D&reserved=0)2.      Are you classified by Public Health England as being vulnerable (moderate risk)? A full list of people considered vulnerable (at moderate risk) can be found at[**www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/**](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nhs.uk%2Fconditions%2Fcoronavirus-covid-19%2Fpeople-at-higher-risk-from-coronavirus%2Fwhos-at-higher-risk-from-coronavirus%2F&data=02%7C01%7CD.Baldwin%40ctksfc.ac.uk%7Cc020a330284d4f7db59c08d83953b50b%7C6734f3ea16d4432794153e71b558fec6%7C0%7C0%7C637322378974181145&sdata=DiJ33Bqm1wANsA1jSQWIQNZteF1AUalefGcRb7y9Ko8%3D&reserved=0)Where staff answered positive to one of the two questions, a meeting was held with the staff member, the SLT site lead and/or a member of the Personnel Department. Where the SLT site lead did not attend the meeting, they were informed of meeting outcomes. The meeting was to discuss needs and ensure that the staff member was able to return safely to work. An individual risk assessment was recorded. The individual health assessment for those staff who have identified as the most vulnerable will be regularly checked by Personnel to ensure staff needs are regularly monitored. This will ensure that protective measures are in place. In February 2021 categorisation of people at higher risk of coronavirus has been updated and now includes the following identification in addition to the list of medical conditions:* people added by their clinician/GP if they deem you to be a high risk of serious illness if the virus is caught
* Those identified through the COVID-19 Population Risk Assessment as potentially being at high risk of serious illness if the virus is caught: [Coronavirus Population Risk-assessment](https://digital.nhs.uk/coronavirus/risk-assessment/population)

Current government advice is that Clinically extremely vulnerable (CEV) staff are advised to work from home until 31/3/2021. Shielding letters have been sent to staff in these categories and risk assessments will continue to be carried out by the Personnel Department. This includes the review of risk for pregnant staff. | Complete |  |  |  |
| **2.2** | **Will students complete a questionnaire regarding their individual health needs in line with COVID-19?**  | Individual health needs questionnaire was part of L6 and U6 induction. This questionnaire has been reissued in February 2021 and records updated.All students who have health needs identified through the survey have been seen and appropriate measures have been put in place.Current government advice is that Clinically extremely vulnerable (CEV) students are advised to work from home. These students have been contacted directly.  | Complete |  |  |  |
| **2.3** | **Has a procedure been put in place to advise students who have symptoms about non-attendance?**  | All students received guidance regarding COVID-19 safety which included details of known symptoms and attending Sixth Form. This also included information should a student feel unwell while onsite. An online parent/guardian briefing has also been arranged to ensure strong communication of key COVID-19 key messages. This will take place the week beginning the 8th of March 2021.At the start of lessons key messages and procedures will be reinforced through a presentation.A set of protocols has been established, which is regularly updated and emailed to students and parents. Key messages are shared on the website, social media and through emails. Students will be marked as a Z on the register when self-isolating, where possible students will remote into the lesson. Where a student is engaged in remote learning the register code will be changed by the class teacher to an ‘O’. | Complete |  |  |  |
| **2.4** | **Has a procedure been put in place to provide advice to staff who have symptoms about non-attendance?**  | A system is in place for staff regarding non-attendance and reporting COVID related illness. This also includes information if staff become unwell while on site.A set of protocols has been established, which is regularly updated and emailed to staff. If onsite, contact should be made with a member of the Personnel Department, their line manager or the site Principal to ensure prompt action is taken.If offsite, staff should contact Personnel@ctksfc.ac.uk and report on the CTK Health email. Address.  | Complete |  |  |  |
| **2.5** | **Will staff rooms be open for staff?** | Staff rooms will remain open, but it is important that staff only use these to make a drink and store food. Additional kettles have been put around the building to avoid staff coming together unnecessarily.Staff should not be in the area for more than 15 minutes. Where possible staff should bring their own drinks and snacks that do not need to be refrigerated or reheated, this minimises the usage of shared facilities. There will be clear signage in place to remind all users to clean thoroughly after use. Staff rooms will be cleaned regularly, and cleaning wipes will be left for staff to self-clean, it is important that maximum number of staff (3) is in these areas at any one time. Outside areas will be set up for staff to eat their lunch in the fresh air.At each site these will be as follows:**Aquinas:** Beside the basketball court**St Mary’s:** Outside the front of the Sports Hall. Three parking spaces will be freed up to create this social space.**Emmanuel:** Area outside the staff room which can be accessed through the staff room itself. Grass area with tables and chairs that is surrounded by a fence.The small kitchen areas around the Sixth Forms will be open and regularly cleaned but there should only be one member of staff in the kitchen at a time. Staff are asked to use their own mug and wipe down the area before and after use. Individual tea, coffee, milk will be provided at each site. Please ensure the dishwasher is put on maximum temperature when used.  | Complete |  |  |  |
| **2.6** | **How will key messages be communicated to reinforce safety measures?** | It is important that the CTK Community all reinforce safety measures and challenge when they are not followed, this will help ensure we are all kept safe. There is numerous signage in place to ensure key messages are communicated and reinforced. These include:* Classroom signage
* Corridor signage
* On entry to the Sixth Form

Students are regularly reminded of expectations, behaviour and COVID-19 updates. This will include:* Hygiene good practice
* COVID-19 symptoms, warning
* Importance of bubbles
* Importance of space -’Hand, face, Space’
* Fire evacuation
* Wearing of face masks
* Bubble area

Face coverings should be worn at all times when inside. These should only be removed when eating and drinking. Staff will be regularly updated via online briefings, weekly briefings and start of term INSET.There will be regular weekly briefings by Deputy Principal staff and students informing them about the measures put in place to ensure everyone remains safe whilst on site.  | Complete |  |  |  |
| **2.7** | **Are posters in place to reinforce hygiene messages?** | Hygiene posters displayed in toilets, kitchens, classrooms, canteens, LRC, Chaplaincy and on entry to the site and buildings. Notices also to be put in place where there are hand sanitisers. Classroom notices will also reinforce message of regular hand washing, use of sanitisers and space. | Complete |  |  |  |
| **2.8** | **Are updated cleaning Protocols been put in place?**  | Protocols have been agreed with the Cleaning Contractor for the safe cleaning of the site. Different practices have been put in place for different scenarios, including site preparation cleaning with prescribed cleaning products (including bleach) prior to the return of students and staff. Daily cleaning includes cleaning of work surfaces and keyboards, telephones and mice as well as all areas with prescribed cleaning products. Toilets to be cleaned every half hour with prescribed products. Cleaning staff have been issued with appropriate PPE for their role, with a requirement to have regularly changed and cleaned clothing. Daily janitor to be onsite during hours that site being used.Protocol in place for suspected incidents of Covid-19 onsite, for both onsite cleaning staff and the specialist cleaning team to come onsite to deep clean relevant areas.Some areas of the Sixth Form will be cleaned throughout the day these include:* Toilet areas will be cleaned every half hour
* Staff room areas will be cleaned every hour
* Canteen
* LRC
* Teaching rooms across a bubble
* Areas where the lateral flow testing is taking place will be cleaned throughout the day

Should a student / teacher feel unwell while on site and have any symptoms their work area will receive an emergency clean. If staff or students feel unwell this should be reported immediately to the first aider. The first aider will escort the students to the following areas.**Aquinas** – 006, toilet 009**Emmanuel** – Room J002a Toilet N145 Disabled Toilet & J004**St Mary’s** - Medical Room - S008d.  In the event of an incident of suspected COVID 19 infection, all PPE used, and any first aid materials will be double bagged (bags provided in the first aid box). These bags will then be stored for 72 hours, before being disposed of. Should an area be used for unwell staff/ students it will be cleaned following COVID-19 guidance before being reused.  | Complete |  |  |  |
| **2.9** | **What advice has been given regarding ventilation and air conditioning?**  | The advice from the HSE is that the risk of air conditioning spreading COVID-19 in the workplace is extremely low and so systems can be used in areas with no natural ventilation. Where possible it has been advised that areas should be well ventilated through opening of windows. All areas used that have windows, will have them opened. All windows in classrooms, offices and corridors/staircases will be kept open along with doors on marked zones. This is to avoid students/staff touching unnecessarily doors to open them and aid building ventilation.Hand dryers in toilets can be used but there will also be disposable paper hand towels. In offices where there is no natural ventilation, only one person should use them, and the door left open. Students should not be allowed in these areas.Information relating to this will be conveyed in staff briefings/bulletins.The Chapel at Aquinas will relocate to Room 134, due to ventilation issues. The careers office at Aquinas has also relocated to 217 for the same reason.Performing arts at Emmanuel has no natural ventilation – the room has an air conditioning unit, a high ceiling and is a large space for a relatively small number of students. Doors will be left open to ensure air flow. | Complete |  |  |  |
| **2.10** | **What advice has been given about the use of photocopiers?**  | Photocopiers can be used, but they must be wiped down after each use to reduce the risk of transmission. There will be sanitary wipes placed by each machine.Only one person should use a photocopier at a time, and social distance protocols need to be adhered to.Signage is in place with guidance on use.Staff should not use the photocopier in main offices and to avoid staff going into other workplaces these will be for the use of office staff only. Students should not be in photocopy areas, including picking up copying for staff.  | Complete |  |  |  |
| **2.11** | **How will test and trace work?**  | If a student or staff member develops symptoms of COVID-19, the DfE/Public Health England will work with the Sixth Forms to: * Undertake a risk assessment
* Identify and notify close contacts (e.g., students and staff within the relevant ‘bubble’) of the need to follow guidance for [Contacts of people with possible or confirmed coronavirus who do not live with the person](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person) including isolation for 10 days from the point of contact counting the following day as day one (reduced from 14 days on 14/12/20)
* Identify any further actions needed

**What is a contact?** A ‘contact’ is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be: * people who spend significant time in the same household as a person who has tested positive for COVID-19
* a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including: being coughed on or having a face-to-face conversation within one metre, having skin-to-skin physical contact, or contact within one metre for one minute or longer without face-to-face contact
* a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
* a person who has travelled in a small vehicle or in a large vehicle or plane near someone who has tested positive for COVID-19.

The NHS Test and Trace app will be promoted to staff and students.  | Complete |  |  |  |
| **2.12** | **What happens if a student or staff member receives a positive Covid19 test or develops systems of COVID-19? (This advice should also be followed if a positive RF test is found)** | Refer to the COVID-19 SharePoint site for protocol and information for parents.The staff member or student should: * not return to CTK for at least 10 days and should follow guidance for [households with possible coronavirus infection.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) The staff member may be asked to work remotely.
* get [tested](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/) as soon as symptoms start via the [NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/)

The Sixth Forms will* Follow guidance on [cleaning](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings), including deep cleaning
* Inform the [local Health Protection Team](https://www.gov.uk/health-protection-team)
* Consider informing parents of students in the relevant ‘bubble’ that a student or staff member has developed symptoms of COVID-19 (if was at Sixth Form during the ‘infectious period’ 48 hours before and whilst symptomatic), but they are ***not required to self-isolate.***
* Ensure stock of PPE in case further symptomatic cases on site
* Await test results

If tested positive, the Site Deputy Principal will:* Contact Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450
* Inform the [local Health Protection Team](https://www.gov.uk/health-protection-team)

Public Health England will work with CTK to: * Undertake a risk assessment
* Identify and notify close contacts (e.g. students and staff within the relevant ‘bubble’) of the need to follow guidance for [contacts of people with possible or confirmed coronavirus who do not live with the person](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person) including isolation for 10 days from contact, counting the following day as day one (reduced from 14 days on 14/12/20)
* Identify any further actions needed

CTK has contacted DfE on more than one occasion and from October the advice is that they do not need to be contacted if a single member of staff/student confirms to us a positive test for COVID-19. We should continue to report the case to the London Coronavirus Response Cell and the Local Authority Public Health Team (by completing and emailing the reporting template). However, if we are unsure of what action to take, or if two or more staff/students confirm to a positive test, we should notify the DfE.The London Coronavirus Response Cell (LCRC) will support us if:* **≥5 students** are affected in **one school year** within **14 days**
* **≥10% of staff** are affected within **14 days**
* **≥ 3 bubbles** are affected
* There have been **any admissions to hospital** in your students or staff members due to COVID-19

For all other enquires/support, the DfE should be contacted. Full details of the reporting protocol can be found here: [CTK COVID-19 Reporting Protocols](https://ctksfc.sharepoint.com/%3Aw%3A/r/sites/COVID-19/_layouts/15/Doc.aspx?sourcedoc=%7BD6AD243F-2954-42A2-A231-9586DC0B1417%7D&file=Protocol%20for%20managing%20reports%20of%20Covid-19%20symptoms%20and%20Covid-19%20tests%20.docx&action=default&mobileredirect=true)For further information refer to: [Flow Chart Confirmed or Expected COVID-19 Case](https://ctksfc.sharepoint.com/%3Aw%3A/r/sites/slt1920/_layouts/15/Doc.aspx?sourcedoc=%7BA6F3489A-E3D4-4DC7-8C15-00F19F27A744%7D&file=Flow%20Chart%20COVID-19%20Suspected%20or%20Confirmed%20Case.docx&action=default&mobileredirect=true)CTK COVID Protocols should be followed at all times. | Complete |  |  |  |
| **2.13** | **Will PPE be available to staff/students on site who would like to use it?**  | We will be following Government Guidance regarding PPE. The guidance currently states that teachers and students do not need to wear full PPE. In February 2021 guidance was updated and stated that Face Masks should be worn in school/college buildings including classrooms. This will be reviewed at Easter by the Government. All students have been provided with two fabric washable mask, which students must wear. This is a requirement and will be reinforced by staff.  Full PPE is only needed in a very small number of cases, including:* where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
* where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Face visors will be available to all staff should they wish to wear one and are preferable to masks as there is less of an impediment to communication. Learning Support Staff will be encouraged to wear them in classrooms as they will not be able to maintain the 2 metre socially distanced rule.Students/staff who are exempt because of medical reasons will not be required to wear a face mask. To avoid students constantly being asked they will be given a sticker for the back of their ID card. Protective screens have been installed in reception, LRC and canteen areas, and other areas on request. Guidance on how to safely remove and dispose of face coverings has been given to students and staff in briefings and notices around the sites. The guidance includes:* Instructions not to touch the front of their face covering during use or when removing it
* Sanitise/wash hands immediately on arrival and when the mask is removed
* Dispose of temporary face coverings in the bin provided at the gate, or in a plastic bag to take home
* Safely store reusable face coverings when not in use
* Always sanitise/wash hands on entering the classroom

Where ALS staff cannot support learners keeping a 2-metre distance appropriate PPE will be agreed. Risk assessments to be updated for all vulnerable learners in consultation with parents/students to agree what a student may need. Meetings to be held with the ALS team to identify what PPE measures are required. Staff / students who present as vulnerable in the individual risk assessment will discuss PPE as part of their individual meeting with Personnel/Assistant Principal (Wellbeing) as an ongoing process.The rapid flow test (RF Test) area will have its own protocols for PPE – these are in line with PHE and NHS guidance. | Complete |  |  |  |
| **2.14** | **Will lateral testing be introduced at the Sixth Form?**  | Lateral flow devices have been used onsite since 8th January to help detect and fight COVID 19. More than one in four people show no symptoms. When staff and students return onsite in March 2021 they will be encouraged to take part in lateral testing. The testing will help identify staff/students who have COVID but are unaware.The following will be in place:* All staff will be appropriately trained
* Strict cleaning regime
* PPE for testers
* Face masks should be worn by staff and students when waiting in the area. It should only be removed when the test is taking place.

We will be contacting the parents/carers of high needs students to support them with the home lateral flow testing procedures. Full support will be offered to any family who have concerns.Once students have completed 3 lateral tests onsite they will be given home testing kits, staff will be provided with home testing kits after one onsite test.An additional risk assessment has been produced for Lateral testing. [Risk Assessment on Lateral Testing](https://ctksfc.sharepoint.com/%3Aw%3A/s/COVID-19/EX10o7J40SxKjXBA5GtYzG4BVLbCcJ18DqJlxJAZC0_lQA?email=L.McCarthy%40ctksfc.ac.uk&e=4%3ATk9Gll&at=9). | Completed |  |  |  |

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| **3.** | **Staffing supervision & student numbers** |
| **Question/ risk** | **Actions (to minimise risk)**  | **Completed** | **AQ** | **EM** | **SM** |
| **3.1** | **Are there a maximum number of students allowed on a site?**  | There is no longer a maximum number of students allowed on site, and the Sixth Form is keen for a safe return to face to face teaching in March 2021. At CTK we operate a timetable system where not all students are onsite at the same time, as students only need to be onsite when they have timetabled lessons. However, to further reduce numbers on site at key times the following changes have been made to the timetable: * Students will only be on site when they have timetabled lessons.
* For most students lessons after lunch will be taught remotely.
* There will be a staggered end to lessons to avoid queues at the end of the day.
* A spilt break has been introduced at St Mary’s and Emmanuel
* All tutorials will be remote at St Mary’s and Emmanuel
* At Aquinas Upper Sixth Tutorials have been spilt across the week, to avoid students being onsite unnecessarily at the start of each day.
 | Complete |  |  |  |
| **3.2** | **How will staff/students in clinically vulnerable groups be identified and supported?**  | An individual staff/student risk assessment will take place. Procedures for staff and students who are at moderate or high risk of COVID-19 are: **Staff** – With reference to section 2.1 aboveStaff have been asked to complete a questionnaire. Those who identify themselves at moderate or high risk from COVID-19 will meet with the Site Deputy Principal and/or a member of the Personnel Department. A risk assessment will be completed, and extra precautions put in place, where necessary, to ensure a safe return to the Sixth Forms. Staff who have been advised to shield will be supported in arrangements for home working.**Students** - Individual health needs questionnaire will identify any high-risk students. Those who identify themselves at moderate or high risk from COVID-19 will meet with the Assistant Principal – Character and Wellbeing or a member of the Pastoral team. A risk assessment will be completed, and extra precautions put in place, where necessary, to ensure a safe return to the Sixth Forms. | Complete |  |  |  |
| **3.3** | **If a teacher or support member of staff is unable to attend, what should they do?**  | The usual absence procedures are in place. If you are unwell and unable to attend work, please follow the usual procedure and phone the Sixth Form by 8 am. Please give full reasons for your reason for absence, including symptoms if unwell, actions you are taking and your likely return to work. The Personnel Department will provide a list of questions to ask staff calling in unwell. Staff to ring the appropriate number for their site: **Emmanue**l: Staff Absence Line - 020 8297 6807**St Mary’s:** Reception - 020 8309 4760**Aquinas:** Reception - 020 7348 2400If the reason for your absence is confidential, please follow the procedure above to report your absence and contact Debbie Baldwin on 07711 370646 with further details. | Complete |  |  |  |
| **3.4** | **If a student is absent what should they do?** | Students will report their absences following the existing sixth forms procedure, which involves them calling in on the day of the absence. The administrator taking the call will now ask the nature of the illness and record if it is Covid related. Where a student has a pre-planned absence or they are providing supporting documents for a period of absence these will no long present a parental note or appointment cards at reception, but instead parents are asked to email this to the new attendance email. | Complete |  |  |  |

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| **4.** | **First Aid** |
| **Question/ risk** | **Actions (to minimise risk)**  | **Completed** | **AQ** | **EM** | **SM** |
| **4.1** | **Have first aid boxes been updated?** | First aid boxes have been checked and updated. These now include COVID-19 thermometer and appropriate PPE. At the end of each day, the designated first aider will ensure the first aid box is fully stocked and alert the Lead First aider (DTU) to any stock requirements.  | Complete |  |  |  |
| **4.2** | **Have trained first aiders been updated?** | First aid procedures updated to meet the Covid-19 specific requirements. First Aiders have been trained remotely. | Complete |  |  |  |
| **4.3** | **Is there always a first aider on site?** | The rota will ensure that a trained first aider is present at all sites between 8am and 5pm. The first aider will always have a radio on them so that they can be easily contacted.  | Complete |  |  |  |
| **4.4** | **Has PPE been made available to first aiders?** | First aid boxes now include aprons, glasses, masks, gloves and a thermometer. Any other recommendations will be added as requested. This is for the use of first aiders.  | Complete |  |  |  |
| **4.5** | **Has each site got a first aid room?** | For 20/21 academic year each site has a first aid room.**At Emmanuel** - J002a**At Aquinas** - 006**At St Mary’s** - S008d | Complete |  |  |  |
| **4.6** | **Are first aiders clear what action should be taken if a student/staff member develops symptoms on site?**  | Please refer to flow chart: [Flow Chart Confirmed or Expected COVID-19 Case](https://ctksfc.sharepoint.com/%3Aw%3A/r/sites/slt1920/_layouts/15/Doc.aspx?sourcedoc=%7BA6F3489A-E3D4-4DC7-8C15-00F19F27A744%7D&file=Flow%20Chart%20COVID-19%20Suspected%20or%20Confirmed%20Case.docx&action=default&mobileredirect=true)A clear protocol has been developed and first aiders have been trained on 4th June. First aiders will be reminded of these procedures on 3rd March 2021.All incidents should be recorded and reported immediately in the required way. This will include notification by the duty manager/line manager to appropriate government bodies.The process will be as follows:* The staff or student member will be sent home.
* If the student of staff member is waiting to be picked up, they should be moved to a room where they can be isolated.
* If they need to use the bathroom whilst waiting, they should use a separate bathroom, and this should be cleaned and disinfected immediately afterwards. St Mary’s S009A. Emmanuel N105/N105c. Aquinas 105
* PPE should be worn by staff looking after the infected person. They should stay 2m away.
* The member of staff looking after the person unwell will not need to go home unless they develop symptoms. They should wash their hands thoroughly for 20 seconds afterwards.

The First Aiders can be contacted by radio, email or telephone extension: Aquinas 3111, St Marys 2111, Emmanuel 1111Should a member of staff feel unwell on site they must report this immediately to their line manager/site Deputy Principal. If they are too unwell to do this the First Aider must report this. Swift action must be taken when you become aware that someone who has attended the Sixth Forms has tested positive for coronavirus (COVID-19). Immediately contact the PA/Deputy Principal who will in turn contact the local Health Protection Team: <https://www.gov.uk/health-protection-team> | Complete |  |  |  |
| **4.7** | **What happens to a symptomatic student/staff member, how will they get home?** | The decision as to how a symptomatic person will travel home, will depend on the severity of their symptoms. It is unlikely that a person will develop severe symptoms in the short time on site. The use of public transport and taxis should be avoided. It is possible that a staff member/student can drive themselves home or a request made for another household member to collect them. If a student receives a positive result following a lateral flow test and their parent/carer has no means of collecting them, in exceptional circumstances we can use our cab company (Datacars) to take them home. When booking the cab we need to make it very clear that we need a car with a screen. | Complete |  |  |  |

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| **5.** | **Fire Safety** |
| **Question/ risk** | **Actions (to minimise risk)**  | **Completed** | **AQ** | **EM** | **SM** |
| **5.1** | **Have staff been briefed regarding any new fire arrangements?** | Fire safety procedure has been updated to meet COVID-19 requirements of social distancing and the move towards “bubbles”. The procedure has been updated to ensure assembly points are marked to identify the bubbles that are to use them.**Assembly points:****Emmanue**l – Lower Playground, Upper Playground & the main car park**St Mary’s** - Playing fields (Students will be assembled in their bubbles. This area will have coloured bubble flags.**Aquinas** – back of building (as normal)Staff and students will be briefed regarding fire safety this will be included in documentation.  New procedures have been fully tested. It is not necessary to mark out social distance assembly points, but there will be signs to remind people to socially distance. Areas will be marked to identify which bubble is due to be in the area. Students and staff should exit the building as quickly as possible, whilst making every attempt to maintain social distancing – the priority is to escape the danger e.g., fire.  | Complete |  |  |  |
| **5.2** | **How will staff/students be evacuated ensuring social distance?**  | Students and staff will have clearly marked areas to congregate in. These are the same areas normally used. At St Mary’s the bubble areas have been clearly labelled with flags.  There is signage in place to remind people to socially distance. | Complete |  |  |  |
| **5.3** | **When will an emergency evacuation be carried out at each site?** | At least one fire drill has taken place at each site in the 2021/22 academic year. Further drills will take place as scheduled.  | Complete |  |  |  |
| **5.4** | **Have staff/students with personal evacuation plans been reviewed and updated?** | Personal evacuation plans have been reviewed and updated to meet needs of individuals. These have been shared with students and duty managers. ALS – Students (MNU) All plans are in place and these will be revisited each half term. As we re-open for the spring term the plans will be reviewed for studentsStaff – Personnel (DBA) – There is one staff member at Emmanuel and one at St Mary’s with a personal evacuation plan. | Complete |  |  |  |

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| **6.** | **Travel** |
| **Question/ risk** | **Actions (to minimise risk)**  | **Completed** | **AQ** | **EM** | **SM** |
| **6.1** | **Is it safe to use public transport?** | We advise all staff and students to follow the guidance given by TFL regarding travel to and from Sixth Form. [www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)Currently the guidance is:If you need to travel, walk or cycle where possible and plan ahead to avoid busy times and routes on public transport. This will allow you to practice social distancing while you travel. Car sharing is not permitted with anyone from outside your household or support bubble unless your journey is undertaken for an exempt reason. For travel to school/college you should:* Wear a face covering (guidance on safe removal of face coverings provided to staff and students)
* Keep 2 metres apart from others where possible
* Wash your hands before and after you journey
* Carry a hand sanitiser or use sanitiser points at stations that are being installed over the coming weeks
* Use contactless or Oyster to pay for your travel
* Follow [government advice for safer travel](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) and [check the safer travel information sheet](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884507/passenger-guidance-infographic-document.pdf)
 | Complete |  |  |  |
| **6.2** | **Will staff and students be encouraged to walk and cycle?**  | Wherever possible staff / students should walk or cycle to Sixth Form. This will be promoted and encouraged including for staff the launch of the interest free cycle scheme.Additional areas for students to securely leave their bikes will be clearly marked at each site and students will be able to request a free cycle padlock. If students walk with other students outside their bubble they should observe social distancing  | Complete |  |  |  |
| **6.3** | **Should staff share lifts in each other cars, with staff outside of their family group?** | It is important staff follow Government advice relating to shared lifts. This is regularly updated on the Government website.  | Complete |  |  |  |
| **6.4** | **What protocols have been put in place to reduce the risk of surface transmission when goods enter the site?** | Post and deliveries will be taken by security/premises to a holding area at each site before being distributed. Items will be stored for 48 hours before they are distributed for opening by staff.The only exception to this will be exam papers. Exam papers will need to be collected by the exams staff and stored according to JCQ guidance. Exam staff should follow agreed guidance regarding PPE when handling incoming post. | Complete |  |  |  |

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| **7.** | **Insurance** |
| **Question/ risk** | **Actions (to minimise risk)**  | **Completed** | **AQ** | **EM** | **SM** |
| **7.1** | **What coverage is the insurance company providing for the pandemic?** |  Our Insurance company Zurich have confirmed that current Public and Employer liability covers include the impact of Covid-19 in line with any other health and safety risk, which the organisation may face and thus Public Liability and Employers Liability cover will continue to operate subject to the usual terms and conditions of the policy wording. If there are any claims against the Sixth Forms in relation to negligence, then they will be dealt with under either Public Liability where the allegation has come from a third party i.e. student/parent or visitor or Employers Liability where the allegation comes from an employee.  | Complete |  |  |  |