

Control Measures for Implementation during National Lockdown

January 2021

Version 1.1 (28 January 2021)



Formby High School
'Determined to Achieve'

This document has been created as an appendix to the School Reopening Risk Assessment and Action Plan January 2021 (version 1.5) and is written in accordance with the guidance set out in the DfE publication 'Restricting attendance during the national lockdown: schools' (January 2021).

Area of Control	Control Measures
<p>Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.</p>	<ul style="list-style-type: none"> • Members of staff with Covid-19 symptoms are to arrange a PCR test and self-isolate pending the result. If the result is positive, they should continue to isolate in accordance with Government guidance. • Members of staff who live with someone displaying Covid-19 symptoms are to remain at home and self-isolate pending the result of the family member's test. If positive, the member of staff should isolate in accordance with Government guidelines. • All circumstances that require a member of staff to self-isolate should be reported to school by email to DMA, KBL and LKE. • The measures above apply to students who display symptoms or live with a family member who displays symptoms. • All circumstances that require a student to self-isolate should be reported to school by email at covid19@formbyhighschool.com. • Individuals who become unwell with Covid-19 symptoms in school will avoid making close contact with others and will go home immediately to arrange a PCR test. . If awaiting collection, the member of staff or student will be isolated in either the gazebo outside the First Aid room, the First Aid room or the Dance Studio changing room and will be able, if required, to use the toilet in the Dance Studio changing room. • Members of staff caring for an individual displaying symptoms will wear PPE and maintain a social distance of at least two metres. • The area used to isolate an individual awaiting collection will be cleaned in accordance with Government guidance. • All staff working in school and students attending Open School (with their consent) will be asked to have routine Lateral Flow Device (LFD) Covid-19 tests at the school's Test Centre. Staff will be required to test twice per week and students will be tested on a weekly basis. If a positive test result is received, the individual will be required to self-isolate according to Government guidance. • Members of staff may choose to receive a LFD test more regularly than twice per week if they wish. • Members of staff and students who are close contacts of a positive case in school will be required to self-isolate for 10 days in accordance with Government guidance. • Where a student within a year group bubble tests positive for Covid-19, all students within the bubble who are not self-isolating will be required to undertake serial testing for seven consecutive school days. • Except for those who have had a positive case of the virus, students or members of staff returning to school/work after a period of isolation will be required to secure a negative LFD test result prior to returning. • Testing will be available for contractors staff working on site (including catering, cleaning and construction staff). • The Test Centre is out of bounds to all staff and students unless working there or attending for a LFD test.
<p>Where recommended, the use of face coverings in schools.</p>	<ul style="list-style-type: none"> • All students and staff (unless exempt) will wear a face covering when moving around the premises outside classrooms, including corridors, communal areas (such as the Dining Room unless eating food) and toilets. • Members of staff must wear a face mask when in the Staff Room (unless eating or drinking). • Where a teacher or teaching assistant is required to work within two metres of a student, the member of staff and student must wear a face mask and/or face visor.

	<ul style="list-style-type: none"> • Students and staff will be guided to safely remove face masks, ensuring clean hands and avoiding touching the front of the mask. • Disposable face masks should be disposed of in a swing bin.
Clean hands thoroughly more often than usual.	<ul style="list-style-type: none"> • Regular hand cleaning must take place using either hot water and soap or hand sanitiser. • Hands must be cleaned by students at the following times of the day: <ul style="list-style-type: none"> ○ On arrival at the school gate (hand sanitiser) ○ At the end of morning break (hand washing in toilets) ○ Before lunch (hand sanitiser) ○ At the end of lunch break (hand washing in toilets) ○ At other times when required (for example, after sneezing into a tissue or using the toilet) • Members of staff should wash and/or sanitise their hands regularly throughout the day when on site and should use the 'super sanitiser' located in the Staff Room on at least one occasion per day.
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<ul style="list-style-type: none"> • Tissues will be located in all classrooms used during Open School and the Staff Room throughout the lockdown period and will be regularly replenished by the Caretaking team. • If members of staff working in other locations require a box of tissues this can be requested from the Caretaking team. • Used tissues should be disposed of in swing bins provided. • After a tissue has been used, the member of staff / student must clean his/her hands.
Introduce enhanced cleaning, including cleaning frequently touched surfaces.	<ul style="list-style-type: none"> • All areas of the school were sprayed using the Zoono fogging system on 8 January 2021. • The Housekeeping team will ensure the routine cleaning of frequently touched surfaces throughout the school day. • Toilets will be monitored and regularly cleaned by the Housekeeping team throughout the school day. • All classrooms used during Open School will be supplied with Tersano and paper towels which will be replenished by the Caretaking team on a daily basis. • All work areas within classrooms should be wiped down by students and staff at the end of the morning and afternoon sessions with paper towels disposed of in a swing bin. • Computers monitors, mice and keyboards should be wiped down by students and staff at the end of the morning and afternoon sessions (by spraying Tersano onto paper towel and carefully wiping the monitor, mouse and keyboard). Tersano should not be sprayed directly onto computer equipment. • Members of staff working in offices should wipe down their work area at the end of each working day. • The dining area will continue to be cleaned between sittings by the supervisory staff. • All spaces used during Open School will be cleaned thoroughly by the cleaning contractor at the end of each school day.
Minimise contact between individuals and maintain social distancing wherever possible.	<ul style="list-style-type: none"> • Clinically Extremely Vulnerable employees will be shielding and not required to attend school. For Clinically Vulnerable employees working on site, their risk assessment will be reviewed and updated accordingly. • Students will remain organised into year group bubbles and allocated designated Open School classrooms. • Students will remain in the same classroom throughout the week and will be allocated a seat. They must retain the same seat for the duration of the week. • Where possible, students will be socially distanced within their allocated classroom. • At other times, students will be encouraged to socially distance from one another when indoors. • Students will bring their own equipment to Open School to prevent the need for sharing.

	<ul style="list-style-type: none"> • Those students who are lent a headset should retain it throughout the week (with a record of who has received headsets being retained by the ICT Network Manager). • Each year group is assigned a toilet block within their bubble and should only use their designated toilets. • Teachers must retain two metres distance from students when indoors wherever possible. • Teachers and other staff supervising Open Class should remain in the 'teaching' area at the front of each room. • Where it is necessary for members of staff and students to work more closely with one another, this should never be closer than one metre, the member of staff and student must wear a face mask and 'speaking' time should be minimised and always less than 15 minutes. • Staff working on site must retain a good social distance from one another at all times (whether in a meeting or speaking informally). • To reduce contacts, staff will be assigned, as best as possible, to supervise the same group of students throughout the week. • Third party contractor employees (cleaning, catering and site maintenance / improvement) and other visitors to site will be requested to maintain social distance from students and staff when on site. • InVentry will retain records of all visitors to site that can be used to support contact tracing if required by NHS Test and Trace.
Where necessary, wear appropriate personal protective equipment (PPE).	<ul style="list-style-type: none"> • It is only necessary for members of staff to wear PPE in the following situations: <ul style="list-style-type: none"> ○ When working more closely than two metres with a student (in which case face masks and/or visors should be worn by both parties and a sneeze screen may be used) ○ When supervising or caring for a student or member of staff displaying Covid-19 symptoms • Teachers of students with SEN and Teaching Assistants should carefully consider the use of PPE to provide further protection when working with vulnerable students. Upon request, PPE will be provided by school.
Always keeping occupied spaces well ventilated.	<ul style="list-style-type: none"> • Windows should be kept open at all times whilst classrooms, offices and communal areas (including corridors) are occupied. As the weather is cold, they should be opened just enough to provide constant background ventilation. • Windows should be opened more fully during breaks to increase ventilation and purge the air in the space. • Opening high level windows in preference to low level windows is acceptable as a measure to reduce draughts. • Where possible, internal doors should be left open to improve ventilation. • If necessary, external doors can be left open where it is safe to do so and they are not fire doors but must be secured closed when the room is not in use. • To improve comfort, additional clothing may be worn indoors (for example, school sweater), heating will be used in occupied spaces and furniture may be relocated to avoid draughts.
Ensure effective systems are in place for the management of office-based working on site.	<ul style="list-style-type: none"> • Where possible, office-based employees should work from home (as directed by their line manager). • The number of colleagues working in an office should be minimised to ensure social distancing is maintained at all times and should never exceed three people. • The General Office will remain out of bounds to members of staff during the school day. • If a telephone is shared, it should be wiped down using Tersano or anti-bacterial wipes after each use. • Office-based workers should thoroughly wipe down their work area at the end of each working day.
Ensure effective arrangements are in place for the	<ul style="list-style-type: none"> • Line managers, HR and the SLT will maintain regular contact with employees who are working remotely (either electronically or by telephone).

management of remote working.	<ul style="list-style-type: none">• Employees should ensure they keep in touch with their work colleagues and line manager in order to discuss work and maintain social interaction.• Employees working from home should ensure they have an appropriate, comfortable location from which to work and should manage their working hours to ensure they do not exceed those that they typically work whilst in school.• Employees working from home should take regular comfort breaks, ensure they remain well-hydrate, take exercise and have fresh air each day.• If using a computer at home, employees should try to follow the Health & Safety Executive's advice for the use of Display Screen Equipment (DSE) set out in Appendix One below and should speak with their line manager or the HR department if they have concerns about the impact using DSE for home working.• Anybody who has concerns about their well-being or is feeling stressed / anxious about work, the current national situation or any other personal circumstances should speak with their line manager, the HR department or a member of the SLT so appropriate support can be put in place.
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Appendix One: Health & Safety Executive Guidance on the Safe Use of Display Screen Equipment (DSE)

1. Getting comfortable

The following may help users:

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees.
- A footrest may be helpful, particularly for smaller users.

2. Well-designed workstations

Keyboards and keying in (typing)

- A space in front of the keyboard can help you rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

Using a mouse

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

Reading the screen

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

3. Changes in activity

- Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache.
- Organised or scheduled rest breaks may sometimes be a solution.
- The following may help users:
 - Stretch and change position.
 - Look into the distance from time to time, and blink often.
 - Change activity before users get tired, rather than to recover.
 - Short, frequent breaks are better than longer, infrequent ones.

4. Portable computers

- These same controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue and postural problems:
- Consider potential risks from manual handling if carrying heavy equipment and papers.
- Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse.
- The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised.
- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.