

## A9 B9 Health and Safety

Policy Lead: MRF	Creation Date: 07/10/2021	Revision due: 26 jan22
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## **COVID PROTECTION MEASURES POLICY**

**School Tier:** Whole School

Worksop College and Ranby House

### **Related Policies:**

### **POLICY AIMS**

Through the operation of this policy we aim to:

The aim of this Policy is to outline the ways in which Worksop College and Ranby House will draw from government advice and deploy protective measures in order to facilitate a safe environment for all so far as is reasonably practicable.

This Policy will draw from the government advice most notably:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1044890/Schools\\_guidance\\_January\\_2022\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_guidance_January_2022_.pdf) and,  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1044949/Transport\\_to\\_schools\\_and\\_colleges\\_covid19\\_operational\\_guidance\\_05\\_Jan.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044949/Transport_to_schools_and_colleges_covid19_operational_guidance_05_Jan.pdf)

This Policy will be reviewed and updated as government advice is updated. All hyperlinks will update in real-time.

### **Purpose**

The purpose of this Policy is to introduce protective measures into daily practice at Worksop College and Ranby House in order to keep our community safe and well by mitigating the risk of

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COVID transmission where possible. This is in line with government guidance and demonstrates how this will be applied in the setting of Worksop College and Ranby House.

Unfortunately, no setting can be guaranteed to be 100% COVID-secure. But, we commit to exercising our professional judgement in ensuring that the highest possible standards of safety can be employed within the scope of our available physical and human resources.

### Principles

#### Effective infection and protection control

Worksop College and Ranby House, will exercise the government-advised system of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection can be substantially reduced.

The best way to enhance the efficacy of protective measures is to ensure there is a successful partnership between all persons, including staff, parents, pupils and visitors, and that everyone commits to the essential principles set out in this document. We invite an open and honest dialogue on this matter and rely on everyone's cooperation to protect us all.

The system of control sets out what action Worksop College and Ranby House must take:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### Symptoms

Under no circumstances must anyone attend Worksop College or Ranby House if they are displaying any symptoms of the Coronavirus. The recognised symptoms are:

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

They must follow the latest guidelines, namely self-isolate immediately and have a PCR test. They should self-isolate and await the results. If the test comes back positive they should self-isolate for

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a period of 10 days, regardless of their vaccination status or age. (The isolation period includes the day the symptoms started and the next 10 full days.) The most recent government guidance can be <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

Other members of the household do not need to self-isolate if:

- they are fully vaccinated.
- they are below the age of 18 years 6 months.
- they have taken part in or are currently part of an approved COVID-19 vaccine trial.
- they are not able to get vaccinated for medical reasons.

### Attendance at College

It is mandatory for all pupils to attend Worksop College or Ranby House.

All pupils should continue to attend Worksop College or Ranby House unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Worksop College or Ranby House should then be contacted and advised of this so that appropriate arrangements can be put in place to support the individual, i.e., remote learning for pupils or working from home (where able) for staff.

Prior to any visitor coming into Worksop College or Ranby House a COVID-19 Declaration Form will need completing - this must then be returned to Worksop College or Ranby House prior to them attending site. (Appendix A –Visitor Declaration Form.)

### Food and Drink

Water fountains are in situ across Worksop College and Ranby House for access to drinking water and pupils are actively encouraged to bring in their own water bottles to replenish throughout the day. Water will also be available in the Dining Hall at lunch.

Coffee and tea making facilities are provided for staff use, with clear cleaning information provided to reduce the risk of cross-infection.

### Indoor spaces

Indoor spaces should always well ventilated. To balance the need for increased ventilation while maintaining a comfortable temperature, people should consider:

- Opening high level windows in colder weather in preference to low level to reduce draughts.
- Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused).
- Rearranging furniture where possible to avoid direct draughts.

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- Pupils may wear layers in class (jumpers and coats) if they become cold in ventilated rooms.
- No Whole school assemblies / Gatherings will take place until review of legislation on the 25<sup>th</sup> Jan 2022
- No post match team teas will take place until review of legislation on the 25<sup>th</sup> Jan 2022
- Where spectators are allowed in an internal space i.e. sports hall or swimming pool, theatre or recital room, it will be necessary for spectator to have had negative lateral flow test result for the specific day.
- Numbers permitted to these events will be restricted.

### Stationery and shared equipment

All pupils must arrive for Worksop College or Ranby House fully equipped with all that they need for the day, including stationery, paper, folders, and calculator.

Pupils must not share any equipment unless under direction from staff.

Any shared resources between teachers and pupils will be limited, including pupil exercise books where practical and possible.

### PPE

It is not recommended that schools use full PPE, unless staff are required to attend to a person who becomes unwell with symptoms of Coronavirus.

PPE (disposable masks, gloves, aprons) is available from the Medical Centre

### Face Coverings

Face coverings are to be worn by all staff, visitors and year 7 and above pupils, unless medically exempt in the following locations

Any event i.e. in chapel, theatre / Great Hall

Chapel

Whilst Queuing for Lunch

Whilst using the Colleges Transport

In communal areas ie Corridors, house communal areas, meeting rooms, staff and assemblies.

In all Classrooms and lecture and performance theatres

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People using facemasks should not touch the front of these during use or removal. They should be removed by pulling them off from the rear or the side. Disposable masks should be placed in the bins provided around site, and reusable facemasks should be placed in a sealed bag or container.

### Sanitation routines

- We will follow the government [covid-19-decontamination-in-non-healthcare-settings](#)
- Each area used by pupils will be cleaned during the day and thoroughly cleaned on a daily basis.
- There will be anti-bacterial wipes available in each learning space for people to use should they so choose.
- Hand sanitizer will be provided at the entry point of each building, as well as within each learning environment and people will be required to sanitize their hands upon entering and leaving the building.
- Hand sanitiser has been provided in staff areas.
- Individual use hand sanitisers have been provided to staff who work remotely, e.g. grounds.

### Hygiene measures for pupils and staff

- Handwashing facilities are available to all in toilet areas, which are supplied with antibacterial soap and hand dryers/single-use towels.
- Hand sanitiser will be available in every classroom and also at every entry point to every building.

### All persons should:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly, following the official [best-way-to-wash-your-hands](#)
  - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
  - be encouraged not to touch their mouth, eyes and nose
  - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
  - Tissues will be provided in all learning environments and people should be actively encouraged to use them. If tissues are used they should be disposed of in the foot operated/lidded bins provided.
- The avoidance of touching the face is actively promoted, other than with a tissue.

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### Transport

Children aged 11 and over who are using College dedicated transport will be required to wear a mask, unless there is a medical reason why this cannot occur.

The use of vehicle ventilation systems, including the opening of windows will be in operation to protect all users of college-dedicated transport.

Enhanced cleaning regimes are in place to ensure that vehicles are cleaned down between each journey.

Pupils must not board College transport if they, or a member of their household, have symptoms of coronavirus.

We would advise all persons to have due regard to the government advice on transport if they are considering car sharing, found <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>.

### Educational Visits

From 19<sup>th</sup> July 2021 both domestic and international educational visits can take place. However, if international trips are being organised consideration needs to be given to the travel list (and broader international travel policy) which is subject to change. Contingency plans should be put in place to account for any changes that may occur during the trip and the requirement to comply with international travel legislation.

### Collection, transfer and isolation of boarders upon entering the England

For boarders entering England their parent or guardian will need to complete the Public Health passenger locator form before they travel, which can be found <https://www.gov.uk/government/publications/boarding-school-students-quarantine-and-testing-arrangements/boarding-school-students-quarantine-and-testing-arrangements--2>

Where returning boarders have travelled from or through a [red list](#) country in the previous 10 days, they will be required to quarantine in accommodation provided by Worksop College.

Boarders returning from or through red list countries will be provided with the following:

- a copy of the letter from the Department for Education to The College confirming that boarders are covered by an exception;
- a letter from The College to the boarder meeting the requirements set out in the letter from the Department for Education to The College.

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Boarders should be ready to present both of these letters to UK Border Force officials on arrival.

Boarders who have travelled from or through a red list country in the previous 10 days should not quarantine in the same household as those who have travelled from non-red list countries or with other pupils who are not required to quarantine.

Further information on boarders returning from red list countries can be found at <https://www.gov.uk/government/publications/boarding-school-students-quarantine-and-testing-arrangements/boarding-school-students-quarantine-and-testing-arrangements--2>

For boarders travelling to England from amber list countries and who have not been in a red list country 10 clear days before they travel to the UK are not required to quarantine. They will require proof of a negative COVID-19 test to travel to the UK and must take a COVID-19 travel test on or before day two after they arrive in the UK, with the day of arrival being day 0.

If boarders develop COVID-19 symptoms when travelling back to the UK they should inform a member of staff on the plane, boat, train or bus on which they are travelling. They in turn will alert the airport, port or station who will advise them of the action that needs to be taken. Should this occur, the boarder's guardian should be contacted in order to arrange for self-isolation and testing of the boarder. The College should be kept up-to-date on action being taken.

For returning boarders who are required to self-isolate in College the following measures will be put into place:

- Isolating boarders will be kept separate from other pupils in The College.
- Access to external spaces for exercise will be subject to rigorous controls, e.g. at specified times, socially distanced supervision.
- Efforts will be made to minimise the number of staff who interact with the boarders who are isolating.
- Boarders will be advised to keep their rooms well-ventilated.
- Meals and other essential support, e.g. provision of basic food stuffs/toiletries will be taken to the isolation area(s).
- Separate bathroom facilities will be provided wherever possible. If separate facilities cannot be provided enhanced cleaning regimes will be introduced.
- Arrangements will be put in place for the laundering of clothing, bedding, etc.
- Provision is in place for remote learning via Teams.
- Boarders returning from red list countries will isolate separately from boarders returning from non red list countries.

**If anyone becomes unwell whilst at Worksop College and Ranby House with Coronavirus symptoms**

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If a pupil develops any of the above Coronavirus symptoms while at either site, parents/ guardians will be contacted and asked to collect their child with immediate effect.

The Medical Centre team and other relevant parties for all persons who present with COVID-like symptoms in order for appropriate action to be taken will carry out a dynamic risk assessment.

While awaiting collection, the child will be isolated in the Medical Centre, where they also have access to toilet facilities. If more than one pupil requires isolation, this area is large enough to accommodate further individuals.

If a member of staff develops any of the symptoms of Coronavirus whilst at work, they will immediately be sent home in their own vehicle if they are fit enough to drive. If they do not have their own vehicle or are not well enough to drive themselves a person from their own household will be contacted to collect them. If this occurs they will be isolated within the Medical Centre until such a time as they are collected.

If a pupil in boarding shows symptoms, they will be assessed by a member of the Medical staff and will self-isolate in their boarding house if they cannot go home.

All facilities used under these conditions will be cleaned and disinfected before being used again, adhering to our enhanced hygiene regimes and in line with the government guidance:  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

### **What happens if there is a confirmed case of Coronavirus at Worksop College and Ranby House?**

Routine testing has now been made available to the public. If a person develops Coronavirus symptoms but tests negative, they can return to college. If they test positive NHS Test and Trace will work with them to identify close contacts. Further details can be found in the government advice document found

#### **Close contact**

From 19<sup>th</sup> July close contacts will be identified via NHS Test and Trace and Worksop College and Ranby House will no longer be expected to undertake contact tracing.

NHS Test and Trace will work with the positive case to identify close contacts. Contacts from the Worksop College and Ranby House setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as a close contact.

Worksop College and Ranby House will only be contacted in exceptional cases to help with identifying close contacts.

From 16<sup>th</sup> August children under the age of 18 do not need to self-isolate if they are contacted by NHS Test and Trace as a close contact with a positive COVID-19 case. Instead, they will be



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advised to take a PCR test. (18-year-olds will be treated in the same way as children, until four months after their 18<sup>th</sup> birthday, to allow them the opportunity to get fully vaccinated.)

### Asymptomatic Testing

Staff should continue to test regularly if they are attending the Worksop College and Ranby House site.

Upon the return of the pupils January, two on-site lateral flow tests will be carried out, three to five days apart.

Pupils should then continue to test twice weekly at this will be reviewed in line with current guidance

Staff should undertake twice weekly home tests whenever they are on site, this will be reviewed in line with current guidance.

When home testing, pupils aged 18 and over should be able to self-test and report the result, with assistance if needed. Pupils aged 12 to 17 should be able to self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 and under should be tested by an adult

All positive results from rapid tests, whether conducted at home or at Worksop College and Ranby House need to be confirmed with a PCR test within two days of the positive lateral flow test. Following a positive lateral flow test, a confirmatory PCR test should be booked immediately either online or by calling 119. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is negative, provided it was taken within two days of the positive LFT, it overrides the lateral flow test and the individual can return to College. If that result is positive, the person will have to self-isolate in line with current Government guidance, i.e. for 7days.unless you cannot take a LFT for any reason. Individuals can now take LFT test on Day 6 and & Of their isolation period if they receive 2 negative test results(24 Hrs apart) the self isolation can end on Day 7 as long as they do not have a temperature. Staff working in educational settings must still carry our LFT on Days 8, 9 and 10.

Worksop College's Medical Centre team will lead on the asymptomatic testing, which will be conducted in line with Government guidance.

### NHS Test and Trace

In order to assist NHS Test and Trace with requests for information, records are kept of all pupils, staff and visitors (including contractors) who come onto site.

If a person develops symptoms they should request a free test as soon as their symptoms start:

<https://www.nhs.uk/conditions/coronavirus-COVID-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

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The NHS COVID-19 App has been designed to slow the spread of coronavirus by alerting people who may have been exposed to infection so that they can take action, as part of the NHS Test and Trace process, and Worksop college and Ranby House would actively encourage staff, parents and pupils over the age of 16 to download and use this facility.

NHS QR codes are available for use by visitors to Worksop College And Ranby House in support of the systems that are currently in place as part of our protective measures.

Further information on the NHS COVID-19 app can be found <https://covid19.nhs.uk/>.

Despite the challenges presented by this mixed economy, the staff of Worksop College and Ranby House will continue to do their very best to provide the best possible quality of education for those not in attendance.

### Contingency Framework

In the event of a number of cases arising at the college, The College will follow the D of E Guidance contained in the Contingency Framework Education and Childcare settings: along with any local guidance from The director of Public Health the local HPT

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

Reinstatement of bubbles

Reinstatement of designated washroom facilities

Maximising use of external areas

### All Visitors coming into school buildings and attending any school functions

All visitors will be expected to have taken a negative lateral flow test before hand and will be asked to sign a COVID-19 declaration form prior to their visit, or on arrival

### It is the responsibility of the host of the visit to ensure the Covid declaration form is completed

Where spectators are allowed in an internal space ie sports hall or swimming pool, theatre, recital room it will be necessary for spectators to show proof of a negative lateral flow test result for the specific day. Numbers permitted to these events will be restricted.

### Remote learning provision for children not in attendance

Despite the challenges presented by this mixed economy, the staff of Worksop College and Ranby House will continue to do their very best to deliver the best possible quality of education for those not in attendance.

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### **References:**

Legal Framework:

General Guidance:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/>