

## BOA Safety Plan – September 2020

Area	Action
<p><b>Arrival and Departure</b></p>	<ul style="list-style-type: none"> <li>• The Main Gates are the only entry point into the Academy building. The gates will be opened during arrival times, with a member of the Site Security Team on the main gate to check students' ID badges.</li> <li>• We ask that only students enter the Academy building. Communication between parents and the Academy, in the first instance, must be via email or phone.</li> <li>• Hand sanitisers are to be used when students enter the building. The dispensers are arranged at the front entrance and at BOA Reception.</li> <li>• The gates are opened to students at the following times: Year 10 – 9.15 to 9.30am (except Wednesday – 8.45am to 9.00am) Year 11 – 8.45 to 9.00am Year 12 – 9.00 to 9.15am Year 13 – 9.00 to 9.15am (except Wednesday &amp; Friday – 8.45am to 9.00am)</li> <li>• Students must go straight to their allocated classroom or studio space.</li> <li>• Students will be released from the Academy at different departure times, in order to better manage large groups of students leaving through the main entrance at the same time. The gates are opened to release students at the following times: Year 10 – 4.15pm (except Friday – 2.15pm) Year 11 – 3.45pm (except Wednesday – 3.15pm / Friday – 2.15pm) Years 12 – 3.45pm (except Friday – 2.00pm) Year 13 – 4.15pm (except Friday – 2.00pm)</li> </ul>
<p><b>Lockers</b></p>	<ul style="list-style-type: none"> <li>• Students should stow all non-essential items (hats, gloves, coats and so on) in their lockers and should only take essential items to classrooms or studios.</li> </ul>
<p><b>Distancing in communal areas</b></p>	<p><b>Hand sanitisers have been placed on all floors and in all communal areas of the building, particularly at points where students make contact with doors and surfaces. These stations have been clearly signposted.</b></p> <p>When in communal areas, the following apply:</p> <ul style="list-style-type: none"> <li>• 1 metre between staff at all times where possible.</li> <li>• 1 metre between staff and students where possible.</li> <li>• 1 metre between students at all times where possible.</li> <li>• Face coverings must be worn in communal areas, which includes the LRC, the corridors and the atrium area.</li> </ul>
<p><b>Classrooms and Studios</b></p>	<p><b>All classrooms and studios have been equipped with a Health &amp; Safety Kit, which includes: hand sanitiser; antibacterial wipes and antibacterial sprays; PPE (including the following disposable items: gloves, aprons, face coverings).</b></p> <p><b>Classrooms:</b></p> <ul style="list-style-type: none"> <li>• Classroom furniture is arranged in rows, facing forward. Where possible, furniture has been arranged to ensure social distancing.</li> <li>• Classrooms with fixed furniture have been modified to include partitions, particularly if fixed furniture places students opposite each other and face to face.</li> <li>• When attending lessons in a specific classroom for a specific subject, students should use the same desk and table (as per the seating plan, which will be shared).</li> </ul>

	<ul style="list-style-type: none"> <li>Teachers have removed all non-essential items from classrooms and will reduce the need to share resources.</li> <li>Classrooms are cleaned during change-overs (if different groups are entering the classroom) and at the end of the Academy day.</li> </ul> <p><b>Studios:</b></p> <ul style="list-style-type: none"> <li>If students are using the storage units at the front of the dance studios, clothing and shoes must be stowed correctly in kit bags as opposed to being loose.</li> <li>Students must observe social distancing in all Dance and Musical Theatre studios.</li> <li>Personal hygiene is essential in lessons where students are changing into dance kit and are involved in physical activity (clean dance kit each day; no open cuts or wounds; freshly showered or bathed each day)</li> <li>Students must use hand sanitiser when they enter AND leave the studios.</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>Students should shower or bathe daily, ahead of attending the Academy, and should wear a clean set of clothes each day.</li> <li>Students must follow the advice on handwashing when using the toilets (advice is clearly displayed) and should ensure all paper towels are disposed of in a covered bin.</li> <li>Students should use hand sanitiser regularly and especially after using any shared resources.</li> <li>Students should always wash their hands thoroughly and use hand sanitiser ahead of eating or drinking.</li> <li>If a student needs to sneeze or cough, they must do so into a tissue (or cover their nose and mouth with their own hands) and must then follow the guidance on handwashing and 'Catch it, Bin it, Kill it!'</li> </ul>
<b>Face coverings</b>	<ul style="list-style-type: none"> <li>Students should ensure they have a good supply of face coverings (either disposable or reusable) and we expect students to wear them responsibly on a) public transport, b) in communal areas, c) in classrooms (where there is a need).</li> </ul>
<b>Break Times and Lunch Times</b>	<ul style="list-style-type: none"> <li>Students will eat in the canteen and atrium areas only, along with their allocated year group bubble.</li> <li>No other year group bubble will be allowed into the canteen and atrium areas until the current year group bubble has finished their break or lunch time(s).</li> <li>Tables and chairs will be sanitised in between sittings.</li> <li>Students must ensure they wash and sanitise their hands before and after eating.</li> <li>Students who are bringing in a packed lunch must keep this in their bags or allocated lockers. The lunch boxes must be taken home each day and sanitised.</li> </ul>
<b>General Safety and Practices</b>	<ul style="list-style-type: none"> <li>Students must bring their own drink bottle as drinking fountains are closed, for hygiene purposes.</li> <li>Students must queue to use the toilets and observe the 1 metre rule, using the markings outside the toilet areas.</li> <li>Furniture and equipment are disinfected at the end of each day and in between sittings.</li> <li>Students should bring their own laptops and personal devices, where possible.</li> </ul>
<b>Medical Room</b>	<ul style="list-style-type: none"> <li>The Medical Room is located next to BOA Reception. The Fitness Suite on Floor 1 has also been modified and will be used as a Medical Room.</li> <li>The Academy has purchased a number of contact-free / contactless temperature check devices, to carry out preliminary temperature tests if a student feels unwell.</li> </ul>