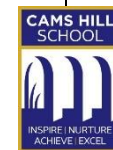


**CAMS HILL SCHOOL RISK ASSESSMENT OVERARCHING DOCUMENT AS AT January 2021**

<p>As of 01.01.2021 the decision was made to produce a single overarching document that underpins 3 separate risk assessments in light of the requirement for</p> <ol style="list-style-type: none"> <li><b>1. Online learning provision (JLE / APS)</b></li> <li><b>2. CWOSP (TNE)</b></li> <li><b>3. CHS LFD Test Centre (CNN / RMS)</b></li> </ol>	<p>Further updates undertaken on:                  Updated 25.02.2020 CNN                  Updated 4.3.21 GHJ                  Updated 17.05.21 GHJ</p>	<p><b>Date of First Risk Assessment:</b> 29.04.20                  Updated 19.05.20 CNN                  Updated 02.09.2020 GHJ                  Updated 14.09.2020 GHJ                  Updated 01.10.2020 GHJ                  Updated 03.11.2020 GHJ</p>
<p><b>Initially assessed and approved by (name):</b> Gwennan Harrison-Jones, Headteacher and Chris Nunn, Infrastructure and Business Manager</p>		<p><b>Date of Next Review:</b> half term or new guidance published</p>
<p>The following risk assessment has been developed in consideration of GOV.UK guidance – available on the GOV.UK website via <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>                  Of particular relevance and interest are the following documents  <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p>		
<p>The CWOSP provision that started on 05 January 2021 Cams Hill School came to an end on 11.3.21 when all pupils returned to school 12.3.21. From 8 March 2021 Cams Hill School welcomed back via a swift phased return all pupils back on site by week commencing 15 March 2021. This Risk Assessment has been updated in light of the Roadmap our of lockdown specifically the significant date of 17.05.21                  The rationale is to continue to risk reduce and mitigate by providing adjustments that help the school continue to reduce the transmission of Covid-19. Updates are notes in <b>this specific colour to indicate relevance as at 17.05.21</b></p> <ol style="list-style-type: none"> <li><b>1. Working at home – teachers</b>                      All teachers are expected to be on site teaching lessons in person to pupils, social distancing measures <b>remain in</b> place to prevent teachers and students being within 2m in a classroom environment. <b>Shielding has been paused. Guidance no longer states that staff should be working from home.</b> Due consideration on a case by case basis is given to those <b>who are CEV.</b></li> <li><b>2. Working at home – non teaching staff</b>                      Non teaching staff will need to be on site working in their social distanced and risk reduced work areas. <b>Discussion with CEV members of staff and further risk reduction measures will</b> be on a case by case basis. <b>The guidance does not require these staff to work at home.</b></li> <li><b>3. When in school</b>                      Staff <b>need to sign in</b> and <b>are only required to wear a mask in corridors or communal areas during busy times for example, lesson changeovers or on the way to undertake a duty. You must continue to remain 2m distance from colleagues and pupils where possible. When not possible, we encourage you to wear a mask.</b> As a teacher to teach in your classroom, you are responsible for the superficial cleaning of your work areas. Rooms will be cleaned every evening by the in house cleaning team. A fogging routine is in place for specific high touch point areas. Any problems with cleanliness must be reported to site team (Martin)</li> <li><b>4. Self Testing</b>                      Self testing has replaced the on site test centre and is actively encouraged for staff and pupils. Staff need to upload their test result twice a week to the covid landing page <a href="https://covid.mycamshill.com">https://covid.mycamshill.com</a> . Pupils are also required to upload their test results and inform the school if there is a positive LFD result. Testing remains optional.</li> <li><b>5. CWOSP (TNE leading)</b>                      CWOSP will no longer be needed unless another lock down is announced.</li> </ol>		



Real Time Provision (live lessons via secure zoom link into classroom with specific teacher following individual timetable) continues to be provided for pupils who are required to self isolate. This is coordinated by Mrs Lawrence, Assistant Headteacher and is available via CHOC.

Due to issues with the scale up of saliva testing, the school has not yet re joined the Hampshire and IOW saliva testing programme.

**All staff are required to follow the government hierarchy of control measures when undertaking activities and when developing associated risk assessments. These continue to be;**

- A requirement that people who are ill stay at home including regular reminders to parents, carers and staff.
- Robust hand and respiratory hygiene. Reminder to entire school community re HANDS FACE SPACE at start of new half term including a document explaining the specific responsibilities around each element for all classroom based staff as at 04.03.21.
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace encouraged to staff outside of school and engagement with the test facility encouraged in school
- Formal consideration of how to reduce contacts and maximise distancing between those in school at all times

**Prevention (full details of each points identified below available in guidance document via link above)**

- 1) 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 school.
- 2) Face covering requirement continues for all indoor communal areas, lesson changeover time for pupils and staff. This has been updated to include all staff at all times in the buildings. This also includes all pupils in all lessons apart from indoor/outdoor PE lessons. Drama lessons pupils can remove masks for final performance opportunities at the end of a lesson.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

**Response to any infection**

- 8) Fully engage with the NHS Test and Trace process plus DfE helpline and PHE. Home test kits are to be provided for staff. No further information about home test kits for pupils or families as yet (04.03.21)
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community and identify close contacts as soon as is possible.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant

**In addition to previous details 'Guidance as at Summer 2020' involving;**

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break)

- ventilation remaining a key priority with doors and windows on multi levels remaining open throughout the school day.

**Always make sure everyone is washing their hands with soap and water for at least 20 seconds or regularly using hand sanitiser across the school day, particularly:**

- After coming into school; on way into a classroom; after break times; after sneezing or coughing; before and after handling or eating food; after going to the toilet; after significant hand touch contact with surfaces.

#### Generic Principles and Key Prevention Points

	Relevance in workplace context – Cams Hill School	Comments, action, evidence	Responsibility
1. Minimise contact with those unwell	<p>Ensure clear comms to parents and carers detailing child must not be in school with symptoms. Follow up reminder sent following second positive case who was in school with one of the publicised symptoms re please do not send pupils to school with symptoms.</p> <p>Ensure staff aware of above and do not come in to work with symptoms using instead the LFD self tests for reassurance.</p> <p>Robust protocols and procedures in place for sending child / member of staff home who develop symptoms during school day</p>	<p>written comms and videos</p> <p>written comms, staff meetings virtual / split room and videos</p> <p>Health and wellness protocols established</p>	<p>GHJ</p> <p>SBR / Med Room</p>
2. Use of face coverings*	<p>As of Monday 17 May 2021, the use of face coverings is no longer recommended for pupils at Cams Hill School in line with updated guidance. <a href="https://www.gov.uk/government/publications/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education</a> No pupil should be prevented from continuing to wear a face covering should they wish to do so. The use of face coverings for staff in areas where social distancing can be maintained is no longer recommended as of 17.05.21. Staff working on a 121 basis with pupils are encouraged to continue to wear a face covering. Staff are required to wear a face covering during lesson changeover times when corridors.</p>	<p>written comms and videos plus website</p> <p>Clear message in email and in video</p>	<p>GHJ / All</p> <p>GHJ</p>
3. Clean hands thoroughly more often	<p>Soap and running water or hand sanitiser as per guidance acceptable. CHS requires pupils to have their own sanitiser and Covid Kit as detailed in written and video comms.</p> <p>Sanitiser available in all classrooms and communal areas.</p> <p>Staff will be issued with their own hand sanitiser.</p> <p>Pupils expected to sanitise on entry and exit to classrooms and as detailed in guidance issued to all.</p> <p>Increased number of hand sanitiser stations around the school</p>		
4. Ventilation	<p>If more than 1 occupant, windows and doors to be open and all areas well ventilated at all times.</p>		
5. Ensure good respiratory hygiene	<p>Promote catch it, bin it, kill it...plus hands, face, space.</p> <p>Tissues also required to be carried by pupils as part of their own Covid kit</p> <p>Ensure pupils using face coverings on public transport reminders</p> <p>Recent visual regarding airborne transmission considered at start of new half term. Ventilation and emptying rooms every hour key where possible (mock exams prevent this) Reminder to all staff re windows open; warm clothing on! CWOSP pupils offered alternative to wear either PE fleece with school uniform or as at 02.11.2020 a plain blue round neck sweatshirt to keep warm.</p>		<p>ALL</p> <p>GHJ comms home</p>
6. Enhanced cleaning including frequently	<p>On site cleaners now employed throughout each day focussing on classrooms that are in use and test centre currently. Clear routine for them to involve timed cleaning of high touch point areas throughout the school day for pupils and staff. (RBY and Martin)</p>		<p>RBY / CNN</p> <p>RBY / CNN / GHJ</p>

touched surfaces	<p>Classrooms all have Covid cleaning kit containing washable cloths that will be washed and returned overnight plus disinfectant spray that is Covid complaint and passes EN1276 plus EN 14476 virucidal / bactericidal disinfectant.</p> <p>A new two step cleaning process introduced for onsite cleaners that involves using a degreaser on the surface before it is disinfected where possible. External training being provided by COMAX.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> Guidance for cleaning of non-healthcare settings</p>		
7. Minimise contact between individuals and maintain social distancing wherever possible*	<p>CWOSP pupils have been in school throughout #Lockdown3 in bubbles and with full risk reductions measures remaining in place. Break time zones remain the same and a staggered lunch time has been evolved. Reduced food options with no food available at break and some at lunch time with set areas for each year group bubble.</p> <p>Significant emphasis in staff communications has been placed on 2m staff / adult distancing and modelling compliant behaviours. This continues post 17.05.21.</p> <p>Teaching for learning advice remains the same for supervising adults for CWOSP with the emphasis on mask wearing, remaining distanced and regular hand hygiene for staff and pupils.</p> <p>There is a separate risk assessment for TAs who work closely or on a 121 with pupils. Masks will continue to be worn by these individuals.</p> <p>There is a significant one way system in place which we have called our lazy river that remains in place.</p> <p>All measures have been taken with the emphasis on health, safety and wellbeing whilst maintaining a broad and balanced curriculum for all pupils.</p> <p>Assemblies are virtual and live streamed.</p> <p>Staff work rooms and offices have reduced capacity as identified with a clear poster and number on the front of each. This has been increased in large work areas to 6 as of 17.05.21 in line with the roadmap guidance.</p> <p>The staffroom is available for drop in use only to collect items from pigeon holes.</p> <p>Our NEXUS academy and staff who work within it will help prepare pupils with SEND for these changes and also provide wider support for pupils who are anxious about a full return to school.</p>	See copies of all comms via the school website. Videos also available.	GHJ / ALL SLT
8. Visitors on site including parents*	<p>Only essential visitors continue to be allowed on school site until 21.06.21. These include our 121 pupil support external mentors, counsellor plus essential or urgent parent/carer visits for meetings regrading pupil welfare and well being. ITT students are deemed as members of staff and support for their training continues. They will therefore be strongly encouraged to be fully involved in our testing programme. Any work placement request will be considered on an individual basis and involvement in our testing programme will be strongly encouraged. Site and premises contractors will be allowed on school site with appropriate risk assessment and health and safety checks in place.</p>		
9. Non essential volunteer roles	<p>CHS cannot currently provide for example, most work experience opportunities to individuals who make an approach.</p> <p>NB: Exam invigilators are staff and therefore essential to be working in school for any exams</p>		
10. Where necessary wear	<p>PPE is available in our Health and Wellness office for a member of staff who may deal with a child or adult with symptoms.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p>		

appropriate PPE			
11. Response to an infection	<p><a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>19.05.21 there is a further update to a shared TEAMS folder including all document proformas required to deal with the schools response to a positive case. This includes a recent update regarding the requirement for a confirmatory PCR test that is required after a positive LFD self test is recorded. CHS no longer contacts the DfE helpline on report of a positive case. CHS LFD ATS is now set up and running over seen by RMS. This is for asymptomatic individuals only.</p> <p>The school continues to advise anyone who tested positive on the LFD to seek a confirmatory PCR test.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-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</a>.</p> <p>Individuals will be asked to follow guidance according to whether their test is positive or negative.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>.</p> <p>The school attendance officer continues to keep a live tracking spreadsheet of all members of the wider CHS community in self isolation, being tested and records when results are received.</p> <p>During weekends and holiday time, the CHS community has been asked to contact the school via headteacher@camshill.com to inform us of any test results / Covid-19 in their household. This inbox is monitored regularly. Lead for a weekend positive case is rotated within the SLT.</p>		
12. Manage confirmed cases of Covid	<p>The school has previously contacted the DfE helpline immediately on receipt of a positive test within the school community. However, towards the end of last term, no guidance or support was offered and when reporting multiple cases the call handler required only record of one of the cases. CHS will therefore no longer register cases with the DfE. The school will continue to follow all advice and guidance provided by the PHE team / HPT. The school will also continue to contact Hants LA.</p> <p>The school has a clear internal process to follow for recording positive cases and identifying close contacts as appropriate This is stored centrally on Microsoft Teams for all SLT to access and update.</p>		
13. Contain any outbreak	<p>2 or more cases in a specific year group or amongst staff could be considered an outbreak and the school will work closely with the PHE HPT plus follow Government guidance identifying to isolation. Unfortunately, when this happened in December, the DfE or PHE did not consider this an outbreak and provided no further support or assistance despite communication from the HT. Therefore the judgement call will be made by GHJ / RMS.</p>		
14. Recruitment	<p>Recruitment as of 17.05.21 will be enabled on site and return to a 'normal' recruitment programme led by HR / vacancies.</p>		
15. Self Testing*	<p>All staff and pupils have been asked to self test twice weekly and upload the results to the school system. Testing is not compulsory. All test kits have ben provided to staff and pupils via the kits delivered and organised by SBG</p>	Spreadsheet of all results positive/negative/void	
16. Extra Curricular Activities*	<p>Are back running again within year group bubbles. Communications regarding trips and visits are also now authorised for distribution. Residential visits are planned for after 21.06.21.</p>		

- **Attendance** – the school continues to complete the daily DfE attendance return for staff and pupils.
- **Safeguarding** - <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> The school is fully compliant and recognises the significance of our safeguarding duty.
- **Catering** – our kitchens are open in line with guidance with a reduced offer. Pupils get food from specific identified areas and are in a staggered lunch pattern within their bubble.
- **Educational visits** – We are starting to offer these planned for future dates in line with the lockdown roadmap our of restrictions CHS continues to monitor guidance and will follow all control measures required for any school visit undertaken. <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

### Section 3 - Curriculum, Behaviour and Pastoral Support.

- CHS will offer a broad, balanced and ambitious curriculum to all pupils
- The online provision is fully in line with guidance integrating a full curriculum offer for all pupils across all year groups.
- Subject specific risk assessments are in place following guidance in these areas.
- Peripatetic music teachers at CHS are overseen by Tim Cole, Head of KS4 Music and Rachel Matthews, Deputy Headteacher in line with current guidance along with reviewing information offered by Hampshire Music Service for cross reference.
- Physical activity / PE at CHS will be delivered in line with guidance
- Catch up support and intervention may be offered to specific pupils as / when identified by teaching and support staff.
- Our Good Behaviour Policy including our Actions and Consequences behaviour expectations protocols have been updated in line with latest lockdown guidance
- Pupils wellbeing and support remains a high priority. <https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing> We are actively considering supporting rebuilding of friendships; responding to any Covid-19 related or linked issues and developing strategies to support improving pupils physical and mental wellbeing.

### Section 4: Assessment and accountability

- CHS is deep in the process of TAGs following all guidance issued in order to ensure that the class of 2021 receive grade in line.

<b>2. Risk Assessment – Real Time Provision led by Mrs Jenny Lawrence, AHT. (live online learning for those pupils self isolating as a result of being a close contact of a positive case of Covid 19)</b>			
<b>Point / Issue</b>	<b>Detail of relevance in workplace context – online learning provision</b>	<b>Comments, action</b>	<b>Responsibility</b>
1. Safeguarding during RTP	Staff continue to teach their timetable in their classroom but send a link via CHOC for pupils to access from home. Staff follow same protocols regarding any pupil concerns as if pupil was in school. <a href="#">The COVID 19 Safeguarding plan can be found here:</a>		All staff
2. Online safeguarding	Pupils, parents and carers have been reminded of the need to follow safeguarding expectations during periods of self isolation and therefore RTP.	See letters home and weekly letter from HT plus whole school weekly message	All led by SBR and APS. JLE leading on RTP