

## CAMS HILL SCHOOL RISK ASSESSMENT OVERARCHING September 2021

<p>This risk assessment has been produced at the start of the academic year 2021-2022 and supersedes all previous risk assessments produced by Cams Hill School. However, in the case of a return to partial or full school closure we may revert to previous risk assessments as a way of swiftly ensuring priority focus is on continuity of provision and maximising risk reduction.</p> <p><b>It is a single document divided into three sections</b></p> <ol style="list-style-type: none"><li><b>1. Whole school risk assessment</b></li><li><b>2. Risk Assessment for RTP for those pupils self isolating</b></li><li><b>3. Outbreak Management / Contingency Management Plan.</b></li></ol>	<p><b>Dates</b> <b>V1 12.09.21 GHJ</b></p>
<p><b>Initially assessed and approved by: Gwennan Harrison-Jones, Headteacher and Rich Berry, Estates Manager</b></p>	<p><b>Date of Next Review:</b> half term or new guidance published</p>
<p><b>The following risk assessment has been developed following guidance published by PHE and the DfE via GOV.UK operational schools guidance – available on the GOV.UK website via</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p><a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></p>	
<p><b>All staff are expected to be working on school site. This has been in place since 17.05.21.</b></p> <ol style="list-style-type: none"><li><b>1. All staff are expected to be working on site</b> All teachers and support staff are expected to be on site teaching lessons in person to pupils, supporting teaching, learning and whole school administration. Guidance no longer states that staff should be working from home. Due consideration on a case by case basis is given to those who are CEV. Individual risk assessments are undertaken for those staff post 28 weeks pregnant in order for them to remain on site with risk reduction measures in place. Work areas are expected to be well ventilated by the proactive opening of doors and windows. These need to remain open throughout the school day despite any inclement weather.</li><li><b>2. When in school</b> Staff <b>are required to sign in</b> and out. Mask wearing is optional for staff and pupils. As a teacher you can continue with the superficial cleaning of your work areas if you choose to do so by requesting materials from the site team. However, cleaning regimes are in place to ensure daily cleanliness of all classrooms by the in house cleaning team. Site team will fog when there is a concern raise on after a high touch point activity or event in a specific area. Any problems with cleanliness must be reported to site team (Rich or Liam)</li><li><b>3. Self Testing – staff and pupils</b> Self testing twice weekly 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 is there is a positive LFD result. Testing remains optional. Staff also have the option to participate in the saliva testing programmed as part of the University of Southampton initiative. All equipment for this is available to collect from main school reception.</li></ol>	

**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 term
- 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

**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 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
- 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**

	<b>Relevance in workplace context – Cams Hill School</b>	<b>Comments, action, evidence</b>	<b>Responsibility</b>
1. Minimise contact with those unwell	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. Ensure staff aware of above and do not come in to work with symptoms using instead the LFD self tests for reassurance. Robust protocols and procedures in place for sending child / member of staff home who develop symptoms during school day	written comms and videos written comms, staff meetings virtual / split room and videos Health and wellness protocols established	GHJ  SBR / Med Room
2. Use of face coverings*	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 or member of staff should be prevented from continuing to wear a face covering should they wish to do so.	written comms and videos plus website Clear message in email and in video	GHJ / All  GHJ
3. Clean hands thoroughly more often	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. Sanitiser available in all classrooms and communal areas. Staff will be issued with their own hand sanitiser. Pupils expected to sanitise on entry and exit to classrooms and as detailed in guidance issued to all. Increased number of hand sanitiser stations around the school		
4. Ventilation	If more than 1 occupant, windows and doors to be open and all areas well ventilated at all times.	Regular written reminders to staff	RBY / ALL

5. Ensure good respiratory hygiene	Promote catch it, bin it, kill it...plus hands, face, space.		ALL GHJ comms home
6. Enhanced cleaning including frequently touched surfaces	On site cleaners still employed throughout each day focussing on classrooms and high touch point areas. Clear routine for them to involve timed cleaning of high touch point areas throughout the school day for pupils and staff. (RBY) Classrooms can 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. <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		RBY  RBY GHJ
7. Visitors on site including parents/carers	Visitors are allowed on to school site for face to face meetings. Visitors are encouraged to test before they come on to site and hand sanitise on entry. Where practical, possible and appropriate, meetings will take place in large, ventilated spaces. Visitors are not required to wear a face covering but may choose to do so. No visitors should be allowed on to school site with coronavirus symptoms. Where possible, meetings should be outside of the school day.		
8. Non essential volunteer roles	CHS can now provide work experience opportunities to individuals who make an approach. These adults would be encouraged to test twice weekly and upload results onto the covid landing page.		
9. Where necessary wear appropriate PPE	PPE is available in our Health and Wellness office for a member of staff who may deal with a child or adult with symptoms. <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>		
10. Response to an individual infection	CHS is requesting confirmation of a positive PCR results for pupils and staff who are required to self isolate for 10 days due to having contracted Covid-19. CHS does not require a negative test for pupils or staff to return to school in line with guidance. This has been communicated with all staff, parents and carers.  Positive PCR confirmation is sent to the school attendance officer who then shares this information with Assistant Headteacher JLE. Live home learning access is then facilitated for pupils via CHOC.  The school continues to advise anyone who tested positive on the LFD to seek a confirmatory PCR test. <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> . Individuals will be asked to follow guidance according to whether their test is positive or negative. <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> . The school attendance officer continues to keep a live tracking spreadsheet of all members of the CHS community in self isolation, being tested and records when results are received.		

	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.		
11. Contact tracing / requirement to self isolate	Children are no longer required to isolate even if deemed a close contact of a positive case. This includes children within the same household as a positive case. Attendance monitoring protocols have been adjusted accordingly. Adults who are double vaccinated are no longer required to self isolate. Those who are not double vaccinated and who are deemed a close contact will be contacted by NHS test and trace. Cams Hill School is voluntarily collecting vaccination information from its entire staff in order to contingency forecast if staff cases were to rise in order to ensure continuity of learning and teaching for all pupils.		
12. Contain any outbreak	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. See separate OUTBREAK MANAGEMENT PLAN		
13. Recruitment	Recruitment as of 17.05.21 will be enabled on site and return to a 'normal' recruitment programme led by HR / vacancies.		
14. Self Testing	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 been provided to staff and pupils via the kits delivered and organised by SBG	Spreadsheet of all results positive/negative/void	
15. Extra Curricular Activities	Are back running again without year group bubbles. Communications regarding trips and visits are also now authorised for distribution. Residential visits are planned.		
16. Attendance	the school continues to complete the daily DfE attendance return for staff and pupils.		
17. Safeguarding	<a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a> The school is fully compliant and recognises the significance of our safeguarding duty.		
18. Catering	Arrangements are in place for full provision of catering requirements for all pupils. Despite there being no requirement for year group bubbles, the split lunch provides a natural division of year groups facilitate efficiency but also reducing social contact across year groups. This is the same with regard to break time zones and multiple serving venues for break time snack provision.		

**2. Risk Assessment – Real Time Provision led by Mrs Jenny Lawrence, AHT.**

This is CHS live online learning for those pupils self isolating as a result of testing positive case for Covid 19. This is authorised online learning provision and only offered to those who have shared evidence of positive PCR result.

<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 to the majority of pupils in 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. Attendance and engagement is monitored.		APS / SBR / LWE 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.  IT safeguarding concerns monitored and tracked by MCS and IT team on site.	See letters home and weekly letter from HT plus whole school weekly message	All led by SBR and APS. JLE leading on RTP MCS and IT team re online IT safety

### 3. Outbreak Management Plan / Contingency Plan

This plan outlines the procedures and steps that CHS will implement based on the principles set out in the contingency framework available via the following link [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

The threshold for contingency planning is as outlined below. For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Point / Issue	Detail of relevance in workplace context – online learning provision	Comments, action	Responsibility
RTP	CHS has a phenomenal contingency plan for RTP in full, live access to all lessons and tutor time through its Real Time Provision.		JLE / ALL
Measures that CHS will plan for	Testing – increase to daily testing or potentially reintroduce ATS. This would be hugely disruptive to offering full time educational provision for all pupils so only considered as a last resort.		RMS / SBG
	Face Coverings – temporary reintroduction in specific or all areas depending on advice and guidance received or outbreak itself.		GHJ
	Shielding – can only be reintroduced by National government.		GHJ
	Assemblies / performances – CHS would consider returning to online activities in case of an outbreak.		GHJ
	Residential – would be limited		GHJ / SLT
	Large visitor activities including parental attendance events – would be paused / limited and revert online.		GHJ
Face to face education / restricting attendance of pupils.	Remains the key priority. Restricting attendance would be considered if staffing levels jeopardise health and safety of pupils and staff or if a ‘fire break’ is considered appropriate by DsPH and HPT. CHS would return to a CWOSP model focussing on vulnerable children attendance in school and ensuring safeguarding paramount with attendance by both vulnerable and key worker children.		GHJ / TNE
Safeguarding	In case of a return to CWOSP, safeguarding protocols would revert to those successfully undertaken during previous ‘lockdown’ and CWOSP periods to ensure same quality, standards, reporting, recording and monitoring.		APS / SBR / ALL

Restricting attendance of staff	HT and SLT will decide on staffing requirements in school should a return to CWOSP be considered.		GHJ / TNE
Provision for FSM	Would continue as pre previous lockdown model		