

KING EDWARD VI CAMP HILL SCHOOL FOR BOYS



RISK ASSESSMENT FOR RETURN TO SCHOOL IN SEPTEMBER 2020

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone who needs to self-isolate or quarantine under current guidance will be asked not to come into school. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be strongly encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, or a pupil develops symptoms while in school, they will be sent home immediately or isolated until they can be collected. They will be given written information about how to arrange a test and strongly encouraged to do so.</p> <p>Isolation will be in Meeting Room 2 (MR2). MR2 is large enough that social distancing can be maintained even if there is more than one person with symptoms. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been collected.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of their getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p>	

		<ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Boys awaiting collection for any other reason will not use Meeting Room 2. Boys who are out of lessons for any reasons other than Covid symptoms will use the Careers Room, where the furniture arrangement will facilitate social distancing.</p>	
<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. The school is building additional bike storage. Parents will be given particular advice regarding delivering their sons to, or collecting their sons from, school by car. This will include, as appropriate,</p> <ul style="list-style-type: none"> • The protocols for minimising adult to adult contact, particularly between CHB and CHG • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>The Green Bus company has carried out extensive work, including working with a specialist virologist, to ensure their offer complies with current guidance. The school will continue to use its excellent lines of communication with the company to review and improve drop-off and pick-up by the company.</p>	

		<p>In addition, the school will work with providers, pupils, parents and carers to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles • Pupils use face coverings where appropriate, such as if they're likely to come into very close contact with people outside their group or who they don't normally meet <p>Anyone using disposable face coverings, whether on their journeys or in school, will be encouraged not to dispose of them in school but to take them home for disposal.</p> <p>Special arrangements for 6th Form:</p> <ul style="list-style-type: none"> • 6th Form classes will have two compulsory morning form periods (8:50-9:15) a week. On all other days, they will be encouraged not to come to school until their first taught class • 6th Formers will be encouraged to leave school after their final taught class of the day • 6th Formers will be encouraged to leave school at lunch. If they have a private-study lesson before or after lunch, they will be encouraged to leave site for that lesson as well. • Where 6th Formers are encouraged to leave site during the school day, they will also be encouraged to maximise the time spent outdoors and in places where they can observe social distancing guidelines. There will be suitable, supervised, socially-distanced rooms in school for them (the Hall, the 6th Form Block) at all times – these may be a preferable option in poor weather. 	
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>There will be hand sanitiser stations at the school entrances. These will consist of banks of 10 dispensers spaced out on a fixture to minimise queueing.</p> <p>Every classroom will have hand sanitiser in it.</p> <p>Everyone in school will:</p>	

		<ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, 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 <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Parents and carers will be encouraged to provide small hand sanitisers for their sons to carry.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment 	

Items that need laundering, such as towels, will be washed regularly.

Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.

Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.

Areas of the school not in use will be shut off to make cleaning more manageable.

Any resources shared between groups, such as sports, art and science equipment, will be either:

- Cleaned frequently and meticulously, and always between groups using them; or
- Rotated so they can be unused and out of reach between use by different groups

Safety goggles (for science and DT) will be soaked in a suitable cleaning solution for the recommended time and dried before re-use, following CLEAPSS guidance.

Parents and carers will be reminded to equip their sons with aprons for DT. Boys will not be able to borrow aprons from other boys or from the department.

Plastic overlays will be provided for computer keyboards. These will either be washable or disposable.

Boys will be allowed to use their phones as language dictionaries where appropriate to avoid sharing the department's dictionaries. This will also reduce movement around school as sending boys to carry class sets of dictionaries to their base rooms would require movement.

The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.

Music

- lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 30 pupils. The space will be well ventilated.
- Pupils will be positioned facing front, at an appropriate distance.
- As pupils enter and leave the room, they will sanitise their hands.
- After playing any instruments, pupils will wipe them down with disinfectant wipes.

- Singing or instrumental playing will not take place in larger groups such as choirs or assemblies.

PE changing

- Boys will come to school in PE kit on days they have PE lessons. Boys will return to lessons in their PE kit.

Games changing

- Years 7-10.
Forms will get changed at 1.35pm in different changing areas. S will get changed in the sports hall, M & J in the pavilion and K in the swimming pool changing rooms (CHG are not using the swimming pool for the first half term).

In year 7 the extra form will also get changed in the sports hall. Belongings will be taken to the allocated area on the field if weather allows. If this cannot happen boys will collect their belongings from their allocated changing room.

- Senior games
On Wednesdays all year 11-13 boys will come to school in their senior games kit. Boys will leave their session in the same kit at the end of the day.

For all PE & games sessions boys will be encouraged to bring extra clothing to suit the weather e.g. tracksuits, base layer.

Departments are considering their own teaching and marking practices to consider whether changes can be made to reduce shared resources and teachers touching pupils' books.

Rubber stamps have been bought and departments have been asked to consider whether they can use them to reduce handling of students' work.

Individual and very frequently used equipment, like pens and pencils, will not be shared.

	<p>Every classroom will have a set of 16 glue sticks and scissors to minimise sharing.</p> <p>2m social distancing between teachers and pupils will be observed. In addition, a plastic screen will be provided for the teacher’s desk where a teacher feels it would further reduce risk.</p> <p>The sharing of rooms will be kept to a minimum, by giving each class a base room which will be used as far as possible for all lessons that do not need a specialist room.</p> <p>The use of specialist rooms, such as for science, art, DT, music and computing, will be minimised by careful consideration of the curriculum. Where sharing has to occur, second and subsequent groups using the room within a day will be required to wipe down desks, chairs and equipment as far as possible. Disinfectant cleaner and cloths will be provided.</p> <p>The hall, library, 6th Form Block and any other general purpose rooms will not be shared by boys from different bubbles. Where a desk or chair will be used by two different boys during one day, the boys will be required to maintain hygiene by wiping them down between uses. Disinfectant and cloths will be provided.</p> <p>The dining room will not be used for eating. (See elsewhere for an explanation of eating arrangements.) It may be used as a general purpose space, in which case the guidelines in the previous paragraph will apply.</p> <p>There will be no canteen service at break.</p> <p>If a person shows coronavirus symptoms in school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they’re not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils’ books.</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>The general principle will be to keep pupils in bubbles.</p> <ul style="list-style-type: none"> • In Key Stage 3, the boys will be kept together in their classes for lessons. • In Key Stage 4, the boys will be taught in their usual teaching groups, so they will be mixing across the Year for their options. They will have 5 base rooms which will be used for as many of their lessons as possible, to minimise interaction or room-sharing with other year groups. • Base rooms for a given year group will be located close together. 	

- In Key Stage 5, the boys will be taught in their usual teaching groups, so they will be mixing across the Year.
- During non-contact periods, Y12 will be in the Hall and Y13 will be downstairs in the old 6th Form Block. Both those locations will be set out with desks on a 1 metre grid.
- For senior games on a Wednesday afternoon, mixing across Years 11, 12 and 13 will be allowed as necessary to maximise the value of the session. Where it is not necessary, consideration will be made as to the possibility of keeping boys from separate year groups apart.
- Heads of Year and Form Tutors will work together to prepare a seating plan for every class. Where a group leaves its base to go to a specialist room and then returns to its base, the teacher will require them to sit according to the plan. (Seating plans will also help with contact tracing.)

Movement in corridors between lessons will be minimised:

- Where forms do have to leave their base rooms, their routes to the specialist rooms will be defined. These routes will be planned to avoid different year groups meeting and to avoid bottlenecks.
- Exit routes for lunch and break for groups allowed to go outside or to the library will be specified.
- We have decided against a one-way system because it will lead to pupils spending more time in corridors, will increase the possibility of their meeting other groups and will mean they spend longer with other groups when they do meet (since they won't be passing in opposite directions). This decision will be reviewed should the measures above prove less effective than we anticipate.
- People will keep left when passing in the corridors.
- Where possible, pupils will be asked to enter classrooms even if no teacher is present. (This may not be possible for safety reasons in the case of labs and other specialist rooms.)

Pupils will be taught, and reminded, to maintain their distance and not touch staff or peers.

Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.

		<p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This might not always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Staff will be issued with their own whiteboard pens (as opposed to the usual convention that the pens stay in the classroom) because they may be teaching in more locations than normal.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, and other support staff for pupils with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside the school</p>		<p>Before school:</p> <ul style="list-style-type: none"> • All boys will be asked to enter the site via the Cartland Road entrance (to maintain separation from Camp Hill Girls pupils). • Boys will be allowed on to site from 8 a.m. • Boys will not be allowed into the school building until 8:35. • When the boys enter the school, they will be required to go straight to their base rooms. • The playground will be supervised from 8 a.m. to ensure boys follow the guidelines. • Base rooms will be supervised from 8:35. • A marquee, with lighting, tables and seating, will be erected on the playground, next to the music block, to give shelter in poor weather. • Year groups will be kept apart in the playground and marquee before school, so far as is practicable. 	

	<p>There will be no gatherings for assemblies. Where assemblies are delivered, they will be by electronic means to the designated groups.</p> <p>There will be no lunchtime clubs or societies, except for ones essential to pupils' education. Any exceptions will be limited to gatherings within a year group. (Examples of exceptions envisaged may relate to small music ensembles and SEND-related clubs.)</p> <p>At break and lunch, the playground will be separated into two zones. The tennis court will be a third zone.</p> <p>At break, boys from three year groups (different ones on different days) will be allowed a choice of remaining in their base rooms or going to one of the outdoor zones. There will be no mixing of year groups between the zones.</p> <p>Lunch will be divided into two halves – 12:35-13:05 and 13:05-13:35. Three year groups will be allowed to the outside zones in each half, allowing slots for 6 Year groups a day. Only 5 slots will be used (for Years 7-11) because the 6th Form will be encouraged to leave site at lunchtime.</p> <p>In addition to the above: each day, one Year group will be allowed access to the library at break and lunch (the same year group for both). Over a two week period, Years 7, 12 and 13 will be given two days; the other Years will be given one day.</p> <p>Forms will spend break and lunch in their base rooms, the Library, the playground or the tennis courts as described above. All those locations will be supervised at break and lunch to ensure the boys respect the guidelines.</p> <p>Y14 students will be recruited to supervise at lunchtime, in order to ensure all staff can have a break.</p> <p>Additional lunchtime supervisors will be recruited. (This has proved difficult – hence the use of Y14 students. As of 15 August, two additional lunchtime supervisors have been recruited.)</p> <p>Lunch:</p> <ul style="list-style-type: none">• There will be a simple menu. Food will be restricted to items that can be bagged and transported.• The menu will be published in advance.• Parents will order and pay for lunches in advance through ParentPay.	
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- Lunches will be prepared, bagged and named by the caterers. The Y14 lunchtime supervisors will collect the bags from the dining room and take them to the base rooms.
- Lunches will be eaten in classrooms or in one of the external zones (according to the rota explained above).
- As well as the marquee, additional picnic tables have been bought to allow pupils to eat their lunches outside.

After school:

- Boys will be encouraged, but not required, to leave school from the Cartland Road entrance to keep them separate from Camp Hill Girls pupils. (Boys will not be required to exit to Cartland Road, because we know that many of them would then walk to Vicarage Road. The pavement to Vicarage Road is narrow, with frequent trees narrowing it further. There would therefore be a high risk of boys stepping out in front of traffic. The natural staggering in the morning will mean this is less of a risk at that time.)
- We will introduce a slight stagger at the end of the day. One year group will be released at 3 o'clock; further year groups will be released at 3:10, 3:20, 3:30 and 3:40. Those 6th Formers who have a lesson Period 5 will be dismissed at 3:35.
- Classes will be accompanied from school. Exit from the front of school will be down the vehicle drive, to maintain separation from Camp Hill Girls pupils. The drive will be closed to inward traffic. Outward traffic will share the space with pedestrians.
- After school, we will aim to minimise the crowding on Vicarage Road.
 - We will have staff continuing to advise and encourage until 4 pm at least.
 - Those who have left school early will be encouraged to start their journeys immediately and discouraged from waiting for friends if it isn't necessary.
 - We will discourage the ice-cream van if it's reasonable and possible to do so.

Toilet use will be managed to avoid crowding; boys will be allowed to go to the toilet during lessons, to avoid overcrowding at break.

		<p>There will be no staff social areas. Soft furnishing will be removed from the staff room and replaced by cleanable, office-style furniture.</p> <p>The goldfish bowl will become a staff working area, with the same protocols with respect to its use as the staff room.</p> <p>The staff room and other staff working areas will be configured such that those using them will not be facing each other and will be able to follow distancing guidelines.</p> <p>Shared staff work areas will be cleaned daily. Staff will be responsible for maintaining hygiene in their areas before and after use. Disinfectant and cloths will be provided.</p> <p>School office and admin area:</p> <ul style="list-style-type: none"> • Teaching staff will be asked not to enter the admin offices if they can avoid it. Use the phone if possible. • If staff come to the reception, they will be asked to speak through the plastic screen rather than coming into the office, if possible. • The default entrance to the Headmaster's Office will revert to the 1960s – the door next to the visitors' toilet rather than the door to the admin office. This is to prevent the admin office being used as a corridor to the Head's Office. • Parents will be discouraged from bringing things to the school office. <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside school hours wherever possible. A record will be kept of all visitors.</p>	
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open wherever possible.</p> <p>The use of lifts will be avoided unless essential.</p>	
Spreading infection due to excessive		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p>	

<p>contact and mixing in meetings</p>		<p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	
<p>Individuals vulnerable to serious infection coming into school</p>		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing. Such staff will not be allowed to come to school until an individual risk assessment has been completed for them.</p>	