



KENILWORTH SCHOOL

AND SIXTH FORM

COVID-19

**Operational Risk Assessment
for whole school reopening in
September 2020**

**This is a working document and is subject to change and
review.**

Updated: 4th January 2021

RAG rate your control measures

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be in place for the autumn term
- > Green: this measure is already in place

Wording in italics indicates that the text is taken directly from DfE's Guidance for full opening – schools- published 2nd July 2020.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>If a student comes into contact with somebody with Covid 19 they will be offered the opportunity to have a daily test in school during their isolation period. This will allow the student to continue to attend school as usual.</p> <p>Please see the separate risk assessment for lateral testing.</p> <p><i>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Students / individuals are to go directly to the isolation room which will be open throughout the day – if a toilet is required this is to be the toilet on the ground floor of the sports hall. 999 will be called if they are seriously ill or injured or their life is at risk.</i></p> <p><i>In the case of a symptomatic pupil who needs to be supervised before being picked up:</i></p> <ul style="list-style-type: none"> • <i>If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</i> • <i>If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</i> • <i>If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</i> 	H. Abbott / R. Garratt	By January 5 th 2021	> Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p><i>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</i></p> <p><i>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</i></p> <ul style="list-style-type: none"> <i>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</i> <i>• The driver and passenger will maintain a distance of 2m from each other; or</i> <i>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</i> <p><i>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</i></p> <p><i>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</i></p> <p><i>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 - PHE West Midlands East Health Protection Team, 5 St Philip's Place, Birmingham, B3 2PW 0344 225 3560</i></p> <p><i>The team will carry out a rapid risk assessment to confirm</i></p>			

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		<p><i>who's been in close contact with the person, and these people will be asked to self-isolate.</i></p> <p>Warwickshire Educational Dept - 01926 742114</p> <p>DfE Covid Advice line - 0800 046 8687</p> <p><i>To help with this, records will be kept of:</i></p> <ul style="list-style-type: none"> • <i>The pupils and staff in each group including seating plans which will be provided by each member of staff.</i> • <i>Any close contact that takes place between children and staff in different groups</i> <p><i>Close contact means:</i></p> <ul style="list-style-type: none"> • <i>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</i> <ul style="list-style-type: none"> ○ <i>Being coughed on,</i> ○ <i>A face-to-face conversation, or</i> ○ <i>Unprotected physical contact (skin-to-skin)</i> • <i>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</i> • <i>Travelling in a small car with an infected person</i> <p><i>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.</i></p>			
Contact with		Everyone will be encouraged to walk or cycle into school,	S. Bennett	By September 1 st	> Green: this

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
coronavirus when getting to and from school		<p>and asked to avoid taking public transport during peak times if possible. Year groups have been told to enter the school site at staggered times using specific gates to minimise contact of students between Year group bubbles.</p> <p>At the end of the day, classes along corridors will stagger their exit from the buildings and use one of three gates that is nearest to their geographical location. The use of the one-way system will minimise contact between year group bubbles.</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p><i>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</i></p> <ul style="list-style-type: none"> • <i>Follow hygiene rules</i> • <i>Try to keep their distance from passengers where possible</i> • <i>Do not work if they or a member of their household are displaying coronavirus symptoms</i> <p><i>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</i></p> <ul style="list-style-type: none"> • <i>Pupils are grouped together on transport to reflect the groups that are adopted within school – further information will follow once Warwickshire County Council School Transport get back to us.</i> • <i>Hand sanitiser is available upon boarding and/or disembarking</i> • <i>There is additional cleaning of vehicles</i> 		2020	measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<ul style="list-style-type: none"> • <i>Queuing and boarding is well organised</i> • <i>Pupils practise distancing within vehicles</i> • <i>Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet</i> <p><i>As per normal procedure, parents are not able to enter the site and drop their children off.</i></p> <p>Staff and students should wear face coverings, they must follow the guidance provided of how to remove them safely.</p> <p>Anyone wearing non-disposable face coverings when arriving to their classroom will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>All students and any other agreed visitor are to use the provided hand sanitisers provided on entering and leaving the site.</p>			
Spreading infection due to touch, sneezes and coughs		<p><i>Handwashing facilities will be provided. Hand sanitiser pumps are located at the entrance to every building, along the main corridors as well as next to photocopiers and student cold water supplies. Each classroom will be provided with a bottle of hand sanitiser, a bottle of disinfectant spray, paper towels, a box of tissues and a lidded bin which will be emptied</i></p>	A. Pointon		<p>> Green: this measure is already in place</p>

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		<p><i>'Catch it, kill it, bin it' signage is clearly displayed around the school site as well as being regularly promoted by staff throughout the day.</i></p> <p><i>Everyone in school will:</i></p> <ul style="list-style-type: none"> <i>• 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. Science classrooms do not contain hand sanitiser due to flammability.</i> <i>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</i> <i>• Be encouraged not to touch their mouth, eyes and nose</i> <i>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</i> <p><i>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</i></p> <p><i>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.</i></p>			
Spreading infection through contact with coronavirus on surfaces		<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 • Bathroom facilities (including taps and flush buttons) • Door and window handles 	Specifically A. Pointon and SLT		<p>> Cleaning staff - Green: this measure is already in place</p>

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		<ul style="list-style-type: none"> • Furniture • Light switches • Reception desks • Telephones <p>Cleaning staff, teaching and support staff and students will regularly clean the following after use:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Computer equipment (including keyboards and mouse) • Teaching and learning aids • Books and games and other classroom-based resources • Sports equipment <p>Biometric scanners – students will use hand sanitiser provided prior to entering the canteen as well as directly after using any biometric device. These devices will also be cleaned through breaks and lunchtimes as well at the end of the session.</p> <p><i>Items that need laundering (e.g. towels, cloths will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</i></p> <p>Pupils and parents/carers will be asked to ensure that students have their own tissues, hand sanitiser and stationary (the latter is to limit the amount of equipment that will need to be shared in a classroom).</p>			

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		<p><i>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. As all classrooms will be used each day, all classrooms will be cleaned at the end of each day as well as the corridors, stair wells and office spaces.</i></p> <p><i>Areas of the school not in use will be shut off to make cleaning more manageable – although this is not likely to happen as most areas will be used each day.</i></p> <p><i>Any resources shared between groups, such as sports, art and science equipment, will be either:</i></p> <ul style="list-style-type: none"> <i>• Cleaned frequently and meticulously, and always between groups using them; or</i> <i>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</i> <p><i>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.</i></p> <p><i>Individual and very frequently used equipment, like pens and pencils, will not be shared.</i></p> <p><i>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</i></p> <p><i>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</i></p> <p><i>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</i></p> <p><i>Teachers will sanitise their hands and surfaces before</i></p>			

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		<i>and after handling pupils' books.</i>			
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>All students and staff are to wear face coverings when moving around the school in areas such as corridors; stair wells etc. unless they are exempt from wearing one. Guidance has been provided to explain how to put on, remove and store/dispose face coverings safely.</p> <p>From taking into account information laid out in the government guidance we will use a range of strategies to keep as close to the student's normal timetable and roomings as far as possible whilst minimising contact between year group bubbles at breaks, changeover to lessons and lunchtimes. This will allow us to deliver a broad and balanced curriculum effectively and as near to normality as possible.</p>	SLT		<p>> Green: this measure is already in place</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>All movement around the school for both staff and students should be via the one-way systems set up inside and outside of the buildings.</p> <p>At the end of the tutor period, staff should co-ordinate between themselves the exit of their classes to their first lessons to ensure that different year groups leave at a slightly staggered time to one another. This will help to minimise the risk of year groups coming together whilst walking around the one-way system. The co-ordination for the exit from the classrooms will need to be organised by staff who are the same corridor / area with multiple year groups in proximity. This will assist in limiting the interaction between year group bubbles.</p> <p>At the end of break times, students will be released from their break time areas whilst using the one-way system around school again limiting the contact between year group bubbles.</p> <p>Students will be reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards (where possible), and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Music – students will not take part in any singing or playing of wind or brass instruments during lessons.</p> <p><i>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</i></p>			

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		<p><i>pupils will be maximised as much as possible.</i></p> <p><i>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 won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</i></p> <p><i>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.</i></p> <p><i>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</i></p> <p><i>If the school becomes part of a local lockdown area, we will provide face to face education for those students considered vulnerable and children of critical workers, in line with the most up to date government guidance.</i></p>			
Spreading infection due to excessive contact and mixing between pupils and staff around		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p> <p>Year 7 – Both tennis courts at the front of lower school outside technology.</p> <p>Year 8 – Main playground around the back of lower school</p> <p>Year 9 – Car park between Sports Hall and area outside</p>	SLT	By 1 st September 2020	<p>> Green: this measure is already in place</p>

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and outside of the school		<p>(year 8 and 9 will rotate each half term) Lower Reception – will collect food from the shack near the gym. Year 10 – Upper school tennis court area Year 11 – Basketball court around the back of upper hall</p> <p><i>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</i></p> <p>The one-way system will be observed by all staff, students and any agreed visitors to the school both inside and outside of the buildings.</p> <p>Year groups will arrive on the school site at different times using prescribed entrances to further limit the contact of year groups.</p> <p>Classes will be released along corridors in a staggered and coordinated manner. Year groups will be brought in from breaks and lunches in a similar staggered and coordinated manner and use the one-way system.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation.</p> <p>Toilet use will be managed to avoid crowding. Staff will be on duty at breaks and lunchtimes to ensure that the use of the toilets is managed.</p> <p>Staff use of staff rooms and offices will be minimised to limit occupancy and staff will be encouraged to use</p>			

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		<p>classroom and outdoor spaces at break times and lunch.</p> <p><i>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 of school hours wherever possible. A record will be kept of all visitors.</i></p> <p><i>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</i></p> <p>Where extra curricular activities take place before, during or after the school day, they must be within year group bubbles only.</p>			
Spreading infection due to the school environment		<p><u>Checks to the premises</u> will be done to make sure the school is up to health and safety standards before opening in September.</p> <p><i>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</i></p> <p><i>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</i></p> <p>Where the areas become cold even with heating, students and staff will be allowed to wear outside coats. The balance of keeping windows open in classrooms for improved ventilation vs room temperatures will be</p>	A Pointon / and governor	By 1 st September 2020	Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>reviewed as necessary.</p> <p><i>The use of lifts will be avoided unless essential.</i></p> <p><i>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</i></p> <p><i>Outdoor space will be used for exercise and breaks, and for education where possible.</i></p>			
Spreading infection due to excessive contact and mixing in meetings		<p><i>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</i></p> <p><i>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</i></p>	SLT / Line Mangers	By 1 st September 2020	<p>> Green: this measure is already in place</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Individuals vulnerable to serious infection coming into school		<p><i>The school will continue to follow any shielding guidance in place to decide who should come into school.</i></p> <p><i>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 (e.g. some admin staff).</i></p> <p><i>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. If appropriate an individual risk assessment will be created.</i></p>	Headteacher	By 1 st September 2020	<p>> Green: this measure is already in place</p>
Practical Departmental Risk Assessments		<p>Each practical subject has been requested to provide a bespoke risk assessment for their department areas.</p> <p>See individual risk assessments below in the appendix.</p>	HODs	By end of Summer Holiday	<p>> Green: this measure is already in place</p>
Lesson observations / Outside observers		<p>In order for the school to continue its Quality Assurance of its Teaching and Learning; learning walks and lesson observations etc. will continue throughout the academic year. As well as our usual observation cycle (two 30 minute observations per year) there may be times where other staff observe lessons; these will typically be NQT's and student teachers.</p> <p>Only teachers (including NQT's) and Student teachers who are affiliated to Kenilworth School are currently permitted to take part in lesson observations / learning walks etc. on either of the two sites.</p>	SLT / Teaching Staff	By October 2020	<p>> Green: this measure is already in place</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>To minimise the contact of adults (observers) with the students, staff taking part in the observations should follow social distancing guidelines as much as possible. Prior to any observation, some assessment of the space and risks including the number of adults in the room should be considered i.e. whether there is a teaching assistant already present and how this might affect a further adult being present in the room. If the size of the room and number of students does not allow for adequate social distancing, this should be highlighted prior to any observation taking place so an alternative venue can be found. If this is not possible, an alternative class should be observed that allows for social distancing to take place.</p> <p>Where the observer wishes to speak to the students or look in books within the classroom, the observer should adhere to social distancing guidance of keeping 2 metre distance from the student where possible. Staff or any observer should not be closer than 1 metre to a student for more than a minute.</p> <p>If exercise books are scrutinised, the observer should use the provided hand sanitiser before and after handling the books.</p> <p>The school will work with our partner universities for PGSE / School Direct students for a safe approach to any required lesson observations. At present, the universities are not sending tutors into schools for formal observations.</p>			

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES

Departmental Risk Assessments

Art - Risk Assessment

RAG Rating

R: This measure can't be put in place by our school.

A: This measure isn't in place yet, but can be in place for September 2020

G: This measure is already in place

Hazard	Who might be harmed?	Controls to be put in place	Who will be responsible?	When the controls need to be in place by	RAG
Exposure to and contraction of virus in department	Staff and Students	<ul style="list-style-type: none"> • Staff will adhere to the whole-school risk assessment. • Staff will only teach in the rooms that they have been allocated. • Students and staff will wash their hands on entry and before leaving the classroom. • Windows will be open at all times, including internal connecting doors. • Staff will maintain their own environments, using cleaning facilities to clean their personal spaces before and after single lessons, such as door handles and drawers. • Door handles and drawers of any shared materials touched must be cleaned afterwards. • Student desks will face the front and a 2m perimeter will be set up to indicate the space they need to keep from their teacher • Teachers will, where possible, teach from the front and avoid 'rotating' around the room to keep a safe distance • The office, including the fridge and tea and coffee making facilities will be cleaned on a rotation system. Staff will bring in own beverages and own vessels/own mugs. • Computer rooms and printers should be equipped with cleaning wipes and/or sprays. 	Staff and Students	1st September	G

		<ul style="list-style-type: none"> • The use of PPE, whilst not recommended by the government is at the teachers' discretion. • Soap will be available at all sinks. 			
Exposure to and contraction of virus via use of shared resources		<ul style="list-style-type: none"> • 72-hour boxes can be used by staff where they will be the SOLE users and responsible for the materials within – not be used for shared resources as could cause a lack of resources for other teachers. • Cameras will be stored in U8 in cupboard for graphics, locked with a master key rather than in U7 office. • Any shared resources such as cameras, iPads and laptops will be disinfected before and after use using spray and/or wipes provided by the school. • If a student wishes to borrow resources during a lesson, such as a glue stick or pencil, they must hold on to it for the whole lesson and disinfect it at the end of the lesson before it is returned. • Wearing of gloves is at the teacher's discretion. • Students should wipe their computer keyboards and mice before and after every lesson. 	Staff and Students	1 st September	G

Design & Technology - Risk Assessment

RAG Rating

R: This measure can't be put in place by our school.

A: This measure isn't in place yet, but can be in place for September 2020

G: This measure is already in place

Hazard	Who might be harmed?	Controls to be put in place	Who will be responsible?	When the controls need to be in place by	RAG
Transmission of Covid-19	Staff/students	<ul style="list-style-type: none"> <li data-bbox="757 336 1391 703">● Managing movement in the room To limit pupil movement, as far as is possible, pupils should be able to carry out the practical with the equipment at their workstation. Activities which require the pupils to move around the room, will likely need a different seating plan. Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment. The teacher can then monitor movement and ensure that only one person is in any zone. <li data-bbox="757 719 1391 1118">● Supervising pupils engaged in practical tasks Staff must aim to maintain a 2m distance when observing pupils as they work through practical activities. This may present an issue if the teacher has concerns about the ability of the pupils to carry out the task safely without direct intervention from the teacher. If this is the case, the teacher can intervene and work with an individual at a closer distance, but time spent next to them should be limited to 10 mins. If necessary, consider a different approach to the activity, an alternative activity or doing a demonstration rather than a hands-on practical. <li data-bbox="757 1166 1391 1437">● Managing equipment Equipment can be shared by pupils within the same bubble. <u>Example:</u> A Y11 class is in its own bubble, they start a practical activity in one lesson, but they don't finish it. If the equipment and materials are then removed and not used by anyone else then it can come back out to be used again the following lesson by the same Y11 class. 	<p data-bbox="1429 352 1664 568">Staff & Technicians will be in charge of setting up rooms appropriately for practical lessons in advance so that movement is limited.</p> <p data-bbox="1429 1310 1664 1430">Staff & Technicians will be in charge of facilitating the cleaning of all</p>	Sept 2020	A

		<p><u>Example:</u> All of Y9 are a single bubble. The equipment used by the group can be stored and brought back into use for the next Y9 lesson. If this is not possible, it will need to be cleaned (or stored for 48 or 72 hours) if it is to be used by pupils from other bubbles.</p> <ul style="list-style-type: none"> ● Fixed equipment, such as machines, cookers, sinks These can be shared within a bubble, but must be cleaned between different bubbles, this will involve wiping with suitable cleaning products and allowing to dry. ● Portable/hand held equipment, such as cordless drills, food mixers, sewing machines These can be shared within a bubble but must be cleaned or quarantined between bubbles. Cleaning will be similar to fixed machines, alternatively, where there is enough equipment, it can be quarantined for up to 72 hours then brought back into use. ● Materials, such as timber, food ingredients, textiles Materials used by the pupils can be shared within a bubble, but not between different bubbles. Materials and ongoing products made by pupils will be very difficult to clean, the most appropriate way to manage such items will be quarantine for up to 72 hours. Example: Scraps boxes for textiles need to be split into Year 7/8/9 and managed to avoid cross contamination. Example: Where possible, hand tools from workshops should be split into Year group boxes- where this cannot be achieved, they must go on the timetable for sanitising or quarantining. ● Resources placed in quarantine storage must indicate clearly when they are next 'safe to use'. This can be done by placing labels onto the tray containing the equipment, and by organising the 	<p>equipment. This might include:</p> <ul style="list-style-type: none"> -Providing classes with wipes to use on some smaller machinery and hand tools -staff wiping down larger machinery -technicians using sterilising baths periodically for some hand tools <p>Staff managing a timetable for cleaning/quarantining equipment.</p>		
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		<p>storage to create clear zones that themselves indicate when the equipment placed in them, can next be used safely.</p> <ul style="list-style-type: none"> ● Where items are to be quarantined, we will need to set aside sufficient secure storage space to allow the quarantining of equipment between bubbles. It may be possible to re-arrange the prep or storerooms to set aside existing space for this purpose. ● Teachers will need their own set of equipment for demonstrations and to show pupils how to carry out activities themselves. Equipment used by teachers to show pupils how to do an activity or part of an activity must not be 'borrowed' from one of the sets intended for pupils or given to pupils to use ● Eye protection. Goggles will need sanitising before their first use, and between each use. To sanitise eye protection, it should be fully immersed in a Milton solution. When leaving the room, pupils should place their used Goggles in a bowl with pre mixed Milton in it. The goggles should then be rinsed off with water and allowed to air dry. Avoid drying with towels as this can lead to scratching. Pupils should be reminded to wash their hands before putting on eye protection. Staff will also need access to their own Goggles and should clean these as needed. <p>Aprons Aprons are NOT classed as PPE and as such they are not required for practical work. Students and staff may bring and wear their own apron if they wish, and the department could look into purchasing disposable aprons. Shared aprons will be removed from all classrooms.</p> <ul style="list-style-type: none"> ● Normal rules around the storage of hazardous 			
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		<p>chemicals will still apply. For example, flammables must be returned to the flammables store after use. If these have been used by pupils in a lesson, they will need to be subject to the same quarantine approach as the rest of the equipment, but this time located in the appropriate store. One way to make this easier would be for pupils to return items requiring specialist storage to a separate tray at the end of the lesson. This tray can then be labelled with the date for next staff use and placed in the appropriate store.</p> <ul style="list-style-type: none"> ● Meticulous Cleaning CLEAPSS advice is to be sensible when trying to achieve meticulous cleaning. 'Meticulous cleaning' does not mean sterilise. Careful and thorough cleaning that includes the use of an appropriate disinfectant is the intended meaning. This can be achieved in a number of ways <ul style="list-style-type: none"> -Immersion in milton -Spraying with a disinfectant -Wiping surfaces with disinfectant wipes -Dishwasher (for use in washing food equipment only) ● Prep/store rooms and departmental offices Staff working in offices, work rooms or prep/storerooms will need to adhere to the 2m social distancing rules, this may reduce the working capacity of some areas. Most storerooms are of a size that can accommodate only one person at a time. 			
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Risk Assessment – Music Department – January 2021

RAG Rating

R: This measure can't be put in place by our school.

A: This measure isn't in place yet.

G: This measure is already in place.

Hazard	Who might be harmed?	Controls to be put in place	Who will be responsible?	When the controls need to be in place by	RAG
Transmission of Covid-19 when entering and leaving the music department		<ul style="list-style-type: none"> Pupils follow whole school one-way system when entering and leaving the department. Pupils are seated in their working positions from the start of the lesson. There are specific setups for U13/U14/U15 and this is reflected in Class Charts. Pupils are dismissed from the row nearest the door. 	All teachers	September 2020	G
Transmission of Covid-19 when in music lessons		<ul style="list-style-type: none"> Chairs and clipboards (if used) should be cleaned when there are different bubbles using them consecutively. Practice rooms are not to be used in any lessons in U15. There are extenuating circumstances that necessitate the use of them in U14 – there is no rotation of students in these rooms (2) and students are sat in the door area before being dismissed into the room. 	All teachers	November 2020	G
Transmission of Covid-19 when using musical keyboards		<ul style="list-style-type: none"> Pupils will have an allocated keyboard and headphones which only they and their partner will use. Keyboards will be powered on by a member of staff at the start of the day to ensure their functionality. Keyboards will be cleaned before use by student users and then cleaned at the end of the lesson by those that have used them. This also includes the surrounding table area and headphones. 	All teachers	September 2020	G
Transmission of Covid-19 when using electronic equipment such as amplifiers/leads etc		<ul style="list-style-type: none"> Amplifiers and leads must be placed 'in situ' by a member of staff prior to the lesson. Any leads that are used are to be used solely by one person. Equipment will be cleaned before use by student users and then cleaned at the end of the lesson by those that have used it. 	All teachers	September 2020	G

Transmission of Covid-19 using classroom percussion and ukuleles		<ul style="list-style-type: none"> • All equipment must be used solely by one person • Equipment will be cleaned before use by students and after use by the student that has used it 	All teachers	September 2020	G
Transmission of Covid-19 whilst using computer equipment		<ul style="list-style-type: none"> • Pupils will be allocated an iMac and associated equipment as part of the seating plan and will maintain a distance where possible. • The users of the iMac will use wipes/cleaning product to clean the iMac (power button, mouse, typing keyboard, music keyboard, audio interface headphones/splitter) before and after use. 	All teachers	September 2020	G
Transmission of Covid-19 in peripatetic lessons		<ul style="list-style-type: none"> • Pupils will use the whole school one-way system when moving from classrooms to and from their instrumental lesson. • Peripatetic staff are allocated a room that meets distancing requirements for staff, including windows to aid air circulation. • There will be no use of communal instruments in lessons. Students will use their own instrument, which they will bring and remove at the end of the lesson. • Pupils and staff will adhere to the guidelines for using equipment as listed above (if required e.g., a piano). • Pupils will sanitise their hands before their music lesson using sanitising equipment in each practice room. • Pupils will sanitise the seat they used at the end of the lesson using sanitising equipment in each practice room. • Peripatetic staff must remain in their allocated room for the duration of their teaching, except for taking comfort breaks. • Peripatetic staff must not walk around the school to find pupils who do not attend lessons at their allocated time. • Practice Room doors will have signage that sets out hygiene routines. • Peripatetic staff members are made aware of all 	All teachers Peripatetic Staff, Warwickshire Music D Pugh	October 2020	G

		relevant parts of the risk assessment.			
Transmission of Covid-19 when taking part in extra-curricular music activities		<ul style="list-style-type: none"> • Extra-curricular music activities must only contain pupils from a single bubble. • All players must be 2m apart, facing the same direction in rows with adequate airflow in the rehearsal space. • Wind and Brass players should be sat so that the air from their instrument does not blow into another player. • Ensemble directors will produce and maintain up to date registers and seating plans for each ensemble. • Brass players will release moisture build-ups from their instruments directly onto paper towels which will be put into the relevant bin at the end of the rehearsal. • Individual copies of music will be handed to players and it will remain with them. 	All teachers	January 2021.	G
Transmission of Covid-19 when using communal Music Department instrument storage		<ul style="list-style-type: none"> • There will be a 1 in 1 out policy for dropping off and collecting instruments at the start/end of the school day (and during the school day when collecting for instrumental lessons). • There is clear signage in the Music Department that explains this. 	All teachers	September 2020	G

Drama – Risk Assessment

RAG Rating

R: This measure can't be put in place by our school.

A: This measure isn't in place yet, but can be in place for September 2020

G: This measure is already in place

Hazard	Who might be harmed?	Controls to be put in place	Who will be responsible?	When the controls need to be in place by	RAG
Close contact with students	Staff and students	<ul style="list-style-type: none"> Chairs and tables located forward facing – additional fold out exam desks will need to be purchased for use at 6th Form. Staff to remain 2 metres away from the students at all times Students to hand out resources Students to remain within a designated space – no freedom of movement allowed around the studio. 	All staff	September	G
Specialist equipment being handled by multiple students	Staff and students	<ul style="list-style-type: none"> At department level, there is no specialist equipment needed in Drama at the moment apart from in Year 10/11 where they study one play text Set texts must remain in school and they must be handed out by responsible students but ideally they will be photocopies that only the students handle. Antibacterial wipes to be kept in the rooms where possible and use them to wipe books down Regular hand washing/ sanitising Examination students could be provided with a photocopy of their set text – this will 	All staff	September	A

		potentially has budget constraints.			
Group work for practical activities	Staff and students	<ul style="list-style-type: none"> • Staff to remain 2 metres away from students when they are working collaboratively • Students responsible for creating space by moving tables and chairs – this is not done by the teacher to allow for 2 metres social distancing • All practical work in the Autumn term will be on monologues – students will be designated a space on their own within the studio. • It may be tricky, due to the size of the space, for the teacher to maintain 2 metres at all times. 	All staff	September	A
Enhanced used of vocal skills	Staff and students	<ul style="list-style-type: none"> • There will need to be a limit on shouting, singing or anything that involves enhanced vocal projection. This is tricky as changing dynamics is essential in any performance but students will be encouraged to make notes on where this occurs in their performances and only rehearse in full capacity at home. • All students to face a specific direction in order to eliminate the spray direction when using their voice. 	All Staff	September	A

Risk Assessment - Science

RAG Rating:

R: This measure can't be put in place by our school.

A: This measure isn't in place yet, but can be in place for September 2020

G: This measure is already in place

Overview of practical work in Science from September 2020:

This risk assessment has been written in conjunction with the information provided by CLEAPSS. Specifically:

* **Article GL345:** "Guidance for Science departments returning to school after an extended period of closure"

LEYES LANE SITE: KS3 & KS4:

All class practical work in Science at KS3 and KS4 (Leyes Lane site) will be initially postponed to allow staff and students to settle into the new, safe working routine.

However, any practical experiment can be demonstrated by the teacher at the front of the class at a suitably safe distance from students (perhaps with the use of a safety screen where necessary). Science staff will each be issued with their own personal pair of safety specs, which they should keep with them.

Guidance from all exam boards has stated that Core Required Practicals at both GCSE can now be demonstrated by the teacher and therefore negating the necessity for students to handle equipment or use and share goggles at this time.

After an interim period (length of this period to be considered nearer the time), we will consider practical work for year 7 students only. This would minimise the amount of equipment being used across the school and minimise the use of goggles being shared between year group bubbles. With just nine year 7 groups in Science, having only 3 lessons per week across Lower and Upper Science, there would be sufficient opportunity for particular equipment to be washed and goggles to be sanitised and dried overnight between uses. There may be need for a practical rota based upon the timetable to ensure that 2 practicals requiring similar equipment are not occurring in back-to-back lessons in the same room. In addition, the rota should not allow more than 1 practical to take place in a lab each day. Goggles will need time to be sufficiently sanitised and dried overnight.

After a period of year 7 practical work, we will consider allowing year 8 classes to also conduct some practical work (in addition to or instead of year 7 – depending on the evolving nature of the guidelines).

If any future practical work is to be conducted by KS3 or KS4 students, it will only involve equipment that can be easily sanitised or washed. *Examples may include: beakers, measuring cylinders, test tubes, spatulas, thermometers etc* rather than equipment that cannot be washed (*Eg, Bunsen burners, safety mats, tripods, match boxes, microscopes etc*) **unless this equipment can be kept within year group bubbles.**

UPDATE: 09/09/20:

From Monday 14th September we shall start to introduce some **simple class practical work to Leyes Lane classes** (in year group bubbles).

*Students must sanitise hands before and after using any equipment.

1. Microscopes (yr 7 only - 'Cells' topic):

*Slides should be made up in advance by the teacher or technicians.

*Microscopes will need to be sanitised (especially the eyepiece and turning knobs) after the lesson.

*As only year 7's will be using these, there will be no need for a 72 hr quarantine.

2. Bouncing balls experiment (yr 9 only - 'Scientific skills' topic):

*Metre rulers should be sanitised after the lesson.

*Smooth balls can be used and easily sanitised after use but not use tennis balls (unless the teacher asks students to bring their own in).

3. Agar plates (yr 10 only - 'Infection & response' topic):

*Students should wash their hands before and after handling the plates and using their finger on the agar.

*The teacher alone should use the sellotape and seal each plate.

SIXTH FORM SITE: KS5:

At the 6th Form site, year 12 and 13 students will be allowed conduct practical work as long as the following criteria is adhered to:

- Equipment and apparatus must be kept in year group bubbles (this has already been partly arranged with *multimeters* being separated into a box for year 12 and a box for year 13. *Microscopes* have also been set aside for year 12 use only).
- Students must ensure they sanitise their hands before and after handling any equipment.
- Safety specs or goggles must be sanitised and cleaned between uses and kept in year group bubbles.
- Both the technician and teacher are satisfied that the practical can be carried out safely.
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Hazard	Who might be harmed?	Controls to be put in place	Who will be responsible?	When the controls need to be in place by	RAG
Students wearing and	Students	Initially no group practical work will take place so no	Class teacher	Before any	

sharing goggles		controls needed. Once some practical work (year 7) is initiated, students should place their goggles into tubs of Milton solution (as suggested by CLEAPSS). Technicians will remove the goggles and hang them to dry away from students until the next day. The box the goggles are stored in will also be sprayed and sanitised before the clean goggles are replaced.	and technicians	practical work begins (date TBC)	A
Students sharing equipment	Students	Where possible students should work individually with their own equipment in their own tray so that no handled equipment is passed back and forth between students. If there is insufficient equipment then one student can carry out the practical in their own tray with their partner simply observing and writing observations. Initially and until further guidance is given, equipment will only be used between year group bubbles.	Class teacher	Before any practical work begins (date TBC) However, this process is already in place at the 6 th form. During the final 5 weeks of term year 12 students have been working individually with their own equipment in their own tray.	A (Leyes Lane) G (6 th form)
Students handling equipment	Students	All equipment should be placed in trays by the technician (wearing gloves) which has been washed and cleaned. On completion of the practical all equipment should be placed by the students back into their tray.	Class teacher and technicians	Before any practical work begins (date TBC)	A (Leyes Lane) G (6 th form)
Students moving around the room	Students	The movement of students around the room should be minimised and they should ideally not do so to collect or replace equipment. Where possible equipment should be placed in trays on student desks (including paper towels and an empty vessel for waste solutions).	Class teacher	Before any practical work begins (date TBC)	A (Leyes Lane) G

					(6 th form)
Staff support during practical work	Teaching staff	Staff should not put themselves at risk by venturing in amongst students during practical work. Therefore, only class practicals that can be managed by the teacher at a safe distance should be considered. If the practical would require the close physical presence and support of the teacher then this practical should be demonstrated by the teacher instead.	Class teacher	Before any practical work begins (date TBC)	A
Chemical spillages	Teaching staff & students	If a large chemical spillage occurs that may be dangerous for the student to clear up, a technician should be called to clear away the spillage. If this is not possible then the teacher could do this. In both instances, students in the vicinity should step away so they are all 2m away from the staff member. If the member of staff has cleared up the spillage they should wash their hands well after. However, if there is a significant risk of dangerous spillages, the hazard should be minimised by the teacher simply demonstrating the practical instead.	Class teacher	By start of term, Sept 2020	A
Student seating arrangements	Students	Where at all possible, students will be separated within the classroom by teachers carefully considering a strict seating plan that allows for maximum separation to minimise student contact. There will be no students sat within 2 metres of the teacher desk. Students will be seated in rows facing the front of the classroom. In L28 and L30 these rooms consist of 4 large immovable pod desks. The rooming of timetabled lessons will be modified so that smaller groups are in these 2 rooms. Again, allowing for all students to face the front.	Class teacher	By start of term, Sept 2020	A
Staff safety specs	Teaching staff	Teaching staff and technicians will have their own pair of safety specs to conduct demonstrations. The department has purchased 1 pair for each staff member (teachers and technicians) ready for September. These should be kept with staff members and not placed in a central location.	Class teacher	By start of term, Sept 2020	A

Kenilworth School & Sixth Form PE Department Practical PE COVID-19 Risk Assessment Plan

Risk factor	Risk mitigation	Staff consideration
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Arriving and departing	Students meet outside either the Upper changing rooms or sports hall for registration & instructions. Students to take their belongings with them to the changing facility. Students to be dismissed straight from the area they are changing in at the end of the lesson.	All students to sanitise their hands at the start and end of each lesson. Hand santiser should be in in each changing room or mounted on the wall by the boys changing room and on the wall in the boot room in sport hall.
Protective Measures and Hygiene	Students are to wash their hands at the start and end of each lesson using hand sanitizer or soap and water. PE staff cannot lend out PE kit to students. Hand gel to be available in all lessons for students to use after using equipment or coughing/ sneezing. Pupils who require basic first aid may be administered via the teaching using the First Aid in the PE office. Other first aid issues may require immediate action from the teacher or lower office First Aiders who will be wearing PPE. Any member of staff or student who shows signs or symptoms of Covid-19 must follow the school risk assessment procedures.	Cleaning box available in each teaching space. Make pupils aware of locations of hand sanitizing units. Equipment to be cleaned before use by pupils if using shared equipment across bubbles. Ensure there is sufficient tissues available for ensuring good respiratory hygiene – i.e. 'catch it, bag it, bin it' approach. Staff to read and adhere to school and PE dept risk assessment. Staff to inform and remind students of the PE risk assessment. PE risk assessment regularly updated. Pupils, staff and parents to be informed of any new PE dept risk assessment updates.
Changing rooms/PE kit	Teachers to spray benches at the start of each lesson. Students to clean their bench and pegs before use with cleaning wipes. Students change into their PE kits as quickly as possible to limit time indoors. Registers to be taken outdoor where possible.	Pupils clean down bench and get changed. Ensure sufficient standard cleaning equipment is available in all changing areas (Cleaning box)
Toilets	Students can go to the toilet only one person at a time from teacher instruction	The nearest toilet facility in PE dept should be the one used.
Space	Where possible lessons should be done outside. If its's heavily raining, outside lessons may not be possible.	Inside lessons should take account of the space available but activities with a lower exertion would be safer. Benches spread out around the outside for non-playing player.
Equipment	Equipment where possible should not to be shared between students via touching with hands/head. Equipment should be wiped down and cleaned at the start of each lesson by student after use.	Alcohol-based cleaning product required for this – spray bottles and wipes, based in each teaching space (Cleaning box).
Activities	Outside (max 6 in a group): <i>Football -drills and skills</i> <i>Athletics - Track + Field</i> <i>Fitness Training - Continuous, Interval, Fartlek, Plyometrics, SAQ, circuits, skipping</i>	Course/areas need setting up – goals on astro stay in same place. No sharing of kit & equipment across year groups unless

	<p><i>Orienteering and Walking</i> <i>Tennis (no bat share)</i> <i>Cricket – skills and small games</i> Sports Hall/indoor space <i>Basketball individual skills (no ball sharing)</i> <i>Badminton (no racket share)</i> <i>Short Tennis (no bat share)</i> <i>Training - Circuit, Exercise to music, Yoga, SAQ, Plyometrics, skipping</i> <i>Dance</i></p>	<p>appropriate time has been left or cleaned (follow DFE/AFPE and NGB guidelines), net and wall games balls/shuttle to be cleaned before use:</p> <p><i>No game-play</i> <i>Full-court singles games</i> <i>Spray ball/shuttle before game</i> <i>No sharing of mats</i></p>
Unsafe practice Activities	<p>The following activities should not be done due to the heightened risk of transmission due to student proximity during play and/or the regular sharing handled equipment: <i>Contact sports –unless guidance from the National Governing Bodies or Government changes</i></p>	<p>No High Risk factor sports should be carried out until advised by the DfE / AfPE/ NGB's. The list of activities are likely to change for September 2020 and staff to be aware.</p>
Learning	<p>Activities taking place in PE lessons and Physical activity sessions should be limited contact and these conditions shared with the pupils. Agree what learning is appropriate, for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, Consider the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach.</p>	<p>Adapt lesson planning and SOW to ensure a PE lesson and students to make appropriate progress.</p>
Extra curricular	<p>An extra-curricular programme will commence once DfE / AfPE and NGB's have given updated guidance. Initially pupils may follow a fitness and skills extra-curricular programme in separate year group bubbles on different days.</p>	<p>No High Risk factor sports should be carried out until advised by the DfE / AfPE/ NGB's. The list of activities are likely to change for September 2020 and staff to be aware.</p>
Staff	<p>Staff to regularly wash hands using hand sanitizer or soap and water. Staff to ensure cleaning equipment is placed back in to the cleaning boxes. Staff to keep safe distance from pupils and other members of staff. Staff to follow PE risk assessment and school risk assessment.</p>	<p>Hand sanitizer and/or soap and water available in the PE office and teaching spaces. Cleaning boxes and first aid available in each teaching space and PE office.</p>

Date reviewed – 10th September 2020