Name:	Edward O'Connor
Position:	Head
Time and date completed:	900am: 25th August 2020
Review Date:	21st September 2020

ST EDMUND'S SCHOOL
CANTERBURY

Event Name:	Whole School return, from 3rd September 2020, to be read in conjunction with Heads' Full Reopening of School letters	Date:	25/08/2020	Venue:	Senior School, Junior School and Pre-Prep.

ST EDMUNDS SCHOOL
CANTERBURY
COVID-19 RISK ASSESSMENT
METHODOLOGY

(1) Area of Concern	(2) Hazards Identified	(3) Persons at Risk	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low)
Spread of coronavirus, person to person	Minimising contact and mixing of pupils and staff. General strategy *Premises have had statutory checks including.* *•Water treatments* *•Fire alarm testing* *•PAT testing* *•Boiler/ heating servicing* *Intruder alarms* *https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-*	Pupils, teachers, Business Services.	H	• Pupils to only mix in consistent groups ('bubbles') and these groups stays away from other people and other groups. Each bubble will be identified by a colour (greens, blue, reds etc.), and areas that these colours may enter will have matching colour signage. Pupils will be instructed to wear wristbands with their group colours to aid identification. • While in general, groups should be kept apart, brief and transitory contact, such as passing in a corridor or outside, is low risk. • The school will be organised into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces. • Positive considerations will be given to lessons or classroom activities that could take place outdoors and additional outdoor learning spaces created. • Timetabling and selection of classrooms will be introduced on the basis of the bubbles to reduce transit around the school site. • Staggered break times (including lunch) will be carried out so that all children are not moving around the school at the same time.	L

	for-full-opening-schools			• The school will, wherever possible, use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. • Doors will be kept open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. • Windows to the classroom will be kept open whenever possible to aid ventilation. *(Infection risk can be high in crowded and poorly ventilated spaces.)*	
Spread of coronavirus, person to person	Hygiene facilities COVID19: Cleaning in non healthcare settings guidance.	Pupils, teachers, Business Services.	H	• Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach, with boxes of tissues supplied to teaching rooms. These will be replenished by Birkin at the end of the day and bins emptied. • Pedal bins will be placed in every classroom. • Wearing a face covering or face mask in schools or other education settings is not recommended, but teachers and pupils may wear face coverings as a personal preference. The school has asked that pupils supply their own masks; teachers will be supplied masks by the school. (Pupils who turn up or lose their masks during the day will be supplied a disposable mask). • Toilet facilities will be cleaned more frequently after break, lunch and at the end of the day. • Birkin will regularly treat the school with an industry leading anti-bacterial and virucidal fogging agent • Cleaning frequently touched surfaces often using standard products, such as anti-bacterial wipes. • The school will clean play equipment regularly between groups of children using it, and ensure that multiple groups do not use it simultaneously.	L

				• In Pre-Prep we will remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). All other surfaces and hard surface toys will be cleaned / wiped down at the end of the day, or at the end of any session where other pupils maybe using the facilities • The school will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitiser in classrooms and access / egress points. • In Pre-Prep the school will timetable the cleaning of hands throughout the day; - washing 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. • Teachers will ensure that help is available for pupils who have trouble cleaning their hands independently. • Teachers should always be distancing themselves from pupils • The school at present has 42 wall mounted hand sanitisers spread around the school, with a few more to be put up in New Music, Reception and Porta cabins. These will be supplemented with 500ml hand sanitisers and anti-bacterial wipes, which will be placed in occupied classrooms on teacher's desks. • Additional signage will be added above the wall-mounted sanitisers to encourage their use. • If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending SES setting will have access to a test if they display	

				symptoms of coronavirus, and are encouraged to get tested in this scenario. • Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • Where the child or staff member tests positive, the rest of their group within their bubble will be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. • Posters will be put in place in every classroom and corridor to remind pupils of their social distancing and hand/respiratory hygiene responsibilities	
Spread of coronavirus, person to person	Catering & Meal times and processes.	Pupils, teachers, Business Services.	M	• Government advice is that it is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. • Crockery and eating utensils should not be shared. • Clean frequently touched surfaces regularly. • Pupils will be divided into bubbles, so Breaks / Lunchtimes to be staggered to allow social distancing. • The routes to the Dining Hall will be one-way with additional signage. The entrance will be via the Servery doors, exit will be via the Hobart entrance • Queueing arrangements will be put in place to ensure the bubbles arrive in an orderly fashion and maintain social distancing, where possible • Pre-Prep will have their lunches in Abingdon Hall, delivered and served by Holroyd Howe. • Teacher and Business Services staff will have lunch in the old accounts office. (12-12.30 / 1-1.30)	L

Spread of coronavirus, person to person	Class times	Pupils, teachers, Business Services.	M	• Limited use of Common rooms by Staff, social distancing at all times. • Additional workspaces for staff will be provided. • Teachers to move classroom to classroom where possible to reduce the flow of pupils around school corridors. • Limited numbers of pupils in classes where possible, empty desks between pupils • Pupils to use the same desks daily where possible. • More emphasis on and outside learning, (Nature / environment). • Staggered break times between groups.	L
Spread of coronavirus, person to person	Entry and exit on to site	Pupils, teachers, Business Services.	H	• The school will inform parents and pupils of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). • We will ensure parents understand they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • The school will stagger drop-off and collection times for parents. • Parents are asked to stay in their cars for drop off and pickup to minimise adult to adult contact. • Information regarding times and procedures will be forwarded to parents and onsite information will be present at Giles Lane Car park. • Teachers and Business Support staff will be asked to park on the Jackman Field until further notice • Giles Lane Car park allocated for PP pupil drop off, teachers on duty in car park to muster pupils to class. • Crickets, Honeybees and Ladybirds will have their own allocated drop offs in Giles Lane car park • No parents to take their children to classes (or pickup).	L

				• Junior School pupils must be dropped off and collected in the Overflow Car Park next to the Astro on Giles Lane. • Senior School pupils will drop off/pick up in the Piggeries car park on Foundationers Way are assigned times • Each pupil will be met by a teacher; every child will have their temperature taken as a 'snap-shot' of their current condition before they enter their school bubble. • Hands to be sanitised at the start of the day, and throughout the day. (The school has purchased several thermal lance readers.) If the child has a raised temperature the parent will be asked to remove the child from the school immediately.	
Spread of coronavirus, person to person	Visitors	Pupils, teachers, Business Services.	M	• All visitors on school business must be booked in advance, signing in at the Main Reception. This area has been risk assessed and changes to the reception include the moving of the main desk, Perspex sneeze guard and self-distancing barrier for visitors. Persons seeking entrance to the school without appointments will be turned away. • All visitors will read our COVID Visitor Protocol. • Sanitiser will be available, all visitors to use this prior to accessing the rest of the school. • All deliveries to be made to Main Reception. • All delivery persons to make deliveries to the main corridor not in post room. Items will be sorted by SES staff later. Social distancing to be practised at all times, no signing of hand held devices just give name. • Post will be sorted by the School Office. Deliveries and pickups will be made by Royal Mail to external box outside front entrance.	L

				• There will be no visiting teams for home sports matches for the foreseeable future. • No random deliveries to School of food to pupils at break times or evenings will be permitted.	
Spread of coronavirus, person to person	Off site visits	Pupils, teachers.	M	• There will be no external visits or away sports matches for the foreseeable future.	L
Spread of coronavirus, person to person	Vulnerable pupils and staff Other requirements	Pupils, teachers, Business Services.	M	• The Government have paused shielding and have said that all children and staff will be safe in schools as long as the school has put all of the Government's recommendations in place. The exception to this are those people who are under the care of a clinical consultant who says that they cannot be in a school setting as the risk to them, because of their specific condition, is too great. The individual would need a letter from their consultant to confirm this. • The school will consult with all those who are extremely clinically vulnerable and draw up an individual risk assessment in preparation for their return. • If a pupil becomes unwell with symptoms of coronavirus while at school the member of staff should isolate them from the group as best as possible and telephone the Medical Centre/Duty Nurse for instructions. • If a pupil becomes unwell with symptoms of coronavirus while at school (and the Duty nurse cannot be reached) and needs direct personal care until they can return home, the responsible adult should wear a facemask if a distance of 2 metres cannot be maintained.	L

				• If contact with the child is necessary, then the responsible adult will wear gloves, an apron and a facemask. • PPE will be added to all first aid boxes, emergency boxes for Asthma and Anaphylaxis and the Defibrillator equipment, to allow closer contact between the first aider and the pupil. • When teachers have pupils in their class who are hearing impaired they will remove their optional masks, and wear a face shield supplied by the school. The children often rely on lip 'reading' to add their understanding of speech.	
Spread of coronavirus, person to person	Cleaning regimens	Pupils, teachers, Business Services	H	• Birkin to 'deep clean' school prior to opening. • Birkin will allocate a dedicated cleaner to continually clean areas in the school, including toilets and touch points using Birkin products in line with Government guidelines. • Desks will be wiped down using standard products such as anti-bacterial wipes regularly by pupils and teachers. • Birkin will contract a cleaner to give the areas a thorough clean at the end of each day. • Continual Sanitization • The school will be sprayed with an antimicrobial, virucidal coating. The coating doesn't just terminate existing germs on a treated surface, it actively protects against their existence for up to 90 days at a time.	L
Spread of coronavirus, person to person	Education and training	Pupils, teachers, Business Services.	M	• Pupils, parents and staff will have instruction on social distancing procedures and Policies that have been put in place. • Webinars will take place to explain the arrangements to parents, staff and pupils.	L

				• Detailed information on the reopening will be sent to all families through the SchoolPost Mailbox with online links. • Clear instruction regarding not sending your child to school if they are obviously unwell or displaying particular symptoms will be communicated to parents through the School Post Mailbox. • Information posters are displayed in every classroom block, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	
Spread of coronavirus, person to person	Medical Centre	Pupils, teachers, Business Services.	M	• The Medical Centre will be open once the school commences, and a member of the medical staff will be on call 24/7. • Allison Hyde has written procedures for the Medical Centre, and they will be following Government guidance at all times. • The Medical Centre/Duty Nurse MUST be telephoned in advance of a pupil being sent over. This will allow for a pre-assessment of the pupil and for donning PPE prior to a clinical assessment. • The Duty Nurse will wear appropriate PPE when conducting any face to face assessment of illness or injury.	L
Spread of coronavirus, person to person	Minibuses / Transport	Pupils, teachers Business Services.	M	• The minibus service will resume but regular reviews will be carried out based on numbers. • The Estates Manager & HS Manager have met with the minibus drivers and designed the plan to maintain social distancing & hygiene measures on the buses as mucg as is possible. • Masks will be made available to drivers. • All pupils travelling on the bus will have their temperature taken prior to getting on the bus. Any	L

				pupil with a temperature exceeding 37.5c will be asked to return home. The driver will contact the parents to inform them of his decision. The bus will not leave its departure point until the child has been safely collected by the parents. • Pupils will be required to wear face coverings while on the bus. (The driver will carry spare masks just in case the pupil forgets their mask) • Minimising numbers on minibuses through route management. • Cleaning of all surfaces of the minibus prior to use, and on completion of trip, through anti-bacterial wipes. • Hand sanitisers to be made available on every bus. • The buses will be regularly treated with Zoona, a antimicrobial mist spray. (once a week at present) • *General/Public Transport:* • Masks must be worn on public transport • On arrival at the school pupils will go directly to their zone, with no contact with others outside their bubble. On arrival they will have their temperature read by their teacher and hands washed or sanatised.	
Spread of coronavirus, person to person	Laundry	Pupils, teachers, Business Services.	M	• Laundry: Items will be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.	L
Spread of coronavirus, person to person	Risk Assessments	Teachers, Business Services	M	• With regard to COVID-19, where required or requested the school will carry out individual risk assessments for employees taking into account of their personal situation and household, also those who are clinically extremely vulnerable (CEV), clinically vulnerable (CV)	L

				(including pregnant employees) or at increased risk (in particular older staff, disabled staff) • Additional risk assessments will also be carried out for Choir House, Boarding and any offsite trips	