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Position:	Head
Time and date completed:	24/02/21

Updates from previous version are shown in red font

Event Name:	Whole School return March 2021 , to be read in conjunction with Headmaster's Full Reopening of School letter	Date:	20/08/2020 Reviewed & Updated 26/10/2020. 02/11/20.02/12/20 24/02/21	Venue:	Whole School
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**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	<p>Minimising contact and mixing of pupils and staff. General strategy</p> <p><i>Premises have had statutory checks including.</i></p> <ul style="list-style-type: none"> •Water treatments •Fire alarm testing •PAT testing •Boiler/ heating servicing <p><i>Intruder alarms</i></p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963446/HE_guidance_spring_term_220221_FINAL.pdf</p>	Pupils, teachers, Business Services.	H	<ul style="list-style-type: none"> • 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. • 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. • 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. <i>(Infection risk can be high in crowded and poorly ventilated spaces.)</i> 	L

<p>Spread of coronavirus, person to person</p>	<p>Hygiene facilities COVID19: Cleaning in non healthcare settings guidance.</p>	<p>Pupils, teachers, Business Services.</p>	<p>H</p>	<ul style="list-style-type: none"> • 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. • The school has asked that pupils supply their own masks; teachers will be supplied masks by the school. (Pupils who turn up without a mask or lose their masks during the day will be supplied a disposable mask). • <i>The Government advise is that 'where social distancing is difficult to maintain or good ventilation is difficult to provide in including laboratories, offices, libraries, teaching rooms and lecture halls, we recommend that providers should adopt the use of face coverings as part of their wider COVID-secure measures, in addition to hand hygiene facilities and reduced access. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity. Face coverings do not need to be worn when outdoors on the premises'.</i> • The school has identified external areas where social distancing is proving difficult. Pupils and staff must wear face coverings outside when they are within 2 metres of each other. • Toilet facilities will be cleaned more frequently after break, lunch and at the end of the day. • The school has purchased an anti-bacterial and virucidal fogging machine to regularly treat touch points around the school on a weekly basis. 	<p>L</p>

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| | | | | <ul style="list-style-type: none">• 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.• 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 may be 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. Birkin staff, who also refill bottles brought into the Estates office during the day by vigilant staff, check these locations daily.• 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 (Day pupil) or staff member develops symptoms compatible with coronavirus, they should | |
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				<p>be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 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.</p> <ul style="list-style-type: none"> • 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 10 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. • In Boarding, a pupil displaying COVID symptoms will be isolated until a test result has been returned. Negative, and he / she can resume school life, positive resume quarantine. Their Boarding Bubble contacts will also have to quarantine awaiting result. • Posters will be put in place in every classroom and corridor to remind pupils of their social distancing and hand/respiratory hygiene responsibilities. • Keep distance between individuals when speaking or sharing a room, regularly wash hands and sanitise surfaces when the individual leaves including telephones, keyboards/mice etc. • Staff to observe social distancing when using communal equipment such as photocopiers – key pads etc. to be wiped with anti-viral wipes after use. 	
Spread of coronavirus, person to person	Catering & Meal times and processes.	Pupils, teachers, Business Services.	M	<ul style="list-style-type: none"> • 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. 	L

				<ul style="list-style-type: none"> • 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 • Pre-Prep will have their lunches in Abingdon Hall, delivered and served by Holroyd Howe. • Teacher and Business Services staff will have lunch made available in the Old Accounts office. (12-12.30 / 1-1.30) 	
Spread of coronavirus, person to person	Class times	Pupils, teachers, Business Services.	M	<ul style="list-style-type: none"> • 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. • If it is not possible to keep workstations 2m (or 1m with risk mitigation where 2m is not viable) apart, take all mitigating actions possible to reduce the risk of transmission such as: <ul style="list-style-type: none"> • review layouts and processes to allow staff / pupils to work further apart from each other; • only where it is not possible to move workstations further apart, we will expect pupils to work side by side or facing away from each other rather than face-to-face; • only where it is not possible to move workstations further apart, use screens to separate staff / pupils from each other; • use a consistent pairing system if pupils have to be in close proximity; • manage occupancy levels to enable social distancing; • work desks should be assigned to an individual as much as possible. If they need to be shared, they 	L

				<p>should be shared by the smallest possible number of people and establish cleaning rules after each use of another's work desk;</p> <ul style="list-style-type: none"> • Avoid use of hot desks and spaces and, where not possible, clean and sanitise work desks between different occupants including shared equipment. • More emphasis on and outside learning, (Nature / environment). • Staggered break times between groups. 	
Spread of coronavirus, person to person	Entry and exit on to site	Pupils, teachers, Business Services.	H	<ul style="list-style-type: none"> • 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. • Parents will also be asked to wear masks at pick up and drop off if they have to leave their vehicle for whatever reason Parents will be informed and, if necessary, regularly reminded that they must maintain social distancing from the next adult or child at all times when bringing their child to or collecting them from school. • 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 Giles Lane over-flow car park until further notice. (62 spaces) • Giles Lane Car park has been allocated for PP pupil drop off, teachers on duty in car park to muster pupils to class. 	L

				<ul style="list-style-type: none"> • Crickets, Honeybees, Ladybirds and Dragonflies will have their own allocated drop offs in Giles Lane car park • No parents to take their children to classes (or pickup). • Junior School pupils must be dropped off and collected in the Giles Lane car park at the allocated times. • Senior School pupils will drop off/pick up in the Piggeries car park on Foundationers Way at the 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. • Pupils should still limit the amount of equipment they bring into school each day to essentials, such as hats, coats, books, stationery, sun protection and mobile phones. Bags are allowed. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources. 	
Spread of coronavirus, person to person	Visitors	Pupils, teachers, Business Services.	M	<ul style="list-style-type: none"> • 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. 	L

				<ul style="list-style-type: none"> • Our QR code is displayed at Main Reception and the Head Masters entrance for visitors Track and Trace purposes. • 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. • 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	<ul style="list-style-type: none"> • There will be no external visits or away sports matches for the foreseeable future. • Pupils should not be making visits to the University of Kent campus for the shops and socialising. 	L
Spread of coronavirus, person to person	Vulnerable pupils and staff	Pupils, teachers, Business Services.	M	<ul style="list-style-type: none"> • Clinically extremely vulnerable (CEV) staff are advised not to attend the workplace whilst they are advised to shield. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required) • Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. <p>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</p>	L

	Other requirements			<p>adult should wear a facemask if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> • 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 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Pupils, parents and staff have been instruction on social distancing procedures and Policies have been put in place. • Webinars will take place to explain the arrangements, and any updates will be communicated to parents, staff and pupils. • Clear instruction regarding not sending your child to school if they are obviously unwell or displaying 	L

				<p>particular symptoms will be communicated to parents through the School Post Mailbox.</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. NHS COVID-19 app The app is available to anyone aged 16 or over to download if they choose. This will mean that some students in year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features. Staff members will also be able to use the app. 	L
Spread of coronavirus, person to person	Minibuses / Transport	Pupils, teachers Drivers.	M	<ul style="list-style-type: none"> The minibus service have resumed but regular reviews will be carried out based on numbers. The Estates Manager & HS Manager have had a meeting with drivers to discuss social distancing & hygiene measures. Masks are available for drivers. All pupils travelling on the bus will have their temperature taken prior to getting on the bus. Any pupil with a temperature exceeding 37.5c will be 	L

				<p>asked to return home. The driver will contact the parents to inform them of his decision.</p> <ul style="list-style-type: none"> • 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) • Ventilation, fresh air (from outside the minibus) should be maximised, particularly through opening windows and ceiling vents • Minimising numbers on minibuses through route management. • Having a seating plan for all buses for Track and Trace purposes. • 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 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 sanitised. 	
Spread of coronavirus, person to person	Laundry	Boarding and Laundry Staff	M	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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), 	L

				<p>clinically vulnerable (CV) (including pregnant employees) or at increased risk (in particular older staff, disabled staff)</p> <ul style="list-style-type: none"> Additional risk assessments will also be carried out for Choir House, Boarding and any offsite trips if required. 	
Spread of coronavirus, person to person	Science and D & T	Pupils, teachers.	M	<ul style="list-style-type: none"> Heads of Department will ensure compliance with guidance regarding Science and D and T in relation to preparing to reopen and running practical activities, refer to CLEAPSS Guidance: GL345 - Guidance for Science departments returning to school after an extended period of closure. GL336 – CLEAPSS Advice during the COVID19/Coronavirus Pandemic GL347 – Guidance for DT departments returning to school after an extended period of closure. GL344 – CLEAPSS Guide to doing practical work in a partially reopened school – DT, food and Art. GL346 – Equipment and machine maintenance during Extended Closure. 	L
Spread of coronavirus, person to person	Physical Education, School Sport and Physical Activity	Pupils, teachers.		<p>At present we have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in our system of controls although contact sports will not take place. We will monitor national governing body guidelines regarding the resumption of contact sports.</p> <p>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous</p>	L

				<p>attention to cleaning hygiene. We are able to work with external coaches, clubs and organisations for curricular and co-curricular activities where we are satisfied that this is safe to do so.</p> <p>We will consider carefully how such arrangements can operate within our wider protective measures.</p>	
Spread of coronavirus, person to person	Mental ill health	Pupils, teachers, Business Services.		<p>Returning to work We will ensure all staff understand coronavirus related safety procedures.</p> <p>We will provide clear, consistent and regular communication to improve understanding and consistency of ways of working amongst staff. We will engage with staff through existing communication routes and staff representatives to explain and agree any changes in working arrangements.</p> <p>We will develop communication and training materials for staff prior to returning to site, especially around new procedures for arrival at work.</p> <p>Ongoing communications We will ensure all staff are kept up to date with how safety measures are being implemented or updated.</p> <p>We will ensure ongoing engagement with staff to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Workload will be carefully managed and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. This issue will be factored into our resource and curriculum planning and consideration given to where additional resource could be</p>	L

				<p>safely brought in if necessary.</p> <p>We will promote awareness and focus on the importance of mental health at times of uncertainty.</p> <p>Pupils School staff will need to consider how to support:</p> <ul style="list-style-type: none"> • individual children who have found the long period at home hard to manage; • those who have developed anxieties related to the virus; • those about whom there are safeguarding concerns; • those who may make safeguarding disclosures once they are back in school; • children from Black, Asian and Minority Ethnic (BAME) communities and their families who may be at increased risk of serious ill-health as a result of contracting COVID-19. They may have additional or heightened worries about returning to School; • those who have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. 	
Spread of coronavirus, person to person	Staff Lateral Flow testing	Teachers.		<ul style="list-style-type: none"> • Staff should have started to use home tests by 8th March. • Staff to test twice a week, 3-4 days apart. • Tests come in boxes of 7 tests, enough for 3.5 weeks • Staff have to record results on line via NHS test and trace. Staff should also share their results, either void, positive or negative, with the school to help with contact tracing. • Members of staff should still do the Lateral Flow Test even if have had a COVID vaccine. • If a member of staff has tested positive with a 	L

				<p>PCR test in the last 90 days they should not take a Lateral Flow Test, BUT will need to self-isolate if identified as a close contact.</p>	
<p>Spread of coronavirus, person to person</p>	<p>Pupil Lateral Flow Testing (to be read in conjunction with COVID Testing Centre Risk Assessment.)</p>	<p>Pupils, Testing Staff.</p>		<ul style="list-style-type: none"> • Pupils need 3 Lateral Flow tests, 3-5 days apart in test centre before home tests can be issued and transition to home testing begins. This is because data shows that the home swab results are more reliable after 3 episodes of supervised practice with swabbing. • Pupils to Home test twice a week, 3-4 days apart. • Year groups 7 – 13 split into 2 groups or alphabetical arrangement to include siblings • Group 1 tests on Thursday 4th March, Monday 8th March & Thursday 11th March • Group 2 tests on Friday 5th March, Tuesday 9th March & Friday 12th March. • Pupils age 11 must be swabbed at home by an adult. Pupils age 12 and above can swab themselves if supervised by an adult. • Pupils have to record results on line via NHS test and trace. Pupils should also share their results, either void, positive or negative, with the school to help with contact tracing. • If a pupil has tested positive with a PCR test in the last 90 days they should not take a Lateral Flow Test, BUT will need to self-isolate if identified as a close contact. 	<p>L</p>