



Name:	Edward O'Connor
Position:	Head
Time and date completed:	

Event Name:	Whole School L term, to be read in conjunction with Headmaster's Reopening of School letter	Date:	20/08/2020 Reviewed & Updated 26/10/2020. 02/11/20.02/12/ 20 24/02/21 19/04/21 13/05/21 10/06/21 27/08/21 29/10/21 18/11/21 02/12/21 05/01/22	Venue:	Whole School
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St Edmunds School Canterbury will:

Ensure good hygiene for everyone; Frequent and thorough hand cleaning should now be regular practice. We will continue to ensure that pupils clean their hands regularly, either with soap and water, or hand sanitisers that are placed in every classroom and selected corridors.

Maintain appropriate cleaning regimes; this includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.

Keep occupied spaces well ventilated; we will ensure rooms are well ventilated and that a comfortable teaching environment is maintained. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary we will open external doors (if they are not fire doors and where it is safe to do so). Positive considerations will be given to lessons or classroom activities that could take place outdoors and additional outdoor learning spaces created.

Follow public health advice on testing, self-isolation and managing confirmed cases; Pupils and Staff will follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

(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 https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/	Pupils, teachers, Business Services.	M	General information. <ul style="list-style-type: none"> • There is no longer a recommendation to keep children in consistent groups (Bubbles). As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and the school no longer need to make alternative arrangements to avoid mixing at lunch. • Close contacts will now be identified via NHS Test and Trace and the school will no longer be expected to undertake contact tracing. • Pupils (Year 7 and above) are required to wear a face covering in class rooms and communal areas within the school. Staff and visitors are also required to wear masks when in school buildings. • Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate for 10 days if they are a close contact of a positive case, and should continue to attend school as normal. They will be strongly advised to take a PCR test and, if positive they will need to isolate. <i>(From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test. After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced and must continue to self-isolate.)</i> Staff and pupils can 	L

end isolation after seven days if they can provide two negative tests on day six and seven. Pupils will be handed out their home testing LFTs which they should use until further notice, as per Government Guidance.

- All staff are encouraged to use LFTs twice a week.

- **Restart considerations for Lent term**
Pupils and staff should not attend school if they have COVID/Omicron symptoms
 - All pupils will be required to take onsite LFT tests on Tuesday 4th and Wednesday 5th January. The details on this were provided in Mrs Murphy's detailed email yesterday.
 - All returning international students are required to have a negative PCR before travel, an LFT on arrival in boarding and a confirmatory PCR test before returning to main school community.
 - Staff training day on 4th January will be conducted via Teams.
 - In accordance with government guidance, pupils in Year 7 and above and staff are required to wear facemasks in classrooms until at Least 26th January (unless exempt).
 - Pupils and staff will also continue to wear facemasks in all common areas around the school – such as corridors, assembly, common rooms etc.
 - To reduce the risk of transmission in changing rooms, pupils will be permitted to wear official school games kit on days when they have timetabled PE or Games (as per previous email today).
 - External visitors to the school site will be

				<p>minimised (by appointment only) and tours for prospective families will not take place.</p> <ul style="list-style-type: none"> • Large scale gatherings such as Head’s Line and Chapel will be reduced in frequency. However, the programme will continue as an important element of our community life. • Meetings will be virtual wherever possible. • Drop off zoning arrangements (as per last term) will remain in place. • Enhanced cleaning routines (including “fogging”) will continue. • Pupils will be required to hand sanitise at the start of every lesson and especially on entry to the Dining Hall. • Divider screens will be in place on tables in the Dining Hall. • Increased use of CO2 monitors to check ventilation in high traffic areas. 	
Spread of coronavirus, person to person	Hygiene around school.	Pupils, teachers, Business Services.	M	<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. • Teachers will be supplied masks by the school. • All other protective measures such as ventilation and attention to social distancing where possible will remain in place. • The school has purchased an anti-bacterial and virucidal fogging machine to regularly treat touch points around the school on a weekly basis. • 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

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| | | | | <ul style="list-style-type: none">• 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 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.• 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.• 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. | |
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				<p>CONSIDERATIONS FOR FURTHER ACTIONS 16/11/21 <i>For most education and childcare settings, whichever of these thresholds is reached first:</i></p> <p><i>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</i></p> <p><i>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</i></p> <p><i>When the thresholds are reached, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place.</i></p> <p>GOV.UK</p>	
Spread of coronavirus, person to person	<p>Medical Centre</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	Pupils, teachers, Business Services.	M	<ul style="list-style-type: none"> • Pupils (years 7-13) at present should continue to test twice weekly at home. If positive they will need to book a further test (a lab-based polymerase chain reaction (PCR) test) to confirm the result. • Anyone with a positive test result will need to self-isolate in line with the stay at home guidance (if they test positive at school, we will isolate the pupil and contact the parents with regard being collected). Boarders will be isolated in their rooms. • If the PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the self-test LFD test and the pupil can return to school as long as they don't have COVID-19 symptoms. • We will retain a small on-site testing facility in the Medical Centre until further notice in case your child is unable to test themselves at home. • 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 Duty Nurse will wear appropriate PPE when conducting any face to face assessment of illness or injury. 	L

				<ul style="list-style-type: none"> Masks must be worn at all times, by all, in the Medical Centre. 	
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 to be worn on the bus by drivers and pupils (Year 7 and above). Available from drivers, should pupils forget theirs. Ventilation, fresh air (from outside the minibus) should be maximised, particularly through opening windows and ceiling vents 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 an antimicrobial mist spray. (once a week at present) 	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), clinically vulnerable (CV) (including pregnant employees) or at increased risk (in particular older staff, disabled staff) 	L
Spread of coronavirus, person to person	Staff Lateral Flow testing https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/	Teachers.		<ul style="list-style-type: none"> Staff to test twice a week, 3-4 days apart. Tests come in boxes of 7 tests, enough for 3.5 weeks Members of staff should still do the Lateral Flow Test even if they have had a COVID vaccine. 	L

<p>Spread of coronavirus variants, person to person.</p>	<p>Outbreak Management Plan / Contingency Plan</p>	<p>Whole School</p>	<p>H</p>	<ul style="list-style-type: none"> • <i>Upon the announcement of an outbreak, Government restrictions or Lockdown, the school should have the capability of reinstating procedures, bubbles and testing without delay.</i> • Activation: • Meeting of the SMT immediately to discuss procedures and implementation • Testing equipment has been stored in JS changing room annex. There is approximately 500 testing kits LFTs for in-house school testing. • Signage, gloves, masks etc. are also present. • If the school is requested to test on site we will use the Old Gym again as the Testing Station as the pupils are familiar with the set-up. • Pupils will be put into bubbles once again, and signage for the separate areas reinstated. • The wearing of masks in communal areas will be reinstated for all, along with Hands, Face and Space reminders. • Dining Hall protocols will be put in place, • Inform parents at all times of our school protocols and reassuring them that the welfare of their children is our top priority. • Boarding pupils and overseas pupils are subject to Government guidelines. • Assess and monitor procedures, and make changes promptly where necessary • the possibility that the school will limit: • <i>residential educational visits</i> • <i>open days</i> • <i>transition or taster days</i> • <i>parental attendance in settings</i> • <i>live performances in settings</i> 	<p>M</p>
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