



<b>THE ARCHBISHOP'S SCHOOL CANTERBURY</b> <b>RISK ASSESSMENT: Covid 19 Risk Assessment Return to Normal Timetable</b>						
<b>Document reviewed with all Trade Unions</b>						
<b>COMPLETED BY:</b> Senior Leadership Team		<b>ASSESSMENT DATE:</b> 14/9/20		<b>REVIEW DATE:</b>		
<b>KEY:</b>	<b>HIGH</b>	Risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented.	<b>MEDIUM</b>	Risk of moderate injury. Maximum effort must be made to reduce risk further.	<b>LOW</b>	Risk of slight injury/impact. Continue to monitor.
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The following sources have been consulted in the preparation and update of this risk assessment:

- DfE / Public Health England Coronavirus (COVID-19): implementing protective measures in education and childcare settings <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- Public Health England cleaning in non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- NEU Advice on Coronavirus for School Leaders: <https://neu.org.uk/advice/coronavirus-leaders-advice>
- Kent County Council – Return to School Guidance, First Phase [https://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0006/108969/Return-to-School-Guidance.pdf](https://www.kelsi.org.uk/_data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf)
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#returning-to-school>
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>
- <https://www.kelsi.org.uk/news-and-events/news/primary/coronavirus/guidance-for-full-opening-in-september>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Liaison with Trade Unions
- Consulted with Local Authority directly

<b>A return to whole school normal timetable.</b>	<ul style="list-style-type: none"> <li>• Students would use all curriculum classrooms across the school.</li> <li>• Shared facilities.</li> <li>• Standard timetable with one lunch sitting.</li> <li>• Students seating in group formation</li> </ul>		<ul style="list-style-type: none"> <li>• Students to travel throughout the school, to attend lessons.</li> <li>• Buses may be limited and students will be able to wait in the bus collection area under staff supervision.</li> <li>• Lessons will be taught within Departments</li> <li>• Students are to sit facing the front and classrooms have been arranged to accommodate this.</li> <li>• Hand sanitiser will be available within every classroom</li> <li>• Student's desks can be next to each other, as long as the chairs</li> </ul>	
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			face the front. <ul style="list-style-type: none"> <li>Lunchtimes will continue to be divided into two sittings, with outside space allocated into year groups.</li> </ul>	
<b>Providing an engaged curriculum</b>	<ul style="list-style-type: none"> <li>Students would be taught within Departments.</li> </ul>		<ul style="list-style-type: none"> <li>Teaching resources to be allocated to individual year groups to avoid cross contamination</li> </ul>	
<b>Students from different year groups coming into contact with each other – cross contamination</b>	<ul style="list-style-type: none"> <li>On arrival students free to gather together.</li> <li>Shared areas and facilities.</li> <li>Standard timetable with one lunch sitting.</li> <li>Students to use hall and gym in inclement weather.</li> <li>Students to use changing rooms.</li> </ul>		<ul style="list-style-type: none"> <li>On arrival students/staff to wear masks in all communal areas.</li> <li>Any student who is exempt from wearing a mask must provide medical evidence and staff will be notified of these students</li> <li>During breaks students will go to supervised allocated open spaces.</li> <li>Lunches will be divided into two timeslots with each year group allocated a time and seating area to eat.</li> <li>Staff will supervise breaks and lunch.</li> <li>During inclement weather, students will go to the gym.</li> <li>PE will take place on the field or in inclement weather the hall/gym and students will attend the day in their school PE kit, to eliminate contamination in the changing rooms.</li> <li>Students are able to wear their PE kit under their uniform, if desired, until the PE lesson. However, all students should be respectable in their appearance and not reveal their undergarments.</li> <li>One way system to be instigated with appropriate signage to minimise congestion on stairwells and in corridors</li> </ul>	
<b>Transmission of virus through close</b>	<ul style="list-style-type: none"> <li>Anyone who is unwell with CV-19 symptoms does not attend school</li> </ul>		<ul style="list-style-type: none"> <li>Hand sanitiser to be used in classrooms.</li> <li>Desks and chairs to face forward.</li> </ul>	



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<b>contact (e.g., coughing and sneezing)</b>  <b>Students/staff</b>	<ul style="list-style-type: none"> <li>Hands washed regularly for at least 20 seconds and with running hot water</li> <li>Staff and children follow the "Catch It – Bin It – Kill It" routine of good respiratory hygiene</li> <li>Social Distancing rules to be adhered to where possible and appropriate.</li> <li>Site team check toilets daily to ensure they are adequately stocked with soap</li> </ul>			<ul style="list-style-type: none"> <li>All staff/students to wear masks when in communal areas, for instance corridors, reception area</li> <li>Masks are optional within the classrooms.</li> <li>Expectations of students to be sent to parents.</li> <li>Expectations for students to be given during Period 6 on Friday before timetable due to commence, and support given on the Monday to ensure all understand.</li> <li>Windows and doors kept open where safe to do so</li> <li>External doors to be used where possible</li> <li>One way system to be instigated with appropriate signage to minimise congestion on stairwells and in corridors.</li> <li>Posters displayed around the school as reminders eg Catch it, Bin it, Kill it.</li> <li>Hands washed regularly for at least 20 seconds and with running hot water.</li> <li>Pedal bins within each classroom.</li> </ul>		
<b>Transmission of virus through touch and surface contact</b>	<ul style="list-style-type: none"> <li>Students will be seated at an allocated desk for their tim duration.</li> </ul>			<ul style="list-style-type: none"> <li>Cleaning procedures undertaken every day</li> <li>Students to remain in one seat whilst in the classroom, facing forward.</li> <li>Students to wear school uniform except blazer for first term to aid laundry.</li> <li>At the end of each lesson, all tables and chairs to be sprayed and cleaned by students with disposable tissue before leaving classroom</li> <li>Students to bring their own stationery where possible</li> </ul>		



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			<ul style="list-style-type: none"> <li>Any shared resources are to be allocated to set year groups to limit the amount of contamination.</li> <li>Hand sanitiser to be used on entering the classroom.</li> </ul>	
<b>Arriving into school</b>	<ul style="list-style-type: none"> <li>Year 7 parents to be informed of arrival instructions prior to first day.</li> </ul>		<ul style="list-style-type: none"> <li>Parents of all year groups will be informed prior to the first day of timetable.</li> <li>Year 7's to be shown where lessons are in the school during Period 6 of the Friday before the timetable commences.</li> <li>Hand sanitiser to be used regularly.</li> </ul>	
<b>Social distancing protocol to be observed</b>	<ul style="list-style-type: none"> <li>Expectations for students to be made clear on first day in attendance</li> <li>Guidance posters outside and at main entrance and throughout school</li> </ul>		<ul style="list-style-type: none"> <li>Students to wear masks when outside their classroom (not in outdoor spaces) and sanctions delivered should this not be adhered to.</li> <li>Tables and chairs placed front facing.</li> <li>Students deliberately putting others at risk, will be sent home</li> <li>Worship held each morning and support offered to students struggling with new arrangements (well-being).</li> </ul>	
<b>Risk of contamination during travel from and to school</b>	<ul style="list-style-type: none"> <li>Students are advised to avoid public transport and to walk, cycle or travel by the household's car ie not with other students</li> </ul>		<ul style="list-style-type: none"> <li>Students using public transport will need to wear face coverings.</li> <li>Walking to school, students should remain socially distanced from others outside of their bubble.</li> <li>Students to minimise the touching of handrails, bins, walls etc</li> <li>During wet weather, the school will endeavour to move students in as quickly as possible into the school.</li> </ul>	
<b>Risk of contamination during lunch</b>	<ul style="list-style-type: none"> <li>No shared use of cups, crockery, etc</li> <li>Full kitchen risk assessment (social</li> </ul>		<ul style="list-style-type: none"> <li>Lunch will staggered for year groups to access the servery safely.</li> <li>Designated outside space will be allocated for fresh air during</li> </ul>	



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<b>period and breaks</b>	<ul style="list-style-type: none"> <li>distancing, food preparation, cleaning and waste removal) carried out</li> <li>Use designated toilets</li> </ul>		<ul style="list-style-type: none"> <li>breaks</li> <li>If inclement weather, students will move into the gym after eating lunch.</li> </ul>	
<b>Students become symptomatic whilst in school</b>	<ul style="list-style-type: none"> <li>Daily provision of first aid</li> <li>Protocol in place for managing situation of person becoming symptomatic (new continuous cough, high temperature):               <ul style="list-style-type: none"> <li>Student moved into isolation to await collection</li> <li>Home is telephoned immediately – parent/carer must collect in line with social distancing protocol</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Students showing signs of Coronavirus will be isolated (not left unattended) and parents contacted so that they can be sent home</li> <li>A first aider will be on site each day and will wear a PPE (mask, gloves, apron) where it is believed a child they are isolating has symptoms</li> <li>Follow up call will be made to parents regarding the students wellbeing by Early Help.</li> <li>A room is available for isolation</li> </ul>	
<b>Staff or student test positive of Coronavirus</b>	<ul style="list-style-type: none"> <li>Anyone that person has been in contact with to be notified</li> </ul>		<ul style="list-style-type: none"> <li>Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. This could include household members, people with whom they have been in direct contact, <b>or within 2 m for more than 15 minutes.</b></li> <li>People identified as having been in <b>close contact</b> with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus.</li> <li>If those in isolation develop symptoms, they can book a test at <a href="https://nhs.uk/coronavirus">nhs.uk/coronavirus</a> or by calling 119. If they test positive, they must continue to stay at home for 7 days or until their symptoms</li> </ul>	



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			have passed. If they test negative, they must complete the 14-day isolation period. <ul style="list-style-type: none"> <li>Members of their household will not have to stay at home unless the person identified becomes symptomatic, at which point they must also self-isolate for 14 days to avoid unknowingly spreading the virus".</li> <li>Any confirmed cases of Covid 19 within the school, will be reviewed on a case by case basis and all necessary staff/students notified.</li> </ul>	
<b>Key Worker children - contact</b>	<ul style="list-style-type: none"> <li>School continues to be provided for these students as required</li> </ul>		<ul style="list-style-type: none"> <li>A Key worker student protocol to be maintained should it be needed.</li> </ul>	
<b>Plans insufficiently communicated, risk assessed or monitored</b>	<ul style="list-style-type: none"> <li>Risk assessments continually reviewed and accessed</li> </ul>		<ul style="list-style-type: none"> <li>Risk assessment prepared, consulted, adopted and reviewed</li> <li>Rolling review of Government guidance by SLT</li> <li>Policies and procedures reviewed and amended as necessary:</li> </ul>	
<b>Students and staff well-being significantly harmed by impact of CV-19</b>	<ul style="list-style-type: none"> <li>Returning staff will receive a re-induction which will include safe practice (i.e. hand washing)</li> <li>Contact is being made with parents across the school</li> <li>Vulnerable students receive regular contact</li> </ul>		<ul style="list-style-type: none"> <li>Praise and encouragement and compassion displayed at all times</li> <li>Collective Worship begins each day to promote spiritual and emotional wellbeing</li> <li>Early Help referrals for students / parents displaying signs of emotional stress or mental health concerns</li> <li>Covid advice signs displayed around the school</li> </ul>	
<b>Poor Behaviour</b>	<ul style="list-style-type: none"> <li>Students misbehaving to be spoken to and if unresolved parents to be contacted</li> </ul>		<ul style="list-style-type: none"> <li>Parents of students who have put themselves or others at risk will be contacted and the student may be sent home.</li> <li>SLT will respond to teacher's requests for assistance.</li> </ul>	



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				<ul style="list-style-type: none"> <li>Staff and Students will follow the Covid 19 Addendum Behaviour Code of Conduct.</li> </ul>	
<b>Fire</b>	<ul style="list-style-type: none"> <li>Students and staff to exit the building through the closest and line up for register to be taken.</li> </ul>			<ul style="list-style-type: none"> <li>Fire evacuation diagrams displayed around the school</li> <li>Students and staff to exit the building through the closest exit and line up within their form groups at the fire assembly point on the field, for register to be taken.</li> </ul>	