

6th Form September Risk Assessment/Considerations

The Government has set out guidance to ensure that we as a school put in place proportionate protective measures for children and staff, which also ensures that all pupils receive a high quality education allowing them to thrive and progress.

In order for our 6th Form to run effectively, and deliver an enriching curriculum, community based learning is essential; this includes utilising offsite activities, visitors within the department, and meetings with external and internal professionals.

The mitigations set out below are to reduce the risk of transmission of Covid-19, maximise control measures whilst providing a full educational experience for our learners. Returning to school is vital for our young people's education and for their wellbeing. Time out of school is detrimental for cognitive and academic development, particularly for disadvantaged children.

Area of Risk	Risks	Mitigation	Action/Review	Complete
<p>Low Staffing Levels</p>	<ul style="list-style-type: none"> • Low staffing levels due to ill health, covid-19 symptoms, family ill health, needing to self-isolate or shield. • Staff anxiety affecting ability to work • Unsafe environment as staffing levels not suitable to maintain appropriate supervision of students • Lack of staff knowledge about individual student need (e.g. medications/health /behaviour) • Lack of student supervision and monitoring (leading to potential behavioural/medical risks) 	<ul style="list-style-type: none"> • Ensuring there are increased hygiene procedures for all staff. • Having a backup (class-based) timetable in case of high staff absence rates. • Close liaisons with Emma and the wider Well-being team to support the return to work for some staff members. • Return to work/Integration plan meetings to take place with CM for staff with an identified mental health concern surrounding returning to work. • Regular team meetings and wellbeing <i>check ins</i> with transparency across the department. • Ensure appropriate supervision can be maintained throughout the department (close off shared spaces to minimise risks if needed) • Ensure key student info is shared across the department and accessible on a need to know basis. • 	<ul style="list-style-type: none"> • Support all staff to have a successful transition back into work in September. • Constant review of staffing levels and adaptations to plans in the event that shielding guidance continues to affect staff availability to work. • CM and LH to draft out a TT to reflect what the lowest staffing numbers could be to enable the department to still run safely • CM and LH to have plans on how and where staff could be pulled from in an emergency situation. • Class groups to merge if necessary to maintain safe staffing levels. 	<p>Term 1</p>

<p>Illness</p>	<ul style="list-style-type: none"> Students/staff presenting with ill health, and possible contamination/indirect spreading of Covid-19 to others. More vulnerable young people/staff becoming unwell due to covid transmission 	<ul style="list-style-type: none"> No students should attend school if they are unwell. Any sickness should be kept home for 48 hours, or until the young person is back to full health (whichever is longest) Staff should not attend work if they have sickness that could be transmitted (sickness bugs/colds/flu, or covid symptoms) Increased hygiene measures Risk assessments/considerations around those who are at a higher risk and how best to minimise these Staff are to manage their own illness, if they feel unwell, it is recommended not to come to work. Home testing kits have now been provided to all staff to carry out tests twice a week. 	<ul style="list-style-type: none"> All staff and families to be clear about the sickness policy (to be communicated via the school website/through family liaisons etc) Students/staff to be sent home if they display signs of illness. All students/staff to have temperature checks in the morning. Staff/students who become unwell to be isolated in the downstairs changing room until they are able to go home. Considerations to shutting 6th form department (this will be done in consultation with SLT/PHE if/when a case arises) 	<p>Term 1</p>
<p>Offsite Activities</p>	<p>Construction/Muddy Wellies/FWF/Horse riding/Umbrella café/Forest Schools</p> <ul style="list-style-type: none"> Indoor activity (FAR/FWF/UC) General public in attendance (FWF/UC) Public transport utilised to access provision (UC) Social distancing whilst supporting activities (Volunteers at horse riding helping mount/dismount horses) 	<ul style="list-style-type: none"> Access to individual providers RA prior to accessing this w/e activity. Clear contingency plans should any student or staff member within this provision (our own students or theirs) present with covid-19 symptoms. Consideration of group sizes Consider taking students who are familiar with activities and are able to adhere to social distancing Use of regular hand sanitisation/hand washing Regular liaisons with each individual provision and changes in local areas. 	<ul style="list-style-type: none"> LH/CM to review providers risk assessments and ensure we are happy with this, and share with staff. Review and monitor all fire evacuation procedures (particularly those where members of the public may be included) LH/CM to review our own offsite RAs for each activity and adapt to reflect potential issues caused by Covid-19. 	<p>Not attending Umbrella Café until at least February.</p> <p>The Far Academy and Muddy Wellies are working well. Risk assessment from both</p>

	<ul style="list-style-type: none"> • Size of the classroom (MW) • Use of shared equipment (horse riding helmets/gloves/tools etc) • Use of shared facilities (toilets) • Mixing with other external professionals who mix with other schools and groups. • Staff anxiety about attending this activity without appropriate measures. • Lunches are eaten on site • Transportation to and from the location • Someone becoming unwell whilst offsite. • Fire evacuation procedures to reduce large group gatherings • Shared cooking (FS) 	<ul style="list-style-type: none"> • Buses to be cleaned after use (use of sanitising sprays etc), windows to open on journeys where possible, students/staff to sit distanced from each other if possible. (note transmission risks are likely to be lower when sitting side by side). • Ensure each provision has a clear RA in place for any changes to fire evacuation procedures (consideration of no drills occurring where possible) • Ensure RA's consider cleaning of shared resources/spaces (e.g. tools/riding equipment/ toilets etc) • Muddy Wellies, Construction and Muddy wellies will continue but with class bubbles only – not mixed groups. 	<ul style="list-style-type: none"> • Consider how cleaning will be managed of shared resources (particularly riding helmets) • CM/LH to identify waiting areas at offsite provisions in the event of symptomatic staff/students. • Students/staff who become symptomatic offsite will be isolated until they can be collected. All other staff/students within this group will return to the 6th form and isolate as a bubble, until collections can occur and pending the results of test and trace, follow advice given. 	<p>companies received.</p> <p>Food with Friends is not yet happening, to continue to review and monitor as to when this can commence.</p> <p>Construction, Muddy Wellies and Forest School will be taking place as of 8th March 2021. Risk assessments have been updated to reflect this.</p>
<p>Transport</p>	<ul style="list-style-type: none"> • Students becoming symptomatic/carrying covid during transportation to and from school/6th form (variety of different means of transportation; this means bubbles will be mixed) • Lack of ability to social distance in a taxi/mini bus/bus/people carrier 	<ul style="list-style-type: none"> • On arrival, all students to use the hand sanitiser stations and go straight to their classrooms to alleviate high traffic in corridors/reception areas. • Temperatures will be checked on arrival. • Transport's RA shared with parents and St Nicholas staff prior to September. (Assume increased hygiene measures, possible requirement of face coverings?) 	<ul style="list-style-type: none"> • Encourage hand washing and hand sanitiser on arrival. • LH/CM to contact transport and SLT if a student has become unwell on arrival/during the day, and PHE guidance will be sought • Increased signage to be visible for drivers/escorts 	<ul style="list-style-type: none"> • New staggered format working well. • Queuing out the building at a distance is working well

	<ul style="list-style-type: none"> • Large gatherings of people on arrival/departure • Communications of illness between transport and school • Transmission through touching of areas 	<ul style="list-style-type: none"> • Clear plans/considerations in place from transport should a case be reported within a transport company. • Queuing system in place for students arriving in transport. • 		
<p>Transmission through shared/ resources surfaces</p>	<ul style="list-style-type: none"> • Professional cleaning takes in the evenings by EKC provided cleaners only • High traffic areas risk easier transmission of covid-19 • Cleaning Supply levels are adequate • Sharing of learning resources/areas 	<ul style="list-style-type: none"> • Increase the professional cleaning within the building to 2x a day – liaisons with EKC are taking place about this – will be an additional cost to St Nicholas. • Cleaning scheduled into the daily timetable (completed by nominated staff) • Cleaning of toilets and equipment immediately after each use • Orders put in to the caretaking team are done in a timely manner to prevent running out of supplies. • Minimise use of high risk shared resources/areas where possible (e.g. clothing) • 	<ul style="list-style-type: none"> • LH/CM to review EKC risk assessments and ensure we are happy with this • LH/CM to liaise with EKC and confirm cleaning protocols • Implementation of daily cleaning schedule for staff 	<ul style="list-style-type: none"> • Increased cleaning regimes working well
<p>Use of Refectory</p>	<ul style="list-style-type: none"> • High traffic areas within the EKC campus • Risk of crossing over with other students outside of the 6th form department bubble • Increased number of people increases the risk of transmission 	<ul style="list-style-type: none"> • Implementation of designated areas and entry and exit system for the refectory • Set times of using the refectory (11.45-12.45) • Staff support levels high to ensure safe collection of lunches for students and staff • Social distancing to be followed. • EKC to share their RA once completed. • Staff and students to wear face coverings in EKC campus. • 	<ul style="list-style-type: none"> • CM/LH to liaise with EKC regarding “grab and go” system and timings • Use of kitchen and outdoor spaces to enable students to have a space to eat outside of their classroom – no longer required. 	<ul style="list-style-type: none"> • Actions completed.

<p>Time inside the building</p>	<ul style="list-style-type: none"> • Potential for increase in challenging behaviour due to reduction of “break out” space. • Student and staff wellbeing may be low • Increased risk of covid-19 transmission with ~50 bodies in the building. • Decrease in mental health due to being restricted to classrooms • Lack of outdoor spaces for wellbeing 	<ul style="list-style-type: none"> • Implementation of timetable with regular outdoor/community activities such as: gardening, a daily mile walking activity, use of the outside spaces, utilising the busses for drives etc. • Regular PBSP review meetings and liaisons with parents should there be concern for student behaviour/wellbeing. • Regular check ins with staff and students regarding wellbeing (wellbeing team support if required) • Lunch time clubs are up and running and variety is offered to keep student engagement high • Staff break rotas are followed to ensure all adults have the opportunity for a break. • Regular cleaning to take place (timetable staff to do extra cleaning in high traffic areas) • 	<ul style="list-style-type: none"> • CM to continue to review this risk and ensure we are happy with mitigations, communicating all plans to staff. • Ensure break rotas are followed • Review and monitor weekly • Liaisons with families 	<ul style="list-style-type: none"> • Timetabling working well.
<p>Shared Spaces</p>	<ul style="list-style-type: none"> • Increased risk of transmission due to increased number of people touching surfaces/using these spaces • Lower supervision therefore missed sneezing/coughing episodes • Risk to wellbeing/mental health if spaces are unavailable 	<ul style="list-style-type: none"> • Regular cleaning to take place (timetable staff to do extra cleaning in high traffic areas) • Increase the professional cleaning within the building to 2x a day – liaisons with EKC are taking place about this – will be an additional cost to St Nicholas. Cleaning of toilets and equipment immediately after each use • Orders put in to the caretaking team are done in a timely manner to prevent running out of supplies. 	<ul style="list-style-type: none"> • DL to agree additional costs of cleaning. • Regular review and monitoring. 	<ul style="list-style-type: none"> • Additional cleaning is taking place provided by EKC. • Working well.

		<ul style="list-style-type: none"> • The table football in the 6th form can be used. This is because it is 1 metre + mitigations to keep everyone safe. <ul style="list-style-type: none"> ○ Hand sanitising before and after use ○ Wiping down the table football handles and ball ○ It based next to the window to ensure there is adequate ventilation in the room ○ Break time is 10 minutes long – therefore students are not facing one another for long periods of time. ○ We will provide masks for staff and students to wear as an extra mitigating factor. • Staff to supervise leisure room to keep numbers to a safe limit within the room. • staff & those students that can, must wear face coverings at all times as per new guidance (9.11) • Leisure room will not be in use for break or lunch times until further notice. • 		
<p>Staff Room</p>	<ul style="list-style-type: none"> • Increased risk of transmission when high number of staff in small space on a break • Lack of ability to social distance 	<ul style="list-style-type: none"> • Staff to have options of break spaces (kitchen/Staff room/empty classes <i>(when classes offsite)</i> and outdoor area) • Staff breaks to be staggered to reduce pooling of numbers at the same time • Additional cleaning regimes between swap overs in place • No more than 4 staff in the staff room at any given time - staff are to exercise common sense and observe social distancing. 	<ul style="list-style-type: none"> • CM to add a 3rd break in the rota • CM to share a memo about using a range of spaces 	<ul style="list-style-type: none"> • Actions Completed

Visitors within the 6th Form Department

- Increased number of people increases the risk of transmission
- Temporary bubble mixing/cross overs
- Students not understanding the rules around social distancing
- Students unable to distance from others
- Transmission through shared spaces/surfaces
- Visitors include:
 - External professionals who offer extra-curricular activities to students
 - Counsellors
 - Therapists
 - SLT and ELT
 - Volunteers
 - EKC Staff
 - Work Experience
 - Pupil Voice workshops - East Kent Mencap
 - Social Workers
 - Parents/Carers
 - Sessional based teachers

- On arrival, all visitors to use the hand sanitiser stations and go straight to their meeting/allocated space to alleviate high traffic in corridors/reception areas.
- Temperatures will be checked on arrival
- All visitors and parents are to wear a face covering for the duration of their stay, when they are in communal areas of the building.
- Visitors **may** be able to remove their face covering within the department **if** group sizes are small, **and** located within large, well-ventilated areas of the building where social distancing can be adhered to. *This is at the discretion of the ELT/SLT, following a dynamic risk assessment.*
- If social distancing **and** other mitigations cannot be followed, visitors **must** continue to wear a face covering for the duration of their stay.
- Visitors to the 6th form department are be provided with the leaflet of our Covid19 measures and be expected to follow them and social distancing when on-site. They will be observed whilst on-site if possible/practicable from a social distance and be on-site for the shortest time possible; they are to wear a face covering for the duration of their visit.
- Face to face counselling sessions will resume on a 1:1 basis in a socially distanced fashion in an allocated room. Counselling staff will collect the student from their classroom (whilst wearing a mask) and observe social

- CM to continue to review this risk (in liaison with the SLT) and ensure sufficient mitigations are planned, and then communicated all to staff.
- Staff to raise concerns, queries and questions about the RA with the SLT.
- Regular review and monitoring.
- Liaisons with families surrounding risk assessments

		<p>distancing and mask wearing at all times whilst in the department besides during the session (if appropriate).</p> <ul style="list-style-type: none"> 		
Classrooms	<ul style="list-style-type: none"> Increased risk of transmission due to increased number of people touching surfaces/using these spaces Risk to wellbeing/mental health if spaces are unavailable Increased number of people increases the risk of transmission Students not understanding the rules around social distancing Students unable to distance from others Transmission through shared spaces/surfaces 	<ul style="list-style-type: none"> arranging classrooms with forward facing desks (this includes a U shape). staff maintaining distance from pupils and other staff as much as possible (where safe to do so) Wearing PPE Teachers and staff are to ensure items within the classroom are wiped down after use and/or hand sanitiser is used before each use to minimise the risk of transmission. Keeping occupied spaces ventilated with windows open/fans on. To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate: <ul style="list-style-type: none"> increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) rearranging furniture where possible to avoid direct drafts Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces 	<ul style="list-style-type: none"> CM to continue to review this risk (in liaison with the SLT) and ensure sufficient mitigations are planned, and then communicated all to staff. Staff to raise concerns, queries and questions about the RA with the SLT. Regular review and monitoring. 	
'Clinically Vulnerable'	<ul style="list-style-type: none"> Those who have been identified as clinically 	<ul style="list-style-type: none"> Attendance expectations will be modified for individuals and groups of 	<ul style="list-style-type: none"> Staff who are CV or CEV must notify SLT for their own RA. 	<ul style="list-style-type: none"> Complete

<p>And 'Clinically Extremely Vulnerable' Staff & Students</p>	<p>extremely vulnerable are thought to be at the highest risk of becoming very unwell if they were to catch COVID-19.</p> <ul style="list-style-type: none">• More vulnerable young people/CEV staff becoming unwell due to COVID-19 transmission	<p>pupils, if they are following clinical or public health advice e.g. if they are self-isolating or 'shielding'.</p> <ul style="list-style-type: none">• it is expected that all staff who are 'clinically vulnerable' or those living with those who are shielding should be able to attend the workplace <i>but</i> they should be diligent with their hand hygiene and observance of social distancing where possible.• School leaders will consider flexible deployment, or the potential redeployment of staff, where reasonably practicable and if possible.• All staff and students who are clinically extremely vulnerable group will be expected to work and/or learn from home whilst shielding remains in place due to the nature and health vulnerabilities of those concerned.	<ul style="list-style-type: none">• Staff to raise concerns, queries and questions about the RA with SLT.• Regular review and monitoring.• Liaisons with student families/staff surrounding individual risk assessments.	
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