

St Nicholas School Canterbury

Risk Assessment for re-opening the School following the easing of Lockdown procedures – Return to normal Schooling Action Plan September 2020 (all campuses) Updated 6 January 2022.

Name of Site(s): St Nicholas School, 6th Form provision, Caterpillar and Butterfly Classes (Parkside), Canterbury Primary/Secondary Schools, Spires Academy, St John's and Chartham Primary Satellites.

Description: This risk assessment details the monitoring/strategies required for the above sites to help ensure the care and safety of school staff, pupils and equipment assets of St Nicholas school.

This risk assessment is to aid the school community plan for as close a return to full staffing and pupil/class groupings (from 3 September 2020) as possible. The national & local coronavirus data, government guidance and a holistic school-based health & safety review are all be taken into consideration in the design of our policies, practices and protocols which form this plan.

These guidelines should be followed by staff to minimise risk:

This risk assessment has been put in place to comply with all the previous the government guidance described within and the policy and practice advice included within the St Nicholas School COVID-19 Expansion plan. In line with:

- [Safe working in education, childcare and children's social care: Preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the coronavirus outbreak](#), DFE 02/03/2021
- [What to do if a child is displaying symptoms of Coronavirus \(COVID-19\)](#) DFE (17/09/2020)
- [Working safely during the coronavirus](#) (10/07/2020)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#) DHSC/PHE (7/01/2021)
- [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) PHE (5/11/2020)
- [Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#) PHE (30/10/20)
- [NHS Test and Trace in the workplace: Guidance on NHS Test and Trace for employers, businesses and workers](#) DFE 5/11/2020
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#) DHSC/PHE 26/02/2021
- [Children of critical workers and vulnerable children who can access schools or educational settings](#) Cabinet Office & DFE 5/01/2021
- [COVID-19 National Testing Programme: School and Colleges handbook](#) NHS Test and Trace (15/12/20)
- [Coronavirus \(COVID-19\) asymptomatic testing in schools and colleges](#) 15/12/2020
- [Schools COVID-19 Operational guidance](#) (DFE, 27/11/21)
- [SEND and specialist settings: Additional COVID-19 operational guidance](#)(DFE, 27/11/21)
- [Rapid asymptomatic testing in specialist settings](#) (DFE, 22/02/2021)
- [Guidance for schools: coronavirus \(COVID-19\)](#)(DFE, 05/03/2021)
- [Scientific evidence supporting the government response to coronavirus \(COVID-19\)](#) (22/2/2021)
- [Coronavirus \(COVID-19\) catch-up premium: allocations](#) (ESFA 22/2/21)
- [Scientific evidence supporting the government response to Coronavirus \(COVID-19\)](#) (SAGE, 22/02/2021)

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- [Annex A: health and safety risk assessment](#) (DFE, 22/02/2021)
- [Face coverings in education](#) (DFE March 2021)
- [Contingency framework: education and childcare settings](#) (DFE, 22/02/2021)
- [Occupational advice for employers and pregnant women](#) (FOM, RCM & RCOG, 9/9/20)
- [COVID-19 Response: Autumn and winter Plan](#) (HM Government, 14/09/2021)
- PHE South East Educational Settings Outbreak Pack V. 6 (PHE, 09/09/2021)

we have produced the following risk assessment and action plan based upon the 5 key areas of focus:

- **Public health advice to minimise coronavirus (COVID-19) risks**
- **School operations**
- **Curriculum, behaviour and pastoral support**
- **Assessment and Accountability**
- **Contingency planning for (suspected) outbreaks.**

The protocols held within this document apply to all St Nicholas School staff, pupils, governors, parents/carers and associate transport staff or essential visitors/agents during the developing COVID-19 pandemic and the UK measures responses to the limiting transmission.

A summary of the key changes to the St Nicholas School Covid-19 Risk Assessment – 06/01/2022

If pupils are showing any symptoms of being unwell (colds, tummy problems) please keep your young person at home. Please observe the 48 hour rule over diarrhoea or vomiting episodes.

1. We have reinstated our policy that all staff and pupils (who are not exempt) continue to wear a face covering in communal areas and on school vehicles, until further notice. Staff and pupils that are not exempt should wear a face covering in the classroom if this makes them feel better. We also strongly recommend that staff and pupils (where able) continue to do twice weekly lateral flow tests and report them via the NHS website.
2. All people who develop the three main COVID-19 symptoms should get a PCR test and observe a full 10 day isolation period. Those who still have a fever on day 10 must not return until they feel well again and their temperature falls below 37.8o.
3. If an asymptomatic person tests positive on an LF test they now need to register the positive LF test online, with test and trace. Asymptomatic people who test positive on LF no longer need to get a confirmatory PCR test. Fully vaccinated staff or students under 18.5 years who have tested positive on an LF test, but remain symptom free during their self-isolation may now take further LF test on days 6 & 7 and if both are negative they may return to school on day eight.
4. Unvaccinated staff should observe a full 10 day isolation period if they test positive on a lateral flow test or were in close contact with a case of COVID-19.
5. All visitors to the school including parents, drivers and escorts are expected to wear a face covering in communal areas (unless they are exempt) – the wearing of face masks for visitors is now our policy. Any visiting personnel attending the school from other organisations for a CPL opportunities will be expected to show evidence of a negative LF test from within 24 hours of the start of their course (on arrival and in the form of their text or email report).

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6. The school is no longer operating in class or department bubbles unless a small outbreak of cases are developing.
7. Staff and students are strongly advised to take Lateral Flow tests for seven days if they come in contact with someone who has received a positive result on a PCR test – if they test negative on each day, they can then attend school each day. They should take a PCR test of their own if they develop any of the three main COVID-19 symptoms, themselves.
8. Staff need to be mindful about the national lack in available LF tests; this may affect the school in some way.

Decisions over whether to reduce attendance within class (in the event of low staffing levels) caused by staff absence will only occur if the complex medical needs of a specific class mean that safe operation may be affected. Full or partial closure of classes will be avoided if at all possible.

- Contact tracing will now be conducted by NHS Test and Trace only. If a staff or pupil is exhibiting symptoms of Covid-19 they will be sent home and asked to get a PCR test, they may return if the results are negative – the other members of the class will still be able to attend school at this point provided that they are under 18.5 years old or are double vaccinated. Classes will not be closed at this point, as a positive case is not yet confirmed, this is in-line with current government guidance.

Pupils and staff should still attend school if *a member of their family* has been notified by NHS Test and Trace that they have been in close contact with someone provided that they (the staff member or pupil) are not displaying symptoms themselves.

If a staff member or pupil (via their family) is notified (by NHS Test and Trace) that they are a close contact of a person who is positive for COVID-19 they should take lateral flow tests for seven days and provided these are negative they can return to work on day eight. If they develop the symptoms of COVID-19 but test negative on a lateral flow test they should still go for a PCR test and, if positive, follow the advice of test and trace concerning their new isolation period.

Should a member of the household of a pupil or school employee receive positive a lateral flow test, that family member **only** needs to get a PCR test. Other members of the household (including the St Nicholas pupil or [double vaccinated] staff should take a daily Lateral Flow test for seven days and, if negative, continue to attend school.

- If there is an outbreak, (a small number [2+] of linked cases), or an individual case which results in a person being hospitalised by COVID-19, the advice of PHE will be sought. Where the positive case features a staff member we will ring the DFE COVID-19 helpline on **0800 046 8687**, if the positive case is from a staff member, we will then ring the NHS Test and Trace Employers Line – **0203 7436715** (if there are any colleagues who are not fully vaccinated as potential close contacts). We will then speak to PHE on **0344 225 3861**.

St Nicholas School has an Outbreak Management Plan which will be enacted following the start of an outbreak 2+ cases in the same class (at main school)/satellite area or 3+ cases on the same Key Stage/Corridor (at main school). PHE will help support us with any outbreak in school due to our *escalated status* - having clinically extremely vulnerable pupils. We will follow the advice of the PHE South East Educational Settings Outbreak Pack (where applicable).

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If a staff member or pupil has a new and persistent cough, a temperature over 37.8° or a change to their sense of taste and smell, they will have COVID-19 symptoms and therefore should get a PCR test; they will need to isolate for 10 days.

Students (under 18.5 years old) or staff (without symptoms) who are fully vaccinated but test positive under a Lateral Flow Test will no longer need to seek a confirmatory PCR test. They will need to isolate for 7-10 days, but providing they remain symptom-free throughout they can take a lateral flow test on day 6 or 7 - if negative results are received could return to work on day eight. Those who still test positive under Lateral flow on (or after) day seven must observe a full 10 day isolation period. Unvaccinated staff must observe a full 10 day isolation period. Fully vaccinated staff or pupils who are close contacts with a positive test will still be able to come into school, but should take lateral flow tests for seven days. We will seek the advice of PHE if any staff member or student was present in any school building during their infectious period. Staff and parents should notify NHS Test and Trace of the positive case who will advise any close contacts to get take daily lateral flow tests for seven days, and (if symptomatic get a PCR Test). If staff and pupils HAVE been contacted by NHS test and trace they may return to school provided they are under 18.5 years old or are double vaccinated. Any non or partially-vaccinated adults, over the age of 18.5 years, should observe a 10 day self-isolation period

- St Nicholas School is using a number of air purification devices in specific classes (based on a risk assessment) and rooms where ventilation is small or having open windows may cause a difficulty for pupils' health. The school has received 24 Carbon Dioxide monitors to help us judge the air quality of all other classrooms, on shared basis.
- Daily staff and student temperature checks will only be given to people feeling or appearing unwell during the school day.
- The school Lateral Flow Test site is closed with all twice weekly tests taking place at home - these are supplied from the school stock of tests. As per DFE guidance those staff/students who may return a positive LF test (at home or school) will need to seek a confirmatory PCR test. LF testing will continue to be used twice weekly. Lateral Flow Tests and all PPE is stored in Therapy Room 1 and be distributed to classes once per week, as required.
- Visitors, including parents, may now come into school for short meetings of up to one hour during the school day and/or to attend training courses. Visitors from other agencies or settings who are entering the main body of the school will be expected to provide a negative lateral flow test result on arrival. Should we have to enact our *Outbreak Management Plan*, (on the advice of PHE) we will revert back to bubble classes temporarily including drop off and pick up (avoiding the busy hall), make the wearing of face coverings in communal areas mandatory and allow only *essential* visitors to enter the school again.
- The day time enhanced cleaning regime and the 2-staged arrival and departure times (transport then parents) will continue from September 2021.
- The Training Centre will be open to courses with visitors, who are asked to present a negative LF test for within 24hrs prior to their arrival.
- The breakfast club is in place for those pupils and families wishing to take this opportunity.
- Group assemblies, celebrations and activity clubs can now take place in school again.

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- Specialist subject teaching in the specialist rooms has been reintroduced, with specific hygiene mitigations will be planned. Satellite groups will have the specialist teacher based there for all day or they will need to observe social distancing to reduce the potential transmission of the COVID-19 virus and to limit the movement of people between sites across the week for the foreseeable future. *Staff now all have been offered two vaccinations.*
- St Nicholas School will facilitate any eligible pupils from 12 – 16 who wish to receive a dose of the COVID-19 vaccine to receive it. The school will also facilitate any eligible people aged 16+ who wish to receive a COVID-19 booster vaccine to receive it.
- Group Active Education sessions take place in the gym and OT room, and 1-1 sessions will continue all taking place with enhanced hygiene regimes. Literacy and numeracy withdrawal groups will be active, with a suitable risk assessment and mitigations in the sunflower room. MOVE teaching groups and SHINE classes take place again,
- Swimming in the public pools and horse riding will take place from term 1, provided that the site concerned is happy to welcome us back.
- Class groups will make visits into town. If pupils are accessing community facilities the teachers will plan supervision ratios into small groups, where safe and reasonably practicable to do so - according to the specific off-site activity risk analysis. If our pupils are to go on a visit to an indoor location the off-site risk analysis will need to reflect C-19 transmission risk management measures.
- School groups will be allowed to have access to public transport but will need to follow the company policies and we expect our staff/students (who are not exempt) to continue wearing a face covering. On school vehicles; face coverings must be used by those who normally do so. Social distancing will no longer need to be observed on school vehicles.
- Assemblies and meetings can continue to be virtual, in part, to make it easier for satellite pupils/staff to join in, where appropriate.
- Students will continue to be seated in the fashion that leads to most socially distant/safe arrangement for the foreseeable future.
- Parents evening consultations & EHCP meetings will have a virtual or telephone element.
- If required, the school will revise this risk assessment to fully implement the advice of the *COVID -19 Autumn and Winter Plan.*
- Lunchtime arrangement changes:
Main School – will return to ordinary measures
- 6th Form/Canterbury College – timings are 8.45 to 2.45 pm. Lunchtime will be 11.30 am in the refectory. Break and social times have returned to pre-COVID arrangements. The timetable for 6th Form has returned to include the mixing in-between groups for optional activities. Use of outdoor spaces and increased ventilation opportunities will continue to be used. The 6th Form has new air conditioning opportunities which are safe and compliant with Covid-19 advice. There will continue to be two daytime cleaning periods at 10 am and 2 pm in addition to the daily (evening) deep clean.

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- Parkside – this campus has not changed its operating procedures.
- Spires – pupils will start to have their break and lunch times as they were pre-COVID (including eating their meals in the Heart Space/use of the field and playgrounds) and shared with the Spires students. Timings will be 8.45 – 2.45 pm. Pupils will begin to resume assemblies with a request made for inclusion and lunchtime clubs to resume as soon as possible.
- Canterbury Primary – Hours to remain 9 to 2.45 pm, lunch playtime is now 15 minutes shorter to regain time to full time. Groups within satellite now mix together. St Nicholas and Canterbury Primary children to mix on playground and have lunch over in canteen. Our KS1 to join CPS KS1 assemblies and KS2 to assemblies. Enrichment afternoon to be restarted
- Canterbury Academy Secondary School – Daily timings will continue to be 8.30 to 2.30 pm. Break and lunchtime arrangements will continue as before in shared spaces alongside the main school pupils.
- St Johns Primary – Timings will be 9 – 3 pm. Lunchtime will be 11.45 am, a request has been made for the group to eat in the lunch hall. Playtimes remain the same in the groups own playground but with access to school equipment on a timetable (for certain lunchtimes). Ventilation is not good in the classroom even with the windows fully open therefore a CO₂ monitor will be allocated.
- Chartham Primary – Pupils are now having lunch in the dinner hall with all other pupils, but are to eat at their own allocated class tables. Pupils may now freely move around the playground and play with Chartham pupils. Shared assemblies are now taking place with pupils seating in the allocated class positions. Enhanced sanitation and cleaning regimes will continue.
- Forest School – has returned to pre-COVID arrangements but with the benefit of the second site.
- Independent Living Skills – the use of the cottage has returned to pre-COVID arrangements.

KEY AREA OF FOCUS

- **Public health advice to minimise coronavirus (COVID-19) risks**

Effective infection protection and control

- RISK – Despite schools being judged (by the government and Public Health England) as relatively safe for the transmission of Coronavirus, the highest potential direct transmission risks of Covid-19 will be from coughs and/or sneezes or from direct touch or indirect transmission e.g. from touching contaminated surfaces.
- MITIGATION – the UK government state that in our school “there should be a system of protective measures including:
 - *There is a requirement that people who are ill should stay at home*
 - *Robust hand and respiratory hygiene*
 - *Enhanced cleaning arrangements*
 - *Active engagement with NHS Test and Trace*

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- *A formal consideration of how to reduce contacts and maximise distancing between those in school and wherever possible minimise potential for contamination so far as reasonably practicable.*

The school will plan to reduce contact (where possible) and promote social distancing between staff and students, with the additional mitigation of increased ventilation.

- Staff and secondary students, who are not exempt, *are to* wear a face covering in all communal areas *including school vehicles*. Primary pupils also have the opportunity to wear a face covering too.

Face coverings for staff and pupils, who are not exempt, are optional within classrooms; they will continue to be needed on school transport vehicles and in communal areas they are optional for pupils but required for staff.

Parents/carers may also want their children, who are not exempt, and/or the pupils (themselves) should wear a face covering inside class if this makes them feel safer - this will not be enforced by staff though.

*All people that have worn a face mask in class for a period of 60 minutes should be given the opportunity for a short (5 minute) break outdoors where the mask will be removed, so that they can have a clean air break. **This does not apply to those people wearing a visor as the mouth and nose are not being enclosed for long period of time and free air flow can be transferred at all times.***

- *The requirement that people who are ill (staff and pupils) should stay at home:* in order for St Nicholas School to observe the practices and protocols within this risk assessment and action plan we need all pupils who are ill – in any way – to remain at home. There will be increased staff vigilance towards adult and child health – supported by all staff and families, i.e. anyone with any symptoms of illness including cold/flu or gastro-intestinal is to remain at (or be sent) home. NB: coming into contact with vomit or a sneeze may cause Covid-19 transmission (in a potentially asymptomatic person). The “48hr rule” (with return to school after 48hrs following the last episode of illness) must be strictly observed.

Our ability to respond to issues caused by staff absence due to illness is severely limited. In the event of low staffing within a class - due to general illness - we may be forced to close the class temporarily, potentially in full or in part [on a rotated basis], until safe staffing levels return. The Senior Leadership Team will make a dynamic risk assessment about the safety and viability of classes to operate, as required.

- *Robust hand and respiratory hygiene:* there will be additional tissues available to all students and staff (to be disposed of in the COVID-secure dustbin). Any incidences of sneezing must be into a tissue, in the first instance, or the crook of the elbow. There will be additional PSHE teaching and posters promoting good respiratory hygiene. There will be additional handwashing regimes during the school day for all staff and students at all parts of the day;
- *Enhanced cleaning arrangements:* A member of the cleaning staff is present all day so that high touch surfaces are not only cleaned before and after school, but also during the day. Where a satellite class may not have cleaning staff during the day, these cleaning responsibilities will be undertaken by class staff on a rota. We will only be providing access to hard resources/toys that can be easily sanitised after use and/or at the end of the day; shared computer keyboards/screens will be sanitised by a

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cleansing wipe after use and/or at the end of the school day. Soft or fabric materials/toys will be removed from classroom areas, as these items cannot be easily disinfected. Furniture (including tables and chairs) will be cleaned by class staff at the end of the day/session. Staff should consider removing their work clothing as soon as they get home, washing the clothes and then showering before starting their home activity. All cleaning agents used have the appropriate Control of Substances potentially Hazardous to Health (COSHH) information sheets – they are stored safely (out of reach or, preferably, locked away) to avoid the risk of potential ingestion by the pupils. (Any cleaning products will be used following a staff training session with trained site management staff about their assessed risks and safe use).

- *Active engagement with NHS Test and Trace:* If anyone develops symptoms of COVID-19 – high temperature of **37.8° or above**, persistent new cough, and/or the recent loss of sense of smell or taste (anosmia) – the office is to be contacted immediately and they are to be isolated on-site and should seek a test using the web link below or ring **119**. If the PCR test is positive the individual concerned will need to stay at home until they are well (or for the remainder of their **10** day self-isolation period, whichever is longest) and those who have come into close contact with them (following the advice of the Kent Health Protection Team (KHPT)/DFE. Should a staff member or pupil be a close contact of a person with Coronavirus they should take lateral flow tests for 7 days and can attend school provided each test is negative. **If they also begin to experience symptoms they should seek their own PCR test** (triggering their own families and close contacts¹ to also begin self-isolation periods).
 - If there is an outbreak, (a small number [2+] of linked cases), or an individual case which results in a person being hospitalised by COVID-19, the advice of PHE will be sought. Where the positive case features a staff member we will ring the DFE COVID-19 helpline on **0800 046 8687**, if the positive case is from a staff member, we will then ring the NHS Test and Trace Employers Line – **0203 7436715** (if there are any colleagues who are not fully vaccinated as potential close contacts). We will then speak to PHE on **0344 225 3861**.
 - St Nicholas School has an Outbreak Management Plan which will be enacted following the start of an outbreak 2+ cases in the same class (at main school)/satellite area or 3+ cases on the same Key Stage/Corridor (at main school). PHE will help support us with any outbreak in school due to our *escalated status* - having clinically extremely vulnerable pupils. We will follow the

¹ A close contact is a person who has been “close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- **a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:**
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - **contact within one metre for one minute or longer without face-to-face contact**
- **a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes**
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19”

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advice of the PHE South East Educational Settings Outbreak Pack (where applicable).

A coronavirus test can be booked at the following websites:

For parents and carers - <https://www.nhs.uk/conditions/coronavirus-covid-19/>

For school staff - <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Coronavirus information can be gained from the following websites:

<https://www.nhs.uk/conditions/coronavirus-covid-19/> or

(NHS111 Online - <https://111.nhs.uk/>) or telephone - 119.

All staff/parents booking tests or contacted by the NHS Test and Trace Service MUST state that they work/learn within a special school at the first available opportunity. As a school, the SLT have extended this guidance to all pupils and transport staff too during to the transmission risks and vulnerabilities of the pupils. St Nicholas School has received 10 home test kits which will only be offered to families that have significant barriers to accessing testing elsewhere. The people concerned taken through the instructions for use and advised which Royal Mail Priority Letter box to use to post the sample off, for analysis.

- *Formal consideration of how to reduce contacts and maximise distancing between those in school or college and wherever possible minimise potential contamination so far as is reasonably practicable: the school will try as far as is possible to reduce the risks of pupils mixing together.*

The St Nicholas School Canterbury 'System of controls (protective measures)':

Prevention

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have someone in their household does, do not attend the setting
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and disinfectants.
- Coverings for staff (and pupils who are not exempt) will now be optional within classrooms; they will continue to be needed on school transport vehicles and communal areas required for staff, but optional for pupils. Staff may choose to wear them in class, if it will make them feel safer, but safe management cannot be assured nor will be enforced by staff.
- Minimise contact between individuals and maintain social distancing wherever possible.
- Where necessary, wear appropriate PPE - *APPLIES IN SPECIFIC CIRCUMSTANCES*

Response to any infection

- Engage with the NHS Test and Trace process
- Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community
- Contain any outbreak by following local health protection team advice
- *MUST BE FOLLOWED IN EACH RELEVANT CASE*

DETAILED PLANS: PREVENTION -

- **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have someone in their household does, do not attend the setting:** If a staff member becomes symptomatic they should go home immediately and organise a COVID-19 test. If a pupil becomes symptomatic whilst at school, they will be isolated, supervised by staff in full PPE until they can be collected from the premises in a timely manner - to the (ir) vulnerability. Where a staff member or pupil becomes symptomatic around lunchtime, the 'bubble' will contact the school

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kitchen and catering staff will deliver meals to them, if appropriate, to minimise contact with people potentially exposed. ***If the test proves to be positive the individual concerned will need to isolate for a minimum of 10 days (or until they are well again – whichever is longer. Fully vaccinated pupils or staff who are not symptomatic may take an LF test on day 6 and 7 and if both are negative they may return on day eight. THIS MAY HAVE AN UNAVOIDABLE IMPACT ON OUR STAFF/STUDENT ABSENCE AND ATTENDANCE LEVELS.***

If a pupil or staff member tests positive for COVID-19, the school will share information of individual's department, area/group and the date of the test with the school community on the school website.

All visitors (including parents/carers/other agency staff) must wear a face covering (and any other PPE their employers deem appropriate) throughout the duration of their stay. Those attending for a formal meeting, to attend training or to work/observe (e.g. in class) alongside the children will be expected to show text or email evidence of a negative lateral flow test within 24 hours prior to their arrival. If they are to attend a 3+ day stay they are expected to show a second negative lateral flow test for later in the week.

Should a pupil become unwell on their way to school the transport company, KCC and the school will make a joint-decision as to how to manage the situation, using the relevant health advice – dependent on the particular situation.

- **Clean hands thoroughly, more than usual:** all staff and students will be required to (or be supported to) apply hand gel on entry to the school building and each time they pass a sanitisation station. All staff and students should wash their hands prior to eating (snacks or dinner) or drinking, on re-entry to the school building, prior to/after the removal gloves in personal care situations or after their come into accidental hand-to-hand contact with other people (or use hand sanitiser until the opportunity to wash hands occurs).
- All staff and students will be reminded to avoid touching their face prior to a hand wash.
- Pupils AND Staff will have daily (regular and explicit) hand washing activities to promote pupils' responsibility for their own personal hygiene – on arrival, before and after snack, before and after lunch, on return from playtimes, prior to leaving the building in addition to after the use of the toilet or whenever hands are dirty.
- Increased ventilation through the school and in the offices/classrooms/spaces which are in daily use.
- Hand Sanitisation will be used by all pupils AND staff each time they enter the main school building and before entering/leaving the dinner hall, using the wall mountable sanitiser provided.
- **Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach:** (see robust respiratory hygiene regime above). The use of PPE when working with pupils who present a risk of spitting or the use of saliva as a sensory stimulant, must be considered. These risks must now be reflected within the pupils individual BSP/individual “risk assessments in order to support the pupils and staff working with them and is not a reason to deny these pupils face to face education”. If, however, a pupils is unable to refrain from spitting, and if all other strategies have been exhausted then the SLT may deem the pupil not ready to learn and we may ask the pupil to collect their child and educate them for the remainder of the day.
- **Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products such as detergents and bleach:** The class-based cleaning regimes - of our previous risk assessment - tables, frequently touched hard surfaces,

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chairs, materials and exterior play equipment will be continued (see COVID-19 expansion plan). Shared teaching or therapeutic rooms that are used will be at the discretion of the staff concerned and they will be cleaned after each use/between uses).

Specialist subject teaching and specialist withdrawal groups are on offer to class groups on the main site, specific hygiene mitigations will be planned. If satellite groups are to receive a service, the teacher would need to be based there all day to reduce the movement of people between sites across the week. **Staff concerned have now all had full vaccination.**

Additional cleaning provision, from a member of the school cleaning staff, is established on a daily basis – the focus of this will be the hourly cleaning of all toilet areas, sessional cleaning of shared specialist resource areas (e.g. sensory/soft play rooms), small group teaching rooms and staff areas. Cleaning materials will be stored as per COSHH and Health and Safety guidelines, following an (in)formal training and guidance session from the site management team.

- **Face coverings must be used in communal areas by all staff and (secondary) students - who are not exempt.** Staff and secondary students *are to* wear a face covering in all communal areas (this applies to any primary pupil who also wishes to take part in the wearing of a face covering also). *All people that have worn a face mask in class for a period of 60 minutes should be given the opportunity for a short (5 minute) break outdoors where the mask will be removed, so that they can have a clean air break. This does not apply to those people wearing a visor as the mouth and nose are not being enclosed for long period of time and free air flow can be transferred at all times.*
- **Minimise contact between individuals and maintain social distancing wherever possible:** Minimising contacts and mixing between people reduces the risk of transmission of COVID-19. Maintaining distance and maintaining consistent bubbles presents a challenge in special settings:

How to group children –The different classes within Key Stage areas should avoid, where practicable. At a satellite or off-site provision the numbers of pupils on-site within the St Nicholas accommodation so they will be considered a distinct group in their own right (for track and trace purposes).

- **Where necessary, wear appropriate Personal Protective Equipment (PPE):** for the use of PPE, please see the advice of the COVID-19 Expansion Plan.

Following the latest Government advice (Gov.UK 27/11/21) Staff and secondary students, who are not exempt, *must* wear a face covering in all communal areas. Primary pupils also have the opportunity to wear a face covering too. Staff are prompted to wear a face covering (all day) during teaching sessions. The use of staff face coverings should not cause a disruption or distraction to the safe management of classes. Parents/carers may also want their children (who are not exempt) and/or the pupils (themselves) may choose to wear a face covering inside class if this makes them feel safer - this will not be enforced by staff though.

All people that have worn a face mask in class for a period of 60 minutes should be given the opportunity for a short (5 minute) break outdoors where the mask will be removed, so that they can have a clean air break. This does not apply to those people wearing a visor as the mouth and nose are not being enclosed for long period of time and free air flow can be transferred at all times.

We will abide by the mask/PPE wearing protocols of the mainstream schools who host our satellite classes.

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Please see above for staff and pupil mask wearing advice.

Visiting specialists, NHS staff and contractors will be aware of the PPE most appropriate for their role and be required to wear a face covering, as a minimum, for the duration of their visit.

DETAILED PLANS: RESPONSE TO ANY INFECTION -

- **Engage with the NHS Test and Trace Process:** see Active Engagement with NHS Test and Trace Minimising contact (above) and attached risk assessment for the "St Nicholas School lateral flow COVID-19 testing programme.
- **Manage confirmed cases of coronavirus (COVID-19) amongst the school community:** Swift action will be taken when someone who has attended any setting tests positive for COVID-19. The school will support all appropriate staff or parents/carers and will help them share the details of any people that they have had close contact with, whilst present –
 - Direct close contacts² – face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected contact (skin to skin).
 - Proximity contacts – extended close contact (within 1-2 metres for more than 15 minutes) with a person who has a confirmed case of COVID-19.
 - Travelling in a small vehicle, like a car with an infected person.
- St Nicholas School no longer has contact-sharing responsibilities but must inform the DFE/PHE if a person in school has been hospitalised by COVID-19 or if a staff member, who is NOT fully vaccinated, has been a close contact with an outbreak on-site.

Contain any outbreak by following local health protection team advice:

See Outbreak Management plan and advice above

- **School operations**

Transport – St Nicholas School operates a statutory SEND school transport route/provision. The number of pupils on this vehicles has increased its normal level due to the risk of coronavirus transmission being mitigated - due to their consistency and ability to monitor and trace pupil presence/contacts. Where practicable and possible, the school-managed transport provision will reflect:

² A close contact is a person who has been "close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- **a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:**
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - **contact within one metre for one minute or longer without face-to-face contact**
- **a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes**
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19"

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- Consistent seating/grouping and the school's 'class bubble' structure (if appropriate).
- The use of hand sanitiser upon boarding/disembarking from the vehicle
- Additional cleaning of the vehicle
- Organised queuing and boarding
- **The use of face coverings, where appropriate, for pupils over the age of 11. School-based transport staff will wear a face covering, as per KCC policy.**
- Increased ventilation on the vehicle.

Arrival and Departure times are – 8.45 to 2.45 pm for pupils brought in on transport/8.55 to 2.55 pm for those brought in by parents. In the mornings, pupils will remain on their vehicles until they are asked to be brought in – those able to make their own way safely to class will be asked to do so, whilst those requiring support will be taken to their collection point by Passenger Assistants or parents/carers who will be wearing a face covering (only 1 parent/carer will enter the building at a time); this will reduce the number of people moving around the building at any particular time – pupils can be met at the main doors by class, if required. At the end of the day, pupils will be taken to the dining hall (for primary) at either 2.45 pm or 2.55 pm (as appropriate) to await collection by Passenger Assistants or parents/carers or wait to be collected from class (for secondary); this too will reduce the number of people moving around the building at any particular time. **Members of the Senior Leadership team or Site Management Staff will also marshal the main foyer, car park and outside roads to enable the free movement of traffic in the local area – this will allow for prompt and timely movement of vehicles on and off the premises at the correct times. If there has been an outbreak and the class is operating in a 'bubble' the pupils are to be dropped off and collected from the class, to avoid the busy hall area.**

Attendance – It is expected that all pupils and staff should attend school full-time. The school is responsible for recording the attendance/following up the absence of all registered pupils. A phased inclusion plan will be established for students who are transitioning into school for the first time, since the extended periods of lockdown/shielding. An inclusion plan will also be designed for the few pupils with significant physical, medical or mental health needs who have felt particularly anxious about attending, with a timescale created that has the agreement of the family.

Attendance expectations will be modified for individuals, staff or and/or groups of pupils, if they are following clinical or public health advice; this would only apply to those (potentially) required to 'shield' – see Royal College of Paediatrics and Child Health clinically extremely vulnerable lists A and B: <https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>) should the status be re-introduced and/or for staff in their third trimester of their pregnancy.

Educational Visits – Some community-based learning opportunities are re-established, including the use school vehicles (with social distancing, where possible, and enhanced cleaning regimes after use). Outdoor learning spaces and Forest School opportunities are actively promoted for the improvement of physical and emotional well-being – and all off-site activity risk assessments should include the potential risk of transmission to/contracting coronavirus from members of the public.

- **Extra-curricular provision (Breakfast Club)** –The breakfast club has is open.

- **Curriculum, behaviour and pastoral support**

Despite experiencing a global health pandemic, education is not optional. 'All pupils need a high quality and engaging curriculum that helps prepare them for the opportunities, responsibilities and experiences of later life'. The curriculum delivered will be broad, ambitious and relevant to the pupils' needs.

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Catch-up funding will be allocated on an individual and group basis with resources and interventions targeted to meet pupils' current well-being needs, as part of the recovery learning process, and to also be relevant for future use and priorities. Access to the Wellbeing Team for staff, families and pupils will be an important part of our core offer to the whole school community – building resilience and helping the creation of 'safe spaces' for people to express their thoughts, feelings and opinions.

All pupils who may exhibit challenging behaviour have an individual behaviour support plan.

Staff from the STLS and/or Sensory Service do not attend school on a fixed or regular basis so will have their tests when and if they are at St Nicholas. The STLS staff may take part in the twice weekly home testing programme. STLS staff will now begin making school visits, those involved will be provided with an adequate supply of lateral flow tests to be processed before sessions, as per the STLS Risk Assessment, so as to gain access to their mainstream schools/pupils which they work with.

- **Assessment and accountability**

St Nicholas School will continue to use all the school-wide formative and summative assessment systems to monitor and record progress against the pupils' EHC Outcomes, targets and individualised programmes using Earwig, PEPs, MOVE assessment, SHINE assessment, SCERTS as appropriate. The school will also give each pupil an accurate reading age and phonics assessment level by the end of term 1. For pupils in 14-19 accreditation will be via OCR Life & Living Skills and ASDAN Employability. The school will also fulfil its statutory reporting responsibilities regarding the school website etc.

- **Contingency planning for outbreaks**

See outbreak management plan.

- **Home Learning**

Where a pupil is unable to attend school – due to either quarantining (follow their return from a country, self-isolating following their experience of, or with a contact with a person exhibiting symptoms of coronavirus (and/or [phased] returning to school from shielding following medical advice) – a full programme of high quality home learning activities (including digital access to web-based learning programs and live-streamed lessons) will be established, as soon as reasonably practicable. The programme will consist of planned work for between 3-5+ hours per pupil per day. Where pupils are part of phased return to school due to anxiety, a discussion will be held with the family (about enabling a safe and confident return to school as soon as possible according to the pupil's particular needs) they will have access to a more limited range of home learning support – being educated in school should be the aim and is the best/most appropriate place for learning.

- **Initial Teacher Training**

The school is in contact with the ITT providers involved with the school as to any potential changes to the observation methodology (remote observation and moderation) and amendments to the period of different placements during the training year - including (potentially) extending the training period beyond this school year – to the sufficient amount of time required, if appropriate.

All mental health and well-being protocols from the previous risk assessment (COVID-19 expansion plan) still apply and the same suite of supports for staff, pupils and parents/carers/families are and will continue to be on offer.

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Record of Risk Assessment

Hazard Assessed: Risks posed to/by St Nicholas School staff by being present on the site on the main school campus or satellite provision at mainstream partner organisation, during the COVID-19/coronavirus global pandemic.

Location: St Nicholas School, all campuses

Date of Initial Assessment: 10/07/2020

Description of Risk: Exposure to (potentially known and understood) physical, social and mental health risks – for individuals and their immediate family members – as a result of being in enclosed environments with an increase in personal interactions with other pupils (who may not have the capacity or ability to follow the prescribed health advice) and adults (parents, school and transport staff) during the time of an active global health pandemic.

This action plan will list the revised practices and procedures that have been created to address the protective areas, so as to reduce the level of potential Covid-19 transmission, with its associated physical and mental health risks.

- A) St Nicholas School Main Site
- B) 6th Form Campus @ Canterbury College.
- C) St Nicholas at Chartham Primary School.
- D) St Nicholas at Canterbury Primary School
- E) St Nicholas at Spires Academy.
- F) Canterbury Academy School -.
- G) St Nicholas at St John's Primary
- H) Caterpillars Specialist Pre-School and Butterflies Reception Class (at Parkside Primary)-

ENVIRONMENTAL RISKS

Car Parks – Staff should show each other respect, patience and a wait to walk to their cars, if appropriate.

Ventilation and Air quality – We have provided a series of COVID-19 compliant air conditioning, air purification and/or CO₂ monitors in various classes/sites around the school, in all campuses used for full (or shared for part) days to monitor and control the ongoing quality of the air (flow). The allocation of these devices has been planned according to an audit of environmental (number of external windows), potential pollution, geographic (isolation/location) and individual pupil / group (health and behavioural) needs.

Fire Assembly Points

A - H

- All sites have returned to pre-COVID arrangements

Playground/playground equipment –

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A - H

All sites have returned to pre-COVID arrangements

Use of school vehicles –

A - H

All sites have returned to pre-COVID arrangements

Classrooms (including layout of furniture) –

A - H

All sites have returned to pre-COVID arrangements

Corridors –

A - H

All sites have returned to pre-COVID arrangements

Office spaces (and RA for shared spaces) –

A - H

- All sites have returned to pre-COVID arrangements.
- If staff are able to work in shared spaces (observing social distancing, preferably) then good ventilation should be created. A risk assessment has taken place and some small office rooms have been deemed only appropriate for three (SLT, Office Manager, main office, yellow/silver star, family support, sunflower and therapy room), four (gold star, 6th Form Leader office), five (Shine) and six (Curriculum Support). This is based upon size, seating positions and levels of ventilation. The Training Centre has returned to its previous levels of use, but with increased ventilation and cleaning arrangements.

Meeting spaces –

A - H

- All sites have returned to pre-COVID arrangements

Toilets –

A

A - H

- All sites have returned to pre-COVID arrangements, but with increased daily cleaning on all sites.

Hygiene spaces –

A - H

- All sites have returned to pre-COVID arrangements, but with increased daily cleaning on all sites.

Training kitchen spaces -

A - H

- All sites have returned to pre-COVID arrangements, but with increased daily cleaning on all sites.

Specialist rooms –

A

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A - H

- All sites have returned to pre-COVID arrangements, but with increased daily cleaning on all sites.

Hydro pool – St Nicholas School will implement the Swim England “Returning to the pool: Guidance for operators” 13/7/20 in our limited re-opening plans for the hydro pool.

- School use –There is an increased cleaning regime around the use of the hydro pool.
- Outside lets now use of the hydro pool outside school hours.

Dining hall –

All hot meals will be taken from the dinner hall (and/or Food Tech room or classroom, if deemed appropriate)

A - H

- All sites have returned to pre-COVID lunch arrangements.

A

Lunchtime arrangement changes:

A - H

- All sites have returned to pre-COVID lunch/meal arrangements, but with increased daily cleaning on all sites.

Staff rooms (inc. Training Centre kitchen) –

A - H

- All sites have returned to pre-COVID arrangements.

Foyer spaces – Staff on all sites will ensure that any visitors/contractors/agents are wearing a face covering and they will need to confirm on the EntrySign system that they/their household have been symptom-free for the 10 days prior to their visit. Any visitors staying for meetings or extended periods will be asked to show their negative lateral flow test score.

PPE –

A - H

- See protocols earlier in this risk assessment for the specific recommendations or requirements for PPE usage (e.g. use of face coverings in communal areas/the use of full PPE in changing areas/if supporting a symptomatic pupil)

Forest School (Ross Woods Scout Camp) Site Risks –

The school uses a shared site (with areas for four other organisations) which is managed by the Scout Association/Canterbury Academy (Youth Service). The area is outside and away from the general population the risk of airborne COVID-19 transmission is deemed very low; the risk of touch-contact related transmission is deemed low due to the enhanced hand washing and hygiene measures that are already in place due to the nature of the forest school environment and the nature-based activities that take place there. Other risks (caused by outdoor and adventurous or forest school activities and equipment) are deemed low due to the full range of Risk Assessments created by the host site and our Forest School Leaders. The School has access to two separate areas. The leader will maintain their own safety/safe distance and will not have any interactions with the groups at nearer than 3m distance. The Forest School leader(s) will make their way to the site separate from the group.

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COVID-19 specific Risks

<i>Risks presented by host site:</i>	<i>Mitigation:</i>
<i>General area</i>	<i>Hand sanitiser stations available in all areas inc. outside toilets</i>
<i>Toilet area</i>	<i>1 cubicle only in use in each toilet, 1 in/1 out waiting, anti-bac soap</i>
<i>Hand washing station</i>	<i>Anti-bacterial soap and hand sanitiser available.</i>
<i>Shared play equipment areas</i>	<i>Robust hand washing/hygiene measures after any use, as appropriate.</i>
<i>Shared activities/equipment</i>	<i>Robust hand washing/hygiene measures after any use, as appropriate.</i>
<i>Open buildings (e.g. hall)</i>	<i>Robust hand washing/hygiene measures after any use, as appropriate.</i>
<i>Interaction with other groups</i>	<i>Groups will be in separate areas/social distancing observed where needed.</i>

<i>Risks presented by St Nicholas use:</i>	<i>Mitigation:</i>
<i>School-based forest school area</i>	<i>Robust handwashing and social distancing measures to be observed</i>
<i>School-based activities</i>	<i>Robust handwashing after use, with social distancing between people</i>
<i>School-based equipment</i>	<i>Robust handwashing after use</i>
<i>Transport to the venue</i>	<i>See use of school vehicles above</i>

The full risk assessment suite for the Forest School site can be found in the Forest School Handbook.

PROFESSIONAL/PERSONAL INTERACTION RISKS

Risks posed to/by pupils –

- The use of Physical Interventions will continue to be a truly last resort due to the abandonment of social distancing. Should a PI be used all ordinary health and safety risks will need to be observed, so too good a hand washing regime afterwards. If there are a severe or dangerous episodes of challenging behaviour, it may one trigger a review of the pupils' BSP and, potentially, a review of their placement. Face masks and shields will be used by staff if they are working with pupils who pose a known risk of spitting – this too may trigger a BSP and/or placement, in the most serious of cases. Pupils (from KS3+ or those who are younger, if they choose) who are not exempt, should wear a face covering in communal areas and may also wear one in class too, if it will make them feel safer.

Pupils must bring a named water bottle into school, to reduce the risk of cross-contamination. It must be filled/refilled from a flowing stream of water, with the mouth/neck of the bottle NOT placed around a tap – adult supervision will be required.

The 48 hour rule (after illness symptoms subside) will be observed for any and all cold or gastrointestinal health concerns to prevent the risk of spreading the coronavirus in asymptomatic individuals (via sneezing, vomiting or defecation). Quarantine and self-isolation procedures are described above.

Students will be taught a recovery curriculum about the application of basic life skills, social distancing, regular/increased handwashing, good nose hygiene (use of tissues). The main areas

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of our curriculum focus for all pupils are the renewal of PSHE skills, personal independence and their EHC targets.

Pupils will need to use toilets shared between the key stage bubbles. This will require a degree of staggering, where possible, and increased staff supervision of corridors and cubicle areas to ensure that good hand hygiene is promoted and the risk of mixing is reduced.

Pupils and staff should change their clothes as soon as they get home each day and then the dirty clothes be put into the wash. They should have a full wash/shower/bath too.

St Nicholas School can take no responsibility for the decision making-processes (regarding PPE, allocation, eligibility, provision or staffing), social distancing and/or other safety practices that may be take place on KCC transport (vehicles).

Risks posed to/by staff –

A - H

- Staff will receive and must follow training and guidance to reinforce the mindset of social distancing between themselves (as staff) with a reduction, where possible, in proximity/tactile greetings, staff should use face coverings in communal areas and may choose to wear them in class too if it would make them feel safer. The promotion of much increased handwashing for themselves and the pupils, and to take a moment to consider whether they should take the risk of getting face to face/nose to nose with (or embracing) the pupils.

School meetings will observe social distancing and use a mixture of face-to-face (Training Centre) and/or digital means where appropriate.

There will be a limited, but increasing level of face to face training with in school. Any CPL opportunities will be led by remotely, where possible, PROACT-SCIPr-UK® Physical Intervention training, Moving and Handling (and all induction training) will take place in F2F sessions. Due to the risks posed by the hand to body 'touch' opportunities which are required by ~~the~~ this learning, special protection will be used (face masks and gloves) and extended hand hygiene regimes will be observed.

If staff are bringing a water bottle into school, it must be filled/refilled from a flowing stream of water, the mouth/neck of the bottle is not placed around a tap - to reduce the risk of cross-contamination.

PLEASE SEE THE ATTACHED APPENDIX – RISK ASSESSMENT FOR VULNERABLE STAFF GROUPS AND POTENTIAL EXPOSURE TO THE CORONAVIRUS

Risks posed to/by other adults (i.e. KCC transport staff) –

A - H

- All transport staff will be provided with a copy of the summary of our risk assessment and the Covid-19 Safety Measures. They will be expected to follow the school staff guidance of self-isolating/testing if symptomatic and observing the “48 hour rule” if they have a cold or gastro-intestinal health issue.

Vehicles will be actively encouraged to arrive on time and leave the premises straight away. At these times hygiene rules must be observed and they are to await direction from the ELT as to when it is safe to enter/leave the building(s).

All transport staff, including parents, will be expected to wear a face covering when in the school building and any additional PPE that their company or KCC deem appropriate.

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Risks posed to visitors (including governors, visiting agents, course delegates and contractors) with a record of all visitors to all sites maintained centrally for test and trace purposes –

A - H

- Any visiting agents, professionals and contractors are to follow 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. If visitors are attending training on-site, there will be social distancing and socially distant seating, where appropriate, with additional sanitisation, air circulation and learning breaks established to mitigate risks - any delegate choosing to have the light refreshments or meals that may be on offer will do so at their own risk.
- All visitors will wear a face covering (and/or any appropriate gloves, aprons etc. as required) throughout their stay on-site and must confirm, on the EntrySign system, that they (and all members of their household) have had no symptoms of COVID-19 or tested positive for the 10 days prior to their visit.

Risks posed by therapeutic input from the school creative therapies team (staff and students) –

A - H

- School staff may again choose to engage in therapy sessions with pupils. The Yellow or Silver Star rooms will be used to host counselling and/or art therapy sessions on the main site (with additional cleaning regime in place).

NHS staff (including nurses and therapists)

A – H

- Therapy input may take place with pupils in 1-1 settings, provided they can access a non-carpeted area and observe SD. All NHS staff will wear the PPE deemed appropriate for them for the duration of their time onsite. A small room may be booked for activities and observations if it is deemed that the class space is inappropriate, is too busy or would have too many people within it.

Wellbeing team – the team have reverted to the pre-COVID arrangements.

Risks posed by staff and pupils taking part in Independent Living Skills activities (e.g. travel training and 'the cottage' – see specific risk assessment for this programme.

Risks posed to/potentially created by the Specialist Teaching and Learning Service/Outreach
See attached specific risk assessment for the STLS.

SCHOOL ROUTINE/LOGISTICAL RISKS

Arrival to/Departure from School – it is KCC transport policy that all staff wear a face covering when the pupils are present on the vehicles and / or at all times there is more than one person present.

B, C, E, G & H

- These sites have returned to pre-COVID arrangements.

A, D, F

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- These sites are maintaining the timings and arrangements for the school day due to their greater efficiency (see memorandum of understanding between St. Nicholas School and KCC Transport Integration)

NB: Canterbury Primary School have reduced the length of their lunchtime period in order to ensure that the pupils meet their education / learning hours requirement.

Classroom activities – All Sites have returned to pre-COVID arrangements

Staff arrival and departure –

Staff are to sign in and out wearing a face covering and observing social distancing.

Moving around the building – all sites have moved back to their pre-COVID arrangements

Meetings and liaison –

A - H

- All sites are moving to a mix of hybrid meetings – partially face to face and partially online.

Playtimes –

A - H

All sites have returned to pre-COVID arrangements

Lunch/break times –

A - H

All sites have returned to pre-COVID arrangements

Risks posed to staff groups/classes due to someone being or becoming unwell or unable to work (physical & emotional well-being) during a particular day or session – These situations will be planned for as and when they arise; decisions will be made in the best interests of the school, its staff and its pupils, as a whole, following a dynamic risk assessment. Staff may be required to go home to rest and recover from their illness (returning once well again); where staff have shown symptoms of COVID-19, they will be required to self-isolate and secure a PCR test. They will remain at home until either a) a negative test is received and they return to school when feeling better, b) they receive a positive test but return once well again, after eight days for pupils or fully vaccinated staff who test negative by LF on days 6 & 7 (without a fever), or after 10 days (whichever is longer); or were part of a bubble which closed and the appropriate self-isolation period is completed without them developing any symptoms. If necessary a class may be forced to partially close if it cannot be safely and appropriately supervised to staff absence or illness, or may need to be maintained with the addition of available staff from other areas, provided that appropriate PPE is worn.

Staff travelling to work – We would promote that staff, where possible, cycle or walk to their place of work. If staff are choosing to travel to work by car we do not recommend that they car share with people out of their household, to reduce the social distancing risks – if they choose to not follow this advice we would suggest that they consider travelling with a face mask on and open the car windows. If staff are travelling to work on public transport, we recommend that they use a face mask and observe social distancing rules.

Additional arrangements concerning Chartham Satellite

- The pupils in Penguins and Polar bears will not have drink cups given out, the pupils will only drink from their own bottles.

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- The pupils will stay in their taxis at the start of the day – they will be collected from the vehicle at 8.55am and be taken out to their transport at 2.55pm. Parents will drop off at 9.00 and collect from 3pm.
- The main entrance will be used at all times.
- Penguin class are having a daily well-being walk
- Bags are being brought into school to carry home school books and water bottles into/out of school.

Risk Significance:

Risk category	Initial Risk Significance	Residual Risk Significance
Not significant		
Low		<u>✓</u>
Moderate		
High		
Very High	<u>✓</u>	

Action Required:

Immediate		<u>✓</u>
Short term		
Long term		

Actions to be taken by: St Nicholas School – Senior and Extended Leadership Teams, staff, pupils, parents/carers, Transport Staff and essential visitors/agents.

Date(s) Reviewed: 10 July 2020
 7 August 2020
 7 September 2020
 21 September 2020
 21 October 2020
 5 November 2020
 13 November 2020
 30 November 2020
 12 December 2020
 23 December 2020
 31 December 2020
 4 January 2021
 8 January 2021
 31 January 2021
 29 April 2021
 17 May 2021
 17 September 2021
 6 January 2022

Planned Review Date: 1 March 2022, with a monthly re-assessment of action plan/protocols or when there is a significant change to national legislation or policy guidance taking place as and when required.

Assessment undertaken by: SJ King, on behalf of (and in conjunction with all members of) the St Nicholas School Senior Leadership Team.