

St Nicholas School, Canterbury

Risk Assessment for the opening of the 'Caterpillars' Specialist Intervention Nursery - part of St Nicholas School, at Parkside Primary School.

Name of Site: 'Caterpillars' Specialist Intervention Nursery - part of St Nicholas School.

Description: Monitoring required for above site to help ensure the care of school staff, pupils and equipment assets of St Nicholas school to open its Specialist Intervention Nursery "Caterpillars" on the site of a Mainstream Primary School, during the Coronavirus/COVID-19.

This risk assessment sits alongside two documents: "COVID-19 return to school Risk Assessment and Expansion Plan" (24 May 2020) and "St Nicholas School Risk Assessment for re-opening the School following the easing of Lockdown procedures – Return to normal Schooling Action Plan September 2020" (15 July 2020)

These guidelines should be followed by staff to minimise risk:

KEY AREA OF FOCUS

A) Physical Health

Effective infection protection and control

- RISK - 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
 - additional tissues available to all students
 - additional handwashing regimes during the school day for all staff and students at all parts of the day;
 - increased surface/door, handle and key lock/sink and tap cleaning regimes by school staff throughout the day - before school/mid-morning/after lunch/after school; only 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 cleansing wipe after use and/or at the end of the school day
 - increased staff vigilance towards adult and child health – supported by all staff and families, i.e. anyone with 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).
 - If anyone develops symptoms of COVID-19 – high temperature, 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 then be sent home to self-isolate for 7+ days (to see if the other symptoms develop or the illness persists) and should seek a test using the web link below. All pupils and staff in the area will then also go home (as a precaution) to self-isolate for up to 14 days (if the person involved tests positive for COVID-19 a test will be sought for school staff – it is recommended that all pupils/families also seek a test too (in this particular circumstance); all people concerned should also await a response from NHS Test and Trace.

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:

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<https://www.nhs.uk/conditions/coronavirus-COVID-19/> or (NHS111 Online - <https://111.nhs.uk/>).

If there is a suspected case, Public Health England (PHE) on **0344 225 3861** will be contacted by the school; our actions will be guided by their advice – our school is considered a high priority workplace for PHE and the NHS due to the vulnerabilities of our client group. Should the test be positive the person-concerned will be contacted by NHS Test and Trace – Staff from a special school are considered a high priority for this service due to the vulnerabilities of the pupil group. **All staff booking tests and/or contacted by the NHS Test and Trace Service MUST state that they work 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.**

If the student or staff member tests negative, then all can return to school.

NB: The following message was sent out to parents "If your child has attended school & becomes ill outside of school; let the school know IMMEDIATELY with details of symptoms AND temperature reading." This measure will be applied to staff who have attended school also so that the bubble groups can remain protected.

- A small, manageable number of (hard) toys and resources (e.g. cars, lego, parachute, learning materials) will be used with pupils to simplify the cleaning process at the end of a session. 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.
- Should COVID-19 testing become freely available to school staff, antigen and/or antibody, we would support our staff to do so – as often as they individually feel appropriate.
- Staff should consider removing their work clothing as soon as they get home, washing the clothes and then showering before starting their home activity.

Personal protective equipment (PPE) including face coverings and face masks

- RISK – inefficient use of available PPE, lack of PPE available to staff when/if they need it, pupil behaviour (e.g. spitting) and inability to observe social distancing advice, supporting of pupils or staff who may be symptomatic on the school premises.
- MITIGATION – face coverings are not recommended for use within schools in the government guidance to (special) schools.
 - staff should be closely following the general hygiene measures.
 - Normal PPE (gown or apron, disposable gloves, [optional masks]) to be available to staff as part of normal personal care activities, in the hygiene areas.
 - staff who work with pupils who have a known risk of spitting or vomiting are to have the opportunity to wear a face shield and mask.
 - staff caring for staff or pupils who may be symptomatic are to be isolated into a clean room (given a deep clean after use) are to be supported by staff wearing full PPE. St Nicholas School will secure supplies of PPE items (gowns, masks, face shields) in addition to their normal stock of aprons and gloves used for personal care.

Shielded and clinically vulnerable children and young people

- RISK – Students who are considered clinically extremely vulnerable (and have a condition warranting a letter from their GP) are at greater risk of developing the most severe complications from COVID-19. Those pupils considered clinically vulnerable may develop a severe illness from Coronavirus.
- MITIGATION – The attendance of any child who attends the specialist intervention nursery but has medical conditions which appear on the Royal College of Paediatrics list of 'Clinically

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Extremely Vulnerable" list will be reviewed in conjunction with parents/carers and their lead clinician.

Environmental Health - (Site and Kitchen staff will fully comply with DFE (18/5/20))

- RISK – The students who attend St Nicholas School present a risk of spreading the virus to each other and to the staff due to their capacity to understand and follow instructions as a result of levels of Profound, Severe and Complex Needs (Cognition & Learning, Communication & Interaction, Sensory & Physical and Social, Emotional and Mental Health). The students of St Nicholas School present a risk of passing on the Coronavirus due to their inability to follow social distancing and universal hygiene rules.
- MITIGATION – St Nicholas School via this Risk Assessment will work through the following hierarchy of COVID-19 safety measures and social distancing rules –
 - Avoid contact with anyone with symptoms
 - Frequent hand cleaning and good respiratory practices – wash hands, use sanitiser, use a tissue and put it in a bin.
 - Regular cleaning of school settings
 - Minimise contact and mixing with other groups of people
 - In accordance with the latest Government Guidance for Special Schools (7/7/20) any pupil who has any form of illness will be required to stay at home for at least 48 hours (or until they are well again) or be collected by their parents, if they become ill at school. NB: if pupils display symptoms of COVID 19 the test and trace/7 day self-isolation period regulations are followed.
- **Frequent hand cleaning and good respiratory practices** – all staff and students will be required 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 building, enter their area of the school.
- **Regular cleaning** – All door handles, hand rails, table tops and other surfaces in classrooms, offices, photocopiers and shared spaces will be cleaned by St Nicholas School staff during the day (by Parkside site management and/or cleaning staff before school and at the end of the day) to reduce the risk of cross-contamination. Staff will have the right to perform additional cleaning activities, if required – e.g. electronic devices (screens and monitors/keyboards/tablet computers/mobile phones) using a surface spray or cleaning wipe – as appropriate. Pupil resources (books, toys, teaching & learning materials) that are made out of soft materials or fabrics will be avoided over the coming months, in favour of items made from harder materials that will be cleaned after use and/or at the end of the day.
- **Minimising contact and mixing** – There will be an extremely minimal risk of COVID-19 transmission between St Nicholas School and Parkside School staff and students. The two areas of the site quite separate – with different entry and exit points & play areas and no pupil access to the Parkside school areas halls/dining for pupils. St Nicholas School staff may have the ability to share an office space, but this will be checked before entry at all times to ensure that there is only a minimal chance of overlap between the staff of the

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separate organisations. Each section (St Nicholas and Parkside) will follow their own specific Risk Assessments at all times.

St Nicholas School staff have been instructed to adhere to social distancing rules in their interactions with each other, and as far as possible, in their interactions with the pupils and stay within their 'bubble'. Pupils will have daily (regular and explicit) reminders regarding social distancing. Pupils and staff will try to observe social distancing within their groups and will keep away (as far as possible) from other groups. Where pupils are incapable of following or refuse to adhere to social distancing or social behaviour rules, then additional personal risk assessments will be made, which may cause their placement within the school COVID-19 provision to be reviewed. In order to comply with social distancing rules (long) internal meetings will be held via digital platforms, but short(er) meetings may potentially take place in largest rooms, if a 2m distance between delegates can be maintained (staff have the opportunity to wear a face mask, at these times, if they so wish). ICT support to classes will be provided over the phone or when the bubble group is out of their room (if infrastructure work is needed).

Currently, placements within the Caterpillars are not being offered to children who attend more than one setting to reduce the risk of transmission. This decision is being reviewed during the course of term 4 and there may be a return to dual placements after Easter, providing we feel that the local/national transmission rates are reducing/are reduced to a level we consider satisfactory.

B) Mental Health and Well-being

- RISK – Staff will be working in a situation where they will be coming into contact with a wide group of people - a full group of staff colleagues and pupils - and into a situation where strict adherence to the social distancing rules and/or health & hygiene rules cannot be assured – this could be a possible cause of anxiety/concern for their own personal safety and those they live with. Pupils will be coming into school (potentially for the first time since the lockdown) and into a situation which will be a probable cause of anxiety due to the length of time they have been away from (the expectations) school, the changes to previous school routines and/or their (possible) awareness of the health risks posed by coronavirus.
- MITIGATION – The mental health and well-being concerns of staff will be proactively planned for – with the availability of well-being sessions of peer-support, on request, as per government guidelines.
 - The provision of individual staff well-being plans (mental health risk assessments) will be made available to all staff, if desired.
 - Staff will have the provision for some time working away from the pupils during the week for personal and emotional renewal, in a less risky situation.
 - In order to support our teachers, they will have the opportunity to experience additional rostered PPA-time and a reduction in the number of meetings held out of the school day, there will be no meetings before school and a maximum of 1 meeting after school per week.
 - All leadership planning meetings will be conducted during the school day and factored into the timetabling of classes/groups.

Access to the Well-Being Team will be offered to staff and parents/carers of the St Nicholas School Specialist Intervention Nursery "Caterpillars" is part of our core offer to families and the wider St Nicholas Community.

Our risk assessment and health & Safety practices at the 'Caterpillars' Specialist Intervention Nursery will be constantly under review by specific St Nicholas School staff members, site management, the Extended Leadership Team and members of the Governing Body.

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Record of Risk Assessment

Hazard Assessed: Risks posed by St Nicholas School staff and students sharing the site of another school in a satellite specialist provision during the coronavirus pandemic.

Location: 'Caterpillars' Specialist Intervention Nursery - Part of St Nicholas School, (Parkside campus)

Date of Initial Assessment: 09/07/2020

Current Review date: 24/02/2021

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 document will be taken alongside all other St Nicholas School COVID-19 Risk Assessments.

Risk Significance:

Risk category	Initial Risk Significance	<u>Residual Risk Significance</u>
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.

Planned Review Date: 1 September 2020, with a monthly re-assessment of action plan/protocols or when there is a significant change to national legislation or policy guidance, to be conducted by Sally Mullervy (Teacher-In-Charge/Child Handling and Risk Assessment Trainer).

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