

# St Nicholas School Canterbury

## Risk Assessment for re-opening the School following the easing of Lockdown procedures Return to school expansion plan (all campuses)

Name of Site(s): St Nicholas School, 6<sup>th</sup> Form Unit, Canterbury Primary/Secondary Schools, Spire Academy and Chartham Primary Satellites.

Description: Monitoring required for above sites to help ensure the care of school staff, pupils and equipment assets of St. Nicholas school to begin to accept a wider number of pupils back on-site alongside the existing staff and pupils who are in the Covid-19 Key worker and Vulnerable pupils group.

These guidelines should be followed by staff to minimise risk:

*This risk assessment has been put in place to comply with the government advice - Coronavirus (Covid-19): implementing protective measures in education (11/5/20) and childcare settings, Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (12/5/20), Planning guide for primary schools (14/5/20), KAH Planning tool on the return to school (18/5/20), KCC Return to School Guidance First Phase (18/5/20), Managing school premises during the coronavirus outbreak (18/5/20), Actions for schools during the coronavirus outbreak (15/5/20) and NHS Test and Trace: Workplace Guidance (27/5/20).*

*In line with Government and County guidance for special schools, St. Nicholas School has developed a rationale for how to respond to the phased return to schooling (and growth plan) for the different areas of the school based on the different priority groupings selected from our departmental risk assessment rationales - primary, secondary, childcare groups, satellite and KS4/5 (including leavers) (see attached).*

*NB: 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 national COVID-19 (phased) lockdown period.*

### 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 cleaners 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

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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 or ring **119**. 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:**

**<https://www.nhs.uk/conditions/coronavirus-covid-19/>** or (NHS111 Online - <https://111.nhs.uk/>) or telephone - **119**.

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.

The following message was sent out to parents "It 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.

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### **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. The isolation rooms will be as follows - Main site (Medical Room), 6<sup>th</sup> Form/CAS (Hygiene area), Chartham (medical room behind reception), Spires (Medical Room outside the classroom) and in the "Treasure Chest" or the St Nicholas hygiene area at CPS.
  - Staff who feel that they want to wear PPE in the classroom (for any other reason than those listed above) will need to supply a sufficient amount of PPE materials (multiple examples) for themselves, for each day, and meet with a senior leader to determine their individual risk assessment, responsibilities and to sign that they understand the risks - posed to themselves and others - of wearing PPE in a way that is against safety guidance. Any risk assessments for staff still choosing to use PPE (against published guidance) will be reviewed after a 7 day period.

### **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** - Those considered clinically extremely vulnerable **SHOULD NOT COME INTO SCHOOL**. Those considered clinically vulnerable should follow medical advice as to whether their child should come into school.

### **Shielded and clinically vulnerable staff/volunteers**

- **RISK** - Staff who are considered clinically extremely vulnerable (and have a condition warranting a letter from their GP) are at great risk of developing the most severe complications from Covid-19. Staff considered clinically vulnerable may develop a severe illness from Coronavirus.
- **MITIGATION** - Those considered clinically extremely vulnerable **SHOULD NOT COME INTO SCHOOL** and work from home where possible. Those considered clinically vulnerable should work from home, be offered the safest possible on-site role and/or socially distance. The school will assess and discuss with the individual if this involves an acceptable level of risk.

### **Living with a shielded or clinically vulnerable person**

- **RISK** - Staff or students may live with/care for a person who is considered clinically extremely vulnerable (and have a condition warranting a letter from their GP, although they are not vulnerable, they present a risk passing on to the extremely vulnerable person the coronavirus

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who, in turn, is at great risk of developing the most severe complications from Covid-19. Staff or students may live with a person who is considered clinically vulnerable, although they are not vulnerable they present a risk of passing coronavirus to the vulnerable person who may, in turn, develop a severe illness from Coronavirus.

- **MITIGATION** - Those living with people considered clinically extremely vulnerable **SHOULD NOT COME INTO SCHOOL** - they should work or learn from home where practicable. Staff living with a person considered clinically vulnerable can now return to school, following liaison with the school when and if they feel measures are in place for them to safely do so (otherwise they could remain working at home, at this time).

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

#### **Class or group sizes**

- **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

Initially a small number of pupils from specific year groups will be invited into school, based upon their individual needs and transitional requirements - these placements will be part-time and in smaller groups than previous (as per the government advice for special schools). These groups will be termed 'bubbles'. We will minimise contact between staff and pupils in their 'bubbles'. This pattern will be observed should it be deemed safe for any further groups of pupils to come into school later in the school year. The number of pupils that form particular 'bubble' group on any given day will be determined by a number of factors - including the amount of physical space in the room, the number of available staff, the furniture present, the ability to create spaces of 2m distance and the aspiration for the parents to send their child into school.

A pre-planned (and daily dynamic) risk assessment will enable us to provide the staffing required to meet the needs of the pupils who (wish to) come in. The average group size will be four pupils, but could be as small as two pupils or as many as six pupils (with a maximum of eight at Spires Academy).

- **Avoiding contact with anyone with Covid-19 symptoms (high temperature or a new continuous cough)** - parents/carers or daily SEN transport staff of students attending school as part of the either the Covid-19 Child Care or Returning to School groups will need to sign an agreement to keep pupils at home if they or someone within their home are exhibiting symptoms and they will not be able to return until they have either become well after a positive Covid-19 test or following the receipt and providing evidence of a negative Covid-19 test.

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- Any individual (staff or student) who becomes symptomatic whilst at school will be isolated, supervised by staff in full PPE until they can be collected from the premises in a timely manner. If any individual (staff or student) becomes symptomatic on their way into school, they should immediately return to their home to self-isolate until they can secure a Covid-19 test.

**All staff and students will be given temperature check during the day by the School Nurse (or their school leader, if in an off-site provision). The isolation rooms will be as follows - Main site (Medical Room), 6<sup>th</sup> Form/CAS (Hygiene area), Spires (Medical room outside classroom), CPS - "Treasure Chest" or St. Nicholas class hygiene area, Chartham (medical room behind reception).**
- **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 'bubble' area of the school and before entering/leaving the dinner hall, using the wall mountable sanitiser provided.
- **Regular cleaning of settings** - All door handles, hand rails, table tops and other surfaces in classrooms, offices, photocopiers and shared spaces - WHICH HAVE BEEN IN USE DURING THE DAY - will be cleaned (by site management and/or cleaning staff) before school, during the morning session, over the lunchtime period and at the end of the day, to reduce the risk of cross-contamination. Hourly cleaning of hygiene spaces and toilets in high risk places (where people will touch surfaces). 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** - 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 'bubbles'. Pupils will have daily (regular and explicit) reminders regarding social distancing. New arrangements for arrival to or departure from school will be established. Initial groups (based around pupils of all years who wish to return to school - starting with Primary years [main site], Chartham, Yrs 11 and 14 [6<sup>th</sup> Form], CPS, Spires (years 8 and 10), Yrs 7-10 [main site] and Yrs 12 & 13 [6<sup>th</sup> Form] on top of the existing Childcare group of highly vulnerable and key worker children) will be invited back into school. Transitional part-time placements will be created so that class groupings will be a maximum of half their original size (or less, if appropriate to pupils' needs). These groups will be invited into school (from 1 June 2020, phased as described above) with judgements on increasing the number of pupil groups also dependent on Government and Scientific advice - if/when it is

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considered safe to do so and consistent staff groupings will be maintained. Parents/carers will have new arrangements (which comply with social distancing rules) in relation to their collection/drop off of their child. New one-way systems and staggered timings for breaks, lunch, hygiene activities arrival and departure will be established, where possible. 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).

*Easyread and leaflet versions of these measures/Covid-19 safety and social distancing rules will be made available to all school staff and governors (email), students (classroom posters), parent/carers (text links to the school website), transport staff (email via KCC Transport Department) or essential visitors and agents (via posters on the front door [for immediate drop off/delivery] or provided leaflet on arrival, [if staying for any short to medium period of time]).*

### **C) Mental Health and Wellbeing**

- **RISK** - Staff will be working in a situation where they will be coming into contact with a wider group of people (potentially for the first time since the lockdown) 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.

Teachers who are returning full-time to duties in school will need to focus on their own wellbeing, safety, current planning, working day and the pupils (who may potentially be new to them).

Teaching staff who are not returning to school will take the responsibility for organising the home learning programmes for not only their own classes, but potentially for the home elements of other classes - a team learning environment will be created. Non-returning support staff may

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be able to take responsibility for the making of some resources that could be used by pupils at home or in school.

Some parents/carers may feel that despite this risk assessment being full and detailed, it is still unsafe for their eligible young person to return to school during the phased re-opening. This position is understood. No family will be penalised for choosing to keep their C/YP at home and their absence will be recorded as authorised. All pupils not attending (whether eligible to attend or not) are will still entitled to have full and continuing access to our programmes of home learning support. Access to the Wellbeing Team will not be changed due to the status of a pupil's attendance; this is part of our core offer to families and the wider St Nicholas Community.

***Our risk assessment and health & Safety practices during the phased re-opening/school expansion will be constantly under review by specific staff members, site management, the Extended Leadership Team and members of the Governing Body.***

***We welcome any feedback from staff members or parents/carers who wish to seek clarification about the Covid-19 return to school (phased) expansion plans, raise a potential concern about the risk assessment or daily (safety) practices or make suggestions. Our feedback arrangements/system are as follows:***

- i) to raise these in person with or via email to Stephen King,***
- ii) liaise with satellite class/6<sup>th</sup> Form Department leads, or***
- iii) using the school suggestion box.***

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## Record of Risk Assessment

Hazard Assessed: Risks posed by St Nicholas School staff being present on-site on the campus of an open and unsecured/closed and secure (delete as appropriate) partner organisation.

Location: St Nicholas School, all campuses

Date of Initial Assessment: 20/05/2020

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. It will be implemented up to, including and from Monday 1 June 2020 if or when St Nicholas School begins a phased return to schooling on that date or afterwards.**

- A) St. Nicholas School Main Site
- B) 6<sup>th</sup> Form Campus @ Canterbury College
- C) Chartham Satellite class
- D) Canterbury Primary School
- E) Spires Academy Site
- F) Canterbury Academy School (to be open for staff orientation and 2020/2021 planning & organisation only, from Mid-July)

### ENVIRONMENTAL RISKS

Car Parks - Staff should observe social distancing rules whilst in the car park and should show each other respect, patience and a wait to walk to their cars, if appropriate.

Air conditioning units have an extremely low risk of transmitting the coronavirus (within the aerosol droplets created by the devices) will not be used for the foreseeable future on certain host sites (e.g. 6th Form) due to their policies and RAs due to the risk of transmitting of Covid-19. St. Nicholas School main site and Spires Academy will follow the advice of the HSE <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> and now follow this advice so as to be able to use air conditioning units from now on. Hand driers have the same risk but we now have an ample supply paper towels to dry hands with, instead.

### Fire Assembly Points

**A**

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The different bubbles will be allocated a new (specific and demarcated) Fire Assembly point on the school playground - Primary will be on the main playground, KS4/5 groups will be near the bicycle sheds and KS3 groups will be in the MUGA.

### **B**

Staff will walk from the main school to the 6<sup>th</sup> Form building. Staff should observe social distancing. Staff must use the green path to enter the campus and cross over the pink path at the UCL building. 6<sup>th</sup> form teachers have access only to their three car park bays. There is a pathway crossing our building for Canterbury College people that will need to be kept clear at 10 am, 12.30, 1.30 and 4 pm.

### **C/D/E**

Original Fire Assembly Points - but observing SD.

### **F**

Fire Assembly Points for the St. Nicholas satellite at CAS are yet to be organised.

Playground/playground equipment -

### **A**

Our outdoor playground equipment can be used but will be cleaned by staff with disinfectant between uses. Staff should plan staggered playtimes and there will be a rota of playground areas that can be accessed by the different groups. The use of all playground equipment needs to be monitored and all hand rails and hand surfaces will be sprayed after use.

### **B**

The kitchen and small decking area will be available for each bubble group to access on a timetabled basis for leisure opportunities. The leisure room will be kept closed.

### **C**

Playground equipment is out of bounds

### **D**

Hawking class may use some of their own equipment in the playground but it must be kept away from and separate to the play equipment of CPS.

### **E**

N/A - an outside seating area, playground area, access to MUGA and field.

### **F**

N/A - Staff only to work in the classes before the summer (or 1-1 escorted new transitioning pupils on a visit) - all will observe SD and hygiene / cleaning regimes.

Use of school vehicles -

### **A**

Bubble groupings will not have access to go off-site in school vehicles or on foot due to the risk of mixing with other people. Government guidance states that if the children or young people being transported do not have symptoms of coronavirus, there is no need for the driver to use PPE. If school staff are driving school vehicles we have decided that the staff may use a face mask if they choose and supply it in order to feel safer, but this would require a 1-1 risk assessment to discuss

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the reasons why staff may feel that the guidance does not keep them safe. The windows of the vehicle will be open to increase ventilation and socially distant seating should be observed, with spaces left clear between all passengers. If staff are transporting a pupil displaying symptoms of coronavirus then a vehicle with a bulkhead will be used, driver/escort/passenger will maintain a 2m distance, the driver/escort will use PPE and the passenger will use a face mask if they are old enough and/or able to do so. Any use of school transport vehicles will be avoided due to the limited number of community-based opportunities available during the lockdown period.

There will be a small number of vehicles used to provide home transport for the pupils coming into/home from school on the phased-return, under contract to KCC. There will be consistent drivers and escorts, as far as practicable, who will organise the pupils into socially distant places on the vehicle. There will be a deep clean of the bus on at the end of the day to disinfect the hard surfaces and seats. Staff may wear gloves if they see fit, but if they are not transporting a pupil who is symptomatic, they will need a 1-1 risk assessment if they wish to wear a mask / face shield, that they supply, against government guidance.

### **B/D/E/F**

As section A.

### **C**

There will be no access to school vehicles, or transportation of pupils by St. Nicholas School staff during this period. There will be no community visits in either St. Nicholas or Chartham vehicles.

Classrooms (including layout of furniture) -

### **A**

Classes should be organised into a new socially distant layout which have the minimum amount of furniture required. Any soft toys or fabric materials will be removed from the classrooms where possible. A maximum of 3-5 pupils will be allowed in a bubble group (6 pupils may be considered viable in the largest of teaching rooms).

### **B**

Students will be allocated a desk and chair at a social distance. Students will not be allowed to mix outside of their bubble or access other classrooms.

### **C/D**

As A

### **E**

The rooms have been laid out in a socially distant setting by Spires staff. Bubbles can be planned up to a maximum of eight pupils.

### **F**

N/A - Staff only to work in the classes before the summer (or 1-1 escorted new transitioning pupils on a visit) - all will observe SD and hygiene / cleaning regimes.

Corridors -

### **A**

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One way systems are not practicable within the school. Corridors are for constant movement and travelling - staff should avoid stopping to talk, liaise or have a corridor meeting - unless social distancing (SD) can be assured. Ventilation in corridors will be increased, where possible.

### **B**

Students will be kept within their class bubbles (doors will be kept open) unless they need to move en mass or go to the toilet - at these times the supervising staff member will call out to ensure that the corridor is clear. There will be line markings to encourage social distancing and waiting areas. Break and lunch times are to be staggered to prevent mixing, Students are to enter and leave 1 at a time, as directed by management.

### **C**

One way system in place

### **D**

A one-way system is in place. At the end of the day parents must walk children all the way round the back of the school and not cut across the playground to get to the main gate.

### **E**

There are one way systems to be followed and floors are marked out in an SD fashion.

### **F**

N/A - Staff only to work in the classes before the summer (or 1-1 escorted new transitioning pupils on a visit) - all will observe SD and hygiene/cleaning regimes.

Office spaces -

### **A**

Social distancing cannot be assured in hot-desking. Where staff cannot be sat 2m apart, we will relocate to different office spaces which are not shared. If staff are able to work in shared spaces (observing social distancing) then good ventilation must be created.

### **B**

Only the front office will be occupied by one person from the ELT and the window/door will be open for the arrival/departure of students, answering of phones and daily leadership tasks. Staff PPA will be able to be completed off-site.

### **C**

No access to office space, but access to photocopier observing SD

### **D**

No access to office space, but access to photocopier - to be wiped down after use

### **E**

N/A

### **F**

Office/meeting space to be used with good ventilation and SD

Meeting spaces -

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### **A**

Social distancing cannot be necessarily be assured in meeting situations, within office spaces. Where staff cannot be sat 2m apart, the meeting will need re-locate to a larger space e.g. the training centre, where social distancing can be assured. A maximum number of 8 people, observing social distancing rules and good ventilation will need to be established.

### **B**

Only essential meetings will take place in the 6<sup>th</sup> Form kitchen area (with good ventilation and social distancing), all other meetings will be at the main school or via digital means.

### **C/D E**

Awaiting confirmation of whether and how this satellite class will operate on the host site.

### **F**

Office/meeting space to be used with good ventilation and SD

### Toilets -

#### **A**

There will be increased daily cleaning, on an hourly basis with door handle, flush, toilet seat, tap, hand drier, hand towel holders, sanitary bin lids all cleaned with disinfecting spray. A cleaner will work within the school all day, for the time being.

#### **B**

There will be increased daily cleaning (using wet wipes) that will form part of the students' life skills programme. Staff will supervise to wipe down, taps toilets seats and handles - they will be required to do this for themselves in the staff toilets. The only cleaning regime from Canterbury College will be overnight. However staff will work with students to regularly clean frequently used items throughout the day e.g. door handles, ICT equipment.

#### **C**

One-way route to the toilets. Queuing. Chartham cleaner on site all day to do the toilet hygiene regime

#### **D**

CPS staff and students are to use their own toilet areas.

#### **E/F**

N/A - own separate toilet areas.

### Hygiene spaces -

#### **A**

Ensure all normal processes are observed by class staff - particularly the wiping of bed, rails and (now) hoist controller after use. Handles, taps, hand driers/hand towel holders will now to be part of the cleaner's routine.

#### **B**

Students and staff will clean toilet seats, handles, taps, flush etc using anti-bac wet wipes after every use (staff will support/supervise students as required). Prior to using any toilet facility student / staff must knock on the door to determine if it is occupied; if it is they must move back to the waiting area marked out to enable social distancing to occur at change over.

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**C**

N/A

**D/E/F**

Own separate hygiene areas

Training kitchen spaces-

**A**

The Food Tech room will be open for secondary (including childcare) pupils to use as an activity.

**B**

The kitchen space may be utilised by 'bubbles' for break times on a rostered basis. The students with staff support will participate in cleaning the area as they exit e.g. wiping down surfaces/door handles etc. The room may be utilised for cooking purposes, and hygiene measure will be followed through this activity, with an appropriate clean up afterwards. The water fountain will not be in use for the foreseeable future due to the potential risk of virus transmission.

**C/D/E/F**

No access to cookery rooms.

Specialist rooms -

**A**

The majority of specialist rooms will be closed until further notice - Music, DT, Soft Play, P and S, gym, lilac, sunflower, gold star and sensory rooms will be closed completely - this is to limit the movement of pupil/staff 'bubble groups' around the building. The Art and SHINE rooms will be accessible to staff to gather resources. The Secondary (including childcare) groups may access the sports hall and ICT suite, but staff involved will be responsible for cleaning the surfaces and equipment afterwards.

**B**

The kitchen space may be utilised by 'bubbles' for break times on a rostered basis. The students with staff support will participate in cleaning the area as they exit e.g. wiping down surfaces / door handles etc. The room may be utilised for cooking purposes, and hygiene measure will be followed through this activity, with an appropriate clean up afterwards.

**C/D/E/F**

No access to specialist rooms.

Hydro pool - This will be closed until further notice.

Dining hall -

**A**

The dining hall will be closed each morning.

Primary Department -

Class staff will inform the kitchen of the dinner choices for their bubble (by phone or proforma) and the catering staff will take the food to each class in turn on a trolley (this process will start from 11.45 am). The empty trolleys will be left, safely, in corridor spaces. When the class meals are

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finished, all plates, bowls and cutlery will be placed onto the trolley. The trolleys will be collected at 12.15 by the catering staff the items will be sterilised in the kitchen.

Secondary Department/Office and Support -

### A

Socially distanced floor marking system will be laid out on the floor of the dining hall. At 12.20 pm the secondary (including childcare) groups may have the opportunity go to the hall to have their lunch, these staff and students will be reminded to observe social distancing, when queueing up and eating.

All other staff who collect their meal from the dining hall will observe social distancing and be responsible for the return of all plates, bowls and cutlery, as normal.

*When KS3 and Yr 10 expansion begins, those pupils having a school dinner will eat in the dining hall, pupils with a packed lunch will stay in class and the group of highly vulnerable secondary pupils (requiring 1-1 support) will have their meal/food in the training kitchen.*

### B

Students will be encouraged to have their lunch within their 'bubble', this will be in their class room, however we will continue to monitor and review this and potentially open the kitchen area on a rota basis with cleaning in between.

### C

Pupils all eat in class; they bring in a packed lunch. For FSM, Chartham prepare a sealed packed lunch that is conveyed by a consistent staff member to the room.

### D/F

Pupils and staff are to bring in their own packed lunch from home.

### E

Food is ordered in the morning and then collected at 12pm for eating in the HeartSpace or outside.

Staff rooms (inc. Training Centre kitchen) -

### A

These will be closed at the moment apart from people waiting to make a hot drink 1 person (at a time) with staff not allowed to wait / take a break there - staff are to remain within their bubbles, as far as is possible. Staff will have staggered breaks.

### B

Staff from the same bubble group can go into the staffroom together to make snacks, drinks or access the fridge, observing social distance during this time.

### C/E/F

Social distancing observed

### D

Small Spires staff room is closed due to the inability to SD.

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Foyer spaces -

### **A - F**

Observe Social distancing when waiting in the entrance hall and stand in the marked waiting area. The door entry system / front office counter and all door fob sensors will be part of the enhanced cleaning regime. Staff should consider cleaning their own name badges, as they deem appropriate.

### **B**

Students and staff will be encouraged to move through these spaces quickly to their class base. When there is movement through the day this will be 'bubbles' only and when this occurs staff members will clearly communicate movements to the other groups.

### **C/D/E**

Social distancing in the main Chartham School/Spires Academy/Canterbury Primary School reception areas and their published hygiene regimes.

PPE -

### **A - F**

As described above - it is not recommended for use due to the impracticalities and development of our C/YP. Due to the potential for close face to face contact with pupils in personal care a stock face masks will be placed into hygiene areas (*for optional use*). Any PPE provided is to be maintained by the individual, if appropriate. PPE must be used in personal care situations or if working with somebody who poses a risk of spitting / displaying symptoms. All PPE and tissues are to be disposed of in a lidded bin with the bag removed daily by cleaning staff and then stored for 72 hours, until it is deemed safe to go into the general waste.

## PROFESSIONAL/PERSONAL INTERACTION RISKS

Risks posed to/by pupils -

### **A - F**

- Breakfast clubs will still not be in operation at this time to avoid the social distancing risks.
- The use of PI 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 is a severe or dangerous episode of challenging behaviour, it may triggering a review of the pupils' BSP and, potentially, a review of their placement during the phased re-opening period. Face masks and shields may 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 review during the phased re-opening.
- 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 gastro-intestinal health concerns to prevent the risk of spreading the coronavirus in asymptomatic individuals (via sneezing, vomiting or defecation).
- 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). Our curriculum focus for all pupils from 1 June 2020 will be the renewal of PSHE and personal independence.
- Pupils will need to use toilets shared between the 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.

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- Pupils should change their clothes as soon as they get home each day and then 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 staff -

### **A - F**

- Consistent staff and pupil groupings on a phased return - based upon a part-time attendance register -will reduce the number of interactions. Social distancing should be observed as far as possible. If a known case of Covid-19 is proven in either a staff member or student who has been attending - the school will immediately follow the directions of Public Health England with regard to our response and the prevention of further infections.
- Staff will receive and must follow training and guidance to reinforce the mindset of social distancing between themselves (as staff), not mixing between different groups, 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 the pupils. Each class will have MS Teams (or other digital) meetings with their staff to share the guidance / training about the schools' current priorities of social distancing, risk management, good hand hygiene and the new Covid-19 Safety Measures.
- 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 - F**

- All transport staff will be provided with a copy of the 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.
- Congregation and ignoring of social distance rules - staff are not to leave their vehicles now at any time. Our staff will collect or bring out the pupils. They are not to use our smoking facilities. Vehicles will be actively encouraged to arrive on time and leave the premises straight away. Our toilets may be used, only in the case of an emergency and once all pupils have left the area, the corridors are empty and they observe social distancing. 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).

Risks posed to visitors (including governors, visiting agents and contractors -

### **A & F**

There will be no visitors allowed to enter our buildings unless necessitated by special circumstances. Visiting agents and contractors are to be provided with the leaflet of our Covid-19 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.

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### **B**

As A; however the building will be cleaned by the cleaning staff of Canterbury college between the hours of 4-8pm (this will be after all students and staff have left, therefore reducing the risk of transmission). The college staff are able to maintain direct contact with the named ESLT onsite through the radios, therefore any urgent visits e.g. for maintenance purposes can be announced and planned for accordingly.

### **C/D/E**

**Following ordinary daily procedures but no visitors on-site.**

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

### **A, B & E**

School staff may choose to engage in therapy sessions with pupils on the main site, 6<sup>th</sup> Form and out at Spires Academy. The Yellow Star or Gold Star rooms will be used to host counselling and/or art therapy sessions on the main site and the Leisure room/S4A classroom will be used at 6<sup>th</sup> Form and Spires sites. Social Distancing (as far as practicable) and good (hand) hygiene/ventilation will need to be in place during these sessions.

Risks posed to/potentially created by the Specialist Teaching and Learning Service/Outreach

The risks caused or faced by STLS staff within St. Nicholas School are the same as those for any staff member (see office spaces, interaction, moving around the building) and can be mitigated by with wearing of any appropriate PPE, observing social distancing and maintaining a good ventilation in their rooms:

STLS teaching staff will be able to safely access the STLS office, if required, and will also be able to access specific areas where files or resources are stored - avoiding unnecessary movement around the school building. The STLS admin staff are be able to work from the office when required, but can safely work from home. There would be a maximum of two staff using the STLS office at any one time and will be responsible for their own personal hygiene needs, room ventilation and will have access to PPE, if required - communication to the leadership of the STLS and St. Nicholas needs to be made in advance of their visit, to make them aware of the need to come on-site and ensure that social distancing can be maintained. The majority of the week all STLS staff are able to safely work from home and will continue to do so, until such time it is considered safe or necessary for them to return to school.

Face to Face outreach visits will only resume when safe to do so and in agreement with the mainstream school - virtual communications will take place for the foreseeable future. Training will be provided on an individual school basis in-line with safety guidelines. The STLS will follow the school risk assessment.

**End of term leavers' celebrations will take place for pupils who are moving on from St Nicholas School onto new education provisions of Further Education or Social Care Opportunities - there will be four of these events (on a smaller scale than normal) so that social distancing can be observed. These activities will take place in the Sports Hall and students/families will be able to attend by presentation of their invitation. Entry will be via the back gate and sports hall rear doors to avoid people congregating in large numbers in the main school entrance/foyer. Hand sanitiser will be available on entry and throughout the sessions, as required, and seating will be organised into socially distanced bubbles. Speeches, awards and presentations will be**

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made, but there will not be post-event refreshments to prevent the people involved waiting behind/becoming a large gathering.

### SCHOOL ROUTINE/LOGISTICAL RISKS

Arrival to school -

#### **A & F**

- The vehicles will be asked to arrive from 8.45 to 9 am (and from 9 am for parents) - SLT will be in the car park in high visibility to ensure this is monitored. Transport staff will remain on their vehicle at all times - the students will be collected from each vehicle in turn by staff from their class - teaching staff will wait in marked socially distant collection points. (Transport staff may only enter the building in the case of an emergency once the pupils have gone to class if they observe social distancing.)
- Parents bringing their own child(ren) to school should arrive from 9.00 for the drop off of their child. They are to bring their car on-site once the buses leave, the pupils will be collected from the car by SLT staff and taken to staff who will be waiting in the marked collection points, and then they will all go to class using the hand sanitiser on the way.
- A temperature check for all staff and students will be taken by the school nurse or SLT, as appropriate during the day.

#### **B**

Students to get of vehicles one at a time as directed by SLT, they will use hand sanitiser on entry then go straight to classroom as directed. A temperature check will be taken by the school leader during the school day. 11 am drop off.

#### **C/D/E**

Ordinary procedures on arrival, parents are to follow the one way system once their children are dropped off.

Classroom activities - When sitting in a circle/semi-circle the group should be spaced wider than normal for our school - to allow for a 2m space between seats/pupils. Staff should sit behind the pupil in the supervision to reduce the risk of close face to face contact - this includes with the leading staff member front (who may consider using a face shield subject to a risk assessment). Desks and tables should be organised into an SD layout.

Departure from school -

#### **A & F**

- Transport staff will remain on their vehicle at all times - All students will be ready to leave by 2.45 pm. The SLT will ask (via office tannoy) for named pupils to be brought out to their vehicles by school staff, one vehicle at a time. The collection times will begin from 2.45 pm.
- Parents who transport their own child will be asked to come on-site from 3 pm, once the buses have left and remain in their vehicle. The pupils will then be called out one at a time, via the tannoy.

#### **B**

All drivers and/or PAs are to maintain their vehicles in a queue and wait outside observing SD. They will announce who they need through the office window, then the ELT member will go to the classes to collect the students, sending them out 1 at a time. 2.45 pm collection. A shortened day due to lack

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of (outdoor) spaces, no break out areas and restricted access to main college campus - in hot weather.

### **C/D/E**

Ordinary school procedures - but follow one way system

Moving around the building -

#### **A**

Social distancing must be observed at all times (see corridors). Increased ventilation will be enabled. All unnecessary movement around the building is to be avoided, where possible.

#### **B**

As A

### **C/E**

One way systems around Chartham and Spires

### **D/F**

Hawking pupils are to remain in their building and not enter the main CPS building. St. Nicholas Staff (and visitors) are to remain in their building and not enter the main CAS buildings.

Meetings and liaison -

#### **A, C - F**

- All meetings should be planned to occur via digital means, where possible. If there is to be a face to face meeting taking place it should be in an office - with increased ventilation - observing social distancing (if only two people) or in the training centre observing social distancing (3 to 8 persons). No meetings of more than eight people can take place on a non-digital platform.
- Socially distant corridor discussions should be avoided and be moved to an unused room. STLS staff should continue to work from home unless they need to access their records or attend an essential internal meeting. If they are on-site they will need to follow the Covid-19 safety measures and social distancing rules at times.

#### **B**

Where possible all meetings that require face to face will take part at the main school site, or if necessary in the kitchen area (see above).

Playtimes -

#### **A**

AHTs will draw up playground rotas with staggered timings to enable only 1 group of children classes or childcare to be in the same space at the same time. See playgrounds.

#### **B**

Where possible playtimes will be limited to the class base; however the kitchen and rear decking area can be utilised on a rota basis by each 'bubble'. Each bubble will have access to ICT equipment within the class to enable some choice of activities. For the time being the leisure room will remain closed, however this will be reviewed and monitored on a weekly basis and led by the needs of the groups, where a further risk assessment will be conducted if the space is deemed required.

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### C

Chartham have a breaktime at the front of the school on a grassed area, away from the other (Chartham) staff or students.

### D

Hawking pupils are to have their breaktime in front of the school away from the CPS staff or students.

### E

Access to a private outdoor space with new allocated benches, MUGA, Field and Market Garden.

### F

N/A - Staff only to work in the classes before the summer (or 1-1 escorted new transitioning pupils on a visit) - all will observe SD and hygiene/cleaning regimes.

Lunch/break times -

### A

Infant pupils will only play in their particular outdoor space (with gates closed to limit movement between groups). There will be a timetable of the outdoor spaces, resources and times of the breaks for KS2 and secondary groups. Pupils will be supervised and we will make best attempts to keep them separate. The [classroom] rear garden areas, MUGA, large play equipment, swings, main area and sensory area will be timetabled to limit mixing and promote SD within the 'bubbles'.

### B

As above 'playtimes' section. Please see above for 'dining hall' and 'specialist rooms' regarding risks around lunch times.

### C/D/E

As above 'playtimes' section. Please see above for dining hall and specialist rooms regarding risks around lunch times. **ALL PLAYTIMES ARE TO BE IN A DESIGNATED AREA.**

### F

N/A - Staff only to work in the classes before the summer (or 1-1 escorted new transitioning pupils on a visit) - all will observe SD and hygiene/cleaning regimes.

***Risks posed to staff groups/bubbles due to someone being or becoming unwell or unable to work (physical & emotional well-being) during a particular day or session - In an ideal situation there will be the provision, where practicable, for a named (on call) reserve for each site - this may involve someone from the main site needing to travel out to a satellite provision to assist or allow the release of a different staff member. Due to the complexities of planning, managing and delivering an ever-expanding provision this may not always be possible - in this case the only situation to make safe in the immediate term, the potential mixing of bubble staff, which will then create other issues in the more short to medium term. 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.***

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

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car windows. If staff are travelling to work on public transport, we recommend that they use a face mask and observe social distancing rules.

### Risk Significance:

Risk category	Initial Risk Significance	Residual Risk Significance
Not significant		
Low		
Moderate		
High		✓
Very High	✓	

### Action Required:

Immediate		✓
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:

24 May 2020

1 June 2020

8 June 2020

11 June 2020

14 June 2020

16 June 2020

19 June 2020

23 June 2020

Planned Review Date: 1 July 2020, with a monthly re-assessment of action plan protocols or when there is a significant change to national legislation or policy guidance.

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