

# 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)

Name of Site(s): St Nicholas School, 6<sup>th</sup> Form Provision, 'Caterpillars' Specialist Intervention Nursery (Parkside), Canterbury Primary/Secondary Schools, Spires Academy, St John's 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 accept full staff and pupil/class groupings back from 3 September 2020.

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 the Government "Guidance for full opening: schools and other specialist settings" 2/7/20 and "Working safely during the Coronavirus" 10/7/20, the HSE guidance on making the workplace COVID secure and working safely during the coronavirus 10/7/20, we have produced the following risk assessment and action plan based upon the 5 key areas of focus:*

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

*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

#### 1. 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 (a- where possible, b- where appropriate and c- where reasonably practicable) to group children together in (larger) "class bubbles", avoid contact between groups, arrange for (some) classrooms to have forward facing desks and promote the maintenance of 1+/2m social distancing between staff and students.

- *The requirement that people who are ill 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.

NB: 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 bubble - due to general illness - we may be forced to close the bubble temporarily until safe staffing levels return.

- *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 will be employed to be present all day so that surfaces are not only cleaned before and after school, but also during the day. There will be increased surface/door, handle and key lock/sink and tap cleaning regimes both mid-morning and after lunch. We will be 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. Pupils, where possible and practicable, will be provided with their own (daily) or group (sessional) resources to reduce the need for cleaning. 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. 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.
- *Active engagement with NHS Test and Trace:* 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

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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 who have had direct contact with them (in class bubble and on the transport, where appropriate) will then also go home (as a precaution) to self-isolate (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. If the test is positive the individual concerned will need to stay at home until they are well (or for the remainder of their 7 day self-isolation period, whichever is longest) and those who have come into close contact with them will need to self-isolate for the full 14 day period - they will need to seek a coronavirus test/follow the above protocols, if they also begin to experience symptoms (triggering their own families and close contacts to also begin self-isolation periods).

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. If the test is positive that person must isolate for a minimum of 7 days or until they are symptom free (whichever is longest)/all other members of the "class bubble" who have been potentially exposed MUST self-isolate for 14 days.

*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.*

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.

- *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 by - the staggering of arrival and departure times, break and lunchtimes, mealtimes; the maintenance of consistent class/group bubbles; the suspension*

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of large assemblies and limiting access to shared areas - from the start of the September term until the lockdown procedures are eased sufficiently again.

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

#### *Prevention*

1. **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**
2. **Clean hands thoroughly more often than usual**
3. **Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach**
4. **Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach**
  - *ALL OF THESE MUST BE IN PLACE, IN ALL SITES, ALL THE TIME*
5. **Minimise contact between individuals and maintain social distancing wherever possible.**
  - *PROPERLY CONSIDERED AND MEASURES ARE SITE SPECIFIC*
6. **Where necessary, wear appropriate PPE**
  - *APPLIES IN SPECIFIC CIRCUMSTANCES*

#### *Response to any infection*

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

### DETAILED PLANS: PREVENTION -

1. 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. 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 - the bubble will be closed and all members will be asked to go home to isolate until the results of the test are received (the other members of the symptomatic individual will also need to self-isolate for up to 14 days, from when symptoms were first experienced - or until the test results are received). *If the test proves to be negative the individual concerned will return to school when they are well again/all isolating bubble members will return. If the test proves to be positive the individual concerned will need to isolate for a minimum of 7 days (or until they are well again - whichever is longer/the members of their household must self-isolate for 14 days) and ALL other bubble members (staff and students) and peers/staff who transported them in (if appropriate) will need to self-isolate within their homes for the full 14 day period (in case symptoms become apparent later in the this time period). THIS WILL HAVE AN UNAVOIDABLE IMPACT ON OUR STAFF/STUDENT ABSENCE AND ATTENDANCE LEVELS.*

**NB:** 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). St John's arrangements will be clarified ASAP.

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If a child or staff member becomes unwell out of school hours e.g. during the weekend or in the evenings. They are to remain at home and observe the 48 hour rule (with return to school after 48 hrs following the last episode of illness) and/or return to school only when they are well again, whichever is longer - a message should be left of the school phone answerphone to inform the school, at the first opportunity. If a child or staff member begins to experience symptoms of coronavirus out of school hours (high temperature, new and continuous cough and/or the loss of sense of taste or smell) they must inform the school immediately (so that we can inform those they have come into contact with to start self-isolating) and seek a coronavirus test - they must inform the school of the results, as soon as possible, so that we can inform the other members of the class & transport 'bubbles' about how they may be affected.

NB: 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.

2. 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 building, enter their 'bubble' area of the school and before entering/leaving the dinner hall, using the wall mountable sanitiser provided.
3. 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".
4. 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, 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).

Additional cleaning provision, from a member of the school cleaning staff, will be established on a daily basis - the focus of this will be the hourly cleaning of all toilet areas, sessional cleaning of

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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.

5. 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 - Class bubbles, within key stages and phases can provide a safer structure for planning learning, particularly when there are measures to avoid the large scale mixing and movement of pupil/staff groups, where possible. "Endeavouring to keep these groups at least partially separate and minimising contacts between children and young people will still offer public health benefits as it reduces the network of possible direct transmission. We will minimise contact between staff and pupils within their 'class bubbles'. The different bubbles within Key Stage areas will avoid mixing but the different departmental bubbles must be kept apart. At a satellite or off-site provision the numbers of pupils on-site within the St Nicholas accommodation so they will be considered a large bubble in their own right (for track and trace purposes) so the pupils could mix between class groupings, if the curriculum requirements deem it necessary.

- Measures within the classroom - having consistent personalised resources (e.g. a pencil case sent in from home), socially distant (1m+) seating with staff sitting to the rear, the removal of excess furniture and (where appropriate/possible) forward facing desks can reduce the risks of direct or airborne viral transmission. Individual resources should be provided where possible, or if shared, cleaned between uses. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between uses by different individuals.
- Measures elsewhere and for arriving at/leaving the setting - When organising the timetabling of lessons and routines the creation of "busy" areas must be avoided. The school will plan for the staggering of play/break times, arrival/departure times, entry to the dinner hall, lunch sittings etc. to reduce the occasions when bubbles mixing. Primary and secondary bubbles should not come in contact with each other. KCC transport vehicles will be asked to arrive at the main site/6<sup>th</sup> Form at 8.45 am and pupils brought by parents arriving from 9 am - they will remain in their vehicle, until collected by school staff; the departure too will be staggered with pupils collected from the appropriate hall from 2.45 pm (KCC transport) and 3 pm (parents).
- Other considerations - Visitors will now be allowed back into school, where essential. Visiting specialists, therapist and clinicians will now be able to return and provide interventions, as usual (within their own particular working protocols/practices). The guidance documentation around hygiene and social distancing will provide to all visitors upon or before arrival. Visiting staff should provide their own resources where possible. Whilst daytime/sessional community visits are now allowed, including the use of school vehicles (with enhanced cleaning protocols after use), all overnight residential activities are suspended until further notice. Under the latest government advice (10 July 2020) pupils below the age of 11 will not be expected to wear a face covering if out in the community, but those over the age of 11 would potentially be required to do so (with the exception of those diagnosed with an Autistic Spectrum Condition). Pupils across - all departments and sites - will not be taking part in community-based learning activities that involve visits to caf  s or shops during term 1 - thus avoiding the potential need face masks or coverings (for either staff or students) in enclosed spaces. NB: This position may be reviewed for/during term 2.

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

### DETAILED PLANS: RESPONSE TO ANY INFECTION -

7. Engage with the NHS Test and Trace Process: see Active Engagement with NHS Test and Trace Minimising contact (above).
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community: Swift action will be taken when someone who has attended any setting/'bubble' tests positive for COVID-19. The school will support all appropriate staff or parents/carers will share the details of any people that they have had close contact with, whilst present -
- "Direct close contacts - 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".
9. Contain any outbreak by following local health protection team advice: "If settings have 2 or more confirmed cases with 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. The advice of the HPU will also be followed in the event of a local lockdown also.

- **School operations**

Transport - St Nicholas School operates a small-number of statutory SEND school transport routes/provisions. The numbers of pupils on these vehicles will increase to normal levels 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:

- 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
- 1M+ social distancing
- ***the use of face coverings will be discussed, where necessary, for the pupils over the age of 11 where appropriate, for when or if they come into close contact with people outside of their group or who they do not normally meet***
- Increased ventilation on the vehicle.

Arrival and Departure times will be staggered - 8.45 until 2.45 for pupils brought in on transport/9 until 3pm 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; this will reduce the number of people

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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 their respective halls at either 2.45 or 3.00 (as appropriate) to await collection by Passenger Assistants or parents/carers; this 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 martial 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.**

**Attendance** - It is expected that all pupils should attend school full-time from September and the school is responsible for recording the attendance/following up the absence of all registered pupils. A phased inclusion plan will be considered for students who are transitioning into school for the first time or those with significant physical or mental health needs, if deemed appropriate.

Attendance expectations will be modified for individuals and groups of pupils, if they are following clinical or public health advice e.g. if they are self-isolation or 'shielding'. In exceptional circumstances, the school may deem that a pupil's health needs and the risk of contracting coronavirus supersedes their attendance of school. The pupil's lead health clinician - in conjunction with parents/carers and the St Nicholas school SLT - will take the lead in the decision making process if they deem that the individual's health and well-being could be severely compromised by attending school. 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>).

As St Nicholas School has implemented the full measures of the government guidance it is expected that all staff who are clinically vulnerable (DFE 9/7/2020 - <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>), clinically extremely vulnerable (DFE 8/7/2020 - <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people>) or those living with those who are shielding should be able to attend the workplace but they should be diligent with their hand hygiene and observance of social distancing, where possible. School leaders will consider flexible deployment, or the potential redeployment of staff, where reasonably practicable and if possible.

**Educational Visits** - All community-based learning opportunities can now be 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. Overnight residential activities are currently suspended.

**Extra-curricular provision (Breakfast Club)** - we intend to begin providing a breakfast club experience for our children/young people in September. We accept that this presents a risk for the mixing of class bubbles but this is mitigated by the number of pupils involved being quite small and the staffing being consistent. We will try to group pupils together, if they are in class/key stage/departmental bubbles.



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- **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. Remote education will still play a role where appropriate. For the first 2.5 weeks of term 1 the pupils will receive a recovery curriculum built around their physical and emotional well-being, the regaining/reinforcement of basic learning, independence & social skills, as well as their own individual EHC outcomes. The prime areas of learning over the first few days, weeks and months will be communication and language; functional numeracy; personal, social and emotional development and pupils' physical development. Outdoor learning and physical activity, including forest school, access to the local community and regular exercise (for example a 'daily mile' walk, where appropriate) will be part of our curriculum focus.

Catch-up funding will be allocated on an individual and group basis with resources and interventions targeted to meet pupils' current 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. Those children who pose a risk to the others within the bubbles due to their lack of understanding of social distancing or their use of spitting to challenge or as a sensory stimuli all have an additional COVID-19 personal risk assessment to reflect the proactive, active and reactive strategies including therapeutic alternatives that may help to support their behaviour.

- **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 a new of accreditation will begin. The school will also fulfil its statutory reporting responsibilities regarding the school website etc.

- **Contingency planning for outbreaks**

If the local area sees a spike in infection rates or there are 2 or more infections within any one area of our school in a 2 week period it may result in a temporary closure of St Nicholas School. We will follow all available support and advice offered by the Local Authority Education Officer and Public Health England. At this point the school will close to all but the children of Key workers who cannot be educated at home and those who are deemed most at risk of being Socially vulnerable (by being safer in school than at home) - see COVID19 expansion plan. Those pupils not in school will immediately have access again to a programme of specialist remote and home learning programmes, using online, physical and environmental media. If the school is provided with additional ICT infrastructure for vulnerable pupils to use at home (laptops, tablets and 4G wireless routers) they will be allocated in-line with government and/or local authority guidance.

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*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.*

### 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  
10/07/2020

Date of Initial Assessment:

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 1st 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 - a site specific RA is being completed currently.
- 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)
- G) St John's Primary Satellite

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- H) Caterpillars Specialist Pre-School (at Parkside Primary) - an additional site specific RA is available.

### 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) may not be in use on certain host sites due to their own particular policies and RAs due to the risk of transmitting of Covid-19. St Nicholas School main site, 6<sup>th</sup> Form 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 (low level of risk) so some sites will be allowed to use them, but those sites for whom permission is not given (by the satellite host) we still have an ample supply paper towels to dry hands with, instead: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/heritage-locations>

### Fire Assembly Points

#### A

- 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 3 car park bays. There is a pathway crossing our building for Canterbury College people that will need to be kept clear at 10am, 12.30, 1.30 and 4pm.

#### 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.

#### G

- To be confirmed in September 2020.

#### H

- The car park area of Parkside is the Fire Assembly point. The Teacher-In-Charge will report to the fire marshal when the group is assembled.

### 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.

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### 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.

### G

- To be confirmed in September 2020.

### H

- The outdoor play equipment can be used but will be cleaned by the staff with disinfectant spray between uses. The use of all playground equipment will be monitored and all hand rails and surfaces will be sprayed after use.

### Use of school vehicles -

#### A

- Bubble groupings will now have access to go off-site in school vehicles and be able out on foot. 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 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 - where practicable - and additional mitigations will need to take place e.g. the use of handwashing and sanitiser before departure from the building, entry to/exit from the bus etc. If staff are transporting a pupil displaying symptoms of coronavirus then a vehicle with a bulkhead will be used, driver/escort/passenger will maintain (where possible) 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 closely risk assessed at the planning stage.

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

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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.

### G/H

- To be confirmed in September 2020.

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; the allocation of all resources will be carefully planned. Furniture will be organised into a forward facing layout, where appropriate.

### 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/F

- As A

### E

- The rooms have been laid out to be as socially distant as possible.

### G

- To be confirmed in September 2020.

### H

- There will be 5 children in the "Caterpillars" bubbles in a large area which enables SD. Any soft toys or fabric materials will be removed from the pre-school setting, where possible.

Corridors -

### A

- 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

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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/G

- To be confirmed in September 2020.

### H

- One parent/carer (at a time) only is to be given access to the pre-school at drop offs and collections. SD will be enforced, where practicable, in the quiet area and in the classroom.

### Office spaces -

#### A

- Social distancing cannot be assured in hot-desking. Where staff cannot be sat 2m apart, we will re-locate 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

- Both office spaces will be open for socially distant working.

#### 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

#### G

- To be confirmed in September 2020.

#### H

- The office at Parkside can be occupied by 2 staff at a time. SD and good ventilation can be enabled with both staff working a in forward facing direction towards the windows.

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### Meeting spaces -

#### 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/G

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

#### E

- Spires Academy meeting rooms can be booked centrally.

#### F

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

#### H

- The meeting space at Parkside is in a quiet area where 2 persons only can be present, with 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.

#### G

- To be confirmed in September 2020.

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### H

- Staff will be responsible for cleaning after pupils' use - morning and overnight cleaning will take place by Parkside school cleaners.

### Hygiene spaces -

#### A/D/E/F/H

- 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.

### C

- N/A

### G

- To be confirmed in September 2020.

### 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/G

- No access to cookery rooms.

### H

- The kitchen area will only be accessible to staff.

### Specialist rooms -

#### A

- Some specialist rooms will remain closed until further notice but there will be access to Soft Play, P and S, gym, SafeSpaces and sensory rooms on a timetabled basis - the cleaner will do a hard surface clean twice per day so that 3 daily sessions can be planned. The Art and music rooms will be accessible to staff to gather resources. The sports hall, SHINE, Silver Star/yellow star/gold star, food tech and DT rooms, along with the ICT suite will be available, but staff



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involved will be responsible for cleaning the surfaces and equipment used at the end of each session.

### 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/G/H

- No access to specialist rooms.

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 will be 4 sessions in each day: 10.00 - 10.30/10.45 - 11.15 and 1.15 - 1.45/2.00 - 2.30. The pool sides, floors, changing rooms, surfaces and staff changing areas will be cleaned by the site management team between each use. THIS WILL BE A REDUCED SERVICE.
- External Use - Water babies will have access to the pool under specific circumstances:
  - There will be a one-way system observed into and out of the hydro pool building, demarcated by cones and tape, with separate entrance and exit points.
  - The changing rooms will be out of bounds/users will need to come to the pool and leave to go home "beach ready" in their swimming costumes and wrapped in a large towel or towelling robe - there will be no use of changing or drying facilities.
  - All users will required to use hand sanitiser on arrival - there will be a pump station on a table in the foyer area.
  - The St Nicholas School outdoor play equipment will be out of bounds and not used by members of the public.
  - Users will need to arrive strictly at their planned start time and depart immediately when the session ends.

Dining hall -

### A

The dining hall will be available for use for PE lessons but any equipment that is used will need to be cleaned after use. The dining hall will still need close at 11am each day so that it can be set up for the dinner sittings.

- A socially-distanced floor marking system is laid out on the floor of the dining hall and will be followed in both sittings. Classes will have staggered arrival times at the dinner hall with groups entering the hall using the one way system at 5 minute intervals to have their lunch, these staff and students will be reminded to observe social distancing, when queueing up and eating. Those pupils who can collect their own dinner will be supported to do so.

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.

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- Primary - packed lunches will be eaten in class until further notice, alongside pupils with complex behavioural needs. Pupils with the highest medical needs will continue to eat in the quiet environment of the Food Tech room.
- Secondary packed lunch pupils, and those pupils with the highest level of need, will follow their normal routine of using the Food Tech room to eat.

### B

- Students will be encouraged to have their lunch within their 'bubble' meals may possibly be available for collection from the refectory.

### C/D/F/G

- To be confirmed in September 2020.

### E

- Food is ordered in the morning and then collected at 12pm for eating in the 'heart space' or outside.

### H

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

Staff rooms (inc. Training Centre kitchen) -

### A

- These will be closed for the most part 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. Due to the increased number of staff being in the building, in hot weather, if a small group of staff do choose to use the staffroom to sit in a relatively cool place, they may do but social distancing of 1m+/2m must be observed at all times.

### 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.

### G

- To be confirmed in September 2020.

### H

- 'Caterpillars' staff can eat in the office or quiet area 2 at a time observing SD.

Foyer spaces -

### A/F/H

- 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

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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.

### F/G

- To be confirmed in September 2020.

### PPE -

#### A - H

- 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 - H

- 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 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, in the most serious of cases.

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 the 1<sup>st</sup> June will be the renewal of PSHE and personal independence.

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Movement between Class and Key stage 'bubbles' will be limited to minimise the risk of COVID-19 transmission. There will be no mixing of bubbles between the departments (with the exception of potential 'KCC Transport bubbles').

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.

NB: 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 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), 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.

Movement between Class and Key stage 'bubbles' will be limited to minimise the risk of COVID-19 transmission. There will be no mixing of bubbles between the departments (with the exception of potential 'KCC Transport bubbles').

Some HL/TA staff provide private support - out of school hours - for individual children (in their own class/from other classes). In order to be aware of the implications caused by this potential conflict of interest the school regularly asks for details of these arrangements. This information will also be used to be aware of the potential transmission risk of COVID-19 too, for track and trace purposes.

**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 risk assessment and the Covid-19 Safety Measures. They will be expected to follow the school staff guidance of self-isolating/testing if

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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

- Visiting agents, professionals 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. If they are attending training on-site, there will be a maximum group size of 8 - 10 with furniture arranged in a socially distant fashion, with additional sanitisation, air circulation and learning breaks established to mitigate risks - any delegate choosing to wear/not to wear a face covering in the training room or having the refreshments on offer will do so at their own risk. Meals will not be provided on courses at this current time.

### B

- As A; however the building will be cleaned by the cleaning staff of Canterbury College between the hours of 4-8 pm (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 - H

- Follow ordinary procedures, the availability for visitors will be determined in September 2020

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' 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) and the Leisure room will be used at the 6<sup>th</sup> Form Site. Therapy will now need to be held in a booked room at Spires Academy. Social Distancing (as far as practicable) and good (hand) hygiene/ventilation will need to be in place during these sessions.

### C/D/F/G

- To be confirmed in September 2020.

### H

- Therapists will work with pupils 1-1 in September, observing SD and in a non-carpeted area.

Creative therapies - the team will look at how the 'Silver star' rooms will be used differently:

- There will be a reduction of equipment in the rooms to aid cleaning between sessions

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- All shared items would be cleaned or left for 72hrs between sessions
- Each client will have their own process box (as before) and plastic wallet with their own preferred resources, which would be chosen by the client for the duration of their therapy
- All boxes and wallets will be kept in the new creative therapies cupboard next to the sunflower room
- When working offsite, each client will have their own wallet of process resources which would, where possible, remain on site at the particular satellite provision
- Creative therapies staff can keep their own selection of surface wipes so that they can wipe down any surfaces before and after each session, wipes will be disposed of in the nearest bin.
- Creative therapy staff will also keep their own hand sanitiser which can be used by the therapist and client, as required.

Well-being team - the team will look at how they can work differently:

- There will not be any home visits at this time, unless and the express request of the SLT
- Should a home environment be necessary - social distancing will be observed, hand sanitiser be used on entry/exit and seat coverings for the staff cars (that can be disposed of externally from the school) will be used
- The team will observe SD where possible
- If an in-school visit with a parent needs to take place this risk assessment will be observed in full
- Parent support will be conducted remotely with information packs distributed.
- Should an interpreter be required they will be made aware of the school risk assessment but be responsible for keeping themselves safe.

### 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 school -

#### A & F

- The vehicles will be asked to arrive from 8.45 to 9 am (and from 9 am for parents) - SLT and Site Management Staff will be in the car park and surrounding local area in high visibility to marshal traffic to ensure this time is closely monitored - with communication via 2-way radios. Priority for parking on-site will be given to Minibuses and large people carriers, with small taxis asked to wait out on the road. Transport staff will remain on their vehicle until asked to do so, hand hygiene regimes will be followed and the pupils will be taken to their classroom - unless they can safely make their own way to class. The staggering/limitation of entry to the primary and secondary areas of the school and the avoidance of a mass waiting area will mitigate the risk of transmission.

Parents bringing their own child(ren) to school should arrive from 9 am for the drop off of their child. They are to bring their car on-site once the buses leave, then they will be allowed to take their child to class, using the hand sanitiser on the way - unless their child can safely make their way to class.

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A temperature check for all staff and students will be taken by the school nurse, admin manager or a member of the ELT, as appropriate at the start of the day - or by the school nurse/SLT if a person begins to feel unwell, due to potentially having symptoms of coronavirus.

### B

- Students are to get out of their 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. Arrival time will be confirmed with Canterbury College.

### C - G

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

### H

- Arrival will be from 9am with only 1 parent/carer allowed to access the pre-school at a time, observing SD. Morning sessions will be from 9 - 11.45 am.

Classroom activities - When sitting in a circle/semi-circle the group should be spaced wider than normal for our school - to allow for a 1m+/2m space between seats/pupils. Staff should sit behind the pupil (or a safe distance away to the side if supporting a student in seating equipment) where possible, when supervising 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 and sprayed down at the end of a session.

Staff will be able to clock in and out, observing social distancing.

Departure from school -

### A & F

- Transport staff will remain in their vehicles until the students are ready to leave at 2.45 pm. The transport staff will be allowed to enter the building to collect primary pupils from the dining hall (or from class, if they are of secondary age). The Primary pupils going home on transport will get ready to go home from 2.40 pm and be taken down to the class waiting points at 2.45 pm (those going home with parents will wait in class - the supervising staff will be split to cover both areas).

Secondary pupils who are able to safely go to their own bus (where they will be supported by non-class based staff/SLT) will be allowed to do so - the vehicles concerned will be announced via the tannoy.

The traffic in the car park and local area will be marshalled by the SLT using 2-way radios. Priority for parking on-site will be given to Minibuses and large people carriers, with small taxis asked to wait out on the road.

Parents who transport their own child(ren) will be asked to come on-site from 3 pm, once the buses have left and remain in their vehicle until asked to enter the building. Pupils from primary classes will be met in the dining hall, at this time, and secondary-aged pupils will be collected from class. Those pupils who can safely make their way to their parents will be allowed to do - the pupils will then be called out one at a time, via the tannoy.

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The movement of small groups around the building, in a timely manner, will mitigate against the risk of large groups of people being forced to wait together in a confined area.

### 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 vehicle at a time. 2.45 pm collection. A shortened day due to lack of (outdoor) spaces, no break out areas and restricted access to main college campus - in hot weather, may be possible.

### C/D/E

- Ordinary school procedures - but follow one way system

### G

- To be confirmed in September 2020.

### H

- Departure will be from 3 pm with parents/carers to wait outside, observing SD, and their child will be taken out to them afternoon sessions will be from 12.15 - 3 pm.

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 - H

- TBC in September 2020.

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 2 people) or in the training centre observing social distancing (3 to 8 persons). No meetings of more than 8 people can take place on a non-digital platform.

Socially distant corridor discussions should be avoided and be moved to an unused room.

### 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).

### G/H



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- To be confirmed in September 2020.

### Playtimes -

#### A

- AHTs will draw up playground rotas with staggered timings to enabling as few groups to be present on the playtime as possible. **THERE WILL BE NO SHARING OF PLAYTIMES BETWEEN THE DIFFERENT DEPARTMENTS.**

#### 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.

#### 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 - G

- To be confirmed in September 2020.

#### H

- There will be a free flow of playtime

### 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.**

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F - H

- To be confirmed in September 2020.

***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 - 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. If necessary a class bubble may be forced to close if it cannot be safely and appropriately supervised to staff absence of illness.***

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.

### Risk Significance:

Risk category	Initial Risk Significance	<u>Residual Risk Significance</u>
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: 10 July 2020

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.

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