

Covid 19 Risk assessment for Rowan Gate Primary School



First Created on: 20 March 2020 Updated on: 04th January 2022 Review by: 18th January 2022 Risk Assessment should be read alongside

GUIDANCE FOR SCHOOLS- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

SPECIAL SCHOOL GUIDANCE- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4>

SYSTEM OF CONTROLS:

You should:

1. ***Ensure good hygiene for everyone.***
2. ***Maintain appropriate cleaning regimes.***
3. ***Keep occupied spaces well ventilated.***
4. ***Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.***

ENSURE GOOD HYGIENE FOR EVERYONE

SCHOOL

- Michelle Fuller to share a reminder with families around hand washing via website and newsletter
- Posters around school including entrances, school reception and in each classroom
- Each member of staff to be issued with a small hand sanitiser bottle to wear on their lanyard.
- Staff to use hand sanitiser whenever required and especially when they have left the classroom and passed through gates/doorways.
- Staff to wipe down all "shared items and facilities" after they have used them with the provided anti-bac wipes, or disposable cloths and anti bac spray and place in the grey lidded yellow bags
- When moving around school staff and pupils should wash their hands prior to leaving the classroom/office and should then hand gel or wash hands on reaching their destination
- Site Staff to ensure all bathroom facilities are well stocked – twice a day – with soap
- Site Staff to ensure classrooms and Reception areas/offices to have alcohol sanitizer hand gel for all pupils to use at the start of the day and after lunch if available.
- Lidded bins in place in all classrooms. These should be emptied on a regular basis.

HOME

- Parents informed that children (and staff) should wash their hands: - Before leaving home; On arrival at school; After using the toilet; After breaks and sporting activities; Before food preparation; Before eating any food, including snacks; Before leaving school

CLASSES

Teachers to reiterate message in class:

- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. - See Catch it, Bin it, Kill it



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- Avoid touching your eyes, nose and mouth with unwashed hands
- Wash your hands

VISITORS

- Copies of the Contractors Covid-19 Risk Assessment will be requested
- Wherever possible visits of contractors to the school will be restricted to times when pupils and most staff are not on site.
- Contractors visiting the site will need to comply with hand hygiene routines on arrival and social distancing requirements should be followed as far as possible.
- Cleaning should take place of the areas that the contractor has worked in/been in before staff or pupils re-occupy the space.
- Copies of the Therapists Covid-19 Risk Assessment will be requested
- Therapists visiting the site will need to comply with hand hygiene routines on arrival and social distancing should be encouraged as far as possible.
- Cleaning should take place of the areas that the Therapist has worked in/been in before staff or pupils re-occupy the space.

USE OF PPE/MASKS

- DfE/Gov.uk advice states that it is not necessary for staff to wear masks, gloves and aprons unless they are carrying out activities that would usually require the use of personal protective equipment (PPE) or if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs supervision until they can return home-
- All staff are required to read and watch the "Donning and Doffing of PPE" guide published by Public Health England.

As an SLT we wish to ensure that staff feel comfortable that actions have been taken to minimise risk and therefore

- Each class will have their own stock of masks, gloves, aprons as well as hand gel and anti-bacterial spray/cloths.
- Each class will have sufficient visors which should be cleaned with Clinell Wipes after use.
- Please advise Site Staff in a timely fashion if stocks are getting low. (WeAreEvery.com)

WEARING PPE

- PPE (Mask, visor, gloves, apron issued by school) MUST be worn when carrying out toileting/intimate care
- Staff should continue to practice social distancing.

DISPOSAL OF PPE/CLEANING OF PPE.

- PPE worn in toileting areas should be disposed of in the nappy bins available.
- Masks/aprons and gloves should be disposed of in the Grey Lidded Clinical Waste bins with the yellow clinical bin liners provided after the loops have been broken.
- Visors should be cleaned with Clinell Wipes and left to air dry. **The request for replacement of Visors should be made on we are every.**
- Where possible Staff should have a separate visor to wear in the classroom and the toilet.

WORKING WITH CHILDREN WHO REGULARLY SPIT OR REQUIRE PHYSICAL CONTACT

- If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.
- The issues will be specific to each child or young person and individual responses will be required. Staff should continue to review and update existing risk assessments.
- In these circumstances, no additional PPE is required however **Staff may wear masks/PPE if they feel more comfortable doing so.**



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- Staff will have access to frequent opportunities to wash their hands when providing this care. Appropriate cleaning arrangements should also be maintained, with a particular focus on frequently touched surfaces

MAINTAIN APPROPRIATE CLEANING REGIMES

SITE STAFF

- Site Staff to ensure regular liaison with NORSE, making sure we follow Cleaning Guidelines as shared by DfE and/or NHS on the cleaning products we should be using in school and that these meet necessary standards
- Site Staff to provide antibacterial wipes/sprays for each class for wiping surfaces as required.
- Site Staff and NORSE to share respective Covid-19 Risk Assessments to ensure compatibility.
- Site Staff /NORSE to ensure cleaners resources are adequate.
- Site Staff /Norse to ensure that frequent touch points/door handles, doors and push plates are sprayed twice weekly with Zonitise Surface Antimicrobial Spray. (Zonitise is proven in eliminating surface germs for up to 60 days- we have chosen to continue to spray twice weekly to ensure effective cover.)
- Site Staff to ensure at least 2 boxes of tissues per classroom

STAFF ATTENDANCE TIMES IN SCHOOL

- Staff may attend school from **from 7.45am** to allow site staff to carry out opening up checks of the building
- Staff may stay on after school to complete tasks in class beyond 4pm whilst NORSE cleaners are also in attendance. However, staff should continue to practice social distancing when the NORSE cleaners are in their classroom

CLASS

- Classroom staff should continue to follow a cleaning regime throughout the school day of wiping down surfaces and equipment after each use within the classroom.
- **Good quality soft toys/bean bags in classes should be regularly cleaned, and disposed of if stained. Story bag resources should be returned in a clean and satisfactory condition.**
- Malleable /tactile items such as playdough should be kept in separate pots for the children and should be disposed of after use. Items should be wiped down, or washed after use.

TOILETS

- Toilets allocated for different groups. Staff toilets have also been allocated to reduce footfall/traffic
- When a pupil or staff member has used the toilet, it should be wiped down with either an antibacterial spray or wipe which should then be disposed of appropriately in the nearest clinical waste bin.
- When a pupil has been changed on a changing bed then the bed should be cleaned down with the available cleaning products and this should be disposed of after use.

KEEP OCCUPIED SPACES WELL VENTILATED

ARRIVAL/DEPARTURE FROM SCHOOL

- Transfer of children between school and parents to take place outside of the building at all times



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- Staggered start/end times to continue with children arriving at allocated 10-minute intervals between 8.30 and 9.00 From 19 April Children brought to school by parents will arrive between 8.50 and 9.00 and leave between 2.50 and 3.00. Separate gates will continue to be used

- Bus children to arrive/depart at 9.15/3.15.

VENTILATION OF TEACHING SPACES

- In order to ensure adequate ventilation, the first member of staff to enter a room MUST open at least one window. This should remain open for as long as the room is occupied. Where safe to do so it is recommended to also keep the classroom door open in order to increase a through draft of air. Where this is not reasonable or practical then it is recommended that a greater number of windows are kept open.
- All classrooms and rooms within school should have a window open at the start of the school day. When classes leave their room (e.g., for playtime) or staff leave the office they should open ALL windows to allow additional and increased ventilation for the period of time whilst they are out of the classroom/office
- Windows in the school hall, toilets and staffrooms should be kept open throughout the day.
- Where possible staff should work alongside or from behind a pupil rather than face to face although with some pupils this may not be possible.

MOVEMENT AROUND SCHOOL

- Classes should continue to use their designated entrances at all time to reduce crowding

ISSUES WITH VENTILATION CREATE ADDITIONAL RISKS FOR PUPILS AND STAFF

- CO2 monitors have been provided and classes must report the readings as advised using the web-based reporting tool to assess how effective the class is being ventilated. Staff have been advised by email on what times and how to record and report the CO2 levels.
- It is important to ensure good ventilation. Therefore, the first person to arrive in the classroom each morning should ensure that one window within the classroom has been opened and remains open.
- Doors may be propped open as long as they are not fire doors and where it is safe or appropriate to do so.
- All classrooms and rooms within school should have a window open at the start of the school day.
- When classes leave their room (e.g., for playtime) or staff leave the office they could open ALL windows to allow additional and increased ventilation for the period of time whilst they are out of the classroom/office
- Windows in the school hall, toilets and staffrooms should be kept open throughout the day.
- In the event of an emergency evacuation (e.g., fire drill) all doors should be closed on exiting the room/building.
- Doors and windows should be closed at the end of the school day to maintain building security.
- Staff and Parents notified of the need to provide additional layers of clothing for warmth.
- Teaching Staff to ensure that children are having opportunities to move around to increase body heat as the days become cooler.

FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19

TESTING and SELF ISOLATION

- Rowan Gate Staff are strongly recommended to engage with the twice weekly Lateral Flow Device Testing Programme and to report results as instructed.
- Staff who test positive using the twice weekly Lateral Flow Devices are required to isolate for 10 days but may begin testing on day 5 and can return to work following 2 x negative LFD tests. Staff who are symptomatic should continue to get a PCR test and should also isolate up to 10 days but may leave isolation after



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5 full days provided that they have had 2 negative LFDs taken more than 24 hours apart (Day 5 and then Day 6) If an asymptomatic subsequently develops symptoms then they should restart isolation and may begin testing from day 5.

- If a member of your household tests positive for Covid and you are doubly vaccinated, you should do daily LFD tests for 7 days and may continue to attend work if your result is negative/ you do not develop symptoms. They should also wear a mask whilst in school for the equivalent time to social isolation
- If a member of staff has not been vaccinated and has a positive case in their household, then they should continue to follow current guidance and should isolate for 10 days.

MANAGING AN OUTBREAK

- Settings will continue to have a role in working with health protection teams in the case of a local outbreak.
- If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some additional control measures.
- Special School Threshold-2 positive cases among pupils or staff who are likely to have mixed closely within a 10 day period); where infection rates in the community are extremely high and other measures have failed to reduce transmission; (see OUTBREAK MANAGEMENT PLAN for more information on Stage Guidance-Stage 1- Stage 4)
- From February Half Term(21.02.2022) we will move to using Key Stage Bubbles Due to the needs of our pupils, we will continue to operate staggered starts/end to school day and may need to add other mitigations if cases rise in order to minimise the risk of an outbreak occurring. Where there are positive cases then a series of measures will be put in place to further mitigate the risk of viral spread- (see OUTBREAK MANAGEMENT PLAN for more information on Stage Guidance-Stage 1- Stage 4)
- Where staffing levels in classes are causing concern, SLT members will balance risks and decide which staff to move to cover the gaps. This decision will be made based on:
 - Whether or not any of the classes concerned have current Covid cases.
 - The safety in terms of pupil behaviour and medical needs – staff will be asked to move where there is concern about practical safety in the classroom as well as meeting the medical needs of pupils.
 - The current advice from the local infection control team.
- From Half Term(21.02.2022) Assemblies will take place in the school hall with Key Stage Bubbles.
- Lunch will continue to be eaten in classrooms
- Lunch areas for staff:

at RGW STAFF TO USE ALLOCATED SPACE FOR THEIR LUNCHTIME BREAK -

- Cherries/Pears - library area
- Kiwis - group room
- Limes - group room
- Blackberries/Grapes - allocated corner in the hall



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- Lemons - allocated corner in the hall
- Apples/Oranges - Little Apples
- Plums/Peaches - allocated corner in the hall
- Bananas/Apricots - hall near the climbing frame door side
- Strawberries/Pineapples - staff room

All staff should continue practising adequate social distancing at all times. Staff must wipe benches/chairs down after use with Antibacterial wipes

RISKS TO WHOLE SCHOOL PRACTICE				
Risk	Rating	Success criteria	Staff member responsible/Actions	System of Controls
SCHOOL LAPSES IN FOLLOWING CURRENT ADVICE/NATIONAL GUIDANCE	Low	The school has the most recent information from government and this is distributed through school community	<ul style="list-style-type: none"> • Michelle to ensure regular checks are made with Government website • Shirley to ensure regular checks with Local Schools (via bursars@network set up) • LHC/JC to share any change in information with Chair of Governors (C of G) and passed on to parents and staff by email/parentmail-RGW and RGE office team to share this task in the case of absence of Michelle or Shirley • In Michelle's absence this falls to Shirley, • COVID-19 RISK ASSESSMENT to be reviewed regularly by Strategic Management Group/Premises Team and SLT • All staff informed of system of controls and actions they should take. 	<u>System of Controls 1,2,3,4</u>
SYMPTOMS/POSITIVE TEST WHEN NOT IN SCHOOL	Medium	Procedures followed promptly and appropriate action taken	<p>If an individual develops COVID-19 symptoms or has a positive test out of school time</p> <ul style="list-style-type: none"> • <u>They should not come into school if they have symptoms</u> • <u>They should not come into school if they have had a positive test result.</u> • Book a PCR test if required. • Pupils, staff and other adults should follow PHE advice on when to self-isolate and what to do. They should also consider putting in place 	<u>System of Controls 4</u>



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			<p>additional actions to minimise potential spread of the C-19 Virus See APPENDIX D</p> <ul style="list-style-type: none"> where a member of the household has tested positive for Covid then the pupil or staff member should do daily LFD tests for 7 days and may continue to attend work if your result is negative/ you do not develop symptoms 	
SYMPTOMS OF COVID-19 WHILST IN SCHOOL	Medium	Procedures followed and appropriate action taken	<p>If anyone in school develops COVID-19 symptoms, however mild, SLT should be notified.</p> <p>PUPIL HAS SYMPTOMS (high temperature, new continuous cough, loss of sense of smell/taste)</p> <ul style="list-style-type: none"> SLT will contact parents to discuss the situation/collect the pupil ASAP and where appropriate follow PHE advice. They should not use school transport. Advice given to parents to obtain a PCR Test for child or advise to isolate for 10 days/advise 2 x LFD after 5 days/advise retrain to school after 5 days if well Where a child is displaying gastric symptoms it is essential that they remain at home for 48 hours after symptoms end and parents are strongly advised to get a PCR test. If a pupil is displaying symptoms they should be collected as soon as possible. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. <p>Any rooms they used should be cleaned after they have left.</p> <p>MEMBER OF STAFF HAS SYMPTOMS</p> <ul style="list-style-type: none"> If a member of staff has symptoms they should go home and book a PCR test and follow PHE Advice (isolate for 10 days). Anyone with symptoms should avoid using public transport and, wherever possible, be collected by a member of their family or household/drive themselves home. The household, including any siblings should follow the PHE stay at home guidance for households with possible or confirmed COVID-19 infection unless exempt See APPENDIX D 	<u>System of Controls 1,2,3,4</u>



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STAFF ABSENCE IN SCHOOL OFFICES/ SITE TEAM DISRUPTS DAILY AND STRATEGIC MANAGEMENT OF THE SCHOOL	Low	Strategic and Daily Management of school can continue	<ul style="list-style-type: none"> If office staff sick, limit office hours opening and confirm with parents. Member of SLT may be required to base themselves in the Office on each site Where HT sick or absent, DHT to lead Where Site Staff absent-SLT to cover transport arrangements am/pm and advise class teams regarding replenishment of consumables. Where 2 or more staff are off from admin team put in place Outbreak Management Plan of Stages 	<u>System of Controls 1,2,3,4</u>
STAFFING IN CLASS IS INSUFFICIENT FOR NEEDS OF PUPILS	Medium	Class able to operate safely	<ul style="list-style-type: none"> School will use supply cover where possible but staff maybe asked to move between the classes within their Key Stage bubble. Should any staff be asked to move from one Key Stage -bubble to another they will be asked to carry out a LFD Test in school before moving 	<u>System of Controls 1,2,3,4</u>
IMPACT OF COVID ON STAFF COVER and SCHOOL IS UNABLE TO PROVIDE SAFE RATIOS WITHIN INDIVIDUAL CLASSES TO SUPPORT CHILDREN	Medium	Classes are staffed adequately	<ul style="list-style-type: none"> SLT will be carrying out daily risk assessments and will make decisions around safe staffing levels. Where there is staff absence SLT will use supply cover where possible. Should any staff be asked to move from one Key Stage bubble to another they will be asked to carry out a LFD Test. SLT to follow current guidance on actions if a member of a class has identified as unwell and what actions remainder of the class should take in line with Government Guidance re isolation and testing. 	<u>System of Controls 1,2,3,4</u>
TOTAL SCHOOL CLOSURE	Low	All pupils have access to broad and balanced curriculum	<ul style="list-style-type: none"> In the event of total School closure with staff & children unable to access education in school then initiate Remote Learning Policy/Home Learning Plan. Where closure is for more than 1 day then online TEAMS sessions to be held at the start and end of each school day with pupils. Grab bags to be distributed to pupils where possible on first day of closure where extended closure is anticipated. 	<u>System of Controls 1,2,3,4</u>
RISK OF VIRAL EXPOSURE				
Risk	Rating	Success criteria	Staff member responsible/Actions	System of Controls
MEASURES ARE NOT TAKEN TO LIMIT THE	Low	Staff actively engage in the LFD Testing Programme and	<ul style="list-style-type: none"> Rowan Gate Staff are strongly recommended to engage with the twice weekly Lateral Flow Device Testing Programme and to report results as instructed. 	<u>System of Controls 4</u>



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TRANSMISSION OF THE VIRUS		report results as instructed	<ul style="list-style-type: none"> Where staff members are double vaccinated and have a member of the household who has tested positive for Covid-19 they should do daily LFD tests for 7 days and may continue to attend work if your result is negative/ you do not develop symptoms Teachers should reiterate hygiene message in class: covering your cough or sneeze with a tissue, then throwing the tissue in a bin. - See Catch it, Bin it, Kill it Avoid touching your eyes, nose and mouth with unwashed hands Wash your hands 	
VULNERABLE CHILDREN & ADULTS IN THE SCHOOL ARE EXPOSED TO ILLNESS	Medium	School communicates appropriately with their most vulnerable children and staff , Health care plans are updated and instructions of school nurse followed where appropriate.	<ul style="list-style-type: none"> If a staff member has a member of the household who has tested positive for Covid-19 they should do daily LFD tests for 7 days and may continue to attend work if your result is negative/ you do not develop symptoms Pupils, Staff and other adults should follow PHE advice on when to self-isolate and what to do. Where pupils who are self-isolating are within the definition of vulnerable, systems are put in place to keep in contact with them/check if they are accessing remote education. Liaison with social worker will take place if required. to maintain contact and offer support. 	<u>System of Controls 1,2,3,4</u>
PUPIL REQUIRES AEROSOL GENERATING PROCEDURE (AGP) WHILST IN SCHOOL	Low- as no children currently require this	All staff understand the process to follow and adhere to the agreed protocols	<p>Staff performing AGPs in these settings should follow PHE's <u>personal protective equipment (PPE) guidance on aerosol generating procedures</u>, and wear the correct PPE, which is:</p> <ul style="list-style-type: none"> a FFP2/3 respirator gloves a long-sleeved fluid repellent gown eye protection The respirator required for AGPs must be fitted by someone trained to do so. This is known as 'fit testing'. Staff in education and children's social care settings who need support with fit testing should contact the appropriate health lead for the child or young person. This could be through either the Designated Clinical Officer for SEND for support from the local clinical commissioning group, or the lead nursing team at the health provider. Children and young people should be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible, for example in children and young 	<u>System of Controls 1,2,3,4</u>



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			<p>people who require sporadic care, such as urgent tracheostomy tube suction, individual risk assessments should be carried out. In all instances, efforts should be made to:</p> <ul style="list-style-type: none"> • ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room • minimise clutter to make the process of cleaning the room as straightforward as possible • clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour 	
RISK OF UNAVAILABILITY OF THIRD PARTY SERVICES				
KITCHEN STAFF ABSENT – LUNCH NO LONGER AVAILABLE	Medium	Kingswood shares risk assessment with school	<ul style="list-style-type: none"> • Those families who are eligible to receive FSM. • Hot lunches are currently available and are provided externally by Kingswood. • If Kingswood are unable to provide hot lunches then packed lunches will be provided for affected pupils and parents notified. • All children are bringing their own snacks/drinks to school. • Staff can take flexi lunch break in discussion with own class team. • Children and staff wash hands before and after eating. • Kingswood staff follow guidelines around infection control and the reporting of Covid 19 symptoms 	<u>System of Controls</u> 1,2,3,4
CLEANERS ABSENT AND UNABLE TO CLEAN SCHOOL	Medium	Cleaners remain well and able to carry out their job roles	<ul style="list-style-type: none"> • Liaison between SITE STAFF and NORSE regarding any absence of NORSE Cleaning Team. • Class staff/Office staff to ensure that surfaces are wiped down during the day after use. • All staff exercise effective hand hygiene routines. • Site Staff and SLT notify NORSE if a person in school subsequently tests positive. • Staff may stay on after school to complete tasks in class beyond 4pm whilst NORSE cleaners are also in attendance. However, staff should continue to practice social distancing when the NORSE cleaners are in their classroom and should continue to wear masks. 	<u>System of Controls</u> 1,2,3,4
VISITORS TO SCHOOL	Low	Current advice is being adhered to by	<u>PARENTS</u>	<u>System of Controls</u> 1,2,3,4



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JEOPARDISE THE INTEGRITY OF INDIVIDUAL BUBBLES		all staff and all visitors who are working with children	<ul style="list-style-type: none">• Prospective parents may visit the school to look around the site with a member of SLT• Limits are currently placed on Parents/carers entering the school site and will be on a case by case basis from 21 .02.2022.(PEP/EHA/1:1mtg)• After Easter, parents may be invited to attend Friday assemblies/5 Keys• Handovers take place from home to school in the open air.	
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See also Appendices A-Bbelow:

Appendix A-Covid-19 Risk Assessment for visiting Therapists

Appendix B-Temperature Protocol

APPENDIX A

Therapists to follow own professional Risk Assessment



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APPENDIX B

TEMPERATURE PROTOCOL for if a child is unwell

If a child becomes unwell for any reason in school then please call member of SLT who will attend class and take the temperature of the pupil. **For temperature checking,**

Temperatures should only be taken by Members of SLT who will wear a mask.

- If their temperature is 37.5 or above, Parents will be notified to collect their child immediately.
- **Pupil must not be sent home on school transport.** In the event that parent is unable to collect use minibus/SLT car and driver + staff member to wear PPE and have the windows open during the journey. Staff should wash hands thoroughly after leaving the child at home.
- Once the Child has left school you should wipe down any surfaces/handles that the child has touched
- The member of SLT will make the decision as to whether or not parents should be informed/whether the child should leave school.