

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



Covid 19 Risk assessment for Rowan Gate Primary School

- 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.
- Wearing of masks is recommended when working in close proximity with pupils.
- 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 wear masks in corridors and shared areas and are recommended to continue to practice social distancing.
- Fluid resistant masks should continue to be worn at the front of school at the start and end of day by staff and parents when collecting pupils.

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.



Covid 19 Risk assessment for Rowan Gate Primary School

- 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.**
- 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 8 am 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 and staff should continue to wear masks at this time.

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.
- A limited amount of soft toys/bean bags may be used in classes but should be limited to that class/stretched bubble and should not be shared with other classrooms.
- The number of resources has been reduced in classes and staff will be able to wipe down those resources that have been used.
- Items can be shared within the stretched bubbles although the number of items available may be limited.
- 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.
- Bikes may be used on the playground but should continue to be wiped down after use.

TOILETS

- Toilets allocated for different groups. Request for staff to try to take children to toilet after outdoor sessions- this will reduce chances of classes meeting. Expectation to knock and wait if toilets being used by another class. 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.



Covid 19 Risk assessment for Rowan Gate Primary School

- 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.

ISOLATION ROOM

- If a member of staff has accompanied a pupil to the isolation room, then they should perform the following before returning to class.
- Remove PPE and dispose of in the clinical bin in the Isolation room
- Wipe down all touchpoints and surfaces with antibac spray
- Thoroughly wash hands for 20 seconds with hot water
- NORSE should be notified if the Isolation has been used by a symptomatic individual. They should also be notified if the pupil or member of staff subsequently tests positive.

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
- Staggered start/end times to continue with children arriving at allocated 10-minute intervals between 8.30 and 9.00
- 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.
- Staff may want to consider separating tables so that children are not in close proximity to others.

MOVEMENT AROUND SCHOOL

- Classes should continue to use their designated entrances at all time to reduce crowding
- Classes should continue to follow designated 1-way systems around the school premises to avoid bottle necks and congestion.

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 at least 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.



Covid 19 Risk assessment for Rowan Gate Primary School

- 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.
- 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

- 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 required to book a PCR Test to follow up their result.
- **if a member of your household tests positive for Covid 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**
- If a member of staff has been double vaccinated and has a positive case in their household then they should perform daily LFD Tests before coming in to school each day. They should also wear a mask whilst in school for the equivalent time to social isolation

GUIDANCE ON SELF-ISOLATION

Government Guidance is that Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated; they are below the age of 18 years and 6 months; they have taken part in or are currently part of an approved COVID-19 vaccine trial; they are not able to get vaccinated for medical reasons

However, the Senior Leadership Team strongly advise that, where a member of the household has tested positive for Covid then the pupil or staff member should remain at home for up to 10 days to minimise the spread of Covid 19. (PCR test text/email required)

- all individuals are recommended to take a PCR test if advised to do so.
- Where a pupil or staff member of a class has tested positive, all staff within that class, unless exempt, will be required to wear a mask in class for the equivalent period of time to isolation.
- Staff in the class will be advised to take **LFD tests for 7 days and may continue to attend work if your result is negative/ you do not develop symptoms**
- If someone has chosen not to get vaccinated, they will need to self-isolate if identified as a close contact.

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.



Covid 19 Risk assessment for Rowan Gate Primary School

- 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)
- Due to the needs of our pupils, we will continue to operate with stretched bubbles and staggered starts/end to day as well as other mitigations 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)
- Every effort will be made to preserve the integrity of bubbles in school.
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.
- Assemblies and whole school mixing will be reviewed at the end of Term 1 and will continue online at present.
- Lunch will continue to be eaten in classrooms
- Lunch areas for staff:
At RGW STAFF ROOM (SOFT PLAY ON WEDNESDAYS) used as isolation room until parent collects.
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
 - 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



Covid 19 Risk assessment for Rowan Gate Primary School

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> <u>They should not come into school if they are required to quarantine due to the risk of them passing on Covid-19 following a visit abroad.</u> Book a PCR test if not already done so. 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 additional actions to minimise potential spread of the C-19 Virus See APPENDIX D <p>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</p>	<u>System of Controls 4</u>
SYMPTOMS OF COVID-19 WHILST IN SCHOOL	Medium	Procedures followed and appropriate action taken	If anyone in school develops COVID-19 symptoms, however mild, SLT should be notified.	<u>System of Controls 1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

			<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 and where appropriate follow PHE advice. They should not use school transport. • Advice given to parents to obtain a PCR Test for child or isolate for 10 days. • If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. 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 	
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 an individual class 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 stretched bubble. • Should any staff be asked to move from one stretched 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>



Covid 19 Risk assessment for Rowan Gate Primary School

			<ul style="list-style-type: none"> Where 2 or more staff are off from an individual class put in place Outbreak Management Plan of Stages 	
IMPACT OF COVID ON STAFF COVER	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 stretched 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. (Test Track isolate) Where 2 or more staff are off from an individual class put in place Outbreak Management Plan of Stages 	<u>System of Controls 1,2,3,4</u>
SCHOOL IS UNABLE TO PROVIDE SAFE RATIOS WITHIN INDIVIDUAL CLASSES TO SUPPORT CHILDREN	Medium	All pupils have access to broad and balanced curriculum	<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 stretched 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. (Test Track isolate) Where 2 or more staff are off from an individual class put in place Outbreak Management Plan of Stages 	<u>System of Controls 1,2,3,4</u>
A BUBBLE NEEDS TO CLOSE DUE TO A COVID-19 OUTBREAK IN SCHOOL	Medium	Current advice is being adhered to by all children and all staff working with children.	<ul style="list-style-type: none"> Step up measures in line with Outbreak Management Plan in order to: - manage a C-19 Outbreak in school (Threshold-2 positive case 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; Parents notified of Bubble Closure via PARENTMAIL SMS System. Remote Learning Policy/Home Learning Plan is activated. Parents to support their child to engage with remote education provided by the school. School to notify families via PARENTMAIL when the bubble will be reopened 	<u>System of Controls 1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

			<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. Staff who test positive using the twice weekly Lateral Flow Devices are required to book a PCR Test to follow up their result Children and staff must not come to school and should self-isolate for 10 days. If symptoms develop for any member of the bubble, then a Covid-19 test should be taken and results shared with SLT Where a bubble is open but a child is off due to a covid related issue/isolation then the remote learning policy/home learning plan will be put in place on the first day of absence. 	
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>
COVID-19 INFECTION IS BROUGHT INTO SCHOOL FROM MEDICAL APPOINTMENTS	Low	All staff understand the process to follow and adhere to the agreed protocols	<p>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 book a PCR Test to follow up their result</p> <p><u>ATTENDANCE AT APPOINTMENTS DURING SCHOOL DAY</u></p> <p><u>PUPILS</u></p> <ul style="list-style-type: none"> On returning to school from appointments the pupil should be reminded to carry out appropriate hygiene measures such as hand washing/use of hand gel <p><u>STAFF</u></p> <ul style="list-style-type: none"> On returning to school from appointments the member of staff should be reminded to carry out appropriate hygiene measures such as hand washing/use of hand gel Where possible staff should try to arrange appointments at the end of the school day. 	<u>System of Controls 1,2,3,</u>
ACCESS TO SPORTS ACTIVITIES AND	Low	National guidelines state that after sport	<u>Sport</u>	<u>System of Controls 1,2,3,</u>



Covid 19 Risk assessment for Rowan Gate Primary School

SCHOOL TRIPS IS REDUCED.		activities – children must wash hands and after any travel on public transport – this is adhered to by all staff leading sport events	<ul style="list-style-type: none"> • ALL classes have 3 x weekly “Daily Mile” walk with children across to Eastfield Park (RGW) or Spencer Park (RGE) in order to increase physical activity RA in place and shared with all teachers. • External PE Coaches attending- Timetable issued to class teachers. Pupils & staff wash hands before and after PE; all staff attend sessions, Teachers & TA’s, in order to maximise pupil participation; changing time occurs outside allocated time slot and within the classroom. • 1:1 swimming session and some group sessions to commence at RGW. Identified pupils and teachers have been notified. Pupils to change in classroom and then attend their allocated slot before returning to classroom to get dressed. • External Swimming sessions at Waendal Pool/Splash Pool to recommence. • Class Teachers/Teaching Assistants to ensure children use hand sanitizer before and after play and lunch breaks <p><u>Trips</u></p> <ul style="list-style-type: none"> • Classes may make use of weekly or daily walks to the park provided that Risk Assessments have been submitted and approved. • In addition, each class may book (if required) one trip per term for which they may use the minibus. This must be provisionally booked with gridden@rowangate.northants.sch.uk and then confirmed following trip approval. • In order to minimise transmission, the bus can be booked/ used by <u>one class a day</u> only and should be sprayed with anti-bac after use • Trips abroad as part of the Erasmus programme may restart provided that the travel restrictions in place at the time do not have a significant impact/will have a detrimental impact on staffing levels in school. 	
RISK OF VIRAL EXPOSURE				
<i>Risk</i>	<i>Rating</i>	<i>Success criteria</i>	<i>Staff member responsible/Actions</i>	<i>System of Controls</i>
MEASURES ARE NOT TAKEN TO LIMIT THE TRANSMISSION OF THE VIRUS	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>



Covid 19 Risk assessment for Rowan Gate Primary School

		report results as instructed	<ul style="list-style-type: none"> Staff who test positive using the twice weekly Lateral Flow Devices required to book a PCR Test to follow up their result 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 	
PROBLEMS WITH TESTING PROCESS	Medium	Staff engage with testing process and results are submitted appropriately.	<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. Staff who test positive using the twice weekly Lateral Flow Devices required to book a PCR Test to follow up their result <ul style="list-style-type: none"> Staff informed as to the expectations regarding test days (Weds evening and Sunday evening) Staff informed of actions to take regarding reporting of results online as well as reporting of results to school <p>All staff given access to appropriate documentation to support the Testing Programme (e.g., video of testing procedure. https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ via SharePoint/via All Staff email</p> <ul style="list-style-type: none"> All staff notified of process to order supplementary tests. https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests Tests can be obtained from Drive Thru testing centres after 2pm daily. <ul style="list-style-type: none"> Participation in testing is STRONGLY RECOMMENDED in order to highlight and cut off any transmission of the virus. Staff who decline to participate in LFD testing programme must follow national guidelines on self-isolation and get tested with a PCR Test if they develop symptoms. 	<u>System of Controls 4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

			<ul style="list-style-type: none"> • <u>Positive Result</u>- If staff have a POSITIVE LFD test result, they should communicate the positive result to the school office rowangatewellingborough@rowangate.northants.sch.uk • Any staff member testing positive should arrange for a PCR Test as soon as possible and should share the outcome of the test result with LHC/JC • IN THE EVENT OF A POSITIVE TEST RESULT, YOU MUST ALSO INFORM LAURA AND JULIA BY TEXT • <u>Void Result</u>-If you have a Void result then repeat the test with a NEW test kit. (Do not reuse any part of the void kit). Report results to the gov.uk link above If you have 2 Void tests then self-isolate and arrange for a PCR test. • <u>Negative Result</u>- report results to the gov.uk link above 	
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 • Where a pupil lives with a member of a household who has tested positive they should remain at home for up to 10 days • A small number of pupils and students will still be unable to attend in line with public health advice to self-isolate. • Pupils, Staff and other adults should follow PHE advice on when to self-isolate and what to do. • There are some groups of children and young people who are at higher risk of severe illness from COVID-19. This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are clinically extremely vulnerable (<u>CEV</u>). They are no longer advised to shield. All <u>CEV</u> pupils and students should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. • Where a <u>CEV</u> pupil or student is unable to attend their education setting because they are complying with clinical or public health advice, the Remote Learning Plan will be put into place with daily class contact. • 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 	<u>System of Controls 1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

			accessing remote education. Liaison with social worker will take place if required. to maintain contact and offer support.	
CHILD OR ADULT SHOWS SYMPTOMS WHILST AT SCHOOL	Medium	All staff understand the symptoms of COVID-19 and follow school agreed process	<p>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 book a PCR Test to follow up their result</p> <p><u>STAFF MEMBER</u></p> <ul style="list-style-type: none"> • Staff report to Laura/Julia (or other SLT member in their absence) • Staff to journey home appropriately to obtain a Covid-19 PCR test and begin to self-isolate whilst awaiting results. • Symptomatic Staff member to inform SLT as soon as their result is received • SLT and Site Staff to ensure that NORSE are notified if the Isolation Space has been used for a child with Coronavirus Symptoms • NORSE to be notified if a member of staff or pupil who has been in school subsequently tests positive. • Follow Advice on cleaning spaces given by Public Health England. • Site Staff - rubbish which may have been contaminated: all waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive to follow the advice of Health England. • LHC to notify positive cases to Public Health England/NCC Covid cell. <p><u>PUPIL</u></p> <ul style="list-style-type: none"> • Child reported to Laura/Julia (or other SLT Member in their absence) • SLT to attend pupil and take their temperature, on the medication chair outside of the classroom whilst wearing PPE.(See Temperature Protocol- APPENDIX B • Where child has raised temperature (Above 37.5) or symptoms of COVID then pupil to be sent home. • Parents informed immediately and asked to collect immediately. <u>Pupil must not be sent home on school transport.</u> In the event that parent is unable to collect use minibus/SLT car and driver + staff member to wear PPE • At RGW Staff room and (sensory room on Wednesday) used as isolation room until parent collects. 	<u>System of Controls 1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

			<ul style="list-style-type: none"> • At RGE SENSORY ROOM used as isolation room until parent collects • At RG-T SENSORY ROOM used as an isolation room until parent collects. • advice is for child to be supervised by an adult wearing PPE (Mask, visor, gloves and apron) and sit 2 metres away. • A sign to be put on the Isolation room door to inform other staff not to enter the room. • Parents to keep child at home if they have a temperature of 37.5 degrees or higher and to seek advice from NHS 111. • Guidance states that determining temperature for a fever is 37.5' • The school nursing team recommend a cautious approach to pupils displaying any symptoms and parents will be advised to take their child home if they appear unwell. • PPE should be carefully removed and disposed of in the grey /lidded clinical waste bins with the yellow clinical bin liners, in line with Donning and Doffing guidance. • Anyone having contact with the unwell child must wash their hands thoroughly or use hand sanitiser. • The room and area around the person with symptoms must be thoroughly cleaned after they have left (This includes the PE Mat and the blanket) • The member of staff who has accompanied a pupil to the isolation room should perform the following before returning to class. <ul style="list-style-type: none"> ◇ Remove PPE and dispose of in the clinical bin in the Isolation room ◇ Wipe down all touchpoints and surfaces with antibac spray ◇ Thoroughly wash hands for 20 seconds with hot water • Laura to inform CofG • SLT and Site Staff to ensure that NORSE are notified when the Isolation Space has been used for a child with Coronavirus Symptoms • NORSE to be notified if a member of staff or pupil who has been in school subsequently tests positive. <p>SEE ALSO APPENDIX C</p>	
SIBLINGS AT ANOTHER SCHOOL REPORT UNWELL AND FAMILY CONFUSED AS TO APPROPRIATE ACTION	Medium	The school has the most recent information from government and this	<ul style="list-style-type: none"> • If someone they live with has tested positive for COVID-19, Parents will be given guidance about procedures and expectations. where there is a positive case in a household, families and staff are advised to put in place extra precautions to limit the risk of spreading/catching the virus to include 	<u>System of Controls 1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

		is distributed through school community	<p>remaining at home for up to 10 days, and access Remote Learning SEE ALSO APPENDIX C</p> <p>Even if do not have symptoms, recommendation is they should still:</p> <ul style="list-style-type: none"> • get a PCR Test • Follow advice on avoiding and spreading Covid-19 • Consider limiting contact with people (particularly those at risk) • Admin Team to track any absence related to virus. 	
STAFF DO NOT REPORT SICKNESS STAFF ARE UNWELL BUT ATTEND SCHOOL and STAFF ABSENCE INCREASES	Medium	National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting	<ul style="list-style-type: none"> • If someone they live with has tested positive for COVID-19, Staff should put in place extra precautions to limit the risk of spreading/catching the virus, 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 If staff are feeling unwell in any way they should avoid coming into school. • Remind staff of sickness policy (reporting to LHC AND JC by text by 7.30 am and leaving message on School Answerphone,) • Staff should notify LHC and JC by text when they are returning from a period of illness to enable effective management of staffing/notify parents • All Staff to inform LHC AND JC immediately of contact with anyone who has symptoms of virus/self-isolating/positive PCR result • 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 book a PCR Test to follow up their result • SLT to follow STAGE approach within Outbreak Management Plan if a member of a class has identified as positive for Covid-19 and this will inform what actions remainder of the class should take re isolation and testing 	<u>System of Controls 1,2,3,4</u>
INFECTION SPREAD IF STAFF COME IN CONTACT WITH STAFF MEMBERS FROM OTHER BUBBLES	Medium	Current advice is being adhered to by all staff and all visitors who are working with children	<ul style="list-style-type: none"> • Although swapping between sites should be kept to a minimum, members of staff may move between Sites • Members of SLT may enter classrooms providing other mitigating factors are in place (Social distance and ventilation) and they are wearing a mask, in order to carry out "Welfare/Wellbeing Walks" and check in with staff and pupils. 	<u>System of Controls 1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

			<ul style="list-style-type: none"> Rowangate Staff are strongly recommended to engage with the twice weekly Lateral Flow Device Testing Programme in order to limit asymptomatic spread of virus. The Staff Breakaway rooms remain closed for use except for the purpose of filling and refilling classroom flasks. (or using the laminator/photocopier) Staff who enter the room to fill the flasks MUST wipe down surfaces and handles touched with wipes/anti bac spray after filling their flask. Staff who use the photocopier or the laminator must wipe it down after use with Antibacterial wipes When moving around school staff should wash their hands prior to leaving the classroom/office and should then hand gel or wash hands on reaching their destination. Each member of staff has been issued with a small hand sanitiser bottle to wear on their lanyard. All staff should continue practising adequate social distancing at all times. Staff are strongly advised not to stand and chat with members of other bubbles at the start and end of the school day- All staff to continue maintaining social distance when collecting or returning children to school buses as well as when meeting and greeting pupils at the start and end of the school day. SLT will oversee loading and unloading of the school buses but will not actively engage with taking children from the buses or to class. Only one member of staff should stand by a taxi/bus doorway at any given time. Staff should continue to socially distance from bus escorts <p><u>USE OF SUPPLY STAFF</u></p> <ul style="list-style-type: none"> Supply staff from the school list of cover may be used to cover long term and short-term staff absence. Staff may be asked to move between the pair of classes in their “stretched bubble” in order to provide adequate staffing. Should any staff be asked to move from one stretched bubble to another they will be asked to carry out a LFD Test. <u>Long term absence of a member of staff</u> –a member of the Supply Team will be allocated to the bubble and will be available then to cover any absence within that bubble therefore maintaining integrity of the bubble. 	
--	--	--	--	--



Covid 19 Risk assessment for Rowan Gate Primary School

			<ul style="list-style-type: none"> • <u>Short term staff absence</u>-member of supply team must come in straight from home to start the cover and where possible should not be reallocated to another classroom during the period of the day that is not within their stretched bubble. • If Supply Member has other supply commitments within school, then these should be considered before allocating them to a different class as one off/emergency cover. 	
COVID-19 INFECTION IS BROUGHT INTO SCHOOL FROM MEDICAL APPOINTMENTS	Low	All staff understand the process to follow and adhere to the agreed protocols	<p>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 book a PCR Test to follow up their result</p> <p><u>ATTENDANCE AT APPOINTMENTS DURING SCHOOL DAY</u></p> <p><u>PUPILS</u></p> <ul style="list-style-type: none"> • On returning to school from appointments the pupil should be reminded to carry out appropriate hygiene measures such as hand washing/use of hand gel <p><u>STAFF</u></p> <ul style="list-style-type: none"> • On returning to school from appointments the member of staff should be reminded to carry out appropriate hygiene measures such as hand washing/use of hand gel • Where possible staff should try to arrange appointments at the end of the school day. 	<u>System of Controls 1,2,3,4</u>
COVID-19 INFECTION IS BROUGHT INTO SCHOOL ON ITEMS FROM HOME OR TRANSMITTED HOME VIA CONTACT WITH OBJECTS	Low	All staff understand the process and adhere to the agreed protocols.	<p><u>BAGS AND COATS</u></p> <ul style="list-style-type: none"> • Where developmentally appropriate for pupils Coats and Bags from home should be kept on the back of chairs or under desks. • Where this is not appropriate for the class then staff should take steps to ensure that there is space between bags and coats on pegs-to reduce the touching of items and also the mingling of pupils/staff • Pupils should not go to get coats or bags from the coat pegs at the same time and instead should do so as a staggered process. <p><u>BIRTHDAY CELEBRATIONS</u></p> <ul style="list-style-type: none"> • If parents wish to send in Birthday Cakes for their child, then these cakes should be pre-packaged cakes. • Packaging should be wiped down prior to eating in addition to hand washing taking place. 	<u>System of Controls 1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

			<ul style="list-style-type: none"> The cake should be eaten in the bubble/stretched bubble and should not be shared with other bubbles. Parents may send in sweets for their child's friends but again they should be pre-packaged and wiped down before distribution. 	
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 <p>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.</p> <ul style="list-style-type: none"> 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 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: 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 	<u>System of Controls 1,2,3,4</u>
RISK OF UNAVAILABILITY OF THIRD PARTY SERVICES				



Covid 19 Risk assessment for Rowan Gate Primary School

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> <u>1,2,3,4</u>
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> <u>1,2,3,4</u>
VISITORS TO SCHOOL JEOPARDISE THE INTEGRITY OF INDIVIDUAL BUBBLES	Low	Current advice is being adhered to by all staff and all visitors who are working with children	<p><u>VISITORS TO SCHOOL</u></p> <p><u>CONTRACTORS</u></p> <ul style="list-style-type: none"> 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. Contractors will be requested to wear masks whilst working in school. Cleaning should take place of the areas that the contractor has worked in/been in before staff or pupils re-occupy the space. <p><u>EXTERNAL VISITORS-THERAPISTS</u></p> <ul style="list-style-type: none"> For the most part External Visitors are limited to those who are performing a statutory or essential role (Educational Psychologist; Speech and Language 	<u>System of Controls</u> <u>1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

			<p>Therapists; Occupational Therapists; Physiotherapist; Play Therapist; Music Therapist) and need to visit the school to perform that role. Where therapists do attend school, they will be required to follow their own professional body RA as well as the External Professionals RA See APPENDIX A</p> <p>PARENTS</p> <ul style="list-style-type: none">• Prospective parents may visit the school to look around the site with a member of SLT but do not enter classes, instead viewing from the doorway.• Parents may attend stay and play sessions but will be recommended to wear masks.• Limits are currently placed on Parents/carers entering the school site.• Handovers take place from home to school in the open air.• Staff wear fluid resistant face coverings during handover periods at the start and end of the school day.• Parents will also be requested to wear face coverings at start and end of the day.	
--	--	--	---	--

See also Appendices A-D below:

Appendix A-Covid-19 Risk Assessment for visiting Therapists

Appendix B-Temperature Protocol

Appendix C-What to do if..

Appendix D- Stage Approach to Outbreak Management

Covid 19 Risk assessment for Rowan Gate Primary School



APPENDIX A

COVID-19 RISK ASSESSMENT FOR THERAPISTS WORKING IN SCHOOL

- *On their first visit to the school all therapists should meet a member of the SLT for a short briefing/familiarisation with current operating procedures.*
- *Therapists must enter the school via the Main Entrance and use Hand Sanitiser or wash their hands on arrival before signing in as well as before departing.*
- *They are requested to wear a face covering when moving around the school corridors and should follow the One Way Systems in place.*
- *In addition all external professionals that enter the school from outside and are therefore NOT part of the regular staff team within the setting will be request to wear a face mask when coming in close contact with children.*
- *Therapists(other than Music therapist and Play Therapist) will be required to work within the classroom space with pupils.*

Risk	Rating	Success criteria	Staff member responsible	System of Controls
National guidelines are updated and Therapist lapses in following advice	Low	Therapist has the most recent information from government	<ul style="list-style-type: none">• Therapist ensure regular checks are made with government website or as announcements are made.• Therapist to share any change in information as appropriate with schools	<u>System of Controls</u> <u>1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

Precautionary measures are not being followed by therapists	Low	Current advice is being adhered to by all therapists	<p>Therapists will make sure all children (and staff);</p> <ul style="list-style-type: none"> Follow any local protocols/ risk assessments Wash their hands thoroughly before entering therapy sessions and after using the toilet (or use hand sanitiser as appropriate) Avoid touching eyes, nose and mouth with unwashed hands <p>Therapists to reiterate message in sessions;</p> <ul style="list-style-type: none"> Cough or sneeze into a tissue or elbow, then throw 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 regularly or use hand sanitiser if washing facilities are not available. <p>Therapists will continue to work with all non-symptomatic children. Therapists will use well ventilated space as appropriate and frequent cleaning of objects and toys.</p> <p>Therapists will be vigilant with cleaning the therapy space, particularly when seeing more than one pupil within a session.</p> <p>Therapists will make professional judgements of risk in each case and decide what form of contact is required. This will be documented in individual's notes.</p> <p>If it is expected that;</p> <ul style="list-style-type: none"> social distancing cannot be maintained a non-symptomatic child presents behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or sneezing they require care that cannot be provided without close hands-on contact <p>then young people should continue to receive care in the same way, however, the use of appropriate PPE is recommended</p> <p>If PPE is required;</p> <ul style="list-style-type: none"> gloves and aprons are single use; masks are to be changed between sessions, groups or classes; eye protection to be cleaned between sessions, groups or classes if worn <p>This will be followed for donning and doffing PPE</p>	<p><u>System of Controls</u></p> <p><u>1,2,3,4</u></p>
---	-----	--	---	--



Covid 19 Risk assessment for Rowan Gate Primary School

Therapists are moving from one school/ setting/ group to another	Low	Current advice is being adhered to by all therapists	<ul style="list-style-type: none"> Therapists should inform Rowan Gate Primary School if they have worked in another school or setting on the day of their visit. Therapists will be particularly rigorous about hand washing and respiratory hygiene (catch it, bin it, kill it). Additional PPE, other than any normally used, is not required. However, its use is supported if the therapist feels more comfortable doing so. If a child or young person becomes symptomatic, follow local guidance. In addition to following local protocols and risk assessments, therapists will wash their hands or apply hand sanitiser on entering school and prior to working with children. Therapists will wash their hands or apply hand sanitiser prior to leaving school. Any essential equipment taken into school will be limited and will be cleaned or bagged up to be cleaned off site. Therapists will minimise the number of interactions wherever possible. Therapists will follow local procedures and recommendations and ensure they adhere to social distancing guidelines or wear appropriate PPE. In order to ensure adequate ventilation the first member of staff to enter a room should open at least one window. This should remain open for as long as the room is occupied. 	<u>System of Controls</u> <u>1,2,3,4</u>
Therapists are using equipment in multiple settings	Low	Current advice is being adhered to by all therapists	<ul style="list-style-type: none"> Only essential items will be taken into school and left in an appropriate place. Therapists will use school equipment and follow local guidance on cleaning and rotation of the equipment. Resources, including standardised assessments and therapy equipment, that needs to be shared between pupils will be cleaned meticulously between pupils, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics). 	<u>System of Controls</u> <u>1,2,3,4</u>
Therapists are working with children who may not understand or adhere to social	Low	Extra mitigations are put in place to reduce risk of transmission	<ul style="list-style-type: none"> Therapists will continue to work with all non-symptomatic children. Therapists will use well ventilated space as appropriate and frequent cleaning of objects and toys. Therapists will be vigilant with cleaning resources as well as wiping down touchpoints and surfaces at the end of each session 	<u>System of Controls</u> <u>1,2,3,4</u>



Covid 19 Risk assessment for Rowan Gate Primary School

<p>distancing</p> <p>Therapists are working with children who may not understand or adhere to precautionary measures, or who bite, spit or drool.</p>			<ul style="list-style-type: none"> Therapists will make professional judgements of risk in each case and decide what form of contact is required. This will be documented in individual's notes. <p>If it is expected that;</p> <ul style="list-style-type: none"> social distancing cannot be maintained (a non-symptomatic child presents behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or sneezing they require care that cannot be provided without close hands-on contact <p>then PPE is recommended, and previous advice should be followed.</p> <p>*masks must be IIR/fluid resistant. *</p>	
<p>Therapists do not report sickness</p>	Medium	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or childcare setting.</p>	<ul style="list-style-type: none"> Therapists who feel unwell should inform their own organisation and Rowan Gate Primary school (RGPS 01933 304970 & RGE 01933 351200) <ul style="list-style-type: none"> Therapist to inform own organisation immediately of close contact with anyone who has developed symptoms or tested positive for COVID-19; should be self-isolating or in quarantine 	<p><u>System of Controls</u></p> <p><u>1,2,3,4</u></p>
<p>Therapists are unwell but attend school</p> <p>Therapist absence increases</p> <p>Therapist has family member with symptoms</p>	medium	<p>If any of the below symptoms, then the therapist should have a test.</p> <p>Coronavirus symptoms:</p> <ul style="list-style-type: none"> A high temperature A new, continuous cough (a lot for more than an hour, 3 or more coughing episodes in 24 hours) A loss or change to your sense of smell or taste. 	<p>Staff/associates should follow any medical advice..</p> <p>If staff/associates display any symptoms of coronavirus they should;</p> <ul style="list-style-type: none"> immediately self-isolate seek to get a test follow government advice and recommendations 	<p><u>System of Controls</u></p> <p><u>1,2,3,4</u></p>
<p>Total school closure or local lockdown</p>	Medium	<p>Current advice is being adhered to by all therapists</p>	<ul style="list-style-type: none"> Therapists will continue to work remotely with teachers and pupils via their parents/guardians (where consent has been given) to support therapy goals. 	<p><u>System of Controls</u></p> <p><u>1,2,3,4</u></p>



Covid 19 Risk assessment for Rowan Gate Primary School

Therapist, teacher or child shows symptoms whilst at school	Medium	Therapists understand the symptoms of COVID-19 and follow agreed process.	<p>THERAPIST</p> <ul style="list-style-type: none"> • If symptoms develop at prior to starting work then therapist should isolate and seek a test. • If symptoms develop whilst at school the therapist should inform the head teacher (or other SLT member in their absence) and follow school procedure. They will need to self-isolate and journey home appropriately, then follow government advice and recommendations. Therapist to inform own organisation immediately of contact with anyone who; <ul style="list-style-type: none"> • Has symptoms of virus • Should be self-isolating or in quarantine • Has received a positive diagnosis • follow medical and government advice in these circumstances. <p>Therapist or their organisation to inform school immediately if therapist has positive diagnosis and follow Public Health England/ school's risk assessment and protocols.</p> <ul style="list-style-type: none"> • SLT and SITE STAFF to ensure that NORSE are notified if a room has been used by a Therapist with Coronavirus Symptoms • NORSE to be notified if a Therapist who has been in school subsequently tests positive. <p>PUPIL</p> <p>Child reported to teacher/headteacher/SLT Member immediately and follow local procedures.</p>	<p><u>System of Controls</u></p> <p><u>1,2,3,4</u></p>
---	--------	---	---	--

Covid 19 Risk assessment for Rowan Gate Primary School



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, please sit the child that you are concerned about on the medication chair outside your room and a member of SLT will come to the corridor to do this whilst wearing PPE.**

Temperatures should only be taken by Members of SLT.

- Member of SLT withl **a mask** which they will remove before leaving the classroom and dispose of in the grey lidded clinical waste bin.
- (In the case of more than one child in the same classroom requiring a temperature check it is not necessary for the member of SLT to change their Mask between children. However if visiting 2 separate classes then donning and doffing of PPE procedures should be applied.)
- Please notify the member of SLT if the pupil is showing Covid-19 symptoms:
 - high temperature
 - new and continuous cough
 - loss of, or change in, sense of smell or taste
- The member of SLT will ask you to take the pupil to the Isolation Room via the outdoors route 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.
- If you attend the Isolation Room with a pupil then you should open all windows in the room and **MUST** wear full PPE.
- Once the Child has left school you should wipe down ay surfaces/handles that the child has touched in the Isolation Room



Covid 19 Risk assessment for Rowan Gate Primary School

- You must dispose of your PPE in line with Donning and Doffing guidance and wash your hands thoroughly with warm water for 20 seconds.
- SLT and SITE STAFF to ensure that NORSE are notified if the Isolation Space has been used for a child with Coronavirus Symptoms
- NORSE to be notified if a member of staff or pupil who has been in school subsequently tests positive.
- Where a child is not showing symptoms of Covid-19 they may remain in class.
- The member of SLT will make the decision as to whether or not parents should be informed/whether the child should leave school.

APPENDIX C

WHAT TO DO IF.....	ACTION NEEDED	RETURN TO SCHOOL WHEN
MY CHILD HAS COVID-19 SYMPTOMS	DO NOT COME TO SCHOOL CONTACT SCHOOL TO INFORM US <ul style="list-style-type: none">• Your child should get a PCR test (one that is sent to a lab for the results)• A PCR Test is strongly advised for rest of household who should also self-isolate except those who are fully vaccinated; below the age of 18 years and 6 months; have taken part in or are currently part of an approved COVID-19 vaccine trial; they are not able to get vaccinated for medical reasons• Inform school immediately about the test result when you receive it	<ul style="list-style-type: none">• The PCR test comes back negative OR• a period of 10 days has passed since the symptoms started <u>and</u> the child feels well.
MY CHILD TESTS POSITIVE FOR COVID-19 ON PCR TEST	<ul style="list-style-type: none">• Your child should continue self-isolating for at least 10 days, counting from the day after their symptoms started• Members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive	<ul style="list-style-type: none">• Return to school after 10 days if no outstanding symptoms (except cough or loss/change of smell/taste as these can last for several weeks once the infection has gone)• they should not return until their temperature has returned to normal, or if they are otherwise unwell



Covid 19 Risk assessment for Rowan Gate Primary School

MY CHILD TESTS NEGATIVE FOR COVID-19 ON PCR TEST	<ul style="list-style-type: none"> Child, and members of their household and close contacts who are self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms 	<ul style="list-style-type: none"> Evidence of negative PCR Test is shared with school
MY CHILD IS ILL WITH SYMPTOMS NOT LINKED TO COVID-19	DO NOT COME TO SCHOOL CONTACT SCHOOL TO INFORM US <ul style="list-style-type: none"> Ring school on each day of illness 	<ul style="list-style-type: none"> 48 hours following the last bout of sickness or diarrhoea (as per school policy) Or when they have recovered from other illness
SOMEONE IN MY HOUSEHOLD HAS COVID-19 SYMPTOMS	CONTACT SCHOOL TO INFORM US <ul style="list-style-type: none"> Household member must get a PCR test (sent to lab for result) and should self-isolate PCR Test would be strongly advised and we ask that your child self-isolates. Remote Learning Plan will be activated. You may still wish to self-isolate the household Inform school immediately about the test result 	<ul style="list-style-type: none"> Pupil to self-isolate until the results of the PCR Test are known.
SOMEONE IN MY HOUSEHOLD TESTS POSITIVE FOR COVID-19	CONTACT SCHOOL TO INFORM US <ul style="list-style-type: none"> Household member who tests positive should isolate immediately. PCR Test would be strongly advised and we ask that your child self-isolates. Remote Learning Plan will be activated. You may still wish to self-isolate the household Inform school immediately about the test result 	<ul style="list-style-type: none"> <i>Pupil to self-isolate for 10 days</i>
NHS TEST AND TRACE HAS IDENTIFIED MY CHILD AS A CLOSE CONTACT OF SOMEBODY WITH SYMPTOMS OR CONFIRMED CASE OF COVID-19	CONTACT SCHOOL TO INFORM US <ul style="list-style-type: none"> all individuals are recommended to take a <u>PCR</u> test if advised to do so by NHS Test and Trace. children and young people should not attend school if they are displaying symptoms. we ask that your child self-isolates to prevent further transmission of the virus..` 	<ul style="list-style-type: none"> Pupil should not attend school if they display symptoms
NHS TEST AND TRACE HAS IDENTIFIED A HOUSEHOLD MEMBER(OTHER THAN MY CHILD) AS A CLOSE	<ul style="list-style-type: none"> The household member must self-isolate for 10 days unless exempt. The child can continue to attend school unless you chose for them to self-isolate 	<ul style="list-style-type: none"> Your child can continue to attend school unless you chose for them to self-isolate



Covid 19 Risk assessment for Rowan Gate Primary School

CONTACT OF SOMEBODY WITH SYMPTOMS OR CONFIRMED CASE OF COVID-19		
A SIBLING ATTENDING ANOTHER SCHOOL HAS BEEN SENT HOME TO SELF-ISOLATE DUE TO CLOSE CONTACT WITH A POSITIVE CASE IN THEIR SCHOOL	<ul style="list-style-type: none"> Sibling must self-isolate for 10 days RG child may continue to attend school 	<ul style="list-style-type: none"> Rowan Gate Pupil can continue to attend school
<p style="text-align: center;">RETURNING FROM TRAVEL ABROAD (Updated Dec 2021)</p> <p style="text-align: center;"><u>The Current government guidance on returning to the UK from travelling abroad can be found at:</u></p> <p style="text-align: center;">Travel to England from another country during coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p style="text-align: center;"><u>Current News information link</u></p> <p style="text-align: center;">Omicron: What are the new Covid rules for travelling to the UK? - BBC News</p>		
I HAVE TRAVELLED FROM A COUNTRY THAT REQUIRES ME TO QUARANTINE (BUT MY CHILD DID NOT TRAVEL)	<ul style="list-style-type: none"> The person who has travelled MUST NOT leave the house to do pickups, drop offs (please contact school if you need support getting your child to school) 	<ul style="list-style-type: none"> Child may continue to attend school
WE HAVE RECEIVED MEDICAL ADVICE THAT MY CHILD MUST RESUME SHIELDING	<ul style="list-style-type: none"> DO NOT COME TO SCHOOL CONTACT SCHOOL TO INFORM US Shield until you are informed that restrictions have been lifted and shielding has been paused 	<ul style="list-style-type: none"> You receive medical advice that your child can return to school Restrictions have been lifted and you may return to school
MY CHILD'S BUBBLE HAS CLOSED DUE TO A COVID-19 OUTBREAK IN SCHOOL	<ul style="list-style-type: none"> Child must not come to school Support your child at home with remote education provided by the school Your child will need to self-isolate for 10 days Other siblings may continue to attend school 	<ul style="list-style-type: none"> School inform you via PARENTMAIL that the bubble will be reopened

Covid 19 Risk assessment for Rowan Gate Primary School

