

Covid 19 Risk assessment for Rowan Gate Primary School



Created on: 9 Oct 2020

Updated on: 4 Nov 2020

Review by: 20 Nov 2020

This Risk Assessment should be read alongside the Staff Instructions document and the Parent Guide which details in greater depth how individual bubbles prevent risk from Covid-19.

SYSTEM OF CONTROLS: PREVENTION

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

RESPONSE TO ANY INFECTION

Response to any infection

- 9) Engage with the NHS Test and Trace process.
- 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.



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11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

RISKS TO WHOLE SCHOOL PRACTICE

Risk	Rating	Success criteria	Staff member responsible/Actions	System of Controls
National guidelines are updated daily and school lapses in following advice	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 daily checks are made with Government website Shirley to ensure daily 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, SLT will be carrying out daily risk assessments and will not operate a class if staffing levels are compromised and there is no cover option available If a member of staff /pupil lives with someone who tests positive. They follow government procedure which is to isolate for 14 days. They should alert the SLT at the earliest possible time and by 7.30am at the latest and SLT will need to act on this information and this may necessitate the closure of that bubble Staff or pupils should not come into school if they have had direct contact with someone who has tested positive. They should follow Government guidelines and should self-isolate for 14 days. Staff and Pupils will be advised to have a Covid19 test if displaying symptoms of COVID-19 and they (or anyone else in their household) must not come into school if they have Covid-19 symptoms or have tested positive in the last 10 days. 	<u>System of Control</u> <u>1,2,3,4,5,6,7,8,9,10,11</u>

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			<ul style="list-style-type: none"> System of Controls Prevention (1-8) and Response to Infection(9-11) to be adhered to. 	
Precautionary measures are not being followed in school	Low	Current advice is being adhered to by all children and all staff working with children.	<ul style="list-style-type: none"> Posters around school including entrances, school reception and in each classroom 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 To avoid touching eyes, nose and mouth with unwashed hands <p>Teachers to reiterate message in class:</p> <ul style="list-style-type: none"> 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 Nick and Gary to ensure all bathroom facilities are well stocked – twice a day – with soap Nick and Gary 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. Michelle to share instruction with families around hand washing via website and newsletter Nick to follow Cleaning Guidelines as shared by DfE and/or NHS with Norse on the cleaning products we should be using in school to ensure that these meet necessary standards Nick to provide antibacterial wipes/sprays for each class for wiping surfaces as required. 	<u>System of Control</u> <u>1,2, 3, ,4,5,6, 7,8</u>



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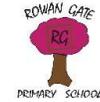
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			<ul style="list-style-type: none">• Rowan Gate Primary School and NORSE to share respective Covid-19 Risk Assessments to ensure compatibility.• Nick/NORSE to ensure cleaners resources are adequate and door handles, doors, toilet space, table tops, carpets are all cleaned thoroughly – (clean and disinfect frequently touched objects and surfaces)• Additional cleaning by NORSE to also take place during the mid-part of the school day to ensure toilets and touchpoints/doors have been cleaned• Nick and Gary to ensure at least 2 boxes of tissues per classroom and parents encouraged to send their children in with own tissues.• <u>Transfer of children between school and parents to take place outside of the building at all times</u>• The number of resources will be reduced in classes and staff will be able to wipe down those resources that have been used.• Items can be shared within the classes although the number of items available will be limited/may be shared out. 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.• 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. <u>All staff are required to read and watch the “Donning and Doffing of PPE” guide published by Public Health England. This must be done on the first day in school.</u>• <i>As an SLT we would like to ensure that staff feel comfortable that actions have been taken to minimise risk and therefore</i>• Each class will have their own stock of masks, gloves, aprons as well as hand gel and anti-bacterial spray/cloths.	
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			<ul style="list-style-type: none"> • Each class will have sufficient visors which should be cleaned with the above products after use. • Please advise Nick/Gary in a timely fashion if stocks are getting low. (WeAreEvery.com) • PPE may be worn by staff at any time if they wish • PPE (Mask, gloves, apron issued by school) MUST be worn when carrying out toileting/intimate care • Masks/aprons and gloves should be disposed of in the Grey Lidded Clinical Waste bins provided after the loops have been broken. • You should wear PPE when pupils are shouting, singing, spitting or screaming, this means everyone in the room needs to be in visors AND fluid resistant masks. This is because these actions/behaviours are aerosol generating. • If staff are unsure whether this applies to their class situation they should take advise from SLT. • All staff to wear face coverings/masks when moving around the corridors of school • Staff to wear face coverings when collecting pupils from parents at the front of school and from school transport • Staff are advised to wear personal masks/face coverings in corridors and in the staffroom. • Where disposable masks have been used they should be placed in the lidded bins in your classroom after the loops have been broken away from the mask Any visitors to school will be requested to wear a mask. • 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. 	
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			<ul style="list-style-type: none"> 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 Arrival at school/end of day will be staggered with children disembarking from transport last (9.15/3.15). Very few children will access transport due to limited availability of transport. 1 way route in place on site at RGW as well as 2m distancing spots which has been agreed with the other schools on site. <p><u>VISITORS TO SCHOOL</u></p> <ul style="list-style-type: none"> <u>CONTRACTORS</u> 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. <u>EXTERNAL VISITORS-THERAPISTS</u> For the most part External Visitors are limited to those who are performing an statutory or essential role 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 	
Specific guidelines regarding Sport & School Trips are not followed	Low	National guidelines state that after sport activities – children must wash hands and after any travel on	<p><u>Sport</u></p> <ul style="list-style-type: none"> Formal PE sessions not currently taking place indoors as the school halls are out of use-please make use of additional break times and consider taking children across to Eastfield Park(RGW) or Spencer park(RGE) for Weekly Mile/ Walks around school area RA in place and shared with all teachers 	<p><u>System of Control</u> <u>1,2, 3,4,5,6,8</u></p>



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		public transport – this is adhered to by all staff leading sport events	<ul style="list-style-type: none"> 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"> All school trips except those within walking distance have been cancelled until further notice. 	
Issues with ventilation create additional risks for Pupils and Staff	Medium	Adequate ventilation is facilitated in school	<ul style="list-style-type: none"> It is important to ensure good ventilation. <u>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.</u> Doors may be propped open as long as they are not fire doors and where it is safe or appropriate to do so. In the event of an emergency evacuation(eg fire drill) all doors should be closed on exiting the 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. Teaching Staff to ensure that children are having opportunities to move around to increase body heat. 	<u>System of Control</u> <u>1,2,3,4,5,8, 10,11</u>

RISK OF VIRAL EXPOSURE				
Risk	Rating	Success criteria	Staff member responsible/Actions	System of Controls
Vulnerable children & adults in the school are exposed to illness	Medium	School communicate appropriately with their most vulnerable children, Health care plans are updated and	<ul style="list-style-type: none"> SLT identifies through internal Risk Assessments and RA by School Nurse/Paediatrician/Social Workers the most vulnerable children and staff from current medical information Jane to liaise with all families on list above to carry out case by case risk assessment. 	<u>System of Control</u> <u>1,2, 3, 4,5,6, 7, 8,9,10, 11</u>

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		instructions of school nurse followed	<ul style="list-style-type: none"> Jane to share agreed actions with relevant class teachers Alternative support mechanisms may need to be put in place for some pupils Where risks cannot be mitigated against parents will be spoken to and alternative arrangements may be put in place. 	
Child or adult shows symptoms whilst at school	Medium	All staff understand the symptoms of COVID-19 and follow school agreed process	<p>STAFF MEMBER</p> <ul style="list-style-type: none"> Staff report to Laura/Julia(or other SLT member in their absence) Admin Team Staff to get advice from NHS111 immediately & the Public Health England team. Follow Advice on cleaning spaces will be given by Public Health England. Nick and Gary: Advice on 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 ties, 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. Staff to begin to self-isolate – journey home appropriately Symptomatic Staff member to obtain a Covid-19 test and inform SLT as soon as their result has been given. Ensure current(September) NCC notification process is followed SLT and Nick Parkin/Gary Zoboky 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. <p>PUPIL</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) 	<p>System of Control <u>1,2, 3, 4,5,6, 7, 8,9,10, 11</u></p>

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			<ul style="list-style-type: none"> • Parents informed immediately and asked to collect 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 • At RGW MUSIC THERAPY ROOM used as isolation room until parent collects. • At RGE OLD PHOTOCOPIER ROOM used as isolation room until parent collects • If required use a PE mat and blanket for the child – advice is for child to be supervised by an adult wearing PPE – to sit 2 metres away. • A sign to be put on the Isolation room door to inform other staff not to enter the room. • Room to be isolated • Adult and child should avoid touching people, surfaces or objects and the member of staff should be wearing PPE (Mask, gloves and apron) • 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 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. • We will be advising the use of Test, track and trace in line with government guidelines • PPE should be carefully removed and disposed of in the grey /lidded clinical waste bins, 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) • Laura to inform CofG 	
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			<ul style="list-style-type: none"> • SLT and Nick Parkin/Gary Zoboky to ensure that NORSE are notified if the Isolation Space has been used for a child with Coronavirus Symptoms • Nurse 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 is distributed through school community	<ul style="list-style-type: none"> • Laura to gain updated advice from Public Health England and Coronavirus hotline – to inform family immediately • Laura/Julia-communication with families reiterate message of gaining advice from NHS 111 • Admin Team to track absence related to virus. • Parents will be given guidance about procedures and expectations. SEE ALSO APPENDIX C 	<u>System of Control</u> <u>9,10,11</u>
Staff do not report sickness Staff are unwell but attend school 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"> • SLT will be carrying out daily risk assessments and will not operate a class if staffing levels are compromised and there is no cover option. • Remind staff of sickness policy (reporting to LHC AND JC by text by 7.30 am and leaving message on School Answerphone,) • All Staff to inform LHC AND JC immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses – SLT to follow medical advice immediately • In light of staff absence <ul style="list-style-type: none"> ○ School will use supply cover where possible ○ 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. ○ Follow latest Government Guidance re isolation and testing. (Test, Track and isolate) ○ Where school is unable to provide safe ratios within individual classes to support children – parents may be asked to keep children from that class 	<u>System of Control</u> <u>1,2, 3, ,4,5,6, 7, 8,9,10, 11</u>

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			<p>at home. HT to speak to CofG regarding the safety of the school remaining open.</p> <ul style="list-style-type: none"> ○ Activate Remote Learning Policy for individual pupils or whole bubble as necessary. ○ 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 ○ In the event of total School closure with staff & children unable able to access education in school initiate Remote Learning Policy. 	
Infection spread if staff move between bubbles to cover staff absence	Medium	Current advice is being adhered to by all staff and all visitors who are working with children	<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. • <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. • <u>Short term staff absence</u>-member of supply team must come in straight from home to start the cover and should not be reallocated from another classroom during the period of the day. • 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. 	<p><u>System of Control</u> <u>1,2,3,4,5,6, 7,8.</u></p>
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><u>ATTENDANCE AT APPOINTMENTS DURING SCHOOL DAY PUPILS</u></p> <ul style="list-style-type: none"> • Children who attend a hospital appointment during the school day should not return to school on that day but may return the following day. • If pupils attend an appointment which involves low risk procedure (eg blood test at Isebrook/Nene Park) then may return to school following appropriate hygiene measures being taken. 	<p><u>System of Control</u> <u>1,2,3,4,5,6, 7,8.</u></p>

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			<ul style="list-style-type: none"> Parents/Class Teacher should seek guidance from SLT if in doubt. <p>STAFF</p> <ul style="list-style-type: none"> Where Staff are required to attend a hospital during the school day they should NOT return to the school site following their appointment and should Work from Home for the remainder of the day. Staff will be paid for the day Where staff are required to attend blood test appointments they may return to school following the appointment provided they have changed clothes and showered/washed. Where possible staff should try to arrange appointments at the end of the school day. 	
Pupil requires Aerosol Generating procedure (AGP) whilst in school	Medium	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 people who require sporadic care, such as urgent tracheostomy tube suction, 	<u>System of Control</u> <u>1,2, 3, ,4,5,6, 7, 8,9,10, 11</u>



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			<p>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 	
A bubble has closed 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"> Children and staff must not come to school and should self-isolate for 14 days. If symptoms develop then a Covid-19 test should be taken Class Teacher/Level 3 to provide learning in line with school Remote learning Plan Parents to support their child to engage with remote education provided by the school. School to notify families when the bubble will be reopened 	<u>System of Control</u> <u>1,2,3,4,5,6,7,8,9,10,11</u>

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"> From 2nd November 2020 hot lunches to be provided in thermal boxes-1 per class(food pre plated) RGW- Classes to collect boxes from external kitchen door at 12.30/RGE Lunches to be delivered by Lunchtime supervisor to outside each classroom door. SLT to assist with deliveries in the absence of LTS/available staff Those families who are eligible to receive FSM. Most children are bringing their own lunches All children are bringing their own snacks/drinks to school. 	<u>System of Control</u> <u>1,2,3,4,5,6,7,8,9,10,11</u>
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			<ul style="list-style-type: none"> • Staff in each class have allocated “breakaway” spaces which they can use. (But must ensure that a member of another class is not also using designated space. Staff must wipe down surfaces, wash and dry up utensils used)) 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 	
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> <ul style="list-style-type: none"> • <u>CONTRACTORS</u> • 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. <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 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><u>PARENTS</u></p> <ul style="list-style-type: none"> • Parents are not currently permitted to enter the school site. • Handovers take place from home to school in the open air. • Staff wear face coverings during handover periods 	



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See also:

Appendix A-Covid-19 Risk Assessment for visiting Therapists

Appendix B-Temperature Protocol

Appendix C-What to do if..



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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 should 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 required to wear a face mask when coming in close contact with children.*
- *Therapists (other than Music 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 Control 1,2, 3, 4,5,6, 7, 8,9,10, 11</u>
Precautionary measures are not being followed by therapists	Low	Current advice is being adhered to by all therapists	Therapists will make sure all children (and staff); <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 Therapists to reiterate message in sessions;	<u>System of Control 1,2, 3, 4,5,6, 7, 8,9,10, 11</u>



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			<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 or outdoor space as appropriate and frequent cleaning of objects and toys. Therapists will be vigilant with cleaning. 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 (maintaining 2m distance or 1m with a face covering) • 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 will be required as directed in table 4.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879111/T4_poster_Recommended_PPE_additional_considerations_of_COVID-19.pdf</p>	
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			<p>*masks must be IIR/fluid resistant.*</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>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster.pdf</p>	
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 recommended. 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. 	<u>System of Control 1,2,3,4,5,6,7,8,9,10,11</u>



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			<ul style="list-style-type: none"> 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. 	
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). 	<i><u>System of Control</u></i> <i><u>1,2,3,4,5,6,7,</u></i> <i><u>8,9,10,11</u></i>
Therapists are working with children who may not understand or adhere to social distancing Therapists are working with children who may not understand or adhere to precautionary measures, or who bite, spit or drool.	Low		<ul style="list-style-type: none"> Therapists will continue to work with all non-symptomatic children. Therapists will use well ventilated or outdoor space as appropriate and frequent cleaning of objects and toys. Therapists will be vigilant with cleaning. 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 (maintaining 2m distance or 1m with a face covering) 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 required, and previous advice should be followed. *masks must be IIR/fluid resistant.*</p>	<i><u>System of Control</u></i> <i><u>1,2,3,4,5,6,7,</u></i> <i><u>8,9,10,11</u></i>



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Therapists do not report sickness	Medium	National Guidelines: People who feel unwell should stay at home and should	<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) Therapist to inform own organisation immediately of close contact (more than 15 minutes within 2 metres without PPE) with anyone who has; 	<i>System of Control</i> <u>1,2,3,4,5,6,7,8,9,10,11</u>
Therapists are unwell but attend school Therapist absence increases Therapist has family member with symptoms		not attend work or any education or childcare setting. If any of the below symptoms, then the therapist should have a test. Coronavirus symptoms: <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. 	<ul style="list-style-type: none"> symptoms of coronavirus should be self-isolating or in quarantine received a positive diagnosis of coronavirus <p>Staff/associates should follow any medical advice.. 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 	<i>System of Control</i> <u>1,2,3,4,5,6,7,8,9,10,11</u>
Total school closure or local lockdown	Medium	Current advice is being adhered to by all therapists	<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. 	<i>System of Control</i> <u>1,2,3,4,5,6,7,8,9,10,11</u>
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 	<i>System of Control</i> <u>1,2,3,4,5,6,7,8,9,10,11</u>

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			<p>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 (more than 15 minutes within 2m without PPE) with anyone who;</p> <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><i>Therapist or their organisation to inform school immediately if therapist has positive diagnosis and follow Public Health England/ school's risk assessment and protocols.</i></p> <ul style="list-style-type: none"> • SLT and Nick Parkin/Gary Zoboky to ensure that NORSE are notified if a room has been by a Therapist with Coronavirus Symptoms • Norse to be notified if a Therapist who has been in school subsequently tests positive. <p>PUPIL Child reported to teacher/headteacher/SLT Member immediately and follow local procedures.</p>	
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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, 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 will be required to wear PPE (Apron, Gloves and 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 PPE 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 wear full PPE.
- Once the Child has left school you should wipe down any surfaces/handles that the child has touched in the Isolation Room
- 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 Nick Parkin/Gary Zoboky to ensure that NORSE are notified if the Isolation Space has been used for a child with Coronavirus Symptoms**
- **Nurse 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 a decision as to whether or not parents should be informed/whether the child should leave school



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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 Self-isolate the whole household Get a test Inform school immediately about the test result	The test comes back negative or a period of 10 days have passed since the symptoms started and the child feels well.
My child tests positive for Covid-19	DO NOT COME TO SCHOOL CONTACT SCHOOL TO INFORM US Agree an earliest date for possible return(minimum 10 days) Self-isolate the whole household	10 days have passed since the symptoms began even if they still have a cough /loss of taste/smell (these symptoms last for several weeks) AND the child feels well
My child tests negative for Covid-19	CONTACT SCHOOL TO INFORM US Discuss when your child can come back (same day/next day)	... the test comes back negative
My child is ill with symptoms not linked to Covid-19	DO NOT COME TO SCHOOL CONTACT SCHOOL TO INFORM US Ring on each day of illness	After 48 hours following the last bout of sickness or diarrhoea(as per school policy)
Someone in my household has Covid-19 symptoms	DO NOT COME TO SCHOOL CONTACT SCHOOL TO INFORM US Self-isolate the whole household Household member to get a test Inform school immediately about the test result	The test comes back negative
Someone in my household tests positive for Covid-19	DO NOT COME TO SCHOOL CONTACT SCHOOL TO INFORM US Self-isolate the whole household	The child has completed 14 days of self-isolation

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	Agree an earliest date for possible return(minimum 14 days)	
NHS test and trace has identified my child as a close contact of somebody with symptoms or confirmed case of Covid-19	DO NOT COME TO SCHOOL CONTACT SCHOOL TO INFORM US Agree an earliest date for possible return(minimum 14 days)	The child has completed 14 days of self-isolation
WHAT TO DO IF.....	ACTION NEEDED	RETURN TO SCHOOL WHEN
NHS test and trace has identified a household member(other than my child) as a close contact of somebody with symptoms or confirmed case of Covid-19	The household member must self-isolate for 14 days The child can continue to attend school	Child can continue to attend school
A sibling attending another school has been sent home to self-isolate due to there being a positive case in their school	Sibling must self-isolate for 14 days RG child may continue to attend school	Child can continue to attend school
My child has travelled abroad from a country/countries that is NOT on the exempt list of countries	IF RETURNING FROM A DESTINATION WHERE QUARANTINE IS NEEDED* Minimum 14 days self-isolation for all those who travelled Contact school to inform us you are now back in the country We will agree and earliest date for possible return to school Self-isolate the whole household https://www.gov.uk/guidance/travel-advice-novel-coronavirus	The quarantine period of 14 days has been completed



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My child has travelled abroad from a country/countries that IS on the exempt list of countries	IF RETURNING FROM A DESTINATION WHERE Quarantine IS NOT NEEDED : check the current <u>exempt-countries-and-territories-list</u> To confirm the countries you have travelled from or through is on the exemptions list. Ring school to confirm you have returned to the UK and agree a return to school date.	You have informed the office of your return to the UK (The office will ask you a few questions about your travel)
I have travelled from a country that requires me to quarantine (but my child did not travel)	As long as you do not have/have not had symptoms in the last 14 days your child can continue to attend school 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)	Child can continue to attend school
WHAT TO DO IF.....	ACTION NEEDED	RETURN TO SCHOOL WHEN
We have received medical advice that my child must resume shielding	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	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	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 14 days Other siblings may continue to attend school	School inform you that the bubble will be reopened
I am unable to get a test for someone in the household who has symptoms	If you are not able to get a test in the first 5 days of having symptoms your child and anyone they live with must stay at home and self-isolate for 14 days. Anyone in your support bubble must stay at home	The child has completed 14 days of self-isolation



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