



COVID 19 Risk assessment September 2021

Update January 2022

This applies whether vaccinated or not:

If you have a positive LFD test but NO symptoms:

You no longer need a PCR test to confirm.

Staff report this result to NHS and inform Mrs May.

You take the day of the positive test as day 0.

On day 5 you take a further LFD test. **Staff should report this result to Mrs May – whether positive or negative.** This **must** be taken early enough in the morning that you can return to work on day 6 if both tests are negative.

24 hours later, on day 6, you take a further LFD test. **This result must be reported to Mrs May so we know whether you will be in work.**

If your test on day 5 **and** day 6 were both negative you return to work on day 6 (therefore you **must** take the tests early enough in the morning both days).

If either test is positive you continue testing until you have 2 negative tests 24 hours apart OR on day 10 (whichever is sooner). **You must continue to let the school contact know your LFD result each day.**

This only applies if you **are** double-vaccinated (and at least 2 weeks have passed since your second jab):

If someone in your household tests positive or you have close contact with someone who tests positive:

You **do not** need to isolate.

Take daily lateral flow tests for 7 days **or** until 10 days after contact with the person (whichever is longer). If one of these is positive or you develop symptoms then please follow advice above. If these remain negative you can continue working.

If you are **not** double-vaccinated (or 2 weeks have not passed since your second jab):

If someone in your household tests positive or you have close contact with someone who tests positive:

You need to isolate **immediately**. If you have been contacted by Test & Trace **email the message to the school.**

Take a LFD test. If you test positive, see the advice above. If negative, you must still continue to isolate (this also applies if you take a PCR test).

If unsure, contact 119 for advice as to how long your isolation period should be. This is likely to be 10 days, although this may change if anyone further in your household tests positive. **Keep us updated as to when you can return to work.**

This applies whether vaccinated or not:

If you have symptoms (with or without a positive LFD test):

Isolate and book a PCR test and **inform the school contact**. If at all possible **please** book a walk-in test as a key worker in order that you get results back more quickly.

When you receive the email with results, **send to School**. If negative, return to work as soon as possible (including coming in late that day if received late morning).

If positive, take the day of the onset of symptoms as day 0.

On day 5 you take a further LFD test. **Please report this result to school contact – whether positive or negative.** This **must** be taken early enough in the morning that you can return to work on day 6 if both tests are negative.

24 hours later, on day 6, you take a further LFD test. **This result must be reported to school contact 7:00-7:20am so we know whether you will be in work.**

If your test on day 5 **and** day 6 were both negative and you don't have a temperature you return to work on day 6 (therefore you **must** take the tests early enough in the morning both days!).

If either test is positive you continue testing until you have 2 negative tests 24 hours apart OR on day 10 (whichever is sooner and as long as you don't have a temperature). **You must continue to let the school know your LFD result each day.**

If you are still unwell then you report your absence as you usually would (by 2pm each day).

The key message will remain the same and should be used regularly and routinely by all staff – “Safe space and clean hands”.

Description of Activity	COVID 19 Secure Educational Settings Full opening following Lockdown 3 RISK ASSESSMENT		
Location	The Rowans AP Academy		
Completed by	Caron Johnson		
Date of Assessment	May 2021	Review Date	On-going*

What are the hazards?	Who & how might someone be harmed?	What have we done to control risks?	Risk Rating L / M / H	Action by who	Date Completed
<p>Coronavirus (COVID-19) (CV19) related schools/areas of schools shut due to pandemic</p> <p><i>Poor hand and respiratory hygiene</i></p>	<p>Staff, pupils, visitors</p> <p>Poor hand and respiratory hygiene causing severe infection/disease, sickness, and death</p>	<p>Hand and Respiratory Hygiene</p> <ul style="list-style-type: none"> The Rowans continues with the strict regime of regular thorough hand washing This is encouraged at the start of the day and at set times during the day, especially before and after breaks/lunch Raising the profile of the importance and how to wash hands thoroughly, for at least 20 seconds with running water and soap supported by alcohol hand sanitiser. Ensuring all parts of the hand are covered Promoting the importance of not only washing hands, but the need to thoroughly dry hands Toilets having sufficient supply of paper towels or hand driers, and regular cleaning and emptying of waste Appropriate hand wash stations, alcohol hand sanitiser, managed and monitored to ensure adequate replenishment <p>Respiratory hygiene</p> <ul style="list-style-type: none"> We continue with the promotion of the ‘catch it, bin it, kill it’ approach We continue to teach the importance of hygiene and infection control. Regular reminders and information sharing including displays in classrooms will continue. 	Low	All parties	Sept 2021
<p><i>Poor cleaning standards</i></p>	<p>Staff, pupils, visitors</p> <p>Poor cleaning standards attributing to contact transmission</p>	<p>An increased formal cleaning regime has been implemented, employees are cleaning equipment more often and key areas and touch points are identified and form part of the specified cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.)</p> <p>All staff have been given their own cleaning wipes and hand sanitiser in order to maintain hygiene in their areas.</p>	Low	All staff and pupils	Sept 2021

	causing severe infection/disease, sickness, and death	<p>Hand sanitisers have been placed in classrooms and entrances and in all areas of the school.</p> <p>Extra hygiene requirements (handwashing etc.) enforced</p> <p>Multi-use handtowels are not to be used to dry hands.</p> <p>Confirmed cases of work-related CV-19 to be reported via usual accident procedure.</p> <p>Potential for RIDDOR report to HSE.</p> <p>All cases to be reported to the Local Authority</p> <p>Review any further cleaning regime in light of potential outbreaks, and have this as a contingency plan</p> <p>Ensure the correct cleaning products are being used for infection control covid-19</p>			
Poor ventilation	<p>Staff, visitors</p> <p>Poor ventilation transmission causing severe infection/disease, sickness, and death</p>	<p>The screen barrier has been re-erected in the lobby area, shielding the office staff.</p> <p>Keep occupied spaces well ventilated</p> <ul style="list-style-type: none"> • We open windows and/or increase/operate air flow building management systems when the school buildings are first opened in the morning • CO2 monitors are being used in our ventilation review to assist in our risk control measures • All ventilation systems have been serviced and maintained as per statutory/manufacture requirements • We open doors from outdoor to internal corridor and room doors to create a good air flow, fire doors are not propped open, only opened with door guards or mag-holders so that they would release in the event of fire (fire alarm) • As the winter months approach we continue to balance the need for ventilation and temperature control following HSE guidance, this includes opening windows just enough to provide constant background ventilation and then opened fully during breaks and when the room is not being used to purge the air in the space. Opening higher level windows in preference to lower level to reduce draughts 	Low	Leadership Team FA	Sept 2021
Poor management of cv19 confirmed cases	<p>Staff, pupils, visitors</p> <p>Poor management of CV19 symptoms, confirmed cases, attributing to transmission causing severe infection/disease, sickness, and death</p>	<p>Following public health advice on testing, self-isolation and managing cases of COVID-19</p> <ul style="list-style-type: none"> • Pupils/staff/others will follow the PH advice on when to self-isolate, link covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ • Anyone with cv19 symptoms must not come into school • Anyone with a positive test or have been told to quarantine must not come into school • The school must be notified of any cv19 symptoms, and confirmed test results as soon as possible • Anyone in school that develops these symptoms however mild, will be sent home and must follow public health advice, avoiding public transport wherever possible and be collected by a member of their family or household (re: pupil with symptoms) 	Low	All staff	Sept 2021

		<ul style="list-style-type: none"> • A designated room (next to room 5) to locate suspected covid-19 individual with protocol in place, good ventilation, good space separation, whilst still being looked after, if close contact required we use face mask FP2, full visor, and disposable gloves • Staff must book a test on the day on which the symptoms are reported • Designated staff have been trained in the control and management of those with identified covid-19 symptoms and have a supply of PPE • The school refuse pupil entry to school if we believe they present an infection control risk such as having symptoms but their parents still insisting to send into school • We will support remote work and education for those isolating <p>When to self-isolate</p> <ul style="list-style-type: none"> • Self-isolate straight away and get a PCR test (a test that is sent to the lab) on GOV.UK as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild: <ul style="list-style-type: none"> A. a high temperature B. a new, continuous cough C. a loss or change to your sense of smell or taste • Self-isolation includes the day your symptoms started or the day you had the test if you had no symptoms, and the next 10 full days <p>You should also self-isolate straight away if:</p> <ul style="list-style-type: none"> • you've tested positive for COVID-19 – this means you have the virus • someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you) • you've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app <p>Information: You may need to quarantine when you arrive in England from abroad. Check the quarantine rules when entering England on GOV.UK</p> <p>When you do not need to self-isolate</p> <ul style="list-style-type: none"> • If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> A. you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS B. you're under 18 years, 6 months old C. you're taking part or have taken part in a COVID-19 vaccine trial 			
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		<p>D. you're not able to get vaccinated for medical reasons</p> <p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> • get a PCR test on GOV.UK to check if you have COVID-19 • follow advice on how to avoid catching and spreading COVID-19 • consider limiting contact with people who are at higher risk from COVID-19 <p>Asymptomatic testing</p> <ul style="list-style-type: none"> • Pupils will receive 2 on-site lateral flow tests 3 to 5 days apart on their return to autumn term in school. • Staff should continue to complete twice weekly testing until informed otherwise <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> • Staff and pupils with a positive LFD test should self-isolate in line with the stay at home guidance, link stay-at-home-guidance and should get a free PCR test. Link to test https://www.gov.uk/get-coronavirus-test • Whilst awaiting PCR test, you must continue to self-isolate • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school as long as the individual doesn't have any cv19 symptoms 			
CEV children	Individual medical conditions may be at higher risk of infection causing severe infection/disease, sickness, and death	<ul style="list-style-type: none"> • All pupils including CEV should attend school, with the only exceptions of those who are specifically instructed not to by their clinician or specialist • We continue to follow the guidance on supporting pupils with medical needs, and have specific risk assessments and pupil profiles in place. Link supporting-pupils-at-school-with-medical-conditions--3 	Low	All staff Leadership Team	Sept 2021
Contractors	<p>Staff, pupils, visitors</p> <p>Poor contractor infection control standards causing severe infection/disease, sickness, and death</p>	<ul style="list-style-type: none"> • Contractors are approved and managed by the school • We request their risk assessments as part of our normal contractor health and safety management, and review their cv19 control measures • We try and isolate and separate their work away from staff and pupils • We manage and monitor all contractors on site <p>Unsafe work including CV19 infection control will be stopped immediately and reviewed with senior management</p>	Low	FA CD All staff	Sept 2021
School workforce	<p>Staff, pupils, visitors</p> <p>Poor cleaning standards attributing to</p>	<p>CEV staff</p> <ul style="list-style-type: none"> • CEV staff are advised to follow as a minimum the same advice and guidance as everyone else. Link https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	Low	CD FA Leadership Team	Sept 2021

	contact transmission causing severe infection/disease, sickness, and death	<ul style="list-style-type: none"> We continue to ensure good adequate ventilation, good hygiene and cleaning, are applied strictly. We continue to support individuals/groups by ensuring: <ol style="list-style-type: none"> Stressing the importance of individual and wider workforce engagement, buy-in and cooperation to ensure controls are applied stringently Individual discussions with their managers around their particular concerns Discuss the risk management measures we have put in place to minimise transmission to keep them, and others, safe We explain the controls you will put/already have in place to protect them and other workers <p>Pregnant Staff</p> <ul style="list-style-type: none"> We complete risk assessments for new or expectant mothers We recognise that some pregnant workers will be at greater risk of severe illness from coronavirus and this forms part of our individual risk assessment If we cannot put the necessary control measures in place, such as adjustments to the job or working from home, we would review if we need to suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999. <p>Vaccination</p> <ul style="list-style-type: none"> We encourage vaccine up take as a recognised major control measure, and any staff that are unsure or need further information should speak to the senior leadership staff 			
<i>Pupil wellbeing concerns</i>	Lack of pupil support leading to anxiety and stress, ill health	<ul style="list-style-type: none"> We monitor our pupils through the network of teaching and support staff We raise up concerns in a timely manner We have close links to the parents/carers <p>We follow the wellbeing support link /mental-health-and-wellbeing-support-in-schools</p>	Low	All staff and pupils	Sept 2021
<i>Educational visits</i>	Poor off site infection control standards causing severe infection/disease, sickness, and death	<ul style="list-style-type: none"> The school continue to use the local parks and local visits with the knowledge that outside visits and activities are safer than indoor occupied busy areas Hand and respiratory control are in place Face masks to be worn in school transport <p>Ventilation is reviewed at all times to ensure there is appropriate air movement and taking action where necessary to move or increase ventilation by opening windows and doors</p>	Low	All staff and pupils	Sept 2021

Security Someone entering the workplace	Staff, pupils, visitors An employee / visitor enters the workplace and attacks staff/pupils Causing severe infection/disease	Review the security risk assessment due to the changes of having more doors open and potential access control areas open, staff to remain vigilant at all times and feel empowered to challenge visitors or alert leadership Review individual SEN concerns if the school building is being open with doors open etc. re: pupils leaving the school unauthorised Pupils individual risk assessments will take into consideration each pupil needs and risks. Pupils who are 'flight risks' from the school will have specific procedures to follow which may include reporting the pupil missing to the police and social care.	Low	All staff	Sept 2021
Accidents, Security incident, emergency Someone entering the workplace/ with CV19	Staff, pupils, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease	It is important to understand and make clear that in the event of any emergency situation, staff may not be able to stay 2 metres apart in the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate Staff involved in emergency situations that may bring them into close contact must ensure that they pay particular attention to sanitation measures during the incident if possible and immediately afterwards including washing of hands At any point that a member of staff feels unsafe they are to reach a place of safety and alert a member of the leadership team. Following a dynamic risk assessment, the member of staff must make an informed judgement of the safest way to proceed for all.	Low	All staff	Sept 2021

Overall Residual Risk for Activity (L / M / H):		Low
Level of Risk	Suggested Action	
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate	
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review	
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended	