

**School Effectiveness COVID-19 Risk Assessment Plan**  
**Boughton Primary School**  
**Updated 6<sup>th</sup> September 2021 in line with current guidance – Roadmap Step 4**

*In line with the updated guidance, we are applying the System of Controls, grouped into ‘prevention’ and ‘response to any infection’, in order to effectively reduce risks and create an inherently safer environment.*

*The overview of this is below, with the detail contained from page 2 onwards.*

**NB: Any information which is new or additional based on the most recent guidance is highlighted blue.**

PREVENTION	EVIDENCE OF SUCCESSFUL RISK MANAGEMENT SO FAR
1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school. <b>NB children under 18 will no longer need to isolate unless identified by NHS Track and Trace as a direct close contact of an infected person.</b>	Clear communication to staff and parents regarding expectations; any individuals (staff or students) who have needed to self-isolate have done so for the recommended period.
2. Ensure routine of hand cleaning/washing is maintained by all, particularly after using the toilet.	Routine of hand washing/hand cleaning in place since Mar 20 and extended to accommodate larger numbers of pupils in school, continually reinforced.
3. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.	Promoted via initial communications in Mar 20 and reinforced; continually reinforced.
4. Maintain enhanced cleaning, including frequently touched surfaces often, using standard products.	Enhanced cleaning introduced Mar 20 and continued since then, with additional deep cleans when needed. Whole school deep clean taking place August 2021.
5. Keep occupied spaces well ventilated.	Windows and doors open wherever safe to do so.
6. Ensure individuals wear the appropriate PPE, where necessary.	PPE readily available, worn whenever needed.
7. Promote and engage in asymptomatic testing until further notice (national review expected end of September 2021)	Majority of staff engaging in asymptomatic testing; no positive tests so far.
RESPONSE TO ANY INFECTION	EVIDENCE OF SUCCESSFUL RISK MANAGEMENT SO FAR
8. Promote and engage with the NHS Test and Trace process.	All staff who are testing are reporting results and engaging with Test/Trace.
9. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.	Until July 2021, there was only one confirmed case at Boughton Primary, which was not contracted at school; all reporting procedures were appropriately followed. Since schools reopened on 2 <sup>nd</sup> September 2021, we have received reports of cases amongst children; transmission has so far been within the home community rather than at school.
10. Contain any outbreak by following local PHE advice.	No outbreaks.
11. <i>New for Step 4: Follow Outbreak Plan:</i> <ul style="list-style-type: none"> <li>- <i>Return to previous restrictions, including social distancing, bubbles and mask wearing if or when needed.</i></li> </ul>	No outbreaks

Risk: Transmission Through Contact	Measures taken:	RAG
<p>Step 4 of the national roadmap sees the end of social distancing, therefore we no longer need to continue with our bubble arrangements for teaching and learning or staff mixing.</p> <p>However, these will be kept in mind in case of an outbreak.</p> <p>Staff may still prefer to remain in smaller groups during social times (breaks and lunchtimes) and in meetings, but there is no longer a requirement for this. Good practice suggests that maintaining ventilation indoors and using outdoor spaces whenever possible reduces the risk of infection transmission in general.</p> <p><b>What is the transmission risk?</b> Pupil to pupil, pupil to staff, staff to pupil, staff to staff</p> <p><b>Who is responsible:</b> All staff</p>	<p>Classes no longer need to be individual or paired bubbles.</p> <p>The move to step 4 of the roadmap means that whole school and key stage activities can resume.</p> <p>However, during term 1 we have agreed to keep to our “double bubbles” until certain that all risks are manageable.</p> <p>In the event of an outbreak, we will follow our Outbreak Management Plan and may need to reintroduce bubbles.</p> <p>Visitors to school remain limited to start with, this will be under constant review. When visitors and volunteers begin to resume their activities in school, they will be given the risk assessment to ensure they understand the ways the school is trying to mitigate the risk of transmission.</p>	
<p>Whilst there is no longer a requirement for separate entrances, exits and staggered start and finish times, stakeholders have commented about the efficacy of the current arrangements. Therefore some arrangements will remain in place (e.g. KS2 classes using front classroom doors to enter/exit).</p> <p><b>What is the transmission risk?</b> Parent to parent, parent to staff, staff to parent, parent to pupil, pupil to parent, pupil to pupil</p> <p><b>Who is responsible:</b> All staff</p>	<p>Normal start and finish times will resume. Gates/doors open at 8.40a.m. with registration at 9a.m. KS2 pupils enter via the car park doors. Reception and KS1 pupils will enter via the playground gate and the side lane will no longer be used. Reception and KS1 collection time will be 3.15p.m., from their outdoor areas, which means we are returning to allowing parents onto the playground for pick-up time. In KS2, siblings will be released from class from 3.15p.m. but the official end of the day for KS2 pupils will be 3.30p.m.</p>	
<p>To reduce risk of exposure to COVID-19 or other infection by ensuring: PPE provision for emergency purposes</p> <p><b>What is the transmission risk?</b> Pupil to staff, staff to pupil, staff to staff</p> <p><b>Who is responsible:</b> SLT (provision) All staff (use)</p>	<ul style="list-style-type: none"> <li>• Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>• Staff able to access and wear PPE as and when needed</li> <li>• Any member of staff can wear PPE at any time they deem it necessary, especially when a safe distance of 2m cannot be maintained. Individuals need to make the decision to do so and do not need to seek permission. The wearing of a visor without a mask has been identified within the current guidance as ineffective.</li> </ul>	

<p>To reduce risk of exposure to COVID-19 or other infection by ensuring: PPE provision for interacting with pupils with personal care needs. <b>What is the transmission risk?</b> Pupil to staff, staff to pupil, staff to staff <b>Who is responsible:</b> SLT (provision) All staff (use)</p>	<ul style="list-style-type: none"> <li>• Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances</li> <li>• Emergencies to be phoned through to office team</li> <li>• Individual personal care to be dealt with by staff wearing PPE (accidents or pupils with care plans)</li> </ul>	
<p>To reduce risk of exposure to COVID-19 or other infection by ensuring: PPE provision for SEMH, behaviour issues etc. where restraint is required. <b>What is the transmission risk?</b> Pupil to staff, staff to pupil, staff to staff <b>Who is responsible:</b> SLT (provision) All staff (use)</p>	<ul style="list-style-type: none"> <li>• Supplies are stored centrally (disabled bathroom, with first aid supplies) and can be accessed by all staff members as and where required in exceptional circumstances.</li> <li>• Behaviour policy reviewed; consequence system remains the same. If yellow or red cards are issued, reflection will take place with a member of SLT on a rota basis.</li> </ul>	
<p>To continue with procedures to ensure regular hand washing in accordance with guidelines <i>CURRENT GUIDANCE EMPHASISES HAND <u>CLEANING</u> RATHER THAN SPECIFICALLY WASHING</i> <b>What is the transmission risk?</b> Pupil to pupil, pupil to staff, staff to pupil, staff to staff <b>Who is responsible:</b> All staff</p>	<ul style="list-style-type: none"> <li>• Cleaners to refill soap dispensers at end of each day</li> <li>• All staff to monitor and advise office team if supplies run low</li> <li>• Antibacterial hand wash available at all sinks in addition to soap dispensers</li> <li>• Children expected AND REMINDED to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food.</li> <li>• Hand sanitiser can be used for any other times when hands need to be cleaned. This needs to be dispensed by an adult to minimise wastage (according to age/stage of children).</li> </ul>	
<p>To reduce the risk of transmission indoors by ensuring that classrooms and communal spaces are well-ventilated and that a comfortable teaching environment is maintained. <b>What is the transmission risk?</b> Pupil to pupil, pupil to staff, staff to pupil, staff to staff <b>Who is responsible:</b> All staff</p>	<ul style="list-style-type: none"> <li>• Open windows in classrooms and internal doors when possible. Only keep external doors open if these are not fire doors and it is safe to do so.</li> <li>• Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas, giving particular consideration when holding events such as when parents are on site, e.g. assemblies, school plays.</li> <li>• Balance the need for increased ventilation with maintaining a comfortable temperature.</li> </ul>	

<p>To reduce risk of exposure to COVID-19 by undertaking Rapid Lateral Flow Testing to identify asymptomatic cases amongst staff.  <b>What is the transmission risk?</b>                  Staff to pupil, staff to staff  <b>Who is responsible:</b>                  All staff</p>	<ul style="list-style-type: none"> <li>• Although optional, all staff provided with LFD test kits for use at home.</li> <li>• All staff encouraged to take part, in order to help reduce risk of exposure to COVID-19 when there are no symptoms presenting.</li> </ul>	
<p>To follow public health advice on testing, self-isolation and managing confirmed cases.  <b>What is the transmission risk?</b>                  Staff to pupil, pupil to pupil, pupil to staff, staff to staff  <b>Who is responsible:</b>                  All staff  <b>CURRENT GUIDANCE SAYS:</b>                  Close contacts will now be identified via NHS Test and Trace and education settings will no longer be required to undertake contact tracing. Contacts from a school setting will only be traced where the positive case and/or their parent specifically identifies the individual as being a close contact.                  Individuals are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact and any of the following apply:                  - They are fully vaccinated                  - They are below the age of 18 years 6 months                  - They have taken part in/are part of an approved vaccine trial                  - They are not able to get vaccinated for medical reasons                  Instead they will be contacted by NHS Test and Trace and advised to take a PCR test.</p>	<p><b>We will:</b></p> <ul style="list-style-type: none"> <li>• Ensure that anyone who is identified as a close contact and DOES NOT meet the criteria in the guidance is strongly encouraged to take a PCR test</li> <li>• Allow anyone (staff or pupil) who is not required to self-isolate to continue to attend school/work in school in line with the guidance</li> </ul> <p>Any pupil or staff member exhibiting symptoms or with a positive test result (either LFD or PCR) will need to follow public health advice regarding when to self-isolate and what to do, and should not come into school during their isolation period.</p> <p>If a PCR test is taken within 2 days of a positive LFD test, and is negative, it overrides the LFD test and the individual can return to school, as long as they do not have Covid-19 symptoms.</p> <p>In the event of the school meeting the thresholds within the guidance which indicate an outbreak, we will follow the measures outlined in our Outbreak Management Plan.</p>	
<p>To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19  <b>What is the transmission risk?</b>                  Pupil to pupil, pupil to staff, staff to pupil, staff to staff  <b>Who is responsible:</b>                  SLT (identify and prepare space) All staff (follow procedures )  <b>CURRENT GUIDANCE SAYS:</b>                  Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them <b>do not</b> need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p>	<ul style="list-style-type: none"> <li>• The airlock has been identified and set up, enabling and contagion be contained</li> <li>• A member of the class bubble supervises the child; a member of office team to contact parents.</li> <li>• Parents to enter via front door to collect a child from isolation</li> <li>• If staff need to leave the premises whilst a child is in the isolation area, they can use any other exit, but must ensure it is locked after use.</li> </ul>	

Risk: Staff and pupil attendance	Measures taken:	RAG
<p>To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation</p> <p><b>What is the risk?</b> Risks to well-being and mental health, leading to staff absence and potential bubble closures</p> <p><b>Who is responsible:</b> SLT (ensure the right support is available when needed) All staff (access the support needed)</p>	<ul style="list-style-type: none"> <li>• Staff have been consulted throughout the process; open and honest culture; SLT listen and support</li> <li>• All staff encouraged to contact union or GP if needed for well-being/mental health support (via email from HT), plus additional Well-Being info via letter (Feb 21)</li> <li>• Individual risk assessments sent to all staff to complete, (summer 2020 and via Microsoft Form Jan 2021);</li> <li>• From September 2021, mixture of face to face and virtual meetings where needed.</li> </ul>	
<p>To reassure parents of mitigation against risk by sharing information detailing day-to-day operational procedures</p> <p><b>What is the risk?</b> Risks to parents' perception of whether necessary precautions have been taken and risk adequately managed; risk of non-attendance of pupils.</p> <p><b>Who is responsible:</b> SLT (communications)</p>	<ul style="list-style-type: none"> <li>• Parent Information guidance and letters for all parents shared via School News, including details provided of safeguarding measures in place to mitigate risk of infection</li> <li>• Clear expectations for parents have been shared (including uniform and equipment expectations)</li> </ul>	
<p>Process for collecting a child due to illness or an existing appointment during the school day is established and shared</p> <p><b>What is the risk?</b> Increased risk of transmission of virus, if arrangements not adhered to.</p> <p><b>Who is responsible:</b> SLT (communications) All staff (managing day-to-day)</p>	<ul style="list-style-type: none"> <li>• Guidance for collection has been established and shared with parents through School News / Website</li> <li>• Limited face-to-face appointments continue but remain under review; parents asked to make contact by phone or email in the first instance.</li> </ul>	

Risk: Maintaining Cleanliness	Measures taken	RAG
<p>Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission</p> <p><b>What is the risk?</b> Increased risk of transmission of virus, if surfaces not thoroughly cleaned.</p> <p><b>Who is responsible:</b> Cleaners All staff</p>	<ul style="list-style-type: none"> <li>• Contract cleaners (Brightr) have own Covid risk assessments and procedures in place, including increased cleaning of touch points and thorough daily cleaning of classrooms, toilets and transition areas.</li> <li>• Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Use of disposable cloths (blue roll) for cleaning, wiping down, drying cups, cutlery etc</li> <li>• Everyone to use own crockery, cutlery, tea, coffee etc</li> <li>• Additional cleaning capacity in place through use of teaching and support staff.</li> <li>• If needed, we will resume the model of “You use it, you clean it”, as followed during previous lockdowns.</li> </ul>	
<p>Ensure cleanliness of outdoor equipment, and other shared equipment, is maintained</p> <p><b>What is the risk?</b> Increased transmission of virus, if equipment not thoroughly cleaned.</p> <p><b>Who is responsible?</b> All staff using outdoor or shared equipment.</p>	<ul style="list-style-type: none"> <li>• Reception bubble will be the only children using the Reception outdoor equipment but these will be wiped down with sanitiser as an additional precaution.</li> </ul> <p>Until further notice, we will continue the measures in place for shared equipment, as follows:</p> <ul style="list-style-type: none"> <li>• No other shared outdoor equipment</li> <li>• Each bubble responsible for own playtime equipment.</li> <li>• Musical instruments and beaters to be cleaned after use by whoever teaches the lesson – items then need to be left for 48 hours before use by another class (and, if plastic, need to be left for 72 hours)</li> <li>• Chrome books/laptops also need to be wiped down (carefully – spraying the cloth with an appropriate amount of antibacterial spray)</li> </ul> <p>Classes to agree on blocked timetabling to ease issues with sharing across bubbles.</p> <p>Additional measures if needed:</p> <ul style="list-style-type: none"> <li>• Reading books need to be kept in the classroom for the term, children can only swap within their class.</li> </ul>	

Risk: Safeguarding inc. Health and Safety	Measures taken	RAG
<p>Ensure water systems are safe and operational</p> <p><b>What is the risk?</b> Risk of legionella if water system is unused for a period of time (very low risk as school has been open throughout the pandemic)</p> <p><b>Who is responsible?</b> SBM to ensure water checks continue during any future periods of closure.</p>	<p>Scheduled water tests to continue as usual.</p>	
<p>Ensure fire safety systems are checked</p> <p><b>What is the risk?</b> Risk of fire if alarms untested; risk of injury or death if staff and pupils unprepared</p> <p><b>Who is responsible</b> SBM &amp; HT: weekly alarm tests Office team: manage fire drills All staff: manage the children during fire drills</p>	<p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> <li>• all fire doors are operational</li> <li>• fire alarm system and emergency lights are operational</li> </ul>	
<p>Year groups to return to using allocated toilets. Adults to supervise and ensure vigilance.</p> <p><b>What is the risk?</b> Safeguarding risk if boys and girls using same toilets at same time. Other misbehaviour in the toilet area where unsupervised.</p> <p><b>Who is responsible</b> Class teachers and TAs responsible for vigilant monitoring and supervision. All staff to monitor and address issues if they arise</p>	<p>R&amp;1 will continue to use their shared toilets. Years 2, 3 &amp; 4 will use the girls/boys toilets near Y3. Year 5 &amp; 6 girls will use the girls toilets near the office. Year 5 boys will use the single toilet near the hall. Year 6 boys will use the boys toilets near Y3.</p> <p>Adults need to remain vigilant.</p>	
<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> <li>• Poor attendees</li> <li>• At risk of exclusion</li> <li>• In need of early help</li> <li>• Have additional needs</li> <li>• Exhibiting mental health and well-being issues</li> <li>• In need of bereavement counselling</li> </ul>	<p>Action plan in place to ensure increased needs are addressed (school improvement plan)</p> <p>Attendance policy and procedures continue in full from 2<sup>nd</sup> September 2021. Parents reminded via letters 16<sup>th</sup> July and 7<sup>th</sup> September 2021.</p> <p>Shielding has ended therefore there should be no pupils or staff needing to remain at home, unless new restrictions are introduced.</p>	

<ul style="list-style-type: none"><li>• Meeting the social care thresholds</li></ul> <p><b>What is the risk?</b> Pupil and parents' mental health and well-being; pupil safety at home; non-attendance</p> <p><b>Who is responsible</b> SLT - DSLs FLSW, plus all staff to monitor and raise concerns if they arise</p>	All staff to continue using My Concern to flag any issues arising.	
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**SIGNED:**

**HEAD TEACHER**

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**DEPUTY HEAD TEACHER**

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**GOVERNOR (RESOURCES COMMITTEE)**

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**SCHOOL BUSINESS MANAGER**

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