

School Effectiveness COVID-19 Risk Assessment Plan
Boughton Primary School
Updated 1st April 2022 in line with Covid-19 Response: Living With Covid-19 (April 2022)

*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.*

PREVENTION	EVIDENCE OF SUCCESSFUL RISK MANAGEMENT SO FAR
1. 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.
2. 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.
3. Maintain enhanced cleaning, including frequently touched surfaces often, using standard products.	Enhanced cleaning introduced Mar 20 and continued since then.
4. Keep occupied spaces well ventilated.	Windows and doors open wherever safe to do so.
5. Ensure individuals can wear the appropriate PPE, where necessary.	PPE readily available, worn whenever needed.
6. Promote safer behaviours within the Living With Covid-19 guidance	.
RESPONSE TO ANY INFECTION	EVIDENCE OF SUCCESSFUL RISK MANAGEMENT SO FAR
7. Contain any outbreak by following local authority or PHE advice.	Continuation of pupils and staff isolating.
8. Following a positive test result we will advise to stay at home and avoid contact with others.	Continuation of pupils and staff isolating.

Risk: Transmission Through Contact	Measures taken:	RAG
<p>Living With Covid-19 saw the end of social distancing, and the end of bubble arrangements for teaching and learning, staff mixing etc. However, these will be kept in mind in case of an outbreak or national/local increase of cases. Good practice suggests that maintaining ventilation indoors and using outdoor spaces whenever possible reduces the risk of infection transmission in general.</p> <p>What is the transmission risk? Pupil to pupil, pupil to staff, staff to pupil, staff to staff</p> <p>Who is responsible: All staff</p>	<p>Classes no longer need to be individual bubbles. The move to Living With Covid-19 means that whole school and key stage activities can resume. However, we have agreed to keep to our “double bubbles”. In the event of an outbreak, or increase in cases, we will follow Local Authority or Public Health advice. Masks are optional to be worn by staff and visitors in crowded and enclosed spaces especially when you come into contact with people you do not usually meet.</p> <p>Visitors to school remain limited and this will be under constant review. When visitors and volunteers begin to resume their activities in school, they will be given the Safeguarding/Health and Safety leaflet 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, we have chosen to maintain some of the arrangements introduced, as stakeholders commented on how these were an improvement on previous arrangements.</p> <p>What is the transmission risk? Parent to parent, parent to staff, staff to parent, parent to pupil, pupil to parent, pupil to pupil</p> <p>Who is responsible: All staff</p>	<p>Normal start and finish times will continue. 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. Reception and KS1 collection time will be 3.15p.m., from their outdoor areas, with parents/carers waiting on the playground in their designated space. In KS2, siblings of R/1/2 will be released from class from 3.15p.m. if their parent is waiting, 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:</p> <ol style="list-style-type: none"> 1. PPE provision for emergency purposes 2. PPE provision for interacting with pupils with personal care needs 3. PPE provision for SEMH, behaviour issues etc. where restraint is required. <p>What is the transmission risk? Pupil to staff, staff to pupil, staff to staff</p> <p>Who is responsible: SLT (provision) All staff (use)</p>	<p>For all situations: supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances. Staff able to access and wear PPE as and when needed. Individual personal care to be dealt with by staff wearing PPE (accidents or pupils with care plans). Behaviour policy to be followed at all times, and if physical intervention is required, the pupil’s Positive Handling Plan must be followed. PPE to be used as/when needed.</p>	
<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></p>	<p>Cleaners to refill soap dispensers at end of each day. All staff to monitor and advise office team if supplies run low. Antibacterial hand wash available around the school in addition to soap dispensers at sinks.</p>	

<p>What is the transmission risk? Pupil to pupil, pupil to staff, staff to pupil, staff to staff Who is responsible: All staff</p>	<p>Children expected AND REMINDED to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food. 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).</p>	
<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. What is the transmission risk? Pupil to pupil, pupil to staff, staff to pupil, staff to staff Who is responsible: All staff</p>	<p>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. 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. Balance the need for increased ventilation with maintaining a comfortable temperature. Use of CO2 monitors in poorly ventilated teaching areas, monitored by teaching staff.</p>	
<p>To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19 What is the transmission risk? Pupil to pupil, pupil to staff, staff to pupil, staff to staff Who is responsible: SLT (identify and prepare space)All staff (follow procedures)</p>	<ul style="list-style-type: none"> • The airlock has been identified and set up, enabling and contagion be contained • A member of the class supervises the child; a member of office team to contact parents. • Parents to enter via front door to collect a child from isolation • Area to be cleaned and sanitised once the child is collected. 	
<p>To follow the current public health advice on testing, self-isolation and managing confirmed cases. What is the transmission risk? Staff to pupil, pupil to pupil, pupil to staff, staff to staff Who is responsible: All staff</p>	<p>We will:</p> <ul style="list-style-type: none"> • Ensure that anyone who is identified as a close contact (including siblings) and DOES NOT meet the criteria in the guidance is strongly encouraged to take a PCR test • 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 <p>Any pupil or staff member exhibiting symptoms or with a positive test result (either LFD or PCR) will need to follow current public health advice. We will continue to advise to stay at home and avoid contact with other people.(adults 5 days, children 3 days)</p>	

	In the event of the school meeting the thresholds within the current guidance which indicate an outbreak, we will follow the measures given by the Local Authority or PHE	
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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>What is the risk? Risks to well-being and mental health, leading to staff absence and potential bubble closures</p> <p>Who is responsible: SLT (ensure the right support is available when needed) All staff (access the support needed)</p>	<ul style="list-style-type: none"> • Staff have been consulted throughout the process; open and honest culture; SLT listen and support • 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) • Individual risk assessments sent to all staff to complete, (summer 2020 and via Microsoft Form Jan 2021); • From September 2021, mixture of face to face and virtual meetings where needed. 	
<p>To reassure parents of mitigation against risk by sharing information detailing day-to-day operational procedures</p> <p>What is the risk? Risks to parents' perception of whether necessary precautions have been taken and risk adequately managed; risk of non-attendance of pupils</p> <p>Who is responsible: SLT (communications)</p>	<ul style="list-style-type: none"> • Parent Information guidance and letters for all parents shared via School News, or their class emails including details provided of safeguarding measures in place to mitigate risk of infection • Clear expectations for parents have been shared (including uniform and equipment expectations) 	
<p>Process for collecting a child due to illness or an existing appointment during the school day is established and shared</p> <p>What is the risk? Increased risk of transmission of virus, if arrangements not adhered to.</p> <p>Who is responsible: SLT (communications) All staff (managing day-to-day)</p>	<ul style="list-style-type: none"> • Guidance for collection has been established and shared with parents through School News / Website • Limited face-to-face appointments continue but remain under review; parents asked to make contact by phone or email in the first instance. 	

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

Risk: Safeguarding inc. Health and Safety	Measures taken	RAG
<p>Ensure water systems are safe and operational</p> <p>What is the risk? 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>Who is responsible? SBM to ensure water checks continue during any future periods of closure.</p>	<p>Scheduled water tests to continue as usual.</p>	<p style="background-color: #d9ead3;"></p>
<p>Ensure fire safety systems are checked</p> <p>What is the risk? Risk of fire if alarms untested; risk of injury or death if staff and pupils unprepared</p> <p>Who is responsible SBM & 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"> • all fire doors are operational • fire alarm system and emergency lights are operational 	<p style="background-color: #fff2cc;"></p>
<p>Year groups to return to using allocated toilets. Adults to supervise and ensure vigilance.</p> <p>What is the risk? Safeguarding risk if boys and girls using same toilets at same time. Other misbehaviour in the toilet area where unsupervised.</p> <p>Who is responsible Class teachers and TAs responsible for vigilant monitoring and supervision. All staff to monitor and address issues if they arise</p>	<p>R&1 will continue to use their shared toilets. Years 2, 3 & 4 will use the girls/boys toilets near Y3. Year 5 & 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 style="background-color: #fff2cc;"></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"> • Poor attendees • At risk of exclusion 	<p>Action plan in place to ensure increased needs are addressed (school improvement plan)</p> <p>Attendance policy and procedures continue in full from 2nd September 2021. Parents reminded via letters 16th July, 7th September 2021 and 5th January 2022.</p>	<p style="background-color: #d9ead3;"></p>

<ul style="list-style-type: none">• In need of early help• Have additional needs• Exhibiting mental health and well-being issues• In need of bereavement counselling• Meeting the social care thresholds <p>What is the risk? Pupil and parents' mental health and well-being; pupil safety at home; non-attendance</p> <p>Who is responsible SLT - DSLs FLSW, plus all staff to monitor and raise concerns if they arise</p>	<p>Shielding has ended therefore there should be no pupils or staff needing to remain at home, unless new restrictions are introduced.</p> <p>All staff to continue using My Concern to flag any issues arising.</p>	
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SIGNED:

HEAD TEACHER

DEPUTY HEAD TEACHER

GOVERNOR (RESOURCES COMMITTEE)

SCHOOL BUSINESS MANAGER
