

Risk assessment template for Step 4 of the Covid-19 Roadmap – Federation of Boldmere Schools (Boldmere Infants & Boldmere Juniors)

Extracts taken from: DFE Schools Covid-19 Operational Guidance Document.

REVIEWED: Ongoing - in line with any update guidance

Linked Document: The Federation of Boldmere Schools - Educational Outbreak Management Plan

Risk	Actions and strategies in place to manage/ reduce the risk	Date in place and review date
<p>Transmission of the virus within the school community</p>	<p>The DFE states: ‘Step 4 of the roadmap marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education – particularly given that the direct clinical risks to children are extremely low, and every almost every adult has been offered a first, second and third booster vaccine’ as the main way of mitigating the risks associated of contracting the virus.</p> <p>We will continue to follow control and protective measures in order to minimise the spread of the virus in school:</p> <p>1) Keeping occupied spaces well ventilated and monitoring the air using CO2 monitors supplied by the DfE</p> <p>It is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> ● Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a clean circulation of air ● Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) ● Increasing ventilation where possible – ensuring that all windows and doors are opened during large gatherings, e.g. assembly and during higher risk activities, such as indoor PE ● Any mechanical ventilation (eg air conditioning units) systems will be used and maintained in accordance with manufacturer’s recommendation <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p>	<p>September 2021 January 2022</p>

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- Opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing
- rearranging furniture where possible to avoid direct drafts
- Continuously monitor airflow in all teaching areas using the supplied monitors
- heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces

Further advice on this can be found in The [Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](#) and [CIBSE COVID-19 advice](#) provides more information.

2) Ensuring good hygiene for everyone

- Frequent and thorough hand cleaning will be part of regular daily practice – either with soap and water or hand sanitiser
- Staff will direct children to either wash their hands or use the hand sanitiser and proceed to their classroom on entry in the morning, after all break times, before eating and at the end of the school day
- Inform the children of the importance of washing their hands after using the toilet - continual reminders and the hygiene posters will be emailed around on the inset day to be displayed in all classrooms. https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus
- Premises staff to ensure each classroom has wipes and handwashing resources. Hand sanitising stations at various entry / exit points throughout the building
- Tissues available in each classroom, encourage children to use when coughing or sneezing and they must go into a bin after one use. The ‘catch it, bin, it, kill it’ approach continues to be very important and will be promoted through assemblies and learning time

3) Maintain appropriate cleaning regimes

- A daily cleaning schedule is in place with daily cleaning of classrooms, toilets, staff room and communal areas at the end of each day by contracted cleaners, plus regular wiping of frequently touched surfaces and door handles by staff within each room at break and lunchtimes. Staff can wear gloves for this and should wash hands afterwards
- Cleaning materials and PPE (where necessary) are available. Stock regularly checked by the premises and cleaning team
- An additional daily cleaning regime of toilet areas for staff and children is carried out every lunchtime.

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	<p>4) Face Coverings</p> <ul style="list-style-type: none"> • Staff and visitors to our schools to wear face coverings (unless exempt) in corridors and communal areas and particularly where ventilation and social distancing cannot be achieved. This will be reviewed at the start of each term as the wearing of face masks is not mandatory. • Safe wearing of face coverings guidance states: safe wearing of face coverings requires the cleaning of hands before and after touching – including to remove or put them on, safe storage of them in individual, sealable plastic bags between each use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering or one will be provided for them to wear if their face covering becomes damp during the day 	
<p>Local / regional outbreak of the virus</p>	<ul style="list-style-type: none"> • Several confirmed cases within 10 days, may suggest an outbreak • See linked document: Boldmere Schools Educational Outbreak Management Plan which will be implemented in consultation with DFE / PHE advice • Birmingham is currently an area receiving enhanced Covid-19 support which includes increasing vaccination take up and increased testing to ensure there is no danger to the NHS facing unsustainable pressure: https://www.birmingham.gov.uk/coronavirus_advice 	<p>September 2021 January 2022</p>
<p>Transmission within school</p>	<ul style="list-style-type: none"> • It is no longer necessary to keep children in consistent groups / bubbles • Children can be seated in table groups in the classroom to allow for flexibility in curriculum delivery • Assemblies and larger gatherings can take place in the school hall and any external events such as going to Church can also take place if possible (events will be risk assessed) / online assemblies can be accessed if in person gatherings are not possible • Children can bring in their own equipment, small pencil cases in KS2, PE kits, lunch boxes, water bottles, coats, hats and book bags. Reading books can be sent home regularly as per usual • As and when required a one-way system as previously in place can be re-implemented in school to avoid congestion. If this becomes a requirement for the future, further details of this will be described as part of this risk assessment • Lunchtime will continue to be staggered for KS1 and KS2, as arranged in school. The kitchens will be fully open in line with their own identified risk assessments and all dining areas will be well ventilated at all times • Break timings will continue as per our school timetable – children will be allowed to mix within their outdoor phases that have been organised and communicated to staff and children in school • There will be a 10-minute buffer zone at the start of the day and five minutes at the end to avoid congestion at entry and exit points. Staff are on duty in the mornings from 8:45-8:55am and at the end of the day, children attending our BIB will 	<p>September 2021 January 2022</p>

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	<p>start at 9am and staff will also be on duty to welcome the children. The BIB children will be dismissed at 3pm, KS2 children at 3:25pm and KS1 children at 3:20pm. Parents will be asked to wait in their designated areas to receive their child</p> <ul style="list-style-type: none"> • Busy Bodies before and after school wraparound provision will be up and running. The children will no longer to be kept in bubbles. The following guidance will be followed for full opening of the club in September: providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children. • Extra-curricular clubs / activities can also resume with individual risk assessments in place • Communication with parents regarding Covid-19 measures takes place through regular letters and parent mail. The risk assessment and outbreak management plan will also be made available on the school website 	
<p>Transmission between close contacts</p>	<p><u>Self-isolating, Symptoms and Managing Confirmed Cases</u></p> <ul style="list-style-type: none"> • We will continue to follow public health and Government advice on testing, self-isolation and managing confirmed cases of Covid-19. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ • The 10 day self-isolation period for those with a positive PCR test has now been reduced to 7 days in most circumstances • If positive PCR, the individual must take an LFT on day 6 and 24 hours later on day 7 and if both are negative, the individual can return to school • If a fully vaccinated individual or a child between the ages of 5 and 18 years and 6 months has been identified as a positive contact, they are to carry out daily LFT's and attend setting as normal if results are negative • The main symptoms of Covid-19 are: a high temperature, a new continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual), a loss or change to your sense of smell or taste • Staff, pupils or visitors who have any of the main symptoms will be asked to self-isolate where necessary, in line with Government guidelines and book a PCR test. School can refuse admission of a pupil if they have symptoms and it is necessary to protect others from possible infection with Covid-19 • Schools are no longer required to do contact tracing, but would ask all individuals within our school setting who receive a positive PCR test to inform the office (staff to inform the Head of School). School will continue to work with the health protection team, Public Health and NHS Track and Trace where necessary, e.g. in case of an outbreak. • School will inform parents/carers within year groups and classes when a positive case has been confirmed, so that they can remain vigilant and take any additional precautions to lower the risks of exposure • From 16th August 2021, children under the age of 18 years and 6 months will no longer be required to self-isolate if they are contacted by NHS Track and Trace as a close contact of a positive Covid-19 case. Instead, children will be contacted by NHS Track and Trace, informed they have been in close contact with a positive case and advised to take a PCR test 	<p>September 2021 January 2022</p>

- From 16th August 2021, **adults who have been double and triple vaccinated will no longer be required to self-isolate** if they are identified as a close contact. Our schools are supporting the vaccine take-up. Staff are asked to inform SLT of their vaccination status at the beginning of September

Pupil/ Staff LFD Testing

- There was no requirement for primary age pupils to test over the summer period of 2021
- Our staff / teaching practice students are encouraged to continue the twice weekly lateral flow device tests, until advised otherwise and this will be reviewed in line with current guidance
- Information has been communicated to all staff and they have been provided with the relevant documents, guidance and privacy notices – including: what rapid testing is, how to take part, the requirement for reporting results to school and online to the NHS and the process to follow in the case of any incidents. Named staff are in place to answer staff queries, manage stock, record results, etc. (Covid Co-ordinators: SLT , Covid Registrations: Scool offices). Covid co-ordinators and other SLT have attended relevant training before informing staff about the process. Tests are kept securely in a safe place to prevent unauthorised access. They will be stored in a cool, dry place between 2 and 30 degrees. New versions of instructions (v1.3.2) will be issued with each set of seven tests. Staff have been sent the you tube video and the step by step guide for self-testing. The Covid Co-ordinators are responsible for incident reporting on a school wide issue with the test kits. Staff results will be recorded on a staff register by the designated members of staff. This will support identifying staff with positive results and also manage stock and distribution. Staff should also upload results on the following website: <https://www.gov.uk/report-covid19-result>
- If a test is void, staff should take another test. If they receive two void results in a row, a PCR test should be taken
- Those who receive a positive LFD test result, no longer need to book a PCR test but must follow self-isolation guidelines

Developing Symptoms

- Current Government Guidance: If you develop [COVID-19 symptoms](#), self-isolate immediately and [get a PCR test](#), even if your symptoms are mild. You should self-isolate at home while you book the test and wait for the results. You must self-isolate if you test positive. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 7 full days. This is [the law](#). The most important symptoms of COVID-19 are recent onset of any of the following:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell (anosmia)

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	<ul style="list-style-type: none"> • If you test positive, you should self-isolate, regardless of vaccination status or age (the seven-day isolation starts on the first day of symptoms or positive test if no symptoms (as day zero) and the next ten full days. • The child’s parents should inform school when they are due to return after having coronavirus – the school informs the relevant staff • Staff inform the SLT when they plan to return to work after having coronavirus • Visitors should not come into school if they are showing any symptoms of Covid-19 	
<p>Person developing symptoms in school</p>	<ul style="list-style-type: none"> • An adult who developed symptoms in school, would be sent home and asked to follow the latest Government guidelines on testing and self-isolation • A child who develops symptoms in school would be sensitively removed from class and taken to the medical area, music room at the juniors and the library area at the infants. Staff are aware and vigilant to the symptoms of Covid-19. The child will be supervised at all times by a member of staff who can wear appropriate PPE and stay at least 1m away. The child will be collected and parents/carers picking up the child would be advised to book a PCR test for their child and also asked to follow the latest Government advice. The relevant member of staff calls for emergency assistance immediately if children’ symptoms worsen whilst in school. Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant / anti-bacterial wipes and care to be taken when cleaning all hard surfaces. If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy, as is our usual practice. Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the child becomes seriously ill or their life is at risk <p>Intimate Care and First Aid: When staff are carrying out any intimate care they must:</p> <ul style="list-style-type: none"> • Wear gloves, wear an apron, wear a mask and any other appropriate PPE • Wipes etc. must be double bagged and placed into a bin (preferably a closed bin) • Soiled clothes to be double bagged and given to parents on collection of children • Staff must wash their hands once gloves and masks are removed • Record all intimate care carried out. Where minor first aid treatment is required, first aiders must ensure they wear gloves and a face covering when dealing with injuries • Ensure records of injury and treatment are recorded and who administered first aid treatment • It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) • Any dressings used to be double bagged 	<p>September 2021</p> <p>January 2022</p>

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	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. • Wear face covering and gloves when in close contact or dealing with bodily fluids • Always wash hands after contact • Children’s medical needs will be reviewed for each classroom and medication to be added to classrooms as required 	
<p>Specific risks to individuals</p>	<ul style="list-style-type: none"> • All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend – parents should liaise with school if this is the case to discuss further provision needed. Further information is available in the guidance on supporting pupils at school with medical conditions • Clinically extremely vulnerable (CEV) people are no longer required to shield, but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Staff who are CEV should currently attend their place of work if they cannot work from home. If this guidance applies to any staff, they are asked to consult with a member of SLT • The SENDCO and class teachers liaise with parents of children with SEND regarding any specific help or preparation needed • Dealing with an aggressive child: Where possible the priority is to diffuse the situation and allow the child to be in a room on their own or outside. If ‘React UK restraint’, DfE safer and positive handling techniques are required, it is advised face coverings and gloves are worn 	<p>September 2021 January 2022</p>
<p>Pupil Attendance</p>	<ul style="list-style-type: none"> • School attendance is mandatory for all pupils of compulsory school age and it is our priority to ensure that as many children as possible regularly attend school • Attendance records will continue to be kept by the office and monitored by SLT in line with our attendance policy • Where a child is required to self-isolate or quarantine because of Covid-19 in accordance with relevant legislation or guidance published by PHE or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus) • Where they are unable to attend because they have a confirmed case of Covid-19, they should be recorded as I (illness). • For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the latest school attendance guidance • School will liaise with BCC attendance and Children Missing in Education if necessary where there are more concerns and further advice is required 	<p>September 2021 January 2022</p>

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	<p>Travel and Quarantine</p> <ul style="list-style-type: none"> All pupils travelling to England must adhere to travel legislation, details of which are set out in the latest government travel advice which will be made available to parents as and when required Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return - no holidays taken during term time will be authorised under any circumstance <p>Remote education</p> <ul style="list-style-type: none"> School will support those who have tested positive to work and learn from home if they are well enough to do so, e.g. if they are asymptomatic. Our remote learning policy is in place and available on our school website. We maintain our capacity to deliver high-quality remote education for the year 2021-22 where required to do so, which is in line with all current DfE requirements We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education Staff and children have access to the following online resources to set, complete and assess learning and aid planning, both in school and at home. Our online learning platform is organised through Google Classrooms and can easily be accessed by all parents/carers/children by using the child’s allocated school email address We have a number of laptops available for any disadvantaged children or children who do not have access to a device at home. All parents/children will adhere to our ‘Laptop Loan’ agreement. Teachers have a school device, complete with camera to pre-record teaching videos to aid and support learning at home 	
<p>Mental Health and Well-Being</p>	<ul style="list-style-type: none"> Some pupils and staff may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. School has a wealth of initiatives and resources in place to support this. We have regular staff inset on mental health and well-being, feelings boxes, circle time and collective worship activities within class. We also have access to wider pastoral support if needed, in consultation with parents – e.g. counselling, educational psychologist, school nurse, etc. Useful links and sources of support are shared with staff, e.g. promoting and supporting mental health and wellbeing in schools. Daily mile, as well as outdoor PE lessons to support children’s physical well-being will take place Teaching in this area to run alongside PSHE / SMSC work to support children’s emotional health and mental well-being. Children will have access to transition activities in their new year groups in September, e.g. artistic / craft based / outdoor learning / team games in small groups to support concentration, communication and children’s re-engagement with classmates Staff have access to well-being meetings, regular communication briefings and useful associated resources 	<p>September 2021 January 2022</p>

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	<ul style="list-style-type: none"> • SLT lead fortnightly well-being team meetings with staff representation from our different staff groups, staff and children’s well-being is discussed at these meetings and actions put in place where possible 	
Curriculum Achievement and Attainment	<ul style="list-style-type: none"> • The Covid catch-up premium has been spent on a wealth of curriculum resources, increased staffing alongside additional allocation of Teaching Assistant time which has been used to support children’s learning in key areas identified by staff, including additional reading and maths resources which are utilised when teaching and assessing children (see catch-up premium spending report on the website, which will require regular updates in line with DfE requirements) • Thorough handover and transition meetings have taken place between staff in preparation for September • Gaps in learning and starting points will be identified and addressed through planning, regular feedback and on-going assessments, as well as booster support and same day catch-up • Effective use of regular formative assessment – quizzes, live feedback, scrutiny of work takes place to address misconceptions as they occur in lessons. Learning will be addressed in the moment and as it happens 	<p>September 2021</p> <p>January 2022</p>
Educational Visits	<ul style="list-style-type: none"> • Thorough risk assessments will be undertaken in relation to all educational visits and public health advice, such as hygiene and ventilation requirements, as well as any localised guidance concerning the virus will be part of the risk assessment. General guidance about educational visits is available from the Outdoor Education Advisory Panel (OEAP). 	<p>September 2021</p> <p>January 2022</p>
Safeguarding	<ul style="list-style-type: none"> • Safeguarding remains the highest priority and the policy is updated to reflect changes. All staff are briefed regularly on safeguarding arrangements and updates, INSET delivered to all school staff on the 06/09/2021. DSL contact details are available in school. Regular contact will be made with vulnerable families and any families with a CP / CIN plan if the child is isolating, social workers or family support workers would also be informed 	<p>September 2021</p> <p>January 2022</p>
Family Circumstances	<ul style="list-style-type: none"> • Families are asked to let school know if they are experiencing any difficulties, e.g. financial hardship. Regular reminders and signposts to help and support families are sent with the school newsletter and through Parent mail. As and where possible the school will make appropriate responses to each individual case in its’ own context. 	<p>September 2021</p> <p>January 2022</p>