

Risk Assessment for Schools – Addendum

Please be aware that this document has been designed to support assessment and decision making for schools when considering plans for full opening from March 8th 2021. Reference to the latest DfE government guidance should be made when considering the prompts.

Background

A full School Risk Assessment tool was developed by Worcestershire County Council and Worcestershire Children’s First to support schools with a phased opening recovery approach. The tool, and example risk assessment and other supporting documents are available at: <http://www.worcestershire.gov.uk/recoveryschools> and http://www.worcestershire.gov.uk/downloads/download/1433/phased_re-opening_of_schools_and_settings_documents

General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Government advice: <https://www.gov.uk/coronavirus>
- DfE <https://www.gov.uk/coronavirus/education-and-childcare>
- Worcestershire Recovery Planning: supporting the implementation of phased school return in Covid 19 conditions: www.worcestershire.gov.uk/recoveryschools
- Worcestershire Covid 19 Education Bulletins: http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

School Name: Rushwick CE Primary School	DfE Number: 3098
Date agreed by Head Teacher: 23/7/20 (Updated by SLT on Friday 16 th October 2020, Monday 5 th January 2021 and Thursday 25 th February 2021) Updates highlighted in green.	Date approved by Governing Body: Full Governors meetings on 9 th and 15 th July focused on the contents of the school’s risk assessments and opening plans for September full opening This addendum document has been used as a checklist to make sure the full risk assessments and discussions in Governors meetings / SLT, have assessed / addressed all issues and actions necessary.
Date submitted to LA / WCF: 23/07/20	Submitted by: Geoff Jeffrey, Headteacher

Opening Plans

Q1. What date will you begin to welcome back pupils into school for the Autumn Term? If this will be later than Tuesday 1st September, please outline the reasons below (i.e. TED day etc.)

Thursday 3rd September (1st and 2nd September are training days) **Full school reopens 08/03/2021.**

Q2. Will pupils have different return dates dependent on year groups? If yes, please outline plans for each year group.

No (see Parents Newsletters sent to WCC on 20th July and on school website with timetabling details).
Reception started full time on Monday 14th September following completion of the transition process.
March reopening all pupils start 8th March 2021

Q3. Please describe your plans for managing the school day to support full pupil attendance i.e. staggered start/end times, separate entrances etc.

See Parents Newsletter and Risk Assessments sent to WCC on 20th July and on school website with timetabling details.

- **School welcoming back all full time for all children on Monday 8th March 2021, but country still in lockdown. Teaching hours have been increased due to the shorter lunchtimes and staggered starts, but the normal school day for pupils will finish after having their lunch (including playtime) on a Friday. This will now continue at least up to Summer 2021 half term - either until the event of the school having to close or when social distancing is considered not necessary in primary schools**
- **Full attendance for all pupils is mandatory from September and all children are now encouraged to be in full uniform, if possible. The ideal is still that children are in clean clothes every day, so uniform rules will not be applied strictly for the first half term.**
- **On timetables PE days, pupils are asked to come into school in their PE kits.**
- **Pupils and staff will work in bubbles, mostly as year groups, but also sometimes in larger bubbles in keeping with the Dfe guidance on social distancing in schools.**
- **Provision in place to enable parents / carers with children in more than one year group to drop off and collect will use the staggered times. Pupils with older siblings were allowed to come into school at the same time.**

For each consideration if your setting will have all measures in place in time for full opening RAG rate as green. If not RAG as amber or red and include comments below

Q4. Guidance assumes that all pupils will be back to full-time education from September, if this will not be the case for your school, please describe the reasons below.

School is set up for fulltime return of all pupils, as explained in copy of Newsletter and Risk Assessments, shared alongside this addendum
Likewise, for March 2021 reopening

Theme 1: Protective measures and hygiene

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>Have you put in place opportunities for pupils and staff to clean their hands more often?</p>	<p>Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional hand wash basins or sanitizing stations to ensure hand washing can be managed.</p> <p>Ensure that supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>Ensure that protective measures are built into school culture, supported by behavioural expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p>School well versed in this as we have been continuously open for increasingly more pupils since the start of lockdown.</p> <p>Soap and water in every classroom and above sinks in every toilet, and staff room. Sinks in every classroom, staff room.</p> <p>Pupils / adults wash hands for 20 seconds with soap on entry at start of day at all change overs, e.g. before and after breaks, lunch, PE, use of shared equipment within bubbles, departure at the end of the day.</p> <p>Posters displayed in classrooms, toilets. Modelling and constant reminders for handwashing from staff.</p> <p>Hand sanitiser available for when soap and water are not available (order extra from cleaners), e.g. in office spaces, for emergencies</p> <p>No further adaptations deemed necessary, as school was already set up and using seven bubbles from 1st June 2020. The significant changes are the number of pupils in each bubble and the additional provision of wrap</p>			

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		<p>around care.</p> <p>Pupils to wash hands one at a time at sinks in classrooms.</p> <p>Limit of three pupils in toilets at a time.</p> <p>Staggered playtimes, lunch start and end to school day in order to prevent over-crowding and under one metre plus queuing.</p> <p>The policy is to always use soap and water with correct hand cleaning methods for 20 seconds (Hand sanitiser is only used when the latter is not available).</p> <p>Hand conditioner is available in dispensers next to cloakrooms to prevent chapped hands.</p> <p>All pupils to be reminded of routines on return to school.</p> <p>The new Reception intake are starting on a phased basis over first two weeks to enable transition to include and model protective measures and hygiene.</p> <p>School had full staff teaching staff and significant numbers pupils representing each year group in school during lockdown period, so is confident about role modelling the behaviour expectations for new and younger pupils.</p>		
<p>Ensure that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used</p>	<p>Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different</p>	<p>Review the relevant policies with staff on training days in September, i.e.: and throughout academic year as necessary</p> <ul style="list-style-type: none"> • Covid-19 Risk Assessments • Health and Safety policy • Infection Control Measures 		

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<p>and shared within the bubble.</p>	<p>bubbles.</p>	<ul style="list-style-type: none"> • Safeguarding Policy (KCSIE 2020) • Updates from the DFE and guidance from the Public Health England 2020 • Advice / updates from LA • Update for parents and website where applicable. 			
		<p>Aim to have the school cleaned professionally daily with extra provision in the middle of the day, as well as through cleaning materials being made available to staff.</p> <p>Bubble Staff to clean equipment and frequently touched surfaces, e.g. tables and door handles with approved liquid sanitiser (provided by cleaning company).</p> <p>Any larger equipment not able to be sanitised to be left unused for 48 hours (Action: Playtime and PE equipment to be organised for alternate days use) (Action: Wrap around care to only use its own play equipment -and separate for KS1 and 2 when practical)</p>			

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<p>Limit the amount of equipment brought into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p>	<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>School is allowing reading books and learning resources home in a limited only capacity Staff are encouraged to mark and assess in school, with Friday afternoons reserved for full PPA. Bubbles and their resources kept discrete as much as possible, with good hand hygiene to the fore.</p> <p>Parents to be reminded before the 3rd September of the following (subject to latest guidelines):</p> <p>Environmental adaptations- For KS1- children to be sat in group tables that is more appropriate for the learning environment at KS1. For KS2, classrooms will be re-arranged to ensure children can sit and work facing the front of the classroom. Children will have their own resources and equipment. A pencil case including the following: pencil, sharpener, rubber, ruler, small pack colouring pencils and a glue stick. (This will stay with the child in their allocated place and will not be used by any other child). School Uniform and PE kit for timetables days One-way routes will be established through the school and there will be no mixing of children in communal areas. Each bubble base will be allocated two spaces; a classroom and an outdoor play area, and these will be the only two areas each bubble can occupy and use. Each bubble base will be allocated a set of toilets for use of members of the bubble. Children will be taught about who they can and cannot mix with and the reasons why.</p>	
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		<p>Respiratory Hygiene- Children will be taught new behaviour expectations around coughing, sneezing, touching and proximity. Every base will contain covered bins so contaminated waste can be safely stored and discarded. Children will be taught how to thoroughly wash their hands and will be expected to do so frequently.</p> <p>Increased cleaning of bubble bases, and toilets when necessary, throughout the day to ensure hard surfaces and surfaces touched by others are disinfected.</p> <p><u>Isolation</u> We have a designated space to use in the event that an individual becomes unwell whilst at school. Parents will be notified of this and asked to collect their child if this occurs. Likewise, if a child or anyone in a household becomes ill with symptoms of coronavirus, parents to contact the school and isolate for 14 days.</p> <p>Children with symptoms are encouraged to be tested. If the test is positive all staff and children from the child’s group must self-isolate for 14 days. If the test is negative, the bubble continues as normal and the individual can return to school with proof of their test outcome.</p>		
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<p>Ensure the School has a process in place for removing face coverings when pupils (over the age of 11) and staff who use public transport arrive at school. And the process is communicated clearly to them.</p>	<p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>No face coverings for pupils or staff within school environments in line with Dfe guidelines for visitors to school and parents / carers dropping off (see full risk assessments). Training day of 1st September will remind all staff of this. Single central record to be kept with all staff signing to show that they understand routines and guidelines. Lunchtime dinner supervisors and visitors during the school day to wear face masks. Parents / carers to be requested to wear face masks when on school site. Staff will be asked to wear face masks in the staff room and on the school playground.</p>			
<p>Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Teaching Bubbles restricted to the seven single age groups classes.</p>			
<p>Ensure groups are kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Playtimes / lunchtimes separate for different age groups with strong adherence to social distancing measures, e.g. desks apart and facing forward at KS2, two metres from teacher's desk, one-way systems around school.</p>			

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<p>Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Staff restricted as much as practical to bubble teams with no cross over during the day or week, with the exception of wrap around care. The latter staff are restricted to key stages when possible. Two metres rule to continue to be applied across the school for adults to adults and adult to pupils as much as practical.</p> <p>The school floor has a marked one-way system, playground signage indicated the exit and entry points for pupils and staff, posters to remind people of two-meter rule.</p> <p>Pupils will have an introductory talk from their teachers on return to school and a walked around the site to help remind the pupils</p> <p>Staff to have similar reminders on September training days and start of half terms.</p>	<p style="background-color: yellow; text-align: center;">Amber</p>
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<p>Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face to contact lowers the risk of transmission.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Socially distant Training Day on 1st September for going through risk assessments, including revision of track and trace, health and safety and safeguarding procedures. Staff to be kept in bubbles for this.</p>			
<p>Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p>	<p>Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid close face to face contact and minimise time spent within 1 metre of anyone. <i>(it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.)</i></p>	<p>N/a, although the general principles will still apply to adult to adult and upper ks2 bubbles.</p>			
<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. <i>(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i></p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>School to carry on applying good habits of lockdown, as it has been continuously open since March 2020.</p> <p>Behaviour policy has amendments with serious sanctions for any pupils presenting a risk. Risk assessments carried out for all pupils and staff reminded to risk assessment all activities where social distancing could be compromised.</p> <p>Signage throughout school reminds pupils of the two-metre rule and pupils in school during the summer term observed the rules impeccably, with allowances made for the very youngest pupils.</p>			
<p>Ensure that when staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Bubbles are up to 30 as stipulated in government guidelines. Cannot reduce sizes further as we only have seven classrooms and the equivalent of seven class teachers.</p>			

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<p>Ensure that adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-ull-opening-schools</p>	<p>All KS2 classes have tables facing forward with teacher at the front of the class as much as possible. Reception pupils not to be kept on the carpet for long periods</p>			
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<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>Class, virtual assemblies and story roundabout (virtually) will continue. Staff meetings and Governors meetings to be held virtually (e.g. via zoom or Teams or in outside socially distanced groups of no more than 6). Staff meetings and small group meetings allowed inside when appropriate social distancing, ventilation and mask wearing is possible. Staff can be in their discrete bubble areas for these meetings, e.g. teacher with TAs in classrooms) Online training materials to be used as much as possible, so staff can either access it at home or in their bubble working environments.</p>			
<p>When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Established one-way system maintained with staggers timetable for breaks and lunchtimes. Timetable for toilets with extra cleaning Dinner Hall to be used sparingly as location is inappropriate for the demands of social distancing. Pupils will be eating in their classrooms with their bubbles. School is eager to open up areas of the dinner hall initially for free school meals pupils so that they can access a warm meal, but this will require further risk assessments as the term goes on.</p>			
<p>Ensure that a plan of how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>		<p>Staff room use restricted with less seating, spaced out and staggered timetable for lunch and breaks. Only six people in the staffroom at any one time. Staff have been asked to wear facemasks whilst in the staff room as it is a communal space. There is also good ventilation present in this area. Staggered lunch and playtimes allow for this.</p>			

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<p>Ensure that plans have been communicated to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>		<p>School communication using texting, website, sign posting and presence of SLT member at beginnings and ends of the day. Visits limited to appointments only Staggered starts and finishes, one parent / care per pupil / family unit. Access limited to school reception area with on one person permitted at hatch at a time. Reception induction and parents' consultations subject to separate risk assessments.</p>			
<p>Ensure that the management of other visitors to the site, such as contractors, has been considered and ensure site guidance</p>	<p>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits</p>	<p>Strict application of existing procedures Ensure office staff enforce guidelines consistently with the support / back up of SLT.</p>			

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<p>on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p>	<p>can happen outside of school hours, they should. A record should be kept of all visitors.</p>	<p>Separate risk assessments for vulnerable pupils include these measures when and if applicable</p> <p>The school has no plans for any visits or visitors to classrooms for the Autumn and Spring terms at least, including swimming.</p> <p>Essential visitors need to book in advance and when possible kept socially distant from bubbles in outside spaces (two metres), asked to come at a time when areas can be safely accessed / managed (e.g. specialist support staff and maintenance workers), as well as wearing a face covering. School improvement visitors subject also to a risk assessment.</p> <p>Public transport not used by any staff or known pupils.</p> <p>A further risk assessment will take place over practicalities for allowing per covid-19 visits and visitors onto the site in the Spring Term.</p>	<div style="background-color: yellow; width: 100%; height: 100%;"></div>
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<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Ensure that all members of staff are aware, read and understood the Guidance for full opening: schools and Guidance for full opening: special schools and other specialist settings and Local Covid 19 Management of cases in education setting.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wchealthprotection@worcestershire.gov.uk or by phone 01905 845491</p> <p>Notify PHE on 0344 225 3560 (Option 0, Option 2) of any symptomatic or confirmed cases in a school</p> <p>Ensure that Staff are aware of how to manage confirmed cases of coronavirus (COVID-19) amongst the school community. If the school becomes aware of a</p>	<p>Training Day on 1st and 2nd September will reinforce this.</p> <p>Information to be displayed in office and staffroom</p>			
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	<p>confirmed or suspected case of a pupil, staff member of household member of a pupil or staff member they must contact the WCC Local Outbreak Response Team or PHE Health Protection Team immediately and follow the local and national guidance.</p> <p>Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils (or symptomatic pupils siblings) must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	<p>Texts to parents / carers on 1st / 2nd September with message on the website. Remind staff last week in August prior to return to school. Include this on first newsletter in September (by Friday 4th September)</p> <p>Tests for teaching and support staff twice a week for the Spring term at least.</p>			
<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>SLT will go over the very latest guidelines on the 8th March 2021 and will provide all staff with a document detailing the process needed to be following. The latter document will be sent out the week before the return to school to make sure it is as up to date as possible.</p>			

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Worcestershire supporting tools and resources:

- Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2211/coronavirus_covid-19_general_faqs_for_education_providers/4
- Safe working including use of PPE: Bulletin CV35 http://www.worcestershire.gov.uk/downloads/file/12524/education_and_early_help_bulletin_covid-19_update_35_-_15_may_2020
- Covid19 Testing for education staff: Bulletin CV28 http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid-19_update_28_-_1_may_2020 and CV25 http://www.worcestershire.gov.uk/downloads/file/12479/education_and_early_help_bulletin_covid-19_update_25_-_24_april_2020
- Testing link and CV37 http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020
- **Personal Protective Equipment (PPE) in Schools:** Bulletin CV38 [Coronavirus COVID-19 Education and Early Help Bulletin 38 | Worcestershire County Council](http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020)
- If you are unable to access essential supplies please contact: CV19Logistics@worcestershire.gov.uk where someone will contact you to discuss your requirements and provide any support possible.
- **Worcestershire Public Health guidance to early years, mainstream schools and special schools:** http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings
- **Management of cases and local outbreaks in education settings including early years and childcare settings, schools or Post 16 provision:** http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings

Theme 2: Accommodation / site usage

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.	Schools should continue their compliance checks during the school holidays.	Cleaner in Charge has been reminded and will carry out checks over August and during school year as usual.			

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	<p>This is particularly important for water system which will not have had normal use during lockdown or even with the wider opening of school in June. Regular flushing of <u>all</u> taps for two minutes or more and flushing of toilets on a weekly basis is recommended with daily flushing for a week before the school opens in September.</p> <p>Fire evacuation procedures must also be reviewed especially if changes to classes and classrooms have been made. This should be supplemented with drills to ensure staff and pupils are familiar with any changes.</p> <p>Further information can be found here- https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <p>Further information can be found here- https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/</p>	<p>Fire practice for first full week back with new arrangements. (again in week beginning 8th March 2021)</p>			
<p>Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.</p>	<p>Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p> <p>Advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	<p>Cleaner in Charge opens all windows and doors daily - kept open as much as is safe to do so.</p> <p>Doors and windows to be kept open in accordance with Worcestershire Health and Safety guidelines.</p>			
<p>If you are using any form of Temporary Structures for provision e.g. gazebo, ensure correct procedures are followed</p>	<p>Further information can be found here: https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</p>	<p>n/a</p>			

For each consideration if your setting will have all measures in place in time for full opening RAG rate as green. If not RAG as amber or red and include comments below

to safely erect, maintain and dismantle the structure.					
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Worcestershire Supporting tools and resources:

- Covid 19 Schools Phased return space planning considerations <http://www.worcestershire.gov.uk/phasedschoolsreopening>
- **Reopening Council Buildings Checklist 120520** <http://www.worcestershire.gov.uk/recoveryschools>
- Guidance from Highways regarding marking footpaths outside schools: Bulletin CV 41_ [Coronavirus COVID-19 Education and Early Help Bulletin 41 | Worcestershire County Council](#)

DfE guidance:

- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Managing school premises during the coronavirus outbreak: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Legionella compliance through lockdown: <https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/>
- [Air conditioning and ventilation during the coronavirus outbreak](#)

Theme 3: Staffing

Consider:	Suggestions / consideration	Issues & actions to manage risk			G
<p><u>Clinically Vulnerable staff</u></p> <p>1. Please can you confirm that you have individually risk assessed all staff against the updated July 20 schools</p>	<p>Guidance for full re-opening of schools – 2nd July 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>All staff spoken to and aware of the need to declare vulnerabilities to SLT.</p> <p>Staff wellbeing to be a priority on training days in September and for training day on Friday 23rd October, when school will be closed for cleaning</p>			

For each consideration if your setting will have all measures in place in time for full opening RAG rate as green. If not RAG as amber or red and include comments below

<p>reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p> <p>The new guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene.</p>	<p>Advice taken from human resources with risk assessments due to take place at the beginning of September for the relevant staff, and as needed across the school year.</p>			
<p><u>BAME staff</u></p> <p>2. Please can you confirm that you have individually risk assessed all staff as per HR guidance, who identify themselves as BAME staff.</p>	<p>BAME review report – 2nd June 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</p> <p>BAME HR Guidance – 26th June 20 – page 7 http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020</p> <p>In light of the on-going work arising from this research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</p>	<p>Not applicable to existing staff, but human resources will support when needed with the appropriate risk assessments.</p>			

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	<p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p>				
<p><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></p> <p>3. For all staff that fall into the Extremely Clinically Vulnerable category (known as Shielding). Please supply the following information for each individual staff member. Please note: If you do not have any staff that fall into this category please can you send a nil response.</p> <p>Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:</p> <p>a) Job Role; b) Contracted hours;</p> <p>c) What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1st August; and</p>	<p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practicing good, frequent hand washing.</p> <p>The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure.</p> <p>Support for those shielding will continue to the end of July so that people can plan for these changes.</p>	<p>I have spoken to the three members of staff who may fall in to this category. All are Part time lunchtime supervisors.</p> <p>One has informed me that she is pregnant. Two further lunchtime supervisors are both over 70 and in the past 12 months have had cancer treatment. They were sent home on the 16th March but both want to return to school. All three staff members have been informed by me that I will carry out a risk assessment to decide if occupational health will be needed. All three have indicated that they want to return but none have been in school since the March start of lockdown so their return to school will require a considered review.</p> <p>Further risk assessment of all staff prior to March 8th return identifies 1 member of support staff needing to work remotely for rest of spring term leading up to maternity leave.</p>			

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<p>d) Please can you confirm that you have or will individually risk assess all staff as per the updated July 20 schools reopening guidance for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</p>			
<p><u>Impact on school</u></p> <p>4. Reviewing your answers to question 3 above please can you answer the following questions:</p> <ul style="list-style-type: none"> • What impact does this have on your available staffing and the full re-opening? • How will you cover these posts if required to do so? 		<p>School will be able to operate without these three members of staff for the first few days / weeks, as TAs will be remaining with the class bubbles for the lunchtime period. This will reduce staffing capacity and will be an issue when the school is able to reintroduce hot meals or if any TAs are off ill. A staffing restructure could be required if occupational health deem any of them are vulnerable in existing duties.</p>	

Supporting tools and resources:

- If you have any individual staffing queries relating to the wider reopening of schools, please contact Liberata HR WCCHRConsultancy@liberata.com
- If you have any other concerns around the full reopening of your school, please contact CV19EducationSchools@worcschildrenfirst.org.uk
- Coronavirus COVID-19 frequently asked questions for schools - HR guidance for schools on Coronavirus (COVID-19) issues http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_schools/2196/coronavirus_covid-19_frequently_asked_questions_for_schools/7
- To find out more information through the Education and Early Help bulletins: http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

DfE guidance:

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- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Data protection: <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- NQT advice: <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- Critical workers who can access schools or educational settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>