

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 September 2020. 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: Sytchampton Endowed Primary School	DfE Number: 885 3381
Date agreed by Head Teacher: 11th August 2020 (updated)	Date approved by Governing Body: 15 th July 2020
Date submitted to LA / WCF: 16th July 2020	Submitted by: Amanda Richards

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

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.)

We will be opening to all pupils from 3rd September as 1st and 2nd of September are our TED Days.

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

All pupils will be returning on 3rd September.

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

(Please see attached plan for full details)

We will be staggering start and finish times for Reception/KS1 and KS2. Each Bubble will have their own exits and entries and toilet facilities.

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.

n/a

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 behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p>Included in Staff Handbook and School Risk Assessment.</p> <ul style="list-style-type: none"> • <i>Increased enforced use of handwashing before eating of food including snack times and breakfast club</i> • <i>Reception parents to drop children at the door and staff to support pupils in washing hands upon arrival</i> • <i>All classes to wash hands upon arrival at school (school door to open earlier)</i> • <i>Pupils to wash hands thoroughly within classroom spaces upon entry to school, after every visit to the toilets, before snacks and lunchtime and prior to leaving school (to be closely monitored)</i> <i>(pupils will not be changing rooms)</i> • <i>Encourage pupils not to touch mouth, eyes or nose</i> • <i>Pupils to be instructed to wash hands after sneezing or coughing and to cough or sneeze into elbows</i> • <i>Any person who has assisted a person who was unwell with the COVID symptoms must ensure that they wash their hands thoroughly immediately afterwards.</i> • <i>General reminders for hygiene</i> • <i>Effective handwashing facilities and soap available</i> • <i>Hand sanitiser will be available in every classroom and pupils will be advised to bring their own supply</i> 			

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		<ul style="list-style-type: none"> • <i>Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, before and after eating, before and after breaktimes, after using the toilet, and after coughing or sneezing.</i> • <i>Pupils will wash their hands for at least 20 seconds using soap and water or alcohol-based hand sanitiser – younger pupils and pupils with complex needs will be supervised when doing this.</i> • <i>The school will enforce the ‘catch it, kill it, bin it’ approach to containing coughs and sneezes.</i> <p>The school has plenty of santiser in stock. Parents have been advised to provide moisturiser if appropriate.</p> <p>COVID Behaviour Appendix To Policy agreed by Governors and included in Parent Handbook.</p> <p>The school will embed a culture of protective measures by establishing clear hygiene routines, displaying social distancing and hygiene posters in each classroom, staff modelling and for pupils in Reception and Year 1, using songs to ensure that pupils understand how long they should wash their hands for (20 seconds minimum).</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 and shared within the bubble.</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 bubbles.</p>	<p>See staff handbook/school risk assessment.</p> <ul style="list-style-type: none"> • <i>Staff to provide a basic pack of resources to support learning (paper, pencils etc) for pupils who may not have access to materials at home</i> • <i>Pupils to be allocated individual work spaces (which remain the same every day) and individual equipment packs, water bottles, to be kept under their desks in trays and not to be shared</i> 			

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		<ul style="list-style-type: none"> • <i>No use of the outdoor play equipment to be permitted</i> • <i>Any play equipment used, or central resources (e.g. science equipment) will be allocated to that bubble for the week and should be kept within the bubble classroom during that week. It should then be thoroughly cleaned and sanitised, stored for 72 in the play shed before being re-allocated to another bubble.</i> • <i>PE Equipment can be used Monday to Thursday</i> • <i>Any PE equipment should be thoroughly cleaned on the Thursday then returned to the PE shed the following Monday to allow 72 before use by another bubble</i> <p><i>Early Years:</i></p> <ul style="list-style-type: none"> • <i>Any shared equipment to be disinfected and thoroughly cleaned every night</i> • <i>Allocate individual writing resources</i> 			
<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>See staff handbook/school risk assessment.</p> <p><i>Pupils and parents have been advised to bring only coats and lunch boxes to school. Any other bags or equipment are to remain at home.</i></p> <ul style="list-style-type: none"> • <i>Pupils to be allocated individual work spaces (which remain the same every day) and individual equipment packs, water bottles, to be kept under their desks in trays and not to be shared</i> • <i>Coats and bags to be kept under desks</i> 			
<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</p>	<p><i>Pupils and parents have been advised that pupils are not required to wear masks whilst attending school as the majority of pupils are younger than 11 years.</i></p>			

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	<p>plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Should parents choose to send their pupils to school wearing a mask, then 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>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>Pupils have been organised into bubbles which are no bigger than one class (Max 31) See staff handbook/risk assessment</p> <ul style="list-style-type: none"> • <i>Staff to discuss rules with pupils at the start of term and refer to these regularly during learning time</i> • <i>Minimise contact between individuals and maintain social distancing wherever possible</i> • <i>Each class will form bubbles (no larger than 31 pupils) with their own toilet facilities and entry/exit points</i> • <i>Classroom spaces and toilets allocated so that there is no crossover between Year Groups and no use of narrow corridors</i> • <i>Social Distancing to be encouraged for pupils in KS2 where possible</i> • <i>Keep cohorts together throughout the day wherever possible including consistent members of staff</i> • <i>Where staff operate across more than one bubble they must, as much as they can, maintain a 2 metre distance from each other and from the children</i> • <i>Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone</i> 			

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		<ul style="list-style-type: none"> • Where possible staff to provide feedback to pupils side by side rather than face to face • One pupil to use the toilet facilities at a time • Pupils to be allocated individual work spaces (which remain the same every day) and individual equipment packs, water bottles, to be kept under their desks in trays and not to be shared • Coats and bags to be kept under desks • Where possible to face desks forwards and pupils should be sat side by side rather than face to face or side on (this may not be possible in Early Years. Instead a maximum number of 4 pupils are to access any learning area at any one time) • If pupils sit on the carpet, to be spread out as much as possible • Classrooms to be kept well ventilated • Wherever possible, outdoor learning spaces to be utilised • Pupils to wash hands thoroughly within classroom spaces upon entry to school, after every visit to the toilets, before snacks and lunchtime and prior to leaving school (to be closely monitored) • Encourage pupils not to touch mouth, eyes or nose • Pupils to be instructed to wash hands after sneezing or coughing and to cough or sneeze into elbows • Provide hand sanitiser in classrooms • Prop doors open (not fire doors) and open windows where possible to increase ventilation and reduce the number of touch points • Reminder posters to be printed and displayed around the school • Regular cleaning of surfaces within the classroom 			
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		<ul style="list-style-type: none"> • <i>Class Teachers to wipe all tables and touch points down at the end of each day</i> • <i>Cleaning staff to focus on priority areas (classrooms, toilets) and clean all touch points daily</i> • <i>Remove soft furnishings, soft toys and toys that are hard to clean from learning environments</i> • <i>Large gatherings such as assemblies will not take place until further guidance is released</i> 			
<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>Bubbles have staggered start and finish times, separate toilet facilities, separate entrances and exits and lunches will be in classrooms to avoid crossover. See staff handbook</p> <p><i>To this end, we have arranged our 'Bubbles' into our 4 Class Groups. Each bubble will remain with their Class Teacher and Support Staff throughout the day wherever possible. Each bubble will have their own entrance and exit and toilet facilities. The school will not be holding assemblies for the foreseeable future as the guidance states that large gatherings like this are not yet safe.</i></p>			
<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>2 adults have been allocated to each bubble and will remain consistent. See staff handbook/risk assessment</p> <p><i>Each bubble will remain with their Class Teacher and Support Staff throughout the day wherever possible. Each bubble will have their own entrance and exit and toilet facilities.</i></p> <ul style="list-style-type: none"> • <i>Where staff operate across more than one bubble they must, as much as they can, maintain a 2 metre distance from each other and from the children</i> 			

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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>See staff handbook/risk assessment Where possible, desks will face forwards.</p> <p>Staff have been advised to give feedback from behind the pupils or side by side to reduce face to face contact. See staff handbook/risk assessment.</p> <ul style="list-style-type: none"> • <i>Where possible to face desks forwards and pupils should be sat side by side rather than face to face or side on (this may not be possible in Early Years. Instead a maximum number of 4 pupils are to access any learning area at any one time)</i> • <i>If pupils sit on the carpet, to be spread out as much as possible</i> 			n/
<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>	n/a			
<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>See staff handbook/risk assessment</p> <ul style="list-style-type: none"> • <i>Markings on playground for 2m distancing (in Early Years spots will be used to spread children out on the carpet) Classrooms have been allocated so that there is no crossover between bubbles, therefore there are no markings in corridors.</i> • <i>Minimise contact between individuals and maintain social distancing wherever possible</i> 			

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		<ul style="list-style-type: none"> <i>Social Distancing to be encouraged for pupils in KS2 where possible</i> 			
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.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	See staff handbook/risk assessment Bubbles will be a maximum of 31 pupils			
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.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	See staff handbook/risk assessment <ul style="list-style-type: none"> <i>Where possible to face desks forwards and pupils should be sat side by side rather than face to face or side on (this may not be possible in Early Years. Instead a maximum number of 4 pupils are to access any learning area at any one time)</i> <i>If pupils sit on the carpet, to be spread out as much as possible</i> <ul style="list-style-type: none"> <i>Soft furnishings and additional furniture have been removed from classrooms and stored in the upstairs store rooms</i> 			
Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.		Assemblies will take place within classes			
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).	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Dropping off, lunchtimes, playtimes and collection times are all staggered. Pupils will also have allocated areas to play on the playground to maintain their bubbles. See staff handbook/risk assessment <ul style="list-style-type: none"> <i>One way system for drop off and collection (video on Facebook Page)</i> <i>Staggered Start and Finish times for different hubs/bubbles</i> 			

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		<ul style="list-style-type: none"> • Reception and KS1 form one hub, and KS2 a different hub. Start and Finish times are staggered for each hub, however, each bubble within each hub, has a separate exit and entrance point and the one way system with distance markings ensures no crossovers between parents or pupils at these times • Markings on playground for 2m distancing • Only one parent/carer to drop pupils off • Pupils to remain in classrooms when being dismissed until called by teacher • Pupils to be dismissed from identified classroom doors to prevent crossover between year groups • Pupils from <i>the same household</i> in the different year groups to be collected and dropped off at the earlier of the two times • All pupils to eat packed lunches in their classroom areas • Lunchtimes and playtimes to be staggered • Each bubble to be allocated an outdoor play space • No use of the outdoor play equipment to be permitted • Weather permitting, pupils should be encouraged to use the field areas and space out • No sports or contact games allowed 			
<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>The staff room is out of bounds and to be used as the designated area for anyone presenting with symptoms.</p> <p>Staff meetings will be held remotely wherever possible using Microsoft Teams. However, where staff do need to be present, meetings will take</p>			

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		<p>place in the school hall, where all staff will be allocated seating which is 2m apart.</p> <p>Dinner times have been organised so that staff have ½ break and there will be sufficient staff available at playtimes to supervise and allow staff to take turns in having a break</p> <p>See staff handbook/risk assessment</p>			
<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>See parent handbook/risk assessment</p> <p>Following agreement by Governors on 15th July 2020, parents were sent copies of the School Risk Assessment and detailed Parent Handbooks together with a letter and a copy of the COVID recovery strategy on 16th July. These documents have also been uploaded onto the school website on a specific COVID page.</p> <p>A further reminder of these documents will be sent prior to the September start and any updated guidance/risk assessments will be emailed to all families and uploaded to the website. The school will use email, text and Seesaw to continue to communicate with parents.</p> <ul style="list-style-type: none"> • Increase hygiene procedure - Communication with key people including key information (staff, pupils and families, users of the site) • Specific hygiene lessons in class • Update parents as required 			
<p>Ensure that the management of other visitors to the site, such as contractors, has been considered and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school</p>	<p>Site guidance 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>Already in place</p> <p>Visitors</p> <p>Parents have been asked to use email and telephone calls to communicate with staff and not to come into the school office.</p>			

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<p>hours, they should. A record should be kept of all visitors. 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>Visitors to the school are recorded by office staff and will be kept to an absolute minimum (e.g. for maintenance/repair purposes). Where visitors do need to come into school they will be asked to work outside of normal school hours wherever possible. If visitors cannot come into school outside of school hours they will not be permitted to have any contact with pupils and will maintain 2metres social distancing at all times.</p> <p>Signs are displayed in the front office regarding protective measures and hygiene All visitors to be instructed to use sanitizer provided by office staff prior to entering the building.</p> <p>Virtual meetings, email and telephone calls will be used wherever possible to minimise the need for any visitors to enter the building.</p> <p>Please explain arrangements for children who are dual registered if this is applicable (none)</p>			
<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 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>See staff handbook/risk assessment School have already shared the flow charts and operating procedures with staff</p> <p>A paper trail (via email) has recorded where documents have been shared with staff (risk assessments, staff handbooks). These will also be revisited during the TED Days on 1st and 2nd September and staff will sign to say that they have</p>			

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	<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 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>read all of the documents. A record of this will then be kept on Scholarpack.</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</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>See staff handbook/risk assessment School have already shared the flow charts and operating procedures with staff</p>			

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<p>to take as per the guidance and ensure that this is communicated to parents.</p>		<p>A paper trail (via email) has recorded where documents have been shared with staff (risk assessments, staff handbooks). These will also be revisited during the TED Days on 1st and 2nd September and staff will sign to say that they have read all of the documents. A record of this will then be kept on Scholarpack.</p> <p><i>Outbreak information in Handbook for Staff</i></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.

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- **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
<p>A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.</p>	<p>Schools should continue their compliance checks during the school holidays.</p> <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>A new premises handbook is in place which ensures that compliance checks are carried out throughout any closures.</p> <p>Legionella samples are completely clear after rigorous testing.</p> <p>The site manager returns on 1st August and will resume these checks. In the interim, the SBM and HT will carry out the checks.</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>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>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>See staff handbook/risk assessment</p>			
<p>If you are using any form of Temporary Structures for provision e.g. gazebo, ensure correct procedures are followed to safely erect, maintain and dismantle the structure.</p>	<p>Further information can be found here: https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</p>	<p>n/a</p>			

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>

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

- 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	R	A	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 reopening guidance for Clinically Vulnerable staff and HR Guidance.</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>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>Individual risk assessments have been agreed with staff who are clinically vulnerable/extremely clinically vulnerable.</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>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><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>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>Individual risk assessments have been agreed with staff who are BAME.</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><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).</p> <p>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;</p> <p>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>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>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>Individual risk assessments have been agreed with staff who are extremely clinically vulnerable.</p> <p>Worker a Cleaner in charge 22 hours p/w Cleaning and site managing when pupils are not on site only</p> <p>Worker b Cleaner 15 hours p/w Cleaning and site managing when pupils are not on site only</p> <p>Worker c Dinner Supervisor and Wrap Around Care Assistant 8.75 hours p/w To continue in role with additional safeguards (Social Distancing, outdoor working wherever possible, Visor supplied if required)</p> <p>Worker d Teaching Assistant 24.5 hours p/w Working with older pupils only To maintain 2 m social distancing Vistor or mask supplied as required</p>	<div style="background-color: green; width: 100%; height: 100%;"></div>
<p><u>Impact on school</u></p>		<p>All staff will return</p>	<div style="background-color: green; width: 100%; height: 100%;"></div>

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>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? 					
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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:

- 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>