

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: Westlands First School	DfE Number: 2035
Date agreed by Head Teacher: 14:07:2020	Date approved by Governing Body: 16:07:2020 Governors notified of ongoing changes
Date submitted to LA / WCF: 17:07:2020 Amended as per yellow highlighting to reflect updated guidance and school evaluations July/August 2020	Submitted by: Rachel Roberts



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.)

Thursday 3rd September 2020 all pupils return to school. Tuesday 1st and Wednesday 2nd September 2020 are TEDs.

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

No , all pupils will return on Thursday 3rd September at staggered start and finish times.
Nursery & Reception pupils are on a staggered phased return (refer to school website for further detail)

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

Staggered starts and end times of the school day. Separate external entrances & exits to classrooms.

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.

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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>An expectation that all staff & pupils wash hands on arrival at school using soap and warm water, before and after playtime, before snacks & lunchtimes.</p> <p style="background-color: yellow;">The use of hand sanitiser is for adult use only and not available for use by the children.</p> <p>Each class has an identified an adult to be responsible for wiping door handles, stair banisters and touch points throughout the school day.</p> <p>Classrooms have sinks in them with the exception of one classroom upstairs but there are male & female toilets with running water on the same landing.</p> <p>Posters in every classroom and in communal areas reminding staff and children to wash their hands thoroughly and frequently.</p> <p style="background-color: yellow;">Children will be briefed and reminded regularly of the rules and expectations this will include correct hand washing demonstrations.</p> <p style="background-color: yellow;">Adults & children will be reminded of the 'Catch it , Bin it, Kill it' expectation and posters around school serve as a reminder.</p>			

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		<p>All classrooms will have a designated bin with a lid specifically for the disposal of tissues. These bins will be emptied at lunchtime and again at the end of the school day by the designated member of staff in the classroom. The contents are to be emptied into a bin liner tied and disposed of into the blue refuse bin located in the outside covered area off the lunch hall.</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>Classrooms have been rearranged to remove soft furnishings.</p> <p>Each child will have their own set of stationery in a clear, named wallet.</p> <p>Minimal resources will be sent home and brought back in to school. Permitted items are book bags, lunch boxes, reading books and water bottles.</p>			
<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>Resources are limited to classrooms /bubbles in order to adhere to the latest guidance. Each child will be issued with a clear plastic wallet with new basic equipment for their sole use in order to limit chances of cross contamination.</p> <p>Reading books and RWInc resources that will travel between home & school in a book bag will not be re-issued to other children for 72 hours.</p> <p>Classes will have their own Maths, wet play , equipment etc for their sole use, they will remain in the class bubble and will not be shared with other bubbles.</p>			

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		P.E. kits will be brought in to school on the first day back at school in September, they will remain in the named P.E. bag on the child's peg for their sole use. The children will change socially distanced in their class bubble, accessing the outside for P.E. and fitness/healthy exercise opportunities as per timetables. Swimming will only take place once Local Authority permission has been granted as per guidance.			
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.	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.	N/A			
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	School will be operating with year group bubbles as per our opening plan. There will be zones for breaks and lunchtimes in bubbles on a rota. Lunches will be packed lunches and will be consumed in the classrooms. Bubbles are defined by year group as per government guidance and staff deployment reflects this guidance.			
Ensure groups are kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Where possible 2 metre distancing to be adhered to as per the school risk assessments although the government guidance is currently 1 metre plus. Staggered entry/exit points, break times, lunch times, toileting will ensure groups are kept apart from each other as far as possible. Designated toilets have been assigned to			

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		<p>bubbles to reduce cleaning and keep footfall to a minimum. Timetabling of toilet breaks allow for cleaning between allotted times.</p> <p>Classroom furniture has been moved to allow social distancing and minimal contact.</p> <p>Placement of furniture has been considered carefully in each classroom to allow for guidance to be followed.</p> <p>Tape on the floor at 2 metre intervals in some areas act as a visual reminder for children to maintain 2 metres apart at all times.</p> <p>Parents/Carers to access the latest information & guidance from the school website. As per this guidance drop off and collection arrangements must be followed and Parents/Carers to minimise contact with each other on the playground and on school premises.</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>Teachers & TAs deployed to specific year group/ key stage in order to comply with the latest government guidance.</p> <p>The staggered start and finish times and organisation of the school day will minimise the chances of adults meeting other adults and pupils around school.</p>			
<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>Each classroom has been reorganised to ensure that the children face the front , are socially distanced as best as possible, reducing the amount of time people are in face to face contact.</p> <p>In the Early Years classrooms have been rearranged to remove all soft furnishings and allow as much outdoor learning and</p>			

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		<p>adaptations where possible to allow for usual teaching arrangements to be maintained. Resources and equipment will be cleaned at the end of every day by teachers and TAs in each classroom.</p> <p>Children with complex needs who require extra adult support, will be encouraged to self – regulate and supported where possible to maintain social distancing and limited physical contact.</p> <p>In order to reduce the risk of transmission increased hygiene protocols will be followed as per Government guidance in the opening of schools. PPE is available for staff needing to attend/assist pupils in these circumstances. The PPE equipment will be located in the Medical Room, LSB and in reception & Nursery classes.</p> <p>Intervention will be run by staff assigned to Year bubbles to lower the risk of cross contamination.</p> <p>Soft furnishings and unnecessary furniture has been removed and placed in storage.</p>			
<p>Ensure staff in secondary schools maintains 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</p>			
<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-</p>	<p>Children who have attended school during the lockdown period are fully aware of the</p>			

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<p>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>for-full-opening-schools</p>	<p>expectations of adhering to social distancing. Clear direction will be given to lunchtime staff on the TED 01:09:2020. Where children are failing to adhere to the expectations of the school risk assessments conversations will be held with parents/carers.</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>Class sizes and adult support allow for small group working where possible. The children will remain in their classrooms for the vast majority of their day. They will only leave the classroom to use the toilet, break time, lunchtime , P.E. lesson which is a specified time.</p>			
<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-full-opening-schools</p>	<p>Soft furnishings have been removed from classrooms. Tables & chairs have been rearranged in line with the latest government guidance. All children will be seated side by side facing the front of the class. This model will also be adopted by staff for socially distanced staff meetings/TEDs etc</p>			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>Zoom assemblies will take place instead of whole school gatherings as per the latest government guidance. Teachers will conduct socially distanced assemblies in classrooms as per timetable to be given out on 02:09:20. Collective worship will take place in class and via virtual assembly using Zoom or equivalent.</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</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 are arriving and leaving the school site at staggered times for individual classes. See above for more detail</p>			

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<p>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>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 has been rearranged to encourage social distancing. Additional areas are available in school for staff to retire to during staggered break times to avoid overcrowding in the staff room. The sunshine Room with kitchen, Bungalow with kitchen , PPA room etc are all available areas to use.</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>Parents/Carers will continue to be updated of the latest arrangements for a return to school and Risk Assessments via the school website. Teachers have made phone contact & email contact with pupils and also hand delivered school reports and details of new classes & teachers for September.</p> <p>The Sunshine Room can be used for socially distanced face to face meetings if essential. This room is accessed from the main entrance and does not require access in to the school building. Where possible meetings will be held virtually .</p> <p>If a face to face meeting is essential then it is imperative that:</p> <ol style="list-style-type: none"> 1. Individuals can certify to the best of their knowledge they have not been in contact with anyone in the last 14 days who has a positive test for Covid-19. 2. Staff and or pupils may choose to wear a face mask but this is at the discretion of the individual. 			

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		<p>3. That they maintain social distancing.</p> <p>4. A meeting takes place in a well-ventilated room.</p> <p>5. All attendees sign in to enable track and trace to be adhered to in the event of an infection risk.</p> <p>We do not have any children currently who attend another setting.</p> <p>All Governor meetings will be held virtually as and when possible.</p> <p>All staff are aware of the track and trace process and their duty to report necessary information.</p> <p>SLT are aware of the process in place to manage any confirmed cases of Covid-19 within the school community.</p>		
<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 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</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>All visitors, like staff are expected to wash their hands on arrival at school and sign in leaving contact details as per Track & Trace guidance. Hand sanitizer is available at the Reception desk on arrival at school through the main entrance.</p> <p>All visitors to sign in & sign out in the visitors book located on entry to the school in the main entrance.</p>		

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<p>them to jointly deliver a broad and balanced curriculum for the child.</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>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wcchealthprotection@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. 	<p>As above and in line with government guidance.</p> <p>See above</p>			

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	<ul style="list-style-type: none"> • 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>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>All staff are aware of the process if there is an outbreak within school and reminders of this guidance are available in the Deputy Headteacher’s office and also within the school risk assessment.</p> <p>All staff and parents are aware of the process if there is an outbreak in school. These details are on the school website with links to the latest Government advice.</p> <p>All staff and parents will be reminded of this process at the beginning of the new term in September. Staff will have their attention drawn to page 12-14 of the government advice on full opening which outlines the response to any infection and NHS Test and Trace process, this will be on the notice board in the Staff Room alongside the risk assessments.</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/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)
- 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. 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.	Compliance checks have been conducted through partial closure of the school. These will continue to be maintained throughout the summer break.			

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	<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 evacuation drill practised during the lockdown / partial school closure. Another fire drill is planned to take place in the first half of the Autumn term.</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>Internal doors eg toilet doors that are not fire exit doors are wedged open to reduce contact and windows are open to ventilate rooms and work spaces.</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>			

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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	R	A	G
<p>Clinically Vulnerable staff</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-</p>	<p>All individual staff considered vulnerable or critically vulnerable have an individual risk assessment that has been shared and signed by the individual on the return to school.</p> <p>It is the duty of staff members to read the government guidance and inform RR or a member of the SLT in her absence if they consider themselves vulnerable or clinically</p>			

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	<p>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>vulnerable.</p> <p>All vulnerable & critically vulnerable staff were tasked with working from home as long as was possible based on the needs of the school.</p>	
<p>BAME staff</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>All completed for individual staff and identified as medically vulnerable & critically vulnerable.</p>	

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	<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;</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</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>Refer to school risk assessment.</p>	

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<p>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>This updated guidance August 2020 does not impede or have an impact on our staffing for reopening in September 2020.</p> <p>Full consideration has been given to the careful placement of staff in order to open to the wider school whilst adhering to the latest government guidance and whole school/individual staff risk assessments.</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:

- 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>

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- Critical workers who can access schools or educational settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>