

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

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: St. Barnabas CE Primary School	DfE Number: 8553114
Date agreed by Head Teacher: 16.07.2020	Date approved by Governing Body: 21.07.2020
Date submitted to LA / WCF: 22.07.2020	Submitted by: Sarah Hanson Head Teacher
Date Reviewed: 05.03.2021	

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Full Opening Plans (Spring Term 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.

Staggered start and end times, with accommodation made for families with several siblings; separate entrances for each classroom. Limited numbers of pods arriving at any one time and children using separate entrances to further separate families.
 Staggered lunchtimes and, breaks during the day; outside play spaces and playgrounds divided into zones to keep pods separate. Handwashing arrangements in place on a rolling system but with no pods crossing over.
 Attendance plans in place with good support for any children/parents who have concerns about returning to school.
 Arrangements as per September full opening but with increased safety measures as identified in January 2021 due to the new variant.
 Ongoing recruitment for additional lunchtime staff to ensure each class ‘pod’ has one allocated member of staff during lunchtime. SLT lunchtime cover daily to ensure this pinch point time works smoothly.
 Excellent communication to school staff, parents and children via Teams, noticeboards, ParentMail letters, newsletters, Seesaw (children) with preparation and safety measure reminders in place.
 Lateral Flow testing for all school staff in place.
 Lateral Flow testing for families initial information shared

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
If you are undertaking Lateral Flow Device (LFD) testing on site a risk assessment around this process, the premises and staff has been completed	Stock Shortages (LFD kits) Unavailable storage between 2-30 degrees C (LFD kits) LFD distribution management and tracking (LFD	WCC guidance in place and being followed in full: Covid co –ordinator assigned to oversee the stock control of devices. To liase with Kate Robertson and arrange re-ordering within two weeks of			

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<p>and control measures are in place.</p>	<p>kits) Safe distribution of kits (LFD kits) Timely re-distribution of kits before staff run out of them (LFD kits) Reporting of only positive results (LFD test reporting) Poor result reporting compliance to schools (LFD test reporting) Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting) Incident escalation protocols and feedback loop (LFD test reporting)</p>	<p>running out of devices. Storage places identified – DHT office and safe store. Office and safe store temperatures are kept within temperature limits and regulated - neither place become exposed to extreme temperatures. Covid- coordinator, front office and SLT work together to note appropriate distribution and ensure all relevant staff are issued with devices. Tests dispatched from the front office within socially distanced measures. Staff collecting test boxes as they need them rather than on set days to reduce footfall in the office. Register of staff kept on sharepoint for who is testing. Regular reminders from SLT and covid coordinator to keep up to date/register results with testing. Staff collecting test boxes as they need them rather than on set days to reduce footfall in the office. School testing email used to ensure all results are kept in one place. Results monitored on site weekly. All staff aware that if a positive LFD result comes through then they are to immediately contact SLT member and self-isolate. All staff aware and reminded to follow NHS protocols if symptoms are evident or a positive test result from a LFD</p>			
<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. Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional hand wash basins or</p>	<p>There are full procedures in place for additional handwashing or use of hand sanitizer on arrival and during the day in line with govt and LA guidelines. Adaptations have been made to our site: Additional Wash Hand Basins fitted internally in school to ensure hand washing can be managed within a reasonable time frame.</p>			

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	<p>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>Supervision in place for both handwashing on entry, before and after breaks and lunch and following PE and prior to leaving the site. Signs in place to support appropriate hand washing and act as a reminder to all.</p> <p>Supervision in place for hand sanitizer use where handwashing is not an available option, for all pupils but especially the very young. Most young children will hand wash using soap and water rather than hand sanitizer as a first option. Supervision of hand sanitizer is in place with adults dispensing it in class or in pre-school to avoid ingestion and cross contamination.</p> <p>Excellent support for pupils with HLN with personal RA for two pupils with EHCP having had a phased return from Perryfields PRU with very challenging behaviour. Behaviour addendum agreed already by FGB (Full Governing Body) and in place.</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>Yes – as per Wider Opening Risk Assessment 01.06.20 including cleaning procedures.</p> <p>This includes own school provided pencil cases/maths resources/work books for personal use and small sets of outdoor play equipment per bubble. Other equipment such as PE equipment will be cleaned regularly and between use of different bubbles.</p> <p>Reminders on letters.</p>			
<p>Limit the amount of equipment brought</p>	<p>Pupils and teachers can take books and other shared</p>	<p>As per Wider Opening Risk Assessment 01.06.20.</p>			

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<p>into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p>	<p>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>Minimal equipment and bags to be brought to school.</p> <p>Children will be allowed to bring to school their essential daily items only such as coats, a water bottle and lunchbox. Children will come to school in full PE kit on PE days (apart from swimming) to avoid the use of additional bags being brought into school/cross contamination. Reading diaries will only be brought to school once a week, where they will be placed in a box and left overnight before the teacher comments in them. Reading books will be brought to school on a daily basis but cleaned before being replaced on shelves or in book boxes. Children will not be allowed to bring in toys or games from home, unless a comfort item is needed for a child with severe SEND or social and emotional need such as bereavement.</p> <p>Pupils to be advised to come to school in PE Kit on PE day.</p>			
<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>Guidance circulated to all Staff, parents and Pupils (aged over 11) for those who arrive using public transport.</p> <p>Currently we have no pupils over the age of 11. No staff arrive using public transport currently apart from during floods when some staff use the train.</p> <p>Staff are asked to sign to say they have received and understood guidelines issue and this will also be the case for the use of public transport.</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-</p>	<p>Consistent groups have been entirely maintained during the Autumn Term and for full opening. Lockdown 3 (Jan 2021) - there are still consistent</p>			

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	<p>for-full-opening-schools</p>	<p>groups in school. Children remain in year group bubbles with fully consistent staff. These will remain for wider opening March 2021. Staff operating on a rotational basis in shared areas with additional safety measures to allow for reduced contact.</p> <p>The vast majority of staff will not move between bubbles. Absence cover will be maintained wherever possible by existing staff team and within the agreed bubbles as recommended by LORT 15.1.21.</p> <p>This means that some bubbles may potentially remain closed if there are insufficient available staff due to self-isolation or illness recovery.</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>Staggered times and separate zones are in place and have been successfully trialled during the wider opening (June) and full opening Autumn Term. It has been possible to keep groups apart during the school day, both inside and out and when moving between rooms. This will continue from March 8th when all children return.</p> <p>Lunchtime is a pinch point. There are three lunch sittings to keep groups apart but the size of the school hall makes this challenging, especially during winter months when more children want hot cooked meals. Changes to sittings and additional supervision from SLT is in place. Recruitment for additional lunchtimes supervisors also in place.</p> <p>Older children are encouraged to social distance as appropriate and younger children are kept in entirely separate and consistent bubbles.</p> <p>All staff have been placed in staff bubbles and</p>			

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		<p>guidelines issued. Staff have signed to say they have received and understood guidelines. Guidelines include protocols for maintaining social distancing, hygiene arrangements, the one way system, additional cleaning, working with colleagues, meetings, shared equipment such as phones, computers or desks, lunchtime arrangements and mental health and well-being.</p> <p>Additional measures in place from January 2021 due to local rising figures. Measures to remain from March 8th include: <u>all</u> contact to other staff to be via Teams, phone or e-mail; no cover for absent staff in different bubbles; use of the staffroom or shared computers on a rota basis and with additional cleaning between uses; specified staff only to make drinks, use fridge, Kettle, burco, milk and microwave and hard surfaces to be wiped down after each use. Single use biodegradable wipes to be used for cleaning currently rather than cloths. These can still be used to soak up water around the sinks.</p> <p>Signage, marking and one way systems all in place.</p> <p>More break out space created for staff breaks, to allow adults to socially distance and not mix at lunchtimes to include DT room and library.</p> <p>Staff meetings held on Teams; no physical contact made with office- all contact via phone, Teams or e-mail. Staggered lunchbreaks and finish times to support distancing.</p> <p>Numbers of maximum staff allowed in the building displayed in rooms.</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>In place and 2 metres adhered to where possible. Any movements between bubbles is minimised.</p> <p>Staff who previously worked across more than one bubble on different days allocated to one year group only. This has a short term impact on children with an EHCP who may not receive the individual daily support.</p> <p>Wraparound care staff to work within year group or class bubbles to reduce contact. Additional staff employed at ASC and breakfast club to help with separation of bubbles and food preparation. PPA time to be covered within bubbles currently and completed via Teams to reduce staff mixing and becoming a contact.</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>Tables arranged front facing and with at least 1 m distance between each table wherever possible. Space between teacher and children created wherever possible.</p> <p>Children to sit in allocated places and not move around. Children to sit side to side and not facing each other to avoid transmitting virus.</p> <p>Distance between adult(s) teaching or supporting pupils and side by side support rather than face to face included on protocol.</p> <p>Outdoor lessons held wherever appropriate and within the confines of number of classes and weather constraints.</p> <p>Early Years children not expected to sit in this style but classes will not mix across bubbles and classrooms have been organised to allow as much physical space as possible in the different areas; numbers will be limited in areas and face to face</p>			

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		<p>contact avoided with a preference of side by side working and playing where possible.</p> <p>Procedures and guidelines signed and filed on personal HR files for each staff member to ensure they know and understand this.</p> <p>One way system in place.</p> <p>Children not to go to or work in other bubbles.</p> <p>Shared space, such as hall, has a set of protocols and cleaning procedures between uses.</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>	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>Behaviour policy addendum and safeguarding and child protection addendum, additional cleaning procedures in place and circulated to all staff. Staff have signed to say they have received and understood these and other new school documents.</p> <p>Receipt of PH document is recorded on the SCR</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>Spring Term New variant: All groups in school and pre-school will be their full class size. All numbers are within the current guidelines. We have no physical capacity to make groups smaller than this.</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-full-opening-schools</p>	<p>This is in place. Please see above, already listed and outlined. Some furniture has been removed from classrooms or arranged differently to allow for maximum physical space. Some units have been turned to prevent children accessing what are usually shared toys or equipment. These will be accessed by adults and cleaned after use. Two steam cleaners have been purchased. Soft furnishings, dressing up clothes and some toys have been removed from classes.</p>			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>Assemblies and Collective Worship will remain via Teams/Loom and not in the hall. Hall used for PE with one bubble only at a time.</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>One way system created and marked in all areas; stop and wait signs in place. Staggered start and finish times and separate doors and entrances used on arrival, during the day and on leaving so that only one bubble uses each exit and entrance point. Staggered break and lunch time in place with separate doors/exit and entrance and routes for all classes. No waiting in corridors. Routes through school trialled and tested and all work with bubbles of 30. Staggered lunch times with separate routes to and from the hall and between the hall and the playgrounds. 5 minutes cleaning time and a person to undertake this cleaning in place between each lunch sitting. Staggered break/play times and outdoor play space separated into zones. Hand washing procedure in place for before and after breaks and lunch. Additional cleaning of classroom surfaces during break times.</p>			

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		<p>External doors used wherever possible; all classrooms have an external door fitted. Fire evacuation plan in place and practiced including no crossing over of bubbles. Tested during Autumn Term with full school. will movement around the school at pinch point times. Routines and procedures shared with pupils and parents via Seesaw, video tours and letter.</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>Low numbers in shared spaces: Maximum numbers in; Staff Room = 10 DT Room = 8 Library = 6 For use at lunchtimes whilst socially distancing from colleagues. Rota so that all staff have an allocated lunch break and a suitable space to eat. Lunch is spread over several sittings (this is a significant pinch point) The hall is used for After School Care to reduce transmission and staff meetings will be held via Microsoft Teams. Staff will be allowed to take breaks and use the facilities/cloakrooms at different times including during lesson times to avoid congestion and overcrowding at pinch points. All staff have been paired within their teams to allow for this to happen. We are monitoring the impact of the required measures on staff well-being over time.</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</p>		<p>Parents have been well communicated with throughout school closer, wider opening and lockdowns. Multiple systems to include ParentMail and additional text messages as well as school website, personal phone calls, LA and public health</p>			

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<p>without an appointment is not allowed.</p>		<p>communications, year group e-mails and Seesaw (remote learning). Letters to Parents have gone out regularly with Guidance and reminders at the beginning and key points of each term. Key information-coronavirus related-on a dedicated space on the school website.</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. 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>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>In place and helped greatly by having Automated Gates with telephone entry. Office staff members aware of guidance and share this with any contractors or visitors. All visitors are required to use hand sanitizer and are signed in to the premises. Information is shared on arrival. Parent Meetings held remotely using School Cloud Video link. Children who attend more than one setting can now attend both settings on different days. This affects pupils attending Fort Royal School/Nursery. Further use of Seesaw/Tapestry to support home learning will be used to support any child affected by this.</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. Notify the LORT (Mon – Sun 9am – 6pm) of any</p>	<p>Understood and adhered to. Staff have all received and signed a document to say they have received, understood and will adhere to these guidelines. A copy of this has been kept on all staff personnel files. This includes all different groups of staff to include teaching, support and administration, site, cleaning and lunchtime supervisor, pre-school and senior leaders. Staff who had not returned/shielding also received this information via e-mail and have discussed it via</p>			

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	<p>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>Teams meetings. These documents have also been discussed several times at recorded Microsoft Office Teams meetings and staff views sought on managing this effectively within our setting.</p> <p>Also communicated with Staff & Parents.</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>As above Staff have all received and signed a document to say they have received, understood and will adhere to actions needed and the process if there is an outbreak within school. A copy of this has been</p>			

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		<p>kept on all staff personnel files. This includes all different groups of staff to include teaching, support and administration, site, cleaning and lunchtime supervisor, pre-school and senior leaders.</p> <p>These documents and the process that will be followed have also been discussed several times at recorded Microsoft Office Teams meetings and staff views sought on managing this effectively within our setting.</p> <p>Outbreak procedures shared and discussed at regular intervals and as a regular staff meeting agenda item and to update the rapidly changing procedures.</p> <p>Parents have received this information by ParentMail letter and this is also on our school website. Reminders of this issued in September and again at regular / timely intervals and is also included on the letter for self-isolation and information to all parents when there has been a positive case at school.</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

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- **Personal Protective Equipment (PPE) in Schools:** Bulletin CV38
[Coronavirus COVID-19 Education and Early Help Bulletin 38 | Worcestershire County Council](#)
- 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
<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>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-</p>	<p>In place and carried out – adhering to Policy, guidance and regularity. Significant additional cleaning in place daily. Deep clean in place following an outbreak.</p> <p>Cleaning and procedures in place for Holiday Club</p> <p>Fire evacuation process in place and rehearsed also in place for Holiday Club.</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

	water-systems-post-covid-19-lockdown/				
<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>Door and windows kept open for ventilation. Winter ventilation includes ‘crack ventilation’ from the top of a window to prevent draughts and the rooms getting too cold to work in. Full ventilation during break times and at the end of the school day. Additional heaters in class to prevent rooms dropping below temperature.</p> <p>Parents and staff advised to wear layers and sensible clothing with weather changes over the Spring Term.</p> <p>We are looking at window replacement and working with Place Partnership on funding to support this as we have significant over ventilation and problems with temperature control in several areas of the school.</p> <p>One person only allowed at any one time to small, internal spaces such as the repro room. Two people only to larger spaces such as staff toilets, offices. These are kept as well ventilated as possible.</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>Gazebos are regularly used on site to provide shade and staff are trained in their safe use and storage.</p>			

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- 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><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</p>	<p>Yes – All assessed and records kept. Updated in light of new variant, Jan 2021; some staff advised to shield or work from home. Some vulnerable staff on reduced or alternative working arrangements.</p> <p>Reminders given to all individuals within this group of staff that they will need to be especially careful and diligent about social distancing and hand hygiene. Some staff have given permission for their vulnerability to be shared with colleagues as an additional protection. Recorded by the SBM.</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>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><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</p>	<p>Adhering to 2 metre distance, extra hand hygiene and PPE worn if chosen.</p> <p>Risk Assessment conducted before start of Autumn Term 2020 and re visited termly or when there are significant changes including for the new variant.</p> <p>Reviewed for all BAME staff/student teachers March 2021</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

	with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.			
<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 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>Update March 2021:</p> <p>1 class teacher- in third trimester pregnancy. Will work from home from January 8th due to the new variant increasing the risk to the unborn baby and mother. Redeployed to do remote learning only. This will continue until that start of maternity leave April 2021; parents informed and teaching cover arranged.</p> <p>1 TA ECV will not return to working on site from march 8th and will undertake any WFH possible until advised otherwise.</p> <p>1 Cleaner 12.5 hours waiting fit note following medical treatment.</p> <p>1TA given alternative work on site but with significantly reduced pupil contact</p>		
		The cleaner position could impact on the smooth		

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>Impact on school</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>running of the school as cleaning is vital to the defence strategy against COVID-19</p> <p>Class teacher will have a financial impact on school once classes return to school as maternity leave will not start until Easter. It could also have an operational impact as this reduces the number of qualified teaching staff available and we are not now able to cover across a different bubble.</p> <p>There has been financial impact of staff unable to work due to shielding/being shielded between March 2020 -current where those posts have needed to be covered by additional staff.</p>	
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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>