

Phase 3 Return September Return

Risk Assessment




The following Probability and Impact Matrix uses the combination of probability and impact scores of individual risks and ranks them for easy handling of the risks. Each theme and area of consideration should be RAG scored using the probability and impact matrix to help to determine which risks need detailed risk response plans.

		Impact				
		Trivial	Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Moderate	Low	Medium	Medium	Medium	High
	Likely	Medium	Medium	Medium	High	High
	Very likely	Medium	Medium	High	High	High

Reason for review	Persons at Risk	Significant Hazard
To allow full return for students and staff to school from 1 st September 2020	All staff All students Visitors to site	Coronavirus (COVID-19) Respiratory disease

Theme 1: Protective measures and hygiene					
Hazard	Actions to manage risk	New amendments made	R	A	G
All associated policies will need to be adapted including the health and safety policy and other associated policies to include aspects linked to COVID-19 management.	<ul style="list-style-type: none"> H&S Officer and members of SLT have adapted school policies with addendums in relation to COVID management Procedures for Phase 1 recovery All relevant gov.uk and WCF guidance has been scrutinised in relation to the RA.	<ul style="list-style-type: none"> Health and Safety policy will be amended with a COVID addendum prior to return in September Training TED for staff Procedures for Phase 3 – full return Consultation process held with staff, specific departments have separate risk assessments SWP for processes will be added 			
To ensure all health and safety compliance checks have been undertaken before opening	<ul style="list-style-type: none"> TED day meeting for staff training SLT meeting held to ensure all points raised have been covered. Another walk round/meeting to be held on Monday 1 st June to ensure all procedures put in place, staff trained, parents aware of their responsibilities NP/SP/RS	<ul style="list-style-type: none"> TED day x 2 for staff training SLT meetings held to ensure all points covered from new documentation Walk round/meeting to be held prior to return in September 			
Staff, parents and children need to be aware of the key COVID-19 prevention control measures: <ul style="list-style-type: none"> avoiding contact with anyone with symptoms frequent hand cleaning and good respiratory hygiene practices regular cleaning of settings 	<ul style="list-style-type: none"> Staff training held to ensure all staff members are aware of updated guidance on coronavirus symptoms from NHS website/Gov.uk website Staff need to confirm that they have read this Sheet for staff to sign stating that they are aware of COVID symptoms. Government and NHS websites have been shared with parents on Parent Mail. Can we be sure that everyone has understood information Links on website need to be put on JM Parentmail sent with guidance to parents for re-opening 	<ul style="list-style-type: none"> Staff training held TED days in September Website updated regularly to ensure NHS and Gov.uk information is accessible Staff will have forms to ensure they have read the risk assessment Parentmail sent to parents (and new intake) to ensure they are aware of procedures and FAQs set up by NP Regular emails from school re: arrangements All staff to return to work in September (except maternity cover) Cover teacher employed – will be added to email system School children will be split into Year bubbles (6,7 and 8) 			

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

<p>All parties need to be minimising contact and mixing (social distancing)</p>	<ul style="list-style-type: none"> • Staff TED on 1st June to train all staff on re-opening • List of staff and students needs to be made to ensure they are not in school during re-opening, new risk assessment needs to be considered when it is safe to do so NP/NW/SZT • List of staff needs to be made with list of activities made for home working or activities in school that adhere to social distancing rules RL/NP/SZT/NW e.g.VV working in library 	<ul style="list-style-type: none"> • These bubbles will have staggered breaks and lunches and separate areas to play • Each year group will be separated into house classes of approximately 30 students – they will remain in class groups in the same classrooms • For specialised lessons, classes will be escorted to and from the rooms (DT, Computing and PE) by the class teacher • Other teachers will go to the teaching room and conduct the lesson there • Seating plans will be set by Key Stage co-ordinators by ability and only be changed with prior notice (not during the same day) 	
<p>Actions need to be put in place to prevent and minimise contact with individuals who have COVID-19 symptoms?</p>	<ul style="list-style-type: none"> • Staff/parents/students will be updated regularly about COVID symptoms • Drops offs not allowed in the bus bay • Website still updated with guidelines via URL • Staff/Students will have regular updates • Visitors are allowed only on appointment basis • Strict registers will be taken everyday and a list of teachers in those rooms will be available • Notice put on front of office door to remind anyone who has potential symptoms not to enter the office SZT/Office team 	<ul style="list-style-type: none"> • Some tests may be given to the school, which can be given to parents to speed up the process. • Student absence procedure – normal rules apply, parents to phone school and leave an answerphone message, stating exact reasons why. • Staff absence procedure – usual rules apply. • If students isolating, school need to know of any positive test results 	
<p>Student/Staff showing COVID symptoms in school</p>	<ul style="list-style-type: none"> • Local drive through testing facility is at Worcester Warriors Sixways. There may be pop up centres close to you home or you can request a test by courier, please follow guidance from GOV.UK • https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Student absence procedure – normal rules apply, parents to phone school and leave an 	<ul style="list-style-type: none"> • Any student who falls ill, must be collected from the classroom by a PPE trained first aider and placed in the isolation room, (Hot Desk office)with a mask, until a member of their family can come and collect them. They will be able to use a toilet situated in staff toilets which must be labelled DO NOT USE until it is cleaned with suitable materials 	

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	<p>answerphone message, stating exact reasons why.</p> <ul style="list-style-type: none"> • If staff falls ill with COVID-19 symptoms during the day then they must leave the premises immediately, or be isolated in the COVID-19 isolation room depending on the severity of the illness. They need to wear a mask at this time. • Any student who falls ill, must be placed in the isolation room, (RL Office)with a mask, until a member of their family can come and collect them. They will be able to use the toilet situated in the school kitchen. • Any member of first aid entering the room – they must wear full PPE (IIR Mask. Gloves, plastic apron and safety glasses – this is kept in the medical area of the office) this must be disposed of as soon as they come out of the room. • First aid staff have been trained using video on how to don and doff PPE. • https://www.youtube.com/watch?v=-GncQ_ed-9w • A list of first aiders will be sent to the office that are willing to use PPE 	<ul style="list-style-type: none"> • Any member of first aid entering the room – they must wear full PPE (IIR Mask. Gloves, plastic apron and safety glasses – this is kept in the medical area of the office) this must be disposed of as soon as they come out of the room. • First aid staff have been trained using video on how to don and doff PPE. • https://www.youtube.com/watch?v=-GncQ_ed-9w • A list of first aiders will be sent to the office that are willing to use PPE • Cleaning of the room/toilet should also be done with full PPE (IIR Mask, Gloves, plastic apron and safety glasses) and cleaning company advised if any cases have occurred during the day. • The member of staff/student will be asked to get a coronavirus test. • https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • 		
<p>Staff/Student with positive tests</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • If a staff member or student tests positive for coronavirus they must inform the school immediately and self isolate for at least 7 days or until they feel well • Members of the family should self isolate for at least 14 days • School will need to local health protection team to inform them of a positive test – they will guide school through process <p>PHE West Midlands West Health Protection Team,</p>		

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

		<p>2nd Floor, Kidderminster Library, Market Street, Kidderminster, DY10 1AB Phone: 0344 225 3560 option 2</p> <ul style="list-style-type: none"> • Staff/students may be sent home depending on how close the contact has been to the ill person 		
<p>Keeping hands and places frequently touched clean</p>	<ul style="list-style-type: none"> • A rota has been set up so students can wash their hands as they enter the building, before and after eating snacks, when they come back inside and as they leave the building to go home. • Students will be alone in the toilets to enable them to wash their hands using soap, warm water and paper towels. (One student at a time) As students are year 6, they shouldn't need help with washing hands. • Specific students with SEND will have specific TA's available to help. It has been RA that the parent will collect the student if any intimate care needs to be administered. • Risk assessment completed for MR by CG and CP – this will be reassessed when necessary. <p>A messaging system in case of emergency toilets use, coughing and sneezing etc. has been put in place. Individual groups sharing toilets have set up there own messaging groups</p> <ul style="list-style-type: none"> • More guidance on handwashing will be shown to the students on a regular basis using the lessons information – on teaching powerpoint 	<ul style="list-style-type: none"> • Due to amount of children, hand sanitisers will be used by students when entering classrooms, before having snacks, before lunch and on way home • Students/staff will be encouraged to use good hand washing hygiene when going to the toilet • Due to teacher movement, the teacher will sanitise the desk using disinfectant spray and disposable cloths after they have used it • An enhanced cleaning process of frequently touched areas (toilets, banisters, door handles) will be completed throughout the day using a volunteer staff rota • More students will be allowed in the toilets (depending on number of cubicles) • Year group 'bubbles' will share toilets 		

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=seA1wbXUQTs • Hand sanitisers are available in each room and the hand sanitisers are filled up around the school. If staff run out, they need to let the office know. 			
<p>Good respiratory hygiene needs to be practiced in the setting</p>	<ul style="list-style-type: none"> • Guidance and training is provided during the day through the powerpoint set up by SP. • Lidded Bins with bags should be in all rooms, these will be emptied at the end of the school day by the cleaning company. • If a suspected case of COVID-19 has occurred in the room, the rubbish should be double bagged and left for 72 hours before putting into the waste. • Boxes of tissues, cleaning spray, disposable cloths and gloves need to be available in all rooms. • Windows and doors too all rooms (except front office door) should be open at all times to allow ventilation. Any rooms with no outdoor ventilation should not be used. (Room 7, conference room) 	<ul style="list-style-type: none"> • Guidance and training is provided during the day by form tutors on a daily basis 		
<p>Identification of specific cleaning will need to be identified , including the intervals of cleaning and which surfaces should be cleaned more often.</p>	<ul style="list-style-type: none"> • Students are on a rota of A and B. • Classrooms are cleaned after every school day by cleaning company, including all regular touch points such as door handles and banisters etc. • A member of staff will go around the school during the day to clean toilet doors, handles of other doors, banisters. 	<ul style="list-style-type: none"> • Children are taught in class ‘bubbles’ • Shared spaces (DT, Computing) will be cleaned in between groups • Volunteer Staff Rota set up to clean frequently touched spaces • Equipment that is shared (PE, Computing) will be cleaned thoroughly between groups 		

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	<ul style="list-style-type: none"> • Students will stay in same room all day, only leaving to go to the toilet, use specific outside space and to wash their hands. • Students have their own books and pens that stay in the classroom to do their work, all of their belonging stay with the students in their classrooms under the desks. These books will be kept in a separate pile when the group is not in school. • Staff can use gloves and/or cleaning spray to wipe doors on return to classroom. • When using specific outside space, students will wash hands on return to the building – checking with other classrooms that share the toilet they are free. (By whatsapp or chosen message service between shared toilets) • All classes have specific doors to enter and leave by, specific outdoor places, toilets and hand washing facilities (all highlighted on doors of every classroom SZT) • No soft furnishings, seats with material on (e.g. library) other classroom/school books/ classroom equipment should be used during the day. • Member of staff to check classroom in the morning to ensure all desks are still in correct place (set out by tape on floor) and to check contents of cleaning box. Requests for replacements should be made before students are in for the morning. 				
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SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	<ul style="list-style-type: none"> This should have gloves, disposable cloths, gloves and cleaning spray) A member of staff will check classrooms are cleaned properly before the day starts. <p>If and spillage of COVID-19 bodily fluids full PPE (IIR mask, plastic apron, safety glasses and gloves) needs to be worn by the person cleaning it up. The member of staff will notify the office who will arrange for the spillage to be cleaned up.</p>			
<p>The capacity of the cleaning staff needs to be considered to meet the increased need for cleanliness and hygiene of the premises</p>	<ul style="list-style-type: none"> School cleaning team – TTB have been trained to clean classrooms and all work areas, including specific touch points e.g. banisters They are using specifically designed cleaning products and disposable cloths. They have sent details of their cleaning procedures to SZT. They have been updated in terms of school opening hours. SLT leader needs to monitor cleaning standards, feedback will be given regularly to TTB. Member of staff responsible for the classroom can clean the places of the students during their day using the cleaning box. They must use gloves and the disposable clothes provided. Training will need to be given during training day. 	<ul style="list-style-type: none"> 		
<p>Has appropriate use and supply of PPE been identified?</p>	<ul style="list-style-type: none"> PPE has been ordered and is in place. It follows all the correct standards. The PPE needed for the COVID isolation room will be kept next to the room. It can 	<ul style="list-style-type: none"> Stock checked for September H&S officer to ensure PPE is kept up to date Clear visors have been ordered for members of staff wishing to use them First Aid staff will have refreshed training 		

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	<p>also be taken to help clean up any spilt bodily fluids.</p> <ul style="list-style-type: none"> • First Aid staff will be the only people who are to tend to the occupants of the COVID room and those to clean any COVID bodily fluids. They need to have been properly trained in using PPE, especially donning and doffing PPE equipment. • Video to train: https://www.youtube.com/watch?v=-GncQ_ed-9w • Anyone that hasn't been trained in the use of PPE should not use it. <p>A bin with two bags will be at the entrance of the COVID isolation room. This will be used for disposal of and waste from the room. It will be kept separate for 72 hours and disposed in the normal waste bin.</p>	<ul style="list-style-type: none"> • List of 		
<p>Minimising contact and mixing</p>	<ul style="list-style-type: none"> • A parentmail has been sent to let parents know how the drop off and pick up of students should be done. • Staggered start times for buses and students on foot. • Students accessing bike sheds need to make sure they put their bikes/ scooters in at 2m intervals.(GH to mark out this) • Key worker students should be dropped off as usual, not coming in on bus with other students. • Students coming in on public buses need to wear a face covering, this should be removed and put away before they enter the school site. • A rota has been set for students separated into A and B groups. See details (NW) 	<ul style="list-style-type: none"> • All students expected to be in • Breakfast club will be in the dining hall – year groups will be kept separately • Staggered timetable has been put in place to ensure 'Year bubbles' are kept separately • Students coming on buses will be 'recommended' to wear face coverings as school buses are not making it mandatory, these will be stored in bags when students arrive • Students on buses will be kept in year bubbles. • Musical instruments and science equipment will not be used at this time • Classes will be in lines and front facing • 		

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	<ul style="list-style-type: none"> • 2m marks have been put on playground so students can line up in their groups (• Classes has been measured by NP and SP and a maximum number of students have been put into the classrooms adhering to 2m social distancing. Marks have been put onto the floor to show where desks need to be paced in case of any movement. • Specific outdoor areas have been marked out by a map on teaching powerpoint door to minimise any crossover by any class- they should be used by all staff • Students will have breaks in their classrooms, any outdoor time will be supervised by class teacher, assemblies will be virtual. School finish at 1.00pm. • Rotas sorted by NW as above. • Staff same for each group. • Key worker children will be kept separate KS3/KS2 group • BAME children should be in smallest groups SJ • Rotas for toilets, handwashing etc dealt with • No lunch break • No using other facilities • Key worker students will need to be kept separate from other students in school. • Anyone using sports hall facilities will need to make sure ALL equipment is cleaned by member of staff before any other group enters. • DT facilities are only to be used by (KWS) – it will need to be cleaned by a member of staff BEFORE any KWS can use them. 				
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SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	Any musical instruments/science or maths equipment should not be used at this time.				
Which risk assessments will be needed or how are owners and managers adjusting their risk assessments to meet the current needs of the setting?	<ul style="list-style-type: none"> • Fire risk assessment will need to be completed and new procedure put in place • Regular weekly updates will need to be completed initially <p>More updates as more students are brought into the process</p>	<ul style="list-style-type: none"> • Fire risk assessment will be reviewed for whole school return • Separate risk assessments completed for DT, Music • Awaiting PE and Science 			
A named person has responsibility for reviewing and adapting the risk assessments as the setting re-opening moves through the phases and increased numbers of children are attending		<ul style="list-style-type: none"> • SLT and RS will review the RA on a regular basis • RS and other middle leaders will discuss department RA 			
All 'normal' tasks are being carried out/planned such as fire alarm testing, legionella risk assessments, repairs, grass cutting, servicing of equipment and PAT testing	<ul style="list-style-type: none"> • IBM (SZT) and H&S (RS) officer will regularly update the processes. These will be continued as normal, all visitors will be booked in by appointment only, contact will be made initially to remind the contractors of COVID-19 symptoms and social distancing. (SZT) • Legionella – all water testing has continued throughout the period of lockdown. Water systems will be flushed through daily and a thermal disinfectant procedure will be carried out prior to opening. • Fire alarm testing will be carried on as normal as per fire risk assessment and fire drills will be carried out in the first week for all groups, A, B and key worker groups. 	<ul style="list-style-type: none"> • These processes will be checked prior to return in September 			

Theme 2: Accommodation / site usage					
Hazard	Actions to manage risk	New amendments made	R	A	G
Maximum capacity/proportion of children that can physically be on site at any one time	<ul style="list-style-type: none"> Site has been measured and classrooms assessed and a rota of students have been set up with strict social distancing rules for staff and students. Ensuring minimum staff in each day to cover number of students attending in the day. All classrooms have ventilation direct to outside. Students will be allocated equipment that is not to be shared or taken home. Students will not share any equipment, including stationary and colouring pens and pencils 	<ul style="list-style-type: none"> All staff to be in from September 2020 Staff/Students may take books home Students to wear school uniform Students wear PE kit on PE days 			
Entrance and exits	<ul style="list-style-type: none"> Rooms have been rearranged so social distancing for staff and students can be adhered to. Outside space, doors, toilet blocks and hand washing facilities have been allocated to groups of students. Parent mail sent out includes details to parent about dropping off and picking up. Parents are not allowed onto the premises un less an appointment has been made. On the first day students will be allocated their groups where the class teacher will take them through the specific entrance. 	<ul style="list-style-type: none"> Hand sanitising will be carried out in the classroom 			

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

<p>Start/finish times to allow for SD</p> <p>Use of setting space both inside and outside is used effectively to ensure the safety of all children adhering to social distancing recommendations</p>	<ul style="list-style-type: none"> • All classes have specific doors to enter and leave by, specific outdoor places, toilets and hand washing facilities (all highlighted on doors of every classroom SZT) • Markers are to be painted on the bottom playground so students are aware of social distancing. • Snacks are to be eaten at desks or outside in specific places during good weather after hands are washed • Students will have outside time in specific places as designated teaching powerpoint • Consideration has been taken when planning outdoor spaces to minimise crossover of students and doors being used. These spaces can be used for outdoor learning which has been built into the new curriculum. SP 	<ul style="list-style-type: none"> • Snacks will be eaten outside during staggered breaktimes • Packed lunch to be eaten in classrooms • Cooked lunch provided by class catering 			
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SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

Theme 3: Safeguarding					
Hazard	Actions to manage risks	Amendments made:	R	A	G
Risk assessments/amendments need to be in place for safeguarding of children – (individually identified vulnerability)	<ul style="list-style-type: none"> • Risk assessment done re EHCP • Addendum to the addendum of the Safeguarding policy to be added based on up to date govt guidance • Plan for a Covid – 19 outbreak. • Continue communication with vulnerable children who do not return, • Extra risk assessments will be put in place for 1:1 work with vulnerable children – any outside services will be booked appointments, trained and guidance given on how to conduct themselves safely. An alternative space will be sought and written into specific risk assessments for the children/outside agency. • ICT policies being reviewed in light of COVID and remote learning 	<ul style="list-style-type: none"> • Review to risk assessments for ECHP/LAC students • COVID Outbreak will be assessed with help from Local Health Team 			
Safeguarding policy should be reviewed and amended considering the current situation	<ul style="list-style-type: none"> • Addendum added during closure to Safeguarding policy. Addendum to addendum added based on most recent govt guidance opening of schools. DSL's receive, read and act upon govt and WCF guidance on a regular basis 	<ul style="list-style-type: none"> • 			
A 'COVID-19 outbreak' addendum to your child protection policy to include the specific issues for these circumstances	<ul style="list-style-type: none"> • COVID – 19 Outbreak added to the Safeguarding policy • Sent out to staff to read 	<ul style="list-style-type: none"> • 			
Are there any specific issues be for your setting?	<ul style="list-style-type: none"> • Risk assessment has been done to create as safe an environment as possible. • School day being made as 'stress free as possible' • Curriculum being designed to try to support pupils well-being • Continued communication with parents 	<ul style="list-style-type: none"> • 			

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

<p>The safeguarding policy been reviewed and amended considering the current situation?</p>	<ul style="list-style-type: none"> • Addendum added during closure to Safeguarding policy. Addendum to addendum added based on most recent govt guidance opening of schools. DSL's receive, read and act upon govt and WCF guidance on a regular basis. DSL's receive regular updates. 	<ul style="list-style-type: none"> • 			
<p>There should be a DSL available at all times, plus responsibility for updates of the safeguarding policies</p>	<ul style="list-style-type: none"> • DSL (CG) and DDSL (XS) and DDSL (NP) are available either in school or at home by phone. (See rota) • DSL will receive regular updates and amend policy on a regular basis. • See addendum to the addendum for the Safeguarding policy. • CPOMS will be used to pass on any information to the DSL's 	<ul style="list-style-type: none"> • New DSL being trained (MC/RL/SJ) 			
<p>Contact for the LADO and WCF social care and safeguarding delivery</p>	<p>http://www.worcestershire.gov.uk/downloads/file/12402/education and early help bulletin covid-19 update 18 - 8 april 2020 https://www.safeguardingworcestershires.org.uk/wp-content/uploads/2020/05/2020-05-07-Covid-19-Service-Delivery-for-Social-Care-Safeguarding-Services-Executive-Summary-V.07JK.pdf DSL's aware</p>				
<p>Making sure that someone is responsible for continuity in safeguarding leadership?</p>	<p>There is a DSL. Two Deputy DSL's and a plan in the Addendum if there is an issue with the DSL's.</p>	<ul style="list-style-type: none"> • Three new DDSL being trained up 			
<p>Ensure a trained DSL is available, in-person, by phone or video link when required?</p>	<ul style="list-style-type: none"> • Already in place and has worked effectively since closure. • A DSL is on rota to be in school. If we needed remote DSL we have a system already set up and has been used during closure. 	<ul style="list-style-type: none"> • All staff in place from September 2020 			
<p>Ensure there is a nominated senior leader to be the onsite safeguarding lead?</p>	<ul style="list-style-type: none"> • DSL's are on site according to the rota. • If there was an unforeseen situation when they were not then Safeguarding Addendum has a protocol. 	<ul style="list-style-type: none"> • 			

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

<p>Staff should be aware of the new arrangements for DSLs and reporting concerns?</p>	<ul style="list-style-type: none"> No new arrangements expected to be needed. Staff have been informed that they speak with the Senior manager on site if there was an issue and they would contact a DSL. If this was impossible would inform WCF to support us and / or arrange to share a DSL with another setting. 	<ul style="list-style-type: none"> 			
<p>Are all who need to, aware of which children have social workers and how to contact them?</p>	<ul style="list-style-type: none"> Vulnerable list in staff room CPOMS holds details of Social workers. DSL's aware 	<ul style="list-style-type: none"> 			
		<ul style="list-style-type: none"> 			
<p>How are you keeping track and recording which staff are onsite daily?</p>		<ul style="list-style-type: none"> INVENTORY 			
<p>Have you checked that all record keeping is up to date for example with any relocated staff or volunteers and made sure that the appropriate checks have been made?</p>		<ul style="list-style-type: none"> No change in staffing. No change in details SCR up to date 			
<p>Have the registered person/ owners/ managers ensured that the safer recruitment processes are clear and adhered to, E.g., being aware of anyone unknown to the setting offering themselves as a volunteer?</p>		<ul style="list-style-type: none"> NP trained in Safer Recruitment A member of staff manages the SCR and we have clear processes and procedures WCF are contacted for advice No volunteers 			
<p>How are you ensuring staff are aware and understand that there may be an impact on the mental health of children, parents and staff or volunteers; and therefore, have</p>		<ul style="list-style-type: none"> Coronavirus COVID-19 frequently asked questions for settings - Health services http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_settings/2196/coronavirus_covid-19_frequently_asked_questions_for_settings/5 			

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

<p>access to whatever support may be available?</p>		<ul style="list-style-type: none"> • https://www.babcockprime.co.uk/coronavirus-support-for-settings-settings-parents-and-children • Emotional Health and Wellbeing Services - Bulletin CV31 http://www.worcestershire.gov.uk/downloads/file/12512/education_and_early_help_bulletin_covid-19_update_31_-_6_may_2020 • Staff well-being survey done. • Mental health lead liaising with MIND to consider staff support • Mental health lead to review and develop current offer • Staff have been sent links re mental health / bereavement • Parents have been sent parentmail signposting mental health support agencies and bereavement support • Website contains links to support • Early Help offer signposts support • Referrals can be made to our School mentor 				
<p>Theme 4: Staffing</p>				<p>R</p>	<p>A</p>	<p>G</p>
<p>Consider:</p>	<p>Suggestions / consideration</p>	<p>Issues & actions to manage risk</p>	<p>R</p>	<p>A</p>	<p>G</p>	
<p>Ensure capacity of staff</p>	<p>Staff plan is issued on a rota basis according to staff able to attend the setting.</p>	<ul style="list-style-type: none"> • All staff expected to be in from September 2020 • Except one maternity leave – supply teacher employed 				
<p>Changes to staff working arrangements</p>	<ul style="list-style-type: none"> • Staff will be expected to stay with their specific group for the morning. • Comfort breaks will be able to had due to a free member of staff to supervise the group while the teacher leaves the room. 	<ul style="list-style-type: none"> • Staff will move rooms depending on their timetable to teach students. • They will have a teaching pack that includes board rubbers, markers, laptop etc. • Staff toilets – staff will be asked to socially distance in toilets 				

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	<ul style="list-style-type: none"> The toilets should have one person only. A sign has been put on the outside of the door to show whether the space is occupied. Staff room has been closed and all staff have been asked to provide their own drinks/food. No kettles/coffee makers/urns used in ANY classroom to prevent possible spread of any contaminants Staff may bring own children – these children must stay with member of staff at all times, work at the staff desk and should use the staff toilets 	<ul style="list-style-type: none"> Allocated rooms and staff bubble groups will be allowed to share kettles/urns and drinks and areas to be able to work when not teaching/working Staff cannot bring children who are registered at other schools 			
<p>When looking at staffing and/or volunteers and the changes being made, are there staff that could potentially be redeployed to support the setting working effectively?</p>	<ul style="list-style-type: none"> We can refer to DADdy document that details staffing arrangements 	<ul style="list-style-type: none"> DADdy#2 is available Volunteers have been asked to help (pending DBS) at lunchtimes 			
<p>What plans have been thought of should managers have significant absence (at all staff levels)?</p>	<p>Depending on staff absence, the rota may be changed, additional staff brought in (from current staff on role) NW Setting may need to be closed</p>	<p>Depending on staff absence, Setting may need to be closed NP/NW to liaise</p>			
<p>How will managers evaluate the well-being and personal and emotional needs of staff who are dealing with anxiety, loss, fear and upset?</p>	<p>We have a teacher who is trained by Cruse and volunteers. She has compiled a helpsheet, including resources. Well-being surveys have been sent Mental health lead exploring support from MIND Guidance has been sent to all staff via email signposting agencies who can support Mental health team have met to discuss how best to support and minutes have been sent to SLT</p>	<p>Online support available for staff wellbeing Email sent to all staff by mental health lead</p>			

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

	<p>Staff to be monitored carefully for signs of anxiety etc Senior leader has responsibility for home workers and has set up effective links to support them Identify 'mental health' first aiders for staff and ensure that all staff know who these are and how to contact them.</p>				
<p>How will recruitment be managed?</p>		<p>NP</p>			
<p>Do any staff contracts need to be issued, extended or amended in light of the current situation?</p>		<p>NP</p>			
<p>Check current advice about staff appraisal and pay. If this is paused, what arrangements have been made and how has this been communicated with the staff it involves?</p>		<p>NP/SZT</p>			
<p>Prior to the current situation, were there any outstanding HR matters that require appropriate communication within timescales and deadlines, E.g., redundancy consultations?</p>		<p>NP/SZT</p>			

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

Theme 6: Communication					
Hazard	Actions to manage risk	Amendments made	R	A	G
CHILDREN:					
How are the registered person/owners/ managers/staff evaluating children’s preparation and response to return to setting – what will happen if that is not positive? What will be in place to support and give additional home support to alleviate this?	Parent mail sent to parents regarding the return to school Video messages sent from Headteacher regarding return to school	Parent mail sent to students Parent mail sent out to parents			
How will the registered person/owners/ managers communicate with children returning to setting?	This has been included in the learning lessons that will be delivered by individual teacher during the morning. This will be repeated on a daily basis to ensure the students understand what is expected.	Form tutors will guide students through process on first day and subsequent days			
How will children be included in the consultation process at their level, so they understand the expectations and the reasons for the differences in their daily setting life?	Students will be considered throughout the day and have the opportunity to comment and discuss with their class teacher about the differences that they might be experiencing.	Students will be able to discuss issues with form tutors during form times			
PARENTS:					

SCHOOL/ESTABLISHMENT: St Egwins CE Middle School

<p>How will the registered person/owners/ managers communicate with parents during the various phases of re-opening/expansion? What on-going weekly/regular communication could be used to ensure parents are kept well-informed? How will the registered person/owners/ managers manage the different perspectives of parents feeling fearful of sending their child to setting and those who are worried about their child falling behind?</p>	<p>Regular updates via video messages from head teacher and parent mail will be sent to parents. Parents not on parent mail with have separate phones calls from staff. Any parents that show concern will be called by a member of staff and their issues will be discussed.</p>	<p>Form tutor email addresses given out</p>		
STAFF:				
<p>How will staff communicate with each other throughout the setting day?</p>	<p>Each toilet group will set up their own messaging group. Staff can use email and mobile phones to message for comfort breaks and information</p>	<ul style="list-style-type: none"> • Staff bubble groups set up • Emails and video meetings • Socially distanced meetings set up 		
<p>To have a clear 'day one' plan in place that is well understood by all. Communication with staff pre and post reopening.</p>	<p>TED training on 1st June plus regular emails updating staff Powerpoint of lessons is sent to staff SP</p>	<p>TED training on ½ September</p>		

Risk Assessment Review Dates

Review Date:	Reviewed by:	Changes made?
18/06/20	RS/CG	Yes
16/07/20	RS/NP	Yes. Amendments added to original plan From 2/7/20 guidance