

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

Reviewed in light of the change in circumstances in Jan 2021 and the WCF RA guidelines 12/1/21

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 Egwin's CE Middle	DfE Number: 885 4576
Date agreed by Head Teacher: 16/7/20	Date approved by Governing Body: 16/7/20
Date submitted to LA / WCF: 16/7/20	Submitted by: NPullan

Updated by ZoSi from schools full RA 06.08.2020. [updated by NPullan 27.08.20](#) updated by NPullan RSadler 2/9/20
By NP 12/1/21

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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.)

TED 1/9/20 and 2/9/20
First children return 3/9/20

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

1. Year 6 on the Thursday 3rd. Years 6 and 8 on the Friday 4th. Years 6,7 & 8 on the Monday 7th.

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

1. All children will be expected to return. Full uniform, including blazers. School bag with: reading book; pencil case with all the stationery needed (we will remind the children); water bottle and break-time snack.
2. Illness & NHS/111: please use the website and phone number if you are concerned about any illness or symptoms. High temperature; new and continuous cough; loss of sense of taste/smell.
3. Do not send your children to school if you are concerned about illness/symptoms.
4. Children/staff with **COVID-related symptoms** will be sent home. We hope to be able to provide families with a home-test kit (if needed) when we receive these. We will await the test results before they return. You can call 119 or use the [Gov.uk](https://www.gov.uk) website to arrange testing.
5. Please let the school office know immediately in the case of absence and illness.
6. A **positive test** means a 10-day isolation for that person and 14-day for the rest of the household.
7. We will inform Local Health Protection Team and they will carry out an **immediate risk assessment** and decide who from school/home has to isolate.
8. **Phased return of all children.** To enable us to reintroduce the children and staff to a wide-range of new processes, we are planning on welcoming the children back in year groups in the following way: Year 6 on the Thursday 3rd. Years 6 and 8 on the Friday 4th. Years 6,7 & 8 on the Monday 7th.
9. Year 6 will have 3 form-based days, year 8 will have 2, year 7 will have 1.
10. **Each year group is now a Big Bubble. Each class is now a Group. Within each year group BUBBLE, there are 5x Groups (class groups).**
11. Year group: assemblies, toilets, lunches, breaks, playgrounds – all separate in time and space.
12. Groups (what we would call a class or group) will be taught separately in most subjects.
13. Please remind your child about social distancing on the way to and from school, especially with pupils outside of their year group.
14. **A staggered start to the day.**
Year 6 and children arriving on the buses will arrive (as usual) at 0810. At 0820, Year 7 will arrive. Then at 0830, Year 8 will arrive.
It is really important that your child arrives at the time specified. Lateness could mix the year group bubbles.
15. Buses: pupils from all 3 year groups travel together on the buses – since we can't have multiple buses. The bus company will sit the children in specific parts of the bus to support our social distancing. We ask all pupils, including under-11s, to wear face coverings/masks. This is strongly recommended.
17. Children travelling in on buses from **Hampton** to be encouraged to walk, cycle and/or use community walking buses?
18. We will **NOT ALLOW** any families to drop-off their children (by car or on foot) in the bus bay or on the school site. We cannot not permit congestion/mixing here. Please say your goodbyes away from the school and allow them to walk in on their own.
19. **A staggered end to the day.**
Year 6 will leave at 14.55, Year 7 at 15.05, then Year 8 and bus children at 15.15.
20. We accept that families might want new Y6s to walk to/from school with an older sibling. This is permitted. Let the office know if you want to do this.
21. Children will be met as they arrive and, depending on the weather, will be assembled by staff on the yards or go straight into the school building.

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22. **All staff are in school as per a normal day.** In the case that covid-related or other staff absence compromises the school's ability to run safely, we will decide if we need to reduce the numbers of pupils in school, i.e. A group might be asked to stay at home for a day, etc. We sincerely hope that we don't have to do this – we will provide it.
23. We will use consistent seating plans in the classrooms.
24. Teachers move from class to class. Teachers sanitise and clean teacher desk, etc on entry to the classroom. Children will sanitise their hands when they enter their classroom, before eating (at other times depending on the subject) and when leaving the school. They are not allowed to bring hand gel with them.
25. While most teaching is in a single classroom with the staff moving around the school, some subjects will be taught in specialist rooms (P.E., Computing and Design Technology). We will return to the full, normal timetable (e.g. Science taught in Science laboratories) when it is safe to do so.
26. There will be cleaning (by staff) of classrooms between different groups being taught.
27. Staff will maintain 2m+ social distance from each other and from children. Staff may wear visors/face coverings. Children will not have to wear face coverings in school. There will be no communal areas where year groups mix so the guidance recently released is not relevant in our school. The rules surrounding the effective and safe use of face coverings is incredibly strict and many children of middle school-age would find it hard to follow then.
28. Teaching Assistants will work with small groups of children (from the same year group) outside of the main teaching rooms, in additional teaching spaces. Staff will clean here, too.
29. We will encourage pupils to social distance when queuing, playing outside, etc.
30. One-way systems in school. There will be a very significant reduction in the traffic in corridors.
31. Sanitising (with gel) rather than predominantly handwashing is the acceptable way to minimise risk of transmission (in conjunction with good handwashing).
32. No sharing of pencils, equipment, etc. Some resources (e.g. worksheets) will be shared by pairs in a class but not with pupils in other year groups.
33. Phones will not be collected in. Children will be asked to switch them off and leave them in their bags.
34. Children will eat their packed lunch in their Group classroom. Children will eat hot meals in the dining hall in their groups on separate tables. There will be no tuck at break time served by the kitchen – pupils have to bring their own. There will be a strict lunch rota and cleaning of tables and seats between year group sittings.
35. There will be enhanced supervision at lunch and break. We have asked for parent/carer volunteers to support this if required.
36. Pupils will be expected to follow behaviour rules absolutely strictly.
37. We will be monitoring school absence very closely to track potential outbreaks.
38. Enhanced cleaning – toilets, desks, high traffic areas, banisters, door handles, equipment. Children will not be asked to clean.
39. Curriculum areas to modify the activities accordingly. E.g. PE use one bag of balls for y7, etc. Food Technology conducts enhanced cleaning between groups.
40. After school clubs/breakfast club – initially suspended pending a review later in September.
41. Remote education will be available for isolating pupils.

New/changed rules: (as of 12/1/21)

1. **Self-isolation guidance: LORT have advised that staff can accept serial testing in school (LFTs) if they have been identified as close contacts of a positive case in school, OR have received a notification to self-isolate on the NHS test & trace App, OR have been instructed to self-isolate due to a household confirmed case. The in-school LFT testing will 'override' the self-isolation notice.**
2. **Rapid testing of staff on a weekly basis began on the 8th Jan 2021.**
3. **Any staff who had an individual staff risk assessment in 2020 will have the RA reviewed and updated in light of the change in circumstances. They are to make a decision to return (or not) only once they have had this.**
4. **To stay at home with even the most minor symptoms.**
5. **To check emails very regularly.**
6. **Staff social distancing: staff are only permitted to share a 'refreshment hub' with other staff if it has adequate ventilation and is a size that it will allow effective social distancing. If unsure, please refer to NP for guidance. Staff are not permitted to meet in a classroom or office, or share a workspace. This includes all classrooms, the main office, the library, access rooms. Please minimise corridor (transitory) contact. Use Teams, phone, message, email, mindfulness track SD walk: to communicate.**
7. **Please minimise staff toilets to one member of staff at a time.**
8. **All staff who were deployed to work from home in March 2020 ('unofficially vulnerable') to be offered an individual risk assessment in light of the change in circumstances. They are to make a decision to return (or not) only once they have had this.**
[N.B. an outcome of the RA process may be to support the member of staff, including recommending working from home.]
9. Revisit all of the covid-arrangements set in term 1 to ensure the highest levels of adherence.
10. Roll-out of rapid pupil asymptomatic and contact (following a positive case) testing.
11. Commitment to using external volunteers for managing the testing process.

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12. Visitors to school to be kept to an absolute minimum (permission from NP/CG must be sought before booking the meeting).
13. Staff members to only use 1 hub. I will email you this week for you to state which room/area you will take your break/refreshments in.
14. Promote the use of test&trace app by all staff.
15. Face coverings to be worn by all staff and pupils (apart from those exempt) in classrooms and throughout the school (not while eating).
16. No Y6 use of the computing room for the first 2 weeks. No sharing of the room by y6 groups.
17. PE lessons to keep the classes separate in the case of two groups being timetabled for PE at the same time.
18. Strengthen the messaging around pupil social distancing at break and lunch.
19. Judicial use of allowing staff to work from home for part/all of the day (daily rota) if they are not teaching face-to-face and capacity allows it.

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 (referring to updated guidance as of the 21/1/2021)

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
Have you put in place opportunities for pupils and staff to clean their hands more often?	<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</p>	<ul style="list-style-type: none"> • 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. • Due to number of children, hand sanitisers will be used by students when entering classrooms, before having snacks, before lunch and on way home 			

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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>	<ul style="list-style-type: none"> • Students/staff will be encouraged to use good hand washing hygiene when going to the toilet. <ul style="list-style-type: none"> • Students, for who there is a concern about incorrect use of sanitiser, will be supervised to ensure that they do not ingest. • Due to teacher movement, the teacher will sanitise the teacher desk using disinfectant spray and disposable cloths before 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 <ul style="list-style-type: none"> • Volunteer Staff Rota set up to clean frequently touched spaces • More guidance on handwashing will be shown to the students on a regular basis using the lessons information – on teaching PowerPoint. This will be enhanced by pupils designing and distributing posters, developing their own raps/songs. These have been put around the classrooms to show students. Also a ‘pop’ video has been made for the winning song ‘sanitise’. 			
<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>	<ul style="list-style-type: none"> • resources (worksheets, scissors, text books, etc.) only shared within year group bubbles. <ul style="list-style-type: none"> • Children provide own stationery, etc. • Specialist subject cleaning in place. • Equipment that is shared (PE, Computing) will be cleaned thoroughly between groups • No soft furnishings, seats with material on (e.g. library) will be used during the day. <ul style="list-style-type: none"> • Library is used for year 6 interventions. • Accelerated reading books are kept separately for 72 hours by VViggers, librarian. 			

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<p>Limit the amount of equipment brought into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p>	<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<ul style="list-style-type: none"> 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. Pupils can bring pencil cases, school bags, packed lunches and snack to school. Phones have to be kept switched off in their bags. No other belongings can be brought to school. <ul style="list-style-type: none"> PE kit will be worn to school in the day that children have that lesson. 			
<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>Ensure that the school has a process where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</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 or sanitise immediately on arrival in the class (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>	<ul style="list-style-type: none"> All students and staff in school will be asked to wear face coverings in school when entering the building, moving in communal areas (such as toilets) and in corridors when moving around the school. Parents have been asked to contact the school to let us know whether their children are exempt from wearing a face covering, a central record has been kept of those children. Members of staff who are exempt will let the Headteacher know. WHO mask hygiene clip has been shown to all of the children and staff. https://www.youtube.com/watch?v=9Tv2B_VN_WTk Re-issuing guidance training for all staff and pupils (w/b 18/1/21) 			
<p>Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> On the first day students will be allocated their groups where the class teacher will take them through the specific entrance. School children will be split into Year bubbles (6,7 and 8) These bubbles will have staggered breaks and lunches and separate areas to play <ul style="list-style-type: none"> Seating plans will be used in all groups. 			

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		<ul style="list-style-type: none"> Each year group will be separated into house classes of approximately 30 students – they will remain in class groups in the same classrooms unless being taught in specialist teaching spaces (DT, Comp, PE). <ul style="list-style-type: none"> January 2021: KVV groups stay in one class. No classrooms are shared. No teaching of DT and limited teaching of PE. 			
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	<ul style="list-style-type: none"> All classes have specific doors to enter and leave by, specific outdoor places, toilets and hand washing facilities, children will still be encouraged to keep their distance. <ul style="list-style-type: none"> Staff will lead their groups (as per fire drill) to ensure no mixing of year group bubbles or <u>communing</u>. Posters, raps, songs, signage (e.g. 1-way traffic), supervision and instruction will support the children in adhering to stringent SD rules. 			
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	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	<ul style="list-style-type: none"> Ensuring minimum staff in each day to cover number of students attending in the day. Rooms have been rearranged so social distancing for staff and students can be adhered to. staff are based in 'hubs' around the school to allow consistency in the spaces they use when not teaching. <ul style="list-style-type: none"> Maximum room occupancy is recorded on each door. 			
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.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	<ul style="list-style-type: none"> classrooms set up so that staff member teaches from the front at a SD of 2m+ <ul style="list-style-type: none"> All seats are front-facing, in rows Teaching staff are not permitted to move around the room except in emergencies. Only 1 member of staff in an office/classroom at a time. 			

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<p>Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p>	<p>Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid close face to face contact and minimise time spent within 1 metre of anyone. <i>(it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.)</i></p>	<p>School age range 10-13. Teaching of children in all 3 year groups will be 'from the front' of the class. TAs will be advised if there are any children for whom this is not appropriate and closer contact/care will be advised. Staff and students are advised that they can wear face coverings/visors in the class if they wish. In mentoring sessions and with TA interventions, a 2m+ SD will be maintained, where this is not possible then both parties will be wearing face coverings.</p>			
<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. <i>(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i></p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> • Students are only moved around the school in the communal areas if they are going to specific lessons e.g. DT, Computing or PE. They stay within their class or year group bubbles. They are led by teachers who oversee the class for that lesson. Students are led by the class teacher to the dining room if they have a hot lunch, taking care to cross only in a transitory way. Class groups are sat separately on labelled tables in the dining room when having hot dinners. They will be instructed to maintain distance when playing on the yard and when queuing for lunch, etc. 			
<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>	<ul style="list-style-type: none"> • Each year group will be separated into Group classes of approximately 30 students – they will remain in class groups in the same classrooms • 			
<p>Ensure that adaptations to the classroom to support distancing where possible. That</p>	<p>Section 5:</p>	<ul style="list-style-type: none"> • Desks will be in lines and front facing 			

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<p>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>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> • Pink spots have been marked onto the floors of certain classrooms to ensure the desks remain in the same place. • Member of staff to check classroom in the morning to ensure all desks are still in correct place 			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<ul style="list-style-type: none"> • Assemblies will be delivered virtually during form times, or times deemed appropriate, with classes remaining in their classrooms • The form tutor will organise the technology needed to ensure the assemblies are delivered. 			
<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>	<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. <ul style="list-style-type: none"> • Routes in and out of the school have been allocated to specific groups, and a 1-way system applied to the stairs. New stairs down, old stairs up. • Parent mail sent out includes details to parent about dropping off and picking up. Parents are not allowed onto the premises unless an appointment has been made. <ul style="list-style-type: none"> • A 10-minute stagger on arrival and on departure has been organised. • Arrival = Year 6 is at 8.10a.m., Year 7 8.20a.m. and year 8 8.30a.m. • Departure = year 6 at 2.55p.m., year 7 3.05p.m. and year 8 3.15p.m. • Pupils have separate breaks and lunches. There is time between lunch sittings for the dining hall to be cleaned. 			

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		<ul style="list-style-type: none"> • Year 6 12-12.55p.m. • Year 7 1 – 1.55 (in dining room at 1-1.20p.m., on front yard for play) • Year 8 1-1.55 (in room at 1.30, om back yard for play) • Class groups of children will eat their packed lunches in their classrooms. • Class groups will eat on allocated tables in the dining room. <p>• On the first day students will be allocated their groups where the class teacher will take them through the specific entrance.</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>		<ul style="list-style-type: none"> • staff bring own refreshments. • Staff sign in to any shared 'hub' they use each day. • PowerPoint of pupil guidance is sent to staff • Meetings will be virtual (Teams – Office 365) for large groups • staff 'hubs' will be allocated for break times and refreshments – maintaining SD and ensuring consistency on the groups of staff who share areas. • Face covering will be worn in these areas unless eating. 			
<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>Regular updates via video messages from head teacher and parent mail will be sent to parents.</p> <p>Parents not on parent mail with have separate phones calls from staff.</p> <p>Parents and carers have had detailed instructions on how to drop off safely. This has been trialled and reviewed in the June/July period. Regular reminders are sent out.</p>			

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		Any parents that show concern will be called by a member of staff and their issues will be discussed.			
<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 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>	<ul style="list-style-type: none"> • 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. • Visitors are allowed only on appointment basis • No dual registered pupils. • All visitors will sanitise on entry and be advised how to maintain SD/sanitise and be instructed to wear a face covering. • A new sign in for visitors will be entered onto Inventory to ask COVID related questions. • Jan 2021: no visitors unless permitted by HT 			
<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Ensure that all members of staff are aware, read and understood the Guidance for full opening: schools and Guidance for full opening: special schools and other specialist settings and Local Covid 19 Management of cases in education setting.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wcchealthprotection@worcestershire.gov.uk or by phone 01905 845491</p>	<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 10 days • Members of the family should self-isolate for at least 14 days • School will need to inform the local health protection team to inform them of a positive test – they will guide the school through the process • Staff/students may be sent home depending on how close the contact has been to the ill person. • Staff attend training (on the new arrangements), receive guidance docs, sign 			

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	<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>to say they have read, understood and comply, have another copy in the 'cloud'.</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>	<ul style="list-style-type: none"> • COVID – 19 Outbreak added to the Safeguarding policy • Sent out to staff to read. A record of this will be kept in the central records. Staff to be trained in Sept TED on the response to outbreak process. • Regular updates via video messages from head teacher and parent mail will be sent to parents 			

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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-water-systems-post-covid-19-lockdown/</p>	<p><u>Compliance testing has been carried out over the school holidays. The water system has been run through weekly for 5 minutes since the start of the holidays and the toilets all flushed on a daily basis by Suzanne Thomas and James Merrett.</u></p> <p><u>Full evacuation procedure have been reviewed with each class given a specific fire exit to leave through and a designated area on the school grounds to assemble. There will be a fire drill on Thursday 3rd September for all staff and new Year 6 pupils, Friday 4th September to include all plus the Year 8 pupils and then Monday 7th September to include all years and personnel in school. A fire alarm test point check has been carried out on Wednesday 12th August 2020 by Suzanne Thomas and an engineer from Firesafe – all in working order.</u></p>			X
<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>Use heating systems that are safe.</p>	<p><u>Health and Safety advisor Sandra Sandon from WCC has been on a site visit to school and recommended additional ventilation units for the upper classrooms which are smaller and therefore get warm.</u></p> <p>Ventilation units purchased. Hesting can be used as it is not a recirculating system.</p>			

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	<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>Windows and doors are open in classrooms to ensure ventilation.</p> <p>The heating system is being used to prevent the temperature of the classroom from falling below 18 degrees centigrade.</p> <p>Automatic fire door release mechanism purchased for specific rooms.</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>Not applicable</p>			

Worcestershire Supporting tools and resources:

- Covid 19 Schools Phased return space planning considerations <http://www.worcestershire.gov.uk/phasedschoolsreopening>
- Reopening Council Buildings Checklist 120520 <http://www.worcestershire.gov.uk/recoveryschools>
- 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

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- 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-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>Staff that returned to school from 1st June after staying at home have all be risk assessed by Suzanne Thomas to ensure that all procedures have been put in place and that they are happy to return.</p>			

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<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>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>We currently have two mixed race staff in school who will be in from 1st September, they will be risk assessed on the first day back by Suzanne Thomas. Conversations have been had with these staff members and they are happy with all measures that are in place.</p> <p>A specific member of BAME staff who is pregnant has had a specific risk assessment and we are in constant contact with her and her antenatal carer to ensure she is catered for.</p>
<p>Clinically Extremely Vulnerable staff (known as Shielding)</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>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</p>	<p><u>NIL</u></p> <p>1 staff member with CEV notice 1 pregnant staff member started maternity early (Dec 21st) All informal CV staff can request a risk assessment All indiv RAs being reviewed</p>

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<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>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><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? 					

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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>