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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 Anne’s CE Primary	DfE Number:
Date agreed by Head Teacher: 17th July 2020	Date approved by Governing Body: 24th July 2020
Date submitted to LA / WCF: 24th July 2020	Submitted by: Malcolm Tipping

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.)

Wednesday 2nd September 2020.

Tuesday 1st September 2020 is a TED day.

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

Year groups 1 – 6 will have the same return date.

Nursery and Reception classes will have their usual phased transition in to school setting. Both will be fully in school by 27th September.

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

- We intend to provide a staggered start and end to the day for our 'bubbles' – school only has one main entrance from the road so we are currently operating a one way system of entry / exit which we will keep. This will allow us to manage the safety of parents, staff and children.
- Both Reception and Nursery buildings have separate entry doors so once on site, parents can be separated to allow more circulation space on the school grounds.
- Staggered starts will commence at 8.30am with 10 minute intervals so that the last bubble in to school is 9.00am. Similarly, pick up time will be staggered.

Q4. Guidance assumes that all pupils will be back to full-time education from September, if this will not be the case for your school, please describe the reasons below.

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We have a very small number of children who will be transitioning back to school with a reduced timetable due to EHCP / IEP etc. We expect all pupils to be fully back by the end of the second week.

Theme 1: Protective measures and hygiene

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>Have you put in place opportunities for pupils and staff to clean their hands more often?</p>	<p>Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional hand wash basins or sanitizing stations to ensure hand washing can be managed.</p> <p>Ensure that supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>Ensure that protective measures are built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p>Supervised handwashing / sanitising on entry and exit to school, before eating and after visiting the toilet.</p> <p>New sanitiser stations in all classrooms and in corridor areas.</p> <p>Some classrooms with no hot water are having this plumbed in during the summer break – KS1 now complete.</p> <p>Behaviour policy update to include expectation of increased sanitisation.</p> <p>Visual reminders across whole school. Additional new signage purchased for school driveway and playground to remind adults to socially distance whilst on site.</p> <p>Safety display boards for children across school.</p> <p>With our youngest children (Reception / Nursery) we have / will be been washing hands on a 1-1 basis with supervision from either teacher or TA. Children have / will be actively encouraged to use hand sanitiser when entering the classrooms, again with 1:1 supervision and clear modelling from staff.</p>			

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		<p>We have / will also used videos to show how to wash hands and the importance of that and this is something that is reinforced daily and after each activity when needed.</p> <p>Pupils who are considered more vulnerable in terms of their independence in hand hygiene will be closely monitored and facilities will be available for them to wash their hands in sight of adults as they will use the sinks that are external to the toilet areas e.g classrooms. Sanitiser stations are available in the classrooms for these pupil and will be supervised by adults in class.</p> <p>For those pupils who have regular support within the classroom they will be supervised 1 to 1 at all times for handwashing and sanitising.</p> <p>Across school:</p> <p>Children will be taught to engage with hand hygiene as part of the daily timetable:</p> <p>There will be supervised hand wash and sanitisation on entry and exit to / from school.</p> <p>Modelling from adults and direct teaching of how to wash / sanitise hands.</p> <p>Regular and routine breaks - for example playtime, snack time and lunchtime - will again be whole class supervised hand washing / sanitising.</p> <p>Parents of pupils who continue to find regular independent hand hygiene difficult to follow will be contacted and the visual set of guidelines used in</p>			
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		school will be sent home for them to practice and follow.			
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.	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.	All pupils to have their own stationery pack provided by school. None allowed in from home. Any books allowed home i.e. reading books will be cleaned and isolated for 72 hours on return to school. Any shared resources will be cleaned and isolated for 72 hours.			
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.	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.	PE kits to be worn to school on allocated days. Lunch boxes and water bottles to be brought in to school only.			
Ensure the School has a process in place for removing face coverings when pupils (over the age of 11) and staff who use public transport arrive at school. And the process is communicated clearly to them.	Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	Any disposable face coverings will be placed in the 'catch it, Bin it, Kill it bins located in each room. Hands to be washed / sanitised immediately. Non-disposable face coverings to be placed in a zip-loc bag on entry to school. Hands to be washed / sanitised immediately following PPE guidance.			
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Allocating all children to specific bubbles – phase based. Staff are allocated to these too. Minimum movement within bubbles. All staff are aware of the full guidance – sent to staff July 2020.			

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<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>Upper KS2 children will be encouraged to maintain social distancing where possible. Break times and lunchtimes are staggered to ensure bubbles don't mix. No whole school assemblies or celebrations to take place.</p>			
<p>Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>All staff to maintain social distancing with other adults and children where possible. This will be reiterated on the TED day 1st September 2020. Members of the Senior Management Team (Head, AHTs, LKS2 Phase Lead) will operate across bubbles. This is to ensure that behaviour management and monitoring continues. SLT members will maintain social distancing at all times. <i>Senior team will now meet virtually wherever possible. If in offices social distancing of 2m will be maintained at all times with ventilation and for no longer than 15minutes.</i></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>Desks in to be set up forward facing. Staff to reduce time spent at each child's desk supporting learning / marking. <i>Class Teachers and TAs to maintain a 2m distance between themselves in class wherever possible.</i></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>	<p>N/A</p>			
<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their</p>	<p>Section 5:</p>	<p>All children will be reminded constantly about social distancing.</p>			

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<p>peers where possible. <i>(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i></p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>In primary school this is difficult especially with the youngest children.</p> <p>Where children touch staff – skin to skin, staff to wash area thoroughly or sanitise.</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>Children in EYFS and KS1 are in smaller bubbles but will remain where possible with their own class for the vast majority of time.</p>			
<p>Ensure that adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Desks to be set up forward facing. All surplus furniture to be removed. One class is having large built in cupboards removed over the summer break to allow for ¼ of extra floorspace to be available. completed</p>			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>No whole school assemblies or celebration meetings to be delivered. Zoom assemblies will be the norm.</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>Staggered break and lunchtimes in place. Cleaning routine between bubbles in place. Lunch supervisors and kitchen staff to wear visors whilst in the building. Corridors marked up for separate walking up / down. Entrance / exit in to school grounds and one way system for parents dropping off staggered to avoid congestion.</p>			

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<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>Any shared spaces used by staff for children i.e. small group work will be cleaned by the member of staff once finished. Additional Staff room spaces to be set up in Room 101 and DT room to ensure minimal contact between staff of other bubbles. 3 instead of 1. Additional staff room needed to further separate UKS2 staff in main staff room. 4 instead of 3.</p>			
<p>Ensure that plans have been communicated to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>		<p>Letter to parents re September start. Regular updates in the new term. SLT on the playground at start / end of day to instruct / remind parents of routines.</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>New electronic visitor / staff signing in system in place during summer break. Visitors only allowed on site by appointment. Hygiene arrangements explained by office staff. No pupils currently attending dual settings. COvid -19 questionnaire completed by all visitors. Visitors to wear masks on site. Visitors from professional services to follow their own service procedures.</p>			

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<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> <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 	<p>Guidance for full opening of school sent and discussed with all staff – July 2020. This will be revisited in September on the TED day 1st Sept.</p> <p>Office staff to be central point of contact for all suspected cases and complete required actions to inform LORT / PHE.</p> <p>Parents advised (July 2020) of steps to take in the event of any household member becoming symptomatic. This will be revisited in September.</p> <p>NHS Covid-19 APP QR code available for visitors to scan.</p>	
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	<ul style="list-style-type: none"> • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 				
<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Guidance for full opening of school sent and discussed with all staff – July 2020. This will be revisited in September on the TED day 1st Sept.</p> <p>Office staff to be central point of contact for all suspected cases and complete required actions to inform LORT / PHE.</p> <p>Parents advised (July 2020) of steps to take in the event of any household member becoming symptomatic. This will be revisited in September.</p>			

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

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- 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](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](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](http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020)
- **Personal Protective Equipment (PPE) in Schools:** Bulletin CV38 [Coronavirus COVID-19 Education and Early Help Bulletin 38 | Worcestershire County Council](http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020)
- If you are unable to access essential supplies please contact: CV19Logistics@worcestershire.gov.uk where someone will contact you to discuss your requirements and provide any support possible.
- **Worcestershire Public Health guidance to early years, mainstream schools and special schools:** http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings
- **Management of cases and local outbreaks in education settings including early years and childcare settings, schools or Post 16 provision:** http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings

Theme 2: Accommodation / site usage

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.	<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-</p>	<p>Site manager advised of the requirements. The process of checking water systems is embedded and will continue as per the advice.</p> <p>Fire evacuation plans updated. There will be a fire drill in the first week of school in September. - completed</p>			

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	<p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <p>Further information can be found here- https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/</p>				
<p>Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.</p>	<p>Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p> <p>Advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	<p>All staff advised to keep windows open and wedge open doors whilst rooms are used for teaching (building checked at end of day to ensure windows and doors are closed).</p> <p>Corridor safety doors to be wedged open to allow free-flow of air around building. (closed at end of day)</p> <p>Air conditioning units not to be used.</p> <p>Revised WCC guidance relating to air flow to be discussed with staff and implemented.</p>			
<p>If you are using any form of Temporary Structures for provision e.g. gazebo, ensure correct procedures are followed to safely erect, maintain and dismantle the structure.</p>	<p>Further information can be found here: https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</p>	<p>N/A</p>			

Worcestershire Supporting tools and resources:

- Covid 19 Schools Phased return space planning considerations <http://www.worcestershire.gov.uk/phasedschoolsreopening>
- **Reopening Council Buildings Checklist 120520** <http://www.worcestershire.gov.uk/recoveryschools>
- Guidance from Highways regarding marking footpaths outside schools: Bulletin CV 41
[Coronavirus COVID-19 Education and Early Help Bulletin 41 | Worcestershire County Council](#)

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DfE guidance:

- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Managing school premises during the coronavirus outbreak: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Legionella compliance through lockdown: <https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/>
- [Air conditioning and ventilation during the coronavirus outbreak](#)

Theme 3: Staffing

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<p>Clinically Vulnerable staff</p> <p>1. Please can you confirm that you have individually risk assessed all staff against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p>Guidance for full re-opening of schools – 2nd July 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-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</p>	<p>All current staff have been individually risk assessed.</p> <p>New members of staff starting in September 2020 have been issued with the appropriate form and we are awaiting return.</p> <p>All risk assessments complete</p>			

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	<p>with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p> <p>The new guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene.</p>			
<p><u>BAME staff</u></p> <p>2. Please can you confirm that you have individually risk assessed all staff as per HR guidance, who identify themselves as BAME staff.</p>	<p>BAME review report – 2nd June 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</p> <p>BAME HR Guidance – 26th June 20 – page 7 http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020</p> <p>In light of the on-going work arising from this research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p>	<p>N/A – no BAME staff employed.</p>		
<p><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></p>	<p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20</p>	<p>Worker A</p> <ul style="list-style-type: none"> • Job Role; Kitchen staff / cleaner - • Contracted hours: Kitchen – 20 hours 		

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<p>3. For all staff that fall into the Extremely Clinically Vulnerable category (known as Shielding).</p> <p>Please supply the following information for each individual staff member. Please note: If you do not have any staff that fall into this category please can you send a nil response.</p> <p>Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:</p> <p>a) Job Role; 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>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>Cleaner – 17.5 hours</p> <ul style="list-style-type: none"> • Able to undertake all roles with appropriate stringent social distancing <p>Worker B Job role: 1:1 TA Contracted hours – 16.25 hours Able to undertake role with appropriate stringent social distancing.</p> <p>A risk assessment for each member of staff will be completed on TED day 1st September 2020.</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>		<p>This has little impact as we have enough kitchen staff / cleaning staff to enable full provision if staff are absent. Similarly, for 1:1 TA we are able to provide support for the individual child if short term absence.</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

<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>If required to cover posts, we have casual kitchen and cleaning contracts in place with people already known to school.</p> <p>If covering the 1:1 TA we will use known supply .</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>