

Risk Assessment for Schools Version 6 March 2021

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_covid19_education_and_early_help_bulletin_for_schools

School Name: Wyche CE Primary School	DfE Number: 8853074
Date agreed by Head Teacher: 15/7/2020 Updated 21/1/2021 Updated Monday 8 th March Updated 16/3/21 Updated 17.5.21	Date approved by Governing Body: 16/7/2020



Updated 15 th June 2021	
Date submitted to LA / WCF: Updated 27 th July 2020	Submitted by: Gaynor Anthony

Opening Plans

<p>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.)</p>
<p>Thursday 3rd September – two TED days 1st & 2nd September with new headteacher. KW and Vulnerable children will return to school on 6th January 2021. Remote learning is in place for all other children All children will return to school 8th March. May 17 – all systems of control to stay in place. Covid measures on Oaker Wood RA June 15th – response to unlock delay – re think summer events (YR transition)</p>
<p>Q2. Will pupils have different return dates dependent on year groups? If yes, please outline plans for each year group.</p>



Yr1-Yr6 will return on 3rd September, Reception will start on 7th September to allow for two days of transition visits at start of September term.

No staggered return for 6th Jan No

staggered return for 8th March.

May 17th Staggered start and end, lunch and play, toilet break etc. must continue.

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

Staggered start and end times/ playtimes/lunchtimes/ use of 4 separate outdoor spaces for break times. Lunch in classes with designated lunchtime supervisor per class. Each class to have own equipment & PE equipment based on curriculum for that term. Break times coordinated to allow for cleaning of toilets and communal spaces between classes. Digital thermometer to take temperatures of all children who become ill whilst in school. (Oct 20 Temperature readings are no longer taken for every child on entry to the school)

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

n/a

Theme 1: Protective measures and hygiene



Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
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 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>These have already been put in place throughout the summer term and facilities required for each classroom have been assessed.</p> <p>Each class has their own sink to enable that class to wash hands. We have also purchased additional handsanitiser for all classes and teachers & TA's supervise hand washing. More hand sanitiser and cleaning products have been purchased to accommodate increased number of students in school.</p> <p>Additional hand sanitiser and cleaning materials have been purchased to ensure that all frequently used touch points e.g. photocopier, telephone, staff toilets can more easily be cleaned.</p> <p>All children are asked to use hand sanitiser when they return to the classroom to minimise risk of a child not adequately washing their hands and/or touching a corporate surface before returning to class.</p> <p>PPE is in place in school. Specialist masks have been fitted and stored for those members of staff dealing with medical needs of one child with</p>			
		<p>complex needs. School arrangements for this child have been assessed by Orchard Healthcare and these have been agreed as sufficient. A review of this, retraining and refitting is scheduled for 16th March 21.</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.	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.	Classes have their own resources. PE coordinator has determined which equipment will be required by each class for Autumn Term and purchased resources so that each class has their own set. Resources which need to be shared within classes will be isolated after use for a min of 72 hrs before returning to the host class.			
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.	Pupils will be given a pencil case to keep in school so should only bring in lunch box, coats & bags. Parents will be advised which day their child will have PE and will wear their kit for the entire day rather than bringing in a change of clothes. Decisions will be taken on a case-by-case basis to avoid contamination e.g. It is our intention to discourage the wearing of red noses for Comic Relief and have signposted to e-donation.			
Ensure the School has a process in place for removing face coverings when pupils (over the age of 11) and staff who use public transport arrive at school. And the process is communicated clearly to them.	Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	N/A			
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	Section 5:	Class bubbles will be created. KS1 bubble has been split into two separate bubbles, but we are mindful that they do still share			



	https://www.gov.uk/government/publications/actionsfor-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools	toilet facilities and emergency trips may still be necessary and can cause intermittent mixing of those two classes. As far as possible this will be kept to a minimum.			
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/actionsfor-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools	Staggered times should ensure that groups are kept apart. Lunch in class rooms & no group assemblies For the Spring Term 2021 the school has enforced class bubbles and reduced the number of staff in more than one bubble. For example TA's for one class who would ordinarily provide lunchtime supervision in another class will no longer be able to do this. School has paid for extra staffing hours to facilitate this. KS1 bubble has been split into two separate bubbles, but we are mindful that they do still share toilet facilities and emergency trips may still be necessary and can cause intermittent mixing of those two classes. As far as possible this will be kept to a minimum.			
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/actionsfor-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools	Staff will be advised of this requirement prior to coming back in September. Staff room will only be used for making drinks and preparing food. It will not be used as a social space. Only two members of staff to be in the staffroom at any one time. Staff advised to wear a mask in communal areas of the school where it is not possible to keep two metres apart e.g. in corridors, shared offices			



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/actionsfor-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools	Staff will be advised of this requirement prior to coming back in September Regular reminders for staff about 2m distance. Staff should wear masks where this is not possible.			
Ensure staff in secondary schools maintain distance from their pupils, staying at the	Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid	n/a			
front of the class, and away from their colleagues where possible.	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>				
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>	Section 5: https://www.gov.uk/government/publications/actionsfor-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools	Staff will be advised of this requirement prior to coming back in September. This is reinforced in staff training and made clear by all staff to children.			

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.	Section 5: https://www.gov.uk/government/publications/actionsfor-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools	All children in class sized groups in KS2, KS1 will be a bubble of 60 children, due to the geography of the site KS1 bubble has been split into two separate bubbles of no more than 15, but we are mindful that they do still share toilet facilities and emergency trips may still be necessary and can cause intermittent mixing of those two classes. As far as possible this will be kept to a minimum. EY/KS1 will be a bubble of 60 children, due to the geography of the site and toilet use but will as far as possible work as 2 bubbles as 30 in order to minimise risk as far as possible.			
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.	Section 5: https://www.gov.uk/government/publications/actionsfor-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools	All soft furnishings and toys have been removed from classrooms. Due to class size it is not possible for all children to sit in rows side by side, however children will sit a distanced as possible in each room and will not sit face to face. Whilst there has yet to be specific guidance re bubble sizes for Spring Term 2021 the school will			
		endeavour to limit class bubbles to 15, in line with guidance from the Summer Term. This will be updated once further information is received from WCF. Excluding Red class (R/1) Children sit in rows and side by side across the school with limited movement to minimise transmission.			



Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.		Staff will be advised of this requirement prior to coming back in September - In line with current guidance we will not be holding whole school assemblies, or church services. Classes will hold individual periods of worship in their own class bubble. Staggered start and end times, playtimes, lunchtimes, PE lessons and use of outdoor learning spaces have been instituted to minimise risk of contact between classes. Individual class fire drills have been planned for the start of the Autumn term. Unable to RA whole school summer events. Covid friendly leavers event in small groups with partial bubble off site.			
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).	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Timetable has been created to ensure this occurs. Lunch hall will not be used – all children to eat in the classroom, KS1 will be treated as one 'bubble' due to the difficulty in maintaining this distancing with the shared toilet facilities. KS1 bubble has been split into two separate bubbles, but we are mindful that they do still share toilet facilities and emergency trips may still be necessary and can cause intermittent mixing of those two classes. As far as possible this will be kept to a minimum. Toilet, play, lunch and handwashing trips are separate for all bubbles and supervised around the school.			
Ensure that a plan of how shared staff spaces are set up and used to help staff to		Staff room will only be used for making coffee and food prep. Staff advised that it is not to be used for			



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>communal breaks – due to soft furnishings although staff may use the hall for a breakout area to eat their lunch (whilst maintaining social distancing) as it will not be possible to use the staffroom for this.</p> <p>A limit of two members of staff in the staffroom has been imposed. Staff are advised to sanitise hands before using any communal resources (hot drink consumables, cutlery etc) and equipment (dishwasher, fridge, hot water dispenser & microwave).</p> <p>In addition extra cleaning products have been provided in shared staff toilets and staffroom to enable them to clean high touch areas after each use. All tea towels have been removed. Additional signage has been created.</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>Letter sent out 16th July (copy attached)</p> <p>Letter sent out 4th & 5th January (copy attached)</p> <p>Dedicated webpage is updated regularly.</p>			



<p>Ensure that the management of other visitors to the site, such as contractors, has been considered and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p> <p>Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an</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>Staff will be advised of this requirement prior to coming back in September</p> <p>Visitors are advised that they are not to access the school building prior to 9.30am or between 3-3.45pm to minimise the risk of them coming into contact with children and families arriving in school. Families have been asked that only one parent comes to the school to drop off/collect children and where possible non-school siblings should not attend. They have also been asked to contact the school by email/phone</p>			
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<p>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>where possible to minimise the requirement for them to come into school. Parents are not allowed to access the school playgrounds to drop off their children, children will be collected at the school gates by the class teacher at the designated drop off time and the same procedure reversed at the end of the day; this will minimise the number of people on the school site and the possibility of contact between parents and non-related children. Visitors are discouraged from attending school without prior appointment. All visitors will be asked to sign in and leave contact details at the school reception. They will need to sanitise their hands before entry into the main school building using provided hand sanitiser and advised of the current health & safety procedures in school (Which toilets they may use, how to safely access fire assembly point minimising contact with other class bubbles). Many visitors will be supervised by a member of staff who will ensure that all areas a visitor will use will be cleaned before and after their visit. The supervising member of staff will keep a note of all contacts (over 5 minutes) visitors make and the duration of those contacts. Visitors will be advised of the need to maintain a distance of two meters from adults and children where possible. For supply teachers</p>			
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		and instrument teachers attending the school school will ensure that the room to be used has been cleaned prior to their arrival, cleaning supplies will be available in the room should			
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For each consideration if your setting will have all measures in place in time for full opening RAG rate as green. If not RAG as amber or red and include comments below



		<p>the teacher need to use it during their time in school and the room and any other communal facilities used will be cleaned again after the teacher leaves. In addition supply teachers and instrument teachers will be advised as to school procedures should they/ a child develop symptoms/ become unwell. Additional arrangements have been made for parents of prospective pupils. Parents are asked for contact details prior to visiting school and that visits should be limited to one adult who is asked to wear a mask when in school. Tours are limited to corporate areas and predominantly outside, parents are not allowed to enter classroom or cloakroom spaces. Tours are conducted by school administrator and care taken to limit any contact with other members of the school community.</p> <p>The school will not be conducting tours during this period of lockdown. Instrument lessons now take place on line (Jan 21). Contractors and supply teachers will need to comply with the above arrangements.</p> <p>Instrument lesson have re-begun in line with guidance, in ventilated areas with tutors wearing masks and maintaining safe distance.</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/actionsfor-schools-during-the-coronavirus-outbreak/guidancefor-full-opening-schools Ensure that all members of staff are aware, read and understood the Guidance for full opening: schools and Guidance for full opening: special schools and other</p>	<p>Staff will be reminded of this requirement prior to coming back in September We have two inset days at the start of the Autumn Term that all staff are asked to attend (even support staff who would not normally attend have been requested to attend on 1st</p>			
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	<p>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 • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) 	<p>September and school has agreed to pay any additional hours this may require on top of usual contracted hours. At this training all staff will be advised how track and trace will work, and reminded about the processes that are in place in school should an outbreak occur. All staff have already seen guidance in these areas but INSET day training will ensure that all staff have read the guidance regarding both track and trace and processes should someone become unwell (a record of reading the guidance will be held within the school's SCR - as we have done this summer term) . In addition a paper folder of all COVID guidance and relevant contact numbers is stored in easy access in the school office ;an electronic version of this information will be stored on the school's internal staff server to allow staff to access the most up to date information at all times whilst they are in school.</p> <p>Following the introduction of optional twice weekly rapid LFT testing for staff the school has provided test guidance for all staff.</p> <p>Tests will be dispensed to staff by the school office, following the recommended DfE/NHS procedures. Staff are advised to immediately inform the headteacher if they have either a positive or two void test results. Staff whose tests are negative need to advise the school when they come into school (similarly they</p>			
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	<p>symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>should notify the school on arrival if one of their tests was void).</p>			
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For each consideration if your setting will have all measures in place in time for full opening RAG rate as green. If not RAG as amber or red and include comments below

		<p>Staff with a positive (or two void) LFT tests are required to book a PCR test with a local testing centre and self-isolate until the results are known.</p> <p>Testing is optional, but recommended. Staff who do not wish to perform the LFT tests can still come into school providing they adhere to normal test and trace protocols in place for the general population.</p> <p>All staff, irrespective of tests results have been advised to observe normal hands-face-space protocols and follow infection control planning.</p>			
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<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>Staff will be reminded of this requirement prior to coming back in September We have two inset days at the start of the Autumn Term that all staff are asked to attend (even support staff who would not normally attend have been requested to attend on 1st September and school has agreed to pay any additional hours this may require on top of usual contracted hours. At this training all staff will be advised how track and trace will work, and reminded about the processes that are in place in school should an outbreak occur. All staff have already seen guidance in these areas but INSET day training will ensure that all staff have read the guidance regarding both track and trace and processes should someone become unwell (a record of reading the guidance will be held within the school's SCR -</p>			
		<p>as we have done this summer term) . In addition a paper folder of all COVID guidance and relevant contact numbers is stored in easy access in the school office ;an electronic version of this information will be stored on the school's internal staff server to allow staff to access the most up-to-date information at all times whilst they are in school. Hard copies of flow charts are available and staff have had these circulated.</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_covid19_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_covid19_update_35_-_15_may_2020
- Covid19 Testing for education staff: Bulletin CV28
http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid19_update_28_-_1_may_2020 and CV25
http://www.worcestershire.gov.uk/downloads/file/12479/education_and_early_help_bulletin_covid-19_update_25_-_24_april_2020
- Testing link and CV37 http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020
- **Personal Protective Equipment (PPE) in Schools:** Bulletin CV38
[Coronavirus COVID-19 Education and Early Help Bulletin 38 | Worcestershire County Council](#)
- 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_covid19_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- https://www.gov.uk/government/publications/managingschool-premises-during-the-coronavirus-outbreak</p> <p>Further information can be found here- https://legionellacontrol.com/compliance/recommissionwater-systems-post-covid-19-lockdown/</p>	<p>Caretaker will continue to carry out all compliance checks</p> <p>Fire drills will be carried out during first part of Autumn Term</p>			
Consider the ways to maintain and increase the supply of fresh air and	Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the	Staff will be advised of this requirement prior to coming back in September			



adequate ventilation throughout the school.	<p>risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems. 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>	Staff are advised of the need to increase ventilation in shared spaces, whilst mindful of the need to maintain a comfortable environment for all. Windows are open in classrooms and shared office spaces and the hall is ventilated by windows and doors.			
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>Further information can be found here: https://www.hse.gov.uk/event-safety/temporarydemountable-structures.htm</p>	n/a			

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-arepartially-open-during-the-coronavirus-outbreak>

- Managing school premises during the coronavirus outbreak: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirusoutbreak>
- 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-childcaresettings/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
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<p><u>Clinically Vulnerable staff</u></p> <p>1. Please can you confirm that you have individually risk assessed all staff against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p>Guidance for full re-opening of schools – 2nd July 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>If individuals cannot work from home, they are offered the 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>No clinically vulnerable staff</p>			
<p><u>BAME staff</u></p>	<p>BAME review report – 2nd June 20</p>	<p>No 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>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_covid19_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>			
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<p><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></p> <p>3. For all staff that fall into the Extremely Clinically Vulnerable category (known as Shielding). Please supply the following information for each individual staff member. Please note: If you do not have any staff that fall into this category please can you send a nil response.</p>	<p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking</p>	<p>No clinically vulnerable staff</p>			
<p>Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:</p> <p>a) Job Role;</p> <p>b) Contracted hours;</p> <p>c) What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1st August; and</p> <p>d) Please can you confirm that you have or will individually risk assess all staff as per the updated July 20 schools reopening guidance for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</p>	<p>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 reopening? • How will you cover these posts if required to do so? 		N/A		
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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@worschildrenfirst.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_covid19_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-educationalprovision>