# 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 8th March 2021. 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](http://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>

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| **School Name: Finstall First School** | **DfE Number: 885/2017** |
| **Date agreed by Head Teacher:****01/03/2021** | **Date approved by Governing Body:****15/07/2020** |
| **Date submitted to LA / WCF:**  | **Submitted by:**  |

**Opening Plans**

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| **Q1. What date will you welcome back all pupils into school?**  |
| Monday 8th March 2021 |

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| **Q2. Will pupils have different return dates dependent on year groups? If yes, please outline plans for each year group.**  |
|  No |

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| **Q3. Please describe your plans for managing the school day to support full pupil attendance I.e. staggered start/end times, separate entrances etc.** |
| Please see attached letter to parents, detailing staggered start, end times, separate entrances, etc. which have all been arranged to help us to manage the School day to support full pupil attendance.

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| Class | Drop-off window | Collection window |
| Rabbits  | 9.00 – 9.10am | 2.55 – 3.05pm |
| Hedgehogs | 9.10 – 9.20am | 3.05 – 3.15pm |
| Kingfishers | 9.00 – 9.10am | 2.55 – 3.05pm |
| Woodpeckers | 8.50 – 9.00am | 2.45 - 2.55pm |
| Owls | 8.50 – 9.00am | 2.45 - 2.55pm |
| Kestrels | 9.10 – 9.20am | 3.05 – 3.15pm |
| Otters | 9.00 – 9.10am | 2.55 – 3.05pm |
| Squirrels | 8.50 – 9.00am | 2.45 - 2.55pm |
| Foxes | 9.05 – 9.15am | 3.00 – 3.10pm |
| Badgers | 9.10 – 9.20am | 3.05 – 3.15pm |

To reduce the number of people on the school site in the interest of infection control, we have arranged staggered collection and drop-off times and, to further minimise contact at these times, we will be operating a fluid one-way system around the School for Drop-Off and Collection. No queueing allowed before the window opens.All children must enter the School from Carnforth Road and leave through the Parklands Gate on The Oakalls side of the playground. All children must enter and leave School through each classroom’s outside door. |

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| **Q4. Guidance assumes that all pupils will be back to full-time education from 8th March, if this will not be the case for your school, please describe the reasons below.** |
| N/A |

## Theme 1: Protective measures and hygiene

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| **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? | Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional hand wash basins or sanitizing stations to ensure hand washing can be managed.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 alternativeEnsure 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 | • Pupils will be encouraged to regularly wash their hands, especially on entering school, before activities, after play times, when they change rooms and before and after eating.• Pupils will be told to wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or to use an alcohol hand rub sanitiser.• Younger children will be supervised whilst they wash their hands to ensure that they do this properly.• Pupils will be told to promote the “Catch it, bin it, kill it” approach to ensure good respiratory hygiene.• We will be building these routines into school culture, supported by behaviour expectations and helping to ensure that younger children and those with complex needs understand the need to follow them. |  |  |  |
| 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. | • We will provide pupils with their own individual and very frequently used equipment (e.g. pencils and pens), which are not shared• We will provide each class (or “bubble”) with their own resources, books and equipment, which are only shared within the class and will be cleaned regularly• We will ensure that resources that are shared between classes or bubbles, such as sports, art and science equipment, are 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• not allowing contact sports to take place during break times |  |  |  |
| 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. | • limiting the amount of equipment that children bring into school each day to essentials, such as lunch boxes, hats, coats, books and stationery• Ensuring that large outdoor play equipment (e.g. Adventure playground, bouldering wall) is not used by children or is left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles |  |  |  |
| 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.  | 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. Staff have been asked to wear face coverings when moving around School although they can remove them, using the process described above, when they are in their classroom or when they arrive at their destination and are seated e.g. Staff Room. Exemptions may apply. |  |  |  |
| Ensure that consistent groups are maintained and the latest Operational 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> | See above  |  |  |  |
| Ensure groups are kept apart from other groups where possible and older children are 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> | It is recognised that younger children will not be able to maintain social distancing and so it will be acceptable for them not to distance within their group. Thus, reducing contacts is more important for younger children. This will be achieved, at Finstall First School, by• grouping children together in classes• avoiding contact between groups• arranging classrooms with children facing forward, sitting side by side |  |  |  |
| 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, and that they are asked to wear a face mask  | Section 5:<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | • staff maintaining distance from pupils and other staff as much as possible• ensuring that classrooms are well ventilated• limiting sharing of rooms and social spaces between groups as much as possible* Staff wear face masks when moving around School
* some staff will wear a fluid resistant face mask in class as part of their required PPE. This is because they are not part of the consistent group in that school and may well have to visit or mix with another group, school or setting.
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| 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> | It will not be possible for us to keep children set distances apart inside, but classrooms have been arranged so that children sit side by side, facing forwards. Staff have been advised to do their best to keep close face to face contact to an absolute minimum. If this cannot be avoided (e.g. First Aid), they should wear PPE.  |  |  |  |
| Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.  | 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. (*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.)* | N/A |  |  |  |
| Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. *(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).* | Section 5:<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | Some staff will be allowed to move from one class to another as long as they observe social distancing and some staff may work in small groups with children from other classes, again, as long as they observe social distancing. Maintaining distinct groups or ‘bubbles’ that do not mix also makes it quicker and easier, in the event of a positive case, to identify those who may need to self-isolate, and keep that number as small as possible.One area where children will have the opportunity to mix with children from other groups will be when they attend Breakfast Club. However, we will do our very best to ensure that they stay within as small and as consistent a group within Breakfast Club as possible. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. |  |  |  |
| 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/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  | See above  |  |  |  |
| 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/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | • All classrooms are to be thoroughly cleaned each day following the 'COVID-19: cleaning of non- healthcare settings' guidance https://www.gov.uk/government/publications/covid-19-decontamination- in-nonhealthcare-settings• We will regularly clean frequently touched surfaces, equipment, door handles and toilets used during each day and thorough cleaning will take place at the end of each day.• There will be more frequent cleaning of rooms / shared areas that are used by different groups.• We will remove unnecessary items from classrooms to create more space and soft furnishings, soft toys and toys that are hard to clean. We will also clean equipment regularly. |  |  |  |
| Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group. |  | • We will avoid large gatherings such as assemblies or collective worship with more than one group. These will be done remotely.  |  |  |  |
| 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> | • Keep movement around the school site to a minimum• Staggering drop-off and collection times, lunch times and break times• Toilets and sinks are cleaned after use by a whole class bubble* Lunch is eaten in class, except for 2 Year R classes who access the hall at different times and use different tables and benches, which are cleaned after use. All class tables are cleaned before and after lunch.
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| 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. |  | Staff have staggered breaks so that staff can access Staff Room, toilets, etc. at different times making Social Distancing manageable. Shared areas such as Staff Room are subject to restricted use with a maximum occupancy level to enable social distancing.  |  |  |  |
| 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. |  | To avoid prolonged contact between parents and staff at hand-overs, please keep verbal messages concise and to a minimum. Use of Communication books, which will be kept within each class’s “Bubble” has been reintroduced. Class and “pod” e-mail systems have been closed down but can always be reinstated if required. Fluid one-way system in operation – no queueing before drop-off / collection window opens. |  |  |  |
| 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. | 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. | The School Office will remain open for receiving telephone calls and e-mails but will be closed for face to face contact with parents unless it is absolutely essential.*Visitors to the site will be kept to a minimum, especially when children are on site. Where visits can happen outside of school hours, they should.* *Site guidance on physical distancing and hygiene will be explained to visitors on or before arrival. Hand sanitiser is available on entry and exit and should be used when entering and leaving the site. A central record of all visitors is kept, along with their contact details.* Some professionals that visit schools are likely to be wearing a fluid resistant face mask as part of their required PPE. This is because they are not part of the consistent group in that school and may well have to visit or mix with other groups, schools or settings. Visitors must be informed of expectations re face coverings, etc. prior to visit and, again, on arrival. They must also sign a declaration that they do not have symptoms, have not tested positive or been a close contact with anyone else who has tested positive for Covid-19 in the last 10 days. |  |  |  |
| 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.  | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> Ensure that all members of staff are aware, read and understood the [Guidance for full opening: schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) and [Guidance for full opening: special schools and other specialist settings](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings) and [Local Covid 19 Management of cases in education setting.](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) Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wcchealthprotection@worcestershire.gov.uk or by phone 01905 845491Notify PHE on 0344 225 3560 (Option 0, Option 2) of any symptomatic or confirmed cases in a schoolEnsure 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.Ensure that staff members and parents/carers understand that they will need to be ready and willing to:• 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) | Staff members and parents / carers must be ready and willing to:• Book a test if they are displaying symptoms. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents / carers if using a home testing kit. We would prefer parents to take their children to a local testing centre to significantly speed up the time taken to get a result.• 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 & 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)Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.Parents and staff should inform us immediately of the results of a test:• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self- isolating for the full 10 days.We also have clear procedures that we will follow for managing suspected and confirmed cases of coronavirus, involving close liaison with the local health protection team. Confirmed cases will lead to “bubbles” being sent home or possibly, on the advice of health protection teams, the closure of the whole School. |  |  |  |
| 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.Staff to take twice weekly rapid lateral flow tests to help trace asymptomatic cases. | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | Staff have read and understood the guidance as per the last 2 considerations, and the school have a central record of this. All staff have been offered optional rapid lateral flow tests and all but one member of staff are carrying out these tests every Sun and Weds evening. Parents of school age children have also been provided with information about how they can access these. |  |  |  |

**Worcestershire supporting tools and resources:**

* Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment <http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2211/coronavirus_covid-19_general_faqs_for_education_providers/4>
* Safe working including use of PPE: Bulletin CV35 <http://www.worcestershire.gov.uk/downloads/file/12524/education_and_early_help_bulletin_covid-19_update_35_-_15_may_2020>
* Covid19 Testing for education staff: Bulletin CV28 <http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid-19_update_28_-_1_may_2020> and CV25 <http://www.worcestershire.gov.uk/downloads/file/12479/education_and_early_help_bulletin_covid-19_update_25_-_24_april_2020>
* Testing link and CV37 <http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020>
* 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/12551/education_and_early_help_bulletin_covid-19_update_38_-_22_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

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| **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. | Schools should continue their compliance checks during the school holidays. 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 all 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.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.Further information can be found here- <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>Further information can be found here-<https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/> | Compliance tests will continue through School holidays – Caretaker to carry out.Much of School being used by Holiday Club so water systems in continual use. Taps / toilets not being used by Holiday Club will be subject to regular flushing on a weekly basis and daily flushing for a week before the school opens in September.Caretaker to carry out.Fire evacuation procedures have been reviewed. Drills will be carried out within first week of children starting / returning to School.  |  |  |  |
| Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school. | 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. Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.Advice on ventilation can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm). | Good ventilation will be ensured through opening windows and doors, except fire doors and doors that might allow children opportunity to abscond.All classrooms have windows so mechanical systems not required.For other rooms that do not have windows, ensure extractor fans are switched on.  |  |  |  |
| 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.  | Further information can be found here: <https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm> | N/A Temporary structures not being used. |  |  |  |

## 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**](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](http://www.worcestershire.gov.uk/downloads/file/12570/education_and_early_help_bulletin_covid-19_update_41_-_29_may_2020)

## 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](http://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](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)

## Theme 3: Staffing

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| **Consider:** | **Suggestions / consideration** | **Issues & actions to manage risk** | **R** | **A** | **G** |

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| **Clinically Vulnerable staff** 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.
 | **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>**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>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.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.The new guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene. | *All clinically vulnerable staff have been individually risk assessed and their roles adapted wherever necessary, to allow them to return to work as safely as possible, staying 2 metres away from others wherever possible.* *These staff have been asked to be especially careful and diligent about social distancing and hand hygiene.**Risk assessments will be reviewed, following ongoing discussions with staff, once they have returned to work.* |  |  |  |
| **BAME staff** 1. Please can you confirm that **you have individually risk assessed all staff** as per HR guidance, who identify themselves as BAME staff.
 | **BAME review report – 2nd June 20**<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf>**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>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**.If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.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. | *All BAME staff have been individually risk assessed.**Their roles have been adapted, where necessary, to allow them to continue working as safely as possible, staying 2 metres away from others wherever possible.* *These staff have been asked to be especially careful and diligent about social distancing and hand hygiene.**Risk assessments will be reviewed, following ongoing discussions with staff, once they have returned to work.* |  |  |  |

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| **Clinically Extremely Vulnerable staff****(known as Shielding)** 1. 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.****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:**1. Job Role;
2. Contracted hours;
3. What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1st August; and
4. 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.
 | **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>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.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.Support for those shielding will continue to the end of July so that people can plan for these changes. | *All staff that fall into the* ***Extremely Clinically Vulnerable category*** *(****known as Shielding)*** *have been asked not to return to work until after 31st March – we have suggested returning on 19th April. At this point, we will carry out individual risk assessments and their roles will be adapted accordingly to allow them to return to work as safely as possible, staying 2 metres away from others wherever possible.* *These staff will also be asked to be especially careful and diligent about social distancing and hand hygiene.**Risk assessments will be reviewed again once they have been at work for a period of 2 – 3 weeks.**From 19th April, our intention is that**Worker A – (CV)**Teaching Assistant / Breakfast Club* *13 hours 20 minutes / 4 hours per week**Worker A will be able to carry out this role by being especially careful and diligent about social distancing and hand hygiene. We have adapted her role by allowing her to work outside wherever possible or working with significantly reduced numbers of children inside so that she can keep her distance from children.* *From 8th March:**Worker B – (CV)**Teaching Assistant**Sixteen hours 5 minutes / week**Worker B will be able to carry out this role by being especially careful and diligent about social distancing and hand hygiene. We have adapted her role by minimising the number of children she will have contact with. Where she supports any children from outside her typical bubble, she will be able to do so from at least 2 metres and she will often be outside.**Worker C / D – (BAME / CV)**Lunchtime Supervisor* *5 hours 25 minutes / week**Worker C / D will be able to carry out this role by being especially careful and diligent about social distancing and hand hygiene. We have adapted her role by minimising the number of children she will have contact with – she will only have contact with one bubble of children each day and she will be able to carry out this role whilst respecting social distancing.*  |  |  |  |
| **Impact on school** 1. **Reviewing your answers to question 3 above** please can you answer the following questions:
* 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?
 |  | Our answers to Question 3 may impact on our available staffing but will not impact on our ability to re-open fully.As these posts only affect Teaching Assistants or Lunch time Supervisors, we will cover these posts by extending the hours of existing TAs if required to do so.  |  |  |  |

## 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>