

For each consideration if your setting will have all measures in place in time for full opening RAG rate as green. If not RAG as amber or red and include comments below

## Risk Assessment for Schools – Addendum

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](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](http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools)

<b>School Name: Astley C.E. Primary School</b>	<b>DfE Number: 885/3300</b>
<b>Date agreed by Head Teacher: Thursday 16<sup>th</sup> July 2020</b>	<b>Date approved by Governing Body: Monday 20<sup>th</sup> July 2020</b>
<b>Date submitted to LA / WCF: Monday 20<sup>th</sup> July 2020</b>	<b>Submitted by: Alison Reakes-Williams</b>

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**Opening Plans**

**Q1. What date will you begin to welcome back pupils into school for the Autumn Term? If this will be later than Tuesday 1<sup>st</sup> September, please outline the reasons below (i.e. TED day etc.)**

Wednesday 2<sup>nd</sup> September 2020 - Tuesday 1<sup>st</sup> September is a staff training day.

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

Year 1 to Year 6 return to school on Wednesday 2<sup>nd</sup> September 2020  
 Year R have home visits on Wednesday 2<sup>nd</sup> and Thursday 3<sup>rd</sup> September 2020  
 with a short taster visit on Friday 5<sup>th</sup> September 10am to 11am with parents remaining on site.

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



Full School  
Opening Sept 20 v2.

Please refer to parent letter Friday 13<sup>th</sup> July for full details.

**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.**

Attendance is mandatory for all from September 2020. Our letter regarding September has made it clear that all are expected to attend. 69 children have returned to school this term out of a possible 98 pupils (70%) on a rota. We have been implementing an emotional/social recovery curriculum from 1<sup>st</sup> June within our social bubbles with all children who have attended having a happy and positive learning experience. No one has stopped attending as a result of coming back. Many have reported that their children are happy and back to normal. We are visiting all pupils who have not attended (29 pupils) with a gift before the holidays.

**Theme 1: Protective measures and hygiene**

<b>Consider:</b>	<b>Suggestions /consideration</b>	<b>Issues &amp; actions to manage risk</b>	<b>R</b>	<b>A</b>	<b>G</b>
<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>Yes, we will continue with the arrangements we have in place from 1<sup>st</sup> June but intend to use sanitizer at times to speed up the process with 30 pupils.</p> <p>Where sanitiser is used, staff will monitor and use a pump/spray bottle to increase hygiene.</p> <p>Some pupils with increased sensitivity will handwash as an alternative.</p> <p>All staff will supervise hand washing as we know this ensures effectiveness and the correct approach can be modelled/narrated.</p> <p>Extra resources and a regular stocktake in place.</p>			
<p>Ensure that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble.</p>	<p>Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p>Classroom surfaces have been cleared since 1<sup>st</sup> June and this set up will remain in place during the Autumn term.</p> <p>All pupils have their own tray and clear pencil case for pens, scissors, glue, IWB pen etc.</p> <p>Where children share resources for play or learning these will be frequently cleaned or rested.</p> <p>Fabric items remain removed from the classroom or are regularly washed.</p>			

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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 encouraged to limit the size of bags and bring the minimum to school. Teams for KS2 homework will be explored to facilitate a reduction in books carried between home and school and assist preparations for home learning.			
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.	At this stage we are not anticipating widespread use of face coverings in school. 2 pupils and 0 staff have worn face coverings this term. If this changes, we will implement hygiene training and ensure each person has a small bag to store it in and will then wash their hands. We will also discuss/teach keeping hands away from the face and wearing the mask in the correct way.			
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Class groups will be in operation. Mixing between groups will be limited to at a social distance outside.			
Ensure groups are kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.	Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	The school hall will not be used other than for wraparound care. Breaks are staggered and in separate locations. Lunch is eaten in class.			
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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Staff who work in two schools or who teach across two class groups will keep socially distant from the children.			
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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Tables are all facing the front and children sitting side by side. They have set places to minimise transmission. Reception cannot work like this but are a small group of 13 children. KS1 is a class of 25 so still relatively small. Resources will be washed			

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		frequently. Handwashing and catch it, bin it, kill it messages explicitly taught.			
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. <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>	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. <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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Staff will remind children of this expectation. Staff will model and narrate this need without materially affecting the ethos of our small school environment.			
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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Reception are a small group of 13 children. KS1 25 children. Resources will be washed frequently and handwashing and catch it, bin it, kill it taught.			
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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Staff will reassess their classrooms during the holidays and consider if furniture removal would help space tables out appropriately and ensure clear movement around class.			

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<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>All whole school gatherings have been cancelled for the Autumn term.</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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>Children no longer move around school other than to the toilet and outside. They use separate doors for entry and exit to ensure separation. Ash – class door Willow – class door Elm – pupil door Oak – rear door Breaks are taken two classes at a time on separate playgrounds.</p>			
<p>Ensure that a plan of how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>		<p>3 staff breakout rooms identified to ensure staff can have proper breaks – kitchen, staff room and sunflower room. Staff will ensure no more than 2 staff in these rooms at any one time. Staff are bringing flasks/bottles to school to ensure drinks readily available and minimise use of fridge/hot water dispenser/mugs etc.</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 sent to parents 10<sup>th</sup> July has been checked by governors. Questions and observations invited. No concerns expressed.</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>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>Parents and other agencies may only visit by appointment. Rooms will be carefully allocated and cleaned between use by different people. Where possible visitors will attend school after 3.15pm.</p>			

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<p>Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p>		<p>Discussions have taken place with an Alternative Provider. It has been agreed that the support can only be provided on site. Professionals will ensure that parents are aware of the increased risks and the controls in place to reduce them. They must agree to the plans and controls. Discussions currently ongoing. If parents are not content with the risks, the day at AP will not take place and remote education will be considered.</p>			
<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><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>            Ensure that all members of staff are aware, read and understood the <a href="#">Guidance for full opening: schools</a> and <a href="#">Guidance for full opening: special schools and other specialist settings</a> and <a href="#">Local Covid 19 Management of cases in education setting</a>.</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>This information will be shared through weekly briefings and on Tuesday 1<sup>st</sup> September as part of INSET training.</p> <p>All governors, staff and parents have had guidance, national and local and risk assessment shared.</p>			

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	<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"> <li>• 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.</li> <li>• 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</li> <li>• 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)</li> </ul>				
<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><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>Sunflower room and adult toilet will be used to segregate symptomatic person. PPE worn if need to enter room. Room fully cleaned including bleach afterwards. Ventilation provided.</p>			
<p>Ensure protective measures are in place for wraparound care.</p>	<ul style="list-style-type: none"> <li>• small consistent groups</li> <li>• social distancing</li> <li>• enhanced cleaning</li> </ul>	<p>Wraparound care is now booked in advance with parents indicating pick up times to ensure staggered entrances and exits can take place. Wraparound care has been moved to the school hall and is the only activity that will take place in this space this term.</p>			



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		<p>Children from each of the four classes will be allocated a quarter of the hall space with tables and resources kept within the class bubble or cleaned between use.</p> <p>Children will only mix outside – outside activities will take place as much as possible. No indoor sports will take place.</p> <p>Children will access the toilets in class groups. The space will be well ventilated and cleaned daily with particular attention to touched surfaces and resources.</p> <p>Staff will socially distance from children as they work across year groups and in other settings.</p> <p>Parents will wait at the gate and not enter school, they will not sign in or out.</p> <p>PPE available within the room and removal to an isolation room in the event of becoming unwell is possible.</p> <p>DSL onsite or available at all times.</p>			
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**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](http://www.worcestershire.gov.uk/info/20774/coronavirus%20covid-19%20advice%20for%20schools%20and%20education%20settings/2211/coronavirus%20covid-19%20general%20faqs%20for%20education%20providers/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](http://www.worcestershire.gov.uk/downloads/file/12524/education%20and%20early%20help%20bulletin%20covid-19%20update%2035%20-%2015%20may%202020)
- 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%20and%20early%20help%20bulletin%20covid-19%20update%2028%20-%201%20may%202020) 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%20and%20early%20help%20bulletin%20covid-19%20update%2025%20-%2024%20april%202020)
- 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%20and%20early%20help%20bulletin%20covid-19%20update%2037%20-%2020%20may%202020)
- **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%20and%20early%20help%20bulletin%20covid-19%20update%2037%20-%2020%20may%202020)
- If you are unable to access essential supplies please contact: [CV19Logistics@worcestershire.gov.uk](mailto:CV19Logistics@worcestershire.gov.uk) where someone will contact you to discuss your requirements and provide any support possible.

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- **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](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](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- <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a></p> <p>Further information can be found here- <a href="https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/">https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/</a></p>	<p>Compliance checks undertaken by cleaning staff. School has been fully operational since 1<sup>st</sup> June with all rooms and all taps used regularly. Arrangements will be made to start flushing taps from Monday 24<sup>th</sup> August.</p> <p>Classes are all in usual places so the usual fire drills will be applied in the 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 risk of spreading coronavirus, so focus on improving	Windows and doors utilised to provide ventilation and a through flow of air. Staff to remain vigilant in			

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adequate ventilation throughout the school.	<p>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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p>	terms of security risks. New gates at front and rear of school help to mitigate this risk.			
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: <a href="https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm">https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</a></p>	No temporary structures in use.			

### Worcestershire Supporting tools and resources:

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

### DfE guidance:

- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Managing school premises during the coronavirus outbreak: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)



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- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Legionella compliance through lockdown: <https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/>
- [Air conditioning and ventilation during the coronavirus outbreak](#)

### Theme 3: Staffing

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<p><b><u>Clinically Vulnerable staff</u></b></p> <p>1. Please can you confirm that <b>you have individually risk assessed all staff</b> against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p><b>Guidance for full re-opening of schools – 2<sup>nd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3<sup>rd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></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>Current staff member absence – unrelated. All other staff working, no staff are extremely clinically vulnerable. Staff advised re clinically vulnerable criteria and asked to discuss this with HT. Risk assessments will be drawn up where staff identify themselves as in this category by 2<sup>nd</sup> September. Staff given advice and latest guidance via DfE and HR through the weekly briefings.</p>			
<p><b><u>BAME staff</u></b></p>	<p><b>BAME review report – 2<sup>nd</sup> June 20</b></p>	<p>No staff identified as BAME.</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

<p>2. Please can you confirm that <b>you have individually risk assessed all staff</b> as per HR guidance, who identify themselves as BAME staff.</p>	<p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</a></p> <p><b>BAME HR Guidance – 26<sup>th</sup> June 20 – page 7</b>  <a href="http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020">http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020</a></p> <p>In light of the on-going work arising from this research, advice to schools is to <b>include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</b></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><b><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></b></p> <p>3. For all staff that fall into the <b>Extremely Clinically Vulnerable category (known as Shielding)</b>. Please supply the following information for <b>each individual staff member</b>. Please note: If you do not have any staff that fall into this category <b>please can you send a nil response.</b></p>	<p><b>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3<sup>rd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></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 staff in this category.</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

<p><b>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:</b></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 1<sup>st</sup> August; and</p> <p>d) Please can you confirm that you <b>have or will</b> individually risk assess all staff as per the updated <b>July 20 schools reopening guidance</b> 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><b><u>Impact on school</u></b></p> <p>4. <b>Reviewing your answers to question 3 above</b> please can you answer the following questions:</p> <ul style="list-style-type: none"> <li>• What impact does this have on your available staffing and the full re-opening?</li> <li>• How will you cover these posts if required to do so?</li> </ul>		No impact.		

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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](mailto:WCCHRConsultancy@liberata.com)
- If you have any other concerns around the full reopening of your school, please contact [CV19EducationSchools@worschildrenfirst.org.uk](mailto: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-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>