

Risk Assessment for Schools – Addendum

Please be aware that this document has been designed to support assessment and decision making for schools when considering plans for full opening from September 2020. Reference to the latest DfE government guidance should be made when considering the prompts.

Background

A full School Risk Assessment tool was developed by Worcestershire County Council and Worcestershire Children’s First to support schools with a phased opening recovery approach. The tool, and example risk assessment and other supporting documents are available at: <http://www.worcestershire.gov.uk/recoveryschools> and http://www.worcestershire.gov.uk/downloads/download/1433/phased_re-opening_of_schools_and_settings_documents

General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Government advice: <https://www.gov.uk/coronavirus>
- DfE <https://www.gov.uk/coronavirus/education-and-childcare>
- Worcestershire Recovery Planning: supporting the implementation of phased school return in Covid 19 conditions: www.worcestershire.gov.uk/recoveryschools
- Worcestershire Covid 19 Education Bulletins: http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

School Name: The Vaynor First School	DfE Number: 8852134
Date agreed by Head Teacher: 24/7/2020	Date approved by Governing Body:
Date submitted to LA / WCF:	Submitted by: Mrs Sallyanne Dunstan

Opening Plans

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

Tuesday 1st and Wednesday 2nd are TED Days in line with Walkwood our main feeder middle school. This eases childcare arrangements for parents by ensuring that our TED days are the same each academic year. Therefore, our Y1 –Y4 children will be returning on Thursday 3rd September. The Thursday and Friday of this week will enable us to provide an effective transition plan for our children, which provides them with both the closure and a celebration of the end of one year and effectively prepare them for the start of the new one with their new teacher.

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

Y1 –Y4 children will be returning on Thursday 3rd September. On the first day back the children will have the opportunity to return to the teacher that they were with prior to school closure in March and their new teacher will visit them to say hello, read a story and undertake a short activity with them. On the Friday they spend time with their new teacher in their new classroom in the morning and in the afternoon they will remain in their new classroom and their old teacher will return to them for a final celebration and closure of the previous year. On Monday 7th all children will be with their new teachers in their new classrooms for the start of their new school year.

Our new Reception intake will have a meet the teacher appointment or telephone call on Wednesday 2nd September. This will be followed by 2 play and stay sessions during the week beginning 7th September. The first session will be groups of 5 children, who will be accompanied by 1 parent or carer and will be 1 hour in duration. The second session will take place in groups of 10, and will be an hour and a half in duration. Parents will be invited in to settle their children and then be asked to leave them, to enable them to settle in preparation for opening full time to our new Reception intake in the week beginning 14th September. This system is in place across all schools in the Endeavour Schools Trust. Face masks will be worn by all parents during these sessions.

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

- As a large school 450 children in such close proximity to our feeder middle school, to ease pressure on footpaths and around the sites we will be operating a staggered drop off and pick up for children and parents have been allocated one of the 3 entrances to use. We are not able to operate a one-way system.
- The vast majority of our school community are working parents, therefore we have made the decision for the start and end times for our children to be according to alphabetical order by surname. This enables us to have a maximum of 50 parents accessing the site via each entrance within each 15 minute window allocated. This will support social distancing and it also avoids any need for parents to loiter on the site to drop off siblings, whose bubble opens at a different time. For siblings with different surnames, they will attend the bubble time for the child whose surname comes first in the alphabet. our children to To support All groups / bubbles will have a staggered start and finish time.
- Once on the site the children will remain as class groups of 30 and will be in year group bubbles of 90.

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- There will be staggered playtimes and break times for year group bubbles and each class group will have a separate zone of the playground to use for lunchtime play and break times.
- Children who bring sandwiches for lunch will eat these in their classrooms, hot lunches will be eaten in year group bubbles in the hall, in order to prevent children mixing as much as possible.
- Any pupil with low attendance prior to lockdown, or who hasn't been in school since June 1st, or BAME, will have a specific phone call from a member of the SLT to discuss their return, control measures in place to calm any fears or anxieties.
- There will be no whole school assemblies.

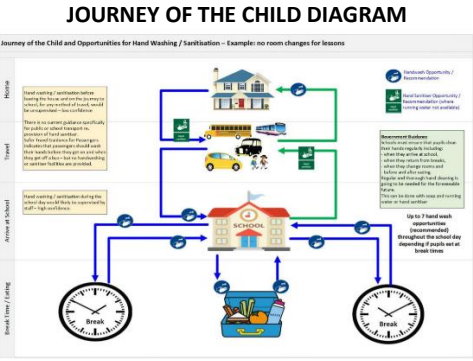
Q4. Guidance assumes that all pupils will be back to full-time education from September, if this will not be the case for your school, please describe the reasons below.

Parents have been made aware of Government expectation for all children to return to school unless they have a reason linked to medical vulnerability, for which we will require proof from a medical specialist, e.g. a letter from the child's doctor to say that their child must remain shielding. They have also been made aware that from September attendance is mandatory and they can no longer keep their child at home.

Our new Reception intake have not had the opportunity to meet their teacher, if they did not attend the open mornings and evenings with their parents. The Trust have liaised with their legal team, who have confirmed that we can proceed with the delayed start for our new Reception intake in September.

Theme 1: Protective measures and hygiene

1a. PREVENTION DfE guidance measure 2 & 3 - HANDWASHING & RESPIRATORY HYGIENE

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>Have you put in place opportunities for pupils and staff to clean their hands more often?</p>  <p>JOURNEY OF THE CHILD DIAGRAM Journey of the Child and Opportunities for Hand Washing / Sanitisation - Example: no room changes for lessons</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>In line with PHE guidance, whilst handwashing is the recommended approach, the use of hand sanitiser is deemed an effective solution when large number of children need to cleanse hands multiple times throughout the day. As hand sanitiser is only effective on clean, non-sweaty hands, following PE and breaktimes handwashing not sanitiser will be used.</p> <p>Robust programme of handwashing routines in place and timetabled as part of the daily routine and culture of the day:</p> <p>On arrival at school - sanitiser On return from breaktime - handwash When they change room - sanitiser Before eating & after eating- handwash & sanitiser(1/2 handwash before whilst others use sanitiser and then do the opposite after lunch)</p>			

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<p>This demonstrates the hand washing or hand sanitisation opportunities throughout the day. These are meant to represent a “typical” day where children stay in the same room all day this has been used to assist thinking, planning and decision making.</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>Before leaving school – sanitiser</p> <p>In addition, ensuring children demonstrate good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Hand washing will also be deployed following coughing and sneezing. Bin emptying, tying bags and double bagging in place and form part of additional cleaning checklists</p> <p>Windows in all rooms to be opened at the start of each day and closed by cleaners at the end of the day to ensure rooms are well ventilated.</p> <p>All classrooms have a sink and hand sanitiser is in place in all classrooms and used under close adult supervision. The refilling of hand sanitiser and soap dispensers is built in to:</p> <ul style="list-style-type: none"> - end of day cleaning routines for cleaners - start of day checklist for caretakers and leaders - lunchtime supervisor midday cleaning zone checklist <p>Addendum to Covid behaviour policy supports behaviour expectations around handwashing. Help available for children who struggle to clean their hands. Use of PSHE materials / e-bug to support good hygiene in school and at home</p> <p>Additional orders have been placed by the caretaker to ensure that school remains well stocked of essential cleaning products, wipes, sanitiser, toilet roll, disinfectant sprays and disposable cloth, tissues & sanitiser. Stock levels will be checked at least weekly and additional orders placed, with an awareness of the lead in time to ensure supplies are maintained.</p> <p>Wall mounted hand sanitiser pumps are in situ in key areas around school.</p> <p>Hygiene posters clearly displayed around the school site and in classrooms.</p> <p>Hand sanitiser pumps and soap dispensers are checked and refilled twice a day.</p>			
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1b. PREVENTION DfE guidance measure 4 - INTRODUCE ENHANCED CLEANING				
<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>Removal of all unnecessary items, soft furnishings and items that are difficult to clean from classrooms.</p> <p>Equipment packs for individual children to be housed in plastic wallets on their tables.</p> <p>Each class has been assigned their own box of outdoor play equipment.</p> <p>Year groups to each have own set of home reading books to select from in their classroom. Reading books to be sent home on a Monday and returned on a Thursday to allow 72 hours before them being reallocated again on a Monday. A quarantine box is provided for each class.</p> <p>Use of communal equipment to be kept to an absolute minimum and only when absolutely necessary. The member of staff using the equipment is responsible for ensuring the cleaning of it, prior to its reuse. Where use of shared resources is unavoidable, ensure handwashing following use and resources moving between groups to be given 48hrs (72hrs for plastics) before use. Regular washing of all resources in use is required.</p> <p>Playground areas will be zoned for different classes across a year group.</p> <p>Surfaces and 'touchpoints' cleaned at mid point during the day by cleaners & additionally by classroom staff as and when required, including necessary resources.</p> <p>Additional 10 hours a week cleaning hours in place at midday to support cleaning of additional touchpoints.</p> <p>Reception fixed play equipment will NOT be used for the first half of the Autumn term, this will be reviewed as part of this RA.</p>		
<p>Limit the amount of equipment brought into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p>	<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the</p>	<p>Clear guidance to all parents and carers on expectations for when a child is able to come into school.</p> <p>Teachers actively encouraged to mark in school rather than taking children's books home to minimise risk. Handwashing and 72 hour rotation rules apply.</p>		

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	resources and rotation should apply to these resources.	Classroom system for quarantine control procedure in place and all staff are clear on this.			
1c. PREVENTION DfE guidance measure 5 - MINIMISE CONTACT BETWEEN INDIVIDUALS & MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE					
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Maintaining distinct groups or ‘bubbles’ that do not mix to make it quicker and easier in the event of a positive case to identify those who may need to self-isolate. Guidance states that the approaches of separating groups and maintaining social distance are not ‘all-or-nothing’ options and will still bring benefits even if implemented partially.</p> <p>The guidance recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to social distance within their groups.</p>	<p>Risk of transmission reduced by children operating within class bubbles of up to 30 children during learning time.</p> <p>Due to operational and logistical restrictions, for playtimes & lunchtime play, children will be in year group bubbles. Each of the 3 classes within the year group will be allocated a designated zone on the playground.</p> <p>Children having sandwiches for lunch in Y1 – Y4, will remain in their classrooms. Hot dinners will be served in year group bubbles in the hall and consideration given to marking seats that can be used to maximise distance and space available.</p> <p>Year group bubbles will be kept separate throughout the day, through staggered playtimes and lunchtimes.</p> <p>SEND interventions and targeted learning groups will run with any other mixing kept to an absolute minimum. A record of all visitors and specialists to the site will be maintained through our electronic booking system and along with the names of the children they have had contact with during the visit.</p>			
Ensure groups are kept apart from other groups where possible and older children should/are encouraged to keep their distance within groups.	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Class and year group timetables are in place ensure that groups are kept apart. Movement around the building is to be kept to an absolute minimum. An internal one-way system in place to facilitate necessary movement around the building. Interaction between groupings, and sharing of rooms is limited to the hall and rooms for interventions are stringently controlled and cleaning protocols between sessions in place.</p> <p>Due to the size of the setting and number of families with siblings across year groups, the staggered start and finished times will take place via alphabetical order by surname. As our children are of an age where they need to be accompanied to a site, this will ensure that families will not need to wait on site for up to 30 minutes between bubbles opening.</p>			

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		<p>Only 1 adult is permitted to accompany their child onto the site and a drop and go system is in place. Specified entrances for use have also been allocated to parents as a one-way system is not possible around the outside of the site.</p> <p>No afterschool clubs will run initially in the first half of the autumn term, as these are across year groups to make financially sustainable.</p>			
Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Adults will maintain the 2m social distancing rules within and around the school site, between themselves and where possible from children.</p> <p>Close face to face contact is to be avoided and the time spent within 1m of anyone minimised.</p> <p>For the autumn term staff will have their PPA separately. This will enable the movement of PPA cover staff between year groups to be kept to a minimum of year groups across the school as far as the effective running of the school can support this.</p>			
Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face to contact lowers the risk of transmission.	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Staff encouraged to distance as much as possible from children in classrooms and main 2m between adults working within classrooms.</p> <p>Should close contact medical care or intimate care be needed PPE will be available and must be worn.</p> <p>Risk assessments in place for children with more complex needs.</p> <p>Staff who have shielded will be supported to maintain distancing within their roles as far as possible.</p>			
Ensure the School has a process in place for removing face coverings when pupils (over the age of 11) and staff who use public transport arrive at school. And the process is communicated clearly to them.	<p>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.</p>	<p>PHE does not recommend the use of face coverings within school as pupils and staff are mixing in consistent groups and misuse may inadvertently increase the risk of transmission.</p> <p>Our children are below the age requirement for use on public transport.</p> <p>For parents choosing for their child to wear a face covering to and from school, their responsible adult will be required to oversee it being placed in a sealable ziplock bag for them prior to entry to the school putting it on again following</p>			

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		dismissal to them at the end of the school day. As for all children, their child will need to wash their hands on entry to the building with soap & water. For staff wearing to and from site they will be informed of procedures above and not to touch the front of the face covering during use or removal.			
1d. PREVENTION DfE guidance measure 5 - MINIMISE SOCIAL DISTANCING					
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/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Children will continue to be supported to distance as much as possible. Use of the social distancing stories and returning to school booklets produced for the initial re-opening phase have been amended and will be reissued to parents prior to children returning in September to further support these messages for both children and parents.			
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	Pupils will remain in a maximum group of 30 children within a classroom. Year group bubbles will only take place outside (using designated zones) or within the main school hall. In EYFS children will access the outdoor area as classes, rather than year groups.			
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	EYFS classrooms will remain group based. Y1 – 4 classrooms will be set out maximising the space between tables and allow for social distancing as far as is possible. All children will sit side by side facing forwards and will remain in one consistent seat during the day.			
Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.		No assemblies, class assemblies, or year group productions will take place until guidance permits.			
When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should	Section 5:	Staggered start and finish times are in place for the beginning and end of the day and designated entrances and exits onto the site.			

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<p>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>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>One way systems in place for movement around the building.</p> <p>Playtimes and lunchtimes are to operate on a rota system with additional cleaning taking place for touchpoints in designated zones at the end of lunchtime.</p> <p>Lunchtimes in classrooms have a clear procedure for the cleaning of surfaces and handwashing both prior to and at the end of eating. This protocol will be adapted to ensure the same level of hygiene for those children eating hot lunches in the hall, including children using the same seat each day. Use of handwashing protocols, before and after eating and overseeing of this both at the toilets and classroom is overseen closely and according to the timetable to eliminate congestion.</p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and children must wash their hands thoroughly.</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>Access to the staffroom is limited to maximum of 8 people at any time. As the hall will now be in use for lunchtimes, the music room has also been set up in line with social distancing guidance and a maximum of 6 staff can access this at any one time. There is a maximum 30 minute stay in these rooms.</p> <p>The conference room is available for use for a maximum of 2 people for PPA and Leadership purposes.</p> <p>All surfaces on areas used in the 3 areas above should be wiped with disinfectant by the person using them directly after use.</p> <p>Windows in all of these rooms will be opened by the caretaker at the start of each day and closed by the cleaner at the conclusion of the day.</p>			
<p>Ensure that plans have been communicated to parents and remind</p>		<p>A letter was sent to the parental community prior to closing for the summer, a further update/reminder will be sent out prior to opening.</p>			

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<p>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>Only one adult will be allowed to accompany their child onto the site and all 3 entrances to the site are being used to limit the foot traffic round the pavements, due to close proximity to feeder middle school.</p> <p>Parents have been made aware that there is to be no loitering on the school site or at the school gates. A 'drop and go' system is in place.</p> <p>All communication is via our MyEd app or via telephone or email to the main school office.</p> <p>Appointments are by prior appointment only and when absolutely essential, other than in an emergency situation. Where parents are invited to enter the building a face covering must be worn (unless exempt).</p>			
<p>1e. PREVENTION DfE guidance measure 5 - MINIMISE CONTACT WITH PARENTS, VISITORS & CONTRACTORS</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 alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p>	<p>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p>	<p>Signage in place on main office doors, stating entry by prior appointment only.</p> <p>Social distancing guidance and hygiene arrangements leaflet for regular essential visitors and agencies issued prior to arrival on site.</p> <p>Upon arrival the office team will remind them of the systems and protocols that they are to adhere to.</p> <p>There are no children currently dual registered within our setting.</p> <p>A record of all visitors to the site will be kept on our electronic log in system and contact details also checked.</p> <p>Visitor Protocol in place, issued to visitors prior to attendance on site and again upon arrival. All visitors to confirm that neither they or anyone in their household are symptomatic.</p>			
<p>1f. PREVENTION DfE guidance measure 1 & RESPONSE GUIDANCE MEASURE 7,8 & 9 – MINIMISE CONTACT WITH INDIVIDUALS WHO ARE UNWELL</p>					
<p>Ensure the Schools understands the NHS Test and Trace process and how to contact</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Guidance for full opening; schools will be circulated to all staff, alongside the addendum to the risk</p>			

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<p>their local Public Health Team and Public Health England Health Protection Team.</p> <p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p>Ensure that all members of staff are aware, read and understood the Guidance for full opening: schools and Guidance for full opening: special schools and other specialist settings and Local Covid 19 Management of cases in education setting.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wchealthprotection@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 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>assessment and Covid-19 staff handbook, with any updates that may be required.</p> <p>All staff are familiar with the arrangements and isolation procedures for a child or adult on site demonstrating symptoms.</p> <p>All leaders on site are familiar with the standard operating procedures and flow charts for the management of COVID-19 cases and local outbreaks.</p> <p>Covid-19 Staff handbook, to be updated with flow charts to support staff with understanding how the process/procedure works and this will be part of the training for wider staff on September TED.</p> <p>Issue parents with a Covid-19 H&S reminder prior to school reopening, outlining again procedures that they need to follow to ensure compliancy.</p> <p>Everyone asked not to come into school if they need to self-isolate under current guidance and regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with NHS Test & Trace process.</p> <p>If a symptomatic person comes into school, or a person becomes symptomatic whilst in school they will be sent home immediately or isolated until they can be picked up (within 30min) in the room adjacent to the medical room. The disabled toilet will also be put out of action and signage put in place until the person leaves the site. The isolation room and toilet will then be deep cleaned. PPE to be worn if a child or adult needs to be supervised and handwashing to take place directly after they have been picked up.</p>			
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	symptoms or someone who tests positive for coronavirus (COVID-19)	Records will be kept of staff and pupils in each group and any close contact (direct or proximity contacts) that takes place between children and staff in different groups.			
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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/info/20774/coronavirus%20covid-19%20education%20and%20early%20help%20bulletin%2038)
- 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](http://www.worcestershire.gov.uk/info/20774/coronavirus%20covid-19%20advice%20for%20schools%20and%20education%20settings/2257/coronavirus%20covid-19%20management%20of%20cases%20and%20local%20outbreaks%20in%20educational%20early%20years%20and%20childcare%20settings)
- **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%20covid-19%20advice%20for%20schools%20and%20education%20settings/2257/coronavirus%20covid-19%20management%20of%20cases%20and%20local%20outbreaks%20in%20educational%20early%20years%20and%20childcare%20settings)

Theme 2: Accommodation / site usage

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.</p>	<p>Schools should continue their compliance checks during the school holidays.</p> <p>This is particularly important for water system which will not have had normal use during lockdown or even with the wider opening of school in June. Regular flushing of <u>all</u> taps for two minutes or more and flushing of toilets on a weekly basis is recommended with daily flushing for a week before the school opens in September.</p> <p>Fire evacuation procedures must also be reviewed especially if changes to classes and classrooms have been made. This should be supplemented with drills to ensure staff and pupils are familiar with any changes.</p> <p>Further information can be found here- https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <p>Further information can be found here- https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/</p>	<p>The school is remaining open until the final 2 weeks of August. During this time, all weekly, monthly and legislative health and safety checks will continue to be undertaken.</p> <p>Water checks will take place at 7.15 am on Tuesday 1st September, prior to the start of the TED day at 8.30am.</p> <p>Fire evacuation procedures, reissued to staff in September and map of school updated with class name changes. There have been no changes made to the designated escape routes.</p> <p>Weekly checks of alarms systems & call points will continue to take place in school on a Wednesday & talked through with the children.</p> <p>Fire doors will continue to be propped open to assist with ventilation and minimize the touching of door handles. It is the caretaker's duty to ensure that these doors are closed in the event of an emergency. In his absence this responsibility will fall to the leader on site.</p> <p>Checks that fire doors are operational are part of the daily opening up procedure.</p> <p>A fire drill will be undertaken in year group bubbles by the end of the first full week back in school and by Reception wk beginning 21/9/20. During practise, social distancing will be maintained and a more managed approach taken, dismissing bubbles in a staggered approach and ensuring that social distancing is maintained at the assembly points</p>			
<p>Consider the ways to maintain and increase the supply of fresh air and</p>	<p>Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the</p>	<p>Windows will be opened in classrooms at the start of the day to ensure an adequate supply of fresh air.</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>adequate ventilation throughout the school.</p>	<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. Advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	<p>Cleaners will close these at the end of their cleaning duties each day. Internal classroom doors can remain open to prevent the build-up of stagnant air in occupied spaces. The use of desk fans is permitted if there is good ventilation as the risk of transmission is extremely low.</p>			
<p>If you are using any form of Temporary Structures for provision e.g. gazebo, ensure correct procedures are followed to safely erect, maintain and dismantle the structure.</p>	<p>Further information can be found here: https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</p>	<p>None planned.</p>			

Worcestershire Supporting tools and resources:

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

DfE guidance:

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

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Theme 3: Staffing

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<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 distancing 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>All staff identified as clinically vulnerable returned to site on 15th June following an individual risk assessment process.</p> <p>As many were in roles where they were unable to work from home, alternative roles on site were offered for this period to ensure an acceptable level of risk.</p> <p>These Risk Assessments will be reviewed with staff again prior to return in September to ensure that they are all deployed within roles where they can maintain social distancing, and not work directly with children unless they choose to do.</p>			
<p><u>BAME staff</u></p> <p>2. Please can you confirm that you have individually risk assessed all staff as per HR guidance, who identify themselves as BAME staff.</p>	<p>BAME review report – 2nd June 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</p> <p>BAME HR Guidance – 26th June 20 – page 7</p>	<p>Due to the higher risk to the BAME community being impacted by COVID-19 and the need for these staff to be included in the category of 'clinically vulnerable', individual risk assessments undertaken for these staff working within our school.</p>			

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	<p>http://www.worcestershire.gov.uk/downloads/file/12635/education-and-early-help-bulletin-covid-19-update-54-26-june-2020</p> <p>In light of the on-going work arising from this research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p>				
<p><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>Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:</p> <p>a) Job Role; b) Contracted hours; c) What roles can this individual undertake in light of the new updated guidance</p>	<p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practicing good, frequent hand washing.</p> <p>The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to</p>	<p>We have 1 member of staff in the clinically extremely vulnerable category.</p>			

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<p>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>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>				
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Supporting tools and resources:

- If you have any individual staffing queries relating to the wider reopening of schools, please contact Liberata HR WCCHRConsultancy@liberata.com
- If you have any other concerns around the full reopening of your school, please contact CV19EducationSchools@worcschildrenfirst.org.uk
- Coronavirus COVID-19 frequently asked questions for schools - HR guidance for schools on Coronavirus (COVID-19) issues http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_schools/2196/coronavirus_covid-19_frequently_asked_questions_for_schools/7
- To find out more information through the Education and Early Help bulletins: http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

DfE guidance:

- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Data protection: <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- NQT advice: <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- Critical workers who can access schools or educational settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>