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Risk Assessment for Schools – Addendum

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

Background

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

General guidance and links for reference:

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

School Name: Perdiswell Primary School	DfE Number: 885 2173
Date agreed by Head Teacher: 16th July 2020	Date approved by Governing Body: 27th August 2020
Date submitted to LA / WCF: 21st July 2020	Submitted by: Rachel Hughes

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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 1st September, please outline the reasons below (i.e. TED day etc.)

Thursday 3rd September school will fully reopen to pupils
Tuesday 1st and Wednesday 2nd September TED days

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

Year 1 to 6 year groups will return on Thursday 3rd September but with staggered start times.
One Reception Class will have a transition session on Thursday 3rd – other Reception Class will have transition session on Friday 4th September.
All year groups will be in on Monday 7th September.

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

3 separate entry and exit points from school grounds
Staggered start and end times for each year group
Start time 8.35 – 9.05am End times 3pm – 3.20pm

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

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N/A

Theme 1: Protective measures and hygiene

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>Have you put in place opportunities for pupils and staff to clean their hands more often?</p>	<p>Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional hand wash basins or sanitizing stations to ensure hand washing can be managed.</p> <p>Ensure that supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>Ensure that protective measures are built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p>Hand cleaning procedures in place at</p> <ul style="list-style-type: none"> • Arrival at school • Before playtime • After playtime • Before lunchtime • After lunchtime • Before end of day • After going to the toilet • Any other occasion deemed necessary <p>All children but particularly infant year groups and those with complex needs will be fully supervised by an adult when handwashing or using hand sanitiser. This will only be administered by an adult.</p> <p>Handwashing available in:</p> <ul style="list-style-type: none"> • Classrooms • Bathrooms <p>Hand sanitiser available in</p> <ul style="list-style-type: none"> • All classrooms • First Aid areas • School office entry point <p>To ensure protective measures staff will</p> <ul style="list-style-type: none"> • model correct behaviours 			

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		<ul style="list-style-type: none"> • teach and remind daily correct hand washing • write a 20 second class poem or song that children recite when hand washing. • Award house points to pupils when demonstrating good hygiene procedures. 			
<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>	<ul style="list-style-type: none"> • Every child given own plastic wallet of basic resources e.g. pencil, ruler, rubber • Regularly need maths equipment e.g. dieines or counters given in individual pots. • Science or general maths equipment to be cleaned after each use. • IPads and laptops to be cleaned after each use. • Guided reading group books will be wiped clean after each session. <p>All returned reading books will be left in a plastic box for 72 hours. Set days for returning and changing books. All playground equipment will be cleaned after each playtime. All shared classroom resources will be cleaned after use.</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 resources and rotation should apply to these resources.</p>	<p>Items allowed to be brought in to school are:</p> <ul style="list-style-type: none"> • Coat • Lunch box • Water bottle • Book bag • Reading book and journal • <p>All returned reading books will be left in a plastic box for 72 hours. Staff will not handle or write in pupils reading journals – for home use only.</p>			

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		Staff will mark all pupils' exercise books in school – no books are to be taken home. Homework will be set online using our Education City or Class email system.			
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.	Doffing PPE flow chart shared and accessible to all staff. Covered bins and medical waste bins are available in First Aid areas for disposal of disposable masks. Re-usable masks are named for all staff and will be wiped with a disinfectant spray after each use. Re-usable masks will be stored by each adult in a named plastic carrier bag or stored out of reach in the classroom.			
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Class groupings will be maintained for most children every day. Where intervention sessions are absolutely necessary to achieve the educational outcomes for SEND and vulnerable children we will ensure: <ul style="list-style-type: none"> • Children wash/clean their hands before entering and when leaving. • Individual equipment for each child is available and not shared. • Children from same households sit together. • Tables will be socially distanced. • All tables will face the front of room. • Room will be cleaned between sessions. • Teacher will wear face mask and visor if working closely with a child. 			
Ensure groups are kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	At start and end of school day, due to staggered start times, each group will arrive separately and enter their classroom before the next group arrive.			

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		<p>Playtimes are staggered and each group will exit the building via a different door.</p> <p>If groups do need to pass in the corridor, all children will be reminded to walk on the left and maintain distance between the other groups.</p> <p>All class groups will be given separate play areas outside to maintain distance.</p> <p>Pupils will be reminded to maintain distance within groups.</p>			
<p>Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>PPA and Cover staff procedures:</p> <ul style="list-style-type: none"> • To maintain 2m distance from pupils and staff as much as possible. • Class room area to be cleaned by exiting teacher each time. • PPA teacher to wear clear visor and a mask if working closely to support a pupil. 			
<p>Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face to contact lowers the risk of transmission.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> • Only teacher and TA in each group • All staff reminded to maintain social distancing both within class and around school • No use of staffroom for gathering 			
<p>Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p>	<p>Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid close face to face contact and minimise time spent within 1 metre of anyone. <i>(it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.)</i></p>				
<p>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</i></p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>We will encourage children to:</p> <ul style="list-style-type: none"> • Maintain social distancing within classroom and outside on playground • Offer play equipment and suggest games that maintain distance 			

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<p><i>some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i></p>		<ul style="list-style-type: none"> Put up clear, child friendly signage reminding of keeping distance 			
<p>Ensure that when staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>In Early Year:</p> <ul style="list-style-type: none"> Class groups will be maintained during lessons, playtime and lunchtime Shared equipment is limited and washed thoroughly at the end of each day. U-shaped desk structure to maintain distance when working in groups. Floor markings indicating 2m distancing Play points to be spread around classroom to maintain distance. Children from same households to sit together. 			
<p>Ensure that adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Classrooms will be structured so that:</p> <ul style="list-style-type: none"> Desks are laid out in rows facing the front (Year 1 to 6) YR classroom laid out as above Children will sit side by side. Space will be maintained to move in and out of class All excess furniture removed A larger teacher's space will be made at the front. 			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>All assemblies will be classroom based</p>			
<p>When timetabling, ensure groups kept apart and movement around the school</p>	<p>Section 5:</p>	<p>To ensure minimum movement:</p>			

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<p>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>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> • Playtimes are staggered to separate 2 classes from same area exiting or entering at the same time. • KS2 Year groups and Year 2 -Lunch will be eaten in classrooms and delivered by catering staff. • YR & Y1 staggered lunch eaten in Stanbrook Hall – tables and chairs cleaned between sitting. • Start and end of day times will be staggered. 			
<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>		<ul style="list-style-type: none"> • Staggered lunchtimes will limit numbers of staff. • Densley Hall will be available for staff, with lunch tables and chairs spaced to ensure distancing. • Tables and chairs cleaned after each use by exiting staff. • All teaching staff will get 30 minutes lunch break every day. • Staffroom only used by non-teaching staff and cleaned after each use. • Staff meetings to be held via Microsoft Teams 			
<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>		<ul style="list-style-type: none"> • Letters outlining September plans sent w/b 13th July 2020 • All letters available on website. • Update/reminder newsletter will be sent out Tuesday 1st Sept 2020. • All parents/carers informed of staggered start and finish times • All parents/carers informed of entry and exit points for each year group. • Posters and banners reminding of social distancing placed around site. 			

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		<ul style="list-style-type: none"> • Weekly newsletters remind parents not to gather and maintain social distancing • Regular text messages for daily updates and reminders 			
<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>	<ul style="list-style-type: none"> • Additional guidance document to be emailed/given to all visiting contractors. • Additional guidance document to be emailed/given to all visiting agencies. • Clear guidance is given to all visitors on maintaining social distancing • Expectations of hand hygiene and masks to be worn, if appropriate • All visitors sign in. • No visitors booked in during school hours unless emergency access needed. • Meetings with the Governing Body and Children’s Services will continue to be held via Microsoft Teams or telephone conferencing. • Pupils attending alternative provision to attend for full day until phased return is recommended. 			
<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Ensure that all members of staff are aware, read and understood the Guidance for full opening: schools and Guidance for full opening: special schools and other specialist settings and Local Covid 19 Management of cases in education setting.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school</p>	<ul style="list-style-type: none"> • All staff issued with guidance July 2020 • Staff signed to confirm read receipt of Local Covid 19 Management of cases in education setting • LORT Flow charts available in locations throughout school. • Procedures already followed for a suspected case. • TED Day September will review RA and procedures and expectations with all staff. • Parent information letters clearly explain Test and Trace and isolation expectations. 			

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	<p>wcchealthprotection@worcestershire.gov.uk or by phone 01905 845491</p> <p>Notify PHE on 0344 225 3560 (Option 0, Option 2) of any symptomatic or confirmed cases in a school</p> <p>Ensure that Staff are aware of how to manage confirmed cases of coronavirus (COVID-19) amongst the school community. If the school becomes aware of a confirmed or suspected case of a pupil, staff member of household member of a pupil or staff member they must contact the WCC Local Outbreak Response Team or PHE Health Protection Team immediately and follow the local and national guidance.</p> <p>Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils (or symptomatic pupils siblings) must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 				
<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> • Emergency contact information has been updated on LA portal • Staff made aware of process if an outbreak is confirmed • Confirmed case flow chart shared and followed by staff 			

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		<ul style="list-style-type: none"> Letters to parents communicate procedure if confirmed case. 			
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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
- 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/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020)
- If you are unable to access essential supplies please contact: CV19Logistics@worcestershire.gov.uk where someone will contact you to discuss your requirements and provide any support possible.
- **Worcestershire Public Health guidance to early years, mainstream schools and special schools:** http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings

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- **Management of cases and local outbreaks in education settings including early years and childcare settings, schools or Post 16 provision:**
http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings

Theme 2: Accommodation / site usage

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.	<p>Schools should continue their compliance checks during the school holidays.</p> <p>This is particularly important for water system which will not have had normal use during lockdown or even with the wider opening of school in June. Regular flushing of <u>all</u> taps for two minutes or more and flushing of toilets on a weekly basis is recommended with daily flushing for a week before the school opens in September.</p> <p>Fire evacuation procedures must also be reviewed especially if changes to classes and classrooms have been made. This should be supplemented with drills to ensure staff and pupils are familiar with any changes.</p> <p>Further information can be found here- 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>	<ul style="list-style-type: none"> • All compliance checks will continue to be maintained and recorded through the summer holiday • Fire evacuation procedures will be reviewed and updated • Fire Drill will be completed by end of week Friday 11th September 2020 • Children and staff will be reminded to line up with social distancing 			
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.	<ul style="list-style-type: none"> • Classroom windows and doors will remain open to ensure air circulation • Corridor windows or doors will be opened where possible 			

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	<p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p> <p>Advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	<ul style="list-style-type: none"> • Skylight windows will be opened where available. 			
<p>If you are using any form of Temporary Structures for provision e.g. gazebo, ensure correct procedures are followed to safely erect, maintain and dismantle the structure.</p>	<p>Further information can be found here: https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</p>	<p>N/A</p>			

Worcestershire Supporting tools and resources:

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

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/>

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- [Air conditioning and ventilation during the coronavirus outbreak](#)

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 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>	<ul style="list-style-type: none"> • All clinically vulnerable staff will have an updated individual risk assessment • Extremely clinically vulnerable staff are not returning to work • Clinically vulnerable who choose to take on a group or intervention based role have completed a risk assessment with SLT staff and signed to say they agree this is an acceptable level of risk 			
<p><u>BAME staff</u></p> <p>2. Please can you confirm that you have individually risk assessed all staff as per</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>	<ul style="list-style-type: none"> • Individual risk assessments for BAME staff completed. 			

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<p>HR guidance, who identify themselves as BAME staff.</p>	<p>BAME HR Guidance – 26th June 20 – page 7 http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54 - 26 june 2020</p> <p>In light of the on-going work arising from this research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p>		
<p><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,</p>	<p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking 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>Worker A</p> <ul style="list-style-type: none"> a) Job Role: Class Teacher b) Contracted hours: 0.6 c) Off on long term sick from 14th July 2020 d) Individual risk assessment will be completed if they return to school 	

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<p>worker c etc. Please include the following information:</p> <p>a) Job Role;</p> <p>b) Contracted hours;</p> <p>c) What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1st August; and</p> <p>d) Please can you confirm that you have or will individually risk assess all staff as per the updated July 20 schools reopening guidance for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</p>	<p>The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure.</p> <p>Support for those shielding will continue to the end of July so that people can plan for these changes.</p>				
<p><u>Impact on school</u></p> <p>4. Reviewing your answers to question 3 above please can you answer the following questions:</p> <ul style="list-style-type: none"> • What impact does this have on your available staffing and the full re-opening? • How will you cover these posts if required to do so? 		<ul style="list-style-type: none"> • 0.5 classteacher position needed • Advertise for position and appoint for autumn term in first instance. <p>Member of staff appointed August 2020</p>			

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

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- 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>