# St. Mary’s Catholic Primary School, Evesham Risk Assessment – Addendum VERSION 6

**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](http://www.worcestershire.gov.uk/recoveryschools)
* Worcestershire Covid 19 Education Bulletins: <http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools>

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| **School Name: St. Mary’s Catholic Primary School, Evesham** | **DfE Number: 8853322** |
| **Date agreed by Head Teacher: 22.7.20** | **Date approved by Governing Body: approved on 28.8.20** |
| **Date submitted to LA / Academy: 29.7.20; Version 2 sent to MAC on 23.8.20 Version 3 sent on 30.8.20 Version 4 – 4.9.20; Version 5 sent on 6.9.20 Version 6 sent on 13.9.20** | **Submitted by: Jackie Smith** |

**Opening Plans**

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| **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.)** |
| Teacher Education Day Tuesday 1st September  Children will be starting back on Wednesday 2nd September |

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| **Q2. Will pupils have different return dates dependent on year groups? If yes, please outline plans for each year group.** |
| No, Reception Class will have the opportunity to have a graduated start to the term. Also a small number of our vulnerable children may also require a slightly graduated re-entry into school. |

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| **Q3. Please describe your plans for managing the school day to support full pupil attendance I.e. staggered start/end times, separate entrances etc.** |
| We have devised a staggered start and finish timetable, with staggered playtimes and lunch times. Each of our bubbles has a separate entrance, with staff entering and leaving through the main office entrance. |

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| **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.** |
| We plan for all children to be back to full time education from September. |

## Theme 1: Protective measures and hygiene

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| **Consider:** | **Suggestions /consideration** | **Issues & actions to manage risk** | **R** | **A** | **G** | |
| Have you put in place opportunities for pupils and staff to clean their hands more often? | Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.  Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional hand wash basins or sanitizing stations to ensure hand washing can be managed.  Ensure that supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative  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 | Hand washing is fully timetabled into the day for those year groups who have already returned. The new timetables will have supervised hand washing built into them.  Current hand washing facilities are sufficient.  If necessary, classroom sinks can also be used.  Hand cleansing daily routine in place (from 7th September), as agreed with MAC schools. All staff have been notified of this.  Parents are permitted to opt out of the use of hand gel (soap and water washing instead; parents can also provide hand cream for their child, in case of soreness due to additional hand washing.  Any use of hand sanitisers will be supervised by an adult, with an adult giving hand gel to the children and supervising their use of it.  All staff are fully versed in the hand washing rules and routines. This is regularly revisited. Staff reminded that they should be cleaning their hands along with the children. |  |  | | G  G  G  G  G |
| Ensure that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble. | Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. | Cleaning stations will remain in each classroom. **Teachers and Teaching Assistants will clean** **frequently touched surfaces when necessary; toilet areas are cleaned at least once during the day, in addition to the after school clean.**  The weekly cleaning schedule for our cleaning team will include deep cleaning in each bubble on a weekly basis.  Pupils is Ys 5 and 6 may bring in their own pencil cases (non-fabric) but from R – 4 pupils will have provided cases/stationery pots.  Equipment used by a bubble will be the responsibility of that bubble to clean and quarantine for 72 hours.  **Each bubble has a box of playtime equipment, which duty staff take charge of; only plastic equipment that can be cleaned easily.** |  |  | | G  G |
| 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. | Parents will be clearly instructed as to what children are allowed to bring into school.  Teachers will reinforce this when children arrive at school and regularly during the week. (Reminders sent out, with ‘Back to School’ letter, on 28.8.20)  Cloakroom use will be staggered, so that fewer pupils are using it/collecting their things at any one time.  Children will have their own daily-use resources and will be told/reminded not to share these.  **Weekly reminders to parents on what the children are allowed to bring into school: starting on 18.9.20.** |  |  | | G |
| 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.  In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors:  for example:   * + In staffrooms   + On front gate duty   Headteachers will have the discretion to decide whether to ask staff or visitors to wear or agree to them wearing face coverings in these circumstances. **Exemptions** Some individuals are exempt from wearing [face coverings](https://www.gov.uk/www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own).  This applies to those who:   * cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability * speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate   The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs. | Currently children will not be wearing face coverings. For those who may wear coverings on their journey to school, Class Teachers will include in their regular health education, the teaching around protective measures.  It is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society.  However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we do have a small number we can distribute.  Staff are able to choose to wear visors if they are moving from bubble to bubble, within their rile, or if they are working in confined areas with children (see notes – pg. 17-18) |  |  | | G  G |
| 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> | Bubbles:   * Reception and One * Two * Three and Four * Five and Six   All staff have read the guidance and will be sent all updates for reading. |  |  | | G |
| Ensure groups are kept apart from other groups where possible and older children should are encouraged to keep their distance within groups. | Section 5:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | Arrival, departure times are staggered **(2nd revision in place on 16.9.20)**  Playtime and lunch times are staggered so that bubbles do not mix.  Classrooms will be organised so that children **are seated facing forwards, from Year 2 upwards.**  Older children will be taught/regularly reminded of social distancing. |  |  | | G |
| Ensure similar rules and procedures apply during before and after-school care as are in place during the school day. | Section 5:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | All parts of wrap-around care have been made booking only.  Children attending will remain in ‘bubble groups’, at tables 2 metres apart. A cordoned-off area in the hall will also be used, In order to ensure appropriate social distancing.  Children will keep their coats and bags on/by their allocated chairs.  Food preparation is conducted by the wrap-around care lead – children will not be permitted to help themselves to cereal etc, but will be served.  Children in the YR/1 and Y3/4 bubbles will be accompanied back to their classes at 8.45 a.m. Y2 bubble will meet their teacher in the Y2 cloakroom and Y5/6 bubble will cross the hall and enter their bubble. |  | A | |  |
| Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults | Section 5:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | PPA cover staff and other staff who move between groups will be encouraged to maintain appropriate distance.  Staff will stick to bubble ‘staffroom’ areas as much as possible, or use staffroom facilities during staggered break times.  Staff who cross bubbles, may wear visors or masks. Staff working in more confined spaces and in very close contact to pupils (e.g. Y2 classroom, with 30 children and 3 adults) – may choose to wear visors. |  | A | | G |
| Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face to contact lowers the risk of transmission. | Section 5:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | Children will be arranged so that the face the teaching wall and are kept as apart as possible.  Children will be reminded of the need for only necessary movement around the classroom. |  | A | |  |
| Ensure children and parents will have safe access to hot/catered lunch provision from Class Catering. | Section 5:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | Parents can book this service, as before. Week one will be packed lunches only, so that plans can be tested, before full service resumes.  Lunchtime rota in place, to ensure only small groups of children (bubble-based) are eating in the hall.  Class Catering staff have own RA document, which school have seen and are fully versed in our RA document and procedures.  All staff will help to monitor and supervise lunchtime routines until they are fully in place. **Routines now in place. Teaching staff are in their classrooms when the children eat; they also provide first aid cover if needed.**  **2 lunchtime staff to appoint as soon as possible.** |  | A | |  |
| Ensure school cleaning staff have a clear weekly cleaning rota, to ensure all areas of the school are thoroughly cleaned.  Ensure each bubble has its own cleaning supplies so that cleaning of frequently touched surfaces can be carried out during the day. (This was our practice within bubbles during lockdown.) | Section 5:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | Headteacher to complete a rota for cleaning staff so that deep cleaning or bubbles is spread over the week.  Caretaker and office staff to ensure supplies of cleaning materials are plentiful.  Each bubble will have its own supply of cleaning materials, so that cleaning of frequently touched surfaces can be completed during the school day.  **Bubbles will also have PPE supplies ready to access, if needed.**  Each member of bubble staff has own named rubber gloves to be used for cleaning, if necessary. |  |  | | G |
| Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. | Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid close face to face contact and minimise time spent within 1 metre of anyone. (*it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.)* | n/a |  |  | |  |
| Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. *(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).* | Section 5:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | Information sent to parents to share with their children before the start of term. Sent on 28.8.20, also on website.  Regular reminders during the school day. Also through teaching and learning – PSHE, Recovery Curriculum work. |  |  | | G |
| 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> | Reception Class and Year One are small-sized classes. Year Two is a single bubble.  **At play times the two year groups within each bubble are together. Reception and Year One bubble eat together in the hall.** |  |  | | G |
| 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> | Classrooms were prepared in the first week of the summer break.  Teachers and staff are made aware of the guidance, so they know how to organise their classroom spaces. **All updated versions are sent out to all staff.**  Lunch tables are stored in the hall so there is enough room for wrap-around care to continue. |  |  | | G |
| Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group. |  | All assemblies and collective worship will be class or bubble based, or will take place via zoom, or online.  Whilst physical attendance at Mass is not possible, the Parish Priest will be notified of our virtual taking part in weekday Masses. |  |  | | G |
| When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups). | Section 5:  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | Corridors are marked with arrows to ensure safe movement.  Bubbles have their own separate corridors/linking spaces/toilets.  Strategies to ensure minimal movement around the school are in place (as during lockdown).  A timetable for staggered arrivals, departures, play time and lunchtimes is in place. This was amended on 2.9.20**. Amendment 2 on 16.9.20** |  |  | | G |
| 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. |  | Staffroom is available for all to use; up to 6 staff can use the staffroom to eat their lunches, with appropriate social distancing.  Years Five and Six will continue to use the practical area between their classrooms, for refreshments. Safety measures in place to avoid children harming themselves on the kettle/coffee machine. |  |  | | G |
| 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. |  | Parents received their initial September Back to School Plan on Thursday 16th July.  Further information will be sent later in august, upon receipt of further DfE guidance.  Reminders of the rules for parents and families are also to be sent out before the start of the autumn term. Sent on 28.8.20 |  |  | | G |
| Ensure that the management of other visitors to the site, such as contractors, has been considered and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.  Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child. | Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. | Visitors are not permitted to enter the school without prior notice. Appointments must be made beforehand. Contractors must provide their risk assessment and method statement prior to arrival.  Visitors are all signed in, as is our usual practice. Test and trace information is collected from all visitors.  Statement for visitors will be prepared, detailing our distancing and hygiene regulations.  Year One dual placement pupil: plan will be put into place in conjunction with The Vale of Evesham School. |  |  | | G  G |
| Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team. | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  Ensure that all members of staff are aware, read and understood the [Guidance for full opening: schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) and [Guidance for full opening: special schools and other specialist settings](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings) and [Local Covid 19 Management of cases in education setting.](http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings)  Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wcchealthprotection@worcestershire.gov.uk or by phone 01905 845491  Notify PHE on 0344 225 3560 (Option 0, Option 2) of any symptomatic or confirmed cases in a school  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.  Ensure that staff members and parents/carers understand that they will need to be ready and willing to:  • book a test if they are displaying symptoms. Staff and pupils (or symptomatic pupils siblings) must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.  • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace  • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) | Information posters are displayed in all bubbles.  Staff have received and have read all relevant guidance.  GDPR regulations are being completed, ready for September – ensuring contact details are kept of visitors for 21 days.  Rules and routines have been shared with all staff, including office staff.  Staff will be regularly reminded of the rules to follow in light of a confirmed case.  Posters also displayed around school, in each bubble.  Staff will also be regularly reminded of what they should do if they experience symptoms of Coronavirus.  Staff must follow the rules and regulations relating to actions to be taken.  Regular staff briefings (c. twice a week) are opportunities for staff to be reminded of rules and routines.  Staff, including office staff have clear information they can refer to, if parents call with concerns. |  |  | | G  G  G  G  G |
| 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. | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> | See above. |  |  | | G |

**Worcestershire supporting tools and resources:**

* Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment <http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2211/coronavirus_covid-19_general_faqs_for_education_providers/4>
* Safe working including use of PPE: Bulletin CV35 <http://www.worcestershire.gov.uk/downloads/file/12524/education_and_early_help_bulletin_covid-19_update_35_-_15_may_2020>
* Covid19 Testing for education staff: Bulletin CV28 <http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid-19_update_28_-_1_may_2020> and CV25 <http://www.worcestershire.gov.uk/downloads/file/12479/education_and_early_help_bulletin_covid-19_update_25_-_24_april_2020>
* Testing link and CV37 <http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020>
* Personal Protective Equipment (PPE) in Schools: Bulletin CV38

[Coronavirus COVID-19 Education and Early Help Bulletin 38 | Worcestershire County Council](http://www.worcestershire.gov.uk/downloads/file/12551/education_and_early_help_bulletin_covid-19_update_38_-_22_may_2020)

* If you are unable to access essential supplies please contact: [CV19Logistics@worcestershire.gov.uk](mailto:CV19Logistics@worcestershire.gov.uk) where someone will contact you to discuss your requirements and provide any support possible.
* Worcestershire Public Health guidance to early years, mainstream schools and special schools: <http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings>
* Management of cases and local outbreaks in education settings including early years and childcare settings, schools or Post 16 provision: <http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings>

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## Theme 2: Accommodation / site usage

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| **Consider:** | **Suggestions /consideration** | **Issues & actions to manage risk** | **R** | **A** | **G** |
| A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period. | Schools should continue their compliance checks during the school holidays.  This is particularly important for water system which will not have had normal use during lockdown or even with the wider opening of school in June. Regular flushing of all taps for two minutes or more and flushing of toilets on a weekly basis is recommended with daily flushing for a week before the school opens in September.  Fire evacuation procedures must also be reviewed especially if changes to classes and classrooms have been made. This should be supplemented with drills to ensure staff and pupils are familiar with any changes.  Further information can be found here-  <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>  Further information can be found here-  <https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/> | Premises lead given instructions for summer procedures for water management procedures.  Fire evacuation procedures will be reviewed during the summer. |  | A | G |
| Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school. | Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.  Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.  Advice on ventilation can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm). | Good ventilation practices have already been put in place during lockdown. This will continue from September  Fire doors cannot be propped open (direction from MAC – 2.9.20). Ventilation can be provided by ensuring all windows are opened.  MAC visit from Robert Terefenko (4.9.20) – site survey completed. |  |  | G |
| If you are using any form of Temporary Structures for provision e.g. gazebo, ensure correct procedures are followed to safely erect, maintain and dismantle the structure. | Further information can be found here: <https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm> | n/a |  |  |  |

## Worcestershire Supporting tools and resources:

* Covid 19 Schools Phased return space planning considerations <http://www.worcestershire.gov.uk/phasedschoolsreopening>
* Reopening Council Buildings Checklist 120520[**http://www.worcestershire.gov.uk/recoveryschools**](http://www.worcestershire.gov.uk/recoveryschools)
* Guidance from Highways regarding marking footpaths outside schools: Bulletin CV 41

[Coronavirus COVID-19 Education and Early Help Bulletin 41 | Worcestershire County Council](http://www.worcestershire.gov.uk/downloads/file/12570/education_and_early_help_bulletin_covid-19_update_41_-_29_may_2020)

## DfE guidance:

* Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
* Managing school premises during the coronavirus outbreak: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>
* A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
* Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
* Legionella compliance through lockdown: <https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/>
* [Air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)

## Theme 3: Staffing

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| **Consider:** | **Suggestions / consideration** | **Issues & actions to manage risk** | **R** | **A** | **G** |
| **Clinically Vulnerable staff**   1. Please can you confirm that **you have individually risk assessed all staff** against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance. | **Guidance for full re-opening of schools – 2nd July 20**  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  **Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20**  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>  If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.  If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.  The new guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene. | **Issue –**   * Risk of contracting the infection at school and taking it into the home environment where husband is extremely clinically vulnerable. * Difficulty social distancing with Reception aged children.   **Actions –**   * **Extra diligence regarding hand hygiene and social distancing with adults.** * **Make sure catch it, bin it, kill it process is used.** * **Stay in Reception Class Bubble.** * **Rigorous Hygiene routine when returning home from school to minimise risk of passing on infection to other household members.** * **Be vigilant to symptoms of COVID-19 infection. Any child displaying symptoms to be sent home. Follow Government test & self-isolation procedures for any COVID cases.** * **Ensure parents are well-versed in symptoms to look out for before their child comes into school – new reference guide sent out on 11.9.20, in paper form and electronically.** * **Regular cleaning of surfaces and resources to minimise risk of infection.** * **Aim to sit next to, rather than facing children when working closely with them. Aim for social distancing where possible.**   ***Staff member and HT have completed this document together.*** |  | X  X |  |
| **BAME staff**   1. Please can you confirm that **you have individually risk assessed all staff** as per HR guidance, who identify themselves as BAME staff. | **BAME review report – 2nd June 20**  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf>  **BAME HR Guidance – 26th June 20 – page 7**  <http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020>  In light of the on-going work arising from this research, advice to schools is to **include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools**.  If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.  If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them. | n/a |  |  |  |
| **Clinically Extremely Vulnerable staff**  **(known as Shielding)**   1. For all staff that fall into the **Extremely Clinically Vulnerable category** (**known as Shielding).**   Please supply the following information for **each individual staff member**. Please note: If you do not have any staff that fall into this category **please can you send a nil response.**  **Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:**   1. Job Role; 2. Contracted hours; 3. What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1st August; and 4. Please can you confirm that you **have or will** individually risk assess all staff as per the updated **July 20 schools reopening guidance** for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to. | **Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20**  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>  From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practicing good, frequent hand washing.  The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure.  Support for those shielding will continue to the end of July so that people can plan for these changes. | Worker A – Reception Class teacher, full time  At present can fulfil role of reception Class teacher provided all protocol and advice put in place is adhered to.  Situation will need to be monitored regarding success of control measures as school returns and the rate of infection within the local community and school. |  |  | X |
| **Impact on school**   1. **Reviewing your answers to question 3 above** please can you answer the following questions:  * What impact does this have on your available staffing and the full re-opening? * How will you cover these posts if required to do so? |  | Teaching and learning in reception class will be able to begin as normal in the autumn term.  Supply cover can be arranged, in case there are any changes.  Capable teaching assistant in reception class, who will also be able to cover in the short term, if needed, with support from HT and other teaching assistants. |  |  |  |
| Ensure all staff have opportunities to share and discuss any anxieties they may have regarding a full return to work. | Support from LGB/MAC; also unions’ advice and resources | Staff within bubbles will have opportunities to meet together and share any issues.  Regular catch-up staff briefings through the week, for any questions/un-expected issues.  Weekly staff meeting (initially on zoom) – in addition to tasks to complete, staff will have opportunities to discuss any concerns, worries.  HT and AHT will be available to meet with any staff who have concerns. |  |  | G |

## 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@worcschildrenfirst.org.uk](mailto: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>

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

* + direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
  + travelling in a small vehicle, like a car, with an infected person
* The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 6 of the system of control](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#five) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.
* **Household members** of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They should get a test, and:
  + if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
  + if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

**What is an outbreak and what do I do?**

* If there are 2 people with symptoms or 2 confirmed cases in the school (e.g. two children or one child and one teacher, or two teachers etc.), whether they are from the same bubble or separate bubbles - that is by definition an outbreak. The outbreak needs to be notified at the point the individuals become unwell – you should not wait for test results.
* Please report **outbreaks**  as soon as possible to the **Health Protection Team** in Public Health England using the online reporting system available here: [https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsurveys.phe.org.uk%2FTakeSurvey.aspx%3FSurveyID%3Dn4KL97m2I&data=02%7C01%7Cliannbrookes-smith%40warwickshire.gov.uk%7Cf4eca83c1b5d462c25ac08d803c35ad2%7C88b0aa0659274bbba89389cc2713ac82%7C0%7C0%7C637263484865357082&sdata=1f38W%2BonrbD0375zuN8P9X3TmKsABVLFPWsE4O3U0WE%3D&reserved=0)
* Or by telephone to **0344 225 3560 (opt 0 opt 2)**

**Notifying PHE of COVID-19 Situations**

* Public Health England (PHE) are currently working on guidance for schools to advise on COVID-19 situations and reporting outbreaks and will be released in due course.