

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: Upton–upon-Severn primary School	DfE Number:
Date agreed by Head Teacher: Chris Tomkins (Deputy in the absence of Head)	Date approved by Governing Body: 23/7/20
Date submitted to LA / WCF: 28/7/20	Submitted by: Chris Tomkins

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

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.)

3/9/20 All children Years 1-6 will return on 3/9/20

Reception children will begin a phased start to primary school during week of 10/9/20 where they will be on a rota of mornings or afternoons for the first week.

1/9/20 & 2/9/20 are both TED days

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

All children will return on 3/9/20 apart from the Receptions class. Virtual home visits will take place during the week of 3/9/20 and a phased start to primary school either mornings or afternoons week of 10/9/20.

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

Start times will be staggered from 8.30 – 9.15. All children will enter the school through separate entrances apart from year 1&2 who will enter through the main gate but at different times. Staggered end of day, 2.45 -3.05, all children will exit through different doors in school, maintaining the integrity of their bubble.

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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All children will be back from 3/9/20
Reception as above.

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>10 newly purchased outside sinks on site with full handwashing facilities. All children and staff will wash their hands on entry into school.</p> <p>Additional hand washing sinks have been installed in school. Smaller sinks are installed for younger children</p> <p>Foot and hand dispensing hand sanitiser is available all over school and dispensers are kept in each classroom. Children with additional needs will be supported in using this.</p> <p>Hand sanitiser will be kept away from young children and its uses supervised by an adult.</p>			
<p>Ensure that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble.</p>	<p>Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science</p>	<p>All children in school will have their own pencil case with their own resources not to be shared. Art, sport and science equipment will be cleaned before and after use.</p>			

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	<p>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>Other classroom equipment will only be used within each class bubble.</p> <p>Equipment such as games will only be used within the bubble and books will also only be shared within the bubble.</p> <p>Musical instruments (non-wind) may be used and cleaned between uses. Where possible their use will be limited to individual children.</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>Children will bring in lunchboxes to be stored outside classrooms. School bags will also be stored in cloakrooms and not in the classrooms.</p> <p>Reading books will be allowed home but placed into a plastic box on return to school and left for 48 hours before re-assigning.</p> <p>The school will not allow non-essential items to be allowed into school.</p> <p>Once the weather requires, hats and gloves and coats will remain in the cloakroom for use outside.</p> <p>PE kits will be brought into school at the beginning of term and will remain in school until the next half term. No spare kit will be provided to children without kit.</p> <p>No use of spare clothing or wellies for forest school.</p> <p>Staff will be permitted to take books home to mark.</p> <p>The school will not receive donations of second hand uniform, books or toys this term.</p>			
<p>Ensure the School has a process in place for removing face coverings when pupils (over the age of 11) and staff who use</p>	<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</p>	<p>No staff use public transport.</p> <p>All children are under 11 and therefore do not require masks for the bus.</p>			

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<p>public transport arrive at school. And the process is communicated clearly to them.</p>	<p>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>Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>All staff have been assigned to specific bubbles. Children are not permitted to breach the bubbles. Each bubble consists of 2 year groups. Staff may cross bubbles if necessary but should be aware of social distancing as much as possible.</p> <p>Bubbles will be assigned specific times and areas of the outside playground and field to play on at breaks and lunchtimes.</p> <p>Staggered start and end times to avoid crossing bubbles.</p>			
<p>Ensure groups are kept apart from other groups where possible and older children should be encouraged to keep their distance within 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>The school has stickers to show 2m distancing throughout and this is to be maintained in corridor areas. A one way system has been put in place in the main corridor. Children will be asked to keep distances from each other in class and when in groups on the playground.</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>Staff will follow the 2m distancing and one way system within school.</p> <p>Lunchtimes will be staggered on a rota.</p> <p>Staff will have lunch with other staff within their bubble minimising the contact with other staff at all times.</p>			
<p>Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in</p>	<p>Section 5:</p>	<p>Desk are facing forward in classes 1-6 maintaining 2m from the teacher at the front.</p>			

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face to face to contact lowers the risk of transmission.	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Teachers will maintain distancing where possible.			
Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.	Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid close face to face contact and minimise time spent within 1 metre of anyone. <i>(it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.)</i>	N/A			
Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. <i>(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i>	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Children and staff will be shown a video on returning to school on 3/9/20. This will outline all distancing, handwashing and safety measures.			
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	Class bubbles and key stage bubbles will be maintained at all times. Early Years bubble Key Stage 1 bubble Lower Key Stage 2 bubble Upper Key Stage 2 bubble Additional Staff Bubble i.e admin & maintenance teams			
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	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Children in YR will not be seated. Social distancing will be maintained where possible. Children from Y1-6 will be seated facing forward side by side. All classrooms have been assessed, measured and new desks purchased to			

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<p>unnecessary furniture out of classrooms to make more space.</p>		<p>accommodate this. Unnecessary furniture has been removed and put in storage.</p> <p>Class 5 has been deemed unusable by county health and safety inspectors due to issues with ventilation. This can be resolved with highly sophisticated air conditioning units. – funding permitted.</p> <p>Year 5 can use the hall as a temporary classroom if not resolved by 3/9/20</p>			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>All worship will take place in classrooms. There will be no large gatherings for assemblies.</p>			
<p>When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Break times and lunchtimes will be staggered.</p> <p>Corridors are clearly mapped out using 2m distancing stickers and one way system. Staff in the main school will not access the children’s centre if possible. A new alternative school entrance is in place for staff working in the main school. New equipment purchased to ensure staff do not need to travel for photocopying and printing.</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>Staff room will be limited to 3 people. Staff can access outside garden space for breaks while the weather permits.</p> <p>Lunchtimes will be staggered in order to minimise staff contact in line with protocol and rota.</p>			
<p>Ensure that plans have been communicated to parents and remind them about the process that has been agreed for drop off and collection,</p>		<p>Full protocol will be sent to parents detailing September opening. This includes safety and social distancing guidance.</p>			

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<p>including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>		<p>No parents will be allowed into the school building unless an appointment is made. Any meetings will take place in the Heads office maintaining social distancing.</p> <p>No volunteers will be allowed in the school building.</p> <p>Outside visitors will be allowed in the school building by appointment but must adhere to the school Health and safety protocol and will be subject to risk assessment if necessary.</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>Where possible, contractors will visit the site out of school hours. All contractors will be required to sign in and leave contact details.</p> <p>Most maintenance issues have been dealt with over the summer break.</p> <p>Routine servicing such as:</p> <ul style="list-style-type: none"> • Fire Alarm & Emergency Lighting • Fire Extinguishers • Gas Soundness/Boiler Servicing • Intruder Alarms <p>Will be carried out under the supervision of the school caretaker and by appointment.</p>			
<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p>	<p>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</p>	<p>This information is included in the staff protocol issued to all staff.</p>			

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	<p>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 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) 				
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<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>	<p>This information has been emailed to all staff and is available in the office should it be required.</p>			
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Worcestershire supporting tools and resources:

- Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment <http://www.worcestershire.gov.uk/info/20774/coronavirus-covid-19-advice-for-schools-and-education-settings/2211/coronavirus-covid-19-general-faqs-for-education-providers/4>
- 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)

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

Theme 2: Accommodation / site usage

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 caretaker will remain onsite throughout the summer holidays and will be managing statutory compliance testing.</p> <p>Holiday club is open throughout the summer so the lower school is in use every day and staff are onsite.</p> <p>New fire drills will be communicated to the children via the online video they will see during the first morning back in school. Fire drills will run during the second full week back in school. These will be by bubble and not timed. Staff and children will be made aware of any changes to their fire exit procedures.</p>			

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<p>Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.</p>	<p>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.</p> <p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p> <p>Advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	<p>Following an inspection of the school by county Health and Safety Executive, Year 5 is unable to be used unless sophisticated air conditioning is installed. The ventilation in this rooms does not allow for air to flow freely.</p> <p>Doors and windows will be left open in all areas to encourage air flow. Classrooms have been assessed to check for airflow and all agreed except the above.</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>No temporary structure will be used.</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>

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- 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](#)

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>	<p>There are currently no staff considered clinically vulnerable however this will be monitored on a weekly basis and any changes to this will mean staff are risk assessed and guidance is followed.</p>			

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<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 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>No staff are currently identified as BAME</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>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</p>	<p>Two members of staff are considered to be shielding family members and a risk assessment on these two staff members has been carried out.</p> <p>Worker A: Head Teacher Contracted 37.5 Hours. Individual is able to work within HT office environment and will limit contact with children and staff as much a possible.</p>	

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<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;</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>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 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>Individual will be offered PPE to wear during the day</p> <p>Worker B: TA Contracted 14 hours per week Individual will work with small groups of children within the bubble and maintain social distancing. Individual will be offered PPE to wear during the day.</p> <p>All staff have been risk assessed against the July re-opening guidance using a staff survey to support the assessment. All staff will be offered PPE should they wish to wear it. All staff will be made aware of the schools health and safety protocol prior to returning in September and will adhere to social distancing recommendations.</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? 		<p>All staff are available to work their contracted hours and the above does not impact on this.</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

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>