

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

## Risk Assessment for Schools – Addendum - updated 14<sup>th</sup> September 2020




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

### Background

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

### General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Government advice: <https://www.gov.uk/coronavirus>
- DfE <https://www.gov.uk/coronavirus/education-and-childcare>
- Worcestershire Recovery Planning: supporting the implementation of phased school return in Covid 19 conditions: [www.worcestershire.gov.uk/recoveryschools](http://www.worcestershire.gov.uk/recoveryschools)
- Worcestershire Covid 19 Education Bulletins: [http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus\\_covid-19\\_education\\_and\\_early\\_help\\_bulletin\\_for\\_schools](http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools)

<b>School Name:</b> St Augustine’s Catholic High School	<b>Approval Date:</b> 11.09.20
<b>Approved, Principal:</b> 	<b>Approved, Co-Chair of the Governors</b> (Bernadette Stokes or Cecilia Hubble) 
<b>Approved, Chair of Finance &amp; Premises Committee (Roger Harrison)</b> 	



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 1<sup>st</sup> September, please outline the reasons below (i.e. TED day etc.)**

Tuesday 1<sup>st</sup> – TED day  
Students to return from Weds 2<sup>nd</sup> September

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

Wednesday 2<sup>nd</sup> September – all Y12 with Y9 in small groups through the day  
Thursday 3<sup>rd</sup> September – All Y9, 11 and 12  
Friday 4<sup>th</sup> September – All Y9,10,11 and 12  
Monday 7<sup>th</sup> September – all year groups in school

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

Staggered starts for different Year groups and different areas to be collected

**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.**

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

This will be the case

**Theme 1: Protective measures and hygiene**

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?	<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>Students have been asked to bring own hand sanitiser, if not each room will have a dispenser. Staff and students will be asked to clean hands on entry to school and on entry and exit to each lesson.</p> <p>Additional dispensers are available on entry to the school</p> <p>Expectations for staff and students hand washing is built into induction programme</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.	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	Students have been asked to bring own equipment, additional equipment has been purchased by the school			

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

	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.	Books will either have 48hs between use or be available on line  Shared resources are either <ul style="list-style-type: none"> <li>- Only being used by one bubble – eg there is a Y9 science room, technology is rotating use of equipment</li> <li>- Being cleaned between use by different bubbles – eg music equipment by technicians</li> </ul>			
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 have been asked to reduce the amount of equipment being brought into school. Lockers will not be used			
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.	This has been shared with parents and is part of the induction process			
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Year groups of Y9 – 242 Y10- 236 Y11- 235 Sixth Form – approx. 300 are to be separated by time of release with 20min staggered breaks between release/entry to lessons. Staff to collect from congregation areas (defined by year group and weather conditions)			

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

		Enhanced cleaning by school during the day in accordance with guidelines  Students to clean areas (hard surfaces) upon exit from room			
Ensure groups are kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.	Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Explanation during induction			
Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	One way system in corridors with markers on floors and on walls			
Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face to contact lowers the risk of transmission.	Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	All desks to be front facing Computer desks which are facing each other have 1.6m between students and will require a divider or face mask			
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>	Teaching staff to be 2m away from students  Teaching assistants require a face mask and training  All staff will have a visor if required			
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</i>	Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Explained during induction training			

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

<p><i>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>					
<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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>NA</p>			
<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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>All desking is to be front facing (except immobile computer desks)  Extra furniture has been removed where possible to create extra room</p>			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>Only one year group assembly per day</p>			
<p>When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>	<p>Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>The day is split into four lessons only – reducing movement Staggered breaks allow year groups to enter/exit at different times supervised by teacher (who collects/drops off) and overseen by senior leadership team who are on call. From 14/9/20 Year 11, 12, 13 will move straight to next lesson between Form time and Period 1 and between period 3 and 4. Year 9 and 10 will continue to vacate the building 5 minutes before each lesson change over and return 5 minutes after change over. this will enable enough space in the corridors for safe movement</p>			

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

<p>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 to have a timetabled slot to use staff room alternatively staff to use their teaching rooms</p>			
<p>Ensure that plans have been communicated to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>		<p>Plans have gone out to parents. Another set of plans is due to go out on 23<sup>rd</sup> August</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>Visitor guidance is to be displayed in entrance hall</p> <p>No children are currently dual registered or attend two settings on a regular basis</p>			

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

<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Ensure that all members of staff are aware, read and understood the <a href="#">Guidance for full opening: schools</a> and <a href="#">Guidance for full opening: special schools and other specialist settings</a> and <a href="#">Local Covid 19 Management of cases in education setting</a>.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wcchealthprotection@worcestershire.gov.uk or by phone 01905 845491</p> <p>Notify PHE on 0344 225 3560 (Option 0, Option 2) of any symptomatic or confirmed cases in a school</p> <p>Ensure that Staff are aware of how to manage confirmed cases of coronavirus (COVID-19) amongst the school community. If the school becomes aware of a confirmed or suspected case of a pupil, staff member of household member of a pupil or staff member they must contact the WCC Local Outbreak Response Team or PHE Health Protection Team immediately and follow the local and national guidance.</p> <p>Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a test if they are displaying symptoms. Staff and pupils (or symptomatic pupils siblings) must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> </ul>	<p><b>Response to any infection</b> <b>Engage with the NHS Test and Trace process</b></p> <p>Information to go out to parents on 23<sup>rd</sup> August and to staff and students on induction training explaining that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">book a test</a> if they are displaying symptoms.</li> <li>• provide details of anyone they have been in close contact with</li> <li>• <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>Parents and staff to inform the school immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> </ul>			
--	--	---	--	--	--



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

	<ul style="list-style-type: none"> <li>• self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	<p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <p>Notify the Local Outbreak Response Team - 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 all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<p>Staff are aware of how to manage confirmed cases of coronavirus (COVID-19) amongst the school community from induction programme using the damascus room as quarantine area. 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 or PHE Health Protection Team immediately and follow the local and national guidance.</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

- Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment [http://www.worcestershire.gov.uk/info/20774/coronavirus\\_covid-19\\_advice\\_for\\_schools\\_and\\_education\\_settings/2211/coronavirus\\_covid-19\\_general\\_faqs\\_for\\_education\\_providers/4](http://www.worcestershire.gov.uk/info/20774/coronavirus_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](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](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](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](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](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](http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings)
- **Management of cases and local outbreaks in education settings including early years and childcare settings, schools or Post 16 provision:** [http://www.worcestershire.gov.uk/info/20774/coronavirus\\_covid-19\\_advice\\_for\\_schools\\_and\\_education\\_settings/2257/coronavirus\\_covid-19\\_management\\_of\\_cases\\_and\\_local\\_outbreaks\\_in\\_educational\\_early\\_years\\_and\\_childcare\\_settings](http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings)

## Theme 2: Accommodation / site usage

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.	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 <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.	Water systems to be flushed and compliance checks to be completed as protocol at the end of summer break  Year group fire drills in place for student during first days back with signage around yards.			

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

	<p>Fire evacuation procedures must also be reviewed especially if changes to classes and classrooms have been made. This should be supplemented with drills to ensure staff and pupils are familiar with any changes.</p> <p>Further information can be found here- <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</a></p> <p>Further information can be found here- <a href="https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/">https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/</a></p>				
<p>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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p>	<p>The school to maintain an open door policy</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: <a href="https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm">https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</a></p>	<p>NA</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

### 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](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](#)

### Theme 3: Staffing

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<p><b>Clinically Vulnerable staff</b></p> <p>1. Please can you confirm that <b>you have individually risk assessed all staff</b> against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p><b>Guidance for full re-opening of schools – 2<sup>nd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3<sup>rd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p>	<p>Line managers to risk assess staff who are</p> <ul style="list-style-type: none"> <li>- Critically vulnerable</li> <li>- Working within 2m proximity</li> </ul> <p>During TED day September 1st</p>			

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

	<p>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><b><u>BAME staff</u></b></p> <p>2. Please can you confirm that <b>you have individually risk assessed all staff</b> as per HR guidance, who identify themselves as BAME staff.</p>	<p><b>BAME review report – 2<sup>nd</sup> June 20</b>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</a></p> <p><b>BAME HR Guidance – 26<sup>th</sup> June 20 – page 7</b>  <a href="http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020">http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020</a></p> <p>In light of the on-going work arising from this research, advice to schools is to <b>include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</b></p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please</p>	<p>Staff to be risk assessed on 1<sup>st</sup> September</p>		

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

	<p>confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p>			
<p><b><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></b></p> <p><b>3.</b> For all staff that fall into the <b>Extremely Clinically Vulnerable category (known as Shielding)</b>. Please supply the following information for <b>each individual staff member</b>. Please note: If you do not have any staff that fall into this category <b>please can you send a nil response</b>.</p> <p><b>Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:</b></p> <p>a) Job Role;</p> <p>b) Contracted hours;</p> <p>c) What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1<sup>st</sup> August; and</p> <p>d) Please can you confirm that you <b>have or will</b> individually risk assess all staff as per the updated <b>July 20 schools reopening guidance</b> for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</p>	<p><b>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3<sup>rd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p> <p>From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking 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>Staff to be risk assessed on 1<sup>st</sup> September</p>		

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

<p><b><u>Impact on school</u></b></p> <p>4. <b>Reviewing your answers to question 3 above</b> please can you answer the following questions:</p> <ul style="list-style-type: none"> <li>• What impact does this have on your available staffing and the full re-opening?</li> <li>• How will you cover these posts if required to do so?</li> </ul>		<p>Staffing is currently in place for September with control measures</p> <p>Extra staffing have been recruited and home learning policy adapted if teaching staff require covering.</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](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](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](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>