

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

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)

School Name: The Forge Secondary Short Stay School	DfE Number:885/1121
Date agreed by Head Teacher: 17/7/2020	Date approved by Governing Body: w/c Monday 24 <sup>th</sup> August 2020
Date submitted to LA / WCF: Resubmitted w/c Monday 24 <sup>th</sup> August 2020	Submitted by: S Williams

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### Opening Plans

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

Pupils will be welcomed back on the Thursday 3<sup>rd</sup> September 2020. TED days 1<sup>st</sup> and 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.**

NO

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

There is staggered entry start times and finish times we are only working with 44 pupils maximum so we do not have the same 'traffic' issues to consider.

Rotared access to break facilities - in the main pupils stay in one classroom as a group except for a few specialist subjects where staff move – not groups - to teach.

**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 pupils will be back in September accessing a broad and balanced curriculum. Not full time however since classes have been reduced in size to decrease risk of infection. We have organised the school so there is only 22 pupils on site at once - splitting groups into 6's and 5's, this will help manage the risk of spread of infection.

The other risk we manage is emotional contagion. We have decided for many reasons that this is the safest, kindest and most effective way to run the school until October, when we can review again. Pupils will not sustain being in one classroom for more than half a day. We have also used our biggest classrooms only.

There are some pupils who we think will not manage this at all – they have home tuition (virtual) in place.

We are upgrading our capacity to deliver remote sessions too.

Delivery issue of laptops from provider means we may not have our remote learning capacity as we intend before end October 2020.

**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>Hand sanitisers installed at key locations around the building including all entrances and exits to school</p> <p>Hot water, soap and sinks easily accessed on each floor</p> <p>Practices to be rehearsed and shown to pupils and staff on entry</p> <p><b>What mechanisms are in place to ensure pupils wash their hands regularly and at key times such as lunchtime?</b></p> <p><b>Dedicated staff will be ensuring that pupils are washing hands on entry to the building and at key times</b></p>			

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	<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><b>How will you ensure safe use of hand sanitiser for those with complex needs?</b></p> <p><b>We do not work with children with complex needs</b></p> <p><b>How will you ensure protective measures are built into school culture for example posters, themed lessons?</b></p> <p><b>From the moment a child walks in to the building it will be obvious there are changes that are due to the airborne hazard COVID 19. Sanitiser stations around school. Posters. 2m distance markers. Smaller groups. Pupils will be accompanied at all times by a fully briefed staff member</b></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 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>All pupils have own equipment in their own cases for stationary</p> <p>Own books where needed - no sharing</p> <p><b>What procedures are in place for ensuring shared resources such as science equipment and games equipment are cleaned or left for 48/72 hours between use?</b></p> <p><b>Pupils have their own set of equipment and pencil cases - there will be no sharing of books. Bubbles are a maximum size of 6. Tables and chairs wiped down with antibac, soap and water between sessions.</b></p> <p><b>FOOD Technology Lessons - pupils will have their own equipment and all other equipment used will be washed thoroughly between lessons. Cookers</b></p>			

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		<p><b>and sinks and worksurfaces washed and wiped down in between sessions. No more than 4 pupils in a lesson</b></p> <p>Please outline cleaning measures for frequently touched surfaces such as toilet, door handles etc.</p> <p><b>Toilets, sinks stair rails etc cleaned thoroughly at the end of each day. Also cleaned thouroughly at changeover time - 12pm. These areas to be wiped down after each use by staff on duty in that area using hot soap and water and anti bac.</b></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>We supply all and all is left on site.</p> <p>Please clarify how you will avoid unnecessary sharing of resources and what is the cleaning regime for shared resources.</p> <p><b>Staff have own classroom phones, radios, own laptops and own Equipment. Staff to wipe down the computers/desktops they use before moving on to next lesson. Staff who do not have to move rooms will not.</b></p> <p><b>Pupils will have their own pens and pencils books and laptops and will stay in one room for their day to minmise contact and movement.</b></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 public transport arrive at school. And the process is communicated clearly to them.</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 case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a</p>	<p>Bins on entry - staff to supervise new COVID aware entry rituals on building. One member of staff in charge of entrance and exit protocol.</p> <p>Please clarify what the 'entry rituals' are.</p>			

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	<p>plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Temperature Check, Arrival Wash hands, Masks on, one pupil in reception at a time</p>			
<p>Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to</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>Pupils allocated a group – go with group to one room stay in room until they leave. They are escorted from entrance to room and from room to exit.</p> <p><b>Please outline what arrangements are in place for not mixing groups or bubbles</b></p> <p><b>Pupils move around the school in one of 8 bubbles that have been carefully constructed containing up to 6 pupils.</b></p> <p><b>Only 4 bubbles are on site at any one time.</b></p> <p><b>These bubbles are not timetabled to mix during their time on site</b></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: <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>Lessons in same classroom Each group allocated slots to access recreation otherwise they are in the classroom At no time is there a planned or intended opportunity for groups to mix in school</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: <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>As per the operational plans for the school</p> <p><b>Please clarify what arrangements are in place for moving between classes and how social distancing will be maintained.</b></p> <p><b>Pupils are primarily receiving their lessons in one room. If their timetable means they have to move then they are escorted by their Learning Support</b></p>			

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		<b>practitioner or a member of staff through the corridors in an orderly fashion.</b>			
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>	We are only using our largest classrooms and reducing the number of pupils in each class as well as reducing the total number of pupils on site. Groups are small - 5 or 6 in a class Desks are 2 m apart  <b>How will you ensure that face to face contact is minimised?</b>  Pupils sit at desks facing the front - not each other			
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>	Staff having lunch in their teaching rooms All staff meetings are virtual or in a large space - socially distanced – in the sportshall  <b>What measures do you have in place to ensure staff distance themselves from pupils at the front of the class and maintain distance from colleagues.</b>  <b>Staff are expected to teach from the front of their classrooms where possible and sensible.</b>  <b>Staff are all asked to maintain the 1 m distance rule. Where this is not possible Masks will be worn</b>			
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</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>	This is why we have our small numbers to reduce triggers and provocation. Grouped pupils with others who are least likely to agitate and provoke conflict  <b>How are children supported to maintain distance and avoid touching staff and other pupils?</b>			

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<p><i>they can, and even doing this some of the time, will help).</i></p>		<p><b>Children are supported through:</b></p> <ul style="list-style-type: none"> <li>• <b>The environment has been planned to reduce opportunity for contact with others</b></li> <li>• <b>Small class ‘bubble’ sizes</b></li> <li>• <b>Majority of learning time in one room</b></li> <li>• <b>Modeling of correct behaviour from adults</b></li> <li>• <b>Expectations to maintain social distance made clear in word, deed including posters as well as signage and hand sanitisation stations.</b></li> <li>• <b>Discussions when and where necessary about controlling the spread of infection through social distancing.</b></li> </ul> <p><b>Desks facing the front of classroom - single desks no physical group or paired collaborative tasks</b></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>We have used very small group sizes to support our pupils with this</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>Desks 2m apart</p> <p>Pupils sit at own desk</p> <p>Face the front</p> <p>Furniture not required is removed</p>			

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<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>No large gatherings planned - virtual 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: <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>We have limited the number of pupils on site at any given time to support this, part time timetable supports this</p> <p>Staff move not pupils where possible and there will be a main base classroom for most of each groups teaching.</p> <p><b>How will moving between corridors be managed? What arrangements are in place for distancing at lunchtimes, and cleaning surfaces between use?</b></p> <p><b>Staff will escort small groups of 6 from the entrance and exit points of the building to their classes in a coordinated fashion that will be monitored by SLT. Students will be encouraged to wash hands when moving to next room</b></p> <p><b>Pupils will not be eating lunch on site - packed lunch for FSM pupils. Break time refreshments will be taken to each 'bubble' to avoid students moving around school unnecessarily by designated staff who will have washed hands and ensured equipment is cleaned and disinfected</b></p> <p><b>Surfaces in classrooms to be wiped down using soap and water and anti bac.</b></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</p>		<p>Day is scheduled so that staff have access to breaks but staff group contact minimised</p> <p>Lunch time in classroom - staff bring own food</p>			

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<p>must still have a break of a reasonable length during the day.</p>		<p>Our usual daily staff meetings have been planned to be socially distanced or remote</p> <p>Staff to socially distance during their own lunch break and take personal responsibility for this</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>Letter issued end of term</p> <p>Staff contacting all families by phone on 1<sup>st</sup> September to remind of protocols and safety measures</p> <p>Mainly transported in without parents. Drop off is not a complication on this site</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>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.  <span style="background-color: yellow;">Temperatures are taken of all visitors before accessing the site</span></p> <p>A record is kept of all visitors.</p> <p>Currently no visitors – suggesting to visit us remotely or out of school hours</p> <p><b>What arrangements will be in place for dual registered children?</b></p> <p><b>We will not be having any dual registered children who routinely attend more than one provision. The children currently on role here that belong to a mainstream school will only have us as their primary provider.</b></p>			

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<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>            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> </ul>	<p>Staff and pupils are checked on entry for symptoms and temperature – we have been very clear what we will do/tell people to do if we suspect an infection.</p> <p>Staff training covering this on TED days based on latest guidance.</p> <p>All outlined in letter to families in July 2020</p> <p><b>How will you ensure staff and parents have read and understood the guidance?</b></p> <p><b>During the TED day we will be working with the staff team to ensure that they have understood the guidance and the new way of working. This will happen through presentation and discussion and then signing a form to indicate that they have understood the new arrangements</b></p> <p><b>Learning Support Practitioners and teachers will have conversations with the parents of the children at the start of term based on the training received and the guidance given as well as the school sending out a letter to the families.</b></p>			

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	<ul style="list-style-type: none"> <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> <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>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 training covering this on TED days based on latest guidance.</p> <p><b>How will you ensure staff and parents have read and understood the guidance?</b></p> <p><b>During the TED day we will be working with the staff team to ensure that they have understood the guidance and the new way of working. This will happen through presentation and discussion and then signing a form to indicate that they have understood the new arrangements</b></p> <p><b>Learning Support Practitioners and teachers will have conversations with the parents of the children at the start of term based on the training received and the guidance given as well as the school sending out a letter to the families.</b></p>			

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- Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment <http://www.worcestershire.gov.uk/info/20774/coronavirus-covid-19-advice-for-schools-and-education-settings/2211/coronavirus-covid-19-general-faqs-for-education-providers/4>
- Safe working including use of PPE: Bulletin CV35 <http://www.worcestershire.gov.uk/downloads/file/12524/education-and-early-help-bulletin-covid-19-update-35-15-may-2020>
- Covid19 Testing for education staff: Bulletin CV28 <http://www.worcestershire.gov.uk/downloads/file/12499/education-and-early-help-bulletin-covid-19-update-28-1-may-2020> and CV25 <http://www.worcestershire.gov.uk/downloads/file/12479/education-and-early-help-bulletin-covid-19-update-25-24-april-2020>
- Testing link and CV37 <http://www.worcestershire.gov.uk/downloads/file/12546/education-and-early-help-bulletin-covid-19-update-37-20-may-2020>
- **Personal Protective Equipment (PPE) in Schools:** Bulletin CV38 [Coronavirus COVID-19 Education and Early Help Bulletin 38 | Worcestershire County Council](http://www.worcestershire.gov.uk/downloads/file/12546/education-and-early-help-bulletin-covid-19-update-37-20-may-2020)
- If you are unable to access essential supplies please contact: [CV19Logistics@worcestershire.gov.uk](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>

## 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.	Caretaker has been on site throughout summer holidays doing usual risk assessments and procedures which manage the risks outlined in the guidance.			

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	<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>New window installation over the summer 2020 means that ventilation will be improved</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>N/A</p>			

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### 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>No body fits the criteria based on the guidance but 1 staff members do have medical conditions in themselves or their family which have been considered on a case by case basis</p>			

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	<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>Our BAME staff member is able to work from home and has done for the majority of the time unless she has wished to AND needed to come in</p> <p>Individual risk assessment has been carried out.</p>		

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	<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; 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>We have one member of staff who has been shielding this way. He has all the systems in place to deliver lessons remotely and experience school life this way. On going conversations and reference to the local infections rates and level of risk will continue. if and when possible staff member supported to carry out task and role through dialogue, thinking about safety and care at all times.</p> <p>A) Teacher B) Full time C) Teaching in the classroom - has trialled remotely D) Will be completed before return in September 2020</p>		

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<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>Using technology and remote learning we are able to be fully operational with this way of working. No problem at present</p> <p>No need to cover at present.</p> <p>Our overall timetable supports us to cover internally if and where necessary whilst protecting COVID operations.</p>			
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#### Supporting tools and resources:

- If you have any individual staffing queries relating to the wider reopening of schools, please contact Liberata HR [WCCHRConsultancy@liberata.com](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>