

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)

885/5402

<b>School Name: Blessed Edward Oldcorne Catholic College</b>	<b>DfE Number: 885/5402</b>
<b>Date agreed by Head Teacher: 17/08/20</b>	<b>Date approved by Governing Body: 18/08/20. Reviewed on a weekly basis</b>
<b>Date submitted to LA / WCF: 17/08/20</b>	<b>Submitted by: Headteacher</b>



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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.)**

Wednesday 2<sup>nd</sup> September. Tuesday 1<sup>st</sup> September is a training day

**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 Year 7  
Thursday 3<sup>rd</sup> September Year 7 and 11  
Friday 4<sup>th</sup> September Year 7, 10 and 11  
Monday 7<sup>th</sup> September Year 7,8 and 9  
Tuesday 8<sup>th</sup> September all students 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 finish time for those who walk/cycle and those who catch a bus  
Staggered lesson times to reduce numbers in corridors at lesson changeovers  
Clearly identified entry and exit points for each class  
Clearly identified zones at break and lunch for each year group  
Food provided in identified zones as well as staggered use of canteen for two year groups  
Enhanced staff supervision at break and lunch times  
Clearly identified toilet facilities for year groups

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<b>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.</b>

**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 college culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p>Wall mounted hand sanitiser dispensers available in every classroom. Parents asked to supply their child with a bottle of sanitiser where possible.</p> <p>All staff have access to their own personal hand sanitiser in their classrooms and offices.</p> <p>Students will sanitise at beginning and end of every lesson, under staff supervision.</p> <p>Staff will wipe down classroom desks with appropriate cleaning materials before allowing a class in from a different year group bubble.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> <p>Students will be reminded daily in tutor time, morning assemblies and through the PSHE programme on the importance of not sharing</p>			

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		<p>equipment including hand sanitiser. These forums will also be used to embed the protective measures into college culture.</p> <p>Everyone in college will:</p> <ul style="list-style-type: none"> <li>• Frequently use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> <li>• After using the toilet students will be told to wash hands thoroughly with soap and water. Staff will supervise toilets at breaks and lunches to monitor the practise of good hand hygiene</li> <li>• Students in different year groups must queue either side of the relevant toilet door and adhere the distance guidance marked on the floor.</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school. The addendum to the behaviour policy will be shared with students through assemblies and form time. Parents will also be sent a copy of the behaviour policy addendum.</p> <p>Help will be available from the SEN department for any pupils who have trouble cleaning their hands independently</p>			
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		<p>Science labs will be stocked with non alcohol hand sanitiser to enable teachers to safely carry out demos.</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>Staff will be using their own materials. Text books can be shared within a year group bubble but students must sanitise before and after use.</p> <p>Resources which may be shared such as sports, art and science equipment will be cleaned frequently and meticulously with appropriate recommended cleaning products. Staff in these areas will be given guidance on how any shared materials are to be cleaned or rotated to allow them to be left unused and out of reach for a period of 48 hours They will also be following guidance from their own subject associations. Staff will sign a central register to state that they understand the necessary procedures</p> <p>Students will be informed before using any shared materials that the materials have either been cleaned using appropriate cleaning materials and/or been left unused for a period of 48 hours. Unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and frequently used equipment, like pens and pencils, will not be shared.</p> <p>Staff will be reminded of these procedures on a regular basis via email and through socially distanced departmental meetings.</p>			
<p>Limit the amount of equipment brought into college 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</p>	<p>Teachers will not collect in or take home students exercise books. If for any reason they handle student books they will sanitise their hands immediately afterwards. Students will be informed</p>			

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	<p>cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>of this through their tutor groups, assemblies and their subject teachers. Assessments such as exam papers can be collected in but must be left for 48 hours before the teacher handles them. Parents will be advised of this via letters from the headteacher and heads of year. There will also be relevant information available on the college website. Staff will be informed of this through virtual staff meetings and regular reminders in electronic staff briefings.</p>			
<p>Ensure the College 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 plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Students will initially be provided with a plastic bag for safe storage of a reusable face mask. Staff will be monitoring all students as they access the college site. Those wearing face masks will 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 sanitise their hands again before heading to their classroom. Pupils will be made aware that they mustn't touch the front of the covering during use or removal This guidance will be reinforced through form time, assemblies and signage at entrances to the college site. All students bring a face covering to college each day as an integral part of their normal college equipment along with a plastic ziplock bag to store the face covering in and their own personal bottle of hand sanitiser. The rationale for this is if students are used to bringing a face covering into college then any escalation of the college position</p>			

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		<p>on face coverings will be more straightforward and be able to be implemented immediately. It also allows for students to operate out of their “bubble” for short periods of time e.g. during interventions or support sessions. Students who travel on a bus to and from school <b>will have to wear a face covering</b> until they step off the bus.</p> <p>In summary the college position is as follows:  <b>When the transmission rate is low</b>, as defined by Worcestershire Public Health, the following applies:</p> <ul style="list-style-type: none"> <li>• Students may choose to wear a face covering when moving between lessons or in communal areas.</li> <li>• Students will be asked to bring a face covering with them each day as part of their normal college equipment.</li> <li>• Students do not need to wear a face covering outdoors.</li> </ul> <p><b>When the transmission rate is high</b>, as defined by Worcestershire Public Health, the following applies:</p> <ul style="list-style-type: none"> <li>• Students must wear a face covering when moving between lessons or in communal areas. Use of a face covering in a lesson by a student should be in response to a specific medical condition.</li> <li>• Students do not need to wear a face covering when outdoors.</li> </ul> <p>It is important that we all recognise that face coverings are just one of the measures which reduce the transmission of coronavirus. The college has laid out details of these measures in its risk assessment which include:</p> <ul style="list-style-type: none"> <li>• Strict hand hygiene protocols</li> </ul>			
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		<ul style="list-style-type: none"> <li>• Enhanced cleaning routines</li> <li>• Staff maintaining 2 metre distance from students where possible</li> <li>• No mixing of year groups</li> <li>• Good ventilation in classrooms</li> <li>• Ensuring that symptomatic people do not come into college</li> </ul> <p>We must be careful not to create a sense that if students are wearing face coverings then these other measures can be minimised or reduced in any way.</p> <p>When students are taking part in practical work where there is a higher than normal risk of accidents happening which would require teacher intervention we will be asking students to wear face coverings. Students will wear the face covering solely for the duration of the practical work. This will apply in Science lessons and Design and Technology lessons. Not all practical work in these subjects will require a face covering to be worn so it will be a decision made by the class teacher as part of their normal risk assessment planning. The rationale for this decision is to reduce the risk of coronavirus transmission if staff have to get close to students in order to assist them in the event of an accident. Examples of where a student would be asked to wear a mask include when they have to handle hot equipment or if they are doing large scale experiments where the volume of corrosive chemicals being used is relatively high.</p> <p>Staff are aware of the potential fire hazard posed by face masks and will advise students accordingly</p>			
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		of the risks when using naked flames and face masks.			
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>	<p>Students will be in year group bubbles.</p> <p>Year 7,8 and 9 lessons will have staggered finish times so that they can exit the building and move to their holding zone before being dismissed to their next lesson. Each classroom has designated routes which students must follow to exit the building and move to their holding zone. These are clearly displayed in each classroom and teachers will remind students of their route at the end of each lesson.</p> <p>Year 10 and 11 will have normal lesson times and will be encouraged to move quickly to their next lesson.</p> <p>The aim of this strategy is to minimise the number of students in the corridors at lesson changeovers and also maximise lesson time for KS4 students. All staff who are not teaching will be on hand to supervise student transitions between lessons. Students will be advised of these changes during their dedicated “return to school” day and then regularly through form time and assembly programmes.</p> <p>Staff have already been taken through the procedures to maintain bubbles and will be reminded on the September training day and through regular virtual staff briefings/meetings and email.</p> <p>Students have been allocated dedicated zones at break and lunch times to ensure that there is no mixing of year groups at these times. Students will also be able to access catering facilities either in</p>			

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		<p>their zone or in the canteen. Year 10 and 11 will be able to access the canteen at lunch at different times. There will be seating available in the canteen for Year 11 students only. The canteen sliding doors will be employed to section off an area solely for Year 11 students. All students will have to eat their food in their dedicated zone. The canteen serving area will be cleaned between year groups.</p> <p>Lunchtime or after school clubs will be single year group only and daily registers will be taken and stored.</p>			
<p>Ensure groups are kept apart from other groups where possible and older children are 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>To minimise movement in corridors between lessons, students in KS4 will move at normal times. KS3 students will be dismissed earlier than usual and wait in a designated “holding area” from which they will be dismissed by staff to their next lesson. At the end of the day the college will operate a staggered finish, indicated by the ringing of consecutive bells.</p> <p>3.12 Year 7 dismissed 3.14 Year 8 dismissed 3.16 year 9 dismissed 3.18 Year 10 dismissed 3.20 Year 11 dismissed</p> <p>Students must take the shortest route out of the building. Even if it means a longer walk around the outside of the building to the college exits. The student runner will still be in place. Parents have been asked if they did not want their child to participate. Students will sanitise when they return to pupil reception and will not enter any classrooms. Documents or info will be handed over at the door.</p>			

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		Parents informed that students should not arrive at the college before 8.30. Entry to the college is only between 8.30 and 8.45			
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>	Staff have been advised of the measures they must take when moving around the college. Staff can work across different groups in order to deliver the college timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). Staff have been advised to plot their route from one classroom to another so that it minimises contact with colleagues or students. This may mean taking a slightly longer route than usual. This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Staff will be reminded of this through virtual staff meetings and electronic daily briefings. Staff are able to teach in different rooms and to undertake cover. Where possible staff with risk assessments will do the second half of the cover to avoid them having to give out materials or log onto computers.			
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>	Teachers will mark out their "teaching zone" which will indicate to them where they are a safe distance from other people. Desks also rearranged to ensure adults are a safe distance from students.  Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.  Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact			

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		<p>and maintain as much distance as possible from other staff. The number of temporary staff entering the college premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
<p>Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p>	<p>Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid close face to face contact and minimise time spent within 1 metre of anyone. <i>(it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.)</i></p>	<p>Teachers will mark out their "teaching zone" which will indicate to them where they are a safe distance from other people. Desks also rearranged to ensure adults are a safe distance from students. All staff who work in classrooms will be provided with a face shield.</p>			
<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. <i>(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i></p>	<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>Signage around the college will remind students of the need to maintain distance and avoid touching where possible.</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 classrooms adapted to follow this guidance, apart from some IT and science rooms where desks are permanently fixed or pods prevent desks being rearranged.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture has been moved out of classrooms to allow for this.</p>			

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<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>Welcome back assemblies will be conducted with half year groups, socially distanced in the assembly hall. Daily morning assemblies will be pre recorded and shown in form groups</p>			
<p>When timetabling, ensure groups kept apart and movement around the college 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>To minimise movement in corridors between lessons, students in KS4 will move at normal times. KS3 students will be dismissed earlier than usual and wait in a designated “holding area” from which they will be dismissed by staff to their next lesson. Canteen will not be used as a seating area at break or lunch. Students will eat outside in their designated areas. Each year group has access to an outside covered area which can be utilised during wet breaks and lunchtimes</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>All staff provided with a pack of cleaning materials so that they can clean teaching zones where necessary. Staff room will be available but socially distanced seating in place. No communal tables available for staff dining..</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 college gates and otherwise coming onto the site without an appointment is not allowed.</p>		<p>Parents informed of plans and advised that further updates will follow. The main methods for communicating with parents are the college’s parent app and the college website. These methods are well established and used successfully. Students are not permitted on the college site before 8.30am</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 college</p>	<p>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of college hours, they should. A record should be kept of all visitors.</p>	<p>Site manager briefed on safe working guidelines for contractors. In September the only part time provision will be offered by Kip McGrath for two students. College has been assured that strict hygiene protocols are in place on their site.</p>			

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<p>hours, they should. A record should be kept of all visitors. Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream college 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>Visitors to the site, such as contractors and support staff from the Local authority will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of college hours wherever possible. A record will be kept of all visitors.</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><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 college 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 college community. If the college 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</p>	<p>All relevant staff informed and aware of who to notify if symptomatic people are in college. All staff have read and signed off the relevant guidance for full opening and local Covid 19 management of cases in education settings. A single central record is held of this.</p> <p>Everyone will be asked not to come into college if they need to self-isolate under <u>current guidance</u>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> and engage with the NHS Test and Trace process.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>The following information will be communicated to parents via the college app and a dedicated section</p>			

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	<p>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 college 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> <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>on the college website. This will contain the following information on the test and trace process and the procedures to follow: 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 college 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> <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>All staff made aware of the following actions via the dedicated section on the college website and through regular reminders via electronic briefings and virtual staff meetings:</p> <p>Everyone will be asked not to come into college if they need to self-isolate under <u>current guidance</u>. Regular reminders will be given about this via electronic briefings.</p>			

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		<p>Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> </ul>			
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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>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <u>decontamination guidance</u>.</p> <p>If the college becomes aware that a pupil or a staff member has tested positive for coronavirus, the college will contact the <u>local health protection team</u>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:             <ul style="list-style-type: none"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> <li>○ Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>• Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>• Travelling in a small car with an infected person</li> </ul>			
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		<p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the college will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Parents will be informed via the college app and website that staff are aware of these processes and the actions they must take as per the relevant guidance</p> <p>Children who have travelled back from a region which is not part of the England and Wales travel corridor will have to self isolate for 14 days. Their absence will be marked as covid related. Students will be set online work to do taking into consideration teachers' workload</p>			

**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](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)

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

- 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.	<p>Schools should continue their compliance checks during the college 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 college 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 college 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-</p>	All compliance checks took place as normal during lockdown and scheduled again prior to full opening			

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	<p><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 college 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>Staff will be teaching with doors and windows open</p> <p><b>Guidance on winter ventilation- issue of ensuring children are warm but balancing avoiding catching COVID</b></p> <p>The current guidance says: Once the school is in operation, it is important to ensure good ventilation and maximising this wherever possible, for example, opening windows and propping open doors, as long as they are not fire doors, where safe to do so (bearing in mind safeguarding in particular). Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. Given that this is just one small part of overall measures, if it were freezing outside, the school wouldn't need to ventilate but would need to continue ensuring the system of the controls are more broadly in place</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>Not applicable</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

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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 college 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></p>	<p>All relevant staff risk assessed and records kept centrally.</p>			

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	<p><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>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>All relevant staff risk assessed and records kept centrally</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><b><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></b></p> <p>3. 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</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>				

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<p>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><u>Impact on college</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>					

**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:**



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- 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>