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Risk Assessment for Schools – Addendum

Background

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

General guidance and links for reference:

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Government advice: <https://www.gov.uk/coronavirus>
- DfE <https://www.gov.uk/coronavirus/education-and-childcare>
- Worcestershire Recovery Planning: supporting the implementation of phased school return in Covid 19 conditions: www.worcestershire.gov.uk/recoveryschools
- Worcestershire Covid 19 Education Bulletins: http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

885/5402

School Name: Blessed Edward Oldcorne Catholic College	DfE Number: 885/5402
Date agreed by Head Teacher: 4/1/22	Date approved by Governing Body: 2311/21. Reviewed on a weekly basis
Date submitted to LA / WCF: N/A	Submitted by: Headteacher

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. All staff have access to their own personal hand sanitiser in their classrooms and offices. 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 at the end of lesson 2 and 4 as a minimum</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 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"> • Frequently use alcohol-based hand sanitiser to cover all parts of their hands 			

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		<ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste • 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 <p>Pupils will be encouraged to learn and practise these habits in lessons..</p> <p>Help will be available from the SEN department for any pupils who have trouble cleaning their hands independently</p> <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.</p>	<p>Staff will be using their own materials. Text books can be shared within a year group 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 .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>			

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		<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>In shared kitchens staff must sanitise before handling kettles, fridge handles, microwaves and water dispensers. These must then be wiped down after use with appropriate cleaning materials. Staff must use their own mug and no shared cutlery or mugs are to be used.</p>			
Lateral Flow testing	<p>The national rapid testing programme in schools and colleges using Lateral Flow Devices (LFDs) has been designed to help keep students and pupils in face to face education. It will do this by helping to identify those who are asymptomatic, enabling faster self-isolation and in doing so breaking the chain of transmission of covid-19.</p> <p>In the context of the current rapidly evolving situation the college will continue to follow the clinical standard operating procedures (SOPs) and guidelines provided by Department for Education, noting any updates to these during the coming weeks:</p> <p>Key Messages are:</p> <ul style="list-style-type: none"> • Any symptomatic individuals should not be in school or college. They must self-isolate and get a PCR test.. • A negative LFD result is only valid at the time of testing and an individual can still become infectious at any time. The college will continue to ensure that stringent COVID control and 	<p>The college will follow the guidance given and take all necessary steps to ensure students are tested in a safe and controlled environment. The college will act on the guidance given in the Schools and Colleges Testing Handbook and will follow the Standard Operating Procedure as outlined in “Clinical Standard Operating Procedure (SOP) Rapid Asymptomatic Testing in Secondary Schools and Further Education Colleges with Lateral Flow Antigen Testing Devices” Students will be tested once on site and then asked to conduct a second test at home,</p> <p>If a student tests positive the testing site lead will contact SLT in order that the student concerned can be collected from class. The student will be taken to the medical room and will be the only person permitted to remain in that room. The student’s parents will be contacted and asked to collect their child. Staff will supervise from a safe distance.</p>			

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	<p>protective measures continue to remain in place in schools and colleges.</p> <ul style="list-style-type: none"> Those who have tested positive for COVID-19 in the last 90 days are exempt from taking an LFD or PCR test unless they are symptomatic for COVID-19. In which case they should arrange for a PCR test and self-isolate. 	<p>Parents will be informed that the child must self isolate in line with national guidance. Once the child has left college the medical room will be deep cleaned and fogged.</p> <p>Where LFD testing is undertaken at home by students and staff and the result is positive. The member of staff or student must not attend school, stay at home and self-isolate following current guidance</p> <p>Staff and students are asked to test themselves using LFD twice a week Staff and students will only be asked to take a confirmatory PCR test following a positive LFD test if they have symptoms, wish to claim the Test and Trace Support payment, have been advised to take a PCR test because they are in a clinically vulnerable group</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 cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>Teachers can collect in or take home students exercise books but may decide to quarantine them for 48 hours. If for any reason they handle student books staff are advised to sanitise their hands immediately afterwards.</p> <p>Assessments such as exam papers can be collected in but individual staff may decide to quarantine them for 48 hours before handling them.</p> <p>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.</p> <p>Staff will be informed of this through virtual staff meetings and regular reminders in electronic staff briefings.</p>			

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<p>Wearing of face masks</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>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties 	<p>Students will be advised to provide a plastic bag for safe storage of a reusable face mask. Staff will be monitoring all students as they access the college site. 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 one or more face coverings 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.</p> <p>From January 2022 students will have to wear face masks in communal areas of the college and in classrooms during lessons. Parents must communicate with the college and inform staff if their child is exempt from wearing a face covering.</p> <p>Staff must wear face coverings when in corridors or communal areas of the college. There is no requirement for staff to wear face masks in classrooms however the college will be sensitive to the needs of individual staff</p> <p>The college recognises that this guidance may change based on local context and the concerns around certain variants.</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use 			
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	<ul style="list-style-type: none"> • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. 	<p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.</p> <p>Students who travel on a bus to and from school will have to wear a face covering until they step off the bus.</p> <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"> • Strict hand hygiene protocols • Enhanced cleaning routines • Staff maintaining 2 metre distance from students where possible • Ventilation in classrooms* • Ensuring that symptomatic people do not come into college <p>*Each room in the college will be considered individually in terms of ventilation to ensure that its context is being taken into account. Staff will be mindful that students need to be comfortable and balance this with the need to ensure that there is a movement of air through a classroom. Classroom doors should be wedged open and windows opened in such a way as to minimise draughts but to ensure air flow through the room. In cooler weather, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.</p>			
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		<p>The college's default position is that students do not wear coats in classrooms. Students are allowed to wear coats in classrooms once the outside temperature has dropped to a point where it would be uncomfortable for students not to wear a coat. In most rooms this will not be necessary and will be at the discretion of the class teacher. Teachers can seek advice on this from SLT if necessary.</p> <p>External doors are mostly automatic so their opening and closing ensures that fresh air is entering the building. Some external doors are kept open e.g door at base of new science block to ensure a flow of air up the staircase.</p> <p>*the risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.</p> <p>If a member of staff is concerned about the ventilation in their room/office they should request a carbon dioxide monitor. The member of staff should monitor carbon dioxide levels and inform SLT if readings cause a concern. Steps to mitigate any risks can then be discussed and implemented. High levels of carbon dioxide do not mean that a room/office cannot be used but it is important that steps such as improving ventilation are taken.</p>			
	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Students will no longer be in year group bubbles. All year groups will have normal lesson times and will be encouraged to move quickly to their next lesson following the reintroduced one way system. 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.</p>			

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		<p>All staff who are not teaching will be on hand to supervise student transitions between lessons. Students have been allocated dedicated zones at break and lunch times. Students will also be able to access catering facilities either in their zone in the case of Year 7 or in the canteen.</p>			
		<p>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. 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</p>			
<p>Advise staff that when they need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Staff 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</p>			

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		will do the second half of the cover to avoid them having to give out materials or log onto computers.			
<p>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.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>It is evident that in most classrooms it is not possible for LSMs to maintain a two-metre distance from other adults and students during lesson time. For their own protection we cannot expect the LSMs to continue to work in the way that they have been accustomed to. It is usual practise for LSMs to sit next to SEND children and support their learning. It is usual for them to explain the tasks and to engage in close-contact conversation with the students. It is usual practise for them to check students are organised for the day and handle the students' belongings. Until issues surrounding social distancing came to the fore, this close-up working practise has been a positive feature of the LSM role – close contact is what many SEND students prefer and indeed require. Nevertheless, this practise will have to be adapted until the Coronavirus problem is dealt with.</p> <p>The DfE's guidance for the full opening of schools in September contains the following advice for school leaders on deploying teaching assistants (TAs) and other support staff:</p> <p>"Where support staff capacity is available, schools may consider using this to support catch-up provision or</p>	<p>Teachers will mark out their "teaching zone" which will indicate to them where they are a safe distance from other people. Desks will also be arranged to ensure adults are a safe distance from students.</p> <p>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.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact 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>The support provided by LSMs for students will continue to be:</p> <ul style="list-style-type: none"> ● weekly check-ins ● contact with parents ● observation and monitoring in classrooms where two-meters distance can be achieved 			

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	<p>targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher”.</p> <p>At Blessed Edward Oldcorne, we will need to adapt how LSMs work with the students in their caseload, ensuring that they are monitoring their progress at a safe distance.</p>	<ul style="list-style-type: none"> • one-to-one teaching or review of school work socially distanced • one-to-one key worker support • One-to-one or small group ‘catch-up’ intervention • SEND intervention (already in place) • completion of ILPs and observation notes • completion of two half-termly reviews <p>When a student has issues with mobility around the site e.g. if they are using crutches they will need to use a lift to access certain classrooms e.g. in science. Staff should not accompany the student in the lift. If the student is anxious another student from the same year group can accompany them in the lift. The member of staff can meet the student once they have exited the lift.</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. This distance is a minimum of 2m from the edge of the marked teacher zone.</p>			
<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Students will be reminded of the importance of not touching staff</p>			
<p>Ensure that adaptations to the classroom to support distancing where possible. That</p>	<p>Section 5:</p>	<p>All classrooms adapted to follow this guidance, apart from some IT and science rooms where desks</p>			

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<p>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>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>are permanently fixed or pods prevent desks being rearranged. Pupils will be seated side-by-side and facing forwards, and unnecessary furniture has been moved out of classrooms to allow for this.</p>			
<p>College will minimise large gatherings such as assemblies or collective worship with more than one group.</p>		<p>Welcome back assemblies will be conducted with year groups in the assembly hall. The morning assembly schedule will resume from September. SLT will supervise..</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. The number of chairs in the staff room indicates the number of people who can be in there at any one time. All offices and staff work spaces apart from classrooms in the college will continue to display clear signage which states how many adults can work in that office at any one time. There may be occasions when a student can be in the office with the stated number of adults for safeguarding reasons or health and safety reasons. Staff can wear masks in offices if they wish.</p>			
<p>Ensure that plans have been communicated to parents.</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</p>	<p>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits</p>	<p>Site manager briefed on safe working guidelines for contractors.</p>			

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<p>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 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 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>can happen outside of college hours, they should. A record should be kept of all visitors.</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. 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>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Ensure that all members of staff are aware, read and understood the Guidance for full opening: schools and Guidance for full opening: special schools and other specialist settings and Local Covid 19 Management of cases in education setting.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a 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</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 to ensure that staff and parents understand the test and trace process</p> <p>SLT are aware of the steps which need to be taken when we receive notification of a confirmed covid case. The college checklist is used to ensure consistency in approach.</p>			

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	<p>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 or PHE Health Protection Team immediately and follow the local and national guidance.</p> <p>Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils (or symptomatic pupils siblings) must not come into the college if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) if asked by NHS Test and Trace 	<p>Staff are reminded regularly about the importance of keeping seating plans on Mintclass up to date</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 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"> • book a test if they are displaying symptoms. Staff and pupils must not come into the college if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) if asked by NHS Test and Trace • self-isolate unless they fall into one of the exemption categories. <p>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative</p>			
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		<p>on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</p> <p>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <p>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day isolation period.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>			
<p>Covid-19 tracing close contacts and isolation</p>	<p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. Please use link to Schools COVID-19 operational guidance for further information and regular updates.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a</p>	<p>Individuals are not required to self-isolate (link to guidance: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection) if they live in the same household as someone with COVID-19 (unless they work in NHS), or are a close contact of someone with COVID-19, and any of the following apply:</p>			

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	<p>school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. College may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>	<ul style="list-style-type: none"> • they are fully vaccinated; this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS • they are below the age of 18 years and six months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Close contacts of a positive case of coronavirus should take daily lateral flow tests for 7 days and continue to attend as long as lateral flow results are negative.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years six months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering in the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Schools COVID-19 operational guidance 1.08.2021: Contact definition: Please use link to guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</p> <p>Close mixing - for updates please use link to the contingency framework guidance: Identifying a</p>			
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		<p>group that is likely to have mixed closely will be different for each setting. Below are some examples.</p> <p>For schools, this could include:</p> <ul style="list-style-type: none"> • a form group or subject class • a friendship group mixing at breaktimes • a sports team • a group in an after-school activity 			
<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>COVID-19 outbreak: When to report</p> <p>Whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • Five pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10 per cent of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period • For special schools, residential settings, and settings that operate with 20 or fewer pupils and staff at any one time: two pupils and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period • A sudden increase in sickness absence due to COVID-19 like illness. <p>Refer to contingency guidance for examples of close mixing.</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>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"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection 			

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	<p>The college will seek public health advice via the LORT if a student or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern</p>	<ul style="list-style-type: none"> • While the child is awaiting collection they will be moved to a room where they can be isolated behind a closed door or, if not possible, somewhere that is at least 2 metres away from other people and ensure appropriate adult supervision. Ideally, a window should be opened for ventilation. Staff caring for the pupil will wear appropriate PPE. If the child needs to use the toilet, this toilet will not be used by others and will be cleaned in line with guidance following the child leaving the school. After the child has left the school, all areas where the symptomatic child has been will be cleaned and disinfected. • When the child is collected, the parent or carer will be given the following information: <ol style="list-style-type: none"> 1. The symptomatic child will need to get tested for COVID-19 and report the result to the school once known. Tests can be organised by visiting NHS.UK or contact NHS 119 via telephone if you do not have internet access. Testing for children under 5 years old can be arranged online or by calling 119. 2. The symptomatic child to self-isolate for 10 days (or until a negative result has been reported). <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in</p>			
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		<p>close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) • they have tested positive from an LFD test as part of a community or worker programme <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people</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 area the person with symptoms has been in prior to collection will be deep cleaned and fogged.</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"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or 			
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		<ul style="list-style-type: none"> 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 <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>			
Contingency measures for external examinations		<p>The impact of a local lockdown during an examination series has been considered by relevant staff in the college. At this point there is no definite information for the Summer 2022 exam season. At all times the college will work in the best interests of students sitting exams.</p> <p>If a student or member of staff involved in examinations shows symptoms of covid 19 during or immediately before the examination the measures documented earlier in this risk assessment will be followed.</p>			
Educational day visits	In line with the roadmap, schools were able to resume educational day visits from 12 April	<p>Keep children within their consistent groups and ensure the COVID-secure measures are in place at the destination.</p> <p>Undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues.</p> <p>Consult the health and safety guidance on educational visits when considering such visits.</p>			

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Domestic residential visits	In line with the roadmap, schools can undertake domestic residential education visits, from 17 May.	<p>Maximum 30 in group, to include staff</p> <p>Keep children within their consistent groups for the purpose of the visit</p> <p>Complete risk assessment for residential educational visit</p> <p>Consider the principles set out in the system of controls to assure yourself that you are taking children into a safe environment</p>			
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Worcestershire supporting tools and resources:

- Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2211/coronavirus_covid-19_general_faqs_for_education_providers/4
- Safe working including use of PPE: Bulletin CV35 http://www.worcestershire.gov.uk/downloads/file/12524/education_and_early_help_bulletin_covid-19_update_35_-_15_may_2020
- Covid19 Testing for education staff: Bulletin CV28 http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid-19_update_28_-_1_may_2020 and CV25 http://www.worcestershire.gov.uk/downloads/file/12479/education_and_early_help_bulletin_covid-19_update_25_-_24_april_2020
- Testing link and CV37 http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020
- **Personal Protective Equipment (PPE) in Schools:** Bulletin CV38 [Coronavirus COVID-19 Education and Early Help Bulletin 38 | Worcestershire County Council](http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020)
- If you are unable to access essential supplies please contact: CV19Logistics@worcestershire.gov.uk where someone will contact you to discuss your requirements and provide any support possible.
- **Worcestershire Public Health guidance to early years, mainstream schools and special schools:** http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings

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- **Management of cases and local outbreaks in education settings including early years and childcare settings, schools or Post 16 provision:**
http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings

Theme 2: Accommodation / site usage

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<p>A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.</p>	<p>Schools should continue their compliance checks during the 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- https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <p>Further information can be found here- https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/</p>	<p>All compliance checks took place as normal during lockdown and scheduled again prior to full opening</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>Staff will be teaching with doors and windows open</p>			

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	<p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p> <p>Advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	<p>Guidance on winter ventilation- issue of ensuring children are warm but balancing avoiding catching COVID</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).</p> <p>Windows can be fully opened during breaks to purge the air in a given space. The windows can then be opened just enough in cooler weather to provide constant background ventilation.</p> <p>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>			
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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](#)

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

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
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- Legionella compliance through lockdown: <https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/>
- [Air conditioning and ventilation during the coronavirus outbreak](#)

Theme 3: Staffing

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<p><u>Clinically Vulnerable staff</u></p> <p>1. Please can you confirm that you have individually risk assessed all staff against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p>Guidance for full re-opening of schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Clinically extremely vulnerable people are advised to follow the same guidance as everyone else. However, as someone who is at a higher risk of becoming seriously ill if you were to catch COVID-19, you should think particularly carefully about precautions you can continue to take. These precautions are included in the guidance for the clinically extremely vulnerable.</p> <p>If you are pregnant If you're pregnant, your chance of getting COVID-19 is not higher than anyone else and it's very unlikely you'll get seriously ill with it. As a minimum, you should follow the same guidance as everyone else. If you are more than 27 weeks pregnant, or</p>	<p>All relevant staff risk assessed and records kept centrally. Staff reminded in September 2021 that they can request a risk assessment or review at any time by contacting the Headteacher The college does not adopt a blanket approach for all staff; it is very important to take an individual approach, to listen to the reasons provided by each member of staff for believing they are in danger and take account of individual situations.</p>			

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	<p>if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any point in pregnancy, you may want to consider limiting close contact with people you do not normally meet with regularly.</p>				
<p><u>BAME staff</u></p>	<p>BAME review report – 2nd June 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</p> <p>BAME HR Guidance – 26th June 20 – page 7 http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020</p> <p>In light of the on-going work arising from this research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</p> <p>The guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene.</p> <p>Schools should not adopt a blanket approach for all staff; it is very important to take an individual approach, to listen to the reasons provided by each member of staff for believing they are in danger and take account of individual situations.</p>	<p>All relevant staff risk assessed and records kept centrally</p>			
<p><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></p>	<p>What about Clinically Extremely Vulnerable (CEV) staff?</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>CEV staff should as a minimum be adhering to the same guidance as others; but take particular care about any additional precautions they can continue to take.</p> <p>People who are defined as clinically extremely vulnerable are at very high risk of severe illness from coronavirus. There are 2 ways they may be identified as clinically extremely vulnerable (reference: guidance on shielding and protecting extremely vulnerable persons from Covid-19):</p> <ol style="list-style-type: none"> 1. They have one or more of conditions listed below, or 2. Their clinician or GP has added them to the Shielded Patient List because, based on their clinical judgement, they deem them to be at higher risk of serious illness if they catch the virus. <p>People with the following conditions are automatically deemed clinically extremely vulnerable:</p> <ul style="list-style-type: none"> • solid organ transplant recipients • people with specific cancers: <ul style="list-style-type: none"> o people with cancer who are undergoing active chemotherapy o people with lung cancer who are undergoing radical radiotherapy o people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment o people having immunotherapy or other continuing antibody treatments for cancer o people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors o people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs • people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) 			
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	<ul style="list-style-type: none"> • people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) • people on immunosuppression therapies sufficient to significantly increase risk of infection • women who are pregnant with significant heart disease, congenital or acquired • other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions <p>If staff think there are good clinical reasons why they should be added to the Shielded Patient List, they should discuss their concerns with their GP or hospital clinician. Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. If staff are unable to work, they should still receive normal payment in full. That is in accordance with Green Book and Burgundy Book terms and conditions. Their absence should be recorded as Covid-related and not be recorded as sick leave or count towards sick pay.</p> <p>What about pregnant staff?</p> <p>Both RCOG guidelines and NHS guidance strongly recommends all pregnant women to be vaccinated, it is safe for them to be vaccinated and the most effective method of protection. There are no specific recommendations in place now regarding pregnant women. Pregnant staff who are not vaccinated, particularly those who are in their third trimester/who have underlying health problems should follow the same guidance as CEV staff above. Risk assessments will be carried out for all pregnant employees</p>				

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

Supporting tools and resources:

- If you have any individual staffing queries relating to the wider reopening of schools, please contact Liberata HR WCCHRConsultancy@liberata.com
- If you have any other concerns around the full reopening of your school, please contact CV19EducationSchools@worcschildrenfirst.org.uk
- Coronavirus COVID-19 frequently asked questions for schools - HR guidance for schools on Coronavirus (COVID-19) issues
http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_schools/2196/coronavirus_covid-19_frequently_asked_questions_for_schools/7
- To find out more information through the Education and Early Help bulletins:
http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

DfE guidance:

- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Data protection: <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
- NQT advice: <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- Critical workers who can access schools or educational settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision>