

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

## Risk Assessment for Schools – Addendum (Updated: 07.09.21)

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

### Background

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

### General guidance and links for reference:

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

<b>School Name:</b> Pitcheroak School	<b>DfE Number:</b> 885/7009
<b>Date agreed by Head Teacher:</b> 02.09.21	<b>Original RA approved by FGB:</b> 29.07.2020 <b>Reviewed by Governors:</b> 26.08.21
<b>Date submitted to LA / WCF:</b> 02.09.21	<b>Submitted by:</b> Sheila Holden
<b>Amended:</b> Following guidance published by DfE 17.08.21 to reflect changes to guidance on self-isolation requirements 07.09.21 Following WCF additional information	



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## Opening Plans

**Q1. What date will you begin to welcome back pupils into school?**

All pupils will return to school on Monday 6<sup>th</sup> September 2021.

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

No

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

Normal school hours will be in effect – 08.45-15.00 each day.

There will no longer be a requirement for separate entrances and exits for each different key stage 'bubble'. However, key stage 4 will continue to be welcomed to school via the side entrance. Students in 5C will attend school via the FLC building.

**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.**

Reception pupils will attend school for half a day on 06.09.21 and then will be full-time if deemed appropriate.

**Theme 1: Protective measures and hygiene**

Pitcheroak School had a successful COVID external Health & Safety Audit in October 2020

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><u>Behaviour</u> Ensure that protective measures are built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p>Class teachers will maintain regular handwashing – timetables will be visible in each class. There is an expectation that pupils and staff will wash their hands when they arrive at school; when they return from breaks; when they change rooms; before and after eating. This will be required for the foreseeable future. This can be done with soap and running water or hand sanitiser. Cleaning rotas in place for frequently touched surfaces by class teams. Staff and pupils will promote good respiratory hygiene (the 'catch it, bin it, kill it' approach). Classroom bins have lids. The caretaker will clean high touch items twice daily e.g., keypads and door handles.</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>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Staff will remain vigilant in school re: inadvertently spreading transmission - car shares, shared kitchens (touching fridge doors/ kettle handles etc.) and laptop sharing. Outdoor hand sanitiser stations may be used before handling play equipment on playgrounds.</p>			

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<p>Limit the amount of equipment brought into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p>	<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>All non-FSM pupils will continue to provide packed lunches in their own wipeable named lunch box with individual drinks bottle. Bags are allowed in school. Staff should not routinely take home pupils' books or other materials for marking.</p>			
<p>Ensure the School has a process in place for removing face coverings when pupils (over the age of 11) and staff who use public transport arrive at school. And the process is communicated clearly to them.</p>	<p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>It is not compulsory for students to wear a face mask on school transport. This would be a decision for parents and carers. If children do wear a face covering on school transport these will be safely disposed of in the classroom using the covered bins. It is the responsibility of the parent/carer to provide face coverings for their child. If they are to be re-used the parent/carer should provide a plastic bag to store it in in the classroom whilst in school. Staff are aware of expectations surrounding face coverings if they use public transport. When wearing a face covering people should make sure it fully covers the nose and mouth; is not touched on the front; hands are washed before and after wearing; it is removed using the ear straps or from the back; it is washed regularly with normal laundry. Wearing face coverings is no longer recommended however, if staff or pupils wish to wear them they may do so.</p>			
<p>Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to</p>	<p>Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  <b>Spring Term 2021 - updated</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	<p>All Key Stages have an assigned play area. EY's – own playground &amp; sensory garden KS2 – front and rear playgrounds KS3 – own playground 14-19 – own playground; common room &amp; FLC play area EYs and KS2 pupils will eat their lunch in their classrooms.</p>			

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		All other pupils plus 2E will eat their lunch in the school dining hall.			
Ensure groups are kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.	<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><b>Spring Term 2021 - updated</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	When waiting to come in to school, all children and adults will be encouraged to adhere to social distancing of those not in their household.			
Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	<p>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><b>Spring Term 2021 - updated</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	The one way system is no longer in place – staff and pupils are encouraged to keep their distance from others as much as they can.			
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>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><b>Spring Term 2021 - updated</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	<p>Intensive interaction and TAC PAC may be undertaken as well as any other face to face working with pupils providing windows are open and ventilation is good.</p> <p>On site face-to-face parents’ meetings, open days and other parental consultation meetings such as EHCP Annual Reviews will continue unless parents would prefer to conduct the meeting via Teams.</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.	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>Good hygiene and regular handwashing will occur throughout the school day to reduce risks.</p> <p>If staff feel that they would be safer wearing a visor in the classroom then they may choose to do so.</p>			

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<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><b>Spring Term 2021 - updated</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	<p>Social distancing will be encouraged with students that can understand the importance of this.</p>			
<p>Ensure that when staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups.</p>	<p>Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>Spring Term 2021 - updated</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	<p>All pupils have SEND therefore most classes are unlikely to adhere to the rules of SD. Class sizes at Pitcheroak are small. PPE may be used for intimate care and First Aid. It is also recommended for staff to be 'bare below the elbow' when carrying out intimate care. Additionally, nails should be short and free from nail varnish.</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><b>Spring Term 2021 - updated</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	<p>Soft chairs, soft furnishings and soft toys have been removed from rooms where appropriate to reduce risks.</p>			
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>Phase assemblies will resume for Primary and Secondary pupils.</p>			
<p>When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances</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>FSM children will have meals provided by the school kitchen. EYs and KS2 classes will eat their lunch in their classroom.</p>			

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<p>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><b>Spring Term 2021 - updated</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	<p>Hot meals will be transported to these classes using a heated trolley - one trolley per department. Class 2E and most other classes will eat their school dinner in the main hall. Post 16 will eat their lunch in the common room.</p>			
<p>Ensure that a plan of how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>		<p>Staff will be able to use the staffroom to socialise. The two sofas have been removed to allow more space in between tables. Windows should stay open throughout the day. Chairs in the PPA room have been removed to ensure that only 4 x teachers will work in this space at any one time.</p>			
<p>Ensure that plans have been communicated to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p>		<p>Welcome letter to parents/carers will be sent in September to outline contact procedures as to who to contact in school if they believe that their child has been exposed to the virus as well as the process for drop off and collection and coming onto the site without an appointment. The letter will also share the DfE expectation relating to testing for pupils 11+ which will be reviewed at the end of September.</p> <p>In the guidance it states 'Testing remains important in reducing the risk of transmission of infection within settings. As children and young people will potentially mix with lots of other people during the summer holidays, all secondary school pupils and post-16 students should receive 2 onsite lateral flow device (LFD) tests, 3 to 5 days apart, on their return in the autumn term. Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person.'</p> <p>Parent engagement activities will resume in the Autumn Term.</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>On-going monitoring and approval of the external agencies visit requests to school in place. This</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 school hours, they should. A record should be kept of all visitors.</p>	<p>can happen outside of school hours, they should. A record should be kept of all visitors.</p>	<p>includes NHS staff (nurse, SALT, OT) due to the increased risks presented as NHS staff may be visiting healthcare settings. Unfortunately, visors do not completely prevent transmission of droplets, as they can get in underneath or around the sides of the visor. They are only completely effective when worn with a fluid resistant face mask and are used to protect eyes. Therefore, if a staff member tests positive, the pupils would still be identified as contacts if wearing a visor. Sign-in App will help assist the school in the following ways;</p> <ul style="list-style-type: none"> <li>● <b>Pre-Book Visitors</b> – Email invitations can be sent to expected visitors, allowing them to touch ‘sign in’ on the email they received, reducing screen contact &amp; staff interaction.</li> <li>● <b>Contactless Sign in</b> – Visitors can scan the QR code from the iPad on their mobile device and fill in the visitor information on their device, reducing screen contact.</li> <li>● <b>Track &amp; Trace</b> – Collection of contact details (e.g. telephone number) and health declaration are required before a sign in is accepted.</li> <li>● <b>Radio frequency identification</b> – Staff can sign in using their ID cards, negating the need to touching the sign in device.</li> <li>● <b>Easy Cleaning</b> – All alcohol or ethanol-based wipes and sprays will work causing no damage to the screen</li> <li>● <b>PPE Friendly</b> - Responsive touchscreens work just like normal, even with medical gloves on</li> </ul> <p>Visitors to site such as contractors will be either before or after school wherever possible. Prospective candidates will be permitted to observe in class. This has been deemed as essential by the GB for effective recruitment purposes.</p>			
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<p>Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p>		<p>No pupils are dual registered at Pitcheroak. We use a digital attendance monitoring system – the information system we use is called Inventry. Educational day visits will resume as per the published schedule on the school website. After school clubs will resume in the second half of the Autumn Term</p>			
<p>Ensure the School 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>Vaccination Programme</p> <p>Pupil Home Testing</p>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Ensure that all members of staff are aware, read and understood the <a href="#">Guidance for full opening: schools</a> and <a href="#">Guidance for full opening: special schools and other specialist settings</a> and <a href="#">Local Covid 19 Management of cases in education setting</a>.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wchealthprotection@worcestershire.gov.uk or by phone 01905 845491</p> <p>Notify PHE on 0344 225 3560 (Option 0, Option 2) of any symptomatic or confirmed cases in a school</p> <p>Ensure that Staff are aware of how to manage confirmed cases of coronavirus (COVID-19) amongst the school community. If the school becomes aware of a confirmed or suspected case of a pupil, staff member of household member of a pupil or staff member they must contact the WCC Local Outbreak Response Team or PHE Health Protection Team immediately and follow the local and national guidance.</p>	<p>COVID-19 test centres are available in the local area. If staff have symptoms they can ask for a test. Individuals are no longer required to self-isolate if they are notified they have had close contact with someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> <li>You are fully vaccinated</li> <li>You are below the age of 18 years and 6 months</li> <li>You have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>You are not able to get vaccinated for medical reasons</li> </ul> <p>Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK and at least 14 days have passes since you received the recommended doses of that vaccine.</p> <p>If you are not legally required to self-isolate, you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms you will be advised to have a PCR test as soon as possible. Children aged 5 and under will not be advised to take a test unless the positive case was someone in their own household.</p>			

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	<p>Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a test if they are displaying symptoms. Staff and pupils (or symptomatic pupils siblings) must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p><b>Spring Term 2021 - updated</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	<p>You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after Covid-19 infection.</p> <p>The self-isolation period is 10 x days. Lateral flow testing is available to staff and pupils at Pitcheroak School.</p> <p>In addition to these measures Public Health, Worcestershire County Council, are supportive of the following measures for special schools and alternative provision:</p> <p>Staff who are identified as a contact of a case in their household and meet the self-isolation exemption criteria:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a>          should access a PCR test immediately and only return to school once they have received a negative result.</p> <p>Any staff members who are identified as a contact of COVID-19 and are exempt from self-isolation and should access daily Lateral Flow Testing for the 10-day period that would have been their isolation period, ideally before school begins each day.</p> <p>The measures suggested above are advisory and should be considered in the context of your school.</p>			
<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions</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>If there is an increase in the number of positive cases at Pitcheroak a director of PHE might advise that face coverings should temporarily be worn in</p>			

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<p>to take as per the guidance and ensure that this is communicated to parents.</p>	<p>Spring Term 2021 - updated  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a></p>	<p>communal areas or classrooms (by pupils, students, staff and visitors). 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. Transparent face coverings may be effective in reducing the spread of coronavirus (COVID-19). However, the evidence to support this is currently very limited.</p> <p><u>Reporting potential outbreaks:</u>          The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice. For most education and childcare settings, whichever of these thresholds is reached first.</p> <ul style="list-style-type: none"> <li>• There are 2 positive cases amongst pupils or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> <li>• Or 10% of children, pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> <li>• All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19.</li> </ul> <p>In the event of further lockdowns teachers have learning resources and mid-term plans in place to allow remote learning to take place should a partial or full closure occur at any point during the academic year.</p> <p>As soon as we are notified that pupils need to isolate (for whatever reason) they will be able to access online learning. The senior member of staff responsible for remote learning is Mrs Trish Baker. Remote learning follows what their peers are doing in class and be in line with curriculum plans.</p> <p>Recommended hours are stated as 3 hours a day</p>			
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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

		<p>for KS1 and 4 hours per day for KS2 and 5 hours for KS3 &amp; KS4. However, teachers should use their professional judgement when determining the cognition and attention levels of pupils in their classes. Feedback should be given daily (where appropriate) using the class e-mail address.</p>			
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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

### 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)
- 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
<p>A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.</p>	<p>Schools should continue their compliance checks during the school holidays.</p> <p>This is particularly important for water system which will not have had normal use during lockdown or even with the wider opening of school in June. Regular flushing of <u>all</u> taps for two minutes or more and flushing of toilets on a weekly basis is recommended with daily flushing for a week before the school opens in September.</p> <p>Fire evacuation procedures must also be reviewed especially if changes to classes and classrooms have been made. This should be supplemented with drills to ensure staff and pupils are familiar with any changes.</p> <p>Further information can be found here- <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>Gas, Fire Safe, Legionella testing, fire alarm on-going throughout the holiday period as good housekeeping practice dictates.</p> <p>Fire Safety Policy updated in line with recommendations and available on school website – downloads.</p> <p>Fire alarm system has been upgraded during the summer holidays and a sounded fire drill practice will occur during the week commencing the 13<sup>th</sup> September 2021.</p> <p>Social distancing during evacuation of all classes is not practicable, and for a ‘real’ alarm (false alarm of fire) the social distancing rules can be relaxed until the assembly areas are reached – the risk of harm from fire overrides that from COVID-19.</p> <p>We are unable to increase the number of assembly points to maintain social distancing due to the SEND of our pupils and it would be deemed unsafe to assemble in more than one area.</p>			
<p>Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.</p>	<p>Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p>	<p>All classrooms have opening windows – staff routinely open the windows each morning and close at the end of the day. Teachers have previously been advised to keep their classroom door and windows open to increase air flow. Air conditioning units in classrooms are now allowed to be used.</p> <p>Staff will be encouraged to leave windows open when the rooms are unoccupied, and doors closed to enable clean air to circulate.</p>			

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	<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>Education settings will be provided with carbon dioxide monitors from September. Letting fresh air into indoor spaces can help remove air that contains virus particles and is important in preventing the spread of Covid-19. The new monitors will enable staff to act quickly where ventilation is poor and provide reassurance that existing ventilation measures are working. The majority of the monitors will become available over the Autumn term, with special schools and alternative provision prioritised to receive their full allocation from September given their higher-than-average numbers of vulnerable pupils.</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>There are no temporary structures are in place.</p>			

**Worcestershire Supporting tools and resources:**

- Covid 19 Schools Phased return space planning considerations <http://www.worcestershire.gov.uk/phasedschoolsreopening>
- Reopening Council Buildings Checklist 120520 <http://www.worcestershire.gov.uk/recoveryschools>
- Guidance from Highways regarding marking footpaths outside schools: Bulletin CV 41  
[Coronavirus COVID-19 Education and Early Help Bulletin 41 | Worcestershire County Council](#)

**DfE guidance:**

- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Managing school premises during the coronavirus outbreak: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>
- 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><u>Clinically Vulnerable staff</u></b></p> <p>1. Please can you confirm that <b>you have individually risk assessed all staff</b> against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p><b>Guidance for full re-opening of schools – 2<sup>nd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3<sup>rd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p> <p>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>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</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></p>	<p>As above                      Risk assessments have previously been completed – any staff member who wishes to discuss the particulars of their RA should ask to speak to the Headteacher.</p>			



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	<p><a href="http://www.worcestershire.gov.uk/downloads/file/12635/education-and-early-help-bulletin-covid-19-update-54-26-june-2020">http://www.worcestershire.gov.uk/downloads/file/12635/education-and-early-help-bulletin-covid-19-update-54-26-june-2020</a></p> <p>In light of the on-going work arising from this research, advice to schools is to <b>include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</b></p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please 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> <ul style="list-style-type: none"> <li>• Job Role;</li> <li>• Contracted hours;</li> </ul>	<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><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</p>	As above			

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<ul style="list-style-type: none"> <li>• 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</li> <li>• Please can you confirm that you <b>have or will</b> individually risk assess all staff as per the updated <b>July 20 schools reopening guidance</b> for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</li> </ul>	<p>maintain social distancing as much as possible and their workplace is COVID-19 Secure.</p> <p>Support for those shielding will continue to the end of July so that people can plan for these changes.</p>				
<p><b><u>Impact on school</u></b></p> <p>4. <b>Reviewing your answers to question 3 above</b> please can you answer the following questions:</p> <ul style="list-style-type: none"> <li>• What impact does this have on your available staffing and the full re-opening?</li> <li>• How will you cover these posts if required to do so?</li> </ul>		<p>Potentially the management of staff during this period of time will be challenging as staff and pupils that test positive will have 10 x days of absence for those that are unvaccinated. Staffing is reviewed on a daily basis and if there are insufficient numbers of teaching and support staff in place then classes or bubbles may have to close.</p>			

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### Supporting tools and resources:

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

### DfE guidance:

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