

## Risk Assessment for Schools – Addendum (Updated: 20.03.21)

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> 28.07.2020; 15.01.21; 01.03.21	<b>Originally approved by FGB:</b> 29.07.2020 <b>Reviewed by FGB:</b> 01.03.21
<b>Date submitted to LA / WCF:</b> 31.07.2020; 15.01.21; 05.03.21	<b>Submitted by:</b> Sheila Holden
<b>Date submitted to LA/WCF following feedback:</b> 12.08.2020 <b>changes made in red</b> Phonecall received from Claire Charlton, PHE: 24.08.2020 <b>changes made in green</b>	
<b>Amended:</b> 30.09.2020 – As the R value has started to increase changes have been made regarding external visitors to the school site SALT, nurse, OT <b>Amended:</b> 17.10.2020 - Updates to the DfE's guidance for full opening – page 17 changes to staff being given a test by school <b>Amended:</b> 02.11.2020 – Following announcement of national lockdown – pages 4, 5, 6 and 8 <b>changes made in blue</b> <b>Amended:</b> 23.11.2020 – Updated to include pupils that are CEV should stay at home during second lockdown – page 16 <b>changes made in purple</b> <b>Amended:</b> 25.11.2020 – Updated on page 5 to include the permission by H & S to transport a pupil home each day in the school car <b>Amended:</b> 03.01.2021 & 11.01.21 - Updated and reviewed in light of the new variant of the coronavirus <b>changes made in orange</b> <b>Amended:</b> 01.03.21 – Updated to reflect changes to mandatory reopening from 08.03.21 <b>changes made in yellow</b> <b>Amended:</b> 20.03.21 – Amended to reflect changes as a result of bubble closures and new signing in system <b>changes made in yellow</b>	

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

## Opening Plans

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

All pupils are eligible for a place in special schools therefore pupils will be welcome back to school from the 08.03.21 if they haven't already been in school.

**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 be separate entrances and exits for each different key stage 'bubble'.

Reception pupils – own entrance and exit.

Key Stage 1 – Main reception if dropped off by parents. Left hand side green door adjacent to sensory studio if on school transport.

Key Stage 2 – Side gate onto KS2 playground if dropped off by parents. Left hand side green door adjacent to sensory studio if on school transport.

Key Stage 3 - Side gate at front of school if dropped off by parents. Through the wooden gate onto KS3 playground if on school transport.

Key Stage 4 – Entrance doors opposite orangery if dropped off by parents. Right hand side green door adjacent to sensory studio if on school transport.

Key Stage 5 – White door from main car park if dropped off by parents. Through the wooden gate onto KS3 playground if on school transport.

**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.**

N/A

**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 timetable regular handwashing – timetable 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. <b>The cleaning company are fogging classrooms using chemicals.</b></p> <p><b>Pupils will be supervised using hand sanitiser.</b> Staff and pupils will promote good respiratory hygiene (the 'catch it, bin it, kill it' approach). Classroom bins have lids to ensure any potential contaminated tissues etc will be contained. Posters are on display in every area.</p> <p><b>Behaviour expectations – Our pupils can display negative behaviours, hence their need for specialist provision. PHE have advised that there is no evidence of transmission happening from children that spit - infection control measures should be adhered to as per the RA. As staff we will endeavour to support one another in order to keep the pupils and staff safe. Please ensure only those who have received Team Teach training undertake Team Teach approved holds if pupils are in crisis. The caretaker will clean high touch items twice daily e.g. key pads and door handles.</b></p>			
<p>Ensure that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble.</p>	<p>Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science</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. Classroom-based resources, such as books and games, can be</p>			

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	<p>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. <b>It is recommended that equipment that has been used in PE is placed in the PE cupboard with dates when equipment was last used.</b></p>	<p>used and shared within the 'bubble'; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or 'bubbles', such as sports, art and DT equipment, should be cleaned frequently and always between 'bubbles', or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different 'bubbles'.</p> <p><b>Staff remain vigilant in school re: cleaning shared items to reduce the risks around staff to staff transmission - examples such as car shares, shared kitchens (touching fridge doors/ kettle handles etc.) and laptop sharing are all ways in which staff may inadvertently spread transmission.</b></p> <p><b>Any equipment will not be shared amongst bubbles and where sports equipment is used, it won't be used by another bubble for 2 days. Timetable has been amended to reflect this and activities changed to facilitate this. Outdoor hand sanitiser stations to be used before handling play equipment on playgrounds. All specialist rooms are on a rota basis to allow sufficient time in between different bubbles to minimise transmission risks.</b></p>			
<p>Limit the amount of equipment brought into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p>	<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>All non-FSM pupils will be asked to provide packed lunches in their own wipeable named lunch box with individual drinks bottle for Autumn.</p> <p><b>In the appendix to the behaviour policy which is available on the website parents have been informed as to what can and cannot be brought into school. Children should only bring a lunch box and a water bottle to school.</b></p> <p><b>Bags are allowed. Staff should not take home pupils' books or other materials for marking.</b></p>			
<p>Ensure the School has a process in place for removing face coverings when pupils</p>	<p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They</p>	<p>I am unable to comment on the <b>strength of the</b> policy in place on school's transport. <b>It is not</b></p>			

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<p>(over the age of 11) and staff who use public transport arrive at school. And the process is communicated clearly to them.</p>	<p>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><b>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 must provide a plastic bag to store it in in the classroom whilst in school.</b></p> <p>Staff are aware of expectations surrounding face coverings as well as if they use public transport (see school Recovery Plan on website).</p> <p>25.11.2020 – It has been approved by H &amp; S that one pupil is permitted to be taken home by staff in the school car with face coverings being used.</p> <p>The transport company have been emailed a list of all pupils and their bubbles in order to support the minimising of mixing bubbles on the transport.</p> <p>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. Parents/carers are regularly advised to wear face coverings when on school site.</p> <p>Wearing face coverings is recommended however, as all of our pupils have SEND they are technically exempt. If 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></p> <p><b>Spring Term 2021 - updated</b></p>	<p>All Key Stage 'bubbles' will have an assigned play area.</p> <p>Reception – own playground EY's – own playground KS2 – front and rear playgrounds KS3 – own playground KS4 – own playground KS5 – common room</p>			

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	<p><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 classes will eat their lunch in their classroom. Staff will ideally complete lunch duty in their own key stage 'bubble' and not routinely be required to move between 'bubbles'. If this occurs, a facemask may be used by the member of staff. The on-call member of staff will respond to their own key stage 'bubble' and will not routinely be asked to support in a different 'bubbles'. However, if PPI is required in a different key stage then it may be necessary for a face covering to be used by the member of staff on call if deemed appropriate in the situation. <b>Head, Deputy and Assistant Head are all DSL's therefore essential for safeguarding hence, the duty rota has been revised in light of this.</b></p>			
<p>Ensure groups are kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p>	<p>Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  <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>When waiting to come in to school, all children and adults to adhere to social distancing of those not in their household. When queueing up to enter/ leave school and move areas, children will adhere to social distancing with reasonable allowances made for their specific SEND needs. <b>Parents/Carers are advised in letters home to 'drop and go' at busy times. Parents/Carers are reminded to socially distance from other key stage 'bubbles'. In the event of a classroom closure, the cleaners and caretaker will be advised promptly.</b></p>			
<p>Ensure that when staff need to move between classes and year groups, they keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults</p>	<p>Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  <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>A one-way system has been introduced that directs staff and pupils along the corridor in EY's, via KS3 and then along the DT corridor. The exit point is the door at the end of the DT corridor out onto the playground and then via the side gate for students that are collected by parents. <b>Staff should follow the one-way system at peak times.</b></p>			
<p>Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in</p>	<p>Section 5:</p>	<p>Changes to teaching strategies implemented – no intensive interaction or TAC PAC to be undertaken as this involves face to face working with pupils.</p>			

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<p>face to face to contact lowers the risk of transmission.</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><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>It is recommended that teachers that teach across 'bubbles' wear a face visor to reduce the risk of transmission across different 'bubbles'. Staff should not attend on site face-to-face parents' meetings, open days or other parental consultation meetings such as EHCP Annual Reviews. Teams meetings are the preferred method.</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>In a special school the learners will be unable to adhere to this rule therefore good hygiene and regular handwashing will occur throughout the school day to reduce risks. It is recommended that staff wear face coverings when moving around the school site. If staff are directly working with pupils in lessons or at play time they do not have to wear face coverings due to the communication needs of our pupils. Due to consistent bubbles, face masks are not necessary in the classroom even where social distancing is not possible. Face masks have a negative impact on the quality of teaching and learning and therefore should be avoided. Pupils with SEND often rely on facial expressions for communication. If staff feel that they would be safer wearing a visor in the classroom then they may choose to do so. Again, the guidance states that staff should wear face coverings in corridors but as we are strictly in bubbles, this is optional and not compulsory. If however, staff go into another bubble then they may choose to wear a face covering. Staff should only go into other bubbles when essential.</p>			
<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. <i>(This may not be</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>Social stories 'A story about coronavirus' and 'How to stay Healthy' have been shared with all staff by the NHS <a href="https://www.hacw.nhs.uk/sltcovid19">https://www.hacw.nhs.uk/sltcovid19</a></p>			

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<p><i>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><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>Pastoral support staff have written Social stories on the following topics:</p> <ul style="list-style-type: none"> <li>• CiP Going Back to School</li> <li>• CiP How to help stop Coronavirus spreading</li> <li>• CiP Staying Healthy</li> <li>• CiP Washing Hands</li> <li>• CiP What is Coronavirus</li> <li>• Powerpoint on Social Distancing</li> <li>• Powerpoint on washing hands</li> </ul> <p>These have been uploaded to the school's V drive under 'Coronavirus' so that staff can determine which stories will suit which pupils best so that parents can read to their child prior to going back to school. Teachers will communicate any routine changes and timetable changes to parents where applicable.</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 are unlikely to adhere to the rules of SD therefore key stage 'bubbles' have been established to ensure small groups.</p> <p>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. Where it is considered appropriate in terms of the pupils' level of ability, pupils will sit side by side and facing forwards.</p> <p>Where possible staff will make changes within the classroom to accommodate the following: Children facing the front; One child per table, where this is not possible, 2 pupils at a desk, facing forwards with space between each table.</p>			



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<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>There will be no large gatherings bringing different groups together, e.g. whole-school assemblies. Meetings to be conducted via Teams wherever possible. Annual review of EHCPs are as before, conducted via Teams.</p>			
<p>When timetabling, ensure groups kept apart and movement around the school site kept to a minimum. Schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>	<p>Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>  <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>FSM children will have meals provided by the school kitchen. All classes will eat their lunch in their classroom. The one-way system will be adhered to by all when possible. The DfE has stated that pupils passing each other briefly in a corridor or playground (e.g. walking past each other) is a relatively 'low risk', but that schools should try to avoid large groups of pupils mixing together in these spaces at the same time. Hot meals will be transported to classes using a heated trolley - one trolley per department apart from KS5 and 1FH who will use a wheeled trolley/carries.</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 not be able to use the staffroom to socialise. They must not gather for long periods of time with other colleagues from different 'bubbles' in this space. A 'one in – one out' system will be in place in the staffroom to make hot drinks if required. The dining hall will be used as the staffroom and tables have been allocated for each key stage 'bubble'. No more than one member of staff at a time can use the PPA room. PPA can be taken in vacant classrooms, the staffroom or on the designated tables in the dining hall. All teachers have lap-tops that should be fully charged in readiness for PPA. The staffroom continues to be in the dining hall, in bubble areas. Shared resources such as the photocopiers and water urns should be cleaned before and after use. Hands to be sanitised on entry and exit of school building. All teacher</p>			

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		<p>laptops have the facility to make phonecalls. Phonecalls should be conducted in quiet areas wherever possible.</p> <p>The staffroom will be open for those that wish to have their PPA sessions in there. There will be a maximum of 3 x teachers at a time sat 2m apart and on specific Key Stage tables. Windows should be open. KS5 teachers can use the FLC in the house.</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 sent in September to outline contact procedures and advising parents who to contact in school if they believe that their child has been exposed to the virus outside of school as well as the process for drop off and collection, including not gathering at the school gates or coming onto the site without an appointment, and only then if it is essential. No parent engagement activities occurred during the Autumn Term. <b>Announcements over the school tannoy 'please stand 2m apart from others when queuing' from 08.35-08.45 and 14.55-15.05 has been used to remind parents. Parents/carers are advised to wear face coverings when on school site. Letters to parents often remind them of the expectation and the expectations regarding testing for pupils 11+</b></p>			
<p>Ensure that the management of other visitors to the site, such as contractors, has been considered and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p>	<p>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>On-going monitoring and approval of the external agencies visit requests to school in place. This 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</p>			

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		<p>staff member tests positive, the pupils would still be identified as contacts if wearing a visor. No visits will be authorised therefore unless essential and high priority. If approved during the <b>Spring term</b> facemasks will be issued and signing in machine wiped down after use with alcohol wipe by office staff.</p> <p>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>RFID</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 wearing face coverings and adhering to the 2m rule. This has been deemed as essential by the GB for effective recruitment purposes.</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>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 Inventory. <b>There will be no residential or educational day visits. There will be no after school clubs.</b></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><b>Vaccination Programme</b></p> <p><b>Pupil Home Testing</b></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. This is called an antigen test. They can book online via the NHS website. The system to notify school of absence is in the staff handbook or staff can email office@ address. The process to ensure that self-isolation is adhered to for staff and pupils is via Scholarpack. Registers will be maintained by the Office Manager to ensure that staff and pupils that test positive have 10 x days of absence. Government guidance has been e-mailed to all staff. All staff have confirmed that they have read and understood COVID-19 procedures. <b>Staff have been provided with information how to register on the national system, via the link below, and those that have chosen to, have booked an appointment.</b> <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p><b>Tests are available at a wide range of locations. The self-isolation period is 10 x days. Lateral flow testing is available to staff and pupils at Pitcheroak School.</b></p> <p><b>Infection rates have increased locally yet reduced nationally and the vaccination programme is going well in Worcestershire. If staff have already had the first vaccination, they are called back within a 12-</b></p>			

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

	<p>Ensure that 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>week period. Pupil self testing is available for parents to use at home.</p>			
<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>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>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>In the appendix to the behaviour policy which is available on the school's website it states 'A child who feels unwell will be supported in the meeting room if COVID-19 symptoms are suspected. If showing symptoms of COVID-19 then parents/carers are required to collect from school promptly.' This appendix to the behaviour policy has been e-mailed to all parents/carers on the first day of school in September. All staff are aware of the process if there is an outbreak within the school and will follow the WCF guidance.</p>			

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		<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. Recommended hours are stated as 3 hours a day 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. Class bubbles may opt to collaborate when creating their online learning materials as Key Stages undertake the same topic-based learning units of work. Should a classroom need to be closed, the cleaners and caretaker will be advised promptly.</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 Appendix updated and available on school website – downloads.</p> <p>Fire drill in ‘bubbles’ has occurred during the week commencing the 14<sup>th</sup> September 2020.</p> <p>Social distancing during simultaneous 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>During the fire drill social distancing should be maintained. It is not deemed necessary to evacuate in the shortest time during a drill therefore a more managed approach will be taken. Evacuation by ‘bubbles’ is the suggested form of practice. If there is direct access to the assembly area from a fire exit in the classroom, it is just a matter of keeping bubbles separated on common routes to assembly areas. Where bubbles need to exit a building by the same route, the evacuation of bubbles should be staggered – furthest to travel first or vice versa. We will not 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>All classrooms have opening windows – staff routinely open the windows each morning and close each end of day. Teachers have previously been advised to keep their classroom door and windows open to increase air flow. Air conditioning</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. 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>units in classrooms will not be used due to the risks associated with these. <b>Leave windows open when the rooms are unoccupied, and doors closed to enable clean air to circulate.</b></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>Individual risk assessments have been completed for staff that have risk ratings of 2, 3, 4 and 5 originally completed on 12.11.2020 and updated when required.</p> <ul style="list-style-type: none"> <li>• aged 70 or older (regardless of medical conditions)</li> <li>• under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds)</li> <li>• chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• chronic heart disease, such as heart failure</li> <li>• chronic kidney disease</li> <li>• chronic liver disease, such as hepatitis</li> <li>• chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy</li> <li>• diabetes</li> <li>• a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)</li> <li>• being seriously overweight (a body mass index (BMI) of 40 or above)</li> <li>• pregnant women.</li> <li>• BAME</li> </ul> <p>Staff that have individual risk assessments are asked to review their own RA’s in light of the national picture as well as the whole school risk assessment (20.03.21) to ensure that their personal needs and circumstances have been</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

		considered. If not, then this should be raised with the Headteacher for individual review.			
<p><b><u>BAME staff</u></b></p> <p>2. Please can you confirm that <b>you have individually risk assessed all staff</b> as per HR guidance, who identify themselves as BAME staff.</p>	<p><b>BAME review report – 2<sup>nd</sup> June 20</b>  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</a></p> <p><b>BAME HR Guidance – 26<sup>th</sup> June 20 – page 7</b>  <a href="http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020">http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020</a></p> <p>In light of the on-going work arising from this research, advice to schools is to <b>include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools.</b></p> <p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please 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>As above</p> <p>Risk assessments have been undertaken for ALL Category (2) Clinically vulnerable or BAME staff.</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:</p>	<p><b>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3<sup>rd</sup> July 20</b>  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p> <p>From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are</p>	<p>We previously had 2 x members of staff that have been defined on medical grounds, as clinically extremely vulnerable (CEV) to coronavirus – they were originally advised to 'shield', i.e. to stay at home as much as possible and keep interactions outside to a minimum. They were not required to attend for work from 20.03.2020 until 31st July.</p> <p><b>During the second lockdown from 05.11.2020 until 02.12.2020 pupils and staff that are CEV were</b></p>			

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<p>If you do not have any staff that fall into this category <b>please can you send a nil response.</b></p> <p><b>Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:</b></p> <p>a) Job Role;  b) Contracted hours;  c) What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1<sup>st</sup> August; and</p> <p>d) Please can you confirm that you <b>have or will</b> individually risk assess all staff as per the updated <b>July 20 schools reopening guidance</b> for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</p>	<p>clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practicing good, frequent hand washing.</p> <p>The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to maintain social distancing as much as possible and their workplace is COVID-19 Secure.</p> <p>Support for those shielding will continue to the end of July so that people can plan for these changes.</p>	<p><b>advised to stay at home. Parents kept their children at home and did NOT send them into school.</b></p> <p>I can confirm that we have individually risk assessed staff that present with risks in relation to COVID-19 using the HR proforma.</p> <p><b>During Lockdown 3 - Staff who are CEV – have been identified through a letter from the NHS or GP. Staff are advised to send a copy to their employer. Staff considered CEV, with the identification letter, will be paid.</b></p> <p><b>Staff who are CV – can continue to attend school and follow the measures in place.</b></p> <p><b>Staff who live with CEV or CV can attend work unless advised otherwise by an individual letter from the NHS or specialist doctor.</b></p> <p><b>3 x members of staff have been advised to continue to shield until 31.03.21. Pupils that are identified as CEV should also continue to shield.</b></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.</p> <p><b>21.10.2020 - Updated information on home testing kits. The main message is that: “It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.” This can include giving tests to staff as many schools have already done.</b></p> <p>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>