

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

St Joseph’s Catholic Primary School Worcester
‘following Jesus in all we do’
Risk Assessment for Schools – Addendum

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

Background

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

General guidance and links for reference:

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

School Name: St Joseph’s Catholic Primary School	DfE Number: 885 3391
Date agreed by Head Teacher: 17 th July 2020	Date approved by Governing Body: 17 th July 2020 Shared with GB regularly at Governor’s meetings. Key additions discussed – see GB agendas
Date submitted to LA / WCF: 24 th July 2020 <u>Updates Sept 2020 - After School Clubs commencing 18th Sept underlined music and swimming lessons to begin WB 23rd September 2020 (guidance based on webinars attended by NB for music and swimming)</u> <u>October updates on masses and After school club arrangements; lunches</u> <u>Ventilation statements and face coverings</u>	Submitted by: Louise Bury

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<p>Updates from 2nd November 2020 Updated 10th November – singing Updates on bubbles Guidance for Christmas</p>	
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Opening Plans

<p>Q1. What date will you begin to welcome back pupils into school for the Autumn Term? If this will be later than Tuesday 1st September, please outline the reasons below (i.e. TED day etc.)</p>
<p>TED days 1st and 2nd September 2020 Thursday 3rd and Friday 4th half school in (A & B Groups). Then whole school in on Monday 7th September; staggered start and end of day continued</p>

<p>Q2. Will pupils have different return dates dependent on year groups? If yes, please outline plans for each year group.</p>
<p>Thursday 3rd and Friday 4th half school in (A & B Groups). Then whole school in on Monday 7th September; staggered start and end of day continued</p>

<p>Q3. Please describe your plans for managing the school day to support full pupil attendance i.e. staggered start/end times, separate entrances etc.</p>	
<p>From November 2020 in line with onset of cooler weather, times and entrance points as follows:</p>	
<p>Front Gate:</p>	
<p>Start Time:</p>	<p>End Time</p>
<p>8:30am Year Six and Year Five:</p>	<p>2:45pm</p>
<p>8:40am Year Three and Year 4:</p>	<p>2:55pm</p>
<p>8:40am Year Four:</p>	<p>2.55pm</p>
<p>9:00 am Pre School:</p>	<p>3:15pm</p>
<p>Back Gate:</p>	
<p>Start Time</p>	<p>End Time</p>

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8:40am Year Two:	2:55pm
8:40am Year One:	3:00pm
9:00am Reception:	3:10pm
<u>The above has been shared with parents before half term break via newsletter.</u>	

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

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
Have you put in place opportunities for pupils and staff to clean their hands more often?	<p>Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional hand wash basins or sanitizing stations to ensure hand washing can be managed.</p> <p>Ensure that supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p>	<p>Timetabled hand washing evident in class timetables; cleaning of classrooms and surrounding areas in school through revised and updated cleaning schedule in the light of all children returning.</p> <p>Children sanitise their hands on arrival at school and wash their hands before and after breaktime / lunchtime – numbers monitored in the toilets. Paper towels are provided to allow for a quicker turn around now more children are in school. These will be handed out by the class teacher and disposed of in the covered bins in each classroom and in the toilets themselves too.</p> <p>Timetabling of wiping down of tables and equipment to continue regularly during the school day. Extra cleaning hours during the day to ensure handles and lids etc continually wiped down.</p> <p>Each classroom has all of the required cleaning and hygiene resources needed. Hand sanitiser is stored out of reach of children and is supervision is in place during the set times it is used and also when it is needed. Children are able to bring their own in if they</p>			

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	<p>Ensure that protective measures are built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p>prefer and this is kept with their own equipment but monitored use by the teacher is carried out.</p> <p>Adaptation of behaviour policy has taken place to support the expectations.</p> <p>Socially distanced PE lessons for all year groups – curriculum adapted to avoid invasion games and reduce the amount of equipment needed. Any equipment used must be cleaned afterwards.</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>	<ul style="list-style-type: none"> Communicated to all staff and all children will continue to have their own stationery sets and guidance will be adhered to. For individual and very frequently used equipment, such as pencils and pens, it is recommended 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; these 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. Lunchtime equipment is prepared to be used by cohorts. We do not mix or swap equipment between cohort bubbles. The equipment will be stored in one of the year group classrooms. <p><u>Library update</u></p> <p>Y1 will take three books every Monday and return them on Friday. The children will take a picture book home for the weekend to share with parents and return Monday. A selection will be kept in thier classrooms. All books to be returned will be placed in a box in each Y1 classroom. These will be collected by me on Fridays to be 'quarantined' for 72 hours (as per public libraries).</p>			




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		<p>Y2 will take books out on Mon/Tues/Wed. Returned books to be placed in boxes in each classroom to be collected for quarantine as in Y1.</p> <p>For now, each KS2 year group will have an afternoon weekly to change their books. They can take up to two books at a time if they think one will not last the week. Books can be returned to the box outside the library which is changed daily for quarantine purposes.</p> <p>Y3 - Monday</p> <p>Y4 - Tuesday</p> <p>Y5 - Wednesday</p> <p>Y6 - Friday</p> <p><u>Any equipment used during an after-school club will be cleaned after use. Sharing of equipment will not be encouraged. Children will sanitise their hands before the club begins and afterwards.</u></p> <p><u>Yr4 swimming – children will wash hands before going, use hand sanitizer as they leave the coach at school upon return.</u></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> ID75 StJosephRCPrimary-V</p>	<p>Below communicated to parents before the end of Summer term and reminder sent 1st September 2020</p> <ul style="list-style-type: none"> • No rucksacks to be brought into school; school book bags will be used by all children to avoid unnecessary congestion in the cloakrooms. Book bags can be purchased from School Togs at a cost of £5 • PE bags left at home at present. Parents have been informed of PE days via Curriculum letter: Children will come to school in PE kit on PE days (including swimming days). No changing in school. <u>On a club day child will wear their PE kit if already in it or they will bring trainers in a bag and put those on with their uniform for the club. **pending change after half term for children to wear kit on their club days too.</u> • Packed lunches can be brought in a lunchbox with cool pack to keep lunches cold • If you know that you have lunch credits then please can you email Tina on catering@st-josephs-pri.worcs.sch.uk to find out how many you have. If your child is entitled to Free School Meals then a lunch will be provided for them. • Phasing in of hot menu <p><i>WB 12th October: Monday - pizza, wedges and corn on the cob (beans in KS1 & REC) for the whole school Tuesday to Thursday - sandwiches for the whole school Friday - fish and chips for the whole school Same menu for the final week of the half term (week beginning 19th Oct) but with the addition of a jacket potato on the Wednesday (21st). After half term there will be a full hot menu for the whole school.</i></p> <p><u>WE 16th October 2020 – hot meal service for after half term 2nd November 2020</u></p> <p>We have reviewed our Food Safety Management System and risk assessed the safety measures needed.</p>	<div style="background-color: green; width: 100%; height: 100%;"></div>
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		<p>We have updated our Hazard Analysis Critical Control Point plan (HACCP) worked with EHO and Food Standards Agency to comply with all Covid 19 restrictions. Changes to production, workflow, staffing and our children interactions and all required control measures have been taken into account.</p> <ul style="list-style-type: none"> No tuck shop will be available at this time. (Moving forward in a few weeks once everything has settled down considering tuck shop option, asking parents to pay online for the week only at 30p per day for a tuck item. No drinks = £1.50 a week. All items will be in sealed bags, serve to each class door with gloves and visors if needed). To ensure all children have a healthy snack, from Monday 7th Sept, kichen will be providing a 'fruit bag to go' for each Pupil Premium child in KS2. <p><u>Yr4 children will begin swimming from 30th September. Children will bring swim bags to school but these will be stored outside the classroom (lined up along the window to keep them dry). Children will come to school "beach ready" (swimwear under PE kits) and will change poolside at the start of the lesson.</u></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>In line with Gov guidance, children are given the choice to wear a mask to and from school, and when in corridors. Children are encouraged not to wear them in class during lessons. Any children who bring / choose to wear masks in school are to look after their own masks with their things in the classroom as designated by the teacher. Parents have been told that if their child chooses to wear a reusable face covering mask, they will provide them with a plastic bag for their child to store it in whilst at school. This will be monitored by the class teachers.</p> <p>Disposable masks are available and are stored in the medical room with all PPE as well as in the 'classroom hygiene kits' and there are</p>			

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		<p>covered bins for disposal of these masks if used. There is a covered bin in every classroom and in the medical room.</p> <p>This particular detail will be communicated to parents before the beginning of term as well as reminders from previous communications. HT has informed parents via a letter on Tuesday 1st September 2020 and has been uploaded to the website.</p>			
<p>Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>See Risk assessment update document. All guidelines are adhered to to maintain consistent groups.</p> <ul style="list-style-type: none"> • Bubbles will be in year groups but as two form entry the children will primarily be with their cohort group. • From Nov 23rd consideration is being given to those year groups where bubble size can be reduced <p>KS1 bubbles are year groups but have reduced the contact for adults across the key stage.</p> <p>In KS2 oak and pear are being kept separate along with the reducing of staff contact.</p> <p>If a lunch lady is a TA then they are with the class they work with.</p> <p>Separate detailed document records the plans carefully.</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: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> • Staggered lunchtimes • Useful links for socially distanced games at lunchtime https://drive.google.com/file/d/1aJMr_iI3F-fDHU9ogMf6ndKMw1pfJVUQ/view https://www.youtube.com/watch?v=6Qx4cG_xyr0 • Nurture groups from the same bubble. • Staff to move between bubbles but children not to. • Breakfast and after school provision operating the same bubbles arrangement – year group bubbles. • No children from other schools are accessing wrap around care provision <p>After school clubs to be held in bubbles only.</p> <p>Music lessons taught in bubble groups – see below*</p> <p>Swimming in year group bubbles (Yr4 Pear & Oak will swim on different days for the foreseeable future Oak Thursday, Pear Wednesday)</p>			

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<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: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> Staff will continue to model social distancing and adhere to the guidelines <p>Access to the kitchen Staff are not permitted into the kitchen They must not step over the marked-out tape on the floor Hand in lunch slips onto the grey trolley that will be placed just inside the door but within reaching distance.</p> <p>Swim staff will teach from poolside to avoid close contact.</p>			
<p>Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face to contact lowers the risk of transmission.</p>	<p>Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> This has been considered in the organisation of the classrooms and in timetabling the school day. This will be regularly monitored by SLT. <p>*Stringent safety measures will be place for the commencement of music lessons:</p> <ul style="list-style-type: none"> All children will hand sanitize before and after the lessons. The lessons will take place in a well-ventilated room. For clarinet lessons, the teacher will use a clear pull up screen to teach behind. The children will remain in their year group bubble, only joining children in their bubble for the lesson. <p>We are able to offer guitar, ukulele, clarinet and violin lessons. Severn Arts (the company that provides the music teachers) have completed a thorough risk assessment and we are satisfied that it is now safe to resume this wonderful enrichment opportunity for our children.</p> <p>Singing in bubbles can now recommence as long as it is in a well-ventilated room, within bubbles, children stand shoulder to shoulder or back-to-back. Consideration of when singing takes place, ideally before break time, lunchtime or the end of the day when the room used can be vacated for some time. Children are not to be encouraged to shout or sing too loudly.</p>			
<p>Ensure staff in secondary schools maintain distance from their pupils, staying at the</p>	<p>Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid</p>	<p>N/A</p>			

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<p>front of the class, and away from their colleagues where possible.</p>	<p>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>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: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> All of the guidelines are being met with regards to modelling social distancing for the younger children and encouraging older children We produced a Home School Agreement which was distributed to all children who attended school during the lockdown period for parents to share with their children and agree to. This was also shared with the children in class. This has been revised for EYFS, KS1 and KS2, and will be on the school website and shared with children and parents. There is a child friendly version as well as a clear list of expectations for parents and teachers, including Social Distancing. 			
<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: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<ul style="list-style-type: none"> Bubbles will be in year groups but as two form entry the children will primarily be within their cohort group. <p>Swimming – teachers will teach from pool side to limit close contact with children (as recommend by Swim England in the webinar attended by NB)</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: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Classrooms have been organised in line with Government guidance. Front facing desks, own stationery: Where forward facing desks are not suitable for learners such as children in Preschool, Reception and Year 1, there will be a focus on the management/restriction of resources and emphasis on the cleaning of equipment daily.</p> <p>Discussions and monitoring of ventilation in classrooms as weather gets cooler – to maximise the amount of fresh outdoor air and reduce drafts:</p>			

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		<p><u>Ventilation statements</u></p> <p>Key Stage 2</p> <p>Windows to be open, if only a little in particularly cold weather. Door open, narrowly if needed.</p> <p>Door wedges for exterior doors maybe.</p> <p>Key Stage 1</p> <p>2 Windows to kept open in KS1 classrooms as all times. Doors are unsafe to do so. Ensure all classrooms have a door wedge for interior doors.</p>															
<p>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p>Collective worship and prayer will continue to take place in classes. HT will record weekly Gospel Assemblies for children to view in class on a Monday; one year group will be in the hall where HT will share assembly live socially distanced from the children. This will begin on 14th September. Social distancing guidelines will be maintained by the children in the hall.</p> <p>13/10/2020 School mass for harvest in school for Year 5 bubble – risk assessed with Fr Amal and same rules apply as in church. Readers all have their own sheet and do not use the lectern – this is for Deacon Kevin and will be wiped before and after. Mass will be maximum 30minutes in line with guidance.</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: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p><u>Lunchtime Procedures September 2020</u></p> <p>As we are now operating at full capacity, but with a bubble system for classes, the following times and procedures will apply:</p> <p>Timings</p> <table border="1" data-bbox="1144 1353 1982 1482"> <thead> <tr> <th colspan="2">Break times</th> <th colspan="2">Lunch times</th> </tr> <tr> <th>Time</th> <th>Year Group</th> <th>Time</th> <th>Year group</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Break times		Lunch times		Time	Year Group	Time	Year group							
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		10:00am-10:20am	Reception	12:15 – 1:05pm	Year 6 & Year 5
		10:00am-10:20am	Year 1	12:25pm – 1:15pm	Year 3 & Year 2
		10:20am-10:40am	Year 2	12:35pm – 1:35pm	Year 1 & Year 4
		10:00am-10:20am	Year 6 & Year 5		
		10:40am – 10:55am	Year 3 & Year 4	12:45pm – 1:45pm	Reception
		11:15am – 11:30am	Reception		
		11:45am – 12:00pm	Year 1		
		An afternoon break	Year 2		
<u>Year group lunch hour: eat in classrooms</u>					
		12:15pm - 1:15pm	Y6 & Y5		
		12:25pm - 1:25pm	Y2 in the Hall (after Y1) & Y3		
		12:35pm - 1:35pm	Y1 in the Hall		
		12:45pm - 1:45pm	Rec in the Hall		

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		<table border="1"> <tr> <td>12:55pm – 1:55pm</td> <td>Y4</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>lunch runs from 12:15pm – 1:55pm</i></td> </tr> <tr> <td colspan="2" style="text-align: center;"><u>Hall</u></td> </tr> <tr> <td>12:4 5pm</td> <td>Rec (all)</td> </tr> </table> <p>New playground rota for lunchtime AFTER OCTOBER HALF TERM:</p> <table border="1"> <thead> <tr> <th></th> <th>KS1 playground</th> <th>KS2 playground</th> </tr> </thead> <tbody> <tr> <td>12:15-12:30</td> <td>Year 2 (from 12:25 until called into the hall)</td> <td>Y5/6</td> </tr> <tr> <td>12:30-12:45</td> <td></td> <td>free</td> </tr> <tr> <td>12:45-1:00</td> <td></td> <td></td> </tr> <tr> <td>1:00-1:15</td> <td>Year 1/REC</td> <td>Year 4/3</td> </tr> <tr> <td>1:15-1:35</td> <td></td> <td></td> </tr> <tr> <td>1:35-1:45</td> <td>REC</td> <td>free</td> </tr> </tbody> </table> <p><u>Eating Areas</u></p> <p>REC pupils eat in the hall.</p> <p>KS2 will eat on the field or in their classrooms when it is wet. KS1 are now eating in the hall – rota basis. Y2 out to play first.</p> <p>Teachers will wipe down tables and backs of chairs at the beginning of the lunch time and lunch staff will clean these areas after the children have eaten.</p> <p>Breaktimes staggered</p>	12:55pm – 1:55pm	Y4	<i>lunch runs from 12:15pm – 1:55pm</i>		<u>Hall</u>		12:4 5pm	Rec (all)		KS1 playground	KS2 playground	12:15-12:30	Year 2 (from 12:25 until called into the hall)	Y5/6	12:30-12:45		free	12:45-1:00			1:00-1:15	Year 1/REC	Year 4/3	1:15-1:35			1:35-1:45	REC	free	
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<p>Ensure that a plan of how shared staff spaces are set up and used to help staff to</p>		<p>Breaktimes staggered: Staff use of UKS2 cookery room &</p>																														

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<p>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>LKS2 kitchen Staff room for KS1 Lunchtimes staggered. Staffroom arranged with outdoor seating to ensure distancing can be adhered to so all staff can access at varying times. Staff meetings and SMT meetings always held virtually.</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>Communication to parents: <i>Please do not arrive before your year group start time. The intention is that you walk your children into school to the gate and then leave them and walk out. No parents will be allowed into either playground. Guidance specifically states that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. Parents will drop off and pick up at the gate.</i></p> <p>Further communication: <i>Following my previous letter, some of you have contacted regarding the situation with staggered drops offs in different places. The main focus behind this is to avoid unnecessary congregating of parents. The easiest way would be for any parent who wishes to, to drop all of their children at the earliest time they need at the one gate thereby allowing them to leave. We will ensure that the children are taken to their 'bubble' in the safest way possible. We can see how this all works in September but the most important issue for me is to ensure the safety of all concerned. As time passes in September, we will continually evaluate and respond to the situation to ensure that we continue to keep our school safe.</i></p> <p>After school clubs will leave through their designated gate at the front of the school as per end of the day procedure– parents will wait there for their children. They will not be allowed onto the school site.</p> <p>As from 19th October in line with situation and concern for continued safety, all staff when meeting children at the gate,</p>			

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		<p><u>before and at the end of the school day, will wear a face covering. Face coverings will be stored away safely by all staff.</u></p> <p><u>Parents will wear face coverings whilst waiting for their children and dropping them off at school.</u></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>Contractors <u>Work was successfully completed over the summer break on toilets, hall floor, Deep cleaning of the kitchen, Electrical works and decorating. All took place within guidelines and were monitored closely by site manager</u></p> <p><u>All contractors will sign in and works, where possible, works will be arranged out of school hours.</u></p> <p><u>Alternative times will continue to be negotiated and agreed to work around school timings for staff and pupil safety. Grounds maintenance is carried out on weekends.</u></p> <p><u>After school club providers will be talked through the measures in place. They will use hand sanitizer upon arrival and when leaving. They will limit contact and interactions with pupils where possible.</u></p> <p><u>Wrap Around care after school provision provide a risk assessment approved by the school that they are in keeping with the guidelines and measures we have in place.</u></p> <p><u>The NHS Track and Trace App the QR code is now displayed by the window for visitors to use, any unable / refusing to download the app will complete a form with their visitor number, the date and their contact number. Noone will be allowed on site unless they adhere to this.</u></p>			



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		<p>Any visitor to the school will wear a face mask or a visor. This request will be displayed on the internal door.</p> <p>Visitors who work with children will wear a mask or a visor – for hearing readers or assessment purposes including safeguarding. Hand sanitiser on arrival and leaving.</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>We have no children who attend a dual placement to action any risk assessment or plans at this time.</p> <p>We do normally have children who visit ‘Wildgoose Farm’ Worcester weekly as part of our nurture work with Pupil Premium children. This will be started again and, when it is, it will be risk assessed with the centre to ensure that guidance can be upheld for it to happen at some point during the Autumn Term.</p>	
<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Ensure that all members of staff are aware, read and understood the Guidance for full opening: schools and Guidance for full opening: special schools and other specialist settings and Local Covid 19 Management of cases in education setting.</p> <p>Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a 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</p>	<p>Communication has been shared with staff to ensure all know and continue to be aware of guidance and requirements</p> <p>There is information on the staff shared drive, displayed in the staff room and regularly communicated by HT through emails. This will continue along with a reminder regarding Foreign Travel and self-isolation rules – this will also be sent to parents in the first communication pre the start of term.</p> <p>Key update to add for September: If a child or member of staff tests positive they now have to self-isolate for at least 10 days even if they feel well. If they are NOT a known contact of a confirmed case they can return if the result is negative, provided they feel well and they have not had a fever for 48 hours. If they are a contact of a confirmed case, they must stay off school/setting for the 14-day isolation period, even if they test negative. This is because they can develop the infection at any point up to day 14 (the incubation period for COVID-19), so if they test negative on day 3 they may still go on to develop the infection. (6/8/2020 WCF bulletin)</p> <p>Staff message update 14th December:</p> <ul style="list-style-type: none"> If a child or member of staff tests positive, they now have to self-isolate for at least 10 days, even if they feel well. 	

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	<p>becomes aware of a confirmed or suspected case of a pupil, staff member of household member of a pupil or staff member they must contact the WCC Local Outbreak Response Team or PHE Health Protection Team immediately and follow the local and national guidance.</p> <p>Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils (or symptomatic pupils siblings) must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • 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) 	<ul style="list-style-type: none"> • If they are NOT a known contact of a confirmed case they can return to school if the result is negative, providing they feel well and they have not had a fever for 48 hours. • If they are a contact of a confirmed case, they must stay off school for 10 days isolation period, even if they test negative. <i>This is because they can develop the infection at any point up to 14 days after being in contact a confirmed case.</i> <u>This would apply to pupils and staff who have been in a bubble with a positive testing child. SLT will decide which members of staff have come into close proximity with the bubble and therefore also need to self-isolate for 10 days, following advice from Public Health: Worcs LORT</u> • Please be aware that anyone admitted to hospital is likely to receive a test for Covid, whether they are showing symptoms or not. • Covid symptoms are now being classed as: a persistent cough, high temperature, and/or loss of taste and smell. • No action needs to be taken as a school until a test result is shared with us. • Please also note that we cannot request test results, parents have to approach us with results <p>The NHS Track and Trace App the QR code is now displayed by the window for visitors to use, any unable / refusing to download the app will complete a form with their visitor number, the date and their contact number. Noone will be allowed on site unless they adhere to this.</p>	
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<p>Ensure that all Staff are aware of the process if there is an outbreak within the school. All staff must be aware of actions to take as per the guidance and ensure that this is communicated to parents.</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>This risk assessment and up to date information and guidance was communicated and reinforced within our Whole Staff Safeguarding Training on September 2nd 2020.</p> <p>Continuous updates and notification to parents will be maintained.</p> <p>14th December latest guidance sent to parents</p> <p>Revised guidance as follows</p> <p>If your child is symptomatic on 19 & 20th December, you should arrange for immediate testing here: https://self-referral.test-for-coronavirus.service.gov.uk/antigen/condition</p> <p>Any child who has COVID-19 symptoms starting on 19th or 20th December should arrange for immediate testing and inform the school immediately using the following number: 07719108185 if the result is positive. I will then contact all close contacts who will have to self-isolate for 10 days under the new guidance.</p> <p>Any child who develops COVID-19 symptoms and tests positive on or after 00.01hrs on Monday 21st December will not need to inform the school but will be required to self-isolate for 10 days and their close contacts will be identified through the national Contact Tracing Service (CTS) and they will self-isolate for 10 days in line with the new guidance. .</p> <p>Any children who need to continue their self-isolation into the new term must inform the school of their absence in the usual way.</p> <p>I must remind you that under no circumstances should any pupil return to school if they are exhibiting any COVID-19 symptoms (however minor) or are unwell in any other way. You should arrange for a test and inform the school.</p>	
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Worcestershire supporting tools and resources:

- Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment
http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2211/coronavirus_covid-19_general_faqs_for_education_providers/4

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- 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 where someone will contact you to discuss your requirements and provide any support possible.
- **Worcestershire Public Health guidance to early years, mainstream schools and special schools:** http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings
- **Management of cases and local outbreaks in education settings including early years and childcare settings, schools or Post 16 provision:** http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2257/coronavirus_covid-19_management_of_cases_and_local_outbreaks_in_educational_early_years_and_childcare_settings

Theme 2: Accommodation / site usage

Consider:	Suggestions /consideration	Issues & actions to manage risk	R	A	G
<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>All relevant checks have been maintained as school has been open the whole time. Records are kept by site manager.</p>			

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	<p>Further information can be found here- https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <p>Further information can be found here- https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/</p>				
<p>Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.</p>	<p>Once the school is in operation, it is important to ensure good ventilation. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces.</p> <p>Advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p>	<p>Where possible activities will be scheduled outside. Field is segregated to allow for bubbles to be outside socially distanced.</p> <p>Classroom doors will remain open where possible and in line with safeguarding measure.</p> <p>We do have an airy building with skylights that open so will continue to operate as during the lockdown period.</p> <p>If singing in class then all doors and windows MUST be opened to allow for more ventilation. Consider when singing takes place, ideally before playtime, lunch time or home time so that the room can be vacated once finished singing.</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: https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm</p>	N/A			

Worcestershire Supporting tools and resources:

- Covid 19 Schools Phased return space planning considerations <http://www.worcestershire.gov.uk/phasedschoolsreopening>

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

Theme 3: Staffing

Consider:	Suggestions / consideration	Issues & actions to manage risk	R	A	G
<p><u>Clinically Vulnerable staff</u></p> <p>1. Please can you confirm that you have individually risk assessed all staff against the updated July 20 schools reopening guidance for Clinically Vulnerable staff and HR Guidance.</p>	<p>Guidance for full re-opening of schools – 2nd July 20 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p>	<p>All staff have been assessed and relevant documentation / risk assessments are in place for staff who were shielding.</p> <p>*Phased returns and appropriate job roles have been planned and sourced to enable employees to return to work during phased re opening. Risk Assessments for all staff assessing worse case risk.</p> <p>VS – vulnerable staff actions identified.</p> <p>All staff are known to the HT</p> <p>All staff communicated with ongoing one to one discussion. (use of Health and wellbeing Questions to record conversations as necessary)</p> <p>Controls around their working environment eg Work location environment to accommodate reduced risk, working from home, regular virtual meetings; redeployed staff; children who show any signs of illness go straight home.</p>			

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	<p>If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible.</p> <p>If this is not possible or an individual chooses to take on a role that does not allow for this 2 metre distance please confirm that you have carefully assessed and discussed with them whether this involves an acceptable level of risk and undertaken and recorded a risk assessment with them.</p> <p>The new guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene.</p>	<p>Air flow considered in each classroom.</p> <p>All Risk Assessments were carried out by line managers and shared with HT who keeps a record of all of them as part of the procedures in place to keep all safe</p>	
<p>BAME staff</p> <p>2. Please can you confirm that you have individually risk assessed all staff as per HR guidance, who identify themselves as BAME staff.</p>	<p>BAME review report – 2nd June 20 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</p> <p>BAME HR Guidance – 26th June 20 – page 7 http://www.worcestershire.gov.uk/downloads/file/12635/education_and_early_help_bulletin_covid-19_update_54_-_26_june_2020</p> <p>In light of the on-going work arising from this research, advice to schools is to include BAME staff in the category of 'clinically vulnerable staff' and undertake individual</p>	<p>Yes BAME staff have had a risk assessment completed for them, shared and agreed.</p>	

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	<p>risk assessments for those staff working in schools.</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><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></p> <p>3. For all staff that fall into the Extremely Clinically Vulnerable category (known as Shielding). Please supply the following information for each individual staff member. Please note: If you do not have any staff that fall into this category please can you send a nil response.</p> <p>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:</p> <p>a) Job Role; b) Contracted hours;</p>	<p>Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20 https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</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</p>	<p>We have no staff who fall into this bracket. However, if we have to lock down again, I do have a member of staff who will need to work at home due to being too far gone in pregnancy – baby due January. All risk for her from September is covered in her individual risk assessment document.</p>		

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<p>c) What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1st August; and</p> <p>d) Please can you confirm that you have or will individually risk assess all staff as per the updated July 20 schools reopening guidance for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</p>	<p>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><u>Impact on school</u></p> <p>4. Reviewing your answers to question 3 above please can you answer the following questions:</p> <ul style="list-style-type: none"> • What impact does this have on your available staffing and the full re-opening? • How will you cover these posts if required to do so? 		<p>All staff are able to return in September to their respective roles. Have agency support that can be called upon as necessary. Also do have flexibility with SLT not being class based to utilise as needed.</p>	

Supporting tools and resources:

- If you have any individual staffing queries relating to the wider reopening of schools, please contact Liberata HR WCCHRConsultancy@liberata.com
- If you have any other concerns around the full reopening of your school, please contact CV19EducationSchools@worcschildrenfirst.org.uk

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- Coronavirus COVID-19 frequently asked questions for schools - HR guidance for schools on Coronavirus (COVID-19) issues
http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_schools/2196/coronavirus_covid-19_frequently_asked_questions_for_schools/7
- To find out more information through the Education and Early Help bulletins:
http://www.worcestershire.gov.uk/downloads/download/1421/coronavirus_covid-19_education_and_early_help_bulletin_for_schools

DfE guidance:

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