

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](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: St Joseph’s Catholic Primary School</b>	<b>DfE Number: 885 3391</b>
<b>Date agreed by Head Teacher: 17<sup>th</sup> July 2020</b>	<b>Date approved by Governing Body: 17<sup>th</sup> July 2020</b>
<b>Date submitted to LA / WCF: 24<sup>th</sup> July 2020</b> <b>Updates Sept 2020</b>	<b>Submitted by: Louise Bury</b>

## Opening Plans

**Q1. What date will you begin to welcome back pupils into school for the Autumn Term? If this will be later than Tuesday 1<sup>st</sup> September, please outline the reasons below (i.e. TED day etc.)**

TED days 1<sup>st</sup> and 2<sup>nd</sup> September 2020

Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> half school in (A & B Groups). Then whole school in on Monday 7<sup>th</sup> September; staggered start and end of day continued

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

Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> half school in (A & B Groups). Then whole school in on Monday 7<sup>th</sup> September; staggered start and end of day continued

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

From September, times and entrance points as follows:

**Front Gate:**

Start Time:	End Time
8:30am Year Six and Year Five:	2:45pm
8:40am Year Three:	2:55pm
8:50am Year Four:	3:15pm
9:00 am Pre School:	3:15pm

**Back Gate:**

Start Time	End Time
8:40am Year Two:	2:55pm
8:50am Year One:	3:00pm
9:00am Reception:	3:15pm


**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
<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, <b>including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</b></p> <p>Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional hand wash basins or sanitizing stations to ensure hand washing can be managed.</p> <p>Ensure that supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>Ensure that protective measures are built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>	<p><b>Timetabled hand washing evident in class timetables;</b> cleaning of classrooms and surrounding areas in school through revised and updated cleaning schedule in the light of all children returning.</p> <p><b>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.</b></p> <p>Timetabling of wiping down of tables and equipment to continue regularly during the school day.</p> <p><b>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 prefer and this is kept with their own equipment but monitored use by the teacher is carried out.</b></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,</p>	<ul style="list-style-type: none"> <li>Communicated to all staff and all children will continue to have their own stationery sets and guidance will be adhered to.</li> <li>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have</li> </ul>			

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	<p>such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p>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.</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>ID75 StJosephRCPrimary-W</p>	<p>Below communicated to parents before the end of Summer term <b>and reminder sent 1<sup>st</sup> September 2020</b></p> <ul style="list-style-type: none"> <li>• No rucksacks to be brought into school; school book bags will be used by all children to avoid unnecessary congestion in the cloakrooms. <b>Book bags can be purchased from School Togs at a cost of £5</b></li> <li>• PE bags left at home at present. Parents <b>have been informed of PE days via Curriculum letter: Children will come to school in PE kit on PE days. No changing in school.</b></li> <li>• Packed lunches can be brought in a lunchbox with cool pack to keep lunches cold</li> <li>• If you know that you have lunch credits then please can you email Tina on <a href="mailto:catering@st-josephs-pri.worcs.sch.uk">catering@st-josephs-pri.worcs.sch.uk</a> to find out how many you have. If your child is entitled to Free School Meals then a lunch will be provided for them.</li> <li>• Only cold lunches will be served until further notice</li> <li>• No tuck shop will be available at this time. <b>(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).</b></li> </ul>			

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		<ul style="list-style-type: none"> <li>To ensure all children have a healthy snack, from Monday 7<sup>th</sup> Sept, kichen will be providing a 'fruit bag to go' for each Pupil Premium child in KS2.</li> </ul>			
<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><b>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.</b></p> <p><b><u>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.</u></b></p> <p><b>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 covered bins for disposal of these masks if used. There is a covered bin in every classroom and in the medical room.</b></p> <p><b>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 1<sup>st</sup> September 2020 and has been uploaded to the website.</b></p>			

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<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>See Risk assessment update document. All guidelines are adhered to to maintain consistent groups.</p> <ul style="list-style-type: none"> <li>Bubbles will be in year groups but as two form entry the children will primarily be with their cohort group.</li> </ul>			
<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></p>	<ul style="list-style-type: none"> <li>Staggered lunchtimes</li> <li>Nurture groups from the same bubble.</li> <li>Staff to move between bubbles but children not to.</li> <li><b>Breakfast and after school provision operating the same bubbles arrangement – year group bubbles.</b></li> <li><b>No children from other schools are accessing wrap around care provision</b></li> </ul>			
<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></p>	<ul style="list-style-type: none"> <li>Staff will continue to model social distancing and adhere to the guidelines</li> </ul>			
<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: <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>	<ul style="list-style-type: none"> <li>This has been considered in the organisation of the classrooms and in timetabling the school day.</li> <li><b>This will be regularly monitored by SLT.</b></li> </ul>			
<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>N/A</p>			

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<p>Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. <i>(This may not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help).</i></p>	<p>Section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<ul style="list-style-type: none"> <li>All of the guidelines are being met with regards to modelling social distancing for the younger children and encouraging older children</li> <li><b>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.</b></li> <li><b>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.</b></li> </ul>			
<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>	<ul style="list-style-type: none"> <li>Bubbles will be in year groups but as two form entry the children will primarily be within their cohort group.</li> </ul>			
<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>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>Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.</p>		<p><b>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. This will begin on 14<sup>th</sup> September. Social distancing guidelines will be maintained in the hall.</b></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</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><u>Lunchtime Procedures September 2020</u> As we are now operating at full capacity, but with a bubble</p>			

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<p>staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>		<p>system for classes, the following times and procedures will apply:</p> <p><u>Timings</u></p> <table border="1" data-bbox="1144 352 1957 963"> <tr> <td colspan="2" style="text-align: center;"><u>Year group lunch hour: eat in classrooms</u></td> </tr> <tr> <td style="text-align: center;"><b>12:15pm - 1:15pm</b></td> <td style="text-align: center;"><b>Y6 &amp; Y5</b></td> </tr> <tr> <td style="text-align: center;"><b>12:25pm - 1:25pm</b></td> <td style="text-align: center;"><b>Y2 &amp; Y3</b></td> </tr> <tr> <td style="text-align: center;"><b>12:35pm - 1:35pm</b></td> <td style="text-align: center;"><b>Y1</b></td> </tr> <tr> <td style="text-align: center;"><b>12:45pm - 1:45pm</b></td> <td style="text-align: center;"><b>Rec in the Hall</b></td> </tr> <tr> <td style="text-align: center;"><b>12:55pm - 1:55pm</b></td> <td style="text-align: center;"><b>Y4</b></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 style="text-align: center;"><b>12:45pm - 5pm</b></td> <td style="text-align: center;"><b>Rec (all)</b></td> </tr> </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 will eat in the classrooms.</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>	<u>Year group lunch hour: eat in classrooms</u>		<b>12:15pm - 1:15pm</b>	<b>Y6 &amp; Y5</b>	<b>12:25pm - 1:25pm</b>	<b>Y2 &amp; Y3</b>	<b>12:35pm - 1:35pm</b>	<b>Y1</b>	<b>12:45pm - 1:45pm</b>	<b>Rec in the Hall</b>	<b>12:55pm - 1:55pm</b>	<b>Y4</b>	<i>lunch runs from 12:15pm – 1:55pm</i>		<u>Hall</u>		<b>12:45pm - 5pm</b>	<b>Rec (all)</b>	
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<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</p>		<p>Breaktimes staggered: Staff use of UKS2 cookery room &amp; LKS2 kitchen</p>																			



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<p>rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p>		<p>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 virtual or socially distanced in staff room</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><b><u>Communication to parents:</u></b> <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. <b>No parents will be allowed into either playground.</b> Guidance specifically states that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. <b>Parents will drop off and pick up at the gate.</b></i></p> <p><b><u>Further communication:</u></b> <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>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 <b>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</b></p> <p><b>All contractors will sign in and works, where possible, works will be arranged out of school hours.</b></p>			



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		<b>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.</b>			
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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><b>We have no children who attend a dual placement to action any risk assessment or plans at this time.</b></p> <p><b>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.</b></p>	
<p>Ensure the Schools understands the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.</p>	<p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></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</p>	<p>Communication has been shared with staff to ensure all know and continue to be aware of guidance and requirements</p> <p><b>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.</b></p> <p><b>Key update to add for September:</b> <b>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)</b></p>	

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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"> <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>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><b>This risk assessment and up to date information and guidance was communicated and reinforced within our Whole Staff Safeguarding Training on September 2<sup>nd</sup> 2020.</b></p> <p>Continuous updates and notification to parents will be maintained. <b>Key update to add for September:</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><b>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)</b></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](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**

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

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>All relevant checks have been maintained as school has been open the whole time. Records are kept by site manager.</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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</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>			

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

<p>If 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>N/A</p>			
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### Worcestershire Supporting tools and resources:

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

### 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
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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><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>All staff have been assessed and relevant documentation / risk assessments are in place for staff who were shielding.          *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.          VS – vulnerable staff actions identified.          All staff are known to the HT          All staff communicated with ongoing one to one discussion. (use of Health and wellbeing Questions to record conversations as necessary)          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.          Air flow considered in each classroom.  <b>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</b></p>	<div style="background-color: yellow; width: 100%; height: 100%;"></div>
<p><b><u>BAME staff</u></b></p>	<p><b>BAME review report – 2<sup>nd</sup> June 20</b></p>	<p><b>Yes BAME staff have had a risk assessment completed for them, shared and agreed.</b></p>	<div style="background-color: green; width: 100%; height: 100%;"></div>



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>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><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><b><u>Clinically Extremely Vulnerable staff (known as Shielding)</u></b></p>	<p><b>Government guidance in respect of those Extremely Clinically Vulnerable (known as</b></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</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><b>3. For all staff that fall into the <b>Extremely Clinically Vulnerable</b> category (known as <b>Shielding</b>).</b></p> <p>Please supply the following information for <b>each individual staff member</b>. Please note: If you do not have any staff that fall into this category <b>please can you send a nil response</b>.</p> <p><b>Please do not send names or medical information for each individual but please mark each individual as worker a, worker b, worker c etc. Please include the following information:</b></p> <p>a) Job Role; b) Contracted hours;</p> <p>c) What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1<sup>st</sup> August; and</p> <p>d) Please can you confirm that you <b>have or will</b> individually risk assess all staff as per the updated <b>July 20 schools reopening guidance</b> for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.</p>	<p><b>Shielding) and those Clinically Vulnerable – updated the 3<sup>rd</sup> July 20</b></p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</a></p> <p>From 1 August advice for clinically extremely vulnerable people will move in line with advice to those who are clinically vulnerable. In practice, this means staying at home as much as possible, and if people do go out, taking particular care to minimise contact with others outside their household (unless you are in a support bubble) and robustly practicing good, frequent hand washing.</p> <p>The relaxation of the shielding guidance will mean people who are clinically extremely vulnerable will be advised they can go to work or to the shops, as long as they are able to 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>work at home due to being too far gone in pregnancy – baby due January. <b>All risk for her from September is covered in her individual risk assessment document.</b></p>	
<p><u><b>Impact on school</b></u></p>		<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>	

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>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>				
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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>

Private & Confidential  
FAO: Headteacher and Chair of Governors  
3391 St Joseph's Catholic Primary Worcester

Worcestershire County Council  
County Hall  
Spetchley Road  
WORCESTER  
WR5 2NP

Our Ref:CD/ Covid19SchoolRAA

Date: 12<sup>th</sup> August 2020

Dear Mrs Louise Bury and Chair of Governors,

Thank you for your submission of your September full opening plan and the school Risk Assessment Addendum.

**Our Specialist Teams have reviewed your assessment and can confirm that the Local Authority (as the accountable body for local authority maintained schools) can support your Risk Assessment Addendum submitted to the LA.**

As you will be aware we continue to be informed by the Government Recovery Strategy and monitoring of the 5 key tests along with clarification and updates to guidance and local infection rates. Please be assured that we will be in touch should any significant changes occur that may affect full re-opening.

The Local Authority now expects your Senior Leadership Team and Governing Body to:

- a) Ensure that all actions are delivered as part of your mitigation process and recorded accordingly;
- b) review and update your Risk Assessment documents as often as necessary, specifically when updated Government / Department for Education / Worcestershire guidance is issued;
- c) Consider sharing with relevant stakeholders; and
- d) Continue to monitor the health and well-being (including mental health) of your staff and to seek advice from Liberata HR Consultancy as appropriate.

We are continually grateful and appreciative of all staff working in schools and settings across Worcestershire and sincerely hope that you enjoy a period of rest during the break from school.

Yours sincerely,



**Dr Catherine Driscoll**  
Director of Children's Services