WORCESTERSHIRE CHILDREN FIRST

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

Risk Assessment for Schools – Addendum

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

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?	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. 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. 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 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	• See operational plan – SMS Protocol and training video, plus training and supervision by tutors and teachers, ensures that students are trained in routinely sanitising hands and supervised doing so. The importance of washing hands thoroughly in addition to this (especially when using toilet) is stressed. • Covid Code of Conduct (CCC) acts as appendix to Positive Behaviour Management, sharing expectations with students and parents. • Aspire staff to ensure that all students with additional needs are supported in developing safe hand sanitising habits, as well as the importance of the CCC. • WCC is considering hand sanitiser in all contracted buses – issues of cost – see 7th August govt guidelines [to be used on entry and exit of bus].			
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.	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.	• Personal items e.g. pens / calculators should not be shared • Tutors will manage spare sanitiser / face masks / plastic bags / pens / pencils / paper / mini-whiteboards and pens • Students will be issued with personal mini-whiteboard / marker pen for use during lessons (via tutors)			

		• Classroom based resources e.g. text books can be used – students should sanitise hands before and after touching such resources • Students should sanitise hands after receiving marked work back • Equipment, for example in sports / art / DT / music / science must be cleaned frequently and students use hand sanitiser before and after touching it [see Aug 2000 CLEAPSS advice]		(amber)	
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.	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.	• All stakeholders to carry their own **hand sanitiser** in a small bottle– free top-ups will be available in school • All stakeholders to carry their own **face mask** - to be worn in all enclosed spaces apart from classrooms (e.g. on corridors) • It must be purpose-made / removable / washable or disposable – no scarves / biker masks / novelty masks / inappropriate masks etc. • All stakeholders to carry their own **plastic bag** in which to store the face mask • Training will be given on safe use and removal of masks (see SMS protocol below) • If masks are washable this must be done daily • Students should only bring in essentials – e.g. lunch boxes / coats / books / stationery • Mobile phones and head phones must not be used - and will be confiscated if seen			(green)

		- If students do bring a mobile into school it must be switched off and stored in the student's bag - Tutors to check compliance – will be supplied with spare sanitiser / masks / plastic bags / pens / pencils / paper / mini-whiteboards / pens - Encourage electronic submission of homework rather than sharing books - Uniform to be worn to maintain structure and to support positive behaviour management, to be washed regularly. - Staff also encouraged to wear washable clothes.			
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.	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.	The SMS Protocol has been developed to ensure masks are used effectively. All students will be trained to follow the protocol (including a video). See operational plan for detail.			
Ensure that consistent groups are maintained and the Guidance for full opening: schools is adhered to	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	'Bubbles' – each student will belong to a bubble which comprises of the other students in their tutor group, in the classes in which they are taught and with whom they come into contact in Aspire - This produces a bubble for each child which is smaller than a year group (Government guidelines 240 max) but acknowledges that secondary students will be in bubbles			

		larger than those for primary pupils if they are to access a full range of subjects • Year 7 banding for non-specialist lessons – reduces size of bubble • Students move between lessons as normal, but must wear masks when moving between lessons and inside buildings • Masks will not be worn in lessons – when students enter classrooms and are seated they will be instructed to follow the SMS Protocol to safely remove their masks • Classrooms open and supervised by tutors from 8.30 am (registration) to allow staggering of pupil entry (no before school key stage briefings / whole staff briefings / subject meetings) • Transient contact is low risk, but our narrow corridors mean that face masks must be mandatory inside school buildings (other than classrooms) • SMS Protocol once seated on entry / exit to classrooms – managed by teachers • All move on 'B' of 'Bell', but hold class briefly to allow any congestion to disperse • No stopping / no waiting on corridors – immediate access to rooms • Heads of faculty / subject determine and enforce optimum entry / exit arrangements from subject areas maximising use of one-way systems / external doors etc – inform AI what signage is required		

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		• Temporary access to Humanities stairs during remainder of building programme to enable a one-way system in maths corridor			
Ensure groups are kept apart from other groups where possible and older children should are encouraged to keep their distance within groups.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	See above			
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	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	See above			
Within the classroom ensure there is distance between people whilst inside and reducing the amount of time people are in face to face contact lowers the risk of transmission.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	• Desks front facing • Unnecessary furniture removed to increase space (can be stored at front of room if necessary) • Decluttered for easier cleaning • 2m isolation pod for teacher at front – offset where possible – taped off • Where size of classroom does not allow 2m distancing for teacher clear face shield may be worn if desired • Students to remain seated at all times • Hand sanitiser / disinfectant / paper towels / latex gloves / tissues • Desk sanitisation – when students enter a class room they will collect 2 hand towels from the front of the room. At the end of the lesson, after both students and teacher have followed the SMS Protocol to put masks on and students are standing behind			

		chairs, the teacher will quickly move round the classroom, spraying each table with disinfectant, to allow the students to clean them down. Use paper towels must be placed in the bin as the students exit the room. • Computer keyboard hygiene – students and staff sanitise hands before and after use. When the teacher sprays tables at the end of a lesson, the student will use the hand towel, already moistened with disinfectant to wipe down the table, to also wipe down the keyboard. • A similar protocol can also be used to sanitise other equipment e.g. musical instruments / DT tools etc • Teacher sanitises own desk / computer on entry to and on leaving classroom – double clean protocol • Door wedged open • Windows open if weather allows • Library – will need to be reconfigured to avoid face-to-face contact		(amber)	
Ensure staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.	Ideally, adults should maintain 2 metre distance from each other, and from children. If not possible avoid close face to face contact and minimise time spent within 1 metre of anyone. (*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.*)	See above. • Create and maintain circumstances to remain 2m from students, unless masked • Staff must set example by following SMS protocol and wearing masks on corridors etc • Staff must sanitise desk / computer keyboard when entering and leaving a classroom – double clean protocol		(amber)	

		- Develop ways of supporting students in lessons which do not require proximity – all students will be issued with a mini-whiteboard and marker pen - Avoid congregating with other staff - Bring in own drinks / food - Staff room should be avoided – but if used work spaces must be double cleaned (see above) and left uncluttered - Remain in classroom if not occupied - Toilet breaks can be taken during lessons – neighbouring teacher to keep eye on both classes – masks must be worn and SMS Protocol followed			
Ensure that for children who are old enough, they are supported to maintain distance and not touch staff and their peers where possible. *(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).*	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	See above			
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.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Some more vulnerable students may be taught partly or exclusively in Aspire.			
Ensure that adaptations to the classroom to support distancing where possible. That	Section 5:	**Specialist lessons / situations**			

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.	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	• PE
		   o No contact sports
		   o No equipment unless sanitised and / or hand sanitiser used before and after use
		   o Outside where possible
		   o Students wear PE kit to school on day when PE timetabled (communicated via DSB to ensure students do not take advantage)
		   o Girls wear leggings under skorts / school hoodie
		   o Boys wear rugby tops over PE tops
		   o Girls and boys bring waterproof top
		• IT / computer keyboard hygiene – students and staff sanitise hands before and after use. When the teacher sprays tables at the end of a lesson, the student will use the hand towel, already moistened with disinfectant to wipe down the table, to also wipe down the keyboard.
		
		• A similar protocol can also be used to sanitise other equipment e.g. musical instruments / DT tools etc
		
		• Music – no singing / wind instruments – hands sanitised before and after using key boards / other equipment must be sanitised regularly (see above) and / or hand sanitiser used before and after use
		• Drama – no physical contact / no face-to face speaking - offset			

		• Science – demonstrations only for KS3 and KS4 (careful consideration should be given to maintaining social distancing whilst optimising sightlines) / sixth form science students purchase own safety glasses via faculty and follow before and after hand sanitising protocol • MFL (and other subjects where appropriate) – no choral repetition		⬛ (amber)	
Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.		• All assemblies cancelled with alternative modes of delivery arranged (recorded video / remote broadcast / visit to tutor groups)			⬛ (green)
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).	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	This is simply not possible due to the school layout and available space. Hence other measures are to be taken to ensure both safety and a meaningful curriculum delivery: • Use of SMS Protocol and face masks for movement around school minimises risk • Staggered school start and end reduces contact • Break time zoning, outside buildings reduces contact • Food sold and consumed outside • Wet weather arrangements maintain bubbles • A model for staggered breaks will be considered during the first half term, particularly as weather deteriorates and more indoor spaces will be required. • Staggered end to the day to avoid 'pinch points' around site – not by year group bubbles, but by geographical location –		⬛ (amber)	

		closest rooms to the bus bay to be dismissed first.			
Ensure that a plan of how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.		- Use of staffroom discouraged - Classrooms available as well as offices during breaks - All staff have at least one break a day, generally two - Structure of the school day changed to provide two half-hour breaks – staff on duty for 15-minute stints to ensure their own break. New daily staff duty rota to be devised.			
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.		- Detailed plan sent to parents 13/7/20 – follow up planned for 20th August - Includes transport arrangements with new one-way system for drop off / pick up 'On site by appointment only' will be included in August communication to parents - Arrangements on WCC-contracted buses to be communicated by HCHS and WCC to build parental confidence in the use of school buses and minimise transportation by car. - Enhanced safety measures for HCHS bus routes through use of masks in addition to seating plan [in year group bubbles] – separation of bubbles on a bus is not practicable.			
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	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.	- Leaflet available to visitors setting out expectations and procedures - Includes section to capture contact details of all visitors in order to allow for any contact tracing that may be needed.			

hours, they should. A record should be kept of all visitors. 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.				 	
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.	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 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. Notify the LORT (Mon – Sun 9am – 6pm) of any symptomatic people in a school wcchealthprotection@worcestershire.gov.uk or by phone 01905 845491 Notify PHE on 0344 225 3560 (Option 0, Option 2) of any symptomatic or confirmed cases in a school Ensure that Staff are aware of how to manage confirmed cases of coronavirus (COVID-19) amongst the school community. If the school becomes aware of a confirmed or suspected case of a pupil, staff member of household member of a pupil or staff member they must contact the WCC Local Outbreak Response Team	• All staff instructed to contact Front Office in case of illness • Front Office has details of guidance and contacts • Full guidance provided to staff and parents regarding procedure if a child or adult becomes ill in or out of school			

	or PHE Health Protection Team immediately and follow the local and national guidance. Ensure that staff members and parents/carers understand that they will need to be ready and willing to: • 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)				
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.	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	• The school will follow all advice and guidance and communicate this directly via e-mail to both parents and staff, as well as indirectly via the website.			

Worcestershire supporting tools and resources:

- Coronavirus (COVID-19) general FAQs for education providers: Public health - cleaning and protective equipment http://www.worcestershire.gov.uk/info/20774/coronavirus_covid-19_advice_for_schools_and_education_settings/2211/coronavirus_covid-19_general_faqs_for_education_providers/4
- Safe working including use of PPE: Bulletin CV35 http://www.worcestershire.gov.uk/downloads/file/12524/education_and_early_help_bulletin_covid-19_update_35_-_15_may_2020
- Covid19 Testing for education staff: Bulletin CV28 http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid-19_update_28_-_1_may_2020 and CV25 http://www.worcestershire.gov.uk/downloads/file/12479/education_and_early_help_bulletin_covid-19_update_25_-_24_april_2020
- Testing link and CV37 http://www.worcestershire.gov.uk/downloads/file/12546/education_and_early_help_bulletin_covid-19_update_37_-_20_may_2020
- **Personal Protective Equipment (PPE) in Schools**: Bulletin CV38 Coronavirus COVID-19 Education and Early Help Bulletin 38 | Worcestershire County Council
- 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
A reminder to maintain the statutory compliance testing, flushing and monitoring during the holiday period.	Schools should continue their compliance checks during the school holidays. 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 all taps for two minutes or more and flushing of toilets on	- Water checks are standard practice. - Fire evacuation procedures will require face masks to be worn, and a new route reinforced whilst the build is being completed. Revised procedure in January.			

	a weekly basis is recommended with daily flushing for a week before the school opens in September. 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. Further information can be found here- https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak Further information can be found here- https://legionellacontrol.com/compliance/recommission-water-systems-post-covid-19-lockdown/				🟩
Consider the ways to maintain and increase the supply of fresh air and adequate ventilation throughout the school.	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. Schools should consider if they can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. Advice on ventilation can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.	• Doors wedged open • Windows open		🟧	
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.	Further information can be found here: https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm	• School well-experienced in this area			🟩

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
- 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
Clinically Vulnerable staff 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.	**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 **Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable – updated the 3rd July 20**	- All staff have been risk assessed. - Any staff who are clinically vulnerable have been followed up by line manager and result of this will be received by September to make any necessary adjustments / mitigate risks in line with Government guidelines		A	

	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible. 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. The new guidance indicates that this group should be especially careful and be diligent about social distancing and hand hygiene.	
BAME staff 2. Please can you confirm that **you have individually risk assessed all staff** as per HR guidance, who identify themselves as BAME staff.	**BAME review report – 2nd June 20** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf **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 In light of the on-going work arising from this research, advice to schools is to **include BAME staff in the category of 'clinically vulnerable staff' and undertake individual risk assessments for those staff working in schools**.	No BAME staff

	If individuals cannot work from home, they are offered the safest available on-site roles, staying 2 metres away from others wherever possible. 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.			(green)
Clinically Extremely Vulnerable staff (known as Shielding) 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.** **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:** a) Job Role; b) Contracted hours; c) What roles can this individual undertake in light of the new updated guidance that will come into effect from the 1st August; and d) Please can you confirm that you **have or will** individually risk assess all staff as per	**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 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. 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. Support for those shielding will continue to the end of July so that people can plan for these changes.	• No staff are currently identified as 'clinically extremely vulnerable' • However, HR Manager is clarifying the situation regarding two members of staff ahead of September		(amber)

the updated **July 20 schools reopening guidance** for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.				
Impact on school 4. **Reviewing your answers to question 3 above** please can you answer the following questions: - 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?		- Staffing appears to be sufficient for September but will continue to be monitored over the summer - Two additional cover supervisors have been appointed to cover for staff illness or other absences - Widespread staff absence (for example due to an outbreak in the school or local area) may result in a partial or full closure		

Supporting tools and resources:

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

DfE guidance:

- Advice: https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance
- Data protection: https://www.gov.uk/government/publications/data-protection-toolkit-for-schools

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- 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