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: Emma James	DfE Number: 8853330
Date agreed by Head Teacher:	Date approved by Governing Body:
Date submitted to LA / WCF:	Submitted by: Emma James

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

Opening Plans

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

Tuesday 1st September

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

No

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

We ask that whenever possible parents drop their child off in our drop off zone and allow them to walk into school _supervised at the crossing_ by Mr Johnson and into the school by Miss Edwards or Mrs James. Ideally, only one parent will bring/collect a child to/from school and we will work on a one-way system accessing the school through the main gate and walking to the child's classroom. School times will be as normal 08:45-15:20 however children may arrive from 8:30 and go straight into the classroom via the external door. At hometime, older children with permission, can walk to the carpark. Younger children will be collected by a parent or carer. They will be asked to wait at a socially acceptable distance until their child can access/be released from the classroom safely. We ask that parents do not stop and chat with the teacher or each other apart from a 'hello'. They will walk using the one way system.

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?	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	We will explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing. We will therefore ensure we practice (and instil in the children): • Cleaning our hands more often than usual – either with running water and soap and drying them thoroughly or using sanitiser. • Using the 'catch it, bin it, kill it' approach. • Avoid touching our mouth, nose and eyes. As a school we will: • Ensure we remind everyone to clean hands on arrival at the setting, before and after eating, and after sneezing or coughing. • Think about ways to modify our teaching approach to keep a distance from children in our class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). • Help our classes to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. • Prevent children from sharing equipment and resources (like stationery), where possible. • Keep our classroom door and windows open if possible for ventilation and to limit use of door handles. • Limit the number of children from our classes using the toilet at any one time.			

		• Limit our contact with other staff members. • Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups; frequently touched surfaces being cleaned more often than normal; and cleaning toilets more regularly.			
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.	• For individual and very frequently used equipment, such as pencils and pens, pupils will have their own items that are not shared. You may wish to send them in with their own pencil case with their own personal items. • Classroom based resources, such as books and games, shared within the bubble will be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between bubbles, such as sports, art and science equipment will be minimised, or if sharing is unavoidable, cleaned between use by each bubble. Shared items are left for the half term break before being used by another bubble. If less time needed then everything will be sterilised using Milton fluid for at least 15 minutes submerging.			
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.	We are limiting the equipment that the children need to bring to school so they will only require a packed lunch (if provided by home), a water bottle (we are not able to provide these in school) and their book bag. We will not allow rucksacks as space in cloakrooms will be restricted to avoid crowding/ toilet cross contamination. The children must not bring any toys from home and if sun cream is required this must be applied at home.			
Ensure the School has a process in place for removing face coverings when pupils (over the age of 11) and staff who use	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	If a child arrives at school wearing a face covering, we will follow the DfE guidance which advises that pupils remove these when they arrive at school.			

WORCESTERSHIRE CHILDREN FIRST

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public transport arrive at school. And the process is communicated clearly to them.	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.	(They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission). They will be instructed to wash their hands immediately on arrival (as is the case for all pupils), not to touch the front of their face covering when removing them, dispose of temporary face coverings in a covered bin or place in a plastic bag they can take home with them, and then wash their hands again before heading into their classroom.			
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	At Chaddesley Corbett Endowed Primary we will operate as year group 'bubbles' with allocated classrooms, designated toilets and break and lunchtimes in nominated areas.			
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	Our 'bubbles' will follow these principles: • grouping children together and avoiding contact between bubbles. • avoiding large gatherings such as assemblies or workshops. • allocating toilet facilities to each bubble. • (where possible) making small adaptations to our classrooms to support distancing. This may include seating pupils side by side and facing forwards, rather than face to face or side on. • For individual and very frequently used equipment, such as pencils and pens, pupils will have their own items that are not shared. You may wish to send them in with their own pencil case with their own personal items. • Classroom based resources, such as books and games, shared within the bubble will be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between bubbles, such as sports, art and science equipment			

		will be minimised, or if sharing is unavoidable, cleaned between use by each bubble. • staff maintaining distance from pupils and other staff as much as possible - avoiding close face to face contact and minimise time spent within 1 metre of anyone. •we recognise that primary children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.			
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	Very few teachers will move around groups. Teaching staff will be kept consistent and stick to a key stage at the very most. Teachers that do move around will social distance from other staff. Additional staff room facilities will be set up in the conference room.			
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.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Where possible we will be making small adaptations to our classrooms to support distancing. This may include seating pupils side by side and facing forwards, rather than face to face or side on.			
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.*)	N/A			
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*	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Children taught about social distancing Sit side by side Work outside where possible			

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).					
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	At Chaddesley Corbett Endowed Primary we will operate as year group 'bubbles' with allocated classrooms, designated toilets and break and lunchtimes in nominated areas.			
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.	Section 5: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Where possible we will be making small adaptations to our classrooms to support distancing. This may include seating pupils side by side and facing forwards, rather than face to face or side on. Children will be sat be sat facing forwards.			
Ensure schools avoid large gatherings such as assemblies or collective worship with more than one group.		There will be no assemblies No lunches in hall.			
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	Use of corridors not necessary. Separate exits and entrance for each bubble. Intervention area limited to key stage and cleaned afterwards.			
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		Additional facilities in conference room. One consistent learning assistant per bubble during lunch.			

must still have a break of a reasonable length during the day.					
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.		Letter to parent – see letter attached. I confirm that parental letter has been updated to reflect the guidance changes for isolation period for an individual has tested positive. This was previously 7 days but is now 10 days, the letter updated in 5 places.			
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. 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.	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.	All visitors to school will be kept away from children if possible and out of school building. If a person needs to enter school, they will be expected to social distance and sanitise their hands upon entry. The toilet requirements of sanitising and wiping handles etc will be explained to them. We have no children who are dual registered although we do have a physio therapist visiting a child who will work solely with that child and follow our hand sanitising procedures upon entry.			
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	All in place All staff members understand the NHS Test and Trace process and how to contact their local Public Health Team and Public Health England Health Protection Team.			

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 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	Schools FAQs document has the school ensured that all Staff are aware of the process if there is an outbreak within the school. All staff are aware of actions to take as per the guidance and ensure that this is communicated to parents.			

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

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- 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 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/	All in place			

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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.	All in place Mechanical systems in place.			
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	N/A			

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

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- 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** 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.	No clinically vulnerable staff member.			
BAME staff	**BAME review report – 2nd June 20**	No staff identifying as BAME			

2. Please can you confirm that **you have individually risk assessed all staff** as per HR guidance, who identify themselves as BAME staff.	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**. 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.				
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.**	**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	Role- Teacher PPA cover 0.4 Accommodations include: • All meetings attended via zoom • Minimum number of bubbles covered • only covering upper key stage 2 children who can be expected to socially distance. • Wearing of PPE if needed or wanted including full face visor • Having own resources			

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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 the updated **July 20 schools reopening guidance** for Clinically Extremely Vulnerable staff and HR Guidance, that includes that stringent social distancing being adhered to.	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.	• Books for that teacher specifically- placed in box and left for 72 hours prior to marking • Teaching PE outside where possible • Enhanced handwashing • Use of disabled toilet not staff toilet • Bring in own flask/ snacks no use of staffroom			
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?		I have discussed what accommodations need to be made with the above member of staff in order for them to feel safe returning to work and we have agreed the steps outlined. Have clarified that total risk elimination is not possible but we can minimise risk as above. If required to cover the post it will have a financial impact as absence would be due to Covid. We have contacted Liberata to discuss.			

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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
- 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
- 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