



## WAKEFIELD GRAMMAR SCHOOL FOUNDATION RISK ASSESSMENT

This risk assessment is based on Department for Education (DfE) and Public Health England (PHE) COVID-19 guidance. The following documents have all been published and updated on the GOV.UK website.

1. Guidance for full opening schools ([issued 2nd July 2020](#), [updated 7th August 2020](#), [updated 28th August 2020](#), [Updated 17 September 2020](#), [Updated 1st October 2020](#), [updated 22nd October](#))
2. Guidance for secondary school provision from 15 June 2020 ([updated 4th June 2020](#))
3. Coronavirus (Covid-19): implementing protective measures in education and childcare settings ([updated 1st June](#))
4. Opening Schools and educational settings to more pupils from 1 June: guidance for parents and carers ([updated 1st June](#), [updated 21st August 2020](#))
5. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 ([updated 1st June 2020](#), [withdrawn 31st July 2020](#))
6. Opening schools for more children and young people: initial planning framework for schools in England ([updated 1st June](#), [withdrawn 31st July 2020](#))
7. Transport to school and other places of education: autumn term 2020 ([published 11 August 2020](#))
8. COVID-19: cleaning in non-healthcare settings ([updated 15 May 2020](#), [updated 15th July 2020](#))
9. Face coverings in education ([published 26th August 2020](#)) [updated 16<sup>th</sup> October 2020](#)
10. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ([published 4<sup>th</sup> November 2020](#))
11. Coronavirus (COVID-19): Safe working in education, childcare and children’s social care settings, including the use of PPE ([updated 14 December 2020](#))
12. Coronavirus (COVID-19): Advice for pregnant employees ([published 23 December 2020](#))
13. Coronavirus (COVID-19): Schools and childcare settings: return in January 2021 ([updated 30 December 2020](#))
14. Coronavirus (COVID-19): Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak ([updated 30 December 2020](#))
15. Coronavirus (COVID-19): Guidance for parents and carers of children attending out-of-school settings (COVID-19) outbreak ([updated 31 December 2020](#))
16. Coronavirus (COVID-19): Guidance for full opening: schools ([updated 30 December 2020](#))
17. National Lockdown: Stay at Home ([updated 05 January 2021](#))
18. Coronavirus (COVID-19): advice for pregnant employees ([Updated February 2021](#))
19. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable ([ECV-Persons Guidance February 2021](#))
20. Schools Coronavirus (COVID-19) operational guidance ([published February 2021](#))
21. Face coverings in education ([updated March 2021](#))
22. Shielding advice for clinically extremely vulnerable people to stop from 01-April-2021-[Updated 18 March 2021](#)

Brief Description of Work, Activity, location, Trip or Person being Assessed	The risks associated with re-opening the Secondary Schools during the COVID-19 pandemic. Primary risk is COVID-19 infection.			An Accident Form/Near Miss Form must be completed after any accident/ near miss on site	
Location or School	<b>WGHS Senior School</b>	Department	All Year Groups returning	Version	1.08 1.09 <b>1.10</b>
Assessed By (full name)	Heidi-Jayne Boyes – Head John Garside – Compliance, Health & Safety	E-mail address	<a href="mailto:hjboyes@wgsf.net">hjboyes@wgsf.net</a>	Duration of Task	Ongoing
Date of Assessment:	Last draft update: 31/10/2020 Last draft update: 04/01/2021 Last draft update: 01/03/2021	Student – Staff Numbers		Review Cycle Date & Initials	Ongoing

Task or Situation.	Hazard Identification and Foreseeable Risks. What could cause more than superficial harm in a worst case scenario?	People. Who might be harmed? Consider if any person(s) need an individual assessment carried out.	Control (Preventive and Protective) Measure to Minimise the Risk. What controls are currently in place? Please specify the name of any WGSF or other guidance that will be followed.	Methods of Monitoring Control Measure.	With Controls		
					S	L	Risk Rating S x L
Pupils/Teaching Staff and Other Employees returning to WGHS SS on Monday 8 <sup>th</sup> March 2021	Insufficient staffing resources.	Students / Staff	Staffing levels in place to accommodate all students returning.	Monitored by Head and SLT	3	1	3
To manage the safe return to WGHS SS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	Transmission of COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	Continued policy of compliance with the updated Government Guidance and compliance with statutory regulations. <b>Compliance with Section 2</b> of HSWA places a general duty on employers to ensure, so far as is reasonably practicable, the <b>health, safety</b> and welfare at <b>work</b> of all their employees. <b>Compliance with Section 3</b> of HSWA that places a duty on every employer and self-employed person to conduct their undertaking in such a way as to ensure, as far as is reasonably practicable, that people who are not in their <b>employment</b> but may be affected by it, are not exposed to risk.	COVID-19 Risk Assessments carried out and reviewed in line with Government Guidelines.	3	1	3
To manage the safe return to WGHS SS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	Transmission of COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	This covers the requirements of <b>Regulation 3</b> adequate Risk Assessments & <b>Regulation 8</b> Procedures for dealing with dangerous incidents of the MHSW Regulations.	Social distancing inforce and routine COVID-19 cleansing of all areas. Medical procedures in place for separation of suspected COVID-19 cases.	3	1	3

To manage the safe return to WGHS SS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	Transmission of COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	<b>This provision covers the requirement of Regulation 4 PPE at Work Regulations</b> which states: Every employer shall ensure that suitable <b>personal protective equipment</b> is provided to his employees who may be exposed to a risk to their health or safety while at work	COVID-19 PPE available to all pupils/Teaching Staff and other employees.	3	1	3
To manage the safe return to WGHS SS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	Transmission of COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	<b>This provision covers the requirement of Regulation 4 of the Workplace (Health &amp; Welfare) Regulations 1992.</b> Where the employer is also in control of the workplace, it is the employer's duty to ensure that the workplace meets the requirements. Where this control is held by a person other than the employer then it is that person who is responsible for compliance. Maintaining the Workplace and its equipment, devices and systems under regulation 5, workplaces and related equipment, devices and systems, must be kept in a clean and efficient state, and in good repair.	Covered by the WGSF Estates Managers procedures and documentation.	3	1	3

<p>Staff who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable.</p> <p>Pregnant Staff</p>	<p>Risk posed to vulnerable staff and their vulnerable dependents.</p>	<p>Staff / Students</p>	<p>The latest government guidance provides the following information. Shielding for those Clinically vulnerable and extremely clinically vulnerable people will cease from 01 April 2021 and all Employers and Employees are to ensure a smooth return to work for those Employees who have been shielding, this includes workplace safety measures and social distancing. The Foundation has a policy in place in line with Government Guidance for face coverings to be worn in all indoor workspaces for Staff and for pupils above Year 7.</p> <p>Existing pregnant staff and staff who are working at school who inform the school that they are pregnant, will have an individual pregnancy risk assessment undertaken to assess the individual's working arrangements. This is to be reviewed throughout their pregnancy term.</p>	<p>Monitored by Head and SLT</p>	<p>3</p>	<p>1</p>	<p>3</p>
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<p>Staff and Other Employees returning to work on Monday 8<sup>th</sup> March 2021</p>	<p>Adequate ventilation to prevent COVID-19 in Schools and Childcare Settings.</p>	<p>Staff/Other Employees/ Contractors/Visitors</p>	<p>Once in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air</li> <li>• Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul>	<p>Monitored by Head and Deputy Heads</p>	<p>3</p>	<p>1</p>	<p>3</p>
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<p>Communications to parents and students (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection)</p>	<p>Maintaining social distancing during drop off and collection of pupils.</p>	<p>Students / Staff / Parent(s)</p>	<p>Letter sent to parents in advance of opening detailing arrangements including drop off and collection times (copy of the letter to be kept on file).</p> <p>24.09.20 - communication to all parents outlining measures to be taken if a positive COVID-19 case is identified in school</p> <p>26.01.21 - communication to all parents outlining measures for testing and the safe return of all members of the community to WGHS</p>	<p>Monitored by Head and SLT</p>	<p>3</p>	<p>1</p>	<p>3</p>
<p>Cross infection of students/staff with COVID-19 – Measures undertaken prior to students return and their arrival on-site</p>	<p>Insufficient measures in place to reduce the risk of cross infection of students/staff with COVID-19.</p>	<p>Students/ Staff /Parent(s)</p>	<p>The following measures will be implemented as far as is reasonably practicable:</p> <p>Parent(s) have been informed they are not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p> <p>Parents have been informed that only one parent should accompany the pupil(s) to the school.</p> <p>Parents have been informed about their allocated drop off and collection times and the process for doing so and the need to practice social distancing at these times.</p> <p>As per the latest DfE guidance, the school will return to its usual uniform policies and uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Parents have been asked to avoid, where possible, using public transport to travel to and from the school.</p>	<p>Monitored by Head and SLT</p>	<p>3</p>	<p>1</p>	<p>3</p>

			<p>A separate transport risk assessment has been undertaken.</p> <p><b>Face Coverings:</b>  Girls who arrive at school wearing a face covering will be instructed how to take the face covering off and dispose of it. It is preferable for disposable face coverings to be worn. If a reusable face covering is worn, parent(s) will be required to provide a new sealable bag each day for the mask to be put into to be taken home and washed ready for the following day.  For parent(s) who intend for their daughter to arrive at school wearing a face covering they will be asked to teach them what to do beforehand:</p> <ul style="list-style-type: none"> <li>Remove the face covering using the ear pieces and do not touch the front of the face covering</li> </ul> <p>The face covering will then be disposed of in a lidded bin (or placed in the resealable plastic bag)  The child will then sanitise their hands immediately</p>				
Measures for arriving and leaving school School day start and end time	Parents and students not adhering to social distance guidance during drop off/collection times.	Students / Staff /Parent(s)	Parents must not come onto the school site and they must observe the societal distancing rules. There may be exceptions to this rule and such a decision will be made by the Head.  There will be clear signage around the school buildings identifying entry and exit points. The Year groups are zoned and their zone and entry/exit point is listed below:  Year 7: Newstead, Margaret Street Year 8: Main Entrance, Wentworth Street Year 9: Cushions, Margaret Street Year 10: Forrest, Margaret St, far entrance on Wentworth Street	Monitored by Head and SLT	3	1	3

			<p>Year 11: Beaumont, Wentworth Street  Year 12: Cliff, Wentworth Street  Year 13: STC, Margaret Street</p> <p>Upon arrival, to WGHS, all staff and students must sanitise or wash their hands. Face coverings worn on public transport should be removed and placed in a sealable plastic bag.</p> <p><b>Anyone</b> moving around the buildings and in corridors on the school site should wear a face mask. Sixth Form students moving between WGHS and QEGS sites are not expected to wear a covering between sites but must wear one once they arrive on site.</p> <p>01.03.21:  It is advised that students wear a facemask in classrooms unless social distancing can be guaranteed. This will be at the teacher's discretion and relevant to only small class groups e.g. A Level. There are also other safety measures in place. This is in line with government guidance.  It is advised that staff wear a face mask in the classroom setting until all the students are seated, then this can be removed.</p>				
Taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school	Knowledge and record of student attendance.	Students / Staff	<p>The normal recording attendance operating procedure will apply.</p> <p>An <b>X</b> in the SIMS register denotes that a student is self-isolating. In this instance, relevant teaching staff should invite the student to the lesson via GMeet.</p>	Monitored by Head and SLT	3	1	3
Student who was expected to attend does not arrive as expected	Illness, which the school requires to be informed about. Safeguarding issues.	Students / Staff	If a student does not attend and the parent does not contact the school, the school will contact the parents.	Monitored by Head and SLT	3	1	3

			Should the student have symptoms of COVID-19, the student will self-isolate at home. The school will recommend testing and if a positive test result is confirmed, the School will contact the DoFE / local health protection team, who will undertake a rapid risk assessment to confirm who has been in close contact with the person and ensure they are asked to self-isolate. The exception to this is if it is indicated on the spreadsheet that they are unwell and cannot attend. Matron will be responsible for making these phone calls.				
Seeking to maintain social distancing	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	<p>Students will be grouped in year groups and will be allocated a 'zone' on the school site. There will be a specific entry / exit point for these students for the arrival and end of the school day. They must also use these points at break and lunchtime to minimise risk of mixing.</p> <p>Zones have also been allocated outside to limit year group mixing:  Year 7-9: The Quad (divided into 3)  Year 10: Outside Forrest at the front  Year 11: The Quad  Year 12 and Year 13 may only go off-site to visit QEGS for scheduled lessons or for a Sixth Form approved activity (signed off by JOR). Year 13 may also go to sit in St John's Square at lunchtime in pairs.  All common rooms are off limits and this will be reviewed at Easter.</p> <p>Students in the Sixth Form have been instructed to socialise (spend free time) in groups of 6 or less to avoid a high risk of infection.  Students in Y7-11 are to socialise outside.  Students must only use their own form room at break and lunch in wet weather.</p>	Monitored by Head and SLT	3	1	3



			Year 12 and Year 13 are to spend free periods studying in LRC1 if they have 'trapped time' and need to stay at school.				
Classrooms	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	<p>Site team / Cleaners ensures top ups of hand sanitiser dispensers at the end of each day. Site team arranges desks and chairs in rooms used and tapes out the suggested 1-2m perimeter around the teacher's desk. Spray and blue roll to be available so that each member of staff can clean down the desk, chair etc., before leaving. The next member of staff should also do this before starting. It is advisable that teaching staff doc their chromebook, wherever possible.</p> <p>Hand sanitiser available at the entrance to each building and each building floor. Deep clean to take place prior to students returning from holidays.</p> <p>Daily disinfection of surfaces in rooms used will be undertaken once the school re-opens.</p> <p>Desks are pre-arranged so students are seated side by side and facing forward, rather than face to face or side on as far as is reasonably practicable. In the case of some practical's e.g. Textiles, desks will be positioned facing outwards. Seating plans are in place.</p> <p>Teachers can operate across different classes and year groups and will seek to maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, all staff should maintain 2 metre distance from each other, and from students. In particular, they will seek to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>	Monitored by Head and SLT	3	1	3

			<p>Sharing materials - For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within a group; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or groups, such as art and science equipment must be cleaned frequently and meticulously and always between groups, 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 groups.</p> <p>Students will be required to limit the amount of equipment they bring into school each day, to essentials such as a bag, hat, coat, books, stationary and mobile phones. Windows open for ventilation where possible. Fire doors can be propped open whilst a member of staff is in the room and <b>MUST</b> be closed once the room is vacated. Staff are responsible for this.</p> <p>Submission of homework: students will be encouraged to submit work electronically. Hand washing after handling the documentation is also important and must be remembered. This means that work does not need to be quarantined.</p>				
Corridors - movement around buildings	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	In general, staff will move around the school and students will remain within their allocated classroom / zone. When moving, staff should maintain a 2m distance from each other, and from students. Staff will also minimise face to face contact and must not go within 1m of each other.				

			<p>While passing briefly in the corridor is considered to be low risk, the school will attempt to avoid creating busy corridors, entrances and exits.</p> <p>All members of the Foundation community should wear a mask when moving around inside the school buildings, even if a student is within their zone. This is because some areas may not allow for a minimum 1m distancing.</p> <p>Break times and lunch times do not need to be staggered as the areas are zoned. Students will be required to use their entry and exit point only. Staff will be supervising corridors and social spaces.</p>				
Sixth Form common rooms	Potential mixing of groups / lack of social distancing	Students / Staff	<p>Year 12 will NOT have access to all the facilities in Ross and Year 13 will have access to all the Sotterley facilities. Once the students have signed in using Inventory, they must go to their allocated zone: Year 12 to Cliff and Year 13 to STC (or their assessment base).</p> <p>The Sixth Form is not allowed off site during a 'free' period, they must remain on site. They should only go to QEGS for a timetabled lesson or meeting. Students will be encouraged to leave the school site once their lessons have ended for the day.</p> <p>Any student going off site e.g. for an appointment and returning to school must sign in and adhere to school hygiene rules. In addition, they must not order or bring food or drink on site.</p> <p>Break and lunchtime will be catered for, as usual, from the Ross kitchens and this will be staggered with a queuing system. One door</p>	Monitored by Head and SLT	3	1	3

			needs to be 'disabled' to allow Year 12 and Year 13 to enter from different sides, at different times. Students will enter the serving area one at a time.				
Shared staff spaces - staff rooms	Potential mixing of staff	Staff	<p>The school will implement a plan to minimise the use of shared staff spaces such as staff rooms and to allow staff to implement social distancing measures.</p> <p>Staff are to be consulted over this in a staff survey; SLT to establish what staff would feel most comfortable with and then manage the situation accordingly.</p> <p>WGHS SS and JS to liaise over the use of the STC Common Room. This is all now in place.</p>	Monitored by Head and SLT	3	1	3
Assemblies and Parent evenings	Potential mixing of groups / lack of social distancing	Students / Staff	<p>There will be no large gatherings in a room so until further notice, assemblies and parents evenings will be virtual.</p> <p>Tables should be wiped down at the end of a gathering. Products are available on each table.</p> <p>All assemblies will be streamed live into form time with the tutor logging on.</p> <p>All parents evenings' will be virtual for the foreseeable, as will other large celebratory events.</p>	Monitored by Head, and SLT	3	1	3
Cross infection of students /staff with COVID-19 – Measures undertaken whilst the school is open	Insufficient measures in place to reduce the risk of cross infection of students / staff with COVID-19.	Students / Staff /Parent(s)	<p>The following measures will be implemented as far as is reasonably practicable:</p> <p>Ensure that students are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days for each cycle.</p> <p>On a day a student has PE, they should wear their PE kit to school under their tracksuit. They will remain in this all day.</p>	Monitored by Head, and SLT	3	1	3

			<p>If students have long hair, they are to be advised to tie their hair back to avoid the need to touch their face.</p> <p>All staff and students will clean their hands on arrival at the school, before and after eating, and after sneezing or coughing.</p> <p>Hands will be cleaned whenever the student has left the setting/ classroom and returns to it with sanitized hand wash. Posters in toilets will demonstrate the correct hand washing technique.</p> <p>Tissues are available in classrooms and students will be encouraged to use them or their elbow to cough or sneeze and bins specifically for tissue waste are available in each classroom ('catch it, bin it, kill it'). The bins will be emptied throughout the day. All bins will have lids on.</p> <p>There is signage in every classroom displaying: 'Hands, Face, Space' messaging.</p> <p>Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units. Antiseptic hand gel dispensers are located in each building entrance, corridors.</p> <p>All students will bring their own equipment. This equipment should either be in use or in their bag.</p> <p>Students can use their allocated locker in their allocated classroom. They are not allowed to use the larger lockers in shared spaces. Year 11 may use their lockers in their Common Room. Students should only bring in the equipment needed for the specific day. They must check Firefly 24hrs</p>				
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			<p>in advance to ensure they have everything they need.</p> <p>Year 10 and 11 leave all items at home, unless instructed otherwise; if we have to close the school they need to access their resources from home.</p> <p>There will be no scheduled lessons in the LRC. There is also a rota for year group access to the LRC.</p> <p>Outside space will be used for exercise, breaks, and lunch. If it is too wet to go outside at break / lunch, students should stay in their own form room.</p> <p>Jubilee Hall will be used at breaktime for tuck and this will be served from the stage with a one way system. Each year group will be assigned a 'tuck' day.</p> <p>Year 11-13 are not allowed off site.</p> <p>Use of washroom facilities:</p> <ul style="list-style-type: none"> <li>- Antiviral wipes are to be available in all cubicles for the student / staff member to wipe down before and after use.</li> <li>- Year 7 will use the facilities in Newstead.</li> <li>- Year 8: the Gym toilets</li> <li>- Year 9: both Female and Male toilets at the back of Jubilee Hall. Therefore, not available for staff use</li> <li>- Year 10: Forrest</li> <li>- Year 11: Beaumont</li> <li>- Year 12: Cliff</li> <li>- Year 13: STC</li> <li>- Office staff and SLT: the Disabled toilet</li> <li>- Teaching and support staff in the main building: facilities by the common room</li> </ul>				
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			<p>- Other teachers and support staff to use the staff facilities closest to their work zone.</p> <p>Students are to return to their allocated zone to use these facilities.</p> <p>Students visiting from QEGS should use the Male facilities in Cliff.</p> <p>Students are able to move outside their zone for appointments with the school counsellor. They should wear their mask whilst moving around the site and wash / sanitise their hands.</p>				
Cross infection of students /staff with COVID-19 – Cleaning measures	Insufficient cleaning measures in place to reduce the risk of cross infection of students /staff with COVID-19	Students / Staff /Parent(s)	<p><b>Cleaning Team Leader has undertaken online training on measures to prevent the spread of COVID-19.</b></p> <p><b>Cleaning staff will be required to inform the Foundation Management of any COVID -19 symptoms they start to feel and they will be sent home immediately.</b></p> <p><b>Cleaning staff will seek to maintain social distancing and they will practice infection control measures such as regular hand washing and use of protective gloves.</b></p> <p><b>The following cleaning protocols are in place:</b></p> <p><b>7am to 9am - general cleaning of all areas undertaken</b></p> <p><b>9am to 4pm – dedicated cleaner for toilet/washrooms and general cleaning</b></p> <p><b>4pm to 7pm - general cleaning of all areas undertaken</b></p>	Monitored by Head and SLT	3	1	3

			<p><b>This will include wiping down tables, chairs and hard surfaces.</b></p> <p><b>In each building zone there will be a cleaning box provided for the teacher to use as required. This will include:</b></p> <ul style="list-style-type: none"> <li>● <b>Stericlean wipes</b></li> <li>● <b>Antiseptic spray and wipe</b></li> <li>● <b>Nitrile disposable gloves</b></li> <li>● <b>Disposable apron</b></li> <li>● <b>Face visor</b></li> </ul> <p><b>Ideally, washroom facilities will be cleaned at the end of break time and lunch.</b></p>				
Fire	Fire breaking out within the buildings.	Students/ staff / cleaners	<p>Comprehensive fire detection system in place. Fire evacuation protocols in place.</p> <p>The normal fire assembly points will be used but with increased distances between the year groups. As the gathering is outside, masks do not need to be worn. Form tutors will be responsible for taking the register and reporting any missing students to SLT (DJE).</p> <p>Relaxation has been applied on allowing the propping open of classroom/corridor doors to reduce door handle even if it is a fire door. Rooms should then be ventilated by opening the windows.</p> <p>In the event of a fire, teachers <b>MUST</b> ensure doors are closed if they and their students are leaving the room and <b>ALL</b> doors closed at the end of the school day. Failure to do so will lead to the ceasing of this relaxation.</p>	Monitored by Head and SLT	3	1	3
Potential exposure to covid-19 aerosols	Use of Respiratory Protective Equipment and other PPE	Staff / Students	Government Guidance now states that as a safety precaution all students and staff will be required to wear face masks when moving inside the school buildings.	Monitored by Head and SLT	3	1	3



			<p>It is, however, understood that people who cannot put on, wear or remove a face mask because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs. This should be discussed with the Head in the first instance.</p> <p>Any individual exempt from wearing a face mask will wear an invisible disability badge to avoid being challenged and causing distress. Safe wearing of face masks requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>PPE will be issued and worn by a supervising adult if:</p> <ul style="list-style-type: none"> <li>• A student becomes unwell with COVID -19 symptoms and needs direct personal care</li> <li>• A student is vomiting</li> </ul> <p>PPE = Disposable face mask, disposable apron and gloves, face shield.</p>				
Support available for vulnerable and/or disadvantaged children	Insufficient support for returning vulnerable and/ or disadvantaged students	Students / Staff	As defined by the government we do have vulnerable children but no students with an EHC. All student needs will be met on their return to school.	Monitored by Head and SLT	N / A	N/A	N/A
Safeguarding provision/First Aid	Insufficient safeguarding/ first aid	Students / Staff	Students returning to school will have their needs met through the safeguarding provision.	Monitored by Head and SLT	3	1	3

	provision for returning students		<p>Many staff have first aid qualifications and will be able to diagnose. Matron (Sally Christie) will be in school.</p> <p>All staff will be provided with detailed information and posters are displayed throughout the school.</p>				
Students and staff behaviour	Students and staff not following new/revised protocols.	Students / Staff	<p>Behaviour Policy statement for all students returning to school to be included in communication to students and their parents.</p> <p>Students will be supervised in their zone by members of the teaching staff. Staff will be allocated their registration year group i.e. Year 7 tutor to supervise Year 7 zone. Staff will be required to supervise 1 additional break time per cycle and half a lunch period each week. The HoY will be responsible for timetabling this with their tutor team and the Director of Pastoral Care, LJL. This also includes lunch supervision in JH. SLT will supervise Peppers with a member of staff assisting with the queue supervision.</p> <p>This will also help minimise students going to the Office as staff can help to answer queries / concerns.</p>	Monitored by Head and SLT	3	1	3
Food and hydration provision	Students not receiving sufficient food and hydration provisions.	Students	<p>At break and lunch times, pupils will remain in their Year Group and will not mix with other Year Groups.</p> <p>Year 7-11, break time: Jubilee Hall will be used at breaktime for tuck and this will be served from the stage with a one way system. Each year group will be assigned a 'tuck' day. Only Year 9 can access the back of the Jubilee Hall to use the washroom facilities.</p>	Monitored by Head and SLT	2	1	2

			<p>Lunch: Served on a rota basis to the year group. Year 7 &amp; 9 will be served from Jubilee Hall. Year 8, 10 &amp; 11 from Peppers. Sixth Form from the Sixth Form. Tables and chairs will be set up for students in all locations and students are responsible for wiping down their place and seat before they leave. 1 member of staff will supervise Jubilee Hall, a member of SLT will supervise Peppers (wearing optional PPE) and a member of staff may be needed to supervise the queue outside. Students now need to enter and sit with their form group for lunch. The groups will rotate and have both first and final sittings.</p> <p>Sixth Form: Break and lunchtime will be catered for, as usual, from the Ross kitchens and this will be staggered with a queuing system. One door needs to be 'disabled' to allow Year 12 and Year 13 to enter from different sides, at different times. Students will enter the serving area one at a time.</p> <p>Each year group will have first priority at least 1 day / week with the exception of Y7. They will dine last so they do not need to rush.</p> <p>Students can use the water fountains within their zoned area.</p>				
Operation of breakfast clubs, lunch clubs and after-school clubs	Staffing levels. Drop off/collection times leading to social distancing risk. Mixing of groups	Students / Staff / Parent(s)	<p>Breakfast club will not take place in the Spring Term.</p> <p>Due to small numbers of students arriving / staying after school, we are able to accommodate Year 7-11 in the Library. Parents have been told that school is not open before 8am and that we cannot guarantee supervision. Any student arriving</p>	Monitored by Head and SLT	3	1	3

			<p>from 8am is to go straight to their designated classroom.</p> <p>For after school care (4-6pm).,Year 7-9 will go to the main library and Year 10-11 will go to the Sixth Form library area. (Students are to wipe down their area and chair before they leave.)</p>				
<p>Interim and mock exams for Year 11 and Year 13 students</p> <p>GCSE and ALevel exam season October/ November 2020</p>	<p>Staff and students not fully aware of the procedures and protocols</p>	<p>Students / Staff</p>	<p>A timetable will be shared with all students involved in interim (Y13) and mock (Y11) examinations.</p> <p>All assessments will be conducted in the STC building, on the top floor. Students will be instructed to line up in an orderly fashion no more than 10 minutes before the start of the exam and will be asked to wear a mask whilst in this part of the building. If the weather is nice, students may congregate outside and masks do not need to be worn.</p> <p>The Exams Officer and invigilators will set out the rooms wearing gloves/ sanitising their hands to avoid contaminating the examination papers.</p> <p>Windows and doors (where possible) will be open and the room will be well ventilated.</p> <p>All desks will be facing forwards with appropriate distancing between the students. As the invigilators look onto the students and there may be movement around the room, masks may be worn by members of staff.</p> <p>Students will be required to sanitise their hands upon entry into the hall and also as they exit.</p> <p>Papers will be collected by the invigilators. Hands will be washed / sanitised before and</p>	<p>Monitored by Head and SLT</p>	<p>3</p>	<p>1</p>	<p>3</p>

			<p>after handing so it is no longer necessary to quarantine these documents.</p> <p>Students using a PC will work in ITC1 and will be working facing outwards.</p>				
Enriching and Developing Girls' Education (EDGE activities)	EDGE activities - COVID-19 restrictions	Students / Staff	The activities are going to be specific to a year group to avoid vertical mixing. In addition, Year 11 will have supervised study in their zone and Year 12-13 will be released and therefore will work off-site.	Monitored by Head and SLT	3	1	3
Communicating protocols to staff in advance of the pupils return	Staff not fully aware of new/revised protocols and layouts of the class.	Students / Staff	<ol style="list-style-type: none"> <li>1. RA shared with all staff by the end of w/b 1st March 2021. Return to school guidance shared with staff 02.03.2021.</li> <li>2. Staff briefings will also be a time to update staff on any changes. Email communication may also be used but kept to a minimum</li> <li>3. Staff briefings will be virtual from Monday 4<sup>th</sup> January 2021 until further notice</li> </ol>	Monitored by Head and SLT	3	1	3
Staff workload	Potential stress related issues.	Students / Staff	<p>HoDs to review and assist staff in managing workload.</p> <p>Staff to be supported as needed. Staff to consult their Line Manager in the first instance.</p>	Monitored by Head and SLT	2	1	2
Staff member develops COVID-19 symptoms	Health of the staff member, other staff and students.	Students / Staff	<p>See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'.</p> <p>Any staff member who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p>	Monitored by Head and SLT and Director of Finance and Operations	3	1	3

			<p><a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a></p> <p>If a member of staff displays Covid-19 symptoms, the member of staff will Jude Tingle's office. SLT member to call a contact to come and collect the member of staff. A test should be used and HJB informed of the outcome.</p> <p>Contact information to be collated and stored centrally.</p> <p>WGHS will operate its own tracking system so Matron will keep a record of anyone displaying symptoms, record this and follow up with a phone call to confirm a positive or negative case. If negative, no further communication is needed, if positive the school will communicate to all persons who have been in contact with the individual. SLT will all be informed.</p>				
Student develops COVID-19 symptoms	Health of the student, staff and other students.	Students / Staff / Parent(s)	<p>See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'.</p> <p>Student to be directed to the designated room: Judith Tingle's office. A member of office staff or Matron is to call home and ask the parent to collect their daughter immediately.</p> <p>Any student who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>On being informed that a pupil/staff member who has attended school has tested positive for coronavirus (COVID-19), the school must contact the DfE Helpline who will then direct</p>	Monitored by Head and SLT and Director of Finance and Operations	3	1	3

the school onto the dedicated NHS advice team for nurseries, schools and colleges. The DfE Helpline number is: Tel: 0800 046 8687 and select the option for reporting a positive case.

All lessons now have a shared seating plan and these need to be saved in the WS-Shared drive. This is imperative to reduce the time to track and trace individuals who may have been in contact with a positive case.

We must have contact details for all these students so they can be collected immediately, should they display signs of the symptoms.

WGHS will operate its own tracking system so Matron will keep a record of anyone displaying symptoms, record this and follow up with a phone call to confirm a positive or negative case. If negative, no further communication is needed, if positive the school will communicate to all persons who have been in contact with the individual. SLT will all be informed.

Students identified as having been in close contact will be identified and spoken to by a member of SLT and Matron.

The individuals will be asked to go to a designated room and sit at a 2m distance from each other. If the Gym is available, this space will be used. If not, Jubilee Hall will be used between periods 1-2 and only after lunch.

If these spaces are unavailable, SLT will try to find a free room within the assigned zone for the bubble to meet with the students:

- Y7- Library 1
- Y8 - Library 1
- Y9 - Library 1

			<p>Y10 - Drama Studio Y11 - Library 1 Y12 - Lecture Theatre Y13 - Lecture theatre</p> <p>The room will then be scheduled for a deep clean.</p>			
Managing confirmed cases of COVID-19	Staff/pupil who has attended school has tested positive for COVID19	Pupils / Staff	<p>The Foundation will immediately contact the local health protection team.</p> <p>PHE West Yorkshire Health Protection Team</p> <p>Tel 0113 386 0300</p> <p>On being informed that a pupil/staff member who has attended school has tested positive for coronavirus (COVID-19), the school must contact the DfE Helpline who will then direct the school onto the dedicated NHS advice team for nurseries, schools and colleges. The DfE Helpline number is: Tel: 0800 046 8687 and select the option for reporting a positive case.</p> <p>The local health protection team will work with the Foundation to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with the school in this situation to guide them through the actions the school needs to take.</p> <p>The school will keep a record of students and staff in each group and any close contact that takes place between student and staff in different groups and provide this information to the health protection teams on request.</p>			



Contain any COVID-19 outbreak	If the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak	Pupils / Staff / Community	The school will immediately contact the local health protection team who will advise on what action is required and is required to be sent home. For students who are required to self-isolate at home, remote learning provision will be provided.				
Students who are self-isolating or shielding	Students who have symptoms or a positive test result or are a close contact of someone who has COVID-19	Students	Students who are self-isolating will be provided with access to remote education.  Shielding advice for students was paused on the 1st August 2020, subject to continued decline in the rates of community transmissions, so students who remain on the shielded list can return to school, as can those who have family members shielding.				
Students and families anxious about return to school	Students/families who have particular concerns about a return to school	Students / Families	The school will discuss any concerns and provide reassurance of the control measures which have been put in place to reduce the risk in school.				
Staffing levels are suddenly reduced	Insufficient staffing resources	Students / Staff	Staffing levels will be maintained by SLT support and the use of Teachers and support staff, in some instances. If staffing levels cannot be maintained part time offers of education in school will be made and these will be supplemented by remote learning.	Monitored by Head and SLT	3	1	3
Staff mental-health and wellbeing	Short-term and long term staff mental health and well-being.	Staff	Foundation action helpline available to all staff.  Staff have been given the opportunity to comment on new working arrangements.  Where concerns have been raised they have been thoroughly considered.	Monitored by Head and SLT	3	1	3

Students' mental health	Students suffering mental health issues	Students	Support will be given to all students who need it on their return. Support will be accessed from a range of sources including our own counsellor in school. Any child whose needs cannot be met by the school will be referred.  There are <a href="#">resources</a> discussing supporting students and their mental health.	Monitored by Head and SLT	3	1	3
Supply teachers and other temporary or peripatetic teachers	Schools engaging supply teachers and other supply staff during this period.	Supply/peripatetic teachers / Students / Staff	Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and students.	Monitored by Head and SLT	3	1	3
Catering	Provision of lunches	Students / Staff / Catering staff	Please see staffing rotas for further information	Monitored by Head and SLT	3	1	3
Educational visits	Students and staff participating in educational visits	Students / Staff	The latest DfE guidance advises against domestic (UK) overnight and overseas educational visits. This advice will be followed.  Non-overnight domestic educational visits will be permitted in line with protective measures, such as keeping students within their consistent group, and the COVID-19 secure measures in place at the destination  The Foundation has taken the decision not to reintroduce day trips until further notice.	Monitored by Head and SLT	3	1	3
Staff recruitment	Staff and applicants participating in the interview process	Staff and applicants	Recruitment will be undertaken remotely with interviews being held electronically, unless it is safe to invite an individual into school. WGHS will adhere to government guidance and observe good hand and respiratory	Monitored by Head and SLT	3	1	3

			hygiene and maintain social distancing measures.				
Expectation and deployment of initial teacher training programme	Teacher trainees attending school	Teacher trainees, staff, students	No Teacher trainees will be attending the school until further notice.	Monitored by Head and SLT	3	1	3
Teaching staff taking leave	Teaching staff having to quarantine on returning from holidays abroad due to unforeseen COVID-19 outbreaks.	Teaching staff	SLT to have discussed leave arrangements with teaching staff.  Where it is not possible to avoid a staff member having to quarantine during term time, SLT will consider temporarily amending working arrangements to enable the staff member to work from home.	Monitored by Head and SLT	3	1	3
Scheduled or ongoing building works	Contractors entering open teaching areas.	Students / Staff / Contractors / Estates Maintenance staff	Contractors will be required to inform Estates Management of any COVID -19 symptoms prior to arrival onsite and not to enter the site. As part of their site induction Contractors will be required to declare they are not suffering any COVID -19 symptoms. Work will only take place in active student areas out of hours and the work area will be cleaned after the work is completed. If emergency work is required to be undertaken during occupied hours students and staff will be moved to another area and the Contractor(s) will be required to wear face mask(s) and work area cleaned before being re-occupied.	Monitored by Estates Management Team	3	1	3
Routine Estates task	Estates staff entering open teaching areas.	Students / Staff / Estates staff	Estates staff will be required to inform Estates Management of any COVID -19 symptoms they start to feel and they will be sent home immediately.  Work will only take place in active student areas when the areas are unoccupied as far as possible.	Monitored by Estates Management Team	3	1	3

			<p>Estates staff will seek to maintain social distancing if they have to enter active pupil areas.</p> <p>Staff will be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks will be put into place to ensure this is adhered to.</p> <p>Daily planning to ensure the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Estates Management will review work schedules including start &amp; finish times/shift patterns, also relocating workers to other tasks where necessary.</p> <p>We will ensure that signage is in place across the estate to highlight and promote social distancing. Social distancing also to be adhered to in rest areas and workshops.</p> <p>Where department specific risk assessment identifies wearing of PPE as a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff will be reminded that wearing of PPE is not a substitute for good hygiene (good hand washing) especially when wearing gloves.</p> <p>Pre-term building checks have been undertaken and legionella control measures and checks have been implemented during the school closure period.</p>				
Routine Information Technology tasks	IT staff entering open teaching areas.	Students / Staff / IT staff	IT staff will be required to inform IT Management of any Covid-19 symptoms they start to feel and they will be sent home immediately.	Monitored by IT Management Team	3	1	3

			<p>Work will only take place in active pupil areas when the areas are unoccupied as far as possible. IT staff will seek to maintain social distancing if they have to enter active pupil areas.</p> <p>Staff will be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>PPE is available if required/requested.</p> <p>Staff will be reminded that the wearing of PPE is not a substitute for good hygiene (good hand washing).</p>				
Postal deliveries / supply deliveries	Social distancing compromised	Students / Staff / Postal/Supplier staff	Postal/Supplier staff will be following their own organisations social distancing procedures e.g. parcel left at building entrance door and the Postal/Supplier staff standing at least 2 meters away.	Monitored by Head and SLT	3	1	3
Students or staff with protected characteristics	Discrimination of staff/p students with protected characteristics	Students / Staff	Students will be treated fairly in line with school policy.	Monitored by Head and SLT	3	1	3
Insurance and re-opening	Insurance for the re-opening of the schools.	Foundation	<p>ISBA guidance indicates the following: "As long as the Education establishment is operating within the Government's guidelines, policies will respond in the usual manner"</p> <p>The Foundation's insurance broker are aware that the Foundation is fully open and following Government advice.</p> <p>The school is following Department of Education and Public Health England guidance as far as is reasonably practicable.</p>	Monitored by the Director of Finance and Operations	3	1	3

Low Risk	=	1 to 4
Medium Risk	=	6
High Risk	=	9

**IF THE RISK RATING (RR) IS 6 or 9, WORK WILL NOT BE ALLOWED TO PROCEED UNTIL ADDITIONAL CONTROL MEASURES ARE IN PLACE AND FURTHER ACTION SECTION IS COMPLETED**

Risk Rating (RR) = Severity (S) x Likelihood (L)

SEVERITY: Fatalities = 3 Injury/Possible Disability = 2 Minor Injury = 1

LIKELIHOOD: Extremely Likely = 3 Likely to Occur = 2 Slight Chance of Occurring = 1

Version: 1.10 Last draft update: 22.03.2021

**WAKEFIELD GRAMMAR SCHOOL FOUNDATION  
RISK ASSESSMENT**

Further Actions Required to Minimise Risks	Actionee	Target Date	Completion Date
Ongoing			

On completion of the above further actions, review the above risk assessment and determine if controls are now suitable and sufficient.