



WAKEFIELD GRAMMAR SCHOOL FOUNDATION RISK ASSESSMENT 1.04

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 to 9 are from the DfE and 9 is from PHE.

1. Guidance for full opening schools (*issued 2nd July 2020, updated 7th August 2020, updated 28th August 2020*)
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 Coronavirus (Covid-19): implementing protective measures in education and childcare settings (*updated 1st June,, withdrawn 28 August 2020*)
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 Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (*updated 1st June 2020, withdrawn 31st July 2020*)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schools for more children and young people: initial planning framework for schools in England (*updated 1st June, withdrawn 31st July 2020*)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*)

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	QEGS Senior School	Department	All Year Groups returning	Version	1.04
Assessed By (full name)	Jim Palin – Deputy Head Paul Duggleby – Compliance, Health & Safety	E-mail address	jpalin@wgsf.net pduggleby@wgsf.net	Duration of Task	Ongoing
Date of Assessment:	6 th June 2020 Last updated: 17th September 2020	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
All Year Groups returning to QEGS SS	Insufficient staffing resources.	Students / Staff	Staffing levels in place to accommodate all students returning.	Monitored by Head and SMT	3	1	3

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)	Maintaining social distancing during drop off and collection of pupils.	Students / Staff / Parent(s)	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).	Monitored by Head and SMT	3	1	3
Staff who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable	Risk posed to vulnerable staff and their vulnerable dependents.	Staff / Students	<p>Clinically vulnerable and extremely clinically vulnerable people can return to work. However, in the case of extremely clinically vulnerable people, an individual risk assessment will be undertaken to assess the individual's working arrangements. Where necessary, the School Doctor will advise.</p> <p>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can return to the workplace. The Foundation will encourage such staff to attend school.</p> <p>Existing pregnant staff and staff who are working at school who inform the school that they are pregnant, will have an individual risk assessment undertaken to assess the individual's working arrangement.</p>	Monitored by Head, School Nurse and SMT	3	1	3
Cross infection of students/staff with COVID-19 – Measures undertaken prior to students return and their arrival on-site	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>Students/staff have been encouraged to avoid using public transport if at all possible.</p> <p>Persons over the age of 11 are required to wear a face covering on public transport.</p>	Monitored by Head and SMT	3	1	3

			<p>This face covering is to then be placed in a sealed plastic bag whilst the student is at school. If a facemask is to be worn in school, students should have a separate mask to wear around the site.</p> <p>Students/staff have been encouraged to follow the public transport operating company's COVID-19 safety measures at all times.</p> <p>Please see the separate risk assessment created for transport to and from the school.</p>				
<p>Measures for arriving and leaving school School day start and end time</p>	<p>Parents and students not adhering to social distance guidance during drop off/collection times.</p>	<p>Students / Staff /Parent(s)</p>	<p>Parents must not come onto the school site and they must observe distancing rules.</p> <p>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:</p> <p>Year 7, 8 and 9 - Front entrance off Northgate Y10, 11, 12 and 13 - Bottom and side entrances (Albion Street, College Grove Road) The pedestrian access point off Westfield Road is not to be used at the start or end of school by pupils due to the volume of traffic and drop offs/picking up at those times.</p> <p>Once arriving on site, pupils will then, by bubble, use different entrance points The "bubbles" are: Year 7 - Entrance to MFL through Atrium Year 8, Year 9 - Entrance next to Rooms 13&14 Year 10, Year 11 - Entrance next to rooms 20, 21 Sixth Form - Entrance to Savile Building</p> <p>Note that this is a small, temporary extension of the main teaching bubbles from</p>	<p>Monitored by Head and SMT</p>	<p>3</p>	<p>1</p>	<p>3</p>

			<p>one year group to two (other than for Year 7) eg Year 8 and 9 for movement around the site only and passing in entrances/corridors, not for teaching or in communal areas.</p> <p>Upon arrival, to QEGS SS, all staff and students must sanitise or wash their hands. Masks worn on public transport should be removed and placed in a sealable plastic bag.</p> <p>Pupils or staff moving around the buildings on the school site can wear a mask if they feel that this is appropriate for them but this is not compulsory. If a mask is worn it should be different to the one worn on public transport where this is applicable. Sixth Form students moving between QEGS SS and WGHS sites are not expected to wear a mask between sites but must wear one once they arrive on site at WGHS for movement inside the buildings as outlined in their RA.</p> <p>The reference to mask wearing is specific to movement outside of a student's designated classroom base. Therefore, if a student has a lesson in a specialist room, a mask may be worn when moving to this location. Equally, movement to use the bathroom, to break or for lunch is included if a student wishes to wear a mask. If a student is outside, a mask does not need to be worn.</p> <p>Staff and students should not need to wear masks within the classroom as other safety measures are in place.</p>				
Taking attendance registers and continuing to complete the online educational setting status form to	Knowledge and record of student attendance.	Students / Staff	The normal recording attendance operating procedure will apply, including submitting any DFE returns/data required	Monitored by Head and SMT	3	1	3

provide daily updates on how many children and staff are in school							
Student who was expected to attend does not arrive as expected	Illness, which the school requires to be informed about. Safeguarding issues.	Students / Staff	<p>If a student does not attend and the parent does not contact the school, the school will contact the parents.</p> <p>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 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 School Nurse will be responsible for making these phone calls. In exceptional circumstances the school will consider using their own stock of tests supplied by the government.</p>	Monitored by Head and SMT	3	1	3
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 and when leaving school to minimise risk of mixing.</p> <p>Zones have also been allocated outside to limit year group mixing - the school will also make significant use of the large outside space available on the school yard and will stagger breaks to allow students to get exercise and interact socially in their bubbles.</p>	Monitored by Head and SMT	3	1	3

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.</p> <p>Site team work with staff and departments to help to arrange desks and chairs in rooms to maintain, wherever possible, social distancing between teachers operating area and pupils.</p> <p>Spray and blue roll to be made available so that each member of staff can clean down the desk and chair etc, before leaving. The next member of staff should also do this before starting.</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 though some subjects will require a different approach and layout, for example practical subjects or where there are fixed room layouts and furniture</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 an appropriate distance from their colleagues where possible. In particular, they will seek to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Sharing materials -</p>	Monitored by Head and SMT	3	1	3
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			<p>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.</p> <p>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 safe period of time depending on the nature of the materials used.</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. Valuables, in particular large sums of money or additional electronic devices are to be avoided.</p> <p>Windows to be open for ventilation where possible and where the external conditions/weather/temperature make this reasonable and sensible.</p> <p>Fire doors can be propped open whilst a member of staff is in the room and MUST 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. If this is not possible, teachers will build in appropriate delays in terms of contact time with exercise books or paper. This will be reflected in the homework timetable and marking schedules.</p>				
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Corridors - movement around buildings	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	<p>In general, staff will move around the school and students will remain within their allocated classroom / zone other than where pupils require access to specialist facilities - for example, workshops or science labs which is a crucial part of their ongoing education.</p> <p>When moving, staff should maintain a safe distance from each other, and from students. Staff have a key role to play when supervising the small amount of movement of students and must lead by example.</p> <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 and have implemented a new “movement on the right” policy with clear signage on the corridors</p> <p>All members of the school community should keep to the right as shown on the floor markings when moving around inside the school buildings, even if a student is within their zone. This is because some areas may, if the “keep to the right” instruction is not followed, lead to students being too close to other students moving who are not in their bubble. Staff will manage and support the new movement guidelines as they also move around the school.</p> <p>Students will be required to use their entry and exit point only throughout the day and at the start and end of the day. Staff will be supervising corridors and social spaces.</p>	Monitored by Head and SMT	3	1	3

Sixth Form common rooms	Potential mixing of groups / lack of social distancing	Students / Staff	<p>Year 12 and 13 will form one bubble and will use their usual designated common room facility.</p> <p>6th Formers will not, in the first instance, be allowed off site during the school day unless they are leaving to return home.</p> <p>There will be no leaving the site and returning on the same day other than for pre-arranged and essential appointments eg medical - this will be reviewed during the first half term and in response to the changing national and local picture in terms of COVID 19.</p> <p>The Sixth Form will take their lunch in a separate area to the younger pupils, either in the separate new facility available for them in the Elizabeth Theatre or using their own normal provision (Janine's) in the Common Room.</p> <p>Sixth Formers must only go to WGHS for a timetabled lesson or meeting, not to mix socially. Students will be encouraged to leave the school site once their lessons have ended for the day and no students in the sixth form (or Year 11) will be allowed on and off the site during the day other than for lessons at WGHS (sixth form only).</p>	Monitored by Head and SMT	3	1	3
Shared staff spaces - staff rooms	Potential mixing of staff	Staff	The Staff Common Room provides adequate space for appropriate social distancing and should be an appropriate area for staff to continue to use and mix safely if common sense is used and staff maintain good hand hygiene and sensible distances. Staff must use the hot water and refreshment area responsibly and not congregate in this area, thereby compromising social distancing.	Monitored by Head and SMT	3	1	3

			Departments also have localised offices and facilities which, if used, will lower the numbers of staff making spacing in the main CR more easily achievable. Overall, the need for staff to communicate daily and the increased difficulty of this given the new peripatetic model of teachers moving to pupils means that an area for staff to meet and communicate with each other verbally, whilst maintaining appropriate distancing is hugely important.				
Assemblies and Parent evenings	Potential mixing of groups / lack of social distancing	Students / Staff	<p>There will be no large gatherings in a venue until further notice, whole school assemblies and parents evenings will be virtual. "Bubble based" assemblies are acceptable (for example a Year 7 sectional assembly) but for larger year groups it is preferable to use one of the bigger venues (ET or QEH) to space pupils out further wherever possible.</p> <p>All parents evenings' will be virtual for the foreseeable future, as will other large celebratory events where a virtual event is practical or appropriate. Individual parent meetings are also likely to be virtual and where a face to face meeting is considered important (for example in very difficult or challenging circumstances facing a child or family) this will be via appointment only and appropriate distancing measures will be in place along with hand sanitisation. All visits to the site must be pre-arranged via the school office, casual appointments cannot be made by turning up on site.</p>	Monitored by Head, and SMT	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>	Monitored by Head, and SMT	3	1	3

			<p>As per the latest DfE guidance, the school will return to its usual uniform policies in the autumn term 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. On a day a student has PE or Games, they should wear their PE kit/tracksuit thereby avoiding the need to change. There is no desire to force parents into additional sports kit purchase so, in the absence of branded school kit, plain black tracksuits tops/bottoms will be acceptable.</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. Teachers will play a key role in guiding pupils towards regular handwashing and good hygiene.</p> <p>Posters in toilets will demonstrate the correct hand washing technique.</p> <p>Tissues/wipes will be 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>Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Antiseptic hand gel dispensers are located in each building entrance and corridors.</p>				
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			<p>All students will bring their own equipment. This equipment should either be in use or in their bag.</p> <p>Lockers will not, in the first instance, be in use other than for the Sixth Form, who have their own designated facility in their social area.</p> <p>Use of the Learning Hub at lunchtime will be restricted by bubble on a rota and after school, the provision will only be available to KS3 to allow appropriate distancing and maintain the integrity of these bubbles.</p> <p>Outside space will be used for exercise and breaks, as usual. In wet weather students will remain within their outside zone or allocated classrooms.</p> <p>In the first half term, no tuck shop facility or morning toast will be available for sale but students can bring their own snacks for consumption during morning breaks.</p> <p>Year 11-13 are not allowed off site.</p> <p>Use of washroom facilities:</p> <ul style="list-style-type: none"> - Antiviral wipes are to be available in all cubicles for the student / staff member to wipe down before and after use. <p>Toilet allocation: Year 7 - DT Outside Year 8, Year 9 - DT Inside Year 10, Year 11 - English Corridor (lesson time - no staff use) and QE Hall outside lesson time Sixth Form - SFC only</p> <p>Students are to return to their allocated zone</p>				
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			<p>to use these facilities.</p> <p>Students visiting from WGHS should use the female facilities in the SFC</p> <p>Students are able to move outside their zone for appointments with the School Counsellor. They should wash / sanitise their hands as they move to a different area using the handwash points at the entrances to buildings.</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>Cleaning Team Leader has undertaken online training on measures to prevent the spread of COVID-19.</p> <p>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.</p> <p>Cleaning staff will seek to maintain social distancing and they will practise infection control measures such as regular hand washing and use of protective gloves.</p> <p>The following cleaning protocols are in place:</p> <p>7am to 9am - general cleaning of all areas undertaken</p> <p>9am to 4pm – dedicated cleaner for toilet/washrooms and general cleaning</p> <p>4pm to 7pm - general cleaning of all areas undertaken</p> <p>This will include wiping down tables, chairs and hard surfaces.</p> <p>In each building zone there will be a cleaning box provided for the teacher to use as required. This will include:</p>	Monitored by Head and SMT	3	1	3

			<ul style="list-style-type: none"> ● Stericlean wipes ● Antiseptic spray and wipe ● Nitrile disposable gloves ● Disposable apron ● Face visor <p>Where possible, washroom facilities will be cleaned at the end of break time and lunch.</p>				
Fire	Fire breaking out within the buildings.	Students/ staff / cleaners	<p>Comprehensive fire detection system in place. Fire evacuation protocols in place and remain largely the same to ensure that staff and pupils know what to do and confusion does not lead to a slower evacuation. All staff will be told that, under fire or other evacuation protocols, the risk posed by fire or other evacuation triggers outweighs the COVID risk and therefore safe and quick evacuation will take priority over social distancing if necessary.</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.</p> <p>Form tutors will be responsible for taking the register and reporting any missing students to SMT and ultimately to JTP who is in charge during evacuations of the site.</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 MUST ensure doors are closed if they and their students are leaving the room and ALL doors closed</p>	Monitored by Head and SMT	3	1	3

			at the end of the school day. Failure to do so will lead to the ceasing of this relaxation.				
Potential exposure to covid-19 aerosols	Use of Respiratory Protective Equipment and other PPE	Staff / Students	<p>All students and staff have the option of wearing face masks when moving inside the school buildings. This is an additional precaution that we want to make available to everybody but one that we feel may be more important in terms of making an individual feel more comfortable than one that offers enhanced actual safety or protection and therefore the decision not to make masks compulsory but instead optional has been made by the Head and SMT.</p> <p>It is also the case that people who cannot put on, wear or remove a face covering 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.</p> <p>This should be discussed with the Deputy Headmaster in the first instance.</p> <p>Safe wearing of face coverings 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. Poor hygiene with masks potentially creates a greater risk for the individual and others around them than not wearing one at all.</p>	Monitored by Head and SMT	3	1	3

			<p>On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not be necessary in the classroom even where social distancing is not possible.</p> <p>There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided. SMT will liaise with specific families and assess individual cases where necessary (ie where there are pupils or families that are more vulnerable)</p> <p>In general any situation requiring PPE will be dealt with by the School Nurse but PPE will be issued and worn by other supervising adults only if:</p> <ul style="list-style-type: none"> ● A student becomes unwell with COVID -19 symptoms and needs direct personal care and the the dedicated member of staff (School Nurse) is not able to deal with the situation ● A student is vomiting ● The medical situation requires close and immediate intervention by a member of staff other than the school nurse eg a serious on field sporting injury. In this case a small local stock of PPE will be available (eg PE office, Games Field Pavilion etc) for sports/games staff <p>In general it is not expected that general teaching or support staff will need or use PPE but where this is more likely (eg sport)</p>				
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			<p>small stocks will be held in convenient locations. Many situations involving dealing with or supporting students suffering an injury will not require PPE and clear guidance will be given to staff on this during INSET. There is a need to balance the actual risk with the delays associated and the visual impact of PPE, particularly to younger children.</p> <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	<p>As defined by the government we do have vulnerable children but no students with an EHC.</p> <p>These children are supported by the pastoral team and Learning Support as part of our normal work.</p>	Monitored by Head and SMT	N / A	N/A	N/A
Safeguarding provision/First Aid	Insufficient safeguarding/ first aid provision for returning students	Students / Staff	<p>Students returning to school will have their needs met through the safeguarding provision.</p> <p>Many staff have first aid qualifications and will be able to support children.</p> <p>School Nurse (Katy Norgate) will be in school.</p> <p>All staff will be provided with detailed information and posters are displayed throughout the school.</p>	Monitored by Head and SMT	3	1	3
Students and staff behaviour	Students and staff not following new/revised protocols.	Students / Staff	<p>Behaviour guidelines and changes 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. It is likely that staff will be allocated their registration year group ie Year 7 tutor to supervise Year 7 zone.</p>	Monitored by Head and SMT	3	1	3

			<p>Parents have a key role to play, along with the school, in helping children to understand the importance of managing new regulations and guidance properly, for the benefit of everybody in the school community.</p> <p>A shared responsibility approach will be covered and repeated regularly in assemblies and through supervision and guidance by staff around the site.</p>				
Food and hydration provision	Students not receiving sufficient food and hydration provisions.	Students	<p>At break and lunch times, pupils will remain in their bubbles and will not mix socially or interact face to face with other bubbles.</p> <p>Water fountains will be available and have been specially adapted to bottle fill only rather than allowing direct drinking by mouth so students should bring refillable water bottles full each day and use the designated, bubble allocated sites to refill</p>	Monitored by Head and SMT	2	1	2
Operation of breakfast clubs, lunch clubs and after-school clubs	<p>Staffing levels.</p> <p>Drop off/collection times leading to social distancing risk.</p> <p>Mixing of groups</p>	Students / Staff / Parent(s)	<p>We are able to accommodate Year 7-9 in the Learning Hub after school (until 5.30pm) but parents must book in to use this at the start of the academic year.</p> <p>Parents have been told that school is not officially open before 8am and therefore we cannot guarantee supervision. Boys must go straight to their form room on arrival in school.</p>	Monitored by Head and SMT	3	1	3
<p>Interim and mock exams for Year 11 and Year 13 students</p> <p>GCSE and ALevel exam season</p>	Staff and students not fully aware of the procedures and protocols	Students / Staff	<p>A timetable will be shared with all students involved in interim (Y13) and mock (Y11) examinations.</p> <p>The majority of assessments will be conducted in the QE Hall, as usual. Students will be instructed to line up in an orderly</p>	Monitored by Head and SMT	3	1	3

October/ November 2020			<p>fashion no more than 10minutes before the start of the exam, outside the gym and will be asked to wear a mask whilst in this part of the building. If the weather is good, students may congregate outside and masks do not need to be worn.</p> <p>The Exams Officer and invigilators will set out the exam hall wearing gloves 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 - students will place these in a tray and the tray will be quarantined for 24hrs before being distributed to the relevant department.</p> <p>Students using an electronic device will work in a designated separate area and will be working facing outwards.</p>				
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"> 1. RA shared with all staff during INSET 2. INSET on 3rd September - SMT to discuss protocols with all staff 	Monitored by Head and SMT	3	1	3
Staff workload	Potential stress related issues.	Students / Staff	HoDs to review and assist staff in managing workload.	Monitored by Head and SMT	2	1	2

			Staff to be supported as needed. Staff to consult their Line Manager in the first instance.				
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> <p>https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p>If a member of staff displays Covid-19 symptoms at work, the member of staff will contact the School Nurse who will, in conjunction with external advice (including the School Doctor where appropriate) advise accordingly.</p> <p>QEGS SS will operate its own tracking system so the School Nurse 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. SMT will all be informed.</p> <p>The test kits supplied by the government to all schools (ten in the first instance) will be used in situations where it is impossible or impractical for staff or pupils to obtain a test elsewhere and in the case of a pupil, the test</p>	Monitored by Head and SMT and Bursar	3	1	3

			will be given to parents to carry out with their child.				
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: (Office previously used by Heads PA, off Reception area). A member of office staff or School Nurse to call home and ask the parent to collect the pupil immediately.</p> <p>Any student who displays symptoms of coronavirus (COVID-19) can and should get a test and must not, under any circumstances, attend school until the results are established. 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>We must have contact details for all these students so they can be collected immediately, should they display signs of the symptoms.</p> <p>It will be made clear that a very low threshold in terms of illness and symptoms will have to be operated in school whilst we as a country are operating under COVID restrictions, particularly given the approaching winter season and the common nature of many symptoms to a range of different and less serious health conditions, including common cold, flu etc.</p> <p>As a basic principle, any student who is unwell and exhibiting any illness symptoms (COVID or not) before school begins, either in the evening or on the morning that they are due to leave home, should stay at home and where the symptoms include those</p>	Monitored by Head and SMT and Bursar	3	1	3

			<p>specified for COVID 19, must obtain a clear test result before returning to school and stay isolated until either the test result is obtained as negative or 14 days have passed.</p> <p>QEGS SS will operate its own tracking systems and the School Nurse 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. SMT will be informed and appropriate action taking following consultation with appropriate external agencies.</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>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>	Monitored by Head and SMT	3	1	3

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 who is required to be sent home. For students who are required to self-isolate at home, remote education provision will be provided.	Monitored by Head and SMT	3	1	3
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 will pause 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.	Monitored by Head and SMT	3	1	3
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.	Monitored by Head and SMT	3	1	3
Staffing levels are suddenly reduced	Insufficient staffing resources	Students / Staff	Staffing levels will be maintained by SMT 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 SMT	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.	Monitored by Head and SMT	3	1	3

			<p>Staff have been given the opportunity to comment on new working arrangements.</p> <p>Where concerns have been raised they have been thoroughly considered.</p>				
Students' mental health	Students suffering mental health issues	Students	<p>Support will be given to all students who need it on their return.</p> <p>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.</p> <p>There are <u>resources</u> discussing supporting students and their mental health.</p>	Monitored by Head and SMT	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 SMT	3	1	3
Catering	Provision of lunches	Students / Staff / Catering staff	Please see specific risk assessments for this area	Monitored by Head and SMT	3	1	3

Educational visits	Students and staff participating in educational visits	Students / Staff	<p>The latest DfE guidance advises against domestic (UK) overnight and overseas educational visits. This advice will be followed.</p> <p>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</p> <p>A full and thorough risk assessment for each educational visit will be undertaken to ensure it can be done safely.</p>	Monitored by Head and SMT	3	1	3
Staff recruitment	Staff and applicants participating in the interview process	Staff and applicants	<p>Recruitment will be undertaken remotely with interviews being held electronically, unless it is safe to invite an individual into school. QEGS SS will adhere to government guidance and observe good hand and respiratory hygiene and maintain social distancing measures.</p>	Monitored by Head and SMT	3	1	3
Expectation and deployment of initial teacher training programme	Teacher trainees attending school	Teacher trainees, staff, students	<p>This is not scheduled for the Autumn Term</p>	Monitored by Head and SMT	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	<p>SMT to have discussed leave arrangements with teaching staff.</p> <p>Staff should use common sense, consult national guidance and available information and ultimately exercise professional judgement in making decisions about holiday destinations and the timing of these visits ensuring, wherever possible, their professional roles and responsibilities are not compromised by their own holiday</p>	Monitored by Head and SMT	3	1	3

			<p>arrangements, particularly given the lengthy lockdown and many months away from traditional classroom based teaching that pupils have already experienced.</p> <p>It is accepted that unexpected and difficult situations can arise and where necessary, this will be dealt with by consultation with SMT and HR.</p>				
Scheduled or ongoing building works	Contractors entering open teaching areas.	Students / Staff / Contractors / Estates Maintenance staff	<p>Contractors will be required to inform Estates Management of any COVID -19 symptoms prior to arrival onsite and not to enter the site.</p> <p>As part of their site induction Contractors will be required to declare they are not suffering any COVID -19 symptoms.</p> <p>Work will only take place in active student areas out of hours and the work area will be cleaned after the work is completed.</p> <p>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.</p>	Monitored by Estates Management Team	3	1	3
Routine Estates task	Estates staff entering open teaching areas.	Students / Staff / Estates staff	<p>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.</p> <p>Work will only take place in active student areas when the areas are unoccupied as far as possible.</p>	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 & 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 the 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>				
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Routine Information Technology tasks	IT staff entering open teaching areas.	Students / Staff / IT staff	<p>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.</p> <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>	Monitored by IT Management Team	3	1	3
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 distancing appropriately.	Monitored by Head and SMT	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 SMT	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 has informed the insurers of the plans to reopen and the insurer has raised no issues as long as the Foundation follows Government advice.</p>	Monitored by the Bursar	3	1	3

			The school is following Department of Education and Public Health England guidance as far as is reasonably practicable.				
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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

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.