



## 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.  
Guidance for full opening schools ([issued 2nd July 2020](#), [updated 7th August 2020](#), [updated 28th August 2020](#))

1. Guidance for secondary school provision from 15 June 2020 ([updated 4th June 2020](#))
2. Coronavirus (Covid-19): implementing protective measures in education and childcare settings ([updated 1st June](#), [withdrawn 28 August 2020](#))
3. Opening Schools and educational settings to more pupils from 1 June: guidance for parents and carers ([updated 1st June](#), [updated 21st August 2020](#))
4. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 ([updated 1st June 2020](#), [withdrawn 31st July 2020](#))
5. Opening schools for more children and young people: initial planning framework for schools in England ([updated 1st June](#), [withdrawn 31st July 2020](#))
6. Transport to school and other places of education: autumn term 2020 ([published 11 August 2020](#))
7. COVID-19: cleaning in non-healthcare settings ([updated 15 May 2020](#), [updated 15th July 2020](#))
8. Face coverings in education ([published 26th August 2020](#)) [updated 16th October 2020](#))
9. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ([published 4th November 2020](#))
10. Coronavirus (COVID-19): Safe working in education, childcare and children's social care settings, including the use of PPE ([updated 14 December 2020](#))
11. Coronavirus (COVID-19): Advice for pregnant employees ([published 23 December 2020](#))
12. Coronavirus (COVID-19): Schools and childcare settings: return in January 2021 ([updated 30 December 2020](#))
13. Coronavirus (COVID-19): Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak ([updated 30 December 2020](#))
14. Coronavirus (COVID-19): Guidance for parents and carers of children attending out-of-school settings (COVID-19) outbreak ([updated 31 December 2020](#))
15. Coronavirus (COVID-19): Guidance for full opening: schools ([updated 30 December 2020](#))
16. National Lockdown: Stay at Home ([updated 05 January 2021](#))
17. Coronavirus (COVID-19): advice for pregnant employees ([Updated February 2021](#))
18. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable ([ECV-Persons Guidance February 2021](#))
19. Schools Coronavirus (COVID-19) operational guidance ([published February 2021](#))
20. Face coverings in education ([updated March 2021](#))
21. 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>QEGS Senior School</b>	Department	All Year Groups returning	Version	1.06 1.07 1.08 <b>1.09</b>
Assessed By (full name)	Jim Palin – Deputy Head John Garside – Compliance, Health & Safety	E-mail address	<a href="mailto:jpalin@wgsf.net">jpalin@wgsf.net</a> <a href="mailto:johngarside@wgsf.net">johngarside@wgsf.net</a>	Duration of Task	Ongoing
Date of Assessment:	Last draft update: 05/10/20 Last draft update: 31.10.20	Student – Staff Numbers		Review Cycle Date & Initials	Ongoing

Last draft update: 02/11/20  
 Last draft updated: 04.01.2021  
 Last draft updated: 03.03.2021  
 Last draft updated: 22.03.2021

<u>Task or Situation.</u>	<u>Hazard Identification and Foreseeable Risks.</u> What could cause more than superficial harm in a worst case scenario?	<u>People.</u> Who might be harmed? Consider if any person(s) need an individual assessment carried out.	<u>Control (Preventive and Protective) Measure to Minimise the Risk.</u> What controls are currently in place? Please specify the name of any WGSF or other guidance that will be followed.	<u>Methods of Monitoring Control Measure.</u>	<u>With Controls</u>		
					<u>S</u>	<u>L</u>	<u>Risk Rating S x L</u>
Pupils/Teaching Staff and Other Employees returning to QEGS 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 SMT	3	1	3
To manage the safe return to QEGS SS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	Compliance with latest Government Guidance on 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 QEGS SS of all Pupils/Teaching Staff and Other Employees on	Compliance with latest Government Guidance on COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	This covers the requirements of <b>Regulation 3 adequate Risk Assessments &amp; 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	3	1	3

Monday 8 <sup>th</sup> March 2021				suspected COVID-19 cases.			
To manage the safe return to QEGS SS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	Compliance with latest Government Guidance on COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	<b>This provision covers the requirement of Regulation 4</b> PPE at Work Regulations 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 QEGS SS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	Compliance with latest Government Guidance on 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
Pupils/Teaching Staff and Other Employees returning to work from Monday 8 <sup>th</sup> March 2021	Adequate ventilation to prevent COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	Once QEGS SS is 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: <ul style="list-style-type: none"> <li>Natural ventilation – opening windows (in cooler weather windows should</li> </ul>	Monitored by Head and Deputy Head	3	1	3

			<p>be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</p> <ul style="list-style-type: none"> <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>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.</p> <p>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><a href="https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april">https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april</a></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, School Nurse and SMT</p>	<p>3</p>	<p>1</p>	<p>3</p>
<p>Communications to parents and students (including</p>	<p>Maintaining social distancing during drop</p>	<p>Students / Staff / Parent(s)</p>	<p>Letter sent to parents in advance of opening detailing arrangements for staggered return, start days, testing regime and consent</p>	<p>Monitored by Head and SMT</p>	<p>3</p>	<p>1</p>	<p>3</p>

<p>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>off and collection of pupils.</p>		<p>details. (JTP letter sent with school comms text reminder/prompt)</p> <p>Firefly page setup for all pupils and shared with staff. Tutors brief pupils Thursday 4th March in online registration</p> <p>Staggered start days will allow us to do first tests on all pupils before they begin wider mixing in school, return days selected to accommodate final year exam pupils and youngest first.</p> <p>No entry of the school to parents.</p>				
<p>Testing (Home and on site, staff and pupils)</p>	<p>Running new testing regimes (LF) safely</p>		<p>The testing of pupils and staff will follow the recommended guidance from the DfE and other public bodies. The on site testing provision has been setup in accordance with the specific guidance on this and the Test site leader has completed the relevant training and is a health professional. Other staff supporting and assisting will work under her supervision. No testing of pupils will take place without the presence of at least one health professional (qualified nurse or school doctor)</p> <p>Please see the separate risk assessment for asymptomatic testing.</p> <p>Younger pupils will be supported in carrying out the test and help to complete it if requested will be provided.</p> <p>The letter to parents (JTP) explained the testing that will happen, how and why and an opportunity to withdraw consent was provided. A Firefly page with videos will be provided for pupils.</p> <p>Even if consent has been given, a student refusing on the day would override that</p>	<p>Monitored by SLT and School Nurse</p>	<p>2</p>	<p>1</p>	<p>2</p>

			<p>consent and the test would not be completed or attempted against the student's wishes.</p> <p>Teachers, having been trained once and completing a "supervised" test will follow the government guidance on home testing twice a week and will report to Test and Trace system, and school when positive.</p> <p>Any volunteers assisting with testing will be supervised by existing staff. No staff will be required to help with testing on site if they do not want to.</p> <p>When we complete the 3 initial tests, parents will receive written guidance and support from school on home testing. This will reflect the current government and PHE guidance.</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>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> <p>This face covering is to then be placed in a sealed plastic bag whilst the student is at school. Students should have a separate mask to wear around the site and are likely to need multiple coverings for a full day.</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><b>Face Coverings:</b></p> <p><b>The school will follow the most recent guidance on face coverings including the</b></p>	<p>Monitored by Head and SMT</p>	<p>3</p>	<p>1</p>	<p>3</p>

			<p><b>new recommended use in some classroom contexts, whilst accepting that this is guidance and not mandatory and should not be enforced in a disciplinary manner. Advice has been provided to staff already on specific students who will find it hard to wear face coverings or who will struggle where their teachers wear them.</b></p> <p>Boys 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, please 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.</p> <p>These will be the instructions and we would be grateful if you intend for your son to arrive at school wearing a face covering that you also teach him 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). Where possible, we will try to follow the new guidance on the disposal of face coverings but this represents significant challenges in an educational context.</p> <p>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)	<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>	Monitored by Head and SMT	3	1	3

			<p>Year 7, 8 and 9 - Front entrance off Northgate  Y10, 11, 12 and 13 - Bottom and side entrances (Albion Street, College Grove Road)</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&amp;14  Year 10, Year 11 - Entrance next to rooms 20, 21  Sixth Form - Entrance to Savile Building</p> <p>Upon arrival, to QEGS SS, all staff and students must sanitise or wash their hands.</p> <p>Masks worn on public transport should be removed and placed in a sealable plastic bag.</p> <p><b>Pupils or staff</b> moving through corridors or in other communal areas where social distancing is not practical should wear a mask.</p> <p>Two communal areas that also require a mask are the Sixth Form Centre at break and lunchtime and on entering the main dining room to collect food.</p> <p>As with national guidance, students need to wear a mask whilst queuing and when not seated in the dining area, they clearly cannot wear masks when eating.</p> <p>Where a mask is worn during the day it <b>MUST</b> be different to the one worn on public transport where this is applicable.</p> <p>Sixth Form students moving between QEGS SS and WGHS sites are not expected to</p>				
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			<p>wear a mask moving in the open air between sites but must wear one once they arrive on site at WGHS for movement inside the buildings.</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 provide daily updates on how many children and staff are in school	Knowledge and record of student attendance.	Students / Staff	The normal recording attendance operating procedure will apply. All registers will be taken on SIMs on return to school.	Monitored by Head and SMT	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	<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. Matron will be responsible for making these phone calls in most cases. Where the situation is more complicated, for example involving many pupils, she will be supported by a member of the SMT.</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	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	Monitored by Head and SMT	3	1	3

			<p>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>				
Classrooms	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	<p>New guidance (March 2021) on face coverings in classrooms is here. these may be necessary in certain physical and environmental conditions:</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_coverings_in_education_-_March_2021.pdf</a></p> <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>	Monitored by Head and SMT	3	1	3

			<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, wherever possible, 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.</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 - 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 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.</p>				
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			<p>Windows to be open for ventilation where possible and where the external conditions/weather/temperature make this reasonable and sensible. Parents have been advised (see Oct half term letter) that rooms are likely to be colder than normal due to ventilation in the winter and that jumpers and proper coats will be required for use outside and potentially inside where the weather is very cold.</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>Taking lessons “outside” will be positively encouraged by SLT as the weather improves, as will the idea of making lessons as interactive and communicative as possible, and prioritising wellbeing and social mixing within the constraints of sensible COVID 19 measures.</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 if they feel this is appropriate in their context. This will be reflected in the homework timetable and marking schedules.</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 other than where pupils require access to specialist facilities - for example, workshops or science labs which is a crucial part of their ongoing education. Where staff or students need to move through the buildings and corridors, they will need to wear face coverings.	Monitored by Head and SMT	3	1	3

			<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>Face Coverings are to be worn in the corridors to maintain the low risk of transmission, 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 Foundation 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. 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 and 13 will form one bubble and will use their usual designated common room facility though, as is usual at this time of year, outside gathering with distancing will be encouraged to reduce the pressure on the common room, though this is a very large, well ventilated space - one of the largest in school.</p> <p>6th Formers will not, in the first instance, be allowed off site during the school day unless</p>	Monitored by Head and SMT	3	1	3

			<p>they are leaving to return home. This will be reviewed in the first two weeks back.</p> <p>There will be no leaving the site and returning on the same day - this will be reviewed during each 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 staff dining room or using their own provision in the Common Room. Masks should be worn when queueing for food and should be worn at all times when not seated.</p> <p>Sixth Formers must only go to WGHS for a timetabled lesson or meeting. Students will be encouraged to leave the school site once their lessons have ended for the day.</p>				
Shared staff spaces - staff rooms	Potential mixing of staff	Staff	<p>The Staff Common Room provides, when adequately ventilated, adequate space for appropriate hygiene and social distancing and should continue to be an appropriate area for staff to continue to use and mix safely without a face covering if common sense is used, staff maintain good hand hygiene. The numbers using the room at any one time are limited. The staff CR committee will oversee this and manage appropriate social distancing. If it is felt necessary, the usage of this room can be limited, and this will be reviewed each week by CR representatives on an informal consultation basis.</p> <p>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.</p>	Monitored by Head and SMT	3	1	3

			<p>Consultation will continue with staff on this through the term but the overall the need for staff to communicate daily and the increased difficulty of this given the new model of teachers moving to pupils means that an area for staff to meet and communicate with each other verbally is important. Ventilation will lead to issues with temperature during the winter months but this is perceived as an acceptable trade off to allow the facility to continue to be used safely by staff. Staff can of course choose not to use the area.</p>				
Assemblies, in school meetings and Parent evenings	Potential mixing of groups / lack of social distancing	Students / Staff	<p>There will be no large gatherings in a room until further notice, whole school assemblies and parent's 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. As the weather improves, outside assemblies may become practical and allow greater numbers safely.</p> <p>Until further notice all scheduled in school team meetings between staff involving more than 4 people will be virtual, via Google meet - staff have been given clear guidelines on what constitutes a scheduled team meeting and that these should not be confused with day to day ad hoc meetings or discussions that are required urgently and are essential, in person, for the safe running of the school and the safeguarding of pupils.</p> <p>Common sense and appropriate distancing are the key factors and it is accepted that colleagues will need to visit each other in offices for informal discussions and where virtual meetings are not practical. Under normal circumstances, masks are not required in this context. Social Distancing</p>	Monitored by Head, and SMT	3	1	3

			<p>rules apply.</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.</p> <p>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. Face coverings should also be worn by visitors.</p> <p>All visits to the site must be pre-arranged via the school office, casual appointments cannot be made by turning up on site.</p>				
<p>Cross infection of students /staff with COVID-19 – Measures undertaken whilst the school is open</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>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>As per the latest DfE guidance, the school will return to its usual uniform policies during the 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. This will be reviewed at Easter and in line with national guidance for sport.</p> <p>There is no desire to force parents into additional sports kit purchase so, in the</p>	<p>Monitored by Head, and SMT</p>	<p>3</p>	<p>1</p>	<p>3</p>



			<p>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 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>Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units. Students must bring appropriate and warm clothing for the inclement winter weather typical from October onwards - parents have had a letter explaining this.</p> <p>Antiseptic hand gel dispensers are located in each building entrance and corridors.</p> <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>				
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			<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"> <li>- Antiviral wipes are to be available in all cubicles for the student / staff member to wipe down before and after use.</li> </ul> <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 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</p>				
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			they move to a different area using the hand wash points at the entrances to buildings.				
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> <ul style="list-style-type: none"> <li>● Stericlean wipes</li> <li>● Antiseptic spray and wipe</li> <li>● Nitrile disposable gloves</li> <li>● Disposable apron</li> <li>● Face visor</li> </ul> <p>Where possible, washroom facilities will be cleaned at the end of break time and lunch.</p>	Monitored by Head and SMT	3	1	3

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. 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 at the end of the school day. Failure to do so will lead to the ceasing of this relaxation.</p>	Monitored by Head and SMT	3	1	3
Potential exposure to covid-19 aerosols	Use of Respiratory Protective Equipment and other PPE	Staff / Students	Government Guidance: Coronavirus (COVID-19): <b>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</b>	Monitored by Head and SMT	3	1	3

			<p>Updated guidance from the DfE in Feb 2021 recommends pupils to wear a face covering or face mask in schools on corridors and communal areas where distancing is not possible. Further and more recent clarification explains that wearing a mask in a classroom environment may be necessary depending on the physical layout and environmental factors and therefore teachers will provide context specific guidance for pupils on this. Most recent comment from DfE obtained via ASCL is:</p> <p><i>“If a member of staff (or any individual) in a secondary school maintains social distance with others then they don’t need to wear a face covering. So, depending on the layout of the classroom, a teacher at the front of a class may not need to wear a face covering.”</i> The majority of staff in education settings will not require PPE beyond what they would normally wear for work, even if they are unable to maintain a distance of 2 metres from others. Staff/Employees may wear face coverings if they feel they require it.</p> <p>The Foundation will provide a face covering if requested by a staff member.</p> <p>PPE will be issued and worn by a supervising adult if:</p> <ul style="list-style-type: none"> <li>● A pupil becomes unwell with COVID -19 symptoms and needs direct personal care</li> <li>● A pupil is vomiting or has a toileting incident</li> </ul>				
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			PPE = Disposable face mask, disposable apron and gloves, face shield.				
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 not currently have vulnerable children but no students with an EHC.	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 diagnose. 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>Clear guidance for all students returning to school to be included in communication to students and their parents.</p> <p>Letter outlining revised policy on face coverings sent to all parents w/b 22nd Feb 2021 (JTP letter)</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 i.e. Year 7 tutor to supervise Year 7 zone.</p> <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>	Monitored by Head and SMT	3	1	3

			A shared responsibility approach will be covered and repeated regularly in assemblies and through supervision and guidance by staff around the site.				
Food and hydration provision	Students not receiving sufficient food and hydration provisions.	Students	At break and lunch times, pupils will remain in their bubbles and will not mix with other bubbles.  Water fountains etc. should only be used to fill individual bottles, not to drink from and water will be available at meal times and breaks.	Monitored by Head and SMT	2	1	2
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)	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. Other years by specific request and only where absolutely necessary to allow parents to continue to work in critical work contexts.  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.	Monitored by Head and SMT	3	1	3
Interim and mock exams for Year 11 and Year 13 students  GCSE and A Level exam season October/ November 2020	Staff and students not fully aware of the procedures and protocols	Students / Staff	A timetable will be shared with all students involved in interim (Y13) and mock (Y11) examinations.  The majority of assessments will be conducted in the QE Hall, as usual or in the Sports Hall if the assessed group will be large (typically over 100). Students will be instructed to line up in an orderly fashion no more than 10minutes before the start of the exam, outside.	Monitored by Head and SMT	3	1	3

			<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 should be worn by members of staff/invigilators.</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"> <li>1. RA shared with all staff during INSET</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 either be virtual or in main school hall with staff wearing masks as necessary from 8th March</li> </ol>	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><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 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 SLT and Director of Finance and Operations	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: (Counsellor's office or Room 9 depending on availability). A member of office staff or School Nurses 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>Students who receive a positive LF test at home should remain at home, confirm this with a local PCR test then respond accordingly. If negative, return to school, if positive, they and family should notify school and follow current guidance on isolation.</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 that we are still in the winter season and the common nature of many symptoms to a range of different and</p>	Monitored by Head and SLT and Director of Finance and Operations	3	1	3

			<p>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 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 but also support Test and Trace as advised in current guidance. 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>Reporting of cases will be via Test and Trace but also via local reporting channels. This has now shifted to local health protection agencies..</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</p>	Monitored by Head and SMT	3	1	3

			<p>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	<p>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.</p> <p>For students who are required to self-isolate at home, remote education provision will be provided.</p>	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	<p>Students who are self-isolating will be provided with access to remote education.</p> <p>Shielding advice for students was paused on the 1st August 2020, subject to continued decline in the rates of community transmissions. This guidance was replaced by reference to “clinically extremely vulnerable” and is applicable in education settings from 8th march 2021 - see:</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-</a></p>	Monitored by Head and SMT	3	1	3

			<a href="#">extremely-vulnerable-persons-from-covid-19#education-settings</a>				
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.  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 SMT	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 SMT	3	1	3
Supply teachers and other	Schools engaging supply teachers and	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	Monitored by Head and SMT	3	1	3

temporary or peripatetic teachers	other supply staff during this period.		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, handwashing and the testing regime applicable at that time.				
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>The Foundations has decided that no educational visits will take place until further notice.</p>	Monitored by Head and SMT	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. QEGS SS will adhere to government guidance and observe good hand and respiratory hygiene and maintain social distancing measures.	Monitored by Head and SMT	3	1	3
Expectation and deployment of initial	Teacher trainees attending school	Teacher trainees, staff, students	Teacher trainees will attend as scheduled and are part of the same testing regime as staff	Monitored by Head and SMT	3	1	3

teacher training programme							
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 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>	Monitored by Head and SMT	3	1	3
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</p>	Monitored by Estates Management Team	3	1	3

			face mask(s) and work area cleaned before being re-occupied.				
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> <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>	Monitored by Estates Management Team	3	1	3



			<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>				
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	ISBA guidance indicates the following: "As long as the Education establishment is operating within the Government's	Monitored by Head and SLT and	3	1	3

			<p>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>	Director of Finance and Operations			
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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.