



## WAKEFIELD GRAMMAR SCHOOL FOUNDATION RISK ASSESSMENT

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

1. Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (*updated 27 July 2020*)
2. Guidance for full opening of schools (issued 2 July 2020, updated 7 August 2020)
3. Planning guide for early years and childcare settings (*published 24 May 2020*)
4. Coronavirus (Covid-19): implementing protective measures in education and childcare settings (*updated 1 June 2020, withdrawn 28 August 2020*)
5. Opening Schools and educational settings to more pupils from 1 June: guidance for parents and carers (*updated 31 July 2020, updated 21 August 2020*)
6. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (*updated 16 June 2020, withdrawn 31 July 2020*)
7. Opening schools for more children and young people: initial planning framework for schools in England (*updated 1 June 2020, withdrawn 31 July 2020*)
8. Transport to school and other places of education: autumn term 2020 (*published 11 August 2020*)
9. COVID-19: cleaning in non-healthcare settings (*updated 15 May 2020, updated 15th July 2020*)
10. Face coverings in education ([published 26th August 2020](#)) [updated 16<sup>th</sup> October 2020](#)
11. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ([published 4<sup>th</sup> November 2020](#))
12. Coronavirus (COVID-19): Safe working in education, childcare and children's social care settings, including the use of PPE ([updated 14 December 2020](#))
13. Coronavirus (COVID-19): Advice for pregnant employees ([published 23 December 2020](#))
14. Coronavirus (COVID-19): Schools and childcare settings: return in January 2021 ([updated 30 December 2020](#))
15. Coronavirus (COVID-19): Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak ([updated 30 December 2020](#))
16. Coronavirus (COVID-19): Guidance for parents and carers of children attending out-of-school settings (COVID-19) outbreak ([updated 31 December 2020](#))
17. Coronavirus (COVID-19): Guidance for full opening: schools ([updated 30 December 2020](#))
18. National Lockdown: Stay at Home ([updated 05 January 2021](#))
19. Schools Coronavirus (COVID-19): Operational Guidance ([updated February 2021](#))
20. Coronavirus (COVID-19): advice for pregnant employees ([Updated February 2021](#))
21. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable ([ECV-Persons Guidance February 2021](#))
22. Shielding advice for clinically extremely vulnerable people to stop from 01-April-2021-[Updated 18 March 2021](#)

Brief Description of Work, Activity, location, Trip or Person being Assessed	The risks associated with re-opening the Primary Schools during the COVID-19 pandemic. Primary risk is COVID-19 infection.			<b>An Accident Form/Near Miss Form must be completed after any accident/ near miss on site</b>	
Location or School	<b>QEGS JS &amp; Centenary House</b>	Department	Reception / Year 1 to 6	Version	1.09
Assessed By (full name)	Richard Thompson – Head of Junior Section Lynne Butler – Head of Centenary House John Garside – Compliance, Health & Safety Manager	E-mail address	<a href="mailto:rthompson@wgsf.net">rthompson@wgsf.net</a> <a href="mailto:lbutler@wgst.net">lbutler@wgst.net</a> <a href="mailto:johngarside@wgsf.net">johngarside@wgsf.net</a>	Duration of Task & Review Cycle	Ongoing

Date of Assessment:	Last updated: 28/08/2020 Reviewed: 02-Nov-2020 Reviewed: 05-Jan-2021 Reviewed: 04-March-2021 Reviewed: 18-March-2021	<b>Pupil – Staff Numbers</b>	Maximum class size: 6L – 24 pupils 6C – 24 pupils	Date & Signature	
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Task or Situation.	Hazard Identification and Foreseeable Risks. What could cause more than superficial harm in a worst case scenario?	People. Who might be harmed? Consider if any person(s) need an individual assessment carried out.	Control (Preventive and Protective) Measure to Minimise the Risk. What controls are currently in place? Please specify the name of any WGSF or other guidance that will be followed.	Methods of Monitoring Control Measure.	With Controls		
					S	L	Risk Rating S x L
Pupils/Teaching Staff and Other Employees returning to QEGS JS and Reception-EYFS on Monday 8 <sup>th</sup> March 2021	Insufficient staffing resources	Pupils / Staff	Staffing levels in place to accommodate all children returning.	Monitored by Head and Deputy Heads	3	1	3
To manage the safe return to QEGS JS and Reception-EYFS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	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 JS and Reception-EYFS of all Pupils/Teaching Staff and Other Employees 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 JS and Reception-EYFS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	<b>This provision covers the requirement of Regulation 4 PPE at Work Regulations</b> which states: Every employer shall ensure that suitable <b>personal protective equipment</b> is provided to his employees who may be exposed to a risk to their health or safety while at work	COVID-19 PPE available to all pupils/Teaching Staff and other employees.	3	1	3
To manage the safe return to QEGS JS and Reception-EYFS of all Pupils/Teaching Staff and Other Employees on Monday 8 <sup>th</sup> March 2021	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
Staff that have been notified that they are in an extremely clinically vulnerable group or those who are living with someone who is extremely	Risk posed to vulnerable staff and their vulnerable dependents	Staff / Pupils	The latest government guidance provides the following information. Shielding for those Clinically vulnerable and extremely clinically vulnerable people will cease from 01 April 2021 and all Employers and Employees are to ensure a smooth return to work for those Employees who have been shielding, this includes workplace safety measures and social distancing. The Foundation has a policy in place in line with Government Guidance for face	Monitored by Head and Deputy Heads	3	1	3

clinically vulnerable.  Pregnant Staff			coverings to be worn in all indoor workspaces for Staff and for pupils above Year 7.  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 will be reviewed throughout their pregnancy term.				
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 the school 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 be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air</li> <li>• Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul>	Monitored by Head and Deputy Heads	3	1	3
Communications to parents and pupils (including discussing attendance expectations and other specific strategies that parents should do to help prepare returning pupils, for	Maintaining social distancing during drop off and collection of pupils	Pupils / 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)  Staggered drop off times and collection times to enable less people on the site at any one time. Only one parent requested to attend at these times.	Monitored by Head and Deputy Heads	3	1	3

example, arrangements for drop-off/collection).			<p><b>If appropriate, the staggered drop off and collection times may be postponed during times when the school has reduced numbers, e.g. when only open for vulnerable children and the children of critical workers.</b></p> <p>No entry of the school to parents.</p>				
Cross infection of pupils/staff with COVID-19 – Measures undertaken prior to pupils return and their arrival on-site	Insufficient measures in place to reduce the risk of cross infection of pupils/staff with COVID-19	Pupils / Staff /Parent(s)	<p>The following measures will be implemented as far as is reasonably practicable:</p> <p>Parent(s) have been informed they are not to come onto the school site if they are displaying any symptoms of coronavirus.</p> <p>Parents have been informed that only one parent should accompany the pupil(s) to the school.</p> <p>Parents have been informed about their allocated drop off and collection times and the process for doing so and the need to practice social distancing at these times.</p> <p><b>If appropriate, the staggered drop off and collection times may be postponed during times when the school has reduced numbers, e.g. when only open for vulnerable children and the children of critical workers.</b></p> <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. <b>This may change during times of partial school closure in line with any changes in DfE guidance.</b></p>	Monitored by Head, Deputy Heads	3	1	3

			<p>Parents have been asked to avoid, where possible, using public transport to travel to and from the school.</p> <p>A separate transport risk assessment has been undertaken.</p> <p><b>Face Coverings:</b> 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 re sealable plastic bag)</p> <p>The child will then sanitise their hands immediately</p> <p>It will be recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. This recommendation will be in place until Easter, in line with government guidance.</p>				
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School day start and end times	Parents and pupils not adhering to social distance guidance during drop off/collection times	Pupils / Staff /Parent(s)	<p>There will be two stagger slots for arrival and departure. All pupils will enter via different entrances when two year groups are coming into school at the same time.</p> <p>Arrival - 8.30am - 8.40am - Y4 + Y5 + Rec 8.40am - 8.50am - Y3 + Y6 + Y1 + Y2</p> <p>Departure - 3.40pm - 3.50pm + Y4 + Y5 3.50pm - 4pm Y3+ Y6</p> <p>CH will be slightly different Departure 3.15pm Rec 3.25 Y1 3.35 Y2</p> <p><b>If appropriate, the staggered drop off and collection times may be postponed during times when the school has reduced numbers, e.g. when only open for vulnerable children and the children of critical workers.</b></p>	Monitored by Head and Deputy Heads	3	1	3
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 pupil attendance	Pupils / Staff	All registers will be taken on SIMs on return to school.	Monitored by Head and Deputy Heads	3	1	3

Pupil who was expected to attend does not arrive as expected.	Illness, which the school requires to be informed about. Safeguarding issues	Pupils / Staff	<p>If a pupil does not attend and the parent does not contact the school, the school will contact the parents.</p> <p>Should the pupil have COVID-19 symptoms the pupil will be required to 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 required to self-isolate.</p>	Monitored by Head and Deputy Heads	3	1	3
Seeking to maintain social distancing	Potential mixing of groups / lack of social distancing	Pupils / Staff / Visitors	<p>Pupils will operate in year group bubbles (CH) where the numbers are small, and class bubbles (JS), for the majority of the time, and social distancing will be maintained where possible.</p> <p>In some classes pupils may sit next to each other but this will be consistent.</p> <p>Any staff who teach across class bubbles will seek to adhere to the latest social distancing guidelines.</p> <p>Staff will maintain a social distance from colleagues including in staff rooms and in corridors.</p> <p>Where extracurricular activities take place, these will be organised within the same bubble groupings as those used throughout the day, following the latest government guidance.</p> <p>It will be recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. This recommendation will be in place until Easter, in line with government guidance.</p>	Monitored by Head and Deputy Heads	3	1	3

			<b>During a partial school closure or lockdown, different groupings, timings and teaching spaces/classrooms may be used, in line with DfE advice.</b>				
Classrooms	Potential mixing of groups / lack of social distancing	Pupils / Staff / Visitors	<p>Hand sanitiser is located at each building entrance and throughout the buildings.</p> <p>A deep clean will take place in the building prior to the start of term.</p> <p>Disinfection of surfaces in rooms will be undertaken routinely throughout the day once the school reopens by both the staff, pupils and additional cleaning staff on duty.</p> <p>In Year 1 to 6 classrooms, where possible, pupil desks and seating will face forwards.</p> <p>Any staff who teach across class bubbles will seek to maintain a 2m social distance and will use teaching assistants where possible to circulate around the class to assist.</p> <p>Pupils will bring (JS) or be allocated (CH) their own resources they use regularly e.g. pens/pencils etc. There will be some shared resources used, and cleaning of shared resources will be implemented.</p> <p>Classroom windows will be open for ventilation where possible. Fire doors can be propped open whilst a member of staff is in the room and <b>MUST</b> be closed once the room is vacated for any reason. Staff are responsible for this.</p> <p>Specialist teaching rooms will have specific risk assessments in place.</p> <p><b>During a partial school closure or lockdown, different groupings, timings and teaching</b></p>	Monitored by Head and Deputy Heads	3	1	3

			<b>spaces/classrooms may be used, in line with DfE advice.</b>				
Corridors – movement around buildings	Potential mixing of groups / lack of social distancing	Pupils / Staff / Visitors	<p>While passing briefly in the corridor is considered to be low risk, movement around the building will be limited as far as is reasonably practicable. There will be slightly staggered delays between year groups and the lessons starting and finishing where needed. When moving around the buildings staff will seek to maintain social distancing in line with current guidelines.</p> <p>It will be recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. This recommendation will be in place until Easter, in line with government guidance.</p>	Monitored by Head, Deputy Heads	3	1	3
Cross infection of pupils/staff with COVID-19 – Measures undertaken whilst the school is open.	Insufficient measures in place to reduce the risk of cross infection of pupils/staff with COVID-19.	Pupils / Staff /Parent(s)	<p>The following measures will be implemented as far as is reasonably practicable:</p> <p>Staff will undertake regular testing in line with current government guidance. If a positive test is recorded, staff will self-isolate in line with government guidance.</p> <p>Pupils will operate in year group bubbles and social distancing will be maintained in line with current guidelines.</p> <p><b>Pupils in Year 5 and Year 6 will still be taught as a set for English and maths with teaching spaces organised to keep any contact between different class bubbles to a minimum. Seating plans will be used to facilitate this.</b></p>	Monitored by Head, Deputy Heads	3	1	3

			<p>All staff and pupils will wash/sanitise their hands regularly. Pupils will wash/sanitise their hands:</p> <ul style="list-style-type: none"> <li>• when they arrive at the school</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating</li> </ul> <p>Help will be available for pupils who have trouble cleaning their hands independently. Hands will be cleaned whenever the child has left the setting/ classroom and returns to it with sanitized hand wash.</p> <p>Posters in toilets will demonstrate the correct hand washing technique.</p> <p>Tissues are available in classrooms and pupils will be encouraged to use them, or their elbow to cough or sneeze into 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 classroom and at each building entrance.</p> <p>Playground – the playground will be segregated for different groups to use.</p> <p>Outside space will be used for exercise and breaks and outdoors equipment will be cleaned between different groups using it.</p> <p><b>During a partial school closure or lockdown, different groupings, timings and teaching spaces/classrooms may be used, in line with DfE advice.</b></p>				
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Cross infection of pupils/staff with COVID-19 – Cleaning measures	Insufficient cleaning measures in place to reduce the risk of cross infection of pupils/staff with COVID-19	Pupils / 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 practice 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 3.30pm – dedicated cleaner for Toilet/washrooms and general cleaning.</p> <p>4pm to 6.30pm - general cleaning of all areas undertaken.</p> <p>9am to 1pm and 1pm to 4pm – 1 cleaner undertaking cleaning duties</p> <p>This will include wiping down tables, chairs, toys and hard surfaces.</p> <p>In each classroom 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> </ul>	Monitored by Head and Deputy Heads	3	1	3
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			Boxes of tissues will be available along with bins for the disposal of wipes and tissues.				
Fire	Fire breaking out within the buildings.	Pupils / staff / cleaners	<p>Comprehensive fire detection system in place. Fire evacuation protocols in place.</p> <p>The normal fire assembly points will be used but with increased distances between the groups.</p> <p>Relaxation applied on allowing the propping open of classroom/corridor doors to reduce door handle contact. Teachers MUST ensure doors are closed if they and their pupils 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 Deputy Heads	3	1	3
Potential exposure to covid-19 aerosols	Use of Respiratory Protective Equipment and other PPE	Staff / Pupils	<p>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> Updated 14/12/2020 does not recommend pupils to wear a face covering or face mask in schools. 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> </ul>	Monitored by Head and Deputy Heads	3	1	3

			<ul style="list-style-type: none"> <li>A pupil is vomiting or has a toileting incident</li> </ul> <p>PPE = Disposable face mask, disposable apron and gloves, face shield.</p>				
Support available for vulnerable and/or disadvantaged children	Insufficient support for returning vulnerable and/or disadvantaged pupils.	Pupils / Staff	<p>As defined by the government we do not have any vulnerable children or those on an EHC. All children's needs will be met on return to school.</p> <p><b>This will be monitored and steps put in place if the situation regarding vulnerable children changes.</b></p>	Monitored by Head and Deputy Heads	N/A	N/A	N/A
Safeguarding provision/First Aid	Insufficient safeguarding/first aid provision for returning pupils.	Pupils / Staff	<p><b>DSL+ DDSL</b> will be in the school, therefore cover is provided.</p> <p>All staff have first aid qualifications. Matron (Katy Norgate) will be returning to school. Paediatric first aid cover will be provided as per a normal school period.</p>	Monitored by Head and Deputy Heads	3	1	3
Pupils and staff behaviour	Pupils and staff not following new/updated protocols.	Pupils / Staff	Behaviour Policy statement for all children returning to school explained to each class.	Monitored by Head and Deputy Heads	3	1	3
Food and hydration provision	Pupils not receiving sufficient food and hydration provisions.	Pupils	<p>At break and lunch times, pupils will remain in their <b>class bubbles (JS)</b> and year group bubbles (CH) and will not mix with other bubbles. <b>Classes (JS)</b> and year groups (CH) will use different spaces for break and lunch times.</p> <p>Set times have been identified when pupils will eat in the dining room</p> <p>Water bottle refilling by staff can be done, if required.</p>	Monitored by Head and Deputy Heads	2	1	2
Operation of breakfast clubs, lunch clubs and after-school clubs	Staffing levels. Drop off/collection times leading to social distancing risk.	Pupils / Staff / Parent(s)	Before school care - From 8am boys will be able to book into before school care. This will be held in the JS Hall and classrooms (JS boys). In JS, each class will be kept separate. CH BSC will be held in a designated area of the school for each year group bubble (CH boys). There will be a	Monitored by Head and Deputy Heads	3	1	3

			<p>limited number of spaces for each year group. Boys will be socially distanced from each other and from each year group in the respective halls.</p> <p>After school care - From the end of the day, boys will be able to book into after school care. This will be held in <b>a combination of the JS Hall and JS classrooms (JS boys)</b>, or CH Hall (CH boys). This will run until 6pm. There will be a limited number of spaces for each year group. Boys will be socially distanced from each other and from <b>each class (JS)</b> and year group (CH) in the respective halls.</p> <p>A light tea of sandwiches and snacks will be served in the respective halls with serving staff wearing gloves and face coverings.</p> <p><b>During a partial school closure or lockdown, different groupings, timings and teaching spaces/classrooms may be used, in line with DfE advice.</b></p>				
Communicating protocols to staff in advance of the pupils return	Staff not fully aware of new/revised protocols and layouts of classrooms.	Pupils / Staff	<p>Inset day on Friday 4 September 2020, all procedures and protocols were shared and agreed with staff including but not exhaustive:</p> <p>Behaviour policy Annex to cover current circumstances.  Advice to staff.  Arrangements for pupils.  What to do if a pupil falls ill while at school.  When PPE needs to be worn.  Updated safeguarding training.</p> <p>Procedures and protocols were shared again prior to the return to school on Monday 8 March 2021.</p>	Monitored by Head and Deputy Heads	3	1	3

Staff workload	Potential stress related issues.	Pupils / Staff	Staff workload was considered in the planning process.  Staff have been given a detailed overview of the new working arrangements.  Staff have had the opportunity to raise concerns and these have been followed up by appropriate SLT members.	Monitored by Head and Deputy Heads	2	1	2
Staff member develops COVID-19 symptoms	Health of the staff member, other staff and pupils.	Pupils / Staff	See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'.  Any staff member who displays symptoms of coronavirus (COVID-19) will be tested. 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.  <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a>	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3
Pupil develops COVID-19 symptoms	Health of the pupil, staff and other pupils.	Pupils / Staff / Parent(s)	See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'.  Any pupil who displays symptoms of coronavirus (COVID-19) should be tested. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet.	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3
Managing confirmed cases of COVID-19	Staff/pupil who has attended school has tested positive for COVID19	Pupils / Staff	The Foundation will immediately contact the local Public Health Protection Team  PHE West Yorkshire Health Protection Team Tel 0113 386 0300  The local health protection team will work with the Foundation to carry out a rapid risk	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3

			<p>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 Foundation in this situation to guide them through the actions the Foundation needs to take.</p>				
Contain any COVID-19 outbreak	If the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak	Pupils / Staff / Community	The Foundation will immediately contact the local health protection team who will advise on what action is required.	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3
Pupils who are self-isolating or shielding	Pupils who have symptoms or a positive test result or are a close contact of someone who has COVID-19	Pupils	<p>Pupils who are self-isolating will be provided with a pack of work/relevant lessons. Where a year group is sent home, online learning will be provided as per during the lockdown.</p> <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.</p> <p>They are advised not to attend school while shielding advice applies nationally.</p>	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3
Staffing levels are suddenly reduced	Insufficient staffing resources to follow Government guidance on pupils to staff ratio.	Pupils / Staff	Internal cover will be provided as normal (Teachers or Teaching Assistants covering as required). External supply will be hired if required and appropriate to do so.	Monitored by Head and Deputy Heads	3	1	3
Staff mental-health and wellbeing	Short-term and long term staff mental health and well-being.	Staff	<p>Foundation action helpline available to all staff.</p> <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>	Monitored by Head and Deputy Heads	3	1	3

Pupils mental health	Pupils suffering mental health issues	Pupils	PSHEE/Circle time sessions will continue in school and online to help address ongoing concerns. Support will be provided to all pupils on their return. Support will be accessed from a range of sources - Form Teachers, School Counsellor, and Learning Support. Any child whose needs cannot be met by the school will be referred to the appropriate services.	Monitored by Head and Deputy Heads	3	1	3
Supply teachers and other temporary or peripatetic teachers	Schools engaging with 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 and coaches, 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 pupils.	Monitored by Head and Deputy Heads	3	1	3
Catering	Provision of lunches	Students / Staff / Catering staff	<p>JS: Hot meals in the dining room. Two 30 minute lunch sittings have been allocated.</p> <p><b>Pupils will eat in their year group and class bubbles will be separated (JS)</b></p> <p>11.45 - 12. 15 pm First Lunch Y4 + Y5 12.15 - 12.45 pm Second Lunch Y3 + Y6</p> <p>CH: Hot meals in the dining room. Three lunch sittings have been allocated.</p> <p><b>Pupils will eat in their year group (CH)</b></p> <p>11.45 - Y2 12.05 - Rec 12.35 - Y1</p> <p><b>During a partial school closure or lockdown, different groupings, timings and teaching spaces/classrooms may be used, in line with DfE advice.</b></p>	Monitored by Head and Deputy Heads	3	1	3
Educational visits	Pupils and staff participating in educational visits	Pupils / Staff	The latest DfE guidance advises against all educational visits.	Monitored by Head, Deputy Heads	3	1	3

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

			<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. Estates Management will review work schedules including start &amp; finish times/shift patterns, also relocating workers to other tasks where necessary.</p> <p>We will ensure that signage is in place across the estate to highlight and promote social distancing. Social distancing also to be adhered to in rest areas and workshops.</p> <p>Where department specific risk assessment identifies wearing of PPE as a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff will be reminded that wearing of PPE is not a substitute for good hygiene (good hand washing) especially when wearing gloves.</p>				
Routine Information Technology tasks	IT staff entering open teaching areas.	Pupils / 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 wearing of PPE is not a substitute for good hygiene (good hand washing) especially when wearing gloves.</p>	Monitored by IT Management Team	3	1	3

Postal deliveries / supply deliveries	Social distancing compromised.	Pupils / Staff / Postal/Supplier staff	Postal/Supplier staff will be following their own organisations social distancing procedures e.g. parcel left at building entrance door and the Postal/Supplier staff standing at least 2 metres away.  Staff are no longer allowed personal deliveries to the school site.	Monitored by Head and Deputy Heads	3	1	3
Pupils or staff with protected characteristics	Discrimination of staff/pupils with protected characteristics.	Pupils / Staff	Pupils and staff will be treated fairly in line with school policy.	Monitored by Head and Deputy Heads	3	1	3
Insurance and re-opening	Insurance for the reopening of the schools.	Foundation	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"  The Foundation's insurance brokers are aware that the Foundation is fully open and following Government advice.  The school is following Department of Education and Public Health England guidance as far as is reasonably practicable.	Monitored by the Director of Finance and Operations	3	1	3

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

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

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

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

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

## 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.