



## WAKEFIELD GRAMMAR SCHOOL FOUNDATION RISK ASSESSMENT 1.00

This risk assessment is based on Department for Education (DfE) and Public Health England (PHE) COVID-19 guidance. The following documents have all been published and updated on the GOV.UK website. 1 to 5 are from the DfE and 6 is from PHE.

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*)
3. Opening Schools and educational settings to more pupils from 1 June: guidance for parents and carers (*updated 1st June*)
4. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (*updated 1st June 2020*)
5. Opening schools for more children and young people: initial planning framework for schools in England (*updated 1st June*)
6. COVID-19: cleaning in non-healthcare settings (*updated 15 May 2020*)

Brief Description of Work, Activity, location, Trip or Person being Assessed	The risks associated with re-opening the Secondary Schools during the COVID-19 pandemic. Primary risk is COVID-19 infection.			<b>An Accident Form/Near Miss Form must be completed after any accident/ near miss on site</b>	
Location or School	<b>WGHS Senior School</b>	Department	Year 10 and Year 12	Version	1.00
Assessed By (full name)	Heidi-Jayne Boyes – Head Paul Duggleby – Compliance, Health & Safety Kent Oliver - Estates Manager	E-mail address		Duration of Task	Ongoing
Date of Assessment:	4th June 2020	Student – Staff Numbers	Year 10: 101 Year 12: 54 Staff will vary each day depending on the cycle. Key worker children: max 9 Staff: 2 SLT: 2/3	Review Cycle Date & Initials	Ongoing

Task or Situation.	Hazard Identification and Foreseeable Risks. What could cause more than superficial harm in a worst case scenario?	People. Who might be harmed? Consider if any person(s) need an individual assessment carried out.	Control (Preventive and Protective) Measure to Minimise the Risk. What controls are currently in place? Please specify the name of any WGSF or other guidance that will be followed.	Methods of Monitoring Control Measure.	With Controls		
					S	L	Risk Rating S x L
Year 10 and Year 12 students (25% of each cohort) returning to WGHS SS	Insufficient staffing resource.	Students / Staff	Staffing levels in place to accommodate all students returning.  Staffing levels in place to accommodate government advice of 25% of the cohort and a maximum of 12 students /class / teacher.	Monitored by Head and SLT	3	1	3

More students turn up than anticipated	Maximum ratio of students to staff exceeded. More difficult to implement social distancing guidance.	Students / Staff	<p>Surveys to parents Y10 and Y12 have provided a good indication of students who will be attending school from 15th June 2020 (copy of the questionnaire and updates to be kept on file).</p> <p>Students have been allocated 'pods' to a maximum of 12 so not able to exceed this number. Students will be sent a timetable telling them which pod they are in and a schedule of their lessons, arrival times, zones etc via Firefly.</p> <p>If fewer students turn up the groups will be kept but with less students.</p>	Monitored by Head and SLT	3	1	3
Communications to parents and students (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection)	<p>See risk above on more students turning up than anticipated.</p> <p>Maintaining social distancing during drop off and collection of pupils.</p>	Students / Staff / Parent(s)	<p>Letter sent to parents in advance of opening detailing arrangements including drop off and collection times (copy of the letter to be kept on file).</p> <p><b>Some staggered</b> drop off times and collection times to enable less people on the site at any one time. Parents may not attend - there is no expectation, but if they wish to, it should only be one parent.</p> <p>No entry of the school to parents.</p> <p>SLT to oversee arrival and departure.</p>	Monitored by Head and SLT	3	1	3
School day start and end times	Parents and students not adhering to social distance guidance during drop off/collection times.	Students / Staff /Parent(s)	<p>Staggered school and finish times depending upon Pod. This will be confirmed once numbers are established (deadline Mon 8th June, 1pm).</p> <p>Key worker children not in education arrival from 8am until 6pm to Sotterley and Ross (completely separate).</p> <p>There will be clear signage around the school buildings identifying entry and exit points, alongside the schedule for 'Pods'. Staff will also have class registers in advance and if students go to the wrong pod, they will be asked to leave.</p>	Monitored by Head and SLT	3	1	3

Staff who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable	Risk posed to vulnerable staff and their vulnerable dependents.	Staff / Students	<p>One survey has already gone out to all SS staff. A questionnaire has recently been shared to establish which staff can return to work, in consultation with Foundation HR. This will remain on file.</p> <p>The Head in the week beginning 1st June contacted staff on their ability and availability to come into school at this time, recognising that they have their own circumstances to take account of in such a decision (household members in vulnerable groups, child care for those of an age not returning to school, self-isolation, etc.).</p> <p>Existing pregnant staff will remain at home and staff who are working at school who inform the school that they are pregnant, will be requested to go home and remain at home.</p>	Monitored by Head and SLT	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 student attendance.	Students / Staff	<p>Key workers students will continue to register using Inventory. A member of SLT will then complete the DfE and LEA documentation to inform them of student numbers.</p> <p>Year 10 and Year 12 students returning for subject tutorials will be registered by the member of teaching staff on a central GDoc. This will then be kept as a record and the AM and PM registers will be populated on SIMS by CF.</p>	Monitored by Head and SLT	3	1	3
Student who was expected to attend does not arrive as expected	Illness, which the school requires to be informed about. Safeguarding issues.	Students / Staff	<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 child have symptoms of the corona virus the child will self-isolate at home. The school will recommend testing and if a positive test result, the rest of the class/ group will be informed and told to self-isolate according to government guidance.</p>	Monitored by Head and SLT	3	1	3

Accommodating children of critical workers and vulnerable children alongside returning year groups	Potential mixing of critical worker pupils who have been attending school and returning pupils.  Vulnerable pupils mixing with other pupils.	Students / Staff	Students of critical workers treated as a separate group. These students will remain based in Ross and Sotterley and allocated teaching staff will help to supervise them, alongside SLT.	Monitored by Head and SLT	3	1	3
Movement through buildings	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	Site staff add signage to indicate 'entrance' and 'exit' points and this information will be communicated a number of times to staff and students. SLT to be positioned on doors to remind students of distancing rules. Tips on safe routines for students on Firefly. Briefing for students through form tutors and HoYs / SLT. Use of a limited number of areas / zones around the school site. 4 Steps Behind Rule on stairways. Doors closed to rooms not in use.	Monitored by Head and SLT	3	1	3
Classrooms	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	Site team / Cleaners ensures top ups of hand sanitiser dispensers at the end of each day. Site team arranges desks and chairs in rooms used. Deep clean prior to students coming in. Daily disinfection of surfaces in rooms used.  Limit numbers to no more than 12 students. Desks pre-arranged to 2m spacing. Hand sanitiser available in each room used. Avoid sharing materials. Windows open for ventilation where possible. Fire doors can be propped open whilst a member of staff is in the room and <b>MUST</b> be closed once the room is vacated. Staff are responsible for this.	Monitored by Head and SLT	3	1	3

			<p>Students will be based in 1 classroom for Cycle 2 and 3, staff will move. There will be a 20 min break between P2 &amp; p3 will be used to ventilate the room for the next member of staff. Staff are to wipe down the teacher area after use, for the next member of staff to us.</p> <p>Students will have lessons in Rm 17, 18, 19, 25 and 26.</p> <p>Practical subject lessons are zoned to Forest, Willows and Hepworth.</p>				
Critical workers request part-time provision to fit in with shift patterns	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	Parents will be told when they can collect their child so parents and key worker children do not have contact with other students in school. Often, students will leave and travel home independently once permission from a parent has been seen.	Monitored by Head and SLT	3	1	3
Cross infection of students /staff with COVID-19 –  Measures undertaken prior to students return and their arrival on-site	Insufficient measures in place to reduce the risk of cross infection of students /staff with COVID-19.	Students/ Staff /Parent(s)	<p>The following measures will be implemented as far as is reasonably practicable:</p> <p>Parent(s) have been informed they are not to enter the education setting.</p> <p>Parents have been informed that only one parent should accompany the student(s) to the school.</p> <p>Parents have been informed about their daughters' staggered start and end times, as well as her schedule of lessons. In addition, the need to practice social distancing at these times is emphasised.</p> <p>WGHS SS will be operating a phased reopening as follows:</p> <p>Mon June 15th- Weds 17th - CYCLE 1 Year 10 and Year 12 practical subjects only (Art, DT, Food, Music, Drama and Textiles). This is 25% of each cohort. For this Cycle, Willows, Forest and Hepworth only are in use.</p>	Monitored by Head and SLT	3	1	3

			<p>Fri 19th - Tues 30th June - CYCLE 2 Year 10 - core subjects in option pods</p> <p>Fri 19th - Tues 30th June Year 12 - option subjects in option pods</p> <p>Weds 1st July - Tues 7th July - CYCLE 3 Year 10 - option subjects in option pods</p> <p>For Cycle 2 and 3, Rooms <a href="#">17</a>, <a href="#">18</a>, <a href="#">19</a>, <a href="#">25</a> and <a href="#">26</a> will be in use.</p> <p>Entry and exit for cycle 1: All - Forest, coming in from Wentworth Street.</p> <p>Entry and exit for cycle 2: <a href="#">Students in Rm 17 will be asked to enter and exit via the Main Entrance and go up the front staircase.</a></p> <p><a href="#">Students in Rm 18 and 19 will be invited to enter through the pedestrian gate on Margaret Street, walk around The Quad and enter through Cushions and use the rear staircase.</a></p> <p><a href="#">Students in Rm 25 and 26 will also enter using the Margaret Street pedestrian gate entrance, entering school through Newstead Corridors and walking along the corridor.</a></p> <p>Classrooms to have chairs stacked leaving only 12 remaining. Remaining 12 chairs to be strategically placed to ensure all students are 2m apart.</p> <p>Cleaning of key areas on a regular basis. Signage to be displayed including but not limited to:</p>				
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			<p>-Toilets – Only One / Two Students At Any Time depending on the location;          -Staircase – Keep Four Steps Apart At All Times;          -No Entry signs or barriers at various entrances and the LRC, as relevant for each Cycle;          -Staff rooms – rota for use displayed, including cleaning log.</p> <p>Students are required to wear school uniform. As they will be in for consecutive days they are to wear school uniform on the first day and school PE kit on the second, giving families time to wash the uniform in preparation for the students next cycle in school.</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>Students to wear clean clothes on the second day of attendance in school. Communication to go to parents.</p> <p>Ensure that staff are assigned to each group and, as far as possible, there is no mixing.</p> <p>Social distancing (2 metre apart) to be implemented so far as is reasonably practicable. All staff and students will clean their hands on arrival at the school, before and after eating, and after sneezing or coughing. Hands will be cleaned whenever the student has left the setting/ classroom and returns to it with sanitized hand wash. Posters in toilets will demonstrate the correct hand washing technique.</p>	<p>Monitored by Head, and SLT</p>	<p>3</p>	<p>1</p>	<p>3</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.</p> <p>Antiseptic hand gel dispensers are located in each classroom in use and at each building entrance.</p> <p>Lunch breaks will be taken either in the classroom or in an outside area in their pods. Students will be instructed to bring in a packed lunch. These will be supervised by SLT and any staff volunteers.</p> <p>Staff will be directed to designated zones for their lunch, or are welcome to eat outside.</p>				
			<p>Toilets will be allocated to each pod; this will depend upon where their lesson is based. Therefore, after each session, the toilets will be cleaned.</p> <p>The number of students who use the toilet facilities at one time will be limited to no more than 2 people. Students will be instructed on this and required to practise this, using their common sense as well as teacher guidance.</p> <p>All students will bring their own equipment. This equipment should either be in use or in their bag.</p> <p>Outside space will be used for exercise and breaks. Jubilee Hall is the alternative space for inclement weather.</p> <p>Parents have been asked to avoid, where possible, using public transport to travel to and</p>		3	1	3



			from the school. Staff travelling in public transport must wear a mask whilst doing so. Anyone using public transport must follow the measures implemented by the public transport company. The risk of becoming infected due to the transport should be low.				
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 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>From 07:00 to 09:00 and 16:00 to 19:00 a team of two cleaners will clean all the rooms/areas used by pupils and staff.</p> <p>This will include wiping down tables, chairs and hard surfaces.</p> <p>From 07.00 to 16:00, a team of two cleaners will periodically clean surfaces in the toilet/washroom areas (every 20 mins).</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> <li>● Face visor</li> </ul>	Monitored by Head and SLT	3	1	3

			A box of tissues will be available along with bins for the disposal of wipes and tissues.				
Fire	Fire breaking out within the buildings.	Students/ staff / cleaners	<p>Comprehensive fire detection system in place. Fire evacuation protocols in place.</p> <p>The normal fire assembly points will be used but with increased distances between the groups. For the purposes of limiting mixing, the fire groups will be the pods and the member of staff teaching the pod at time of the fire alarm is responsible for checking attendance and informing the member of SLT in charge.</p> <p>Staff will be given a paper copy to use in the case of an alarm and SLT will also carry spare copies. The registers will also be accessible via a shared GSheet.</p> <p>Relaxation <a href="#">has been</a> 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 SLT	3	1	3
Potential exposure to covid-19 aerosols	Use of Respiratory Protective Equipment and other PPE	Staff / Students	Department of Education guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings 01/06/20 recommends staff and students not 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.	Monitored by Head and SLT	3	1	3

			<p>If, for some reason, a member of staff needs to assist a student and breaks the 2m rule, a face visor should be worn. This will also be available in the box in each classroom. Staff need to inform SLT if this has been worn by them.</p> <p>The Foundation will provide a face mask if requested by a staff member. PPE will be issued and worn by a supervising adult if:</p> <ul style="list-style-type: none"> <li>• A student becomes unwell with COVID - 19 symptoms and needs direct personal care</li> <li>• A student is vomiting</li> </ul> <p>PPE = Disposable face mask, disposable apron and gloves, face shield. This is available in each classroom.</p>				
Support available for vulnerable and/or disadvantaged children	Insufficient support for returning vulnerable and/ or disadvantaged students	Students / Staff	As defined by the government we do have vulnerable children but no students with an EHC. All children's needs will be met on return to school.	Monitored by Head and SLT	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. Matron (Sally Christie) will be in school.</p> <p>All staff will be provided with detailed information and posters are displayed throughout the school.</p>	Monitored by Head and SLT	3	1	3
Students and staff behaviour	Students and staff not following new/revised protocols.	Students / Staff	Behaviour Policy statement for all students returning to school to be included in communication to students and their parents. HoDs may also wish to make a video to indicate how the students are expected to behave in their learning zone.	Monitored by Head and SLT	3	1	3

			<p>This also includes one way systems with students keeping 4 steps apart following the one-way system. Students are to only use the identified entry and exit points. A short video will be produced to explain this to students and staff and will be shared via Firefly. Parents can also access this.</p> <p>Staff rooms are to be used on a rota basis with cleaning in between.</p>				
Food and hydration provision	Students not receiving sufficient food and hydration provisions.	Students	<p>Pupils will bring packed lunches. Water bottle refilling by staff can be done, if needed.</p> <p>Parents informed that students need packed lunches, snacks and water. Water bottles can be refilled in DT and in Beaumont washrooms. Access to be limited to one student at a time during a break.</p> <p>Breaks and lunch will be on the Quad or in Jubilee Hall, depending upon the weather that day, supervised by SLT.</p>	Monitored by Head and SLT	2	1	2
Operation of breakfast clubs, lunch clubs and after-school clubs	<p>Staffing levels.</p> <p>Drop off/collection times leading to social distancing risk.</p>	Students / Staff / Parent(s)	<p>There will be no Before School care for children in education.</p> <p>There will be no After School Club for children in education aside from those of key worker children.</p> <p>No lunchtime clubs or activities will run.</p>	Monitored by Head and SLT	3	1	3
Communicating protocols to staff in advance of the pupils return	Staff not fully aware of new/revised protocols and layouts of the class.	Students / Staff	<p>CYCLE 1-3 staff and SLT will establish the working zones and all procedures and protocols.</p> <p>All protocols will be shared and agreed with staff including but not exhaustive: Behaviour policy Annex to cover current circumstances. Advice to staff. Arrangements for students. What to do if a student falls ill while at school. When PPE needs to be worn.</p>	Monitored by Head and SLT	3	1	3

			There will be an opportunity for every HoD to meet with a member of SLT to discuss protocol, approach and ask any questions.				
Staff workload	Potential stress related issues.	Students / Staff	<p>Staff not setting homework to reduce marking. Staff in school delivering face to face sessions are to set Firefly tasks / Loom lessons as cover for any lessons if there is a clash. HoDs to help direct this and assist staff in managing workload.</p> <p>Whilst the students are in school, Year 10 should be set 1 period less in that week (eg 2 instead of 3 lessons) and Y12 2 periods less (eg 4 instead of 6). This period can be used for consolidation or catch up.</p> <p>Students unable to return to school will be invited to attend the live lesson via a GMeet set up by the classroom teacher.</p>	Monitored by Head and SLT	2	1	2
Staff member develops COVID-19 symptoms	Health of the staff member, other staff and students.	Students / Staff	<p>See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'.</p> <p>Teachers are eligible for testing for COVID -19 and this can be booked directly by the employee or by the School via the online essential workers digital portal.</p> <p>If a member of staff displays Covid-19 symptoms, the member of staff will be directed to the designated room: Room 1. SLT member to call a contact to come and collect the member of staff. A test should be used and HJB informed of the outcome.</p> <p>Contact information to be collated and stored centrally.</p> <p>WGHS will operate its own tracking system so Matron will keep a record of anyone displaying symptoms, record this and follow up with a phone call to confirm a positive or negative case. If negative, no further communication is needed, if positive the school will communicate to all</p>	Monitored by Head and SLT and Bursar	3	1	3

			persons who have been in contact with the individual. SLT will all be informed.				
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: Room 1. SLT member to call a contact to come and collect the member of staff. A test should be used and HJB informed of the outcome.</p> <p>We must have contact details for all these students so they can be collected immediately, should they display signs of the symptoms.</p> <p>WGHS will operate its own tracking system so Matron will keep a record of anyone displaying symptoms, record this and follow up with a phone call to confirm a positive or negative case. If negative, no further communication is needed, if positive the school will communicate to all persons who have been in contact with the individual. SLT will all be informed.</p>	Monitored by Head and SLT and Bursar	3	1	3
Staffing levels are suddenly reduced	Insufficient staffing resources to follow Government guidance on student to staff ratio.	Students / Staff	<p>Staffing levels will be maintained by SLT support and the use of teachers who are delivering remote learning.</p> <p>If staffing levels cannot be maintained part time offers of education in school will be made and these will be supplemented by remote learning.</p>	Monitored by Head and SLT	3	1	3
Staff mental-health and wellbeing	Short-term and long term staff mental health and well-being.	Staff	<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 SLT	3	1	3
Students' mental health	Students suffering mental health issues	Students	<p>Support will be given to all students who need it on their return.</p> <p>Support will be accessed from a range of sources including our own counsellor in school. Any child</p>	Monitored by Head and SLT	3	1	3

			<p>whose needs cannot be met by the school will be referred.</p> <p>There are <a href="#">resources</a> discussing supporting students and their mental health.</p>				
Students' educational needs	Students unable to attend school falling behind attending students educationally.	Students	<p>Planning of subject tutorials will be appropriate to students who are in school and those accessing remote learning at home.</p> <p>Children who are not at school because parents choose not to send them will be directed to continue with the remote learning. A letter will be sent to all parents not sending their child back to education informing them of this.</p>	Monitored by Head and SLT	3	1	3
Ongoing approach for learning offered for vulnerable children and children of critical workers who are in school but not in the returning year groups.	Potential mixing of critical worker students who have been attending school and returning students.	Students / Parent(s)	<p>Full remote learning will be available to these children.</p> <p>Children will be supervised during the day to access the remote learning.</p>	Monitored by Head and SLT	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 face mask(s) and work area cleaned before being re-occupied.</p>	Monitored by Estates Management Team	3	1	3

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



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 standing at least 2 meters away.	Monitored by Head and SLT	3	1	3
Students or staff with protected characteristics	Discrimination of staff/p students with protected characteristics	Students / Staff	Students will be treated fairly in line with school policy.	Monitored by Head and SLT	3	1	3
Insurance and re-opening	Insurance for the re-opening of the schools.	Foundation	<p>ISBA guidance indicates the following:          “As long as the Education establishment is operating within the Government’s guidelines, policies will respond in the usual manner”</p> <p>The Foundation’s insurance broker has informed the insurers of the plans to reopen and the insurer has raised no issues as long as the Foundation follows Government advice.</p>	Monitored by the Bursar	3	1	3

			The school is following Department of Education and Public Health England guidance as far as is reasonably practicable.				
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Low Risk	=	1 to 4
Medium Risk	=	6
High Risk	=	9

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

Risk Rating (RR) = Severity (S) x Likelihood (L)  
 SEVERITY: Fatalities = 3 Injury/Possible Disability = 2 Minor Injury = 1  
 LIKELIHOOD: Extremely Likely = 3 Likely to Occur = 2 Slight Chance of Occurring = 1

**WAKEFIELD GRAMMAR SCHOOL FOUNDATION  
RISK ASSESSMENT**

<b>Further Actions Required to Minimise Risks</b>	<b>Actionee</b>	<b>Target Date</b>	<b>Completion Date</b>
Ongoing			


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