



## 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.

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (*updated 27 July 2020*)

1. Guidance for full opening of schools (issued 2 July 2020, updated 7 August 2020)
2. Planning guide for early years and childcare settings (*published 24 May 2020*)
3. Coronavirus (Covid-19): implementing protective measures in education and childcare settings (*updated 1 June 2020, withdrawn 28 August 2020*)
4. Opening Schools and educational settings to more pupils from 1 June: guidance for parents and carers (*updated 31 July 2020, updated 21 August 2020*)
5. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (*updated 16 June 2020, withdrawn 31 July 2020*)
6. Opening schools for more children and young people: initial planning framework for schools in England (*updated 1 June 2020, withdrawn 31 July 2020*)
7. Transport to school and other places of education: autumn term 2020 (*published 11 August 2020*)
8. COVID-19: cleaning in non-healthcare settings (*updated 15 May 2020, updated 15th July 2020*)
9. Face coverings in education ([published 26th August 2020](#)) [updated 16th October 2020](#)
10. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ([published 4th November 2020](#))
11. Coronavirus (COVID-19): Safe working in education, childcare and children’s social care settings, including the use of PPE ([updated 14 December 2020](#))
12. Coronavirus (COVID-19): Advice for pregnant employees ([published 23 December 2020](#))
13. Coronavirus (COVID-19): Schools and childcare settings: return in January 2021 ([updated 30 December 2020](#))
14. Coronavirus (COVID-19): Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak ([updated 30 December 2020](#))
15. Coronavirus (COVID-19): Guidance for parents and carers of children attending out-of-school settings (COVID-19) outbreak ([updated 31 December 2020](#))
16. Coronavirus (COVID-19): Guidance for full opening: schools ([updated 30 December 2020](#))
17. National lockdown: Stay at Home ([updated 05 January 2021](#))
18. Shielding advice for clinically extremely vulnerable people to stop from 01-April-2021-[Updated 18 March 2021](#)
19. Coronavirus asymptomatic testing in secondary schools and colleges-[Updated 24 March 2021](#)
20. Coronavirus asymptomatic testing in primary and maintained nursery school staff-[Updated 24 March 2021](#)
21. Coronavirus asymptomatic testing early years staff in different settings-[Updated 24 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.			An Accident Form/Near Miss Form must be completed after any accident/ near miss on site	
Location or School	<b>WGHS Mulberry House</b> <b>WGHS St John’s House</b>	Department	Nursery / Reception Year 1 to 6	Version	1.06 1.07 <b>1.08</b>
Assessed By (full name)	Heidi Jayne Boyes– Head Zoe Mannion-Deputy Head John Garside – Compliance, Health & Safety Tina Haystead - Deputy Head	E-mail address	<a href="mailto:hjboyes@wgsf.net">hjboyes@wgsf.net</a> <a href="mailto:zmanion@wgsf.net">zmanion@wgsf.net</a> <a href="mailto:jgarside@wgsf.net">jgarside@wgsf.net</a> <a href="mailto:thaystead@wgsf.net">thaystead@wgsf.net</a>	Duration of Task	Ongoing
Date of Assessment:	Last draft update: 28/08/2020 Reviewed: 02.11.2020 Reviewed: 04.01.2021	<b>Pupil – Staff Numbers</b>	Maximum class size: Class Year 6 Number 25	Review Cycle Date & Initials	Ongoing

Reviewed: 01/03/2021  
 Reviewed: 22-March-2021  
 Reviewed: 12/April/2021

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 school on March 5th/8th 2021	Insufficient staffing resources	Pupils / Staff	Staffing levels in place to accommodate all children returning.	Monitored by Head and Deputy Heads	3	1	3
Pupils/Teaching Staff and Other Employees returning to school on March 5th/8th 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
Pupils/Teaching Staff and Other Employees returning to school on March 5th/8th 2021	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 suspected COVID-19 cases.	3	1	3

Pupils/Teaching Staff and Other Employees returning to school on March 5th/8th 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
Pupils/Teaching Staff and Other Employees returning to school on March 5th/8th 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
Pupils/Teaching Staff and Other Employees returning to school on March 5th/8th 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
Staff who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who	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	Monitored by Head and Deputy Heads	3	1	3

is extremely clinically vulnerable			<p>Employees are to ensure a smooth return to work for those Employees who have been shielding, this includes workplace safety measures and social distancing. The Foundation has a policy in place in line with Government Guidance for face coverings to be worn in all indoor workspaces for Staff and for pupils above Year 7.</p> <p>Existing pregnant staff and staff who are working at school who inform the school that they are pregnant, will have an individual pregnancy risk assessment undertaken to assess the individual's working arrangements. This is to be reviewed throughout their pregnancy term.</p>				
Pregnant Staff							
Staff and Other Employees returning to work on Monday 8 <sup>th</sup> March 2021	Adequate ventilation to prevent COVID-19 in Schools and Childcare Settings.	Staff/Other Employees/ Contractors/Visitors	<p>Once in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>· Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).</li> <li>· Opening internal doors can also assist with creating a throughput of air</li> <li>· Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul>	Monitored by Head and Deputy Heads	3	1	3
Communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help	Maintaining social distancing during drop off and collection of pupils.	Pupils / 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>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.</p>	Monitored by Head and Deputy Heads	3	1	3

prepare returning pupils, for example, arrangements for drop-off/collection)			No entry of the school to parents.				
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 enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p> <p>Parents have been informed that only one parent should accompany the pupil(s) to the school.</p> <p>Parents have been informed about their allocated drop off and collection times and the process for doing so and the need to practice social distancing at these times.</p> <p>Parents have been asked to avoid, where possible, using public transport to travel to and from the school.</p>	Monitored by Head, Deputy Heads	3	1	3
Cross infection of pupils/staff with COVID-19 – Measures undertaken prior to Staff return and their arrival on-site	Insufficient measures in place to reduce the risk of cross infection of Staff with COVID-19	Staff & Pupils	<p>Additional Staff Room areas have been created to allow social distancing in line with the Government Guidelines and still allow Staff to have contact with each other during the working day.</p> <p>Staff are to maintain a social distance from colleagues including in staff rooms and in corridors.</p> <p>Staff have been tested with LFD on or before 5th March 2021 and have been issued with home LFD kits . Home testing will be conducted twice a week on Sunday and Wednesday/Thursday until further advice is issued.</p> <p>Any positive LFD should be followed up with a PCR test and staff should isolate in accordance with the latest government advice.</p>	Monitored by Head, Deputy Heads Matron	3	1	3
School day start and end times	Parents and pupils not adhering to social distance guidance	Pupils / Staff /Parent(s)	Staggered school and finish times have been prepared for the new term.	Monitored by Head and Deputy Heads	3	1	3

	during drop off/collection times.		<table border="1"> <thead> <tr> <th>Mulberry House</th> <th>Year Group</th> <th>St John's House</th> <th>Year Group</th> </tr> </thead> <tbody> <tr> <td>8.40 Main door</td> <td>Year 1</td> <td>8.40 to enter via fire doors in to classroom</td> <td>Year 6</td> </tr> <tr> <td>8.45 Main door</td> <td>Year 2</td> <td>8.40 main entrance to St John's House.</td> <td>Year 3</td> </tr> <tr> <td>8.50 Main door</td> <td>Reception</td> <td>8.50 main entrance to St John's House.</td> <td>Year 4</td> </tr> <tr> <td>9.00 Nursery door</td> <td>Nursery</td> <td>8.50 main entrance to St John's House.</td> <td>Year 5</td> </tr> </tbody> </table> <p>The end times of the school day are:</p> <table border="1"> <thead> <tr> <th>Mulberry House</th> <th>Year Group</th> <th>St John's House</th> <th>Year Group</th> </tr> </thead> <tbody> <tr> <td>3.25 Hall door</td> <td>Year 1</td> <td>3.40 social distance on playground</td> <td>Year 6</td> </tr> <tr> <td>3.30 Hall door</td> <td>Year 2</td> <td>3.40 social distance on playground</td> <td>Year 3</td> </tr> <tr> <td>3.15 Main door</td> <td>Reception</td> <td>3.50 social distance on playground</td> <td>Year 4</td> </tr> <tr> <td>3.00 Nursery door</td> <td>Nursery</td> <td>3.50 social distance on playground</td> <td>Year 5</td> </tr> </tbody> </table> <p>Mulberry House pupils – enter through the Main playground gate and leave through the pedestrian playground gate. Markings on the floor to adhere to social distancing. St John's House, pupils enter through double gates and leave through the single gate. Markings on the floor to adhere to social distancing.</p>	Mulberry House	Year Group	St John's House	Year Group	8.40 Main door	Year 1	8.40 to enter via fire doors in to classroom	Year 6	8.45 Main door	Year 2	8.40 main entrance to St John's House.	Year 3	8.50 Main door	Reception	8.50 main entrance to St John's House.	Year 4	9.00 Nursery door	Nursery	8.50 main entrance to St John's House.	Year 5	Mulberry House	Year Group	St John's House	Year Group	3.25 Hall door	Year 1	3.40 social distance on playground	Year 6	3.30 Hall door	Year 2	3.40 social distance on playground	Year 3	3.15 Main door	Reception	3.50 social distance on playground	Year 4	3.00 Nursery door	Nursery	3.50 social distance on playground	Year 5				
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Taking attendance registers and continuing to complete the online	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																																								

educational setting status form to provide daily updates on how many children and staff are in school.							
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 class bubbles 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>All staff can operate across different classes and year groups to facilitate the delivery of the timetable and provision. They should adhere to the latest social distancing guidelines and reduce the number of interactions wherever possible.</p> <p>Staff will maintain a social distance from colleagues including in staff rooms and in corridors.</p> <p>Staff should wear a mask when moving around school and when they are unable to socially distance with other members of staff. Face masks should also be worn around pupils in high risk areas such as in the Dining Hall or ICT suite</p>	Monitored by Head and Deputy Heads	3	1	3

			Face visors or shields should not be worn as an alternative to face coverings.				
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>Daily disinfection of surfaces in rooms will be undertaken once the school reopens.</p> <p>In Year 1 to 6 classrooms, pupil's desks and seating will face forwards.</p> <p>In some classes pupils may sit next to each other but this will be consistent.</p> <p>Any staff members who teach across class bubbles will seek to maintain a 2m social distance and use appropriate PPE.</p> <p>Pupils in Nursery to Year 2 will be provided with pencils and equipment, pupils in Year 3 to 6 may bring their own, but must not share equipment. Reading books will go home but will be wiped on their return or held for 48 hours.</p> <p>Classroom windows will be open for ventilation where possible. Rooms can also be freely ventilated at breaks and lunch times</p>	Monitored by Head and Deputy Heads	3	1	3

Corridors – movement around buildings	Potential mixing of groups / lack of social distancing	Pupils / Staff / Visitors	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. When moving around the buildings staff will seek to maintain a 2m distance from each other and avoid face to face and not go within 1m of each other.	Monitored by Head and 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>Pupils will operate in class bubbles for the majority of the time, and social distancing will be maintained as far as possible. We will seek to ensure that pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.</p> <p>All staff and pupils will clean their hands on arrival at the school, before and after eating, and after sneezing or coughing. 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. 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 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>	Monitored by Head, Deputy Heads	3	1	3

			<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>No live assemblies will take place until restrictions allow for gatherings over 30</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>In inclement weather children will be supervised in class groups in the classroom or hall.</p> <p>Staff will maintain a social distance from colleagues including in staff rooms and in corridors.</p>				
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 4pm – dedicated cleaner for</p>	Monitored by Head and Deputy Heads	3	1	3

			<p>Toilet/washrooms and general cleaning.</p> <p>4pm to 7pm - general cleaning of all areas undertaken</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> <p>A box of tissues will be available along with bins for the disposal of wipes and tissues.</p>				
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></p> <p>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>	Monitored by Head and Deputy Heads	3	1	3

			<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> <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	As defined by the government we do not have any vulnerable children or those on and EHC. All children's needs will be met on return to school.	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>Pupils returning to school will have their needs met through the safeguarding provision.</p> <p>A large majority of staff have first aid qualifications. Matron (Sally Christie) will be back in 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/revised 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	At break and lunch times, pupils will remain in their bubble. Break and lunch times will be staggered. Water bottle refilling by staff can be done, if required.	Monitored by Head and Deputy Heads	2	1	2
Operation of breakfast clubs, lunch clubs and after-school clubs	Staffing levels.	Pupils / Staff / Parent(s)	Before School Care and After School Care will be provided.	Monitored by Head and Deputy Heads	3	1	3

	Drop off/collection times leading to social distancing risk.		<p>Before School Care will be from 07:45 in either Mulberry House Hall (Nursery to Year 2) or St John's House Hall (Year 3 to 6). After School Care will operate at the same venues until 16.45 Then separate tables in Mulberry House hall until 18.00</p> <p>Both of these facilities must be booked in advance and pupils attending will sit facing forwards in Year groups, which will be socially distanced.</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>On the Inset day, April 12th all procedures and protocols will be 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.</p>	Monitored by Head and Deputy Heads	3	1	3
Staff workload	Potential stress related issues.	Pupils / Staff	<p>Staff workload was considered in the planning process.</p> <p>Staff have been given a detailed overview of the new working arrangements.</p> <p>Staff have had the opportunity to raise concerns and these have been followed up by appropriate SLT members.</p>	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	<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) will need to be tested. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in</p>	Monitored by Head, Deputy Heads and Bursar	3	1	3

			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>				
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 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.	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 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 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.  The health protection team will work with the Foundation in this situation to guide them through the actions the Foundation needs to take.	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3
Contain any COVID-19 outbreak	If the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, settings may have an outbreak	Pupils / Staff / Community	The 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	Pupils	Pupils who are self-isolating will be provided with a pack of work.	Monitored by Head and Deputy Heads	3	1	3

	contact of someone who has COVID-19		Where a year group is sent home, online learning will be provided as per during the lock down.  Shielding advice for pupils in place to March 31st 2021, subject to continued decline in the rates of community transmissions. Appropriate work and support will be provided by the classteacher.				
Staffing levels are suddenly reduced	Insufficient staffing resources	Pupils / Staff	Staffing levels will be maintained by SLT support and the use of teachers who are delivering remote learning and Teaching Assistants. 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 Deputy Heads	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 Deputy Heads	3	1	3
Pupils mental health	Pupils suffering mental health issues	Pupils	Support will be given to all pupils who need it on their return. Support will be accessed from a range of sources – LA own counsellor in school. Any child whose needs cannot be met by the school will be referred.	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, 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	At lunch times, pupils will remain in their bubble. Lunch times will be staggered and tables will be regularly wiped down.	Monitored by Head and Deputy Heads	3	1	3

Educational visits	Pupils and staff participating in educational visits	Pupils / Staff	<p>The latest DfE guidance advises against domestic (UK) overnight and oversees 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 pupils within their group, and the COVID-19 secure measures in place at the destination.</p> <p>The Foundation has taken the decision not to reintroduce day trips until further notice.</p>	Monitored by Head and Deputy Heads	3	1	3
Staff recruitment	Staff and applicants participating in the interview process	Staff / Applicants	Recruitment will be undertaken remotely with interviews being undertaken electronically.	Monitored by Head and 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	<p>SLT to have discussed leave arrangements with staff</p> <p>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 member to work from home.</p>	Monitored by Head and Deputy Heads	3	1	3
Scheduled or ongoing building works	Contractors entering open teaching areas.	Pupils / 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 pupil 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 pupils and staff will be moved to another area and the Contractor(s) will</p>	Monitored by Estates Management Team	3	1	3

			be required to wear face mask(s) and work area cleaned before being re-occupied.				
Routine Estates task	Estates staff entering open teaching areas.	Pupils / 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 pupil 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.	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).</p>	Monitored by IT Management Team	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	<p>ISBA guidance indicates the following: "As long as the Education establishment is operating within the Government's guidelines, policies will respond in the usual manner"</p> <p>The Foundation's insurance broker are aware that the Foundation is fully open and following Government advice.</p> <p>The school is following Department of Education and Public Health England guidance as far as is reasonably practicable.</p>	Monitored by the Director of Finance and Operations	3	1	3

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

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

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

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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.

