



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. Coronavirus (COVID-19): Safe working in education, childcare and children’s social care settings, including the use of PPE ([updated 14 December 2020](#))
2. Coronavirus (COVID-19): Advice for pregnant employees ([published 23 December 2020](#))
3. Coronavirus (COVID-19): Schools and childcare settings: return in January 2021 ([updated 30 December 2020](#))
4. Coronavirus (COVID-19): Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak ([updated 30 December 2020](#))
5. Coronavirus (COVID-19): Guidance for parents and carers of children attending out-of-school settings (COVID-19) outbreak ([updated 31 December 2020](#))
6. Coronavirus (COVID-19): Guidance for full opening: schools ([updated 30 December 2020](#))
7. National Lockdown: Stay at Home ([updated 05 January 2021](#))
8. Coronavirus (COVID-19) asymptomatic testing in schools and colleges: ([updated 05 January 2021](#))
9. Coronavirus (COVID-19): advice for pregnant employees ([Updated February 2021](#))
10. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable ([ECV-Persons Guidance February 2021](#))
11. Schools Coronavirus (COVID-19) operational guidance ([published February 2021](#))
12. Face coverings in education ([updated March 2021](#))
13. Rapid lateral flow testing for households and bubbles of school pupils and staff ([March 2021](#))
14. Shielding advice for clinically extremely vulnerable people to stop from 01-April-2021-[Updated 18 March 2021](#)
15. Coronavirus asymptomatic testing in secondary schools and colleges-[Updated 24 March 2021](#)
16. Coronavirus asymptomatic testing in primary and maintained nursery school staff-[Updated 24 March 2021](#)
17. Coronavirus asymptomatic testing early years staff in different settings-[Updated 24 March 2021](#)

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| Brief Description of Work, Activity, location, Trip or Person being Assessed | The risks associated with re-opening the Secondary Schools during the COVID-19 pandemic. Primary risk is COVID-19 infection. | | | An Accident Form/Near Miss Form must be completed after any accident/ near miss on site | |
| Location or School | WGSF | Department | All Year Groups returning | Version | 1.01 1.02 1.03 |
| Assessed By (full name) | Sally Christie- WGSF Matron Katy Norgate- QEGS Nurse Jim Palin –QEGS Deputy Head Martin Shevill-QEGS Head Judith Tingle-WGSF Deputy Head Heidi-Jayne Boyes – WGSF Head John Garside – Compliance, Health & Safety Laurence Perry- Director of Finance and Operations Annette Casey- WGSF HR Manager | E-mail address | schristie@wgsf.net knorgate@whsf.net jpalin@wgsf.net mshevillwgsf.net jtingle@wgsf.net hjboyes@wgsf.net johngarside@wgsf.net lperry@wgsf.net acasey@wgsf.net | Duration of Task | Ongoing |

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| Date of Assessment: | Last draft update: 05/01/2021 Last draft update: 01/03/2021 Last draft update: 22/03/2021 Last draft update: 24/03/2021 | Student – Staff Numbers | | Review Cycle Date & Initials | Ongoing |
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| <u>Task or Situation.</u> | <u>Hazard Identification and Foreseeable Risks.</u> What could cause more than superficial harm in a worst case scenario? | <u>People.</u> Who might be harmed? Consider if any person(s) need an individual assessment carried out. | <u>Control (Preventive and Protective) Measure to Minimise the Risk.</u> What controls are currently in place? Please specify the name of any WGSF or other guidance that will be followed. | <u>Methods of Monitoring Control Measure.</u> | <u>With Controls</u> | | |
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| | | | | | <u>S</u> | <u>L</u> | <u>Risk Rating S x L</u> |
| Pupils/Teaching Staff and Other Employees returning to WGSF Schools from Monday 8 th March 2021 | Insufficient staffing resources. | Students / Staff | Staffing levels in place to accommodate all students returning. | Monitored by Head and SLT | 3 | 1 | 3 |
| To manage the safe return to WGSF Schools of all Students/Teaching Staff and Other Employees from Monday 8 th March 2021 | Transmission of COVID-19 in Schools and Childcare Settings. | Students/Staff/Other Employees | Continued policy of compliance with the updated Government Guidance and compliance with statutory regulations. Compliance with Section 2 of HSWA places a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees. Compliance with Section 3 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 employment 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 WGSF Schools of all Students/Teaching Staff and Other Employees from Monday 8 th March 2021 | Transmission of COVID-19 in Schools and Childcare Settings. | Students/Staff/Other Employees | This covers the requirements of Regulation 3 adequate Risk Assessments & Regulation 8 Procedures for dealing with dangerous incidents of the MHSW Regulations. | Social distancing in force and routine COVID-19 cleansing of all areas. Medical procedures in place for separation of suspected COVID-19 cases. | 3 | 1 | 3 |

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| To manage the safe return to WGSF Schools of all Students/Teaching Staff and Other Employees from Monday 8 th March 2021 | Transmission of COVID-19 in Schools and Childcare Settings. | Pupils/Staff/Other Employees | This provision covers the requirement of Regulation 4 PPE at Work Regulations which states: Every employer shall ensure that suitable personal protective equipment 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 WGSF Schools of all Students/Teaching Staff and Other Employees from Monday 8 th March 2021 | Transmission of COVID-19 in Schools and Childcare Settings. | Pupils/Staff/Other Employees | This provision covers the requirement of Regulation 4 of the Workplace (Health & Welfare) Regulations 1992. 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 who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable. https://www.gov.uk/government/news/shielding-advice-for-the-clinically-extremely-vulnerable-to-stop-from-april Pregnant Staff | Risk posed to vulnerable staff and their vulnerable dependents. | Staff / Students | 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 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 | Monitored by Head and SLT | 3 | 1 | 3 |

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| | | | assess the individual's working arrangements. This is to be reviewed throughout their pregnancy term. | | | | |
| To manage the safe return to WGSF Schools of all Students/Teaching Staff and Other Employees from Monday 8 th March 2021 | Adequate ventilation to prevent COVID-19 in Schools and Childcare Settings. | Pupils/Staff/Other Employees | 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: <ul style="list-style-type: none"> • 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). • Opening internal doors can also assist with creating a throughput of air • 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) | Monitored by Head and Deputy Heads | 3 | 1 | 3 |
| Communications to Staff, Parents and students regarding Compliance with latest Government Guidance on COVID-19 in Schools and Childcare Settings. | Transmission of COVID-19 in Schools and Childcare Settings. | Pupils/Staff/Other Employees | 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). 04.01.2021 - WGHS Communication to all key worker parents outlining measures to be taken if a positive COVID-19 case is identified in school as a result of testing 04.01.2021 - QEGS Communication to all key worker parents outlining measures to be taken if a positive COVID-19 case is identified in school as a result of testing | Monitored by WGSF School Heads and SLT and Director of Finance and Operations. | 3 | 1 | 3 |

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| <p>Conducting lateral flow testing in schools and colleges updated February 2021</p> | <p>Transmission of COVID-19 in Schools and Childcare Settings.</p> | <p>Pupils/Staff/Other Employees</p> | <p>Recent pilots have shown how rapid testing can be used effectively and have positive impacts in schools and colleges. The lateral flow tests that will be provided to schools and colleges produce a result in 30 minutes and do not require a laboratory to process. From the beginning of January, schools and colleges will be provided with testing kits including personal protective equipment (PPE). They will be provided with comprehensive guidance and training materials and support to introduce a testing programme that works for staff, students and pupils. Schools and colleges should make clear to staff and pupils that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested. Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.</p> | <p>School Heads, Deputy Heads, Matrons, Nurses.</p> | <p>3</p> | <p>1</p> | <p>3</p> |
| <p>Conducting lateral flow testing in schools and colleges https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff#history 22 March 2021</p> | <p>Transmission of COVID-19 in Schools and Childcare Settings.</p> | <p>Pupils/Staff/Other Employees</p> | <p>From 8th March, rapid-result tests will be provided to schools and colleges, starting with secondary schools and FE colleges, including special schools and alternative provision</p> <ul style="list-style-type: none"> • Secondary school pupils • Upon returning to school, secondary school pupils will be asked to take their first 3 tests at their place of study under the supervision of a trained operator | <p>School Heads, Deputy Heads, Matrons, Nurses.</p> | <p>3</p> | <p>1</p> | <p>3</p> |

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| <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools 24 March 2021</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges 24 March 2021</p> <p>https://www.gov.uk/government/publications/asymptomatic-testing-early-years-staff-in-different-settings/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-different-settings/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-different-settings 24 March 2021</p> | | | <ul style="list-style-type: none"> • fourth test themselves using a home test kit • Pupils will then continue taking twice-weekly tests using a home test kit provided by their school. • Pupils must report their result to NHS Test and Trace as soon as the test is completed, either online or by telephone, as set out in the home test kit instructions. • Primary or secondary school staff • Upon returning to school, teaching and non-teaching staff of primary and secondary schools should take twice-weekly tests using a home test kit provided by their school. This includes permanent, temporary and voluntary school staff. • Staff should contact their school for further details. <p>For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges. In line with routine infection control practice, close contacts who decide not to be tested daily will need to self-isolate in line with https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff#history</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools 24 March 2021</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges 24 March 2021</p> | | | | |
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| 19-testing-in-early-years-settings 24 March 2021 | | | 19-asymptomatic-testing-in-schools-and-colleges 24 March 2021 https://www.gov.uk/government/publications/asymptomatic-testing-early-years-staff-in-different-settings/rapid-asymptomatic-coronavirus-covid-19-testing-in-early-years-settings 24 March 2021 | | | | |
| Conducting the Lateral Flow test | Transmission of COVID-19 in Schools and Childcare Settings. | Pupils/Staff/Other Employees | Testing Process: Nominated Staff/Pupils called to the Gymnasium and will enter by the nominated Entrance Only. Social Distancing is to be maintained at all times. Face Coverings are to be worn at all times except for the swabbing process. Report to the Registration Desk Follow Directions to the Swabbing Desk Follow Directions to the Processing Desk Bulk uploading of the registration and results to the NHS portal will take place within 24hrs. Leave the Testing Area by the nominated exit only, Do not remove your face covering until you are outside of the building. | WGSF Matron, Nurse. Nominated WGHS/QEGS Staff. | 3 | 1 | 3 |

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| <p>Personal Data Security, General Data Protection Regulation 2018</p> | <p>Protection of Personal Data</p> | <p>Pupils/Staff/Other Employees</p> | <p>Data security and handling. Data should be deleted by the school/college after 14 days. Processing Personal Data in Support of COVID-19 Testing. There is a small amount of processing of personal data which will be needed as part of the testing programme. Lawful Basis for Processing It is recommended that you rely on your safeguarding powers Section 3 Non-Maintained Schools Regulations 1999 for non-maintained schools as the lawful basis for this processing.</p> | <p>Monitored by WGSF School Heads and SLT and Director of Finance and Operations</p> | | | |
| <p>What to do if a Staff Member/Pupils tests positive for COVID-19</p> | <p>Transmission of COVID-19 in Schools and Childcare Settings.</p> | <p>Pupils/Staff/Other Employees</p> | <p>If a Staff Member/Pupil Tests Positive: Record details</p> <ul style="list-style-type: none"> • Ensure any details of the pupil / Staff Member are recorded securely to protect their privacy. • They will need to do a confirmatory PCR test. • Call their parent or legal guardian and arrange for the pupil or student to be collected if needed. • Tell them they should take a confirmatory PCR test • Find a quiet space to talk with the Staff Member or Pupil, being mindful of the need for social distancing/PPE. <p>Provide reassurance:</p> <ul style="list-style-type: none"> • They may be anxious about their health and impact on their family. This is a chance to reassure them: • For most people, symptoms will last up to 10 days and be mild. • There is support available with learning from home and support for their parents with work and benefits. <p>Offer Support:</p> <ul style="list-style-type: none"> • It is really important that they follow the national guidance and self- | <p>Monitored by WGSF School Heads and SLT and Director of Finance and Operations</p> | <p>3</p> | <p>1</p> | <p>3</p> |

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| | | | <p>isolate for 10 days from the PCR test.</p> <ul style="list-style-type: none"> • They can take pride that they are doing their bit to protect their friends and family and defeat the virus • Take steps to ensure that pupils or students can access remote learning at home. Remote learning advice: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25 <p>Reminder to share result of PCR test:</p> <ul style="list-style-type: none"> • Before they go, remind them and /or their parent/carer to let school know about the result of the PCR test (they will be told via text/email) <p>Pupil/Staff Member to wait in the relevant School Office to await collection.</p> | | | | |
| Removal of Clinical Waste | Transmission of COVID-19 through Clinical Waste | Pupils/Staff/Other Employees | Clinical Waste Contract with Wakefield Council has been enhanced to cover the additional waste created by testing. | Monitored by WGSF Cleaning Manager & Estates Team. | 3 | 1 | 3 |
| Managing confirmed cases of COVID-19 | Staff/Pupils who has attended school has tested positive for COVID19 | Pupils/Staff/Other Employees | <p>The Foundation will immediately contact the local health protection team.</p> <p>PHE West Yorkshire Health Protection Team</p> <p>Tel 0113 386 0300</p> <p>On being informed that a pupil/staff member who has attended school has tested positive for coronavirus (COVID-19), the school must contact the DfE Helpline who will then direct the school onto the dedicated NHS advice team for nurseries, schools and colleges. The DfE Helpline number is: Tel: 0800 046</p> | Monitored by WGSF School Heads. | 3 | 1 | 3 |

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| | | | <p>8687 and select the option for reporting a positive case.</p> <p>The local health protection team will work with the Foundation to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with the school in this situation to guide them through the actions the school needs to take.</p> <p>The school will keep a record of students and staff in each group and any close contact that takes place between student and staff in different groups and provide this information to the health protection teams on request.</p> | | | | |
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| Low Risk | = | 1 to 4 |
| Medium Risk | = | 6 |
| High Risk | = | 9 |

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

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

**WAKEFIELD GRAMMAR SCHOOL FOUNDATION
RISK ASSESSMENT**

| Further Actions Required to Minimise Risks | Actionee | Target Date | Completion Date |
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| Ongoing | | | |
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On completion of the above further actions, review the above risk assessment and determine if controls are now suitable and sufficient.