



WAKEFIELD GRAMMAR SCHOOL FOUNDATION RISK ASSESSMENT

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

1. Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (*updated 27 July 2020*)
2. Guidance for full opening of schools (issued 2 July 2020, updated 7 August 2020)
3. Planning guide for early years and childcare settings (*published 24 May 2020*)
4. Coronavirus (Covid-19): implementing protective measures in education and childcare settings (*updated 1 June 2020, withdrawn 28 August 2020*)
5. Opening Schools and educational settings to more pupils from 1 June: guidance for parents and carers (*updated 31 July 2020, updated 21 August 2020*)
6. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (*updated 16 June 2020, withdrawn 31 July 2020*)
7. Opening schools for more children and young people: initial planning framework for schools in England (*updated 1 June 2020, withdrawn 31 July 2020*)
8. Transport to school and other places of education: autumn term 2020 (*published 11 August 2020*)
9. COVID-19: cleaning in non-healthcare settings (*updated 15 May 2020, updated 15th July 2020*)
10. Face coverings in education ([published 26th August 2020](#)) [updated 16th October 2020](#)
11. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ([published 4th November 2020](#))
12. Coronavirus (COVID-19): Safe working in education, childcare and children's social care settings, including the use of PPE ([updated 14 December 2020](#))
13. Coronavirus (COVID-19): Advice for pregnant employees ([published 23 December 2020](#))
14. Coronavirus (COVID-19): Schools and childcare settings: return in January 2021 ([updated 30 December 2020](#))
15. Coronavirus (COVID-19): Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak ([updated 30 December 2020](#))
16. Coronavirus (COVID-19): Guidance for parents and carers of children attending out-of-school settings (COVID-19) outbreak ([updated 31 December 2020](#))
17. Coronavirus (COVID-19): Guidance for full opening: schools ([updated 30 December 2020](#))
18. National Lockdown: Stay at Home ([updated 05 January 2021](#))
19. Schools Coronavirus (COVID-19): Operational Guidance ([updated February 2021](#))
20. Schools Coronavirus (COVID-19): Operational Guidance ([updated May 2021](#))
21. Schools COVID-19 Operational Guidance ([updated 19 July 2021](#))
22. Guidance: Actions for schools during the coronavirus outbreak ([updated 02 January 2022](#))

Brief Description of Work, Activity, location, Trip or Person being Assessed	The risks associated with operating 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	QEGS Junior Section (KS2)	Department	Year 3 to 6	Version	3.0
Assessed By (full name)	Richard Thompson – Director of Junior Section John Garside – Compliance, Health & Safety Manager	E-mail address	rthompson@wgsf.net johngarside@wgsf.net	Duration of Task & Review Cycle	Ongoing
Date of Assessment:	Reviewed: 13-May-2021 Reviewed: 06-Aug-2021	Pupil – Staff Numbers	Maximum class size: 24 pupils	Date & Signature	

	Reviewed: 01-Sept-2021 Reviewed: 02-Jan-2022				
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Task or Situation.	Hazard Identification and Foreseeable Risks. What could cause more than superficial harm in a worst case scenario?	People. Who might be harmed? Consider if any person(s) need an individual assessment carried out.	Control (Preventive and Protective) Measure to Minimise the Risk. What controls are currently in place? Please specify the name of any WGSF or other guidance that will be followed.	Methods of Monitoring Control Measure.	With Controls		
					S	L	Risk Rating S x L
Pupils/Teaching Staff and Other Employees returning to QEGS JS on Tuesday 4 th January 2022	Insufficient staffing resources	Pupils / Staff	Staffing levels in place to accommodate all children returning. Contingency plans in place with increased supply teacher capacity and staff able to support from other school sections.	Monitored by Head and Deputy Heads	3	1	3
To manage the safe return to QEGS JS of all Pupils/Teaching Staff and Other Employees on Tuesday 4 th January 2022	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. 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 QEGS JS of all Pupils/Teaching Staff and Other Employees on Tuesday 4 th January 2022	COVID-19 in Schools and Childcare Settings.	Pupils/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 inforce and routine COVID-19 cleansing of all areas. Medical procedures in place for separation of	3	1	3

				suspected COVID-19 cases.			
To manage the safe return to QEGS JS of all Pupils/Teaching Staff and Other Employees on Tuesday 4th January 2022	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 QEGS JS of all Pupils/Teaching Staff and Other Employees on Tuesday 4th January 2022	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.	Risk posed to vulnerable staff and their vulnerable dependents	Staff / Pupils	The latest government guidance provides the following information: People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.	Monitored by Head and Deputy Heads	3	1	3

			<p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</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>				
Pupils/Teaching Staff and Other Employees returning to work from Tuesday 4th January 2022	Adequate ventilation to prevent COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	<p>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:</p> <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 parents and pupils (including discussing attendance expectations and other specific strategies that parents should do to help prepare	Confusion during drop off and collection of pupils.	Pupils / Staff / Parent(s)	<p>Letter sent to parents in advance of the start of term detailing and changes to arrangements, including drop off and collection times (copy of the letter to be kept on file). Operations and routines will continue in the same way as they did in the previous term.</p> <p>If directed by local authorities, directors of public health (DsPH) or PHE health protection teams (HPTs), it might be necessary to revert to</p>	Monitored by Head and Deputy Heads	3	1	3

returning pupils, for example, arrangements for drop-off/collection).			<p>operating in 'bubbles'. A contingency plan is in place, should this be necessary.</p> <p>Parents may come onto the school site but this must be via a pre-made appointment and sensible distancing should be observed. Parents are discouraged from entering the school buildings unless by prior appointment.</p>				
Cross infection of pupils/staff with COVID-19 – Measures undertaken prior to pupils return and their arrival on-site	Insufficient measures in place to reduce the risk of cross infection of pupils/staff with COVID-19	Pupils / Staff /Parent(s)	<p>The following measures will be implemented as far as is reasonably practicable:</p> <p>Staff have been advised to continue testing using LFD tests over the Christmas holidays. Staff will be asked to carry out an LFD test prior to attending inset day.</p> <p>Parent(s) have been informed they are not to come onto the school site if they are displaying any symptoms of coronavirus.</p> <p>If directed by local authorities, directors of public health (DsPH) or PHE health protection teams (HPTs), it might be necessary to revert to operating in 'bubbles'. A contingency plan is in place, should this be necessary.</p> <p>Face Coverings: In primary schools, the DfE recommends that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>Face coverings do not need to be worn when outdoors.</p> <p>Persons over the age of 11 are still advised under national guidance to wear a face covering on public transport and dedicated school</p>	Monitored by Head, Deputy Heads	3	1	3

			<p>transport but this should not be worn on entering the school site. Students 11 and under can choose to wear a face covering on public transport and dedicated school transport should they wish and students/staff have been encouraged to follow the public transport operating company's COVID-19 safety measures at all times.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Boys who arrive at school wearing a face covering will be instructed how to take the face covering off and dispose of it. It is preferable for disposable face coverings to be worn. If a reusable face covering is worn, please provide a new sealable bag each day for the mask to be put into to be taken home and washed ready for the following day.</p> <p>These will be the instructions and we would be grateful if you intend for your son to arrive at school wearing a face covering that you also teach him what to do beforehand:</p> <ul style="list-style-type: none"> ● Remove the face covering using the ear pieces and do not touch the front of the face covering ● The face covering will then be disposed of in a lidded bin (or placed in a re sealable plastic bag) ● The child will then sanitise their hands immediately 				
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Taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.	Knowledge and record of pupil attendance	Pupils / Staff	<p>The normal recording attendance operating procedure will apply including the need for an ongoing DfE COVID data return.</p> <p>All registers will be taken on SIMs on return to school, using the appropriate 'X' and 'I' codes as directed by DfE.</p> <p>A process is in place to track suspected and confirmed cases of COVID-19 to aid with the management of remote learning and return to school dates.</p>	Monitored by Head and Deputy Heads	3	1	3
Pupil who was expected to attend does not arrive as expected.	Illness, which the school requires to be informed about. Safeguarding issues	Pupils / Staff	<p>If a pupil does not attend and the parent does not contact the school, the school will contact the parents.</p> <p>Should the pupil have symptoms of COVID-19, the student will self-isolate at home until able to obtain a PCR test. The school will recommend testing and if a positive test result is confirmed, NHS Test and Trace will carry out contact tracing (this responsibility has moved away from schools now, though the school may still have a role to play on request from NHS Test and Trace or PHE/local health protection teams). The pupil and family must follow the guidance given to them by NHS Test and Trace.</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>Operating in 'bubbles' and maintaining social distancing is no longer recommended.</p> <p>If directed by local authorities, directors of public health (DsPH) or PHE health protection teams (HPTs), it might be necessary to revert to operating in 'bubbles'. A contingency plan is in place, should this be necessary.</p>	Monitored by Head and Deputy Heads	3	1	3

Classrooms	Potential for COVID-19 transmission. Contamination of surfaces.	Pupils / Staff / Visitors	<p>Hand sanitiser is located at each building entrance and throughout the buildings. Pupils will be encouraged to sanitise hands when changing classrooms.</p> <p>A deep clean will take place in the building prior to the start of term.</p> <p>Classroom windows will be open for ventilation where possible. Fire doors can be propped open whilst a member of staff is in the room and MUST be closed once the room is vacated for any reason. Staff are responsible for this.</p> <p>Cleaning resources are available in classrooms to enable the wiping down of surfaces and cleaning of key resources.</p> <p>If directed by local authorities, directors of public health (DsPH) or PHE health protection teams (HPTs), it might be necessary to revert to operating in 'bubbles' and instigate an enhanced cleaning schedule. A contingency plan is in place, should this be necessary.</p>	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>Staff will undertake twice-weekly LFD testing in line with current government guidance. If a positive test is recorded, staff will self-isolate in line with government guidance and arrange a PCR test.</p> <p>All staff and pupils will continue to wash/sanitise their hands regularly. Pupils will wash/sanitise their hands:</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms 	Monitored by Head, Deputy Heads	3	1	3

			<ul style="list-style-type: none"> • before and after eating <p>Face coverings will be worn by staff and visitors when moving around indoors and when in communal areas. Face coverings will not be worn by staff when teaching.</p> <p>Posters in toilets will demonstrate the correct hand washing technique.</p> <p>Tissues are available in classrooms and pupils will be encouraged to use them, or their elbow to cough or sneeze into and bins specifically for tissue waste are available in each classroom ('catch it, bin it, kill it'). The bins will be emptied throughout the day. All bins will have lids on.</p> <p>Where possible, all spaces will be well ventilated using natural ventilation (opening windows and doors) or ventilation units.</p> <p>Antiseptic hand gel dispensers are located in each classroom and at each building entrance.</p> <p>If directed by local authorities, directors of public health (DsPH) or PHE health protection teams (HPTs), it might be necessary to revert to operating in 'bubbles' and instigate an enhanced cleaning schedule. A contingency plan is in place, should this be necessary.</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>	Monitored by Head and Deputy Heads	3	1	3

			<p>Cleaning staff will seek to maintain social distancing and they will practice infection control measures such as regular hand washing and use of protective gloves.</p> <p>The following cleaning protocols are in place:</p> <p>7am to 9am - general cleaning of all areas undertaken.</p> <p>9am to 3.30pm – dedicated cleaner for Toilet/washrooms and general cleaning.</p> <p>4pm to 6.30pm - general cleaning of all areas undertaken.</p> <p>9am to 1pm and 1pm to 4pm – 1 cleaner undertaking cleaning duties</p> <p>This will include wiping down tables, chairs, toys and hard surfaces.</p> <p>In each classroom there will be a cleaning box provided for the teacher to use as required. This will include:</p> <ul style="list-style-type: none"> ● Stericlean wipes ● Antiseptic spray and wipe ● Nitrile disposable gloves ● Disposable apron <p>Boxes 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.</p>	Monitored by Head and Deputy Heads	3	1	3

			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.				
Potential exposure to covid-19 aerosols	Use of Respiratory Protective Equipment and other PPE	Staff / Pupils	<p>Government Guidance: Coronavirus (COVID-19): Guidance: Actions for schools during the coronavirus outbreak (Updated 02/01/2022) does not recommend primary age pupils to wear a face covering or face mask in schools. Face coverings excepted, the majority of staff in education settings will not require PPE beyond what they would normally wear for work.</p> <p>The Foundation will provide a face covering if requested by a staff member.</p> <p>PPE will be issued and worn by a supervising adult if:</p> <ul style="list-style-type: none"> • A pupil becomes unwell with COVID -19 symptoms and needs direct personal care • A pupil is vomiting or has a toileting incident <p>PPE = Disposable face mask, disposable apron and gloves, face shield.</p>	Monitored by Head and Deputy Heads	3	1	3
Support available for vulnerable and/or disadvantaged children	Insufficient support for returning vulnerable and/or disadvantaged pupils.	Pupils / Staff	<p>All children's needs will be met on return to school.</p> <p>This will be monitored and steps put in place if the situation regarding vulnerable children changes.</p>	Monitored by Head and Deputy Heads	N/A	N/A	N/A

Safeguarding provision/First Aid	Insufficient safeguarding/first aid provision for returning pupils.	Pupils / Staff	<p>DSL+ DDSL will be in the school, therefore cover is provided.</p> <p>All staff have first aid qualifications. 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	<p>Normal operation will continue for the provision of food and water at lunch time.</p> <p>Water bottle refilling stations are available around school.</p>	Monitored by Head and Deputy Heads	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>	Pupils / Staff / Parent(s)	<p>Before school care - there will no longer be a need to book into before school care.</p> <p>After school care - From the end of the day, pupils can be booked into after school care. There will be no need for pupils to operate in bubbles. Parents will collect pupils from the doors at the end of the JS Annexe.</p> <p>If directed by local authorities, directors of public health (DsPH) or PHE health protection teams (HPTs), it might be necessary to revert to operating in 'bubbles'. A contingency plan is in place, should this be necessary.</p> <p>Lunchtime clubs will operate as normal.</p>	Monitored by Head and Deputy Heads	3	1	3
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>During the Inset day on Tuesday 4 January 2022, procedures and protocols will be reviewed with staff including but not exhaustive:</p> <p>Advice to staff. Arrangements for pupils. What to do if a pupil falls ill while at school. Updated advice on isolation periods Updated safeguarding training.</p>	Monitored by Head and Deputy Heads	3	1	3

Staff workload	Potential stress related issues.	Pupils / Staff	Staff workload was considered in the planning process. Staff have been given a detailed overview of the new working arrangements. Staff have had the opportunity to raise concerns and these have been followed up by appropriate SLT members.	Monitored by Head and Deputy Heads	2	1	2
Staff member develops COVID-19 symptoms	Health of the staff member, other staff and pupils.	Pupils / Staff	See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'. Any staff member who displays symptoms of coronavirus (COVID-19) should self-isolate and arrange for a PCR test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet. LFT results are not sufficient.	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3
Pupil develops COVID-19 symptoms	Health of the pupil, staff and other pupils.	Pupils / Staff / Parent(s)	See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'. Any pupil who displays symptoms of coronavirus (COVID-19) should self-isolate and arrange a PCR test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet. LFT results are not sufficient.	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 COVID-19	Pupils / Staff	Schools are no longer required to carry out contact tracing. The school will keep a record of positive cases. <i>The updated DfE guidance: Schools COVID-19 Operational Guidance (Jan 2022) states that: From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone</i>	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3

			<p><i>with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</i></p> <p>This means that pupils and staff meeting the above criteria can attend school as normal, provided they received a daily negative LFD test result.</p> <p>Remote learning will be provided for pupils who are self-isolating.</p> <p>When considering the management of potential outbreaks, the school will follow DfE advice on when to 'step-up' measures in school. This advice currently states: <i>For most education and childcare settings, measures should be increased when whichever of these thresholds is reached first:</i></p> <ul style="list-style-type: none"> - 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 				
Contain any COVID-19 outbreak - "stepping up" and contingency planning	Follow revised DfE guidance on defining outbreaks and communicate as necessary with Test and Trace and local health protection teams.	Pupils / Staff / Community	<p>The school will immediately contact the local health protection team who will advise on what action is required.</p> <p>The school will have a "stepping up" plan and contingency measures in place. As advised by DfE the reintroduction of bubbles is highly unlikely but should be viewed as a possibility under challenging infection rates either at school or local level.</p>	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3

Pupils who are self-isolating	Pupils who have symptoms or a positive test result.	Pupils	Remote learning will be provided for pupils who are self-isolating or shielding.	Monitored by Head, Deputy Heads and Director of Finance and Operations	3	1	3
Staffing levels are suddenly reduced	Insufficient staffing resources to follow Government guidance on pupils to staff ratio.	Pupils / Staff	Internal cover will be provided as normal (Teachers or Teaching Assistants covering as required). External supply will be hired if required and appropriate to do so. Contingency plans in place with increased supply teacher capacity and staff able to support from other school sections.	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	PSHEE/Circle time sessions will continue in school to help address ongoing concerns. Support will be accessed from a range of sources - Form Teachers, School Counsellor, and Learning Support. Any child whose needs cannot be met by the school will be referred to the appropriate services.	Monitored by Head and Deputy Heads	3	1	3
Supply teachers and other temporary or peripatetic teachers	Schools engaging with supply teachers and other supply staff during this period	Supply / Peripatetic teachers / Students / Staff	Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers and coaches, those individuals will be expected to comply with the school's arrangements for managing and minimising risk.	Monitored by Head and Deputy Heads	3	1	3
Catering	Provision of lunches	Students / Staff / Catering staff	There is no longer the need to operate in 'bubbles'. Lunch arrangements will revert back to normal operations.	Monitored by Head and Deputy Heads	3	1	3
Educational visits	Pupils and staff participating in educational visits	Pupils / Staff	School trips and visits residential and non residential (domestic) can now go ahead, but	Monitored by Head, Deputy Heads	3	1	3

			<p>covid risk assessment must be completed. DfE advises that schools need to check that any new bookings have adequate financial protection in place. Consult IK and LP prior to booking trips.</p> <p>For overseas school trips, the Department for Education “recommend that you consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.”</p> <p>The Foundation has decided that a cautious approach will be taken in terms of a return to the booking of NEW overseas travel. Existing “roll over” visits (postponed due to COVID) will take place wherever possible according to the national/international picture.</p>				
Teaching staff taking leave	Teaching staff having to quarantine on returning from holiday abroad due to unforeseen COVID-19 outbreaks	Staff	Where it is not possible to avoid a staff member having to quarantine during term time, SLT will consider temporarily amending working arrangements to enable staff members to work from home.	Monitored by Head, Deputy Heads	3	1	3
Scheduled or ongoing building works	Contractors entering open teaching areas.	Pupils / Staff / Contractors / Estates Maintenance staff	<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 be required to wear a 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.	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>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 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.</p> <p>PPE is available if required/requested.</p> <p>Staff will be reminded that wearing PPE is not a substitute for good hygiene (good hand washing) especially when wearing gloves.</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 re-opening of the schools.	Foundation	ISBA guidance indicates the following: "As long as the Education establishment is operating within the Government's guidelines, policies will respond in the usual manner"	Monitored by the Director of Finance and Operations	3	1	3

			<p>The Foundation's insurance brokers 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>				
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Low Risk	=	1 to 4
Medium Risk	=	6
High Risk	=	9

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

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

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

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

WAKEFIELD GRAMMAR SCHOOL FOUNDATION RISK ASSESSMENT

Further Actions Required to Minimise Risks	Actionee	Target Date	Completion Date
Ongoing			

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