



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. Guidance for full opening schools ([issued 2nd July 2020, updated 7th August 2020, updated 28th August 2020, Updated 17 September 2020, Updated 1st October 2020, updated 22nd October](#))
2. Guidance for secondary school provision from 15 June 2020 ([updated 4th June 2020](#))
3. Coronavirus (Covid-19): implementing protective measures in education and childcare settings ([updated 1st June](#))
4. Opening Schools and educational settings to more pupils from 1 June: guidance for parents and carers ([updated 1st June, updated 21st August 2020](#))
5. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 ([updated 1st June 2020, withdrawn 31st July 2020](#))
6. Opening schools for more children and young people: initial planning framework for schools in England ([updated 1st June, withdrawn 31st July 2020](#))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. Coronavirus (COVID-19): advice for pregnant employees ([Updated February 2021](#))
19. COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable ([ECV-Persons Guidance February 2021](#))
20. Schools Coronavirus (COVID-19) operational guidance ([published February 2021](#))
21. Face coverings in education ([updated March 2021](#))
22. Shielding advice for clinically extremely vulnerable people to stop from 01-April-2021-[Updated 18 March 2021](#)
23. Schools Coronavirus (COVID-19) operational guidance ([published May 2021](#))
24. Face Coverings in Education ([updated May 2021](#))
25. COVID-19 Contingency Framework: Education and childcare settings ([Updated May 2021](#))
26. GOV.UK: What parents and carers need to know about early years providers, schools and colleges during COVID-19-[Updated 12 July 2021](#)
27. Schools COVID_19 operational guidance ([Updated August 2021](#))
28. Guidance for schools: coronavirus(COVID-19) ([updated Jan 2022](#))
29. Self-isolation rules ([updated Jan 2022](#))
30. Guidance on wearing face masks in school ([Jan 2022](#))

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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 | WGHS Senior School | Department | All Year Groups returning | Version | 1.13 1.14 1.15 1.16 |
| Assessed By (full name) | Heidi-Jayne Boyes – Head John Garside – Compliance, Health & Safety | E-mail address | | Duration of Task | Ongoing |
| Date of Assessment: | Last draft update: 26/08/2021 Last draft update: 21/01/2022 | Student – Staff Numbers | | Review Cycle Date & Initials | Ongoing |

| <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 WGHS SS from Thursday 3 rd September 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 WGHS SS of all Pupils/Teaching Staff and Other Employees from Thursday 3 rd September 2021 | Transmission of 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 |

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| To manage the safe return to WGHS SS of all Pupils/Teaching Staff and Other Employees from Thursday 3 rd September 2021 | Transmission of 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. | Routine COVID-19 cleansing of all areas. Medical procedures in place for separation of suspected COVID-19 cases. | 3 | 1 | 3 |
| To manage the safe return to WGHS SS of all Pupils/Teaching Staff and Other Employees from Thursday 3 rd September 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 if it is requested. | 3 | 1 | 3 |
| To manage the safe return to WGHS SS of all Pupils/Teaching Staff and Other Employees from Thursday 3 rd September 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 |

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| <p>Staff who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable.</p> <p>Pregnant Staff</p> | <p>Risk posed to vulnerable staff and their vulnerable dependents.</p> | <p>Staff / Students</p> | <p>The latest government guidance provides the following information: <i>'All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend'.</i></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> | <p>Monitored by Head and SLT</p> | <p>3</p> | <p>1</p> | <p>3</p> |
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| <p>Staff and Other Employees returning to work</p> | <p>Adequate ventilation to prevent COVID-19 in Schools and Childcare Settings.</p> | <p>Staff/Other Employees/ Contractors/Visitors</p> | <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"> • 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) | <p>Monitored by Head and Deputy Heads</p> | <p>3</p> | <p>1</p> | <p>3</p> |
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| Communications to parents and students about the start of term | An unstructured start to the term misunderstanding about the testing schedule. | Students / Staff / Parent(s) | <p>02-01-2022 - letter sent to parents regarding testing prior to the start of term and on-going LFT during the Term.</p> <p>20.01.2022- communication sent to parents to inform them face masks no longer need to be worn in classrooms. Also mentioned that face masks do not need to be worn in communal areas from Thursday 27.01.22.</p> | Monitored by Head and SLT | 3 | 1 | 3 |
| Cross infection of students/staff with COVID-19 – Measures undertaken prior to students return and their arrival on-site | Insufficient measures in place to reduce the risk of cross infection of students/staff with COVID-19. | Students/ Staff /Parent(s) | <p>The following measures will be implemented as far as is reasonably practicable:</p> <ul style="list-style-type: none"> - Sanitiser will remain available around the site and students and staff are encouraged to sanitise their hands on entry into a building - Whilst social distancing is no longer we shall encourage students to maintain an appropriate distance and to minimise contact with each other - Face coverings are still to be worn by pupils and staff in all communal areas until Thursday 27th January 2022 but no longer in classrooms, as from Thursday 20th January 2022. - Face masks must be worn on public transport and dedicated transport to school or college; this includes travel to sports fixtures - Windows will remain open to allow rooms to be ventilated. There is no need for any modifications to the regular uniform at this stage of term - There will be regular cleaning of communal areas and facilities - a cleaner will be roving across the site throughout the school day - All members of the school community are asked to carry out a Lateral Flow test twice weekly and we recommend a Sunday and Wednesday evening. Any | Monitored by Head and SLT | 3 | 1 | 3 |

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| | | | positive result should be followed up with a PCR test before returning to Wakefield Girls' | | | | |
| Taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school | Knowledge and record of student attendance. | Students / Staff | The normal recording attendance operating procedure will apply. An X in the SIMS register denotes that a student is self-isolating. In this instance, relevant teaching staff should invite the student to the lesson via GMeet. | Monitored by Head and SLT | 3 | 1 | 3 |
| Student who was expected to attend does not arrive as expected | Illness, which the school requires to be informed about. Safeguarding issues. | Students / Staff | If a student does not attend and the parent does not contact the school, the school will contact the parents. Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do (updated for 17.01.22). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If a student has symptoms and is able to attend remote lessons, GMeets will be offered by the class teacher. | Monitored by Head and SLT | 3 | 1 | 3 |
| Fire | Fire breaking out within the buildings. | Students/ staff / cleaners | Comprehensive fire detection system in place. Fire evacuation protocols in place. The normal fire assembly points will be used but with increased distances between the year groups. As the gathering is outside, masks do not need to be worn. Form tutors will be responsible for taking the register and reporting any missing students to SLT (DJE). Relaxation has been applied on allowing the propping open of classroom/corridor doors to reduce door handle even if it is a fire door. | Monitored by Head and SLT | 3 | 1 | 3 |

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| | | | Rooms should then be ventilated by opening the windows. In the event of a fire, teachers MUST ensure doors are closed if they and their students are leaving the room and ALL doors closed at the end of the school day. Failure to do so will lead to the ceasing of this relaxation. | | | | |
| Support available for vulnerable and/or disadvantaged children | Insufficient support for returning vulnerable and/ or disadvantaged students | Students / Staff | As defined by the government we do have vulnerable children but no students with an EHC. All student needs will be met on their return to school. | Monitored by Head and SLT | N / A | N / A | N/A |
| Safeguarding provision/First Aid | Insufficient safeguarding/ first aid provision for returning students | Students / Staff | Students returning to school will have their needs met through the safeguarding provision. Many staff have first aid qualifications and will be able to diagnose. Matron (Sally Christie) will be in school. All staff will be provided with detailed information and posters are displayed throughout the school. | Monitored by Head and SLT | 3 | 1 | 3 |
| Students and staff behaviour | Students and staff not following protocols. | Students / Staff | Behaviour Policy is in place and adhered to. Ongoing conversations between staff and students around behaviour, expectations and role modelling | Monitored by Head and SLT | 3 | 1 | 3 |
| Interim and mock exams for Year 11 and Year 13 students GCSE and A Level exam season 2022 | Risk of disruption to Public Exam Season 2022 Staff and students not fully aware of the procedures and protocols | Students / Staff | Internal assessments scheduled to allow data collection throughout the year, should schools be required to submit evidence as per the CAGs and TAGs processes (2020 & 2021). A timetable will be shared with all students involved in interim (Y13) and mock (Y11) examinations, as well as parents via Firefly. | Monitored by Head and SLT | 3 | 1 | 3 |
| Communicating any changes to protocols to staff | Staff not fully aware of new/revised protocols | Students / Staff | 1. RA shared with all staff w/c Mon 31st August | Monitored by Head and SLT | 3 | 1 | 3 |

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| | | | <p>2. Email communication may also be used but kept to a minimum</p> <p>3. Staff briefings provide the opportunity for twice weekly updates</p> | | | | |
| Staff workload | Potential stress related issues. | Students / Staff | <p>HoDs to review and assist staff in managing workload.</p> <p>Staff to be supported as needed. Staff to consult their Line Manager in the first instance.</p> | Monitored by Head and SLT | 2 | 1 | 2 |
| Student or Staff member develops COVID-19 symptoms | Health of the staff member, other staff and students. | Students / Staff | <p>See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'.</p> <p>Staff and students should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>If a member of staff displays Covid-19 symptoms whilst at school, the member of staff will be isolated. An SLT member will call a contact to come and collect the member of staff. A test should be used and the Head informed of the outcome.</p> | <p>Monitored by Head and SLT and Director of Finance and Operations</p> <p>Monitored by Head and SLT</p> <p>Monitored by Head and SLT</p> | 3 | 1 | 3 |

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| <p>Managing confirmed cases of COVID-19</p> | <p>Staff/pupil who has attended school has tested positive for COVID19</p> | <p>Pupils / Staff</p> | <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if the central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> | <p>Monitored by Head and SLT</p> | | | |
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| <p>Contain any COVID-19 outbreak</p> | <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p> | <p>Pupils / Staff / Community</p> | <p>If either of these thresholds are reached, education and childcare WGHS should review and reinforce the testing, hygiene and ventilation measures they already have in place.</p> <ul style="list-style-type: none"> ● Settings should also consider: ● Whether any activities could take place outdoors, including exercise, assemblies, or classes ● Ways to improve ventilation indoors, where this would not significantly impact thermal comfort ● One-off enhanced cleaning focussing on touch points and any shared equipment ● Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting ● Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces This should be for two weeks in the first instance, pending regular review ● Reinstating on-site rapid LFD testing for a two-week period to encourage uptake of twice weekly testing 4. Increased frequency of testing <p>WGHS will also seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p> <p>Further measures are considered in the Contingency Planning Document.</p> | <p>Monitored by Head and SLT</p> | | | |
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| Students and families anxious about return to school | Students/families who have particular concerns about a return to school | Students / Families | The school will discuss any concerns and provide reassurance of the control measures which have been put in place to reduce the risk in school. | Monitored by Head and SLT | | | |
| Staffing levels are suddenly reduced | Insufficient staffing resources | Students / Staff | Staffing levels will be maintained by SLT support and the use of Teachers and support staff, in some instances. 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 SLT | 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. Where concerns have been raised they have been thoroughly considered. | Monitored by Head and SLT | 3 | 1 | 3 |
| Students' mental health | Students suffering mental health issues | Students | Support will be given to all students who need it on their return. Support will be accessed from a range of sources including our own counsellor in school. Any child whose needs cannot be met by the school will be referred. There are resources discussing supporting students and their mental health. | Monitored by Head and SLT | 3 | 1 | 3 |
| Supply teachers and other temporary or peripatetic teachers | Schools engaging 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 students. | Monitored by Head and SLT | 3 | 1 | 3 |

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| Educational visits | Students and staff participating in educational visits | Students / Staff | The latest DfE guidance advises against overseas educational visits. The latest DfE advice does state that schools will be able to organise trips with overnight stays from Monday 17 May. Non-overnight domestic educational visits will be permitted in line with protective measures, such as keeping students within their consistent group, and the COVID-19 secure measures in place at the destination. | Monitored by Head and SLT | 3 | 1 | 3 |
| Staff recruitment | Staff and applicants participating in the interview process | Staff and applicants | WGHS will adhere to government guidance and observe good hand and respiratory hygiene and maintain social distancing measures. | Monitored by Head and SLT | 3 | 1 | 3 |
| Expectation and deployment of initial teacher training programme | Teacher trainees attending school | Teacher trainees, staff, students | Teacher trainees will be able to join WGHS, adhering to the Covid measures in place. | Monitored by Head and SLT | 3 | 1 | 3 |
| Teaching staff taking leave | Teaching staff having to quarantine on returning from holidays abroad due to unforeseen COVID-19 outbreaks. | Teaching staff | SLT to have discussed leave arrangements with teaching 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 the staff member to work from home. | Monitored by Head and SLT | 3 | 1 | 3 |
| Students or staff with protected characteristics | Discrimination of staff/ students with protected characteristics | Students / Staff | Students will be treated fairly in line with school policy. | Monitored by Head and SLT | 3 | 1 | 3 |
| Insurance and re-opening | Insurance for the reopening of the schools. | Foundation | ISBA guidance indicates the following: "As long as the Education establishment is operating within the Government's guidelines, policies will respond in the usual manner" The Foundation's insurance brokers are aware that the Foundation is fully open and following Government advice. | Monitored by the Director of Finance and Operations | 3 | 1 | 3 |

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| | | | The school is following Department of Education and Public Health England guidance as far as is reasonably practicable. | | | |
| Tours around the school site during the school day | Visitors coming into school | Students / Staff | Following all the guidelines: wearing a mask, hand hygiene, social distancing, avoiding going into small classrooms. | Monitored by Head and SLT | 3 | 1 3 |

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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.