



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.
Guidance for full opening schools (*issued 2nd July 2020, updated 7th August 2020, updated 28th August 2020*)

1. Guidance for secondary school provision from 15 June 2020 (*updated 4th June 2020*)
2. Coronavirus (Covid-19): implementing protective measures in education and childcare settings (*updated 1st June, withdrawn 28 August 2020*)
3. Opening Schools and educational settings to more pupils from 1 June: guidance for parents and carers (*updated 1st June, updated 21st August 2020*)
4. Actions for education and childcare settings to prepare for wider opening from 1 June 2020 (*updated 1st June 2020, withdrawn 31st July 2020*)
5. Opening schools for more children and young people: initial planning framework for schools in England (*updated 1st June, withdrawn 31st July 2020*)
6. Transport to school and other places of education: autumn term 2020 (*published 11 August 2020*)
7. COVID-19: cleaning in non-healthcare settings (*updated 15 May 2020, updated 15th July 2020*)
8. Face coverings in education ([published 26th August 2020](#)) [updated 16th October 2020](#))
9. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ([published 4th November 2020](#))
10. Coronavirus (COVID-19): Safe working in education, childcare and children's social care settings, including the use of PPE ([updated 14 December 2020](#))
11. Coronavirus (COVID-19): Advice for pregnant employees ([published 23 December 2020](#))
12. Coronavirus (COVID-19): Schools and childcare settings: return in January 2021 ([updated 30 December 2020](#))
13. Coronavirus (COVID-19): Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak ([updated 30 December 2020](#))
14. Coronavirus (COVID-19): Guidance for parents and carers of children attending out-of-school settings (COVID-19) outbreak ([updated 31 December 2020](#))
15. Coronavirus (COVID-19):_Guidance for full opening: schools ([updated 30 December 2020](#))
16. National Lockdown: Stay at Home ([updated 05 January 2021](#))
17. Coronavirus (COVID-19) asymptomatic testing in schools and colleges: ([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. Rapid lateral flow testing for households and bubbles of school pupils and staff ([March 2021](#))
23. Shielding advice for clinically extremely vulnerable people to stop from 01-April-2021-[Updated 18 March 2021](#)
24. Coronavirus asymptomatic testing in secondary schools and colleges-[Updated 24 March 2021](#)
25. Coronavirus asymptomatic testing in primary and maintained nursery school staff-[Updated 24 March 2021](#)
26. Coronavirus asymptomatic testing early years staff in different settings-[Updated 24 March 2021](#)
27. Schools Coronavirus (COVID-19) operational guidance ([published May 2021](#))
28. Face Coverings in Education ([updated May 2021](#))
29. COVID-19 Contingency Framework: Education and childcare settings ([Updated May 2021](#))
30. GOV.UK: What parents and carers need to know about early years providers, schools and colleges during COVID-19-[Updated 12 July 2021](#)
31. Guidance for schools: coronavirus(COVID-19) ([updated Jan 2022](#))

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	QEGS Senior School	Department	All Year Groups returning	Version	1.10 1.11
Assessed By (full name)	Jim Palin – Deputy Head John Garside – Compliance, Health & Safety	E-mail address	jpalin@wgsf.net johngarside@wgsf.net	Duration of Task	Ongoing
Date of Assessment:	Last Updated: 09.04.2021 Last Updated: 12.07.2021 Last update: 31/8/21 JTP Last update 3/1/22 JTP	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>		
					<u>S</u>	<u>L</u>	<u>Risk Rating S x L</u>
Pupils/Teaching Staff and Other Employees returning to QEGS SS on Monday 6th 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 QEGS SS of all Pupils/Teaching Staff and Other Employees on Monday 6 th September 2021	Compliance with latest Government Guidance on 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	COVID-19 Risk Assessments carried out and reviewed in line with Government Guidelines.	3	1	3

			their employment but may be affected by it, are not exposed to risk.				
To manage the safe return to QEGS SS of all Pupils/Teaching Staff and Other Employees on Weds 5th January 2022	Compliance with latest Government Guidance on 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 in force and 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 QEGS SS of all Pupils/Teaching Staff and Other Employees on Weds 5th January 2022	Compliance with latest Government Guidance on 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 SS of all Pupils/Teaching Staff and Other Employees on Weds 5th January 2022	Compliance with latest Government Guidance on 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.	Covered by the WGSF Estates Managers procedures and documentation.	3	1	3

			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.				
Pupils/Teaching Staff and Other Employees returning to work from Weds 5th January 2022	Adequate ventilation to prevent COVID-19 in Schools and Childcare Settings.	Pupils/Staff/Other Employees	Once the QEGS SS 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"> 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
Staff who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable 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 ceased on the 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. 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	Monitored by Head, School Nurse and SLT	3	1	3
Communications to parents and students (including discussing	Maintaining social distancing during drop off and collection of pupils.	Students / Staff / Parent(s)	Letter sent to parents in advance of opening, main change face coverings in classrooms for all pupils, not just communal areas - fall in line with new government guidance.	Monitored by Head and SLT	3	1	3

attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection)			Letter also referenced testing - both letters from JTP (end of Dec, start of January) covered this in detail.				
Cross infection of students/staff with COVID-19 – Measures undertaken prior to students return and their arrival on-site	Insufficient measures in place to reduce the risk of cross infection of students/staff with COVID-19.	Students/ Staff /Parent(s)	<p>The following measures will be implemented as far as is reasonably practicable:</p> <p>Persons over the age of 11 are still advised under national guidance to wear a face covering on public transport but this should not be worn on entering the school site. Staff will reinforce the national position and guidance with pupils in school.</p> <p>Students/staff have been encouraged to follow the public transport operating company’s COVID-19 safety measures at all times.</p> <p>Face Coverings:</p> <p>Face coverings for pupils and staff strongly recommended in all communal areas and for pupils in classrooms. National expectation is that teachers do not need to wear masks in classrooms but some may choose to do so.</p>	Monitored by Head and SLT	3	1	3
Measures for arriving and leaving school School day start and end time	Parents and students not adhering to social distance guidance during drop off/collection times.	Students / Staff /Parent(s)	<p>Parents may come onto the school site but this must be via a pre-made appointment and sensible distancing should be observed.</p> <p>Entry to the school site is no longer defined by zones or specific year group entry points but it is widely accepted that the front gate entrance is the safest, particularly for younger pupils and this will again be reinforced with parents.</p> <p>Upon arrival, to QEGS SS, all staff and students should sanitise or wash their hands - good hand hygiene will remain a key part of infection control, not just in relation to COVID-19 but other illnesses typical at this time of year eg D and V/Noro</p>	Monitored by Head and SLT	3	1	3

			<p>Masks worn on public transport should be removed and placed in a sealable plastic bag and a different mask used in school. Letter to parents from JTP explained need for more than one mask through day for effective hygiene etc</p> <p>In line with national guidance, Staff should not need to wear masks within the classroom.</p>				
<p>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</p>	<p>Knowledge and record of student attendance.</p>	<p>Students / Staff</p>	<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.</p>	<p>Monitored by Head and SLT</p>	<p>3</p>	<p>1</p>	<p>3</p>
<p>Student who was expected to attend does not arrive as expected</p>	<p>Illness, which the school requires to be informed about. Safeguarding issues.</p>	<p>Students / Staff</p>	<p>If a student does not attend and the parent does not contact the school, the school will contact the parents.</p> <p>Should the student have symptoms of COVID-19, the student will self-isolate at home until able to obtain a PCR test (though this position has very recently changed following review). The school will continue to recommend testing and if a positive test result is confirmed, 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 Test and Trace or PHE/local health protection teams). The pupil and family must follow the guidance given to them by Test and Trace. The position has changed again in early January where it is now the case that a PCR is not recommended following positive LF and positive LF assumed as enough evidence of having COVID - isolation starts at that point.</p>	<p>Monitored by Head and SLT</p>	<p>3</p>	<p>1</p>	<p>3</p>

Seeking to maintain social distancing	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	<p>Whilst students will no longer be grouped in year groups and will not be allocated a 'zone' on the school site a common sense approach will be promoted by staff in school and pupils encouraged to maintain sensible distancing and hygiene protocols.</p> <p>A responsibility sits with us as a school both to move forwards positively and return to as diverse a curriculum and experience as possible but also not to present a picture of the virus having "gone away".</p>	Monitored by Head and SLT	3	1	3
Classrooms	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	<p>Site team / Cleaners ensures top ups of hand sanitiser dispensers at the end of each day.</p> <p>Site teamwork with staff and departments to help to arrange desks and chairs in rooms to maintain, wherever possible, social distancing between teachers operating area and pupils.</p> <p>Spray and blue roll to be made available so that each member of staff can clean down the desk and chair etc., before leaving. The next member of staff should also do this before starting.</p> <p>Hand sanitiser available at the entrance to each building and each building floor. Deep clean to take place prior to students returning from holidays.</p> <p>Daily disinfection of surfaces in rooms used will be undertaken once the school re-opens.</p> <p>Desks are pre-arranged so students are, wherever possible, seated side by side and facing forward, rather than face to face or side on as far as is reasonably practicable though some subjects will require a different approach and layout, for example practical subjects.</p> <p>Teachers can operate across different classes and year groups and will seek to maintain distance from their students, staying at the front of the class, and an appropriate distance from their colleagues where possible.</p>	Monitored by Head and SLT	3	1	3

			<p>In particular, they will seek to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Sharing materials - For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within a group; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or groups, such as art and science equipment must be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a safe period of time depending on the nature of the materials used.</p> <p>Students will be required to limit the amount of equipment they bring into school each day, to essentials such as a bag, hat, coat, books, stationary and mobile phones.</p> <p>Windows to be open for ventilation where possible and where the external conditions/weather/temperature make this reasonable and sensible. Parents have been advised (see Oct half term letter) that rooms are likely to be colder than normal due to ventilation in the winter and that jumpers and proper coats will be required for use outside and potentially inside where the weather is very cold.</p> <p>Fire doors can be propped open whilst a member of staff is in the room and MUST be closed once the room is vacated. Staff are responsible for this.</p> <p>Submission of homework: students will be encouraged to submit work electronically. If this is not possible, teachers will build in appropriate delays in terms of contact time with exercise books or paper. This will be reflected in the homework timetable and marking schedules.</p>			
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Corridors - movement around buildings	Potential mixing of groups / lack of social distancing.	Students / Staff / Visitors	<p>In general, the school will remain in a position where pupils move around the school following their timetable, staff will move as required but typically teach a number of lessons in the same space throughout the day.</p> <p>When moving, staff should still try to maintain a sensible distance from each other, and from students. Staff have a key role to play when supervising the small amount of movement of students and must lead by example.</p>	Monitored by Head and SLT	3	1	3
Sixth Form and Year 11 specific guidance	Potential mixing of groups / lack of social distancing	Students / Staff	<p>Year 12 and 13 will use their usual designated common room and Study Hall facilities.</p> <p>6th Formers will be allowed off site during the school day.</p> <p>Year 11 will be allowed off site if they have permission.</p> <p>The Sixth Form will take their lunch in a separate area to the younger pupils using their own provision in the Common Room.</p> <p>Sixth Formers should still only go to WGHS for a timetabled lesson or meeting. Students will be encouraged to leave the school site once their lessons have ended for the day.</p>	Monitored by Head and SLT	3	1	3
Shared staff spaces - staff rooms	Potential mixing of staff	Staff	<p>The Staff Common Room provides, when adequately ventilated, adequate space for appropriate hygiene and social distancing and should be an appropriate area for staff to continue to use and mix safely using common sense.</p> <p>Departments also have localised offices and facilities which, if used, will lower the numbers of staff making spacing in the main CR more easily achievable.</p> <p>Consultation will continue with staff on this through the term and taking into account the local and national position and any new or emerging guidance on COVID 19.</p>	Monitored by Head and SLT	3	1	3

Assemblies, in school meetings and Parent evenings	Potential mixing of groups / lack of social distancing	Students / Staff	<p>There will be no full school assembly gatherings until further notice, whole school assemblies and some parent's evenings will be virtual - further consultation on this with parents and staff will take place in the first half term. The Sports Hall will be used for LF testing on the first day.</p> <p>Sectional assemblies are acceptable (for example a Year 7 sectional assembly) but for larger year groups it is preferable to use one of the bigger venues (ET or QEH) to space pupils out further or use a virtual assembly.</p> <p>Meetings in school can take place face to face but colleagues should use common sense and virtual meetings may still be used where convenient or deemed sensible.</p> <p>Further consultation on parent evenings will take place early in the first term. It is likely that a mixed approach across the academic year will be adopted - there are clear benefits for parents from virtual events but face to face contact and a dialogue in person is also important.</p>	Monitored by Head, and SLT	3	1	3
Cross infection of students /staff with COVID-19 – Measures undertaken whilst the school is open	Insufficient measures in place to reduce the risk of cross infection of students / staff with COVID-19.	Students / Staff /Parent(s)	<p>Follow national guidance and advice whilst returning to as normal and overall educational provision as possible. Promote sensible hygiene measures with pupils and staff model good practice.</p> <p>As per the latest DfE guidance, the school will return to its usual uniform policies during the term and uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Students will return to normal changing routines unless advised differently by SLT or sports staff.</p> <p>There is no desire to force parents into additional sports kit purchase so, in the absence of branded school kit, plain black tracksuits tops/bottoms will be acceptable.</p> <p>All staff and students should clean their hands on arrival at the school, before and after eating, and after sneezing or coughing.</p>	Monitored by Head, and SLT	3	1	3

			<p>Teachers will play a key role in guiding pupils towards regular handwashing and good hygiene.</p> <p>Posters in toilets will demonstrate the correct hand washing technique.</p> <p>The bins will be emptied throughout the day. All bins will have lids on.</p> <p>Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units. Students must bring appropriate and warm clothing for the inclement winter weather typical from October onwards - parents have had a letter explaining this. Consideration will be given to the use of CO2 monitors currently under discussion nationally.</p> <p>Antiseptic hand gel dispensers will continue to be located in each building entrance and corridors.</p> <p>All students will bring their own equipment. This equipment should either be in use or in their bag.</p> <p>Lockers will be reallocated and start to be re-used early in the first half term.</p> <p>Use of the Learning Hub at lunchtime will be managed by year group on a rota and after school, the provision will generally only be available to KS3 to allow appropriate distancing.</p> <p>Outside space will be used for exercise and breaks, as usual.</p> <p>In the first half term, no tuck shop facility or morning toast will be available for sale but students can bring their own snacks for consumption during morning breaks.</p> <p>Use of washroom facilities:</p> <ul style="list-style-type: none"> - Antiviral wipes are to be available in all cubicles for the student / staff member to wipe down before and after use. 			
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			<p>Toilet allocation returns to a non allocated provision and students use those most appropriate for them at the time.</p> <p>Students visiting from WGHS should use the female facilities in the SFC</p>				
<p>Cross infection of students /staff with COVID-19 – Cleaning measures</p>	<p>Insufficient cleaning measures in place to reduce the risk of cross infection of students /staff with COVID-19</p>	<p>Students / Staff /Parent(s)</p>	<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 practise 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 toilet/washrooms and general cleaning</p> <p>4pm to 7pm - general cleaning of all areas undertaken</p> <p>This will include wiping down tables, chairs and hard surfaces.</p> <p>In each building 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 ● Face visor <p>Where possible, washroom facilities will be cleaned at the end of break time and lunch.</p>	<p>Monitored by Head and SLT</p>	<p>3</p>	<p>1</p>	<p>3</p>

Fire	Fire breaking out within the buildings.	Students/ staff / cleaners	<p>Comprehensive fire detection system in place. Fire evacuation protocols in place and remain largely the same to ensure that staff and pupils know what to do and confusion does not lead to a slower evacuation. All staff will be told that, under fire or other evacuation protocols, the risk posed by fire or other evacuation triggers outweighs the COVID risk and therefore safe and quick evacuation will take priority over social distancing if necessary.</p> <p>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 and ultimately to JTP who is in charge during evacuations of the site.</p> <p>Relaxation has been applied on allowing the propping open of classroom/corridor doors to reduce door handle even if it is a fire door. Rooms should then be ventilated by opening the windows.</p> <p>In the event of a fire, teachers MUST ensure doors are closed if they and their students are leaving the room and ALL doors closed at the end of the school day. Failure to do so will lead to the ceasing of this relaxation.</p>	Monitored by Head and SLT	3	1	3
Potential exposure to covid-19 aerosols	Use of Respiratory Protective Equipment and other PPE	Staff / Students	<p>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> <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 	Monitored by Head and SLT	3	1	3

			<ul style="list-style-type: none"> A pupil is vomiting or has a toileting incident <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 students	Students / Staff	As defined by the government we do have vulnerable children but no students with an EHC.	Monitored by Head and SLT	N / A	N/A	N/A
Safeguarding provision/First Aid	Insufficient safeguarding/ first aid provision for returning students	Students / Staff	<p>Students returning to school will have their needs met through the safeguarding provision.</p> <p>Many staff have first aid qualifications and will be able to diagnose. School Nurse (Katy Norgate) will be in school.</p> <p>All staff will be provided with detailed information and posters are displayed throughout the school.</p>	Monitored by Head and SLT	3	1	3
Students and staff behaviour	Students and staff not following new/revised protocols.	Students / Staff	<p>Behaviour Policy statement for all students returning to school to be included in communication to students and their parents.</p> <p>Letter outlining revised policies on face coverings and also about Lateral flow testing coverings sent to all parents at the end of the 2021 term.</p> <p>Parents have a key role to play, along with the school, in helping children to understand the importance of managing regulations and guidance properly, for the benefit of everybody in the school community.</p> <p>A shared responsibility approach will be covered and repeated regularly in assemblies and through supervision and guidance by staff around the site.</p>	Monitored by Head and SLT	3	1	3
Food and hydration provision	Students not receiving sufficient food and hydration provisions.	Students	At break and lunch times, pupils will take breaks and lunch as normal and not in bubbles or at different split times.	Monitored by Head and SLT	2	1	2

			Water fountains etc. should only be used to fill individual bottles, not to drink from and water will be available at meal times and breaks.				
Operation of clubs, lunch clubs and after-school clubs	Staffing levels. Drop off/collection times leading to social distancing risk. Mixing of groups	Students / Staff / Parent(s)	We are able to accommodate all years in the Learning Hub after school (until 5.30pm) but parents must book in to use this at the start of the academic year. Parents have been told that school is not officially open before 8am and therefore we cannot guarantee supervision. Boys must go straight to their form room on arrival in school. Lunchtime clubs will operate as normal, students should consult Firefly for details of provision.	Monitored by Head and SLT	3	1	3
Singing, music, performance	COVID transmission risk - aerosol	Students/staff/visitors	In general all performances, musical and singing can resume but currently whole group singing in full school assemblies (Junior and Senior sections) where there is confined space and high numbers of pupils will be avoided and then reviewed at the end of September. Small groups and sectional size groupings - singing OK, as are individual ensembles/rehearsals/performances	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 October/ November 2021	Staff and students not fully aware of the procedures and protocols	Students / Staff	A timetable will be shared with all students involved in interim and mock examinations. The majority of assessments will be conducted in the QE Hall, as usual or in the Sports Hall if the assessed group will be large (typically over 100). Students will be instructed to line up in an orderly fashion no more than 10 minutes before the start of the exam, outside. The Exams Officer and invigilators will set out the exam hall Windows and doors (where possible) will be open and the room will be well ventilated. All desks will be facing forwards with appropriate distancing between the students. As the invigilators look onto the students and there may be movement around the room, masks should be worn by members of	Monitored by Head and SLT	3	1	3

			<p>staff/invigilators but students are not required to wear masks in exams.</p> <p>Students will be encouraged to sanitise their hands upon entry into the hall and also as they exit.</p> <p>Papers will be collected by the invigilators - students will place these in a tray.</p> <p>Students using an electronic device will work in a designated separate area and will be working facing outwards.</p>				
Communicating protocols to staff in advance of the pupils return	Staff not fully aware of new/revised protocols and layouts of the class.	Students / Staff	<ol style="list-style-type: none"> 1. RA shared with all staff and guidance given to all staff on key changes during INSET day (JTP) 2. Staff briefings - will also be a time to update staff on any changes. Email communication may also be used but kept to a minimum 3. Staff briefings initially in QE Hall, not CR 	Monitored by Head and SLT	3	1	3
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
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>Any staff member who displays symptoms of coronavirus (COVID-19) can and 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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>https://www.nhs.uk/ask-for-a-coronavirus-test</p> <p>If a member of staff displays Covid-19 symptoms at work, the member of staff will contact the School Nurse who will, in conjunction with external advice (including the School Doctor where appropriate) advise accordingly.</p>	Monitored by Head and SLT and Director of Finance and Operations	3	1	3

Student develops COVID-19 symptoms	Health of the student, staff and other students.	Students / Staff / Parent(s)	<p>See separate procedure 'Action to take if staff member or pupil becomes unwell with COVID-19 Symptoms'.</p> <p>Student to be directed to the designated room:. A member of office staff or School Nurses to call home and ask the parent to collect the pupil immediately.</p> <p>Any student who displays symptoms of coronavirus (COVID-19) can and should get a test and must not, under any circumstances, attend school until the results are established. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>We must have contact details for all these students so they can be collected immediately, should they display signs of the symptoms.</p> <p>It will be made clear that a low threshold in terms of illness and symptoms will have to be operated in school, particularly given the approaching winter season and the common nature of many symptoms to a range of different and less serious health conditions, including common cold, flu etc.</p> <p>As a basic principle, any student who is unwell and exhibiting any illness symptoms (COVID or not) before school begins, either in the evening or on the morning that they are due to leave home, should stay at home and where the symptoms include those specified for COVID 19, must obtain a clear test result before returning to school and stay isolated until either the test result is obtained as negative or 10 days have passed. A new "early release" system from isolation is in place for day 6 and day 7 - see below: https://www.gov.uk/government/news/self-isolation-for-covid-19-cases-reduced-from-10-to-7-days-following-negative-lfd-tests</p>	Monitored by Head and SLT 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		Follow Test and Trace/NHS guidance, isolate as required.	Monitored by Head and SLT	3	1	3
Contain any COVID-19 outbreak - “stepping up” and contingency planning and “remote education”	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 and who is required to be sent home.</p> <p>The school will have a “stepping up” plan and contingency measures in place (see https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#stepping) - measures required as part of this are likely to include more emphasis on distancing. 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> <p>For students who are required to self-isolate at home, remote education provision will be provided. In line with government guidance, the expectation now is that all children, other than those required to isolate following a positive test and advice from Test and Trace or absent for other authorised reasons or illness, should be in school.</p> <p>Remote education for COVID isolation will take the form of an expectation that work is set by teachers for each lesson and this may include working in Google classroom or video but there is no expectation of “live teaching” as the majority of pupils will be in school.</p> <p>Remote education for other prolonged absences for health reasons or a serious injury will be through discussion with the family on a case by case basis, and again is likely to involve work being set on Firefly or in Google classroom.</p> <p><i>Any work set and subsequent expectations from staff will be in line with the school Remote Education Policy.</i></p>	Monitored by Head and SLT	3	1	3

Students who are self-isolating	Students who have symptoms or a positive test result or are a close contact of someone who has COVID-19	Students	Students who are self-isolating will be provided with access to remote education.	Monitored by Head and SLT	3	1	3
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	3	1	3
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. 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 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	Monitored by Head and SLT	3	1	3

			taking particular care to maintain distance from other staff and students.				
Catering	Provision of lunches	Students / Staff / Catering staff	Please see specific risk assessments for this area	Monitored by Head and SLT	3	1	3
Educational visits	Students and staff participating in educational visits	Students / Staff	<p>The latest DfE guidance now advises that domestic (UK) overnight and overseas educational visits can return with some additional precautions including sleeping accommodation occupancy. This advice will be followed.</p> <p>Non-overnight domestic educational visits will return as usual.</p> <p>The Foundations 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>	Monitored by Head and SLT	3	1	3
Staff recruitment	Staff and applicants participating in the interview process	Staff and applicants	Recruitment will be undertaken on site as usual with interviews and activities in school QEGS SS will adhere to government guidance and observe good hand and respiratory hygiene.	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 continue attending the school	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	<p>SLT to have discussed leave arrangements with teaching staff.</p> <p>Staff should use common sense, consult national guidance and available information and ultimately exercise professional judgement in making decisions about holiday destinations and the timing of these visits ensuring, wherever possible, their professional roles and responsibilities are not compromised by their own holiday arrangements, particularly given the lengthy lockdown and</p>	Monitored by Head and SLT	3	1	3

			<p>many months away from traditional classroom based teaching that pupils have already experienced.</p> <p>It is accepted that unexpected and difficult situations can arise and where necessary, this will be dealt with by consultation with SLT and HR.</p>				
Scheduled or ongoing building works	Contractors entering open teaching areas.	Students / Staff / Contractors / Estates Maintenance staff	<p>Contractors will be required to inform Estates Management of any COVID -19 symptoms prior to arrival onsite and not to enter the site.</p> <p>As part of their site induction Contractors will be required to declare they are not suffering any COVID -19 symptoms.</p> <p>Work will only take place in active student areas out of hours and the work area will be cleaned after the work is completed.</p> <p>If emergency work is required to be undertaken during occupied hours students and staff will be moved to another area and the Contractor(s) will be required to wear face mask(s) and work area cleaned before being re-occupied.</p>	Monitored by Estates Management Team	3	1	3
Routine Estates task	Estates staff entering open teaching areas.	Students / Staff / Estates staff	<p>Estates staff will be required to inform Estates Management of any COVID -19 symptoms they start to feel and they will be sent home immediately.</p> <p>Work will only take place in active student areas when the areas are unoccupied as far as possible.</p> <p>Estates staff will seek to maintain social distancing if they have to enter active pupil areas.</p> <p>Staff will be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks will be put into place to ensure this is adhered to.</p> <p>Daily planning to ensure the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p>	Monitored by Estates Management Team	3	1	3

			<p>Estates Management will review work schedules including start & 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 the wearing of PPE is not a substitute for good hygiene (good hand washing) especially when wearing gloves.</p> <p>Pre-term building checks have been undertaken and legionella control measures and checks have been implemented during the school closure period.</p>				
Routine Information Technology tasks	IT staff entering open teaching areas.	Students / Staff / IT staff	<p>IT staff will be required to inform IT Management of any Covid-19 symptoms they start to feel and they will be sent home immediately.</p> <p>Work will only take place in active pupil areas when the areas are unoccupied as far as possible. IT staff will seek to maintain social distancing if they have to enter active pupil areas.</p> <p>Staff will be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>PPE is available if required/requested.</p> <p>Staff will be reminded that the wearing of PPE is not a substitute for good hygiene (good hand washing).</p>	Monitored by IT Management Team	3	1	3
Postal deliveries / supply deliveries	Social distancing compromised	Students / Staff / Postal/Supplier staff	<p>Postal/Supplier staff will be following their own organisations social distancing procedures e.g. parcel left at building entrance door and the Postal/Supplier staff distancing appropriately.</p>	Monitored by Head and SLT	3	1	3

Students or staff with protected characteristics	Discrimination of staff/p students with protected characteristics	Students / Staff	Students will be treated fairly in line with school policy.	Monitored by Head and SLT	3	1	3
Insurance and re-opening	Insurance for the re-opening of the schools.	Foundation	<p>ISBA guidance indicates the following: “As long as the Education establishment is operating within the Government’s guidelines, policies will respond in the usual manner”</p> <p>The Foundation’s insurance broker 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 Head and SLT and 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)

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.