



Covid-19 Risk Assessment For Partial Re-opening of School

The purpose of the risk assessment is to reduce and mitigate the risk of Covid-19 transmission between staff/students/staff and students/people attending school and their homes/the people in them and others in the community, in so far as is reasonably practicable, following the most up to date Government advice. Covid-19 is a new illness that can affect your lungs and airways and cause a host of other symptoms. The risk level before controls is substantial due to the potentially serious consequences of infection and the apparent ease of transmission of the virus. This is particularly a risk in a school, which houses up to 1500 people daily under normal operational circumstances.

Currently the national risk level is rated 4 on the government's 5-point alert system (but is transitioning and expected to be a 3 by the time we open). The R rate is currently estimated at around 0.8 for the Yorkshire and Humber region. Rigorous application of the following controls is designed to mitigate the risks of transmission so that the overall risk level to staff, students and their families is low enough to be acceptable to all except the most vulnerable.

School will only open to additional staff and students from June 22nd 2020, if the government, Public Health England and ASCL all agree that it is safe to do so (assuming that robust social distancing and other risk mitigation controls are in place). The school will also take into account any available information about the R (transmission) rate of the local context (or the number of cases and the direction of travel) and the advice of the Local Authority (Kirklees) and significant neighbouring authorities from which daily we draw students. The views of other relevant professional bodies and government, associations/unions will also be considered. Ultimately, the decision whether to open or not, rests with the Government and then the school, with the consent of the Governing Body. The Headteacher will exercise his professional judgement based on guidance on whether the control measures in place are sufficiently robust to mitigate the risk of transmission of coronavirus to an acceptable level of risk and will continue to consult with the Chair of Governors regularly throughout the coming weeks and months until full normal operation can be resumed.

This risk assessment should be read and considered alongside all relevant policies and procedures including, but not limited to, Health and Safety, First Aid, Fire Safety Risk Assessments, Safeguarding and Behaviour.

The latest Government guidance is available below:

www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings



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Area for concern	Control measure	Actions Required	Person(s) responsible	RAG
National guidelines are updated daily and school lapses in following advice	The school has the most recent information from the Government, and this is shared throughout the school community. The school will only open if guidance and local risk assessment ensure it is safe to do so.	Daily checks with Government updates. Review of other updates such as DfE / ESFA / Kirkless Council / ASCL. Any changes covered at daily SLT meetings and reviewed with Chair of Governors. Information disseminated to staff as required and any news items updated accordingly.	Head Teacher & Senior Leadership Team in consultation with Chair Of Governors.	
Premises - Regulatory checks not maintained	Legionella checks & electrical, gas and ventilation systems checks are up to date.	Standard maintenance routines kept up to date throughout partial closure.	Site Manager	
Premises - Fire procedures	Fire Risk Assessment to be reviewed and the Fire log-book up to date.	The reception signing in system for checking off staff will be used. Students register to be taken on entry to building after temperature checks. SLT lead for fire evacuation each day of the Y10 & Y12 attendance. Staff / students to evacuate to MUGA. MUGA has sufficient space to accommodate expected numbers of people in the event of fire evacuation, allowing for social distancing. Students to be reminded of procedures whilst in the building.	All staff	
Premises - Failure to meet LA Health & Safety checks on re-opening	Local Authority H&S checklist adhered to.	All checklists reviewed and complied with, except for chlorination, however, school never fully shut down except during Easter break and usual weekends and bank holidays, so latter not applicable.	Site Manager.	



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<p>Premises - Coronavirus in school</p>	<p>Increased cleaning regime.</p>	<p>Adhered to Government covid-19 lockdown rules, so staff / students ceased attending site from 23 March 2020. Deep clean since start of covid-19 lockdown. School closed completely for Easter break.</p> <p>Where staff / students have been on site, surfaces and rooms sanitised daily. Where staff on site, this is notified to premises staff so appropriate cleaning can be completed afterwards.</p> <p>Where Y10 & Y12 students on site, cleaning regime will be daily and, where possible between lessons, with free day mid-week to allow for deeper clean. Weekend break between each week.</p> <p>Where possible, access to cleaned areas of school to be prohibited, using such options as tensa barriers / tape / signage, to avoid further cleaning requirements and allow site staff to focus on areas in use.</p> <p>Hand sanitisation stations to be set up in school with appropriate signage. To be checked and refilled regularly throughout each day by site or cleaning team.</p>	<p>Site Manager and premises team.</p>	<p style="background-color: #92d050;"></p>
<p>Infection control - Dealing with direct transmission (e.g. close contact with those sneezing/coughing)</p>	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p>	<p>Only key worker children and Y10 & Y12 students to attend before the end of the 19/20 academic year.</p> <p>Asking parents not to send students that are unwell or show symptoms to school and to isolate in line with Government guidelines, likewise, for staff.</p> <p>Staff & students exhibiting symptoms will be sent home and encouraged to access testing.</p>	<p>All staff, parents & students</p>	<p style="background-color: #92d050;"></p>



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		<p>Asking staff and students to avoid public transport but where unavoidable to comply with guidelines on the wearing of face masks.</p> <p>School will temperature check staff and students on arrival at school, and only those with a temperature lower than 37.8° will be admitted access to site. If inappropriate to refuse admission, a student will be immediately isolated until collection possible.</p>		
<p>Infection control - Dealing with indirect transmission (e.g. touching contaminated surfaces)</p>	<p>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>Hand sanitiser stations in school with information on appropriate use alongside.</p> <p>Catch it, bin it, kill it signage up.</p> <p>Staff to practice and encourage regular use and compliance.</p> <p>All students to be instructed to bring in their own snack/drink and be instructed not to share at all.</p>	<p>All staff & students</p>	
<p>Infection control - Dealing with possible contaminated surfaces and spaces</p>	<p>Cleaning frequently touched surfaces often, using standard products.</p>	<p>Increased cleaning regime in school.</p> <p>Ongoing daily cleaning regime implemented, with deep clean to be completed on Wednesdays and after school is closed to students.</p> <p>Deep clean since start of covid-19 lockdown – see separate definition.</p> <p>School closed completely for Easter break.</p> <p>Cleaning staff provided gloves.</p> <p>Using products that kills virus.</p> <p>Separate cloths used in each room / space per day and cleaned appropriately.</p> <p>Cleaning rooms between use.</p>	<p>Site Manager and premises team.</p>	



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<p>Infection control - Managing staff & students in school</p>	<p>Minimise people on site. Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).</p>	<p>Remote working for staff where possible. Where staff on site, use of separate rooms, larger rooms for meetings, temporary re-location into more ventilated spaces. Staff and students asked and reminded to avoid congregation in any areas. Staff room and basement toilets to be closed temporarily.</p> <p>All windows to be opened at the start of first session. Site staff to check and close at end of the day. Internal doors will be wedged open to limit door handles being touched and to support ventilation of air (excluding fire doors which will remain closed and will have regular handle cleaning implemented).</p> <p>Each 'event' requiring attendance, i.e. remote parents evening, appeals, training days, reviewed before event and located allowing for social distancing and required cleaning during and after 'event'.</p> <p>Social distancing adhered to on site, with signage in central areas on floors or walls.</p> <p>Only vulnerable / key worker children and Y10 & Y12 students to attend before the end of the 2019/20 academic year.</p> <p>Asking staff and students to avoid public transport but where unavoidable to comply with guidelines on the wearing of face masks. Reminders about maintaining social distancing procedures when moving out of site and into community.</p> <p>Attendance for Y10 & Y12 students planned over a four-week period with maximum 25% in at any one time, in line with Government guidelines.</p>	<p>All staff & students</p>	<p style="background-color: #92d050;"> </p>



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		<p>Staggered start and end times for students. Parents asked to ensure students not dropped off earlier than planned start time / collect later than planned end time.</p> <p>Arrival of students into open spaces and cones, floor markings / markers to be used to identify social distancing. Inclement weather plan using larger indoor areas with chairs placed for socially distancing.</p> <p>Temperature checks for all taken on arrival – anyone showing raised temperature above 37.8° will be taken to the isolation room and arrangements made for them to be collected.</p> <p>Different entrances for each year group and vulnerable / key worker children. No drop-offs to be allowed in staff car parks – notices to be put on all gates to reinforce. Staggered arrival and dismissal for students and staff.</p> <p>Y10 & Y12 students split into small groups (study pods, maximum 9), and kept in a separate area of school to vulnerable / key worker children. Classrooms set up for social distancing.</p> <p>Room sizes reviewed and used based on size, ventilation, location. Where possible students contained in a classroom and teacher moves around. Where room movements required due to resources needed, different rooms used per group and cleaned between groups. Students to bring in own resources.</p> <p>Resources not to be shared between students. Students to be supervised at all times. One-way system implemented with barriers to entry into certain areas.</p>		



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		<p>Toilet overcrowding to be avoided – supervision, duty staff on hand to enforce.</p> <p>Toilets to be controlled - one-in, one-out to maintain social distancing.</p> <p>All SLT, site team and key duty staff to carry walkie-talkies at all times for fast and effective communication.</p> <p>Dress code for staff and students relaxed to allow ease of daily laundry.</p> <p>No catering on site as students asked to bring in packed lunch. Students will not be allowed to use water fountains. Staff in appropriate PPE will use the water fountains to provide water refills for the students. Staff on site asked to bring in own cups / water bottles.</p> <p>Risk assessment shared with staff. Staff training provided prior to re-opening.</p>		
<p>Infection control - Managing visitors and deliveries</p>	<p>Minimise contact with third parties arriving on site.</p> <p>Only engage with contractors for essential requirements.</p> <p>Implement measures to protect front line staff.</p>	<p>Social distancing lines in and outside reception.</p> <p>No external visitors to be invited on site unless necessary.</p> <p>Visitors will not be allowed on site if demonstrating symptoms. Visitors to confirm that they are fit to attend the school as per declaration on signing in system, and they may be subject to temperature checks.</p> <p>Visits by appointment only, i.e. collection of items by parents, contractors undertaking required works.</p> <p>Where visitors / contractors required on site, their HGS contact to be responsible for ensuring they are aware of and adhered to all practices identified in this risk assessment and through Government guidelines.</p>	<p>All staff & visitors</p>	



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		<p>Reception staff will sign visitors in rather than allow them to touch the sign in screen. Screen will be wiped down when used by different personnel.</p> <p>Protective perspex screen in reception and first aid window.</p> <p>Hand sanitiser in reception.</p> <p>Deliveries to be quarantined where possible before being issued to orderer, but hand cleaning / sanitising to be undertaken after opening all external deliveries.</p> <p>Social distancing lines by kitchen for catering deliveries.</p>		
<p>PPE (including face masks/coverings)</p>	<p>Guidelines indicate PPE is only needed in a very small number of cases including where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eye e.g. from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>All first aiders in school will wear PPE as a precaution when called to deal with any incident, irrespective of social distancing measures. These will be allocated to them and they are responsible for wearing it as required. This also</p>	<p>Local Authority have provided an initial supply of PPE. HGS ordered own supply, including plastic face masks.</p> <p>PPE is to be single use only.</p> <p>Any member of staff or a student demonstrating symptoms and / or suspected of having covid-19 and will be isolated immediately and located into the Isolation room.</p> <p>Staff who have dealt with the person suspected of having covid-19 will be required to wash hands following guidelines immediately after dealing with the student.</p> <p>A deep clean will take place in the areas where the symptomatic person has been.</p> <p>Any person who tests positive for covid-19 who has been in school within the last 14 days must immediately notify the school reception. This will be passed to SLT for immediate response.</p>	<p>All staff, students & visitors</p>	



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	<p>applies to those administering water at water fountains.</p>	<p>Staff & students having been in contact with the person who has tested positive will be immediately notified and sent home and asked to isolate in line with Government guidelines.</p> <p>As per latest guidance no general PPE is required for any member of staff / student unless they are in direct contact with someone who has covid-19. However, should staff / students choose to wear a face mask this is acceptable, except for full face coverings.</p>		
<p>Shielded & clinically vulnerable children & adults</p>	<p>Children classified as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Shielding children are not expected to attend school, and they should continue to be supported at home as much as possible.</p> <p>Clinically extremely vulnerable employees (advised by their clinician or through a letter) are advised not to work outside the home. Employees to follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category. Children should not attend school if they have symptoms</p>	<p>Only vulnerable / key worker children and Y10 & Y12 students to attend before the end of the 2019/20 academic year.</p> <p>Parents of students in Y10 & Y12 have been surveyed to determine health status.</p> <p>Asking parents not to send students that are unwell or show symptoms to school and to isolate in line with Government guidelines.</p> <p>Staff survey to determine staff who needs to isolate either due to own or family reasons.</p> <p>Asking staff not to attend school if they are unwell with possible symptoms, and to isolate in line with Government guidelines.</p> <p>Staff & students exhibiting symptoms will be sent home and encouraged to access testing.</p> <p>Work will continue to be set for students to work remotely and maintain their studies.</p>	<p>All staff, parents, & students</p>	



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	<p>or are self-isolating due to symptoms in their household.</p> <p>Clinically vulnerable employees (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible. To support this school may ask staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, school must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <p>Employees should not attend school if they have symptoms or are self-isolating due to symptoms in their household.</p>	<p>Arrangements in place for staff to work remotely.</p>		
<p>Living with a shielded or clinically vulnerable person</p>	<p>If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, they can continue to attend school.</p> <p>If a child or staff member lives in a household with someone who is extremely clinically</p>	<p>Student survey by parents and staff survey will identify anyone in this situation.</p> <p>Remote working and home learning arrangements implemented.</p>	<p>All staff, parents, & students</p>	



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	<p>vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, the child is not expected to attend. They should be supported to learn or work at home.</p>	<p>HR to monitor staff absences and discuss implications for supervision as / when they arise with SLT.</p>		
<p>Access to learning</p>	<p>The school is implementing a comprehensive programme of remote learning for students in all year groups. Where possible and authorised by the Government and Authority face to face lessons will also take place.</p>	<p>Teaching staff to identify curriculum priorities and ensure plan in place to provide adequate learning materials and to ensure education can continue to be delivered to all pupils who will continue to learn remotely.</p> <p>A variety of delivery methods to be put in place to support all types of learning and where appropriate this will include live sessions.</p> <p>Teachers to consider how to support the educational needs of disadvantaged students and those with SEND. Access to IT provision to be evaluated and appropriate hardware supplied by various means to ensure no barriers to learning online exist.</p> <p>Clear procedures for monitoring work submitted chasing missing work and providing feedback to students in place to minimise lockdown impact on learning.</p>	<p>Teaching staff SSMs IT</p>	



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Safeguarding & Child Protection	Review and enforcement of safeguarding processes & procedures in consultation with LA	<p>DSL liaises with the necessary personnel and parents / carers to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and or school reopening.</p> <p>DSL & pastoral staff ensures adequate pastoral care in place to support those who need it.</p> <p>DSL ensures relevant staff continue to have the appropriate training to support students.</p> <p>Addendum to Safeguarding policy implemented and updated by DSL and shared with all staff.</p>	<p>DSL</p> <p>Pastoral staff</p> <p>All staff</p>	
Staff & Student Mental Health & Wellbeing	Support for Mental Health & Wellbeing are in place.	<p>Form tutors make regular contact with their form groups and chase up any concerns. SSMs regularly maintain contact with vulnerable students and any students where there are existing or new mental concerns.</p> <p>Counselling case load to continue with new referrals via usual process in place for students and staff.</p> <p>Remote access to life coach via telephone available for staff.</p> <p>Line managers maintaining regular contact with their teams and referring any issues of concern to HR / SLT.</p> <p>Training for bereavement counselling put in place for all pastoral staff and SEND staff.</p>	<p>Form tutors</p> <p>SSMs</p> <p>HR</p> <p>SLT</p> <p>SENDCo</p> <p>Line Managers</p>	
Safety Lockdown (partial or total) Plan	The school can implement its safety lockdown plan (October 2019) if required, whilst adhering to covid-19 measures.	<p>The safety lockdown plan can still be followed with special considerations dependant on the safety lockdown situation.</p> <p>The safety lockdown plan takes precedent over covid-19 measures. Lead SLT member to be allocated daily.</p>	All staff & students	



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		Examples requiring special consideration include but are not limited to potential to leave windows open, students to return to rooms last used or in use for the period on site and not form room.		

Conclusions:


If the above the measures are followed, and staff and students with suspected symptoms do not attend the school, or if they do, they are sent home immediately, and a high standard of hygiene is maintained then the risk of transmission will be low.

Review of this document should be termly or more frequent if:

- There is an accident / incident involving an activity from this risk assessment
- There are any significant changes to work practices, materials, equipment, legislation or guidance

This risk assessment has been shared with all staff, who are aware that it is vital to ensure all control measures are complied with, are practical and adhered to.

Completed by: Senior Leadership Team

Approved by:  Chair of Governing Body on behalf of Governing Body

Date: 18 June 2020



Deep clean definition

Anti-viral disinfectant used to wash:

- All chairs / tables (including legs / bases)
- Entrance / Exit doors
- Skirting boards
- Walls top to bottom
- Lockers in rooms
- Computers / keyboards / screens
- Windows (including openers and window coverings)
- Light switches
- Ledges
- If hard floors scrub or mop

Anti-viral disinfectant used to spray:

- Carpets spray antiviral disinfectant
- bins once emptied

Disinfect in between classes during the day:

Anti-viral disinfectant used to wash:

- All tables/ chairs/ door handles/ push plates
- computer/keyboards / screens
- light switches

Normal clean:

Wash all table tops backs and sides of chairs

- empty bins
- wash door in / out
- ledges
- vacuum or mop as required