



# Covid-19 Risk Assessment – 17 May 2021

The purpose of the risk assessment is to reduce and mitigate the risk of Covid-19 transmission between staff / students / visitors attending school premises 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. The risk assessment helps inform staff / parents / carers / students about their responsibilities in managing the risk of Covid-19 transmission and the impact on individuals and the school & local community. Covid-19 is an 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 and the new variants. This is particularly a risk in a school, which houses up to 1500 people daily.

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 Governments updated guidance wef 17 May 2021 removes the directive that face coverings should be worn in classrooms. However, the guidance does give schools the discretion to maintain this restriction dependent on infection rates in the local area. Due to the higher than average infection rates in our surrounding areas, the wider reducing of restrictions which could further increase this, and the need to protect staff, students and the local community, the school in agreement with Kirklees Council will maintain the requirement for face coverings in classrooms, communal spaces and outdoors where social distancing cannot be maintained due to large volumes of students. This applies to staff and students. The only exceptions are when eating and drinking, or with a proven medical exemption. This will be in place until the May half term at which point we will review again. Sanitiser is available through the school site and must be used when entering new areas of school, particularly classrooms.

Area for concern	Control measure	Actions Required	Person(s) responsible
<b>School lapses in following the latest guidelines</b>	The school has the most recent information from the Government, Local Authority and other bodies, and this is shared throughout the school community.	Review of all updates available such as DfE / ESFA / Kirklees Council / ASCL. Any changes covered at daily Senior Leadership Team (SLT) meetings. Significant changes shared with Chair of Governors, as they occur and frequent meetings with Headteacher and Chair of Governors. Information disseminated to staff as required and any news items updated accordingly. Risk assessment regularly reviewed and updated where necessary.	Chair of Governors on behalf of Governing Body, Headteacher & SLT
<b>Premises - Regulatory checks not maintained</b>	Legionella checks, electrical, gas, ventilation and all site systems checks are up to date.	Standard maintenance routines kept up to date throughout and part of weekly site routine checks.	Site Manager



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<b>Premises - Fire procedures</b>	Fire Risk Assessment to be reviewed and the Fire log-book up to date.	All staff to sign in via reception as the signing in system for checking off staff will be used. Form register to be used for student checks. Staff / students to evacuate to MUGA. Whilst all efforts will be followed to ensure social distancing, fire safety takes precedence. The one-way system will be suspended to facilitate efficient evacuation of the school.	All staff
<b>Infection control - direct transmission</b>	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.	Parents told not to send students to school that are unwell or show symptoms and to quarantine in line with Government guidelines, likewise, for staff. Staff exhibiting symptoms will be sent home and informed to access PCR (swab) testing. Students exhibiting symptoms will be isolated and parents / carers informed to collect them as they must not risk transmission and use public transport. These students will be informed to access PCR (swab) testing.	All staff, parents / carers & students
<b>Infection control - indirect transmission</b>	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. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Hand sanitiser stations in school with information on appropriate use alongside. Catch it, bin it, kill it signage up. Staff to request students to sanitise at the start and end of every lesson. Students asked to sanitise before entry into communal areas, i.e. main dining hall, SCR and JCC. Staff have individual hand sanitisers.	All staff & students
<b>Infection control - contaminated surfaces and spaces</b>	Cleaning frequently touched surfaces often, using standard products.	Cleaning staff working extra hours / different hours and additional cleaners employed / contracted to allow for changes in cleaning regime in school. Daily cleaning regime involves cleaning down regularly touch surfaces, i.e. door handles, entry codes at the start or end of each day. Where possible cleaning will take place twice a day; evening / early morning and midday. Use of new equipment to aid midday cleaning. Cleaning staff provided gloves.	Site Manager and premises team.



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		Using products that kills virus. Separate cloths used in each room / space per day and cleaned appropriately.																
Infection control – Covid-19 LAT testing	Regular LAT testing for all staff and students on site.	Lead staff attended briefings on how to facilitate testing in school and other staff trained in roles required. Home testing kits provided to staff and students to action tests twice weekly 3-5 days apart. These will need to be used early morning or previous evening before attending school. Staff and students using the kit are deemed to have given consent by opening the kit. Anyone using the kits is legally obliged to report the results using the documented NHS website. Staff / parents / carers / students are obliged to notify school of the results and refrain from attending school if the result is positive.	All staff, parents / carers & students															
Infection control - Managing staff & students in school	Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	<p>Social distancing adhered to on site, where possible, with signage in central areas on floors or walls. Social distancing markers in certain areas.</p> <p>Students will not be allowed on site earlier than 8:15am or into the building before 8:30am. Therefore parents and carers should ensure students have appropriate clothing for inclement weather.</p> <p>Students in year group ‘bubbles’. Year groups will have specified entry points and muster areas. These are noted below but school may well change these at short notice dependent on events in school, in which case parents / carers / students will be notified of changes to allow for the safest access to site.</p> <table><tr><th>Year Group</th><th>Entry Point</th><th>Muster area</th></tr><tr><td>Y7</td><td>Lower North Street gate</td><td>Junior Yard</td></tr><tr><td>Y8</td><td>Middle Yard High Street gate</td><td>Middle Yard</td></tr><tr><td>Y9 / Y10 / Y11</td><td>MUGA gate Church Street side</td><td>MUGA</td></tr><tr><td>Y12 / Y13</td><td>JCC or Church Street / North Street corner gate</td><td>JCC / form room</td></tr></table>	Year Group	Entry Point	Muster area	Y7	Lower North Street gate	Junior Yard	Y8	Middle Yard High Street gate	Middle Yard	Y9 / Y10 / Y11	MUGA gate Church Street side	MUGA	Y12 / Y13	JCC or Church Street / North Street corner gate	JCC / form room	All staff parents / carers & students
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		<p>The muster point where students meet at the beginning of the school before going to their form rooms. Any students arriving between 8:30am and 8:40am, will access via their entry point and go straight to their form room. Students attending after 8:40am should go direct to reception.</p> <p>Students exit at the end of the day will be their nearest exit point. All current guidance should apply once students are off site.</p> <p>Temporary timetable in place with staggered break and lunch times. During these times social areas in use for year group bubbles. Staggered lunch breaks which have been split further for different year groups. Access into the dining areas after sanitisation. Servicing staff behind perspex and sneeze screens. Cutlery cleaned for each year group. Dining and social spaces per year group are:</p> <table><tr><th>Year Group</th><th>Eating facility</th><th>Social space</th></tr><tr><td>Y7</td><td>MDR</td><td>Junior Yard</td></tr><tr><td>Y8 / Y9</td><td>MDR</td><td>Middle Yard</td></tr><tr><td>Y10</td><td>SCR</td><td>Crellin Terrace</td></tr><tr><td>Y11</td><td>SCR</td><td>Middle Yard</td></tr><tr><td>Y12 / Y13</td><td>JCC</td><td>JCC</td></tr></table> <p>Where possible classroom and communal area windows to be opened at the start of first session. Site staff to check and close at end of the day. Where possible, and where noise transmission won't affect teaching 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). Classrooms set up with desks facing forwards and single desks, where possible. Where forward facing desks not possible, some classrooms have perspex dividers between the facing desks.</p> <p>Wipes available in all classrooms for teachers to use in the teacher designated space. These must be used if teachers moving between classrooms.</p> <p>Students should sanitise on entry to all classrooms / labs.</p>	Year Group	Eating facility	Social space	Y7	MDR	Junior Yard	Y8 / Y9	MDR	Middle Yard	Y10	SCR	Crellin Terrace	Y11	SCR	Middle Yard	Y12 / Y13	JCC	JCC	
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		<p>Students encouraged to bring in own resources and avoid sharing. School has invested in more resources, i.e. text books for individuals rather than shared.</p> <p>Lesson changeover will be managed by duty member of staff and not by the usual bell indication. This is slightly staggered to managed movement of students around site and will be based on year groups between end of lesson and 5 minutes before end.</p> <p>Face masks to be worn by students, staff and contractors, the exceptions are when eating during lunch and breaks, and if there is a proven medical exemption. Students to wear face masks even in outdoor areas, except for the limited period of time for eating and drinking at break / lunch, due to difficulty in maintaining social distancing with volume of students in each year group.</p> <p>Students to store face masks securely and safely when not in use, and dispose of non-reusable masks accordingly and not litter.</p> <p>Teachers must wear face masks if moving around the classroom, where they can't adhere to the required current guidance on social distancing. Teachers are strongly advised to wear their face mask at all times, even where there is the ability to social distance and plenty of ventilation.</p> <p>One-way system in use. Some classrooms have meetings points to avoid clash on access and egress of students. Middle yard segregated for social space and general access.</p> <p>Social space will predominantly be outside therefore parents and carers should ensure students have appropriate clothing for inclement weather.</p> <p>Lockers removed for Y7-10, to avoid congestion, and negate the need for cleaning, and allow the flow of the on-way system, therefore students will need appropriate bags / rucksacks to carry belongings around.</p> <p>Any 'event' requiring attendance, i.e. remote parents evening, will be reviewed before event and attendees located allowing for social distancing and required cleaning during and after 'event'.</p> <p>All SLT, site team and key duty staff to carry walkie-talkies at all times for fast and effective communication.</p>	



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		<p>Risk assessment shared with staff. Subject and operational areas should identify where any specific issues so localised risk assessments and adjustments can be put in place if needed.</p> <p>Parents notified of risk assessment to review before re-opening of school.</p> <p>Where appropriate specific individual risk assessments are carried out. Positive test results of staff / students are not to be discussed with other staff / students, except for arranging isolation and work cover. Such details are confidential and not for general discussion, particularly outside the school setting.</p> <p>Where staff / students notify school of a positive test result, the school will track and trace any close to contacts. Close contacts to be identified from class charts seating plans and known close contacts. Required student notification into school includes request to identify close contacts. Guidelines set out by PHE, mean that whilst we do everything we can to decrease the number of students identified as close contacts we can't help it if students are identified multiple times. School insist that students must be collected by parents / carers, if identified as a close contact, or show covid-19 symptoms whilst in school, they can be permitted to walk home with parental consent but they must not be travelling home by public transport.</p>	
<b>Infection control - Managing visitors and deliveries</b>	<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>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.</p> <p>Visits by appointment only.</p> <p>We have considered the risks of staff interviews, and of candidates delivering lessons as part of the recruitment process, the preferred approach is still face to face, as remote interviews may hinder the recruitment process. However, the school will review as and when the need arises and will only do this where the process can be managed safely.</p>	<p>All staff &amp; visitors</p>



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		<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. Reception staff will sign visitors in rather than allow them to touch the sign in screen, as now behind perspex.</p> <p>Protective perspex screen at first aid window.</p> <p>Hand sanitiser in reception.</p> <p>Deliveries to be quarantined where possible before being issued to orderer, but more important and essential is hand cleaning / sanitising to be undertaken after opening all external deliveries.</p>	
<b>Infection control – all extra-curricular activities</b>	Minimise contact and mixing by altering.	<p>The number of extra-curricula activities has been reduced unfortunately, so we cannot provide for most after school or large gathering activities at this time, i.e. those not directly part of the national curriculum, as they would contravene our safety measures. This is because we cannot safely manage the staffing and facilities required at the same time as maintaining ventilation, sanitising of areas and year group bubbles, within the current timetable structure.</p> <p>We are allowing limited house events, and some lunch time school activities, and are planning for DofE awards, where we are satisfied that events are limited to year group bubbles, and safety measures are met. New activities will be considered on a case by case basis.</p> <p>Music lessons are still planned but adjustments made for shared lessons and the use of small, unventilated spaces.</p>	All staff & students
<b>PPE (for staff, students and visitors)</b>	Face coverings should be worn by students, staff and visitors in areas where social distancing cannot be guaranteed, such as communal indoor areas and corridors. Full PPE will be issued to staff in line with current guidance, when dealing with a child, or member of staff, that becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. If contact with the	<p>General face coverings to be provided by staff, students and visitors. Cleaning is the responsibility of individuals, but we expect face coverings to be washed regularly if re-useable, and to be disposed of appropriately if disposable. Face coverings to be plain / unbranded. Face coverings to be in the form of a mask, and not through the use of jumpers, scarves and other forms of clothing.</p> <p>Staff may use visors but these are not suitable face covering alone, but can be worn as an addition to a mask. These were provided by school. Staff using them must accept responsibility to ensure they are cleaned and maintained appropriately.</p>	All staff, parents / carers, students & visitors



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	<p>individual 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.</p>	<p>Full PPE for first aid purposes 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 isolated immediately. The isolation room generally used will be P105 but any large, well ventilated room to allow minimal disruption and movement through school can be used. A deep clean will take place in the areas where any symptomatic person has been isolated.</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>Any person who tests positive for covid-19 who has been in school within the last 10 days must immediately notify the school reception. This will be passed to SLT for immediate response. School will track and trace staff &amp; students identified as been in close contact with the person who has tested positive. They will be immediately notified. Students will be isolated from current lessons and / or break / lunch times and parents notified for immediate collection to isolate in line with the latest Government guidelines. Parents must collect students or consent to them walking home, they must not use public transport. Staff will be sent home, avoiding the use of public transport, and asked to isolate in line with the latest Government guidelines.</p>	
<b>Access to Learning</b>	<p>The school is ensuring a programme of remote learning is available for students in all year groups, who are isolating.</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 student who have to learn remotely, i.e. through isolation or shielding.</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 if the whole teaching group is isolating.</p> <p>Teachers to consider how to support the educational needs of disadvantaged students and those with SEND.</p> <p>Access to IT provision to be evaluated and appropriate hardware supplied by various means to ensure no barriers to learning online exist.</p>	<p>Teaching staff HoYs IT</p>





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		Clear procedures for monitoring work submitted remotely, chasing missing work and providing feedback to students in place to minimise isolation impact on learning.	
<b>Safeguarding &amp; Child Protection</b>	Review and enforcement of safeguarding processes & procedures in consultation with LA.	DSL and DDSLs liaise with the necessary personnel and parents / carers to manage and address any new and ongoing safeguarding concerns, including those of students who are self-isolating and absent from school. DSL, DDSLs & HOYs ensure adequate pastoral care in place to support those who need it. DSL ensures relevant staff continue to have the appropriate training to support students. Protocols related to virtual learning shared with students, staff and parents.	DSL, DDSL HoYs All staff
<b>Staff &amp; Student Mental Health &amp; Wellbeing</b>	Support for Mental Health & Wellbeing are in place.	HoYs regularly maintain contact with vulnerable students and any students where there are existing or new mental concerns. SLT communicate weekly to all staff and offer support to staff. Access to life coaching, counselling and other therapies are available and well publicised.	Form tutors, HoYs, HR , SLT, SENDCo & Line Managers
<b>Safety Lockdown (partial or total) Plan</b>	The school can implement its safety lockdown plan (October 2019) if required, whilst adhering to covid-19 measures.	The safety lockdown plan can still be followed with special considerations dependant on the safety lockdown situation. The safety lockdown plan takes precedent over covid-19 measures. Therefore the one-way system will be suspended to facilitate efficient evacuation of the school, if evacuation required. The requirement for face coverings in communal spaces would also be suspended. Lead SLT member to be allocated daily. 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.	All staff & students

Approved by the Senior Leadership Team 17 May 2021.