



Covid-19 Risk Assessment – 1 April 2022

The purpose of the risk assessment is to reduce and mitigate the ongoing risk of Covid-19 transmission, and its variants, 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. This risk assessment covers additional measures in place but does not replace other safety measures. This does not list all policies and / or procedures if there are no amendments due to the Covid-19 risk assessment, so these specific arrangement will still stand, i.e. safety lockdown (partial or total) plan.

The latest Government guidance has removed the mandatory restrictions relating to the wearing of face masks in secondary schools. Whilst initially the school continued to maintain this approach irrespective of the guidance, we have now removed this requirement. However, anyone still wishing to continue wearing face masks may continue to do so. The school reserves the right to re-implement control measures, if it believes this would help manage the infection rates in and around school, and ultimately reduce the pandemic impact on the provision of education.

Area for concern	Control measure	Actions Required	Person(s) responsible
School lapses in following the latest guidelines	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. SLT share arrangements from other schools and local authority, known through working or personal contacts. 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
Premises - Regulatory checks not maintained	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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Premises - Fire procedures	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. The one-way system will be suspended to facilitate efficient evacuation of the school.	All staff
Infection control - direct transmission	Individuals who test positive should not attend childcare settings, schools or colleges.	<p>Students:</p> <p>Please keep your child off school for at least 5 days until they feel well enough to return to school. If you don't have access to any tests, we won't be asking you to purchase test kits from your local pharmacy. However, if you can get to school, we can issue you with a test kit to take home. The new Government guidance suggests that if you have tested positive for Covid or are symptomatic there is no need to test from day 5 before returning to school. However, if you do have spare tests, we would really appreciate it if your child could take LFT to check they are negative. That way, we can all do what we can to reduce the risk of transmission as we approach the exam season. Please collect a test kit from Reception. Anyone identified as a close contact of an individual testing positive for Covid-19 no longer needs to isolate by law and the NHS Test and Trace contact tracing service has now closed.</p> <p>Staff:</p> <p>To protect staff and students as much as possible staff are requested to remain at home if they test positive or have symptoms. Staff can return to work after 10 days, or from day 6 if you have two consecutive negative results 24 hours apart subject to feeling well enough.</p>	All staff, parents / carers & students
Infection control - indirect transmission	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. This will also help with the spread of other viruses in school, i.e. cold.	Hand sanitiser stations in school with information on appropriate use alongside. Catch it, bin it, kill it signage up. Staff have individual hand sanitisers and these can be topped up with site team.	All staff & students



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Infection control - contaminated surfaces and spaces	Cleaning frequently touched surfaces often, using appropriate products.	Cleaning hours adjusted to include increased day time cleaning. Daily cleaning regime involves cleaning down regularly touch surfaces, i.e. door handles, entry codes at the start or end of each day. Use of new equipment to aid cleaning. Cleaning staff provided gloves. Use of antiviral products that kill virus. Separate cloths used in each room / space per day and cleaned appropriately.	Site Manager and premises team.
Infection control – Covid-19 LAT testing	Regular ongoing LFT testing.	If you think your child may be showing signs of Covid, please ask them to take a lateral flow test. If you don't have any test kits left at home, we still have a limited supply at school. Please ask at Reception for a pack. There is no need to test if your child does not have symptoms.	All staff, parents / carers & students
Infection control - Managing staff & students in school	Minimise risk of contracting virus based on staff and students in school, and the environment.	<p>We encourage staff and students attending site via public transport to continue to wear face coverings.</p> <p>Hand sanitiser stations around school. Students should sanitise on entry to all classrooms / labs.</p> <p>Wipes available in all classrooms for teachers to use in the teacher designated space, these should be used if teachers moving classrooms These are not mandatory but good practice and will help with general infection control.</p> <p>The one-way system remains in place, except at the end of a day where students leave by their nearest exit.</p> <p>Where possible classroom and communal area windows to be opened at the start of first session for natural ventilation. High ventilation preferred if an option. Site staff to check and close at end of the day. CO2 monitors available to identify areas that would benefit from more ventilation.</p> <p>Where possible, and where noise transmission won't affect teaching, internal doors will be wedged open to limit door handles being touched</p>	All staff parents / carers & students



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		<p>and to support ventilation of air (excluding fire doors which will remain closed and will have regular handle cleaning implemented).</p> <p>Where possible classrooms set up with desks facing forwards. Where forward facing desks not possible, some classrooms have perspex dividers between the facing desks.</p> <p>Any planned 'event' requiring attendance in school will be reviewed beforehand to ensure attendance is still necessary and compliant with any relevant guidelines at that time.</p> <p>The school reserves the right to insist that visitors / students provide negative test results, or proof of vaccine status prior to admissions to any large scale events off site, or any events in school.</p> <p>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>Staff and students who need to isolate should follow the latest guidance from school.</p>	
<p>Infection control - Managing visitors and deliveries</p>	<p>Minimise contact with third parties arriving on site. Only engage with contractors for essential requirements. Implement measures to protect front line staff.</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>Parents attending any events such as information evening, parents evening and open evenings, will be by booking only and limited to two people, i.e. one child & one parent, or two parents.</p> <p>Visits by appointment only. Visitors may be asked to provide vaccine status or negative test results prior to admission.</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 & 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. Hand sanitiser in reception. Staff are advised to clean / sanitise hands after dealing with deliveries.</p>	
<p>PPE (for staff, students and visitors)</p>	<p>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 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. These will be allocated to them and they are responsible for wearing it as required.</p>	<p>Full PPE for first aid purposes is single use only. Any member of staff or a student demonstrating symptoms and / or suspected of having covid-19 and will be 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 immediately after dealing with the student. Any students demonstrating symptoms and asked to leave school must be collected by parents or parental consent given for them to walk 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>	<p>All staff, parents / carers, students & visitors</p>
<p>Access to Learning</p>	<p>The school is ensuring a programme of remote learning is available for students in all year groups, who are isolating due to having the virus.</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. those isolating due to having the virus.</p>	<p>Teaching staff HoYs IT</p>



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		<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>Remote teaching staff to have access to appropriate equipment loaned by school.</p> <p>Access to IT provision for students 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 remotely, chasing missing work and providing feedback to students in place to minimise isolation impact on learning.</p>	
Safeguarding & Child Protection	Review and enforcement of safeguarding processes & procedures in consultation with LA.	<p>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.</p> <p>DSL, DDSLs & HOYs ensure 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>Protocols related to virtual learning shared with students, staff and parents.</p>	DSL, DDSL HoYs All staff
Staff & Student Mental Health & Wellbeing	Support for Mental Health & Wellbeing are in place.	<p>HoYs regularly maintain contact with vulnerable students and any students where there are existing or new mental concerns.</p> <p>SLT communicate weekly to all staff and offer support to staff.</p> <p>Access to life coaching, counselling and other therapies are available and well publicised.</p>	Form tutors, HoYs, SLT, SENDCo & Line Managers
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.</p> <p>Therefore the one-way system will be suspended to facilitate efficient evacuation of the school, if evacuation required. The requirement for face</p>	All staff & students



HECKMONDWIKE GRAMMAR SCHOOL

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		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.	

Approved by the Senior Leadership Team 1 April 2022.