

Risk Assessment – COVID-19 (v3)	25/2/2021	William Hulme’s Grammar School
Responsible Person	Peter Mulholland (Principal), Kate Heaton (Headteacher of the Primary Phase)	
Other Persons Involved	SLT	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (22 February) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 February) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (2 February) • DfE – Face coverings in education (8 January) • DfE - Safe working in education, childcare and children’s social care (14 December) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (10 February) • NHS - Test and Trace – How it works (11 January) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ The school will contact the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ○ The school contact^s the DfE helpline for advice on any further action required ○ The school review^s the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school.

		<ul style="list-style-type: none"> • Secondary pupils are eligible for enrolment on the asymptomatic testing programme (three tests on the return to school, twice weekly home tests after that) <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) pupil self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home • Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • Clinically extremely vulnerable pupils are advised not to attend school at this time. • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school
	<p>Visitors contracting COVID-19</p>	<p>Procedures for visitors clearly indicated at school entrance and on website</p> <ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. • Details of any specific local procedures communicated to all visitors before they come to site. • Notices placed in Reception • Parent communications continue where possible through telephone and email • Parents are advised to drop children off alone, i.e. not to come with partners or family • Parents gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. • All parents are asked to wear face coverings when they come on site. • In a situation where a parent must attend school and phone/email is not possible, a parent handout will be given on arrival advising of the necessary behaviours required (use of hand sanitiser on arrival, maintaining social distance from staff, etc) • Clear protocol and signage for parents dropping and picking children in the Primary Phase <p>Procedures for contractors explained in advance and clearly indicated at school entrance</p> <ul style="list-style-type: none"> • Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis by the Facilities Manager and Principal • Contractors are signed in at the school Reception and briefed about Safeguarding procedures and social distancing by the Facilities Manager <p>Procedures for United Learning visitors explained in advance</p> <ul style="list-style-type: none"> • Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed.

<p>Asymptomatic Testing Programme</p>	<p>Staff, Pupils</p>	<p>Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or pupils</p>	<ul style="list-style-type: none"> • All testing is carried out in strict adherence to the procedures contained in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>” (the ‘How to Guide’) • Training – The school has followed the ‘<i>How to guide</i>’. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent by using the competency assessment templates provided by DfE/PHE. • Premises – The testing area [Sports Hall and PAC] has been set up in compliance with the ‘<i>How to guide</i>’. The school have made provision for all materials required as detailed in the same. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. • Logistics – The Sports Hall will be used for large scale testing of year groups. Students will be brought down a form at a time and follow the one-way system in the testing area. They will wait in the far end of the Sports Hall seated 2m apart from each other and return to lessons if they have a negative result. • PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the ‘<i>How to guide</i>’ • Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. • Waste – Healthcare waste contracts have been established and the Facilities Manager will ensure that waste streams are not contaminated and that all waste is removed from site in a timely manner. • Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the <i>How to Guide</i> and the linked training modules. • First Aid – the school will ensure that access to first aid provision is possible at all times that asymptomatic testing is being carried out. • Monitoring – the school’s Quality Lead/Team Leader will verify the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. • Testing – tests will be self-administered under direction of the testing team. Where additional assistance is required PPE will be worn. <p><u>Results</u></p> <ul style="list-style-type: none"> • Participants may return to work or class after 5 minutes and then await their result. • Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test. • Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test
<p>Suspected / confirmed case in school</p>	<p>Staff/ pupils</p>	<p>Potential contamination of surfaces and for person to person spread</p>	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. • Pupils with symptoms are isolated in a dedicated room with an open window. Where this is not possible, they are kept at least 2m away from all other persons. • If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings

			<ul style="list-style-type: none"> • Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children's Social Care Settings • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Cleaning and disinfection carried out by Ridgecrest cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Any waste from the Isolation Room will be disposed of immediately and safely. • School collates information on bubbles/groups and other close contacts to inform decision making about who needs to self-isolate should a positive result be obtained. An agreed Proforma is used
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • <u>Early years and Primary</u> <ul style="list-style-type: none"> ○ Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions) ○ Parents will be asked to wear face coverings as soon as they come on site • <u>Secondary</u> <ul style="list-style-type: none"> ○ Adults and pupils will wear face coverings when moving around the premises, in corridors and communal areas, in classrooms, and in areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity) ○ Pupils will be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom • <u>All</u> <ul style="list-style-type: none"> ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these ○ The school holds a small supply of disposable face coverings ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or hand sanitiser is readily available • Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary • Practices are built into school behaviour culture

- 'Catch-it, bin-it, kill-it', promoted throughout school.
- Regular robust handwashing is carried out. Signage advocating more frequent handwashing is displayed in various locations around the premises. Sanitizers are available in both Receptions and across the site.
- The school provides tissues and sufficient bins with lids to support disposal of waste.
- The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.
- All classrooms and offices have supplies of hand sanitizer, wipes and sanitizer spray
- All areas are cleaned and disinfected regularly throughout the school day by Ridgecrest in accordance with DfE guidance [COVID-19: cleaning of non-healthcare settings](#)

Cleaning

- A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning.
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)
- Cleaning is contracted out to RCCN and the school maintains a record of what enhanced processes have been implemented.

Grouping and Measures Within Classrooms

- Whole School

- WHGS will do all it can to minimise contacts and mixing while still delivering the curriculum.
- WHGS aims to reduce contact between staff and pupils using social distancing, and bubbles/groups.
- The focus is on bubbles/groups for younger children, and distancing for older children.
- Consistent grouping practised as much as possible
- The larger the group, the more robust the other controls need to be.
- Partial fulfilment of these aims acknowledged as being of benefit.
- Siblings can be in different groups.
- To enable the tracing process to be work effectively, WHGS will keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as,
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
 - There will be a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified.

- Early Years

- Normal group sizes in place, but mixing between groups minimised wherever possible
- No expectation that young children distance within their groups

- Parents and carers are encouraged to limit the number of settings their child attends
- Focus is on consistent groupings and the robust practising of the other points in the system of controls

- Primary Phase

- Pupils will be taught in a class and form part of a year group bubble of 60 pupils plus staff in Reception and KS1
- Pupils will be taught in a class and form a bubble of 30 pupils plus staff in KS2
- Staff practise distancing from pupils and staff whenever circumstances allow

- Secondary Phase

- Staff endeavour to remain at the front of the class, 2m away from each other and children
- Pupils sit side by side and facing forwards where possible. Education and care support for those with complex needs is provided as normal.
- In KS3, pupils will be taught as a form group in all subjects and form part of a year group bubble of 180 pupils. They follow a very similar seating plan in all subjects.
- In KS4, pupils will follow the curriculum as usual and be part of a year group bubble
- In KS5, students will follow the curriculum as usual and be part of a Sixth Form bubble based in the Sixth Form Centre
- Mixing between groups is minimised and secondary pupils are encouraged to maintain social distancing within groups
- Mixing in wider groups for specialist subjects is managed
- All staff can operate across multiple classes and year groups but will practise social distancing where possible.
- A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups

Measures Elsewhere

- Groups are kept apart where possible.
- Assemblies will be remote where possible and when held will be for one group/bubble at a time Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
- Timetable will keep groups apart and minimise movement around the site as much as possible.
- 100 minute lessons in the Secondary Phase will minimise movement around the site
- Passing the odd person remains low risk and there will be a one-way system across the Primary Phase and Secondary Phase sites and buildings
- We will maintain strict hygiene procedures, regular handwashing, and cleaning.
- There will be a staggered start in the Primary Phase and staggered end in the Primary and Secondary Phases
- Breaks and lunch times will be spent in zones in both phases and staggered in the Primary Phase. These zones are clearly defined for both phases.

- Primary Phase and Secondary Phase pupils can bring in their own healthy snacks and eat them in their zones at breaktimes. This will avoid the mixing of Secondary bubbles in the Dining Room at break. The Sixth Form have their own café.
- At lunchtime, EYFS, KS1 and KS3 will have grab bags delivered to their classroom. KS2 will have a staggered lunch by year bubble in the Primary Phase Hall. Y10 will use the Dining Room, Y11 will use the Zochonis Quad Pod and the Sixth Form have their own café
- Forest schools trips will take place in year group bubbles Break and lunch are zoned whenever possible to minimise mixing of groups with dining hall surfaces cleaned between groups.
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene
- Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised.
- Fire evacuation procedures will ensure that pupils line up in form groups zoned in their year bubbles and staff will ensure that they social distance themselves (though in a real fire the risk from fire takes precedence).

Other Considerations

- There is an additional risk assessment in place for the Resourced Provision
- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates
- Dual registered children can attend, but the two settings will liaise to agree controls.
- Equipment:
 - Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible
 - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning
 - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).
 - Outdoor play equipment is cleaned more frequently
 - Pupils are advised to limit the amount of equipment they bring to school
 - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
- Early years:
 - Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups.
 - Parents can settle their children but need to abide by any local rules re face-coverings and the setting's visitor procedures. Their time on site and contact with others should be limited.
 - Supervised toothbrushing is carried out using the dry-brush method.

			<p><u>Dedicated school transport</u></p> <ul style="list-style-type: none"> • Consistent grouping applied where possible • No one with symptoms or a close contact is to travel • Social distancing practised as far as possible • Children sit within their groups/bubbles as far as possible • Ventilation of fresh air maximised • Hands cleaned before boarding and again on disembarking • School vehicles cleaned more frequently • Those over 11 years old must wear face coverings <p><u>Public Transport</u></p> <ul style="list-style-type: none"> • Steps to depress demand at peak times with a staggered finish in the Primary Phase and KS3 • Promote walking/cycling to school if possible as most pupils live within walking distance of the school • Face coverings are required by law on public transport for all over 11 years old.
<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> • Any unnecessary furniture including lockers in the Secondary Phase are removed to aid distancing between groups • One-way system implemented in corridors and on stairwells. There are clear markings and signage throughout the site • Demarcating playground space to help with bubble/group management in the Primary and Secondary Phases • Demarcation of staff rooms and office areas with clear signage about the maximum number of staff allowed and social distancing marked out • Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment. Wherever possible, windows and doors are kept open. • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact • Demarcated staff rooms and office areas. Staff must follow social distancing, handwashing and sanitising protocols in staff areas. • Access to print rooms/photocopiers limited to one person • Occupied spaces are kept well ventilated insofar as ventilation systems allow and whilst maintaining a suitable teaching and working environment. Wherever possible, windows and doors are kept open. • HVAC system switched to fresh air mode • Occupancy for lifts reduced to one person where possible. Lifts are cleaned after use.

			<ul style="list-style-type: none"> • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact • Prohibited (taped off) access to outdoor play equipment except when it can be thoroughly cleaned between use • Removal of soft furnishings and soft toys or toys that are hard to clean from EYFS
<p>Delivery of 'higher risk' subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible • Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Wind players positioned so that air is not blown into another player • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment pr <p>Educational Visits</p>

			<ul style="list-style-type: none"> • Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance • Primary and Secondary – Trips will not take place at this time. • Forest school visits in the Primary Phase are by year bubble (on site only when in Lockdown) • Any other Educational Trips or Visits will be highly restricted unless there is special permission from the Principal/Primary Phase Headteacher. <p>Parent and Child Groups</p> <ul style="list-style-type: none"> • Will take place with a limit of up to 15 participants and are individually risk assessed with the system of controls rigorously applied
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group’s occupational health and counselling service • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Line managers maintain regular contact with their teams. • Any concerns are passed on the HR Team who will log and address them, including close monitoring of staff workload.
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs • No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section. • PPE is available as follows: <ul style="list-style-type: none"> ○ 200 face shields (reusable and allocated to every member of staff) ○ 1,000 face masks (one use only) ○ 200 disposable aprons (first aid use) ○ 400 disposable gloves (first aid use)
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> • Risk assessment developed in collaboration with staff and Union reps and shared with all parties • All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner • Transgressions will be escalated through existing behaviour/disciplinary arrangements • Clear communication of all Social Distancing protocols in the Principal’s video and written messages to all staff and parents • Videos and photographs of social distancing measures on site • School website: https://www.whgs-academy.org/parent-info/safeguarding/coronavirus-update • Posters across the site • On-site training planned for all staff and pupils in the new arrangements in September

			<ul style="list-style-type: none"> Behaviour Policies have been updated in line with latest COVID-19 advice. They are on the website and all protocols explained clearly in written communication to parents. Behaviour updates including rules and sanctions on social distancing will be communicated to pupils in form periods and year assemblies. Disciplinary action (including the possibility of exclusion) taken if pupils deliberately transgress social distancing rules. Parents will not be allowed on site if they deliberately do not follow social distancing rules Unions have been consulted over the importance of all staff following social distancing rules. Normal HR procedures will apply if rules are breached Compliance with this risk assessment and associated procedures will be monitored by line managers e.g. checklists, observations, interviews, audits etc.
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Principal and SLT to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. COVID-19 tab contains all information relevant to parents. Parents/Pupils are updated via SIMS InTouch, and classrooms as necessary. The LGB is kept informed on changes in guidance and school approach Any change in information to be shared with Chair of Governors and passed on to parents by SIMS InTouch and staff by email and video messages
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Principal meets weekly with the Facilities manager and Executive Business Manager to review the school's premises compliance status prior to reopening Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) School keeps a documented record of all PPM tasks to ensure that they have been completed before re-opening in September. Loss of site staff or access to contractors will prompt decision on whether school can remain open – key compliance tasks as outlined in the 'Maintaining a Practicably Compliant School' guidance document will be referred to inform this decision.
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision/wraparound care is carried out in line with the principles outlined in this risk assessment Fire safety procedures have been amended to support COVID-19 infection control arrangements. Same arrangements apply and students are registered as normal in bubbles/groups. Fire risk assessment reviewed Staff training schedule is monitored by SLT and any slippage identified. Educare modules are completed as normal. Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. Staff training schedule monitored and any slippage identified and managed

Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> • Staff are allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on HSE website • Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> • Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Managers to maintain regular contact with their employees, preferably by video link.
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Peter Mulholland (Principal)	Date:	25/2/2021	Date of next review:	1/4/2021
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