

North Halifax Grammar School	Risk Assessment -Closed for all but key worker and vulnerable students						
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 multi-system illness that can affect lungs and airways and cause a host of other symptoms as the body reacts to it.	The risk level before controls is substantial due to the potentially serious consequences of infection and the apparent ease of transmission of the virus. The new variant of Covid is much more transmissible which makes control of it that much more difficult. There is also evidence that this variant of the virus causing COVID-19 is infecting a higher proportion of those under 20. Currently the national risk level is rated 5 on the government's 5 point alert system (expected to be lower by the time that we reopen). There is a national lockdown in place and schools are shut nationally for the majority of students to prevent community transmission. The r rate is currently estimated at around 1.1 to 1.3 for the Yorkshire and Humber region. Rigorous application of the following controls is designed to mitigate the risks of transmission for those currently attending school so that the overall risk level to staff, students and their families is low enough to be acceptable to all except the most vulnerable.						
Potential Risks/Hazards	Control Measure	Risk Level (After the controls) KW/V students	Person Responsible	LG Owner	Evidence to support the controls	Frequency of Testing	Changes
1. External conditions for opening the school. The government has currently decided school should only be open for the children of key workers and for vulnerable students.	The application of the measures in the risk assessment alongside the vastly reduced number of students and colleagues in school means it is currently an acceptable risk to open for the children of key workers and for vulnerable students. School will only open to additional staff and students when 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 (Calderdale) and significant neighbouring authorities from which we draw students. The views of other relevant professional bodies and associations/unions will also be considered, as will the intentions of other schools. Ultimately, the decision whether to open or not, rests with the Principal. The Principal will exercise their professional judgement on whether the control measures in place are sufficiently robust to mitigate the risk of transmission of coronavirus to an acceptable level of risk.	Acceptable	AGF	AGF	Government guidance and the guidance issued by other named parties	Daily - government, public health, teaching union and BMA advice checked and actioned daily	
	Robust risk assessment in place which follows the latest DfE and other appropriate guidance. The risk assessment will be shared with all staff, Governors and parents.	Acceptable	AGF	AGF	Risk assessment, emails, Governor support, other relevant guidance documents (held on Leadership drive)		
	Actions mentioned on the risk assessment all continue to be maintained.	Acceptable	AGF	AGF	Risk assessment. Floor plans		
	All employees to be informed about the changes to site/ workplace operating procedures and updates to the risk assessment before being allowed to work in and move around the building on the rota system. All staff to be given accurate information on how to identify symptoms and how to prevent transmission of the infection. Current symptoms of coronavirus as per https://www.who.int/health-topics/coronavirus	Acceptable	AGF	KM	Training records. Emails		

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	During this period of lockdown, the overall management of the NHGS COVID response will be managed by the Principal, the leadership team, SG, PMW, KM and HB All latest Government, NHS/ Public Health England news about COVID-19 will be communicated regularly with all staff.	Acceptable	AGF	AGF	Documented meetings		
	Governors' approval of and support of the updated risk assessment to be sought.	Acceptable	AGF	AGF	Documented meetings and emails		
	Safe staffing to student ratio identified and implemented. At present there are only between 20 and 30 students in school each day. This has meant a significant reduction of the number of staff in school. Three support staff are on rota to cover these rooms, there are three teachers and two members of LG to cover breaks and offer additional support. Some other staff are working in school, in most cases they have a designated individual work space.	Acceptable	AGF	AGF	Registers of staff and students		
2. General Controls to prevent risk of infection. Direct transmission - Transmission of coronavirus mainly occurs via respiratory droplets and aerosols generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact.	Direct transmission (Control One -Limit the number of students in the building) Students must either be the offspring of a key worker, vulnerable or in some instances may be severely struggling with remote learning. Currently in total this is between 20 and 30 students, though it may fluctuate further. Students will generally remain in small groups of 5 or 6 with very limited movement and mixing. All students and their parents/carers will be provided with clear instructions about behaviour and expectations prior to students coming in to school.	Acceptable	AGF	AGF	Planned list of students to be in school each day. Communications to parents and students. Register of staff and students in the building.	Weekly the LG group will review the risk assessment and make any necessary adjustments	
	Direct Transmission (Control Two -Stop those with Covid from entering the building - Staff, parents/carers and pupils to be given information on Covid-19 symptoms and indicators and know to self isolate if they are a close contact of anyone who has Covid. Lateral flow tests are also now available to screen staff and students for Covid (though the tests can return false results). All staff are encouraged to test themselves twice a week and the parents of almost all students attending have also consented for them to be tested. While these tests have limitations they are an added measure. All national quarantine and testing guidance is followed.	Acceptable	DRW	NL/KM	Lateral flow test record for colleagues is kept	Weekly the LG group will review the risk assessment and make any necessary adjustments	
	Direct transmission (Control Three - Limit contact between students by creating bubbles of students whenever possible) Students remain in their allocated groups in the language centre during all lesson times. The small number of students means it is very easy to maintain social distance on the buses, during the limited movement around school and at break and lunch times. High staff to student ratio for break and lunch duties, students will maintain social distance during these periods. Senior staff on call at all times	Acceptable	AGF	AGF	Duty Rota's Seating plan		
	Direct transmission (Control Four - Social distancing measures implemented in all communal spaces and classrooms) Classrooms to be allocated to specific groups of students. These classrooms are all in the language centre. They will be no more than six students in each classroom. There will be a recorded seating plan for each day. Staff will always supervise classrooms and ensure wherever possible students keep 2 meters apart wherever possible. The small numbers of students and staff mean that social distance can easily be maintained around the school	Acceptable	AGF	LG on rota that day	Floor plans of where safe waiting areas have been designated, which classrooms to use and which toilets to use. List of students for each day in each area.		

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	Direct transmission (Control Five - Face Masks must be worn at all times unless medically exempt) Masks are to be worn in all communal areas, shared offices, in classrooms and during outside breaks and lunches. This measure applies to both staff and students who are not medically exempt. Spare masks are kept at reception for anyone who needs one.	Acceptable	AGF	LG Team	PPE log record kept. Log of staff and students who show symptoms/become ill during their time at school.		
	Direct Transmission (Control Six - On call system) All staff in classrooms with students will have a walkie talkie or phone to enable direct communication with a member of LG if needed. This will help ensure a swift exit for any students displaying symptoms, needing help or not following the Covid behaviour policy.	Acceptable	LG members on rota that day	LG members on rota that day			
	Direct Transmission (Control Seven - Improve ventilation) Internal and external doors will be kept open to help ventilation and limit the need to touch handles. All classrooms should have air flow and a draft. While every window does not need to be open the expectation is that in each classroom some windows will be open. The Fire Risk Assessment will be updated to mitigate the risks of doors being kept open. Use of chimney effect to draw air up and through the building to increase airflow and prevent the accumulation of stale air.	Acceptable	HB	LG on rota that day	New (temporary) Fire Risk Assessment completed and reviewed by Calderdale H&S		
	Direct Transmission (Control Eight - Social Distancing for staff) Numbers of staff in school have been reduced. Where colleagues can work at home they are being encouraged to do so. The staff room is not currently being used for a workspace. Colleagues have their own designated work space in different classrooms and offices. Safe waiting spaces to be marked around the photocopier. Kitchen facilities to be taken out of use. Staff are asked to bring in their own food and a single travel mug to use for drinks which will be taken home daily for washing. Staff must observe and model social distancing behaviours and keep 2 metres apart in all interactions with each other. Staff must wear masks in all areas of school	Acceptable	LG on rota that day	LG on rota that day	Staffroom log and floorplans		
	Direct Transmission (Control Nine - Circulation controls) Movement around the building is in silence. Everyone must stay 2 metres apart whenever physically possible. Students are not accessing most areas of the school. Fewer colleagues in school means communal areas and corridors are very quiet.	Acceptable	LG on rota that day	Second member of LG on rota that day			
	Direct Transmission (Control Ten - Personal hygiene) Catch it, bin it, kill it message reiterated. Use of tissues, handkerchiefs, elbow crooks for sneezes. Tissues to be kept by students or placed straight into a pedal bin. Increased handwashing and use of gel sanitisers (See general control indirect transmission 2) Sanitisers to be available in all classrooms and at strategic locations around school.	Acceptable	HB	LG on rota that day	Cleaning record		
	Direct transmission (Control Eleven - Personal Workspace) All staff to have sufficient personal workspace to stay socially distanced from colleagues at all times. Fewer colleagues in. All colleagues have a designated work space. These are almost all exclusively sole occupancy rooms. Rooms cleaned at least daily and kept free of clutter. Most rooms currently not being accessed by students	Acceptable	KM	LG on rota that day	List of designated workspaces/ Room register		

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2. General Controls to prevent risk of infection. Indirect transmission - Droplets can infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person.	Indirect transmission (Control One - Increased cleaning) There will be a focused and increased cleaning regime. The cleaning team will undergo training on the new procedures. Cleaning will include door furniture, window handles, computers, light switches, etc. Each classroom in use will have a deep clean after each day. During the day the premises team will regularly clean key touch points. (Every two hours) Increased cleaning of any flat surfaces. Due to limited use of building this cleaning can be focused on the key areas in use such as the language block	Acceptable	HB	LG on rota that day	Cleaning record plan.	Weekly - Discussion of success of measures at LG	
	Indirect transmission (Control 2 - All surfaces to be clear). All desks and shelves and other flat surfaces to be kept clear at all times to allow easy and effective cleaning. Rooms to be checked daily by senior staff to ensure rooms are left clean, clear and tidy.	Acceptable	HB	LG on rota that day	LG end of day check		
	Indirect Transmission (Control Three - Improved personal hygiene) Hand washing and sanitising facilities are in place. Posters are displayed reminding colleagues and students of the importance of this. Students will be regularly reminded of this. Prominent signage displayed in public areas, classrooms and toilets.	Acceptable	HB	LG on rota that day	Floor plans		
	Indirect Transmission (Control Four - Improved personal hygiene routine) Gel dispensers and boxes of tissues to be available in public areas, in each classroom, in the staffroom and at reception	Acceptable	HB	LG on rota that day	Cleaning Record		
	Indirect Transmission (Control Five - No sharing of equipment) Equipment must not be shared. Students to bring their own resources in. This will be communicated to students and parents before hand. No sharing of food, students may bring in their own snacks and drinks, but these must be consumed in the classroom and may not be shared.	Acceptable	Colleagues covering each room	LG on rota that day	Copy of letter home outlining expectations		
3. General Controls to prevent risk of infection. Deliberate transmission - Any students or colleagues who choose to (pretend to) deliberately infect others	Additional Rules for the Prevention of Transmission of Covid-19 and for the Safety and Well-being of All Staff and Students' includes "Deliberately spitting, coughing, sneezing or breathing heavily over another person will be treated as a serious physical assault, as will causing soiled tissues or handkerchiefs to come into contact with another person." -With such small numbers in school and the exemplary behaviour of our attending students this is deemed to be very low risk.	Acceptable	DRW	LG on rota that day	Copy of behaviour policy and letters home	Weekly - Discussion of success of measures at LG	
4. Travel to and from NHGS	School buses are currently running. Each bus has very few students on it so it is easy to social distance. Students must wear masks on school buses. Staff are on bus duty at the end of each day to supervise. Some attending students are dropped off by parents. Use of public transport is discouraged.	Acceptable	RFH	LG on rota that day	Letters home. Email correspondence		
5. Clinically Vulnerable Staff.	The Personnel Officer will resurvey all colleagues to check current health status in line with Government guidelines.	Acceptable	KLM	AGF	HR records	Weekly update of HR record	
(Extremely clinical vulnerable)	Clinically extremely vulnerable staff should continue to shield. If these colleagues choose to attend work they should have discussed this with the personnel officer. Staff who live with those who are extremely vulnerable can choose to work from home at the moment. Risk assessments are in place and reviewed at the very least termly.	Moderate	KLM	AGF	HR records, staff register	Termly review of risk assessment	
(Clinically vulnerable)	Members of staff who are medically clinically vulnerable now all have risk assessments in place. These assessments are reviewed at least termly. The school has supported these colleagues where they have chosen to work from home.	Moderate	KLM	AGF	HR record. Personalised risk assessments		

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Age	There is evidence that COVID-19 has a greater impact in older age groups. Therefore, older staff may be more at risk. School will take into account government advice and have sensitive conversations with these individuals. Customised risk assessments will be prepared and reasonable adjustments/additional controls will be agreed as appropriate.	Moderate	KLM	AGF			
BAME	There is now clear evidence that black, Asian and minority ethnic (BAME) communities are disproportionately affected by COVID-19. This concerning evidence suggests that the impact may also be higher among men and those in the higher age brackets. The reasons for this are not yet fully understood, but the health inequalities present for BAME communities have long been recognised. One hypothesis is that people from BAME communities may be disproportionately represented in riskier jobs and also have higher rates of underlying health conditions, such as type 2 diabetes and hypertension, and this may increase their vulnerability and risk. HR Manager to have thorough, sensitive and comprehensive conversations with all BAME staff. They should identify any existing underlying health conditions that may increase the risks for them in undertaking their frontline roles, in any capacity. Most importantly, the conversations should also, on an ongoing basis, consider the feelings of BAME colleagues, particularly with regard to their safety and their mental health. HR manager should also seek and follow occupational health advice where appropriate. Customised risk assessments have been prepared and reasonable adjustments/additional controls will be agreed as appropriate.	Moderate	KLM	AGF	HR record and possible personalised risk assessment		
Those living with clinically vulnerable	Conversations to occur with those colleagues living with those who are clinically vulnerable. Government guidance is they should attend work but NHGS will look at each individual situation and will agree reasonable adjustments/additional controls as appropriate.	Acceptable	KLM	AGF	HR records		
6. Clinically vulnerable students	Parents to be consulted about students' health/reminded about government Covid health guidance. With few students in this is very low risk	Acceptable	AGF/DRW	DRW	Parental letter	Reviewed weekly	
	The same considerations for BAME students as colleagues need to apply (See 5). Students themselves may be vulnerable to becoming more ill or they may have experienced someone in their family becoming sick or dying. Sensitive conversations and awareness by all colleagues. Concerns should immediately be flagged up to the well being officer or safeguarding lead.	Moderate	DRW	DRW			
	There are no extremely clinical vulnerable students attending school at the moment	Acceptable	NL	DRW	SIMS data kept on students		
7. Students social distancing and behaviour expectations.	Social distancing expectations have been communicated to students and their parents. SAFE is now well established in school (behaviour code)	Acceptable	AGF	AGF	SAFE and SIMS rec	Reviewed daily	
	Students sit in designated seats. Seats will all be at least 2 metres apart. Recorded on the seating plan.	Acceptable	HB	DK	Copies of seating plans		
	With such small numbers in school, social distancing can easily be maintained in corridors.	Acceptable	HB	CT	Copies of reminder posters		
	The BFL system will be applied for any students not socially distancing. LG on rota will use their discretion for any sanctions or serious sanctions. In light of any serious issues DRW or AGF will be consulted.	Acceptable	DRW	DRW	copy of revised behaviour policy		
	Three teaching colleagues and two members of LG are always on the rota.	Acceptable	LG on rota that day	LG on rota that day	Duty record		
	Reminder SAFE posters are in each classroom and around school	Acceptable	SH	CT	Floor plan		

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8. Use of classrooms	Only specified classrooms will be used by students. Students will not have access to other classrooms.	Acceptable	LG on rota that day	LG on rota that day	Floor plan	Reviewed daily and any changes made	
	Unless medically exempt, students now wear masks in classrooms	Acceptable	LG on rota that day	LG on rota that day	LG walkaround		
	Students will sit in designated seats. Seats will all be at least 2 metres apart.	Acceptable	Colleagues supervising the rooms	LG on rota that day	Seating plans		
	Rooms will be well ventilated and windows and doors left open at all times. These need to be opened at the beginning, and closed at the end of the day	Acceptable	HB	LG on rota that day	Premises record		
	Students are taking lateral flow tests twice a week	Acceptable	DRW?	DRW?	Lateral Flow record		
	Hand sanitiser will be readily available	Acceptable	HB	LG on rota that day	Cleaning record		
9. Use of corridors	There will be an increased cleaning regime. Each classroom in use will have a deep clean after each day. During the day the premises team will regularly clean key touch points. Desks and chairs will be cleaned whenever students finish using them for the day. Staff will wipe down the teacher's workstation with disinfectant at the beginning and end of their session with students, to minimise the risk of transmission. Gloves are available for staff who are concerned about using the keyboard.	Acceptable	HB	ESC	Cleaning record		
	Minimal movement by students at this stage. Students arrive and go to their room. They only leave for toilet and breaks. Masks are worn in all communal areas	Acceptable	The LG group	AGF	Circulation route	Reviewed daily, ammendemnts made after each tutorial day	
	No talking rule on the corridors will still be applied.	Acceptable	LG	LG	Covid behaviour policy		
10. Break time	Rules and expectations are now well established	Acceptable	AGF	LG	Correspondence home		
	Small number of students in means they will have break and lunch in the same area. This will be supervised be teaching staff on duty. Students will wear masks and maintain social distance. Colleagues will also wear masks.	Acceptable	Colleagues on duty	LG on duty	Duty rotas		
12. Use of communal facilities (toilets)	Students to use the designated language centre toilets closest to their classrooms. Students can only leave class with teacher permission during lesson time. Students told to wash hands whilst visiting.	Acceptable	LG	LG	Reminder posters on toilet doors of which group may use the facility		
13. Reception Area	Plastic screen has been installed to protect the receptionist.	Acceptable	SG	SG	Reminder poster of 2m distance when queuing	Reviewed periodically	
	External visitors will be kept to a minimum. Staff on reception will sign external visitors in to further limit indirect transmission. Antiseptic wipes and hand gel next to screen. Visitors to use hand sanitiser on entering and leaving the building.	Acceptable	Receptionist	SG			
14. Staffroom and staff following social distancing guidelines	Very few colleagues now in school. Staff will be expected to follow social distancing guidelines. Two metres distance should be mainatined.	Acceptable	AGF/KLM	LG on rota that day	Social distancing policy	Reviewed daily, amendments made after each tutorial day	

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	Staff need to maintain at least 2 metre distance in the staff room	Acceptable			Staffroom rota sheet		
	The staff room will only be used for access to trays and the photocopier	Acceptable			Floor plans		
	Offices will also be reconfigured to make sure that staff are 2 metres apart. Some rooms/classrooms that are not being used may be turned into temporary work hubs for staff. Staff will be asked to think about whether they need to go to a office etc to ask a question. Email and phone to be used in most instances.	Acceptable			Floor plans		
	Colleagues to maintain social distancing throughout the school. Screens have been added to classroom desks. Departmental staffrooms/offices (PE, Science, Sixth Form) to be reconfigured.	Acceptable					
	Reprographics: staff other than LKS and SH only enter reprographics on a one in and one out basis. Repro colleagues are in school on a rota system so most colleagues currently doing their own photocopying.	Acceptable					
	Masks to be worn in all communal areas and when colleagues are in classrooms or with another person	Acceptable					
15. Area for isolation (if fall ill)	If students fall ill with Covid symptoms they will be moved to the temporary accommodation (portacabin) for isolation. Parents will be contacted immediately. Students will be advised to wear face masks to limit the transmission of the virus.	Moderate	DRW/NJL	LG or appropriate person on the rota			
	PPE is available for those colleagues who may need to assist the student. PPE will only be used by staff who have been trained in how to wear it and who feel comfortable in carrying out this duty.	Moderate		LG or appropriate person on the rota			
	After use these rooms will be deep cleaned (see general controls, indirect transmission)	Moderate		LG or appropriate person on the rota			
16. Symptomatic staff or students	A portacabin is available for anyone who is displaying symptoms. Staff will be asked to go home immediately and will not be allowed back in school until tested and after the appropriate period of quarantine. Students with suspected symptoms will also be expected to be tested and will have to follow the national quarantine guidelines currently in place.	Moderate	DRW/NJL	DRW			
	Areas in which symptomatic people have waited will be cleaned after use.	Moderate					
	Lateral flow tests available for close contacts. Staff will be asked to arrange a test if they have been in contact with a person diagnosed with COVID or if they display symptoms (See direct transmission) In the event of a positive test for COVID19 by a member of staff or a student, the school will liaise with local Public Health officials to trace contacts and decide on the appropriate course of action. DRW to be notified of any potential infections and to lead the school's response in tandem with the PH Outbreak team.	Moderate					
	Staff who closely supervise a student displaying potential symptoms conditions will wear suitable PPE ie face shield, mask, gloves and apron.	Moderate					
	Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID	Moderate					

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17. PPE	Gloves and masks will be made available for any member of staff or student who wishes to wear them. This is very much optional. PPE signed out when used.	Moderate					
18. Waste	Waste to be regularly removed from within the building and the outside bins Pedal bins have been provided around school for the safer disposal of waste	Acceptable	HB	HB	Cleaning Record	Weekly	
			HB	HB	Cleaning Record		