

North Halifax Grammar School	Risk Assessment -September 2021					
<p>The purpose of the risk assessment is to reduce and mitigate the risk of Covid-19 transmission between staff/students/staff and students/people attending school and their homes/the people in them and others in the community, in so far as is reasonably practicable, following the most up to date Government advice. Covid-19 is a new illness that can affect the lungs and airways and cause a host of other symptoms. See https://covid.joinzoe.com/post/tips-covid-safety for a full list of symptoms. England moved to Stage 4 of the roadmap on July 19th, this saw the removal of most covid restrictions. Due to the emergence of the Delta variant cases remain relatively high in Bradford, Calderdale and Kirklees. However, due to the successful roll out of the vaccination program and new treatments the link between infections and serious illness and death has been severely weakened. Rigorous application of the following controls is designed to mitigate the risks of transmission so that the overall risk level to staff, students and their families is low enough to be acceptable to all. * The r rate can be tracked daily at https://www.mrc-bsu.cam.ac.uk/now-casting/</p>	<p>The overarching principle of these measures is to make sure we are compliant with health and safety law and that we have put in place proportionate controls to mitigate the risk of transmission of Covid-19. The risk assessment is a working document that will regularly be reviewed and updated. We will continue to take advice and guidance from Public Health England. Depending on the number of cases locally, and the potential emergence of new variants, measures in the risk assessment may be curtailed, adapted or added</p> <p>DfE Guidance for Schools Covid-19 Operational Guidance published on the 6th of July lays the key principle of attempting to manage the risk of serious illness from the virus with the imperative to reduce the disruption to children's education. The government guidance states Covid-19 is a virus we must learn to live with. The guidance recognises that the direct clinical risk to children is extremely low and that every adult has been offered a first vaccine and the opportunity for two doses by mid-September. A summary of continued measures lies below</p> <ul style="list-style-type: none"> - Good hygiene will be maintained by cleaning hands regularly. - Ensure good respiratory hygiene by promoting the Catch it, Bin it, Kill it approach and good ventilation of the school at all times - Maintain appropriate cleaning regimes - The need to follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>The risk assessment has been built around maintaining these controls.</p>					
Potential Risks/Hazards	Control Measure	Risk Level (After the controls)	Person Responsible	LG Owner	Evidence to support the controls	Frequency of Testing
<p>1. External conditions for opening the school.</p>	<p>It is expected that the school be open to all staff and students for the academic year 2021/2022. Government, Public Health England and ASCL advice on school openings will continue to be consulted. 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. In the advent of rising cases or the emergence of new variants 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.</p>	<p>Acceptable</p>	<p>AGF</p>	<p>AGF</p>	<p>Government guidance and the guidance issued by other named parties</p>	<p>Daily - government, public health, teaching union and BMA advice checked and actioned daily</p>

	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. The risk assessment will be published on the school website.	Acceptable	AGF	AGF	Risk assessment, emails, Governor support, other relevant guidance documents (held on Leadership drive)	
	Actions mentioned on the risk assessment all put into place by the 2nd of September (most are already well established now)	Acceptable	AGF	AGF	Risk assessment.	
	All employees (2nd September-Training Day) to be reminded about the changes to site/ workplace operating procedures before being allowed to work in and move around the building. All staff have been given accurate information on how to identify symptoms and how to prevent transmission of the infection. All employees will be required to have read the risk assessment.	Acceptable	AGF	CT/KM	Google record of who has viewed the risk assessment. Training Day register	
	LG to run response to Covid-19 with input from NL,HB, SG, PMW and KLM as required 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 for school actions to be in place.	Acceptable	AGF	AGF	Documented meetings and emails	
2. General Controls to prevent risk of infection. Direct transmission - Transmission of coronavirus mainly occurs via respiratory droplets 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) - Lateral flow testing to continue until the end of September when it will be reviewed nationally. Over the Summer staff attending school will continue to use lateral flow tests bi-weekly. Staff not attending school do not need to test. However, testing will still be widely available over the summer and kits can be collected either from local pharmacies or ordered online. All consenting staff will continue to use lateral flow tests twice a week on reopening for the next academic year. This will be reviewed nationally towards the end of September. On returning from the Summer break all students will receive two on-site lateral flow device tests, these tests will be staggered over the first few days of us reopening. Students should then continue to test twice weekly at home until the end of September, when this will be reviewed. A small asymptomatic testing site (ATS) will be maintained on-site until further notice, this will offer testing to students who are unable to test themselves at home.	Acceptable	AGF	PMW	Copy of consent forms. Copy of floor and testing plans. Communications that have gone to parents, students and staff	First two recorded tests for students. Log of positive cases and close contacts.

	<p>Direct Transmission (Control Two - Self Isolation for those who are positive and those who the NHS identify via track and trace) Staff, parents/carers and pupils to be given information on Covid-19 symptoms and indicators and to be given clear guidance about what to do if they or anyone with whom they have been in contact show symptoms. At the start of term Bi weekly lateral flow tests will be in place for those who have consented. Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the student can return to school, as long as the individual doesn't have COVID-19 symptoms. Close contacts will be identified via NHS Test and Trace. students, staff and other adults should follow public health advice on when to self-isolate and what to do.</p>	Acceptable	AGF	SG	Track and trace log	When a positive or suspected case
	<p>Direct Transmission -(Control Three. The wearing of face coverings to become a matter of personal discretion unless PH recommend we use them because cases remain high or become high again. The wearing of face coverings by all but the medically exempt is no longer required. However, with the cases so high and the transmissibility of the new Delta variant it will be at the discretion of students, staff and those visiting the school as to whether they wish to wear a mask in either classrooms or public spaces. The school will continue to follow the advice of Public Health England.</p>		AGF	AGF	Communications with PH	Continuous review dependent on the national picture.
	<p>Direct Transmission -(Control Four - Re-establishment of school routines). The bubble system has been removed. However, the school has chosen to keep some measures. These have been designed to both help re-establish routines and help keep covid transmitting between groups of students.</p> <p>-Students should walk quietly around the school, in single file where appropriate, and on the left hand side of corridors or stairways. Students will still largely be based in zones for outdoor lunch. Though students may be attending clubs or have reason to travel to other areas of the building.</p> <p>Students will be dismissed in a staggered manner at the end of the day according to the designated colour of their classroom. An announcement will be made over the tannoy system at 2:57pm to dismiss the first set of rooms, followed by an announcement every subsequent minute to dismiss the remaining three sets of rooms.</p>		DK	DK	School routines and timetable document	Periodically at LG meetings.

	<p>Direct Transmission (Control Five - Continue with Improved ventilation) Internal and external doors will be kept open to help ventilation and limit the need to touch handles. Sufficient windows and the doors of all classrooms in use must be opened by the member of staff using the room, and closed again at the end of the day. 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 and the risk of people re-breathing potentially infected air. Ventilation is one of the most effective methods for preventing transmission and LG will regularly check while on tour that sufficient windows are open in classrooms. Students and staff may wear outdoor coats if they are cold.</p>		HB	EC	New (temporary) Fire Risk Assessment completed, reviewed by Calderdale H&S and door guards installed which close the doors upon hearing the fire alarm.	Periodically at LG meetings.
	<p>Direct transmission (Control Six) - Awareness of social distancing. Under the new guidance it is no longer a requirement to social distance in school. -There will be tape on the floor in classrooms to mark a 2 metre staff area. This will help staff to measure their proximity to students -The perspex screen on classroom desks will remain. Staff with personal risk assessments will be asked about these control measure and any adaptations needed to standard practices where practicable will be accommodated. Public Health advice will continue to be sought.</p>	Acceptable	AGF	AGF	Floor plans of classrooms with tape measured on it.	
	<p>Direct Transmission (Control Seven - On call system and high expectations of student behaviour) See updated Behaviour for Learning policy. There will be a telephone number for all staff to access a direct line to reception. All staff should have this in their mobiles and carry mobiles. A member of LG will respond and remove any student who is misbehaving and affecting the learning or safety of others. They will work in the pastoral area for the rest of the lesson and return to the following lesson if appropriate to do so. Further sanctions will be issued depending on the severity of the incident. Persistent flouting of the rules or disruption may result in the student being asked to work from home for a period of time. SHARP has been re-established in the classroom. This system will underpin the high expectations of students</p>	Acceptable	CT/DK	CT/DK	On call rota. SHARP documentation SIMS Record	
	<p>Direct Transmission (Control Eight - 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.</p>	Acceptable	HB	ESC	Cleaning record	
<p>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.</p>	<p>Indirect transmission (Control One - Increased cleaning) There will be a focused and increased cleaning regime. The cleaning team have undergone training on the new procedures. Cleaning will include door furniture, window handles, computers, light switches, etc. Key touch points around school will be cleaned during the day as well as after school in preparation for the next morning. Cleaning materials will be available in all classrooms for students to clean desks at the start and finish of all lessons.</p>	Acceptable	HB	ESC	Cleaning record plan.	the LG group will constantly review the risk assessment and make any necessary adjustments

	Indirect transmission (Control Two - Staff to keep rooms in good order and were practicable surfaces clear). Where possible desks and other flat surfaces to be kept clear at all times to allow easy and effective cleaning. Staff will have checked and cleared rooms prior to reopening in September. Rooms to be checked regularly by senior staff to ensure rooms are left clean, clear and tidy.	Acceptable	HB	ESC	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	ESC	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	ESC	Cleaning Record	
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."	Acceptable	LEB/DK/GQ	DK/GQ	Copy of behaviour policy and letters home	Regular review by the LG group
4. Travel to and from NHGS	School buses will be running. We will be compliant with guidance from Public Health England and the bus companies' own measures	Acceptable	RFH	RFH	Letters home. Email correspondence	
5. Clinically Vulnerable Staff.	The Personnel Officer will monitor colleagues' health status in line with Government guidelines.	Acceptable	KLM	AGF	HR records	Weekly update of HR record
(Extremely clinical vulnerable)	Personalised risk assessments will be put into place for those who are extremely clinically vulnerable. Where possible and requested extra measures will be taken to mitigate risks. Those in this group will have been double vaccinated and as such the risk will have been mitigated.	Acceptable	KLM	AGF	HR records, staff register	
(Clinically vulnerable)	Members of staff who are vulnerable but not clinically vulnerable will have individual conversations with the Personnel Officer. Where necessary customised risk assessments will be updated for vulnerable staff returning to work. Those deemed as clinically vulnerable were in priority group six and should have been double vaccinated.	Acceptable	KLM	AGF	HR record. Possible personalised risk assessments	
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 continue to take into account government advice and have sensitive conversations with these individuals. Where necessary customised risk assessments will be updated. Older colleagues will have been double vaccinated by September 2021	Acceptable	KLM	AGF		

BAME	Evidence shows that black, Asian and minority ethnic (BAME) communities are disproportionately affected by COVID-19. This 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 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 continue 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. Personnel Officer should also seek and follow occupational health advice where appropriate. Customised risk assessments have been offered to colleagues from this group, these will now be updated.	Acceptable	KLM	AGF	HR record and possible personalised risk assessment	
Those living with clinically vulnerable	Conversations to be offered to those colleagues living with those who are clinically vulnerable. Where needed extra measures will be put in place	Acceptable	KLM	AGF	HR records	
6. Extremely and clinically vulnerable students	Parents to be consulted about students' health/reminded about government Covid health guidance.	Acceptable	AGF/GQ/DK	DK/GQ	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.	Acceptable	DK/GQ	DK/GQ		
7. Students not following behaviour expectations.	National guidance on social distancing expectations (when required) will be clearly communicated to students and their parents	Acceptable	AGF	AGF	Parental communications	Reviewed daily
	High expectations implemented and communicated to students, parents and staff	Acceptable	CT/DK	CT/DK	Copies of seating plans	
	Sanctions will be applied if students do not adhere to SHARP. If students need to be removed from a class they will be taken to the hall and parents informed. Deliberate, persistent and serious breaches may lead to exclusion.	Acceptable	LG	CT/DK	copy of revised behaviour policy	
	There will be a high level of staff and LG supervision before school, during break, and at lunchtime	Acceptable	KLM	AGF	Duty record	
	Reminder posters displayed around the school.	Acceptable	SH	CT	Floor plan	
8. Use of corridors	-Students should walk quietly around the school, in single file where appropriate, and on the left hand side of corridors or stairways.	Acceptable	The LG group	AGF	Circulation route	Reviewed daily, amendments made after each tutorial day
	The tannoy system will be used to help stagger students leaving classrooms at the end of the day. Rooms from each zone have been designated a colour. Coloured rooms will be released regularly until all students are dismissed. Staff will escort students to their exit points.	Acceptable	LG	LG		
9. Break time	Each year group has a designated indoor and outdoor area. There will be high behaviour expectations for all students.	Acceptable	LEB/DK/GQ	DK/GQ	Duty rotas	
10. Communal Toilets	During break/lunch time toilets will be checked regularly by SLT. All toilets have been identified on duty rotas. Toilets to be cleaned daily.	Acceptable	LG	LG	Duty Rotas	

11. Reception Area	Plastic screen continues to be installed to protect the receptionist.	Acceptable	SG	SG	Reminder poster of 2m distance when queueing	Reviewed periodically
	External visitors will be expected to complete lateral flow tests (until the end of September).	Acceptable	Receptionist	SG	Register of external visitors kept	
12. Area for isolation (If fall ill)	If students fall ill with Covid symptoms they will be moved to the designated Medical Isolation Room. Parents will be contacted immediately. Students will be advised to wear face masks to limit the transmission of the virus. Room will be well ventilated and is away from other rooms. Students will take a lateral flow test, but because these are not 100% accurate students will need to self isolate on displaying symptoms (until a PCR test can be booked and the result of the test is known)	Moderate	GQ/NJL	GQ	Isolation room record	
	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 feel comfortable in carrying out this duty.	Moderate	NHJ	NHJ		
	After use these rooms will be deep cleaned (see general controls, indirect transmission)	Moderate	Premises Team	HB	Cleaning Record	
13. Symptomatic staff or students	There will be a designated room for students who are symptomatic so they can wait for a parent to collect. 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	NJL	EC	Isolation room record.	Daily
	Staff who closely supervise a student displaying potential symptoms will wear suitable PPE ie face shield, mask, gloves and apron.	Moderate	NJL	EC	PPE record	
	Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID	Moderate	NJL	EC		
	- PPE signed out when used.	Acceptable				
14. Waste	Waste to be regularly removed from within the building and the outside bins. Caretakers trained in safe disposal of waste.	Acceptable	HB	HB	Cleaning Record	Weekly
	Pedal bins have been provided around school for the safer disposal of waste.	Acceptable	HB	HB	Cleaning Record	
15. Lift	There is a lack of ventilation in the lift and as such it should only be used when absolutely necessary. It should only have a single occupant when in use (unless a student has to be supervised)	Acceptable	ESC	ESC	Communication to colleagues	Weekly