

North Halifax Grammar School		Risk Assessment -Year 10 and Year 12 opening					
<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 your lungs and airways and cause a host of other symptoms.</p>		<p>The risk level before controls is substantial due to the potentially serious consequences of infection and the apparent ease of transmission of the virus. Currently the national risk level is rated 4 on the government's 5 point alert system (expected to be a 3 by the time we open). The r rate is currently estimated at around 0.8 for the Yorkshire and Humber region. 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 except the most vulnerable.</p>					
Potential Risks/Hazards	Control Measure	Risk Level (After the controls)	Person Responsible	LG Owner	Evidence to support the controls	Frequency of Testing	Changes
1. External conditions for opening the school.	School will only open to additional staff and students from June 8th if 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 put into place by the appropriate time	Acceptable	AGF	AGF	Risk assessment. Floor plans		
	All employees to be informed about the changes to site/ workplace operating procedures before being allowed to work in and move around the building. 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 <a href="https://www.who.int/health-topics/coronavirus">https://www.who.int/health-topics/coronavirus</a>	Acceptable	AGF	CT/KM	Training records. Emails		
	Overall management of NHGS COVID response in place with a COVID-19 Management Committee set up (members of LG, HB, NJL, KLM) 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		

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	Safe staffing to student ratio identified and implemented. Numbers of students have been significantly reduced, staffing levels will need to remain high enough for a maximum <b>1:6 ratio in classrooms for the rest of the summer term 2020</b>	Acceptable	AGF	AGF	Registers of staff and students		
<b>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.</b>	<b>Direct transmission (Control One -Limit the number of students in the building)</b> A severely limited number of students will be allowed in the building at any one time. No more than <b>60 students</b> from a single year group on any given day. Students will generally remain in <b>small groups of 5 or 6 with very limited movement and mixing</b> . 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.	Daily -After each tutorial day the LG group will review the risk assessment and make any necessary adjustments	
	<b>Direct Transmission (Control Two - Identify those with symptoms/self isolation)</b> 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. Staff to be pre-registered for potential priority Covid-19 testing. All national quarantine and testing guidance to be followed.	Acceptable	DRW	NL			
	<b>Direct transmission (Control Three - Limit contact between students by creating bubbles of students whenever possible)</b> Students remain in their allocated groups at all times. Drop off will occur in the bus bays, staff will supervise students from arrival, students will proceed to reception. Queuing will be controlled with social distancing maintained, a one way system will operate wherever possible in school. Year 10 students will be added to the entry system so they can sign in contactlessly with their I/D cards. High staff presence throughout the building, especially during scheduled movement times. Senior staff on call at all times	Acceptable	AGF	AGF	Duty rota sheet for meet and greet		
	<b>Direct transmission (Control Four - Social distancing measures implemented in all communal spaces and classrooms)</b> Classrooms to be allocated to specific groups of students. Staff will supervise entry into classrooms and direct students to specific seats, all at least 2 metres apart. Corridors will be clearly marked with 2 meter distance markers, and staff and students will be expected to maintain 2 metre gaps between themselves and others at all times.	Acceptable	AGF	AGF	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.		
	<b>Direct transmission (Control Five - Face Masks may be worn)</b> There is a small amount of PPE available in school ( <b>Section 13</b> ). If a colleague or student does appear to become ill they will be given a mask to wear. Colleagues and students may choose to wear a face mask. All staff in classrooms with students will have a walkie talkie or phone to enable direct communication with reception if needed.	Acceptable	NJL	DRW	PPE log record kept. Log of staff and students who show symptoms/become ill during their time at school.		
	<b>Direct Transmission (Control Six - On call system)</b> 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 or not following the Covid behaviour policy	Acceptable	DRW	DRW			

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	<b>Direct Transmission (Control Seven - Improve ventilation)</b> Internal and external doors will be kept open to help ventilation and limit the need to touch handles. Windows and 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.	Acceptable	HB	ESC	New (temporary) Fire Risk Assessment completed and reviewed by Calderdale H&S		
	<b>Direct Transmission (Control Eight - Social Distancing for staff)</b> <b>Numbers in the staffroom will be reduced. Staff can work in the staff room, dining room, IT rooms and some classrooms not in use.</b> Staggered times for staff to use the staffroom/dining room/IT rooms. Chairs will be taken out of use to ensure social distancing. Safe waiting spaces to be marked around the photocopier. Kitchen facilities to be taken out of use. Staff will be 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.	Acceptable	KLM	RFH	Staffroom log and floorplans		
	<b>Direct Transmission (Control Nine - Circulation controls)</b> A one way circulation route will be established wherever possible. Movement around the building will be in silence. Everyone must stay 2 metres apart whenever physically possible. The only exceptions to the one way circulation routine will be: for staff or students with known mobility issues, for wheelchair access, for senior staff attending call-outs, for staff whose jobs make it impractical to observe the one-way system at all times. Staff or students with an exemption will wear a yellow lanyard to signal the fact. Wherever possible, movement that will go against the one way system should not occur at changeover times or any other times when corridors are likely to be busy. The one way system will be ignored in case of the fire alarm sounding, when the fire exit notices take priority.	Acceptable	DRW	DRW			
	<b>Direct Transmission (Control Ten - Personal hygiene)</b> 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 ( <b>See general control indirect transmission 2</b> ) Sanitisers to be available in all classrooms and at strategic locations around school.	Acceptable	HB	ESC	Cleaning record		
	<b>Direct transmission (Control Eleven - Personal Workspace)</b> All staff to have sufficient personal workspace to stay socially distanced from colleagues at all times. Staff to be relocated from crowded offices to more suitable locations. Staff room desks to be single occupancy only and fewer to be in use. Teachers to use own classrooms whenever possible with extra workstations to be set up in the LRC as required. Cleaners to be given more changing space, etc. All staff to have designated locations to use.	Acceptable	DRW	DRW	List of designated workspaces		

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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.	<b>Indirect transmission (Control One - Increased cleaning)</b> 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. <b>(Every two hours)</b> Increased cleaning of any flat surfaces.	Acceptable	HB	ESC	Cleaning record plan.	Daily -After each tutorial day the LG group will review the risk assessment and make any necessary adjustments	
	<b>Indirect transmission (Control 2 - All surfaces to be clear)</b> . 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	ESC	LG end of day check		
	<b>Indirect Transmission (Control Three - Improved personal hygiene)</b> 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		
	<b>Indirect Transmission (Control Four - Improved personal hygiene routine)</b> 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		
	<b>Indirect Transmission (Control Five - No sharing of equipment)</b> 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	Teaching staff	CT	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."	Acceptable	DRW	DRW	Copy of behaviour policy and letters home	Daily -After each tutorial day the LG group will review the risk assessment and make any necessary adjustments	
4. Travel to and from NHGS	We are not expecting school buses to be running. Where possible parents should drop off and pick up their son or daughter from school. Parents can choose to send their child on public transport, they should make sure students follow social distancing rules as they travel to and from school. It is not appropriate for students from different households to car share.	Acceptable	RFH	RFH	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 or staff who live with those who are extremely vulnerable should follow government guidelines and continue to shield.	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. Customised risk assessments will be done for vulnerable staff returning to work.	Moderate	KLM	AGF	HR record. Possible 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	Emerging evidence that is currently being reviewed by Public Health England shows 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 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 will be 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		
<b>6. Clinically vulnerable students</b>	Parents to be consulted about students' health/reminded about government Covid health guidance.	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.		DRW	DRW			
	There is no expectation those who are extremely clinically vulnerable or those who live with those in this category should attend unless they so wish. Those who are vulnerable or live with those who are vulnerable are no more likely to catch it but may become more ill if caught. The decision on attendance of these students lies with the parents. Parents should take note of government advice. If they do decide to attend, additional controls such as masks and gloves will be considered.	Moderate	NL	DRW	SIMS data kept on students		
<b>7. Students not following social distancing behaviour expectations.</b>	Social distancing expectations will have clearly been communicated to students and their parents	Acceptable	AGF	AGF	Duty rota	Reviewed daily	
	Students sit in designated seats, ushered in by staff. Seats will all be at least 2 metres apart.	Acceptable	HB	DK	Copies of seating plans		
	To help with distancing and access to the rooms, corridors outside teaching rooms will be clearly marked with 2 metre social distancing markers	Acceptable	HB	CT	Copies of reminder posters		

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	Any student not obeying social distancing will be given a "yellow card" warning - parents will be informed via textmessage if an LG member feels it is needed (SIMS). A further violation will result in the student being sent home. (If a student breaks social distancing rules the on call system will be used, a record kept and students will be spoken too immediately by senior staff). If students need to be removed they will be taken to the hall and parents immediately informed.	Acceptable	LG	DRW	copy of revised behaviour policy		
	High level staff and LG presence at beginning/end of day, session changeover and breaks. The expectation is all colleagues will do duties on days students are in.	Acceptable	KLM	AGF	Duty record		
	Reminder posters displayed around the school. Either bought or customised in house posters.	Acceptable	SH	CT	Floor plan		
<b>8. Use of classrooms</b>	Only specified classrooms will be used by students. Students will not have access to other classrooms.	Acceptable	CT/HJA	CT	Floor plan	Reviewed daily and any changes made	
	Students will sit in designated seats. Seats will all be at least 2 metres apart.	Acceptable	Class teachers	CT	Seating plans		
	Rooms will be 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	ESC	Premises record		
	Hand sanitiser will be readily available	Acceptable	HB	ESC	Cleaning record		
	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		
<b>9. Use of corridors</b>	Minimal movement by students at this stage. Where possible, staff travel to students. Entry points designated close to classrooms.	Acceptable	The LG group	AGF	Circulation route	Reviewed daily, ammendemntsm ade after each tutorial day	
	The tannoy system will be used to help stagger students leaving classrooms. Each tutorial group at the end of the day will await their call to leave	Acceptable	LG	CAV			
	For when students need to move around the school, a one way system has been established and is clearly marked.	Acceptable	CT	CT	Covid behaviour policy		
	Any breach of social distancing will be dealt with swiftly and sanctions applied.	Acceptable	DRW	DRW	Covid behaviour policy		
	No talking rule on the corridors will be applied.	Acceptable	LG	DRW	Covid behaviour policy		
	Rules and expectations will have been sent out beforehand.	Acceptable	AGF	AGF	Correspondence home		
<b>10. Break time</b>	Due to length of the sessions students and staff will need a break. Students will leave via the nearest exit. Students will stay in designated areas and maintain social distancing rules under staff supervision.	Acceptable	DRW/DK	DRW/DK	Duty rotas		
<b>11. Drop off collection areas</b>	Drop off will occur in the bus bays, students will proceed to reception. Queuing will be supervised, social distancing and one way system in place.	Acceptable	RFH	RFH	Letters home		

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<b>12. Use of communal facilities (toilets)</b>	Students designated a set of toilets closest to their classroom. Students can only leave class with teacher permission during lesson time and will be accompanied by a member of LG on call. Students told to wash hands whilst visiting.	Acceptable	LG	LG	Reminder posters on toilet doors of which group may use the facility		
	During break time - students will wait outside their designated toilets at 2 metre distances if toilet in use. A member of staff will be on duty controlling access to toilets. Toilets to be cleaned after break times	Acceptable	LG	LG			
<b>13. Reception Area</b>	Plastic screen will be installed to protect the receptionist.	Acceptable	CAV	CAV	Reminder poster of 2m distance when queueing	Reviewed daily	
	Staff/students line up at 2 metre distances to speak to receptionist - markers at 2 metre distances are in place to indicate where to stand (max of 2/3 waiting at a time).	Acceptable	HB	CT	Discs on floor		
	External visitors wait between 2 external front doors before being beckoned forward by receptionist. All visitors to use the hand sanitiser immediately upon entry.	Acceptable	Receptionist	CAV	Poster on front door asking visitors to wait		
	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	CAV			
<b>14. Staffroom and staff following social distancing guidelines</b>	Staff will be expected to follow social distancing guidelines. These will be explained to all staff returning to the building in a special briefing. Full records to be kept of staff receiving training.	Acceptable	AGF/KLM	AGF	Social distancing policy	Reviewed daily, amendments made after each tutorial day	
	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		
	Tape will also be added to the kitchen area and around all photocopiers, this will help colleagues to keep 2 metres apart	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 you 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 added as necessary to office desks. Departmental staffrooms/offices (PE, Science, Sixth Form) to be reconfigured.	Acceptable					
	Reprographics: staff other than LKS and SH should not enter the reprographics room other than by prior arrangement. The repro in and out trays will be placed at the rear of the school hall and staff can leave and collect work to be copied there.	Acceptable					
	Staff toilets - there are extraction fans in both the main staff toilet areas (men and women), which automatically extract air directly outside. Urinals in the mens' toilets will be out of use, and staff will be asked to use the two end cubicles. The middle cubicles will be out of use. There will be a one in and one out system in place. Both the external corridor door and internal door into the main toilet will both be wedged open at all times. Sanitising wipes will be available to use in toilet cubicles. Toilet lids to be closed before toilets are flushed. Signage asking staff to adhere is placed above toilets and on the back of toilet doors.						

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<b>15. Area for isolation (If fall ill and or if any dangerous behaviour)</b>	If students fall ill with Covid symptoms they will be moved to T1. Parents will be contacted immediately. Students will be advised to wear face masks to limit the transmission of the virus. Rooms will be well ventilated and are close to an exit	Moderate	DRW/NJL	DRW			
	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					
	After use these rooms will be deep cleaned (see general controls, indirect transmission)	Moderate					
<b>16. Symptomatic staff or students</b>	- Room T1 is available for any student who is 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	DRW/NJL	DRW			
	Areas in which symptomatic people have waited will be cleaned after use.	Moderate					
	Staff and students are eligible for testing. 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					
<b>17. PPE</b>	Gloves and masks will be made available for any member of staff or student who wishes to wear them. This is very much optional.	Moderate	HB	ESC			
	- PPE signed out when used.	Acceptable					
<b>18. Waste</b>	Waste to be regularly removed from within the building and the outside bins	Acceptable	HB	HB	Cleaning Record	Weekly	
	Pedal bins have been provided around school for the safer disposal of wa	Acceptable	HB	HB	Cleaning Record		