

COVID-19 Education Settings Specific Event Risk Assessment template

<b>Setting/Service being assessed:</b> North Wootton Academy Assessor Name: James Grimsby Manager Name: Mark Cresswell	<b>Assessment Date:</b> 1/12/21 <b>Review Date:</b> 2/12/21
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**Description of activity being assessed (provide a brief description of the activity, the tasks, people, equipment and site(s) involved):**  
 Holding a Reception Christmas Service in the main school hall with parents invited.

Area of risk	Control Measures in place	By whom	Date Completed
Direct person to person transmission.	(Examples of controls will include: making checks ensure people are not symptomatic, staff cohorting, use of outdoor space where possible, online meetings and training or keeping staff groups to the smallest number possible, avoiding pinch points or areas of congestion through use and layout, and improving fresh air indoors, putting in place measures to separate ill people, use of face coverings on schools transport where appropriate and using PPE when providing first aid).		
	<p>Entry</p> <ul style="list-style-type: none"> <li>Parents will be asked to line up at the school gates and enter the school hall via the external walkways thus limiting time inside and protecting internal areas.</li> <li>Places have been pre-booked and so names will be checked as they enter to ensure that we stay within our limits and that we have contact details.</li> <li>Parents will be asked to take an LFT before attending, asked if they have any symptoms and asked to wear a mask unless exempt (masks will be provided at the gate if needed)</li> </ul> <p>Hall Safety</p> <ul style="list-style-type: none"> <li>Places have been limited to 23 households (a maximum of 46 adults) whose children are in the same class bubble anyway and therefore already are exposed to a degree of transmission risk. Young children may attend in addition.</li> <li>Seats have been set out in pairs to ensure that a minimum of 1.5m distancing can be kept between the households. In addition, a 2m+ gap will be maintained between the children and parents/staff. Children will be singing and therefore this distancing has been maximized.</li> <li>The hall doors will remain fully open therefore providing a well-ventilated space</li> <li>Parents will be asked to wait outside before a member of staff until they are taken to their seats. The first people will be taken to the further seats (nearest to Year 2 and then the hall will be filled towards the field doors.</li> <li>Parents will be asked to sanitize their hands on the way in (Reception Staff Member is needed) and then they will be shown to their seat.</li> <li>Parents must remain in their seats at all times. If their child is upset and needs to be comforted this needs to happen outside. Parents will not be able to take photographs/film at this point as we do not have permission from all parents. Therefore, parents cannot move to get a better 'shot'.</li> <li>Parents will be required to keep their masks on during the performance.</li> <li>The performance has been limited in length to ensure the shortest period of time indoors.</li> <li>At the end of the performance, parents will be asked to remain seated and those closest to the field doors will be asked to leave first.</li> <li>The children will remain on stage until all parents have left; there will not be opportunities for photographs in school.</li> </ul>	<p>Office Staff</p> <p>Emma Bond</p> <p>Nikki Graham</p> <p>Reception Staff</p> <p>James Grimsby will explain rules of the performance</p> <p>James Grimsby</p> <p>Emma Bond</p>	2.12.21

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	<p>Bubble Security</p> <ul style="list-style-type: none"> <li>Two performances have been arranged to ensure that parents from each class do not mix and therefore it is seen the risk of transmission equals that through their child's daily school attendance</li> </ul> <p>Community Transmission Rates</p> <ul style="list-style-type: none"> <li>This risk assessment has been written at the last possible moment to ensure that the school can track daily community transmission rates and the number of cases within the school.</li> </ul>		
	Further measures which support risk reduction, but do not replace the requirements detailed in this assessment include: encouraging participation in COVID-19 asymptomatic testing and vaccination programme.		
	<ul style="list-style-type: none"> <li>The school will video the performance also and try to share this with parents through a secure youtube account in order to provide an option for those who do not feel it is safe to attend.</li> <li>We can only do if we obtain permission from all parents which may not be possible.</li> <li>Therefore, we cannot confirm this until Thursday. However, if needed, we may be able to provide a private showing of this recording in the following week within school for those families who do not wish attend due to potential covid risks.</li> </ul>	Reception Staff to Film  James Grimsby to distribute  Sam Whitby to obtain permissions	2.12.21
Surface transmission, including equipment and resources	(Examples of controls include increased regular cleaning and disinfection of premises, equipment, vehicles, touch points etc, considering when equipment is shared between different users, provision of bins and tissues to encourage good respiratory hygiene, using different cleaning equipment for different areas, provision of hand hygiene stations, prompts to encourage hand hygiene, education and signage to encourage cleaning, hand and respiratory hygiene, emptying bins regularly)		
	<ul style="list-style-type: none"> <li>The room will be cleaned the night before; chairs and the floor will be sprayed with nilbac dry disinfected after use and left for an hour</li> <li>Parents will be asked to sanitize on the way in</li> </ul>	Cleaning Staff James Grimsby	
Persons at increased risk from the virus and those with increased support needs	(Examples of controls include identifying all persons at increased risk and undertaking individual risk assessments (Individual risk assessment templates available), reviewing support plans to ensure that they reflect individual needs for the activity)		
	<ul style="list-style-type: none"> <li>The school is not able to request this information and therefore, parents attending must decide this for themselves after reading this risk assessment.</li> </ul>	Nikki Graham to share RA with parents	1.12.21
Staff and pupil mental health and well-being due to anxiety or increased pressure	(Examples of controls include identifying sources of support and how you are signposting to and encouraging use of these as well as what management support you have put in place)		
	<ul style="list-style-type: none"> <li>Throughout this process, pupil and staff (and parent mental health) has been the key driver in trying to ensure this key moment in a child's education can go ahead.</li> <li>It is believed that cancelling at this point would potentially risk more damage to mental health that the risks of covid does to their physical health</li> </ul>	All staff	Ongoing
Lack of awareness of the control measures and requirements (the need for	(Examples include education of staff, pupils and visitors about symptoms and steps to take if they or others become ill, the use of posters or signage to provide reminders of rules and requirements, guidance documents, school bulletins, team meetings, ensuring everyone is aware that all measures must continue to be in place even if participating in COVID-19 testing and vaccine programme, instructions for visitors and service users)		
	<ul style="list-style-type: none"> <li>Parents have been informed of the risks through this document, email and they will be reminded upon entry.</li> </ul>	Nikki Graham	1.12.21

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information, instruction and training)	<ul style="list-style-type: none"> <li>This information has been left until the last possible minute to ensure that the most accurate information possible is provided.</li> </ul>		
Emergency arrangements and response to someone developing symptoms	<p>(Examples include compliance with COVID-19 First Aid Guidance, ensuring arrangements for actions to take if a person develops symptoms including third party premises and during long journeys, compliance with management of cases guidance)</p> <ul style="list-style-type: none"> <li>All attendees will be known and therefore the school will have contact details.</li> </ul>		