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|  | |  |  |  |  | | --- | --- | --- | --- | | **RA reference** | **Summer Term Activities addendum to main assessments**  Click or tap here to enter text. | **Activity description** | **Summer Term Activities** | | **Assessment date** | *21/06/2021* | **Assessor name** | *Dawn Maxwell and Governors* | | **Assessment team members** | *All staff* | **Review date** | *01/07/2021* | | **Location** | *Kirkbride Primary School* | **Number of people who might be affected** | *All staff, pupils and visitors* | |  | | | | | **Overall residual risk level following implementation of effective control measures** | Moderate | **People who might be affected** | All employees Vulnerable children/adults Visitors/foster carers Persons with pre-existing medical conditions First aiders New/expectant mothers | | **Date record created** | 21.6.21 | **Is this an acceptable risk** | No | | ***Following the press conference on Monday 14th June, the Government has paused the Roadmap and the County will remain at Step 3 until 19th July 2021. However, a review will take place on 5th July in case the risks have reduced.***  ***The Schools Operations Risk Assessment still applies and should be read in conjunction with this additional risk assessment which is addressing the types of events that may be planned in the final weeks of the Summer term.***  ***Due to the current situation with the spread of the Delta variant, advice can change very quickly, and this risk assessment must therefore be constantly monitored and reviewed as and when advice changes***. | | | | | **Severity**   1. **Insignificant No injury** 2. **Minor Minor injuries requiring first aid** 3. **Moderate First aid/RIDDOR reportable incident** 4. **Major Serious injury/hospital attendance** 5. **Most severe Disabling injury, long term ill health, fatality**   **Likelihood**   1. **Very unlikely, e.g. 1 in 1,000,000 chance of it happening** 2. **Unlikely, e.g. 1 in 100,000 chance of it happening** 3. **Possible, e.g. likely to occur during standard operations** 4. **Likely, e.g. has been known to happen before** 5. **Very likely, e.g. it is almost certain that something will happen**   **15-25 Unacceptable**.  Stop activity **and make immediate improvements**  **6-12 Tolerable**  Look to improve within a specified timescale  **1-5 Acceptable**  No further action, but ensure controls are maintained   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Severity** | | | | | | | **Likelihood** |  | **1**  **Insignificant** | **2**  **Minor** | **3**  **Moderate** | **4**  **Major** | **5**  **Most Severe** | | **5**  **Very Likely** | 5 Low Risk | 10 Medium Risk | 15 High Risk | 20 High Risk | 25 High Risk | | **4**  **Likely** | 4 Low Risk | 8 Medium Risk | 12 Medium Risk | 16 High Risk | 20 High Risk | | **3**  **Possible** | 3 Low Risk | 6 Medium Risk | 9 Medium Risk | 12 Medium Risk | 15 High Risk | | **2**  **Unlikely** | 2 Low Risk | 4 Low Risk | 6 Medium Risk | 8 Medium Risk | 10 Medium Risk | | **1**  **Very Unlikely** | 1 Low Risk | 2 Low Risk | 3 Low Risk | 4 Low Risk | 5 Low Risk | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | | Hazard description and how people are at risk | Potential risk | Current control measures | Additional control measures | Residual risk | By whom and when | | --- | --- | --- | --- | --- | --- | | **Risk of transmission of virus during Sports days** | **4 X 3**  **12**  **Medium** | * Pupils and staff will remain in their bubbles at all times. * All events will take place outdoors. * Standard IPC controls in place – basic hygiene, hand washing etc. * Toilet facilities will be strictly controlled. * Pupils use their own toilet facilities * Teachers use own first aid kits | * Arrangements to be in place to ensure thorough cleaning of sporting equipment throughout the event. * No parents | **2 X 3**  **6**  **Medium** |  | | **Risk of transmission of the virus during transition visits – Nursery starters**  **Small School Year 6 Sports Afternoon 7th July – School field** | **4 X 3**  **12**  **Medium** | * We will follow our systems of control within our COVID-19 Operations Risk Assessment to ensure that any face to face visits to school can be done safely and 2m distance can be maintained. * Standard IPC controls will be in place. * For time spent indoors, all areas will be well-ventilated. * We will not permit the mixing of bubbles. * Parents will not be permitted in school. * Nursery visits will take place after school, with Dawn and Leah and one family at a time – 5th, 6th ,7th July * Letter to be sent to new nursery parents with COVID control measures before visit times. * Small Schools visiting day – Year 6 only event: 7.7.21 – 12.30-2.30 will be given specific controls about staying in bubbles, use of equipment, social distancing and use of toilets. * No other school bubbles should use field on this afternoon. | * Ensure any high touch point areas have been wiped down prior to the visit taking place. * Face coverings must be worn in communal areas of the building. * We will have a small supply of face coverings on hand if required. * We will avoid passing round or sharing equipment. * Request staff /parents take LFT prior to the visit. | **2 X 3**  **6**  **Medium** |  | | **Risk of transmission of the virus during Leavers events (outdoors)**  **Year 6 Leavers Assembly and awards to school bubbles – 28.6.21**  **Year 6 Leavers Assembly and awards to parents 30.6.21**  **Prize Assembly 8.7.21** | **4 X 3**  **12**  **Medium** | * We will provide parents/carers with information before the event setting out our arrangements for managing the event safely * Any parents attending outdoor events will be instructed to adhere to current social distancing requirements. * Access to inside school will not be permitted except for first aid or to use the toilet facilities. (staff toilets) – cleaned after use * The duration of all events will be kept to a minimum. * Class bubbles and staff will be kept separate * Pupils use own toilet facilities * Pupils and parents bring own chairs. | * We will mark out the spectator area with signs to indicate the 2m social distancing requirements. * Limit the number of spectators to immediate family/carers to reduce numbers. – 2 adults per child * Multiple groups of up to 30 are permitted. * We will limit access to the toilets to one in one out. * Prize assembly invitation only for parents and class bubbles – weather permitting | **2 X 3**  **6**  **Medium** |  | | **Risk of transmission of the virus during Singing performances** | **4 X 3**  **12**  **Medium** | * There are no size restrictions to groups singing outdoors. * Singers will be positioned side by side when performing. | * Microphones will be used to prevent individuals shouting to be heard. * Groups of singers will remain socially distanced from the spectators. | **2 X 3**  **6**  **Medium** |  | | **Risk of transmission of the virus during school trips** | **4 X 3**  **12**  **Medium** | * Children will remain in their class bubbles at all times. * Visits will not take place if there is an outbreak at the school or venue. * We will refer to EVOLVE for any additional guidance regarding residential visits. | * Staff will be encouraged to do Lateral Flow Tests prior to any visit. | **2 X 3**  **6**  **Medium** |  | | | | | **Assessment conclusion** | Providing the stated control measures are implemented and adhered to, the risk can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective. |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **To be completed by the individual undertaking the risk assessment:** | | | | | | **Name:** | **Dawn Maxwell** | | **Job title:** | **Head teacher** | | **Signature:** | **Dawn Maxwell** | | **Date:** | **21.6.21** | | I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities. | | | | | | **Name:** | Dawn Maxwell | **Job title: Head Teacher** | | | | **Signature:** |  | **Date: 21.6.21** | | | |  |

# **Health and Safety for Transition Visits**

In line with the COVID response [Roadmap out of lockdown](https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary%23step-3---not-before-17-may) transitional, taster and open days in schools can now resume.

The decision to go ahead with transition visits lies with the Headteacher. Where schools are planning to arrange events and are mixing pupils and adults from other settings, **thorough risk assessments** must be completed before running any sessions to ensure they run in line with existing COVID-19 Systems of Controls. [See Model risk assessment](#_Appendix_1)

The government advice for managing COVID-19 risks in the general community must be followed, e.g. social distancing, wearing of face coverings, minimising contacts etc. Further information can be found here: [(COVID-19) Coronavirus restrictions: what you can and cannot do](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae).

Based on the residual risk after completing the risk assessment, it will be up to each individual setting to make a judgement call on whether the visit can go ahead safely. This risk assessment must be kept under constant review as and when situations change such as a sudden increase in positive cases.

A review of social distancing and other long-term measures is not due to take place for several weeks and would not come into force before 5th July at the earliest. In the meantime, schools are advised to continue with the system of controls within their existing COVID-19 Operations risk assessments.

**Parents meetings for new starters**

Many schools invite the parents of new starters into school for ‘move-up’ meetings to share essential information and to answer questions. Whilst this may still be possible following a suitable risk assessment, the following alternative methods should be considered:

* PowerPoint presentations that share vital information with parents,
* a transition booklet or pack that covers key information for students,
* a Reception year email address so prospective parents can ask specific questions,
* a Frequently Asked Questions section on the school website,
* personal video profiles of staff so parents/pupils can ‘meet them’ virtually.

**Face to face visits**

## Nursery to Reception and Infant to Junior school

* Ensure the school’s COVID-19 risk assessment is up to date,
* Ensure all visitors sign in for Track and Trace purposes,
* All visitors to be advised in advance of school COVID-19 requirements,
* Aim for visits to take place when classrooms are not in use,
* Ensure sufficient hand sanitiser is available at all entrances,
* Face coverings to be worn by adults in all areas indoors,
* Aim to have the windows open in classrooms during the visits,
* Parental/carer visits should be by appointment only,
* Aim to keep groups small – no more than 3 or 4 people plus a guide, allowing social distancing to be maintained,
* Aim to keep the visits as short as possible,
* Ensure that any cleaning/maintenance staff are aware of visitors to ensure that they can move to another room if necessary.

## Home visits

Home visits provide children and their parents with a valuable opportunity to meet Reception staff. Where home visits are planned, a thorough risk assessment must be completed to ensure that any visit can go ahead safely with control measures in place such as social distancing, hand and respiratory hygiene and the use of face coverings. The risk assessment should identify any activities that must **not** take place during the visit. As with face to face visits in schools, keep the visits as short as possible and limit the number of visits in a day.

As an alternative to home visits, consider inviting Reception-aged children to come into school for part of the day (for example, a group in the morning and another in the afternoon) to help them begin to form relationships with the staff.

See also [Transition ideas for Early Years Settings (cumbria.gov.uk)](https://www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/17924/44305154321.pdf?timestamp=4433015326)

## Year 2-3 and Year 6-7

Transition from year 2 to 3 and year 6 to 7 are the most challenging transitions with new routines, new staff, new buildings, and new peer groups. Pupils starting a new school typically spend two full days in their new setting before starting in September.

Whether the transition is held virtually, face to face, or a combination of both, it is important to give a balance between what to expect in terms of new experiences in September whilst addressing any fears or anxieties the pupils might have.

If the school wishes to carry out face to face visits the following options should be considered as part of the risk assessment:

* ensure the school’s COVID-19 risk assessment is up to date,
* ensure all visitors sign in for Track and Trace purposes,
* all visitors to be advised in advance of school COVID-19 requirements,
* create small group visits that would allow social distancing to be maintained,
* see if it is possible for the teachers from the secondary school to visit the feeder schools,
* if visits are from multiple feeder schools, consider setting up individual school visits and prevent/limit any mixing,
* all visiting school pupils to wear face coverings during their visit,
* keep a small supply of face coverings in case someone forgets theirs,
* aim to have plenty of outdoor activities (weather permitting),
* if considering physical open days for parents, these should be by appointment only and all COVID-19 risk assessment requirements must be followed. If social distancing cannot be maintained in mixed groups, face coverings must be worn. Parents and Pupils in year 6 should be encouraged to take an LFD test the morning of the transition day.

Where school transport is used, schools will have to make their own arrangements with the school transport contractors, and pupils will be required to follow the COVID-19 control measures set out by the contractor which will include the use of face coverings.

## Year 11 to Further Education

Most further education settings are waiting for step 4 of the roadmap to come into effect before they advertise open days for the colleges. Risk assessments are in place.

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## SEND students with EHCP or those with specific individual support requirements including vulnerable children in care of the Local Authority (CLA)

Whilst some pupils may cope with one physical visit and several virtual visits, other pupils will require more face to face arrangements. These will need to be planned with effective risk controls. Settings should consider individual cases and put in place individual control measures that balance risks. SEND pupils may require a key person to accompany them on any visits and allowances need to be made to accommodate this.

Support is available from the Health and Safety Team at [healthandsafety@cumbria.gov.uk](mailto:healthandsafety@cumbria.gov.uk) and the Public Health Team at [EducationIPC@cumbria.gov.uk](mailto:EducationIPC@cumbria.gov.uk)