

Risk Assessment Form (RA1)

Department: EDUCATION		Service: EDUCATION		School: SEATON DELAVAL FIRST SCHOOL	
Activity: School Transfer Day - Covid19 Measures – July 2021 As part of the government's Covid19 roadmap, the long term Covid controls which have been in place nationally, are due to be reviewed prior to 21 June 2021 when any changes made will come into effect (this is subject to change depending on the rates of community transmission). Importantly, this includes the plan to remove social distancing requirements. If the rules around social distancing requirements are removed, transfer days are likely to be able to go ahead as normal. This model risk assessment has been produced to assist Headteachers in assessing if appropriate control measures are able to be implemented to allow transfer days to go ahead safely <u>if social distancing rules were to remain in place.</u> School should record their detailed arrangements for this event in their school specific risk assessment.			Site: SEATON DELAVAL FIRST SCHOOL NE 25 0EP		
People at Risk: Staff, pupils, visitors, volunteers <i>This risk assessment <u>must</u> be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ. The school specific risk assessment should be kept under review.</i>			Additional Information: guidance on completion: risk assessment form Existing school Covid risk assessment, existing transfer day risk assessment in relation to non-covid risks (e.g. children with medical needs), task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.		
Name of Person Completing Form: OF		Job Title: HT		Date: 14.05.2021	Review Date: WEEKLY

Hazard	Risk	Initial Rating L, M, H	Existing Control Measures	Final Rating L, M, H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
Unable to implement social distancing measures with pupils/staff from other bubble groups (including those from other schools)	Exposure to live virus resulting in contracting Coronavirus. Exacerbation of existing medical conditions.		All staff (and pupils in year 7 and over) are undertaking twice weekly asymptomatic lateral flow testing for Covid to identify cases of Covid19 early. Anyone who is symptomatic does not attend school. Activities taking place during transfer day have been adjusted to ensure social distancing is able to be applied in relation to different bubble groups. [if social distancing cannot be achieved, virtual events, video tours etc or a combination of the two must be held]		Both schools liaise to share requirements for visiting school, such as wearing face covering, hand sanitising before entering etc. [add details as appropriate]. The school specific risk assessment for transfer day is shared.
Transition from First to Middle School			Activities are arranged to ensure social distancing measures can be maintained between bubble groups. Where needed, shorter visits are arranged after school hours to avoid contact with existing pupils. Where visits cannot take place, 'About me' booklets are in place for younger children. Teachers visiting feeder schools [if appropriate and achievable], ensuring social distancing is strictly adhered to during each visit. Virtual events and activities are in place where events cannot safely take place in school.		
Transition from Primary/Middle to Secondary/High school			A pre-transition assembly is held/production of a transition booklet to share with all pupils/staff outlining what the day will involve, expectations, core values, Covid controls and other FAQs etc. Bubble groups from feeder schools are kept		

			<p><i>separate. Activities/length of visit has been adjusted to accommodate this.</i></p> <p><i>Where visits cannot take place safely, virtual events are organised instead.</i></p>		
<i>Transporting pupils/staff to school</i>	<i>Increased risk of contracting/transmitting Covid19</i>		<i>Where parents are dropping off/collecting pupils this is arranged in a staggered method to reduce congestion/mixing of bubble groups. Arrangements are communicated with pupils and parents via feeder school.</i>		
<i>Contact and mixing between pupils and staff in different bubbles whilst in classroom.</i>	<i>Increased risk of contracting Covid19</i>		<p><i>Mixing of bubbles groups is not permitted. Groups from different feeder schools are kept apart or visit at different times.</i></p> <p><i>Teacher stands at front of class and maintains 2m distance from other staff and pupils. Desks are laid in accordance with covid controls (front facing, 2m apart where possible).</i></p> <p><i>Standard Covid measures are in place in relation to ventilation/wearing of face coverings/hand hygiene/cleaning regimes.[add details or include link to Covid school risk assessment]</i></p>		<i>Consider a combination of virtual and physical visits</i>
<i>Contact and mixing between pupils and staff in communal areas</i>	<i>Increased risk of contracting Covid19</i>		<p><i>Visiting groups are also kept apart from existing school pupils. Movement around the school is timed to avoid congestion at busy periods.</i></p> <p><i>Social distancing is applied throughout the school where possible.</i></p> <p><i>One-way circulation routes may be considered or place a divider down the middle of the corridor if the width allows.</i></p>		

			<i>Providing 'walkway maps' to any pupils who are visiting. Good signage in place.</i>		
<i>Break/lunch times</i>			<i>Lunch and break times are staggered to allow social distancing between bubble groups and reduce the level of circulation throughout school.</i> <i>Additional cleaning regimes are already in place and hand washing facilities/hand sanitiser is provided.</i> <i>Playground area is demarcated so bubble groups remain separate.</i>		
<i>Welfare – toilets etc</i>			<i>An increased cleaning regime is in place within school. Designated toilet facilities are provided.</i>		

Document History

Item	Nature of change	Date of Update
First issue	N/A	04/05/2021