

Covid-19 Trips and Events Risk Assessment

Site / school name:	Brookwood Primary School		
Name(s) of person(s) covered by this assessment:	Children and staff at the school; children and parents visiting the school for induction sessions		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> • New Reception Induction sessions: Golden Ticket Day – Thursday 24th June 2021; Stay and Play – Tuesday 29th June 2021 • Cleaning and sanitisation 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General early years class and teaching materials ▪ Practical early years equipment and materials ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	Reception classrooms, Reception toilets and outdoor play space; external school grounds		
Name of person completing this risk assessment:	Yola Wilkins	Date of completion:	20 th June 2021
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	Version 1.1

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	
Date of review:		Reviewed by:		Comments / date of next review:	
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Risk assessment	
What are the hazards?	<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school or visiting the school showing symptoms of coronavirus or those who are confirmed to have coronavirus. ▪ Potential for existing school Covid-secure arrangements to be disrupted / cross-contamination to occur while the new Reception intake visits are taking place.
Who might be harmed and how?	<ul style="list-style-type: none"> ▪ Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site. ▪ Potential for spread to other family members / persons.
<p>Note: We have specifically removed any rating or scoring from this risk assessment. We do not feel this adds any significant benefit to this untypical situation. You may wish to prioritise any actions, but the basis of the approach to mitigating the risks from coronavirus is such that all measures should be carried out alongside each other rather than in sequence. The planning and assessment you undertake will form the basis of an overall plan to manage the risks specific to your setting and that is the most important aspect of this process.</p> <p>This risk assessment captures the specific response that the school intends to take to manage the new Reception intake induction sessions. For the full school Covid-19 risk assessment, please see https://www.brookwood.surrey.sch.uk/page/?title=Covid%2D19&pid=109</p>	

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
SYSTEM OF CONTROLS – PREVENTION				
1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school (DfE page 8)				
<ul style="list-style-type: none"> ▪ Is there a procedure for managing suspected or positive cases of coronavirus? ▪ How will this be communicated to the school community? ▪ Consider what information or measures may be needed at school gates and entrances to the building, as well as on the school website. ▪ How will visitors to site be managed? ▪ Is there an appropriate room identified that can be used to isolate someone with symptoms whilst they are awaiting collection? ▪ Have welfare staff and others been trained in measures to take? ▪ Have welfare staff and others been provided with PPE and training on its use? 	<ul style="list-style-type: none"> ▪ All parents and carers of new Reception children will receive a letter on Monday 21st June reminding them of our Covid-measures during their visit and our procedure for managing a suspected or positive case. ▪ All parents and carers of new Reception children will be asked to sign our Covid-19 online declaration prior to their visit on Golden Ticket Day. ▪ Where we have not received declarations on the day of the visit, parents and carers will be asked to sign a paper declaration before entering the school. ▪ No parents will enter the school for the Stay and Play session on 29th June. ▪ In the event that a child or parent becomes symptomatic during the Golden Ticket Day session, they will be advised 	SLT / admin team	21 st June	24 th June

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ How will the school manage and monitor those persons who are required to isolate e.g. those who have been in close contact with a positive case or have been instructed to do so? 	<p>to immediately leave the school to isolate and seek a test. The school must be informed of the test result.</p> <ul style="list-style-type: none"> ▪ In the event that a child becomes symptomatic during the Stay and Play session, they will be taken to the school's isolation room to wait, supervised by a trained member of staff with access to PPE, until their parent arrives to collect them. They will be advised to self-isolate and seek a PCR test. The school must be informed of the test result on receipt. ▪ There is clear signage to remind parents to remain socially distanced in the Reception classrooms and outdoor spaces. ▪ 'Hands, Face, Space and Fresh Air' signage to be prominently displayed around the school site. 			
2. Ensure face coverings are used in recommended circumstances (DfE page 10)				
<ul style="list-style-type: none"> ▪ From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. ▪ In all schools we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). ▪ Face visors or shields should not be worn as an alternative to face coverings. ▪ There are exemptions in place from any requirement to wear face coverings in schools or public places for reasons such as (non-exhaustive): those who rely on visual signals for communication, or communicate with or provide 	<ul style="list-style-type: none"> ▪ All staff unless exempt are expected to wear face coverings in communal areas (not face shields) - this means all internal areas of the school except at desks when working, when teaching / supporting learning in class and when eating and drinking. ▪ Parents and carers visiting the class for Golden Ticket Day must wear face coverings during the session unless they are exempt. ▪ Training has been given to all staff on safe donning, doffing and storage of masks (summer 2020; Inset days Sept 2020) and donning and doffing guidance is available in the Reception classroom's cleaning / first aid box. ▪ As the new Reception intake visiting the school are below the required age for wearing face masks, this is not an expectation although a small minority may choose to do so and this is up to individual parents and carers. 	SLT	24 th June	24 th June

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<p>support to such individuals; those with a physical or mental illness, impairment or disability</p> <ul style="list-style-type: none"> ▪ Schools have a duty to make reasonable adjustments for disabled pupils and students, to support them to access education successfully. ▪ Where appropriate, education settings should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual. ▪ For full information on exemptions and reasonable adjustments, please see the school's full Covid-19 risk assessment. 	<ul style="list-style-type: none"> ▪ Stocks of disposal masks are available in school should a visiting parent or carer forget to bring one. 			
<p>3. Ensure everyone is advised to clean their hands thoroughly and more often than usual (DfE page 14)</p>				
<ul style="list-style-type: none"> ▪ Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. ▪ Are there enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly? ▪ Ensure supervision of hand sanitiser use given the risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative. ▪ Build these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them ▪ Sufficient quantities of cleaning supplies and hand soap to be maintained. ▪ All staff will be briefed weekly as a minimum on expected hygiene standards. ▪ All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene. 	<ul style="list-style-type: none"> ▪ Parents visiting for Golden Ticket Day will be asked to sanitise their hands on arrival during the registration process; and on departure. ▪ Hand sanitiser will be readily available to parents in both Reception classrooms. ▪ Children will be offered hand sanitiser on registration or, if parents prefer, can wash their hands in the Reception bathroom on arrival; and on departure. ▪ Families will be made aware that the sanitiser contains alcohol and given the opportunity to withdraw from this if they do not wish their children to use it eg. due to religious beliefs. ▪ Stocks of soap etc will checked prior to the visits. ▪ Posters on handwashing procedures are displayed by all sinks. ▪ Small children / children with additional needs to be supervised / supported while washing their hands by parents on Golden Ticket Day, and by staff during the Stay and Play session. ▪ Staff provided with personal hand sanitiser bottles to wear on lanyards – for use as required, for eg when administering first aid outside. 	Admin team / Reception class staff	24 th June and 29 th June	24 th June and 29 th June

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach (DfE page 14)				
<ul style="list-style-type: none"> ▪ Are there enough tissues and bins available in the school to support pupils and staff to follow this routine? ▪ Ensure that younger children and those with complex needs are helped to get this right. ▪ Are there risk assessments in place for pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers? ▪ All staff should be briefed weekly as a minimum on expected hygiene standards. ▪ All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene. 	<ul style="list-style-type: none"> ▪ Bins are located in both Reception classrooms ▪ Lids removed from bins to avoid touching surfaces ▪ Tissues have been regularly restocked by caretaker ▪ Posters displayed on 'catch it, bin it, kill it' ▪ All parents asked to wear face coverings while on site unless they are exempt. ▪ All staff to wear face coverings in communal areas – this means all internal areas of the school except at desks when working, when teaching / supporting learning in class and when eating and drinking. ▪ 'Hands, Face, Space and Fresh Air' signage to be prominently displayed around the school site. 	SLT / Caretaker	24 th June and 29 th June	24 th June and 29 th June
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents (DfE page 15)				
<ul style="list-style-type: none"> ▪ Is there an enhanced cleaning regime in place and are all cleaners and staff aware of measures to take? ▪ Are high contact items such as door handles, including main entrance doors and commonly used doors cleaned more frequently? ▪ Are bins are emptied throughout the day? ▪ IT equipment should ideally be used by one person as a designated workstation. Where possible IT equipment should be cleaned (wiped down) pre use and at the end of the day. 	<ul style="list-style-type: none"> ▪ Reception classroom hard surfaces (tables / chairs etc) and high touch points to be sanitised before and after each Golden Ticket Day and Stay and Play session. ▪ Reception toilets to be sanitised before and after each Golden Ticket Day and Stay and Play session. ▪ Log is in place for cleaning and for toilets. ▪ Stocks of soap etc will checked prior to the visits. ▪ Reception toilets will be segregated – two cubicles for the new Reception intake children; and two reserved for existing Reception children to ensure that bubbles elsewhere in the school are not breached. ▪ Isolation room cleaning and management of contaminated waste will take place in line with school's full Covid-19 risk assessment. 	Reception staff / caretaker	24 th June and 29 th June	24 th June and 29 th June
6. Consider how to minimise contact across the site and maintain social distancing wherever possible (DfE page 15)				
<ul style="list-style-type: none"> ▪ Consider the minimum size groups you can manage whilst delivering the curriculum. ▪ Can consistent groups be maintained wherever possible? 	<ul style="list-style-type: none"> ▪ Reception intake has been separated into three groups – each group consists of up to 10 children accompanied by only one parent. We have requested that younger siblings 	SLT / Reception team /	24 th June and 29 th June	24 th June and 29 th June

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Are pupils able to socially distance? ▪ Does the layout of the building make it easier or harder to keep groups separate? ▪ Groups should be kept apart from other groups. This could be through using different parts of the school for each group, limiting sharing of rooms and social spaces, varying break and lunch times and limiting movement between lessons. ▪ Social distancing should be reinforced within groups, particularly for older children. ▪ Where staff need to move between groups are they able to maintain their distance as much as possible and ideally 2 metres from pupils and other adults? ▪ Are cleaning arrangements in place for shared spaces? 	<p>do not accompany parents and older children to the visit to ensure that we protect the space available.</p> <ul style="list-style-type: none"> ▪ Reception classrooms will both be in use along with the outdoor areas to facilitate social distancing. ▪ Parents and carers will receive a letter on 21st June reminding them of the importance of wearing a face mask unless they are exempt, and social distancing while on the school grounds. ▪ Reception toilets will be segregated – two cubicles for the new Reception intake children; and two reserved for existing Reception children (accessed through a separate external door) to ensure that bubbles elsewhere in the school are not breached. ▪ A path will be marked out from the Reception gate through to the external toilet door for existing Reception children to use if they need to, accompanied by staff. ▪ Parents, carers and children will be signposted from the main entrance, around the side of the school through the pedestrian gate and across the playground to the Reception outdoor area where they will be registered. ▪ Parents will be required to leave their names and contact details for Test and Trace purposes, as well as details of any other childcare settings that their child attends. ▪ 2m markings will be visible where registration is taking place to facilitate social distancing while queuing for entrance to school. ▪ If parents are dropping older siblings at school prior to their Golden Ticket Day or Stay and Play session, they will be asked to wait, socially distanced, at the front of school until it is time for them to be directed to the rear of the building. ▪ On departure, parents, carers and children will leave via the same route that they entered (ie. around the outside of the school) 	<p>admin team</p>		

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<ul style="list-style-type: none"> ▪ No parents, carers or children will be permitted to leave the Reception areas during the visit to ensure that there is no cross-contamination of other school bubbles. ▪ No external partners are attending the induction sessions - Valentinos will provide a mannequin to demonstrate the school uniform and information about school meals will be available. ▪ No parents will enter the school building for the Stay and Play session on 29th June. Arrangements for dropping off and collecting children will mirror the arrangements for Golden Ticket Day, with arrival and departure routes around the outside of the school building. ▪ There will be separate resources available for each Golden Ticket Day and Stay and Play session. Each box of resources will be prepared and quarantined prior to the new Reception intake arrival, and then sanitised and quarantined thereafter for 72 hours. ▪ The Stay and Play session will be split into three sessions, maintaining the Golden Ticket Day bubbles, rather than all children coming in at the same time. The sessions will take place at 9:15am; 10:45am and 1:30pm. ▪ Classrooms will be cleaned (in terms of hard surfaces, high touch points and toilets) between sessions. ▪ Children will be issued with a memento of their visit at the end of the session – this will be issued to each child by a member of staff who will wear gloves and a face mask. All mementos have been prepared using gloves. ▪ Reception / other staff supporting the events must ensure that they sanitise their hands prior to returning to other bubbles and / or other areas of the school. ▪ There is a staggered timetable to ensure that groups of new Reception children do not overlap. In the event of delays, arriving groups of children, parents and carers will wait by the front entrance, socially distanced, until the 			

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<p>previous group has departed and the rooms have been sanitised.</p> <ul style="list-style-type: none"> ▪ Doors between Reception classrooms will remain open, but the door to the library will be closed at all times with a no entry sign to remind parents that this area is not to be accessed. 			
7. Keep occupied spaces well ventilated (DfE page 21)				
<ul style="list-style-type: none"> ▪ Airing rooms as frequently as you can, will help improve ventilation. This involves opening all doors and windows wide to maximise the ventilation in the room. It may be easier to do this when the room is unoccupied or between uses particularly in colder or adverse weather. ▪ Manage colder temperatures in rooms by opening high level not low level windows, opening window just enough to allow for ventilation, increasing heating and allowing for flexibility on uniform. ▪ Identify any poorly ventilated areas and consider if these areas should be restricted or if ventilation can be improved. ▪ Desk or ceiling fans can be used provided the area is well ventilated but they should not be used in poorly ventilated areas. ▪ With due regard to fire safety, some doors may be temporarily propped open to limit touching of door handles and aid ventilation. Fire doors including doors at the top and base of stairs, or to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms should not be propped open. 	<ul style="list-style-type: none"> ▪ The door between the Reception classroom and the dedicated outdoor play space will be open during visits. ▪ Windows in both Reception classrooms and the toilets will remain open during visits. ▪ Doors between Reception classrooms will remain open, but the door to the library will be closed at all times with a no entry sign to remind parents that this area is not to be accessed. 	Reception class staff	24 June and 29 June	24 June and 29 June
SYSTEM OF CONTROLS – RESPONSE TO ANY INFECTION				
8. Promote and engage with the NHS Test and Trace process (DfE page 23)				

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
<ul style="list-style-type: none"> ▪ Is there a clear understanding in the school around NHS Test and Trace procedures? ▪ Have the requirements around symptomatic testing been communicated to all parties? ▪ Have all parties been told that they must inform the school of the results of any test as soon as possible? ▪ Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. ▪ Home testing kits can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where this will significantly increase the likelihood of testing taking place. ▪ Further guidance on Use of the NHS COVID-19 app in education and childcare settings is available. School leaders should be aware of the features of the app, how the app may work with the settings use of mobile phones policy, and communicate with staff, students and parents about the use of the app. 	<ul style="list-style-type: none"> ▪ Parents to provide name and full contact details on registration at the event. ▪ Parents advised to alert the school if symptoms develop, or they receive a positive test result, within 48 hours of the visit to the school. ▪ In the event that a child or parent becomes symptomatic during the Golden Ticket Day session, they will be advised to immediately leave the school to isolate and seek a test. The school must be informed of the test result. ▪ In the event that a child becomes symptomatic during the Stay and Play session, they will be taken to the school's isolation room to wait, supervised by a trained member of staff with access to PPE, until their parent arrives to collect them. They will be advised to self-isolate and seek a PCR test. The school must be informed of the test result on receipt. ▪ School will follow the DfE and PHE guidance with regard to contact tracing in the event of a positive case following Golden Ticket Day or the Stay and Play session. ▪ A clear procedure of what to do if there is a confirmed case has been communicated with staff and parents ▪ Isolation room has been identified, with rules for use displayed and communicated to staff. 	SLT / admin team	24 June and 29 June	24 June and 29 June

SECTION 2: SCHOOL OPERATIONS

Safeguarding (DfE page 63)

<ul style="list-style-type: none"> ▪ Review child protection policies. ▪ Coordinate with other agencies and services to ensure support is in place for children. 	<ul style="list-style-type: none"> ▪ Parents will be present with children at all times during Golden Ticket Day on 24th June ▪ On 29th June, children will be collected from parents at the Reception outdoor area gate, and released back to parents after the session in the same place. ▪ Parents will be asked to advise of any change to individuals collecting children after the session, providing a password for that individual to use with staff. Staff will 	SLT	24 June and 29 June	24 June and 29 June
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Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<p>ask for photographic identification for a different individual collecting a child.</p> <ul style="list-style-type: none"> ▪ All children will be registered at both Golden Ticket Day and the Stay and Play session. ▪ Parents will be asked to leave two emergency contact numbers for the Stay and Play session. ▪ Covid safeguarding addendum for the safeguarding policy is in place ▪ Close liaison with external services 			
First aid and care provision				
<ul style="list-style-type: none"> ▪ Consider limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include fluid resistant masks, gloves, aprons, goggles, or face shields. ▪ Have first aiders and welfare staff been made aware of the measures in place and been provided with appropriate training and equipment. ▪ Incidents must be recorded as per the school's normal arrangements. 	<ul style="list-style-type: none"> ▪ Reception staff supporting the event have first aid training. ▪ Names of staff with paediatric first aid training are displayed in the medical room. ▪ PPE equipment is available in each classroom. ▪ Any first aid requirements on Golden Ticket Day will be administered by the parent with support from staff if required. A record of treatment provided will be held by the school. ▪ Any first aid requirements during the Stay and Play session will be administered by staff. A record of treatment provided will be held by the school and shared with the parent. ▪ Any children who are unwell at the Stay and Play session will have a temperature check and parents will be informed that this has happened. ▪ Staff briefed on guidance to follow if a child has symptoms ▪ A plan has been devised identifying who the first aiders are and where to seek advice if needed so that a first aider can advise from the doorway ▪ First aid supplies will be replenished prior to Golden Ticket Day and the Stay and Play session so that they are easily accessible. 	Reception staff		

Measures to consider	What do you need to do at your school to manage this	Who will do this?	By when?	Completed on:
	<ul style="list-style-type: none"> ▪ In the event that a child or parent becomes symptomatic during the Golden Ticket Day session, they will be advised to immediately leave the school to isolate and seek a test. The school must be informed of the test result. ▪ In the event that a child becomes symptomatic during the Stay and Play session, they will be taken to the school's isolation room to wait, supervised by a trained member of staff with access to PPE, until their parent arrives to collect them. They will be advised to self-isolate and seek a PCR test. The school must be informed of the test result on receipt. 			

Sign off

- I confirm that I have read and understood this risk assessment.
- I have been provided with appropriate information, training and equipment to carry out the tasks covered by this risk assessment.
- I have had the opportunity to ask any questions and seek clarification on this risk assessment.

Name	Signature	Date