

COVID 19 OPERATIONAL RISK ASSESSMENT FOR WHOLE SCHOOL OPEN EVENING: SEPTEMBER 2021

SCHOOL NAME: The Compton School

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Emily Walker-Nolan Assistant Headteacher	10 TH September 2021	N/A	Staff, pupils, parents, attendees

Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more - red
4. Major	4. Likely	12 to 15 - amber
3. Moderate	3. Possible	9 to 11 - amber
2. Minor	2. Unlikely	Below 9 - green
1. Negligible	1. Negligible	Below 9 - green

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for holding the event and further action proposed	Risk rating following controls (1- 25)
A: Risk Associated with Indoor events							
Poor ventilation in indoor spaces increases risk of transmission further	3	2	6	<p>Ensure that numbers are limited for speeches in the Hall – max 250 at one time. Ticketing system used to manage numbers entering the Hall for speeches. EE to record the speech so that it can be displayed on the website following the event for those who have missed it.</p> <p>Increase ventilation by having the fire doors open and the rear doors to the Hall open.</p> <p>Ensure adequate ventilation in classrooms by having windows and doors open.</p> <p>Lift strictly for the use of disabled staff, attendees and students.</p>		<p>SLT need to given clear roles for managing movement in and out of the Hall before the event. (EWN/MCP)</p> <p>Ticketing system needs to be in place at Reception check-in on the evening. (MCP)</p> <p>Staff need to be briefed on the importance of ensuring adequate ventilation in classrooms and corridors. (EWN/MCP)</p>	

<p>Congested areas increase risk of transmission</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Pinch-points clearly identified before the event. Ensure that these areas are supervised and well ventilated.</p> <p>Open extra classrooms in department areas to prevent overcrowding.</p> <p>Clear routes created for tours. One-way system not in operation to minimise congestion.</p> <p>Training provided for student Tour Guides to ensure that they stick to allotted route and will not take attendees into classrooms that are already congested.</p> <p>Clear entry and exit points to reduce congestion: attendees enter via Reception and exit via the Piazza.</p>		<p>SLT on duty to be aware of pinch-points (arrival, toilets, queue waiting for Guides) and supervise on the evening according to SLT rota.</p> <p>MLs to be briefed about risk assessment in Leadership and to select extra classrooms. (EWN)</p> <p>S&I Team to train Tour Guides.</p> <p>Signage put up to guide parents to clear one way entry and exits points. (MCP)</p>	
<p>Risk of higher airborne transmission rates due to events involving energetic activity or practical demonstrations (singing, dancing, sport etc.)</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Ensure that practical demonstrations follow the relevant subject guidance (eg. CLEAPSS in Science) such as safety goggles and non-alcoholic hand sanitiser in the Science Department.</p>		<p>MLs to update risk assessment with their relevant subject specific COVID guidance. (Leadership Team)</p>	

Risk of surface transmission when people who are infected touch surfaces or belongings	3	3	9	<p>Advise that staff, students and attendees wash their hands or use hand sanitiser regularly; ensure that there are additional stations clearly signposted for all to sanitise hands in high traffic areas: Concourse, Reception, The Hall and in classrooms.</p> <p>Maintaining regular cleaning of surfaces particularly surfaces that are touched frequently; cleaner on site for the event to clean.</p> <p>Ensure regular cleaning of toilet facilities throughout the event.</p> <p>Ensure that activities planned for the event minimise surface contact as much as possible. Surfaces to be cleaned regularly within department areas.</p> <p>Cleaning of the Hall after every speech.</p>		<p>Cleaners instructed to work during the event. (JPD)</p> <p>MLs briefed on the importance of hand sanitising when attendees enter and exit classrooms. (EWN)</p> <p>MLs to update risk assessment with their relevant subject specific COVID guidance e.g., Science. (Leadership Team)</p>	
Risk due to staff being unaware of procedures and protocols	2	2	4	<p>Ensure that all staff are briefed carefully before the event.</p> <p>Ensure that a risk assessment is written and shared with staff including Union Rep.</p>			
B: Attendee Management							
End to end transmission rates increase because of large numbers of attendees	1	2	2	<p>Engage with local authorities and other relevant bodies early on in the planning process.</p> <p>Letter written to feeder primary schools to remind parents of the importance of wearing masks on public transport.</p>		<p>Letter drafted and written home to primary schools well in advance of the event. (EWN)</p>	

Risk of infection from attendees	3	3	9	<p>Communications plan put into place before the event and attendees given guidance about not coming to the facility if they have symptoms.</p> <p>Ensure that attendees who do not have English as a first language and those with protected characteristics can understand the key messages regarding not coming to the facility if they have symptoms.</p> <p>Website, social media and letters to feeder primary schools all contain clear messaging about not coming to the facility if they have symptoms.</p> <p>Wearing of face coverings for all encouraged through signage at the event/Reception Spare masks are made available for staff, students and attendees at Reception if necessary.</p> <p>Display the check-in QR code at Reception and also have a secure place to store information for those who wish to register but do not have a phone or the app.</p>		<p>Letter drafted and written home to primary schools well in advance of the event. (EWN)</p> <p>Signage, COVID check-in QR code and up-to-date COVID guidance in place at Reception check-in on the evening. (MCP)</p> <p>Ensure that there are adequate masks at the check-in Reception for those who have forgotten their own. (JPD)</p>	
Increase in crowd density means that it is more difficult for attendees, staff and students to keep a safe distance increasing risk of transmission	3	2	6	<p>Stagger the event and start earlier to prevent overcrowding. Event to start at 4.30pm with speeches at 5.30pm, 6.30pm and 7.30pm. Event to finish at 8pm.</p> <p>Ensure that numbers are limited for speeches in the Hall – max 250 at one time. Ticketing system used to manage numbers entering the Hall for speeches. High quality videos to be recorded by EE used on the website the following day for those who miss the speeches.</p>		<p>SLT need to given clear roles for managing movement in and out of the Hall before the event. (EWN/MCP)</p> <p>Ticketing system needs to be in place at Reception check-in on the evening. (MCP)</p>	

Events with free movement between people pose a higher risk	3	1	3	<p>Ensure that all tours take place with a Tour Guide and follow the designated route around the school. No attendees are allowed to tour the school without a Guide or a member of staff.</p> <p>Ticketing event for the speeches to avoid queues.</p>			
Risk of transmission due to a suspected or confirmed COVID case amongst attendees at the event	4	2	8	<p>If an attendee presents with symptoms or we become aware of a suspected case of COVID-19 on site, the attendee should not be admitted or should be asked to leave the facility or event. The attendee should be asked to isolate in line with NHS guidelines and to take a PCR test.</p> <p>Where possible, the attendee should be assessed on site and local authority public health team should be notified. PPE should be on hand to staff, if required. Following this, the facility should be thoroughly cleaned.</p>			