

| | | | |
|--|--|---|---|
| School/Academy: | Welbeck Primary School | Date of assessment | 25/01/2021 |
| Who might be harmed? | Pupils, staff and visitors | How many are affected? | Whole School |
| Reference Documents: | DfE: Schools coronavirus (COVID-19) operational guidance Department for Business, Energy & Industrial Strategy: Working safely during coronavirus (COVID-19) – Events and Attractions | | |
| <p>Any proposed performance cannot be guaranteed to be risk free of Covid-19 transmission however well it is managed.</p> <p>In undertaking the risk assessment process, school management will need to determine the maximum audience numbers (by limiting pupil groups – KS/Year Group/Class and/or by limiting the number of parent/carers/other family members per child), the duration of the event, the most suitable location, the number of events in one day or whether on reflection, decide to undertake it virtually or a mix of in-person and virtual.</p> <p>It is not deemed to be practical to use the NHS COVID Pass at these events (audience members demonstrating their COVID-19 status through vaccination, testing or natural immunity) as a condition of entry.</p> | | | |
| Date | Decision | | |
| Hazard Aspect | Possible control measures | Where: <ul style="list-style-type: none"> ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
| Preparation | | | |
| Safety protocol | <ul style="list-style-type: none"> ✓ if in place ✗ if not or n/a <ul style="list-style-type: none"> ✓ A brief safety protocol has been created which explains the measures that are in place for the performance. This could be included in the general plan for the events including other arrangements (e.g. timings, venue, ticketing arrangements) ✓ Parents and carers are informed about the performance safety protocol. Signage is installed wherever necessary as a reminder. | <ul style="list-style-type: none"> ✓ ✓ | <p>Included in the latest RA – 02/09/2021</p> <p>RA on the website</p> <p>Low</p> |
| Contracting covid-19 | <ul style="list-style-type: none"> • The school makes it clear to parents/carers that attendance at any such event during the pandemic is a personal decision and they need to consider their own health category and whether they have been vaccinated in their decision whether to attend. | <ul style="list-style-type: none"> ✓ | <p>All invitations are at the persons own risk</p> <p>Low</p> |


| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
|--|--|----------------------------------|--|---|
| Staff involvement | <ul style="list-style-type: none"> This completed risk assessment and safety protocol are shared with staff. Signatures are obtained. Staff are encouraged to give feedback on the effectiveness of these control measures and plans and share suggestions. | ✓ | RA to be emailed out to all staff | Low |
| Employer | <ul style="list-style-type: none"> The school discusses the potential risks and their calculated decision with their H&S advisor as necessary. The outcome of the completed risk assessment and proposed performances are discussed with the Governing Body. | ✓ | The Headteacher discussed all risks with T Doolan | Low |
| Individual Concerns | | | | |
| Preventing symptomatic persons attending | <ul style="list-style-type: none"> Potential audience members are specifically reminded not to attend the performance if they are displaying any symptoms of coronavirus: <ul style="list-style-type: none"> o a new, continuous cough o or a high temperature o or has a loss of, or change in, their normal sense of taste or smell (anosmia) | ✓ | In letter to parents – 01/12/2021 | Low |
| Preventing self-isolating persons attending | <ul style="list-style-type: none"> Potential audience members are reminded not to attend the performance if they are currently self-isolating. | ✓ | As above | Low |
| Lateral Flow Testing (LFT) | <ul style="list-style-type: none"> Audience members are encouraged to take an LFD test on the day of the performance that they are attending. | ✓ | As above | Low |
| Audience members not accessing the vaccination programme | <ul style="list-style-type: none"> The school may take a further opportunity to encourage potential audience members who are eligible to access the vaccination programme. Posters and further resources are available here: https://coronavirusresources.phe.gov.uk/covid-19-vaccine/resources/ | ✓ | Posters in the entrances | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
|------------------------------------|---|----------------------------------|--|---|
| Event Planning / Management | | | | |
| Outbreak management | <ul style="list-style-type: none"> Consideration is made to the current number of pupils, staff (and parents/carers where known) who are currently self-isolating due to having tested positive for covid-19 as this will contribute to the potential risk. The school has contingencies in place to revise or cancel any or all performances if there are a significant rise in the number of cases and/or on the advice of Public Health. | ✓ | Cancellation plan considered by the HT | Low |
| Limiting the audience numbers | <ul style="list-style-type: none"> The school understands that the greater the number of parents/carers invited to the performance, the higher the potential risk of transmission (see also social distancing). | ✓ | Performances have been split. Ticket only. 2 per child | Low |
| | <ul style="list-style-type: none"> Audience numbers are restricted to the limit set by the school, e.g., by the use of a ticketing system. | ✓ | All performances are recorded | |
| | <ul style="list-style-type: none"> Recording/streaming of the performance is undertaken as an option, ensuring safeguarding and data protection requirements are strictly followed. | ✓ | In place | |
| Limiting the duration of the event | <ul style="list-style-type: none"> The school understands that the longer the duration of the performance, the higher the potential risk of transmission. The school therefore limits the duration to a reasonable length whilst it remains worthwhile. | ✓ | In place | Low |
| | <ul style="list-style-type: none"> Audience members are encouraged to leave the school once the performance has ended, however individual photographs could be allowed if they are of short duration or outside. Any provision of indoor pre- or post- refreshments are carefully considered. | ✓ | No Pre or post refreshments offered | |
| Size of hall | <ul style="list-style-type: none"> The school understands that a combination of the floor area of the hall (allowing social distancing), the volume of the hall (air movement) and the number of occupants contribute to the potential risk of transmission. | ✓ | Ventilation in place | Low |
| Lack of air changes / ventilation | <ul style="list-style-type: none"> Any mechanical ventilation systems within the hall have been adjusted to increase the ventilation rate wherever possible. | ✓ | N/A | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
|--|--|---|--|---|
| | <ul style="list-style-type: none"> Natural ventilation is used to help reduce the risk of spreading coronavirus during and after the performance. <ul style="list-style-type: none"> Opening windows (particularly high level) Opening internal doors Opening external doors (e.g. fire exits) where there are no security concerns and where it doesn't create uncomfortable drafts. CO₂ monitors have been used to identify the ventilation levels within the hall, e.g. by monitoring levels during a school assembly. Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Audience members are advised if the temperature is expected not to reach the usual comfortable levels, so that they can dress appropriately. Sufficient time is allowed between performances to allow the air to be purged. | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <ul style="list-style-type: none"> High level windows are open External doors are open <p>In place</p> <p>Heating will be adjusted to maintain comfort levels</p> <p>Advised</p> <p>Performances are am and pm</p> | |
| Audience members becoming symptomatic whilst in school | <ul style="list-style-type: none"> If an audience member develops symptoms during the performance, they are asked to leave site and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. | <p>✓</p> | <p>Asked to leave</p> | Low |
| Test and Trace (managing positive cases) | <ul style="list-style-type: none"> Contact details are kept of audience members. These could be obtained via the ticketing process or by creating and displaying an NHS QR code. | <p>✓</p> | <p>Audience are family members and details on Sims</p> | Low |
| Hygiene | <ul style="list-style-type: none"> Audience members are asked to sanitise their hands prior to entry to the school, avoiding creating any congested areas – this could be undertaken outside in the queue to the hall. Sufficient cleaning is undertaken before and after the performance including touch points (e.g. seating). | <p>✓</p> <p>✓</p> | <p>Sanitiser at the door</p> <p>Cleaning procedures in place</p> | Low |
| Face coverings "Face coverings | <ul style="list-style-type: none"> Audience members are encouraged to wear face coverings whilst in the school building. This is included in the safety protocol | <p>✓</p> | <p>Verbally reminded by the HT before the performance</p> | Low |

| Hazard Aspect | Possible control measures | ✓ if in place ✗ if not or n/a | Where: ✗ state action to be taken with timescales ✗ any additional control measures ✓ site specific details | Residual Risk rating High, medium, low |
|---|---|----------------------------------|--|---|
| should be worn in crowded and enclosed spaces where you may come into contact with people you don't normally meet." | information shared with parents/carers. Medical exemptions apply. Spare face coverings are available at the door. Staff members are likewise encouraged to wear face coverings, and in doing so, set a good example for parents and carers. | | Placed at the door | |
| Reducing travel through the school | <ul style="list-style-type: none"> Where possible, the audience has direct access to the venue (e.g., school hall via fire exits) to avoid unnecessary travel through other school areas. | ✓ | Entrance directly next to the hall | Low |
| Reducing number of touchpoints | <ul style="list-style-type: none"> Touchpoints are reduced by propping open non-fire doors. Fire doors can only be held open throughout the school day with dedicated automatic closing devices. | ✓ | Doors are propped open | Low |
| Reducing congested areas | <ul style="list-style-type: none"> If necessary, the audience should queue outdoors to enter the venue if the weather allows. Audience members are instructed not to congregate outside the school premises after the event. | ✓ | Queue outdoors Social distancing reminders in school | Low |
| Social Distancing | <ul style="list-style-type: none"> Seating should be arranged such that it allows maximum social distancing between different households. Social distancing is enabled between the performers and the audience, considering that certain activities such as singing may lead to higher airborne transmission risks. | ✓ | In place 2m gap between from row and stage | Low |

| | | | |
|--------------------|---|---|---|
| Additional Hazards | Are there any other foreseeable hazards associated with any proposed performance and Covid-19? Yes <input type="checkbox"/> No <input type="checkbox"/> | List any additional control measures required | Residual Risk rating High, medium, low |
|--------------------|---|---|---|

| | | |
|--|---|---------------------|
| ASSESSED BY (Print name) R. Gutting | SIGNED  | DATE 25-11-2021. |
|--|---|---------------------|