

Service / Function:	Penistone Grammar School	Manager and Lead Risk Assessor(s):	C Mason, Executive Director
Date of Assessment:	10 January 2022	Risk Assessment Team Members (e.g. employees, supervisors, managers, safety reps etc)	P Crook (Principal) C Kelly (H&S Officer) J Taylor (Executive Assistant)

This risk assessment has been produced in conjunction with the current government guidance as highlighted below:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The following guidance and/or documentation has been used to inform this risk assessment:

- <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- <https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Hazard	Risks
Infection, transmission and spread of COVID19 through.	<ul style="list-style-type: none"> • Death or serious ill health. • COVID Outbreak and following closure of teaching bubbles, year groups or the whole school causing disruption to learning and associated school functions. • Inability to function at appropriate staffing levels due to illness or requirement to isolate. • Compromised emergency arrangements in the event of an emergency incident (includes Fire and First Aid). • Adverse publicity affecting student intake in coming academic years and ability to recruit. • Legal action such as fines for non-compliance. • Mental Wellbeing issues and anxiety caused by the inability to control the virus within the workplace. • Exacerbation of infection rates in the local community.



The risk assessment covers the following control measures:

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1.	Prevent and/or minimise contact with individuals who are unwell.	3
2.	Ensure appropriate arrangements for handwashing and hand sanitisation are in place.	3 to 4
3.	Enhance cleaning and hygiene regimes.	4
4.	Promote and support good respiratory hygiene.	4 to 5
5.	Ensure each space is adequately ventilated and that there is opportunity to create space.	5
6.	Ensure any visitors do not compromise the school's risk control measures specifically in relation to COVID-19 protocols.	5 to 6
7.	Put in place contingency arrangements to ensure the school can respond quickly, and the event can go ahead virtually should transmission rates either in school or the community, increase to a point where an in-person event is no longer viable.	6 to 7

Ref	Control Measure	Actions Required	Person(s) Responsible/ Target Date
1.	Prevent and/or minimise contact with individuals who are unwell:		
1A	Ensure that students, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms (as set down within the Department for Health and Social Care Guidance document: NHS test and trace: how it works), or have tested positive in the last 10 days.	Request that staff who are attending to support the event undertake an LFD home test the evening prior to, or morning of, the event.	CMA
		Request that students who are attending to support the event undertake an LFD home test the evening prior to, or morning of, the event.	CMA
		Ensure visitors attending the event provide either proof of a negative LFD test taken in the 24hours prior to the event, before being permitted to attend the event.	CMA
		Ensure marketing comms reinforces the requirement that those who are suffering from symptoms (including the 'other illness' that, in the school's experience, can regularly convert to CV19) do not attend on the evening.	CMA
		Require pre-registration with contact details, to ensure that further reinforcement of key messages and collection of data in respect of negative LFD testing can be collected and assessed in the lead up to the evening.	CMA
		Monitor and track in-school COVID-19 transmission rates generally and specifically in relation to Year 9 students/staff in the 10-day lead up to the event and use the data to inform whether infection rates are increasing and/or at a level which is likely to increase the risk to health, safety and wellbeing of those attending the event, at risk.	CMA
		Monitor and track local and wider community COVID-19 transmission rates in the 14-day lead up to the event and use the data to inform whether infection rates are increasing and/or at a level which places the health, safety and wellbeing of those attending the event, at risk.	CMA
		Ensure appropriate signage is posted around school, and on the entrance to the building, regarding symptoms (including 'other illness') and verbally check with each person in attendance that they are not experienced any symptoms or 'other illness' as part of the registration process.	JTY
2.	Ensure appropriate arrangements for handwashing and hand sanitisation are in place:		
2A	Ensure that staff and students have access to hand washing/sanitising facilities throughout the evening.	Provide sanitising points on each stall and around the entrance.	JTY/FM Team
		Ensure all toilets are open, have been cleaned with hand soap replenished.	FM Team
		Provide mobile hand sanitising points in key locations throughout and any other area that is being used for the event (relocate all mobile sanitising units from across school).	FM Team [HRY]
		Ensure there is appropriate FM cover to check mobile sanitising units, and those sanitising points on stalls, throughout the evening, replenishing where needed.	FM Team



Ref	Control Measure	Actions Required	Person(s) Responsible/ Target Date
		Provide reminders about the importance of hand washing as part of briefing messages to staff who are attending the event.	CMA
2B	Ensure anyone attending on site has the facility to wash/sanitise hands on arrival and throughout the duration of the event.	Provide sanitising points on each subject stand.	JTY/FM Team
		Ensure all toilets are open, have been cleaned with hand soap replenished.	FM Team
		Provide mobile hand sanitising points in key locations throughout the event and any other area that is being used for the event (relocate all mobile sanitising units from across school).	FM Team [JTY]
		Ensure there is appropriate FM cover to check mobile sanitising units, and those sanitising points on stalls, throughout the evening, replenishing where needed.	FM Team
		Include information regarding the importance of hand washing/sanitising in communications prior to the event.	CMA
		Ensure appropriate signage is in place to encourage regular hand washing and sanitising.	JTY
		Ensure that information shared as part of the welcome presentation about our COVID-19 risk control measures reminds those attending of the importance of regular hand washing.	CMA
3.	Enhance cleaning and hygiene regimes:		
3A	Ensure all toilets are subject to enhanced cleaning throughout the evening.	Liaise with Amey to introduce additional staff resource throughout the evening to facilitate the additional cleaning of toilets – to include replenishment of hand soap.	CMA > JThompson via SVCN process
		Introduce standard cleaning of touch surfaces (handles in particular) on all toilet doors as part of the enhanced cleaning on the evening.	CMA > JThompson
		Ensure all toilets that have been in use throughout the evening are on a morning cleaning schedule and have been cleaned prior to access by staff or students the following day.	CMA > JThompson
		Ensure all toilets that are likely to be used as part of the evening are cleaned prior to the event.	CMA > JThompson
3B	Ensure all areas of use have been cleaned pre and post event.	Ensure all areas that are to be used as part of the event are cleaned prior to the event beginning.	CMA > JThompson
		Ensure all areas that have been used as part of the event are on a morning cleaning schedule and been cleaned prior to access by staff or students the following day.	CMA > JThompson
3C	Ensure high-use touch surfaces around school are on a rolling programme of cleaning throughout the evening.	Liaise with Amey to introduce additional staff resource throughout the evening to facilitate a rolling programme of touch surface cleaning, with a particular focus on handrails, doors (handles and push plates).	CMA > JThompson via SVCN process
3D	Ensure that the amphitheatre is cleaned between welcome presentations.	Put in place a cleaning schedule for the evening which includes cleaning of touch and other surfaces between presentations.	CMA > JThompson
4.	Promote and support good respiratory hygiene:		
4A	Promote good respiratory hygiene across the school community.	Ensure effective signage is posted around the school site specifically promoting hand hygiene, sneezing and coughing into tissues (and washing hands immediately after) and avoiding touching face.	JTY
4B	Facilitate good respiratory hygiene practices in all areas of the school.	Ensure every stall has a bin with a lid for which potentially contaminated waste (used tissues) will be collected (to be double-bagged) and that these are clearly labelled for this use only.	CMA > JThompson



Ref	Control Measure	Actions Required	Person(s) Responsible/ Target Date
4C	Ensure all those in attendance (including staff, students and visitors) understand that the school supports the wearing of face coverings.	Ensure that all those in attendance wear a face covering unless exempt (share the exemption guidance with those attending in advance).	CMA
		Ensure that signage around school in support of the event, and the information shared as part of the welcome presentation about our COVID-19 risk control measures, highlights the expectation that face coverings are worn.	CMA
5.	Ensure each space is adequately ventilated and that there is opportunity to create space (social distance):		
5.1	Ensure the floor plan makes best use of spaces that have good natural ventilation.	Main presentation to take place in the Amphitheatre.	CMA > JThompson/Maximo
		Lecture theatre, dining room and new dining areas to be used for subject stands.	CMA > JThompson/Maximo
		Main reception to be used for signing in desks/processes.	CMA > JThompson/Maximo
5.2	Ensure that the set-up of stalls/stands create a natural social distance between visitors and staff.	All stands/stalls to be set up with a pop-up banner and table with tablecloth. Staff to be encouraged to stand behind the table when speaking to visitors.	All
		Stands/stalls to be placed with enough space between them to facilitate groups of people gathering.	CMA/JTY/Facilities Management Team
5.3	Ensure any necessary queuing is managed.	Where queuing is necessary, ensure this is manned and managed by an allocated person (particularly important for arrival).	SLT TBC/CMA
		Ensure barriers are in place with '2M social distancing' signage to encourage those that are attending to create space.	JTY/CMA
5.4	Manage numbers accessing the event/accessing different areas at any one time.	Require those attending to pre-register for the event.	CMA
		Split the evening over 3 sessions and limit numbers of each session.	CMA
		Limit the number of parents/carers attending with the student to no more than 2.	CMA
		Allocate responsibility for managing the busyness of areas and moving people to new areas should a space begin to become crowded.	SLT TBC
		Space attendees within the amphitheatre, using the cushions to indicate where groups of people should sit and leaving space between different households/parties. (Cushions should be turned between presentations).	SLT TBC/ CMA/JTY/Facilities Management Team
6.	Ensure any visitors do not compromise the school's risk control measures specifically in relation to COVID-19 protocols:		
6A	Limit visitors into school to those who are attending the event only.	Ensure that there is no maintenance or other work planned to take place on the evening.	CMA>JThompson
6B	Ensure those attending event are aware of COVID-19 protocols.	Publish a link to the COVID-19 risk assessment on the website and include links to it on any literature that is shared.	CMA/HBA
		Include a slide within the welcome presentation that briefly outlines the COVID-19 control measures that are in place to ensure the evening's event is a COVID-secure one.	CMA
		Place signage on the entrance to the building, and throughout the areas of use for the event reinforcing our COVID-19 control measures.	JTY



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		Provide a briefing note for colleagues who are supporting the event outlining the COVID-19 control measures, with the purpose of increasing their vigilance on the evening in ensuring measures are implemented by those attending, and staff and students, throughout the evening.	CMA>SLT
6C	Ensure that all possible measures have been taken to ensure those attending are free from COVID-19.	[See section 1 for further details]	CMA
		Ensure the pre-registration process, and the registration upon attendance at the event, is adequately staffed and appropriately administrated.	CMA/JTY
6D	Implement a 'single touch' approach for resources for visitors to reduce the risk of surface contact infection.	Ensure that any materials used are printed so that individuals can take these away, rather than sharing.	JTY/CSLs
		Package any 'giveaway' items as single items.	JTY/CMA/CSLs
		Ensure the registration process is touchless and does not require visitors to share items, such as pens.	JTY
		Ensure any shared items are cleaned between use.	All
		Restrict opportunities for visitors to sit down.	CMA/JTY/Facilities Management Team
7.	Put in place contingency arrangements to ensure the school can respond quickly, and the event can go ahead virtually should transmission rates either in school or the community, increase to a point where an in-person event is no longer viable:		
7A	Set up a dedicated webpage which has the capability to host the event.	Revisit literature and information prepared by departments for the 2020/21 event, ensuring this remains fit for purpose and appropriate.	CMA> CSLs
		Build a webpage that will be used on the evening, and beyond to share information about the Options Process and the courses available, ensuring this has the ability to be adapted to include a link to live chats on the evening, should this be required.	HBA
7B	Ensure means of communicating with those who intend attending the event are established.	Continue to push the need for those attending to pre-register in all promotional communications leading up to the event.	CMA
7C	Monitor closely COVID-19 infection rates in the lead up to the event.	Monitor local data using the government website: Daily summary Coronavirus in the UK (data.gov.uk) with a specific focus on local rates compared to rates nationally.	CMA
		Monitor in-school data with a specific focus on Y9 infection rates using the school's 'Positive Case Tracker'.	CMA
		Seek the advice of local Public Health Teams, the Local Authority and the Department for Education should infection rates rise, in terms of the appropriateness of running the event as an 'in-person' event.	CMA/PCR
		Continue to monitor the Department for Education's Guidance for schools: coronavirus (COVID-19) document and follow the most up-to-date advice set down within this.	CMA
7D	Identify and implement best practice from other establishments	Identify best practice from other schools and colleges who have held 'in-person' events, specifically in relation to the practicalities of making the event COVID-19 secure, and utilise this information to identify 'EBIs' prior to the event happening.	PCR



Construction

Resistant Materials

Graphic Products

Food & Nutrition

Photography

Art & Design

[Lecture Theatre]

Textiles

Drama

Music

Separate Science

Year 9 Options Evening

13 January 2022

Session 1: 16:45 to 18:00
(Arrival from 16:15)

Session 2: 17:45 to 19:00
(Arrival from 17:15)

Session 3: 18:45 to 20:00
(Arrival from 18:15)

Toilets

Geography

Citizenship

Belief & Ethics

Health & Social Care

History

3 Subject Information Stands

Once you have signed in and after you have attended the welcome Presentation, please feel free to spend the rest of your time speaking to Subject Specialists at each of the Subject Stands.

[Main Dining Area]

PE & Sport

Business Studies

Economics

[Main Dining Area]

Exit

[through the Sports Centre]

1 Registration

Please have your CV19 LFD negative test confirmation ready to show when you sign in

Main Entrance

Sociology

IT (Creative iMedia)

Computing

[New Dining Area]

French

Spanish

2 Welcome Presentation

in the Amphitheatre