*Site Name: Broughton Primary School*Date: Completed week commencing 2/12/2021

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Risk	**Transmission of Covid 19: Broughton Primary School** is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Risk of transmission	Students, staff and wider families	**Parents:** Audience members will wear face coverings unless they are medically exempt. Audience members should not attend the performance if they are showing any symptoms and should seek a PCR test. Audience to follow instructions on entering the building (through the back of the hall door) to make sure they are able to socially distance and limit touch points. If adults need to use the toilet, cleaning kit to be put in the staff toilet and adults to be escorted to the toilet to make sure there are no pinch points.	*Audience will be asked to take LFD test prior to attending the performance and not attend if the result is positive.*	*Lucy Macey and Clare Yates*	*7th December 2021*	

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		Parents made aware of the potential that the event may be cancelled or changed if guidance changes. Parents made aware of the ventilation and advised to wear warm clothes. **Adults at School:** Adults to make sure there is plenty of provision for hand washing and / or hand sanitiser. Identified the pinch points for social distancing- parents will enter the back of the hall which has a wide door way. Doors and windows will be open to allow ventilation. Carbon Dioxide monitors in place to monitor this ventilation. Doors open so that parents touch points are limited. Tickets have been limited for families to ensure less adults are attending. (2 tickets per family.		*Lucy Macey and Clare Yates*	*7th December 2021* *7th December 2021*	

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		All adults will wear face coverings unless they are exempt. Tickets have been requested prior to the event and managed by Clare Yates to ensure capacity is limited. School limiting exposure to other children and mixing of bubbles- cancelling W.T visit, not inviting the pre-school over to watch the dress rehearsal. **Children:** Children reminded of the following things: 1. Why adults will be wearing face masks 2. If they need to cough or sneeze, to cough into their arm. 3. Regular hand washing **4.** Making space. **5.** If children are showing any symptoms they will be sent home and advised to seek a PCR. **6.** If more than 1 child is sent home with symptoms, performance will be cancelled.	*Put sanitising station outside of the hall entrance to be used by audience members.* *Distance between seated audience members.* *Chairs to be cleaned in between performances with disinfection to limit cross contamination. Windows and doors to be left open so that it is ventilated between performances.*	*Laura Morris* *Laura Morris and Clare Yates* *Class Teachers*	*7th December 2021* *6th December 2021* *6th December 2021* *Continuous*	

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Parent's not receiving the information about the COVID guidelines set out by the school.	Students, staff and wider families	**Parents:** Information about the following things to be sent out to parents: 1. The need for face coverings to be worn by all staff and audience members unless exempt from medical reasons. 2. Remind parents that any symptoms in children and adults attending the event – they should not attend and seek a PCR test. 3. Limited parents in attendance (maximum of 65 parents in attendance) 4. Parents and carers to take a LFD test prior to attendance and not to attend if a positive test result, unless followed by a negative PCR Test.	*Guidance sent out to parents.* *Risk assessment on the school website.* *Only Parents/carers to attend (no Governors etc.)*	*Lucy Macey and Clare Yates* *Clare Yates*	*6th December 2021*	
Poor hygiene	Students, staff and wider families	Children are reminded of correct handwashing procedures and these are regularly reinforced, signs, pictures and songs utilised All children and staff "educated" as to the high importance of maintaining excellent hygiene practises		*Teachers* *Teachers*	*Continuous* *Continuous*	

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		Any incidents of poor hygiene are picked up immediately and addressed. Audience members that are visiting to be monitored to wash/sanitise hands and put face masks on.		*Clare Yates and Lucy Macey*	*7th December 2021*	
Emergency evacuations	Students, staff and wider families	Audience members to congregate on the field near the willow (away from rest of the school) Otters and Squirrels to exit the hall at their nearest exit into the car park. Rest of the school to follow existing protocol.	*Lucy Macey will act as fire marshal for the main school / Clare Yates as role monitor/ call to emergency services. Conker lodge responsible for evacuating Year R children.* *Children to remain outside in their group*	*Lucy Macey*	*7th December 2021*	
Maintaining correct staffing levels for opening	Students, staff and wider families	Staff with symptoms of COVID will not attend school and advised to seek a PCR test. Children and parents from that class will be advised if the PCR test is positive		*Lucy Macey*	*7th December 2021*	

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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		Staff with illness unrelated to COVID may not be able to attend. It may then be necessary to cancel the nativity if we do not have sufficient staffing levels.				
A student/ staff member displays symptoms whilst at school	Students, staff and wider families	PPE for adult attending to child. Child to be sent home immediately, advise family to arrange testing All waste/ PPE double bagged and disposed of Medical room to be used solely for suspected cases of Coronavirus Staff member to leave premises immediately and arrange testing, if possible.	*Thorough cleaning of areas to take place.*	*Lucy Macey*	*7th December 2021*	

Risk Assessor	Signature	Date
Responsible Manager	Signature	Date

*Site Name: Broughton Primary School*Date: Completed week commencing 2/12/2021

Date Reviewed	Signature	Role

*Site Name: Broughton Primary School*Date: Completed week commencing 2/12/2021

Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status High Medium Low	Action required	Person Responsible	Target Date	Date of Completion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date