

# RISK ASSESSMENT FORM

<b>Visit Title</b>	Transition afternoons and Meet the Teacher meetings	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Visit Leader</b>	Becca Hare (Head of School) and Abbie Hill (Assistant Headteacher)	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Group</b>	Whole School	Unlikely	2	Minor (injury and up to 7 days off)
<b>Places being visited</b>	SMV	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	Transition afternoon with new teaching staff	Likely	4	Major (death or serious injury)
<b>Visit Date</b>	Wednesday 16 <sup>th</sup> June, Wednesday 23 <sup>rd</sup> June, Wednesday 7 <sup>th</sup> July, Tuesday 20 <sup>th</sup> July	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of Visit/ Activity</b>	Ensuring a peaceful transition for all children into new classes and class environments; building confidence and reducing anxiety over summer holidays about new academic year; allowing new staff to get to know individual children and their needs; allowing new staff to get to know parents and vice versa.	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>


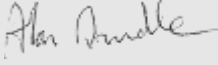
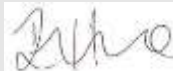
What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>		Current control measures <i>(What is already in place/done)</i>	Risk Rating		
			L	S	R
<b>Sites/Environments being Visited</b>					
1.	St Mary's CEP	1. See school risk assessment on <a href="#">website</a>	3	2	6
<b>COVID - 19</b>					
1.	Risk of spreading COVID-19 and mixing of bubbles (year 2+3)	1. Restricted to Year 2 and Year 3 only mixing bubbles 2. If positive test in Year 1, 2, 3 or 4 within 48 hours of bubbles mixing, close contacts to be identified and advice taken from DfE 3. Children to remain as socially distanced as possible 4. Children to use hand sanitiser before and after transition activities 5. Rooms to be well ventilated and cleaned thoroughly after transition activities.	2	3	6
2.	Parents meeting new teacher inside (technology needed)	1. Register to be kept to ensure that contact tracing can occur if needed. 2. Visitors to adhere to the visitors and volunteers risk assessment 3. Masks to be worn where social distancing cannot be maintained 4. Hand sanitiser on arrival and before leaving. 5. Staggered times to ensure not all parents on site at one time and to allow parents to attend different meetings if more than one child. 6. Rooms to be thoroughly cleaned after use.	2	3	6

<b>Persons at risk:</b>	All participants.
<b>Emergency Contact and Procedure:</b>	01892770221 Speak with one of the managers listed below

**Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed
All parents to be aware of the risk assessment	AF	11 <sup>th</sup> June 2021	
All staff to be aware of the risk assessment	BH	9 <sup>th</sup> June 2021	
Ensure each classroom has own box of cleaning equipment fully stocked	BH	11 <sup>th</sup> June 2021	

**Signature and review:**

<b>Name of Manager:</b> James Procter ( <i>Executive Headteacher</i> )	<b>Signature of Manager:</b> 	<b>Date:</b>  7 <sup>th</sup> June 2021
Alan Brundle ( <i>Chair of Governors</i> )		
Becca Hare ( <i>Head of School</i> )		
Abbie Hill ( <i>Assistant Headteacher and Educational Visits Co-ordinator</i> )	