



Open Morning Saturday 15th May 2021— Covid19 Risk Assessment #3

Introduction

The UK Government has pledged to keep schools open so as to provide “a full educational experience for children”. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors” remains as does the obligation to risk assess and implement relevant control measures.

The School’s Headmaster and SLT propose to hold an onsite “live, in person” Open Morning on Saturday 15th May 2021. Although this event will be familiar in its format in many ways with such events held prior to the Covid-19 Lockdown in March 2020, the proposed event will be significantly amended to ensure compliance with the current national restrictions as set out in the UK Government’s “Roadmap”, and meet the School’s duty of care obligations in respect of the health, safety and wellbeing of its staff, pupils and visitors. Primarily this will be achieved by strictly limiting numbers on site at any one time by implementing a timed pre-booked appointment system for visitors, guided tours only and interaction with staff strictly compliant with the “Hands-Face-Space-FreshAir” protocols.

This event risk assessment has been produced by the Bursar with reference to an “Outline Event Plan” provided by the Headmaster, and has been reviewed by the Estate Bursar and SLT. The risk assessment builds on the School’s continued safety-first “System of Controls” in place in all sections of identified potential risk, but an additional section specific to the Open Morning event arrangements as provided in the “Outline Event Plan” is provided in summary at the end of this document (page 19) for easy reference. The document will be provided to all staff no later than Tuesday 4th May. If staff have any concerns in respect of this risk assessment and its ability to mitigate risks identified by staff as a group, or individually, then the staff are invited to advise these to the Headmaster and the Bursar no later than Friday 7th May. The School will then undertake to consider further mitigating actions in order to alleviate any staff concerns raised.

This risk assessment will be provided to the Governing Body for review, comment and approval on Monday May 10th 2021. The School’s insurers have been advised.

The last in-person/on-site Open Morning held at Ditcham Park School was held in October 2019. Although the School has held a number of “Virtual Open Mornings” in the intervening period to February 2021, despite their innovative and engaging nature, the “virtual” format of these events has undoubtedly had a negative impact on the ability of the School to attract and recruit new pupils, necessary for the School’s ongoing financial viability as an employer to 70 staff and educator to 380 pupils. In addition, by opening the School in a controlled and Covid-secure manner for an onsite “Open Morning”, the School will assist and improve visiting parents and pupils with the assessment and selection of the most appropriate school for them and the pupils ongoing education. The School considers this to be of considerable benefit of all concerned.

As at 29th April the School’s operational status is “OPEN” with pupils and staff teaching and learning in school, and with visitors to school premises only with the approval of the Headmaster/Bursar (as appropriate for the purpose of the visit, and the essential nature of that visit).



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	Hazard	Who Might be Harmed	Controls in place	Risk Category (Low/Med/High /Extremely High)
A	Contact with someone suffering from Covid-19 coronavirus	<ul style="list-style-type: none"> • Pupils • Staff & authorised volunteers & governors • Visitors (booked in prospective parents/pupils only) 	<ul style="list-style-type: none"> • Restricted numbers on site, visitors “by appointment” only (booked online) with no “ad-hoc” visitors. Limited staff on site. School will use time slots and limit and control the number of visitors in each of the areas of the School operated on the day in this way (eg: Nursery, Juniors, Seniors). • Where families wish to view multiple areas, they will be separated as appropriate (eg: one parent/child to Seniors, one parent/child to Juniors). • All visiting families to be contacted by School Office and Events team on Thursday 13th / Friday 14th May by email to remind them NOT to visit the School if anyone in their household has tested positive for Covid-19 or is self-isolating (as a symptomatic individual or as an identified close-contact of a positively tested individual). Visitors will provide a health status confirmation in advance and will be reminded that it a legal obligation to self-isolate for 10 days in these circumstances. • AA signs used to direct visiting traffic <u>may</u> elicit visitors to School who have not pre-booked. In this instance for Seniors aged children (where as of 12th May the tour schedule is FULL, they will not be admitted but will be offered a personal tour in the days following when the school is in normal session). For parents of Nursery or Junior aged children, where slots remain available (as of 13th May) they will be asked to complete a declaration of Covid-19 free good health and return to their car to wait until an appointed time. Registration staff can use temperature guns as an additional assessment tool. If in doubt, registration staff will seek immediate advice of SLT (Headmaster) before allowing entry to School. The School Registration staff will take full details of all families who are permitted entry without a pre-booked (online) appointment, used for admissions and NHS Track & Trace purposes. • Visitors will be encouraged to take a Covid-19 Lateral Flow Test in advance 	MED



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			<p>of their visit if they have access to these. Visiting pupils of secondary age will be able to self-test twice weekly via their current School and should be able to confirm this to the booking team.</p> <ul style="list-style-type: none">• School will allocate “arrival / registration Gazebos” marked clearly for those attending as “Nursery”, “Juniors” and “Seniors”. All visitors will be required to observe social distancing while waiting at these gazebos. If raining, it may be necessary for them to remain in their car until the gazebo is free/able to accept them for safe registration.• Upon arrival at School gazebo, families will be asked to (again) confirm their ongoing status of “Covid-free good health” before proceeding into the School buildings and coming into contact with any DPS pupils or staff. The staff meeting visitors will be fully briefed in the symptoms of Covid-19 coronavirus and if the member of staff is in any doubt they will consult with a member of SLT (available by walkie-talkie). Temperature guns available if required.• In the event of wet-weather/prohibitively windy weather, registration will to inside the dining marquee with visitors entering via the current “Exit” door. Catering and other staff/attendees planned to be in the marquee will move to the SDH in this instance and all same social distancing and Covid-safe measures will be maintained. Maximum numbers “crowd control” will be maintained in the same way as intended for the marquee.• Visitors will always be accompanied (by a member of staff, or pupil guide)• Staff limited on site and one member of staff per classroom. A proportion of staff remain off site to ensure the school can remain operational should those who attend Open Morning subsequently need to self-isolate.• Minimum number of pupils on site to perform guiding or “activity demonstrations” only, as approved by Headmaster in consultation with the SLT. Parents return home immediately after drop off and pick up, and do not enter School buildings under any circumstances, unless by express permission of Headmaster/Bursar and approved by the SLT in advance.• Staff meeting visitors will wear masks and will maintain 2m social distance from visitors at all times. Teaching staff may wear Face Visors in the	
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			<p>Nursery and Early Years provided 2M distancing is strictly observed and the classroom / building is ventilated.</p> <ul style="list-style-type: none">• Visitors will wear face masks at all times, and will be required to follow “Hands-Face-Space” protocols at all times, including hand sanitising upon entry and departure from any building or room entered.• A physical distance of 2M is required to be maintained between any School pupils and staff, and any visiting family member at all times (unless in an emergency situation eg first aid). School personnel are familiar with requirements in respect of providing first aid in the Covid-19 environment and will observe all protocols during the event on 15th May.• “Hazard” tape will be applied to the floor of individual classrooms and any other areas in use on the day (eg: marquee, Small Hall) as a clear indicator of areas out of bounds to visitors. Estate Department to apply after consultation with classroom teachers and other members of staff using these rooms. Perspex screens will be used whenever possible to restrict aerosol transmission between staff and visitors.• Tables and “hazard tape” will be utilised in the marquee to designate areas for staff and those for visitors to ensure appropriate social distancing.• Visitors are advised not to touch any school equipment or classroom items whilst on site.• Ditcham Park School staff and secondary aged children undertake a twice weekly lateral flow test at home (non mandatory). All in the School community are well-briefed in the circumstances when they should not attend school (as detailed in the School’s summary Covid RA April 2021)• Everyone involved in the event (staff, pupils and visitors) will be asked not to come into school if they need to self-isolate under current government guidance.• If visitors, pupils or staff have travelled abroad between the period 1st – 14th May 2021 they will be asked to confirm they have quarantined under the current government guidance.• Full details of all visitors will be maintained by the School and visitors will be	
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			<p>required to advise the School if they or anyone in their household, or any close contact, tests positive for Covid-19 coronavirus subsequent to their visit to School on 15th May.</p> <ul style="list-style-type: none">• Visitors, staff and pupils are asked to fully engage with NHS Test and Trace as part of its adherence to PHE System of Controls.• An NHS Test and Trace QR Code Poster has been produced for the School (and put in place at all entrances to the School from 4/5th May) so that ALL visitors and parents who enter the School can log-in to the venue using the NHS Test and Trace App. This service has been provided with the Bursar's contact details in order to contact the School if a subsequent "outbreak" occurs in those who are identified as attending the School on the day of the Open Morning. The Bursar will immediately contact the Headmaster and SLT should this notification from NHS Test and Trace be received and appropriate action taken.• A thorough clean, including the use of a fogging machine where appropriate, will take place in any areas where a symptomatic person or subsequently positively tested pupil/staff member or visitor has been during Open Morning, and PPE will be disposed of properly, following decontamination guidance.• If the School becomes aware that a pupil staff member or visitors has tested positive for Covid-19 coronavirus, either with a lateral flow device test or PCR test, and needs advice on the next steps*, the School will call the DfE Helpline on 0800 046 8687 (Option1).• *If required, the School will engage with the team of advisers who will provide information of what action is needed based on the latest public health advice.• To help with identifying close contacts, records will be kept of :<ul style="list-style-type: none">• The visiting families on site on 15th May 2021 (parents, children)• The pupils and staff in each group, activity or tour.• Any close contact that takes place between children and staff in different groups on the day (which is to be avoided in line with the School's current	
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			<p>Safety-first system of controls.)</p> <p>The definition of Close contact is detailed in the School's Summary Covid-19 Risk Assessment April 2021 as previously provided in SharePoint and on the School website.</p> <ul style="list-style-type: none"> • The School undertakes NOT to hold the event as planned if Government or PHE advice in the days ahead of the event changes and by continuing to run the event would be contrary to such guidance. Similarly if there is a noted increase in Covid-related illness or infection rates generally in the School in the week prior to the event, the School will reassess and change its plans as necessary. An assesment of this will be made on Thursday 13th May by the SLT. • The School will always observe the system of controls in place to prevent infection transference and will never knowingly take any risks with the health and wellbeing of any of its staff, pupils or wider community. • Staff are encouraged to consult with the Headmaster/Bursar if they have any concerns in regards to the organisation of the event by Friday 7th May. Similarly if any subsequent unexpected issues arise during the week commencing 10th May which staff consider may cause potential risk they are asked to alert the Headmaster/Bursar or their Line Manager immediately so that the School can act accordingly to mitigate or eliminate such risk. 	
B	Contact with Covid-19 coronavirus when getting to, from and around the School	<ul style="list-style-type: none"> • Pupils • Staff & authorised volunteers/ governors • Visitors (booked in prospective parents/pupils only) 	<ul style="list-style-type: none"> • All staff, pupils, governors and visitors are expected to be accessing school on the day by private transport given the School's location – it is not anticipated that any will take public transport and in doing so thereby increase risk of infection as a result. • In communications with our Open Morning visitors we will provide a reminder of Government guidance link in respect of using public transport safely, however due to the location of the School it is not anticipated this will apply. • Visitors (prospective parents/pupils and governors), parents/guardians who drop off and pick up pupils involved in Open Morning will be provided with clear guidance and advice in advance ready for their arrival at school, to : 	MED-High



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			<p>a) Use any allocated drop off and collection times in operation.</p> <p>b) Minimise adult-to-adult contact. (eg: marking out spots to queue, maintaining social distance).</p> <p>c) That only one parent/guardian should attend at any one time, unless previously arranged with the School (Headmaster/Bursar only).</p> <p>d) Not to gather in the School grounds, or enter the School buildings unless they have a pre-arranged appointment (authorised by the Headmaster/Bursar only, by agreement with the SLT).</p> <p>e) Requirement to wear face coverings <u>at all times</u> when on the school site (buildings or grounds).</p> <ul style="list-style-type: none">• Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible (such as corridors and communal areas) unless they are exempt from wearing one.• Staff and visitors will be asked to wash or sanitise their hands before and after putting on or removing a face covering.• A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that is identified or considered unsafe to wear. These will be held at the arrival /registration "gazebos" for visiting families.• All adult visitors and children of secondary school age are expected and required to wear face coverings at all times during their visit to the School and staff are empowered to request this if they observe any visitor not complying with this requirement. If a visitor does not comply with a reasonable request, and is not exempt (will be asked in advance of visit), they will be referred to a member of SLT on site who will determine the action to be taken. This may result in the visitor being asked to leave site.• Anyone wearing any sort of face covering when arriving at School will sanitise their hands on arrival (as all individuals will) and sanitise their hands again before entering any classroom or shared space/area (eg: marquee, Solent Suite, SDH, Small Hall).	
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			<ul style="list-style-type: none"> • Those in classrooms or shared offices will continue to wear the face covering if social distancing cannot be maintained between adults and / or pupils. Those members of staff working in classrooms or offices alone may remove their face covering (having sanitised before and after) once they have entered their classroom or office and are required to safely store their facecovering while in that classroom or office. If another member of staff, or visitor enters an office, or an adult or secondary aged pupils enter the classroom and social distancing cannot be maintained, all adults and secondary aged pupils should apply and continue to wear face coverings while they continue to share the space. • All secondary aged DPS pupils and staff must ensure they are wearing face coverings whenever they are inside the school buildings or social distancing with anybody outside of their School “bubble” cannot be maintained outside. • Pupils undertaking activities where face coverings would impact on their ability to take part in exercise or strenuous activity (or they are exempt from wearing one) may remove them for the duration of such exercise/activity). • Everyone will be made aware that they must not touch the front of their face covering during use or removal. • Teachers and other staff will be sensitive to the needs of those individuals who are exempt from wearing face coverings. <p>In the event of local or national restrictions being applied by local or central government, the School will update pupils, staff and parents of any applicable changes in procedures for the wearing of face coverings.</p>	
C	Spreading infection due to touch, sneezes and cough	<ul style="list-style-type: none"> • Pupils • Staff & authorised volunteers/governors • Visitors (booked in 	<ul style="list-style-type: none"> • Plentiful Handwashing facilities are provided within the School for pupils, staff and visitors. • Pupils will use pupil toilets and washroom facilities in the Seniors or Juniors or EYFS (as appropriate for their age) and Staff will use their usual dedicated Staff toilets and washrooms. Visitors, as authorised and booked in for admittance to the School, will use the Visitors Toilet on the Ground Floor of the building. Staff greeting families will advise of the whereabouts of this 	



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		prospective parents/pupils only)	<p>facility upon arrival and, where required, those needing to use the facility will be accompanied to it's location by an appropriate member of staff or pupil guide.</p> <ul style="list-style-type: none">• Multiple Hand sanitiser units are available in multiple locations throughout the site including all School entrances, Main Reception and throughout transit corridors, the dining and catering facilities, all classrooms and offices.• Everyone in School will:<ol style="list-style-type: none">a) Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines or use alcohol based hand-sanitiser to cover all parts of their hands.b) Clean their hands on arrival, when/if they change rooms, before and after eating/drinking, and after sneezing or coughing.c) Be encouraged not to touch their mouth, eyes and nose.d) Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. <p>DPS pupils and staff are familiar with the School's protocols courtesy of the actions in place in School to date, all visitors will be advised of the School's requirements in this respect prior to their attendance at School, in writing, as part of the event booking procedure.</p> <ul style="list-style-type: none">• Posters and information are available across the School reminding all of the Hands Face Space Fresh Air requirements.• Supplies of soap, hand sanitiser, disposable paper towels and tissues will be topped up regularly by the Estates Staff and monitored to make sure they're not close to running out.• Lidded bins for tissues will be emptied throughout the day.• The "enhanced cleaning" protocols will continue on the day delivered by a member of the contract cleaners and the Estate Staff as is their usual work practices – in line with the School's Summary RA April 2021.	MED-High
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D	<p>Spreading infection through contact with Covid-19 coronavirus</p>	<ul style="list-style-type: none"> • Pupils • Staff & authorised volunteers • Visitors (booked in prospective parents/pupils only) 	<ul style="list-style-type: none"> • Cleaning contract staff and the School's Estates staff will regularly clean frequently touched surfaces using standard cleaning products throughout the morning in line with protocols detailed in the School's Summary RA April 2021. • Pupils and any visiting families will be asked to limit the amount of equipment they bring into school. Visiting families will always be required to keep their personal belongings with them. • Areas of the school that are used by pupils, staff or visitors will be cleaned thoroughly at the end of the event/day. Areas occupied by pupils will not be entered by support staff / cleaning staff unless an emergency situation exists or when pupils are not in the area concerned (eg: Estate/IT staff). • Any areas of the School not in use will be shut off to make cleaning more manageable. The Estate Bursar will advise cleaning staff of the areas in use prior to the event, confirmation of areas in use will be provided to the Estate Bursar during the week commencing 10th May 2021. • Any resources shared between groups, such as sports, music, art, drama and science equipment, will be cleaned frequently and meticulously, and always between groups using them. Unnecessary sharing will be avoided. • Visitors will not be permitted to touch any school equipment at any time or engage in any activities with members of the School's pupil or staff body. • Shared rooms, such as halls and dining areas, will be cleaned after the event, use will be restricted in such spaces where possible to just one set group of staff and DPS pupils. • If a person with Covid-19 coronavirus symptoms comes into School, a deep clean will take place in the areas that the person has been in, following decontamination guidance. • Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. • Teachers/Supervisors in school will wash their hands and surfaces before 	Med-High
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			<p>and after handling pupils' books (or any other equipment/resources).</p> <ul style="list-style-type: none"> Teachers/Supervisors in school will be provided with a topped up "Essentials" Kit to enable good hygiene in their areas prior to the event. 	
E	<p>Spreading infection due to excessive contact and mixing between pupils and staff of different bubbles, and with visiting families and pupils.</p>	<ul style="list-style-type: none"> Pupils Staff & authorised volunteers & governors Visitors (booked in prospective parents/pupils only) 	<ul style="list-style-type: none"> The School will (continue to) operate its established and clearly defined and consistent group bubble systems from 19th April 2021, aimed to maintain distance between individuals. Activities run / demonstrated on the day will involve only pupils in existing year group bubbles or consistent activity bubbles as implemented during the School term time. Visiting pupils and families will NOT be permitted to take part in any lesson activity, other activities (eg: cycling, bushcraft, drama) at any time and will not be permitted to touch any equipment in use at any time. If any item is touched by a visiting family or pupil it should be quarantined for a minimum of 48 hours (72 hours for plastic) and cleaned thoroughly. The School follows the government's guidance for lessons and activities or demonstrations involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used, and the number of people will be limited to allow for social distancing. As no external audiences (parents/carers/visitors), are permitted to attend any "performances" before 21st June 2021 as a minimum, and then only in line with contemporaneous Government/PHE guidelines, the school will NOT undertake any musical or drama performances as part of the Open Morning event on 15th May 2021. The Headmaster will advise staff of this requirement during planning stages and will ensure activities are amended to be compliant where necessary. The Headmaster/Bursar/SLT will sign off activities for health, safety, wellbeing, and public health compliance in advance of the event. Any background or accompanying music will be kept to levels which don't require teachers or other staff to raise their voices. Where possible, microphones, instruments or other equipment won't be shared. If they are all equipment will be thoroughly cleaned or quarantined in between use. 	Med-HIGH



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			<ul style="list-style-type: none"> • For physical activity demonstrated on the day, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible. • For team sports, we follow the return to recreational team sport framework. For individual sports, we follow the guidance on the phased return of sport and recreation. • Pupils will not use changing rooms, and those attending will be advised of the appropriate clothing to wear in advance by the School so that they arrive wearing it, depending on the activity they are taking part in on the day. • Staff can work across different groups, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. • Some external sports/activities coaches and volunteers, and peripatetic teachers, will attend the School Open Morning to deliver a demonstration of their activity or discuss their activity with visiting pupils and parents. All such staff and volunteers will be required to minimise contact and maintain as much distance as possible from other School staff, and always from visiting parents and pupils. The number of such staff and volunteers involved will be kept to a minimum and will remain in their allocated space/classroom throughout the event, safe when using allocated washroom facilities. These staff participate in the School's rapid testing programme. • External activity providers (eg: Bushcraft) have provided an updated risk assessment to the school. 	
F	Spreading infection due to excessive contact and mixing	<ul style="list-style-type: none"> • Pupils • Staff & authorised 	<ul style="list-style-type: none"> • Pupils will be kept in the same groups and be kept separate from other groups. • Staff and visitors will be asked to wear face coverings in areas of the School 	



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	<p>between pupils and staff around and outside of the School</p>	<p>volunteers & governors</p> <ul style="list-style-type: none"> • Visitors (booked in prospective parents/pupils only) 	<p>where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <ul style="list-style-type: none"> • Staff in classrooms and areas visited by prospective families will wear masks (this includes Juniors staff). Staff undertaking/delivering strenuous activities will be permitted to remove their masks for the duration of the activities but must always maintain 2m social distancing from others. Where this is not possible, contact must be minimised to essential only. • A one-way system around corridors and the paths withing and linking buildings will be operational on the day. The School's ongoing one-way corridor system will remain in place however designated routes will be implemented on the 15th May 2021 for guided visits for prospective families (in Juniors, in Seniors) wherever possible. Guides will ensure 2m separation between visiting groups on the one-way systems to minimise chance of contact between families and staff/pupils/volunteers. • Only one member of staff is permitted in a classroom with visiting families at any one time (unless from existing household or established school bubble groups). • Only one visiting family per time is permitted in a classroom. The timetable in place, including staggered arrivals of booked families, should enable this to happen automatically. Guides will need to be cognisant of this requirement and take appropriate action (wait outside) where necessary. Pupil guides will be made aware and reminded of this requirement by the School team (Headmaster, Head of Seniors & Head of Juniors on the day and in advance). • Rooms will be accessed directly from outside where possible, and corridors will have one-way circulation (set-routes in Juniors and Seniors), to keep groups apart. Pinch-points have been identified (narrow corridors) and the School will manage access to and from classrooms in these specific areas to ensure pupil bubbles/visitors do not cross over. 	<p>Med-High</p>
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			<ul style="list-style-type: none">• All shared rooms, such as sport halls and the marquee, will be kept at reduced capacity to allow groups to keep apart when using them. The marquee will have several adults in attendance, including a member of the Catering Staff, FDPS committee members, Governors and School Staff. These groups have been minimised in numbers to ensure appropriate social distancing can always be maintained comfortably. All will wear appropriate PPE (eg: masks, gloves etc) for the activity they are undertaking and will be advised of the Schools safety first protocols in advance (by the Bursar), and at the start of the day by the Headmaster.• Teacher engaged specifically for the day to control numbers accessing marquee, based at door to marquee. Wait – control system in place.• Pupils do not use the same toilet facilities as staff or visitors.• Additional staff rooms have been provided for the duration of Covid-19 restrictions to ensure appropriate social distancing can be maintained. These will be operational on the day as an additional space for staff to use if required.• All visitors to the site, such as FDPS, Governors, Visiting Families and pupils will have guidance on physical distancing and hygiene explained to them before and on arrival. A record will be kept of all visitors. Visitors will be required to complete a pre-visit health and travel/quarantine questionnaire. The School keeps a record of all visitors.• Educational Day Visits and activities are permitted to resume, in line with the Government’s Covid-19 “Roadmap” from 12th April 2021. The provision of an onsite in person Open Morning is educationally focussed and beneficial to prospective pupils and families, and the school, in assessing whether or not Ditcham Park School is an appropriate provision for pupil’s ongoing education.• Supervision of Pupil Guides will be provided in the School Library by Lisa Macey who will ensure appropriate distancing between pupils of different year groups.	
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G	<p>Spreading infection due to the School environment</p>	<ul style="list-style-type: none"> • Pupils • Staff & authorised volunteers & governors • Visitors (booked in prospective parents/pupils only) 	<ul style="list-style-type: none"> • Checks to the premises were completed to make sure the School is up to health and safety standards before opening in September and continue to take place throughout the School year. • Fire, first-aid and emergency procedures are constantly reviewed by the School to make sure they can still be followed safely in the Covid-19 environment including May 2021 Open Morning. Upon arrival, all visitors to the school are advised of actions to be followed in the event of a fire alarm activation during their visit. There are no planned fire drills for the day of Saturday 15th May and therefore all activations will require immediate evacuation. One -way systems in place are overridden at such times in favour of prompt evacuation of the building. The muster point is advised to all visitors and a head-count with reference to visitor and staff records will be taken by the Fire Officer (James Brickwood) and a member of the School Office Team (Nicky Corrigan/Sue Hughes). These staff have been advised in the required change to their normal duties in this respect for the day of 15th May 2021 (Estate Bursar, Bursar, Headmaster's PA not being in attendance). • All areas in use on the day must be well ventilated, achieved by a variety of measures including the use of mechanical ventilation systems where appropriate (and in accordance with the Health and Safety Executive guidance on air conditioning and ventilation during the Covid-19 coronavirus outbreak) or natural ventilation. Windows will be opened, and internal doors will be propped open (where fire safety and safeguarding wouldn't be compromised) where doing so will assist with creating a throughput of air. • If the day is particularly cool windows will be opened just enough to provide constant background ventilation when occupied and opened more fully during any breaks or periods when a room is not in use to purge the air in the space. • The School will continue to balance the need for increased ventilation while maintaining a comfortable temperature using the appropriate measures as detailed in the School's Summary Risk Assessment April 2021. 	MEDIUM
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			<ul style="list-style-type: none">• The use of the lift in the MPB will be avoided unless essential.• Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.• Outdoor space will be used in preference to indoor facilities during the event whenever possible. Clearly demarcated areas for specific activities will be made and advised to those taking part (in advance, and reminders provided on the day).• Catering services are limited as follows on the day.<ul style="list-style-type: none">○ Tea/Coffee in disposable cups provide by two members of the catering staff, assisted by Tess Hall (Chair of FDPS and currently volunteering in the School lunch services) as required/upon need (not anticipated to be a crowd at any one time, so should not happen).○ Catering staff only permitted in the School's kitchens○ Sandwiches/refreshments will be packed individually and provided to members of staff who require them on the day. These may be eaten in their own allocated room or sat as part of their regular school operational bubbles (Seniors, Juniors, Support Staff) in the marquee at an appropriate social distance between groups and staff within such groups.○ Individually packed "Open Morning Snack Packs" will be provided for DPS pupils helping on the day these will be delivered by the catering team assisted by Estates where possible to each area where children based before the start of the Open Morning event. Thank you sweets (individually wrapped) provided by the Event Co-ordinator at the end of the day to each pupil (prior to departure and sign out).	
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H	Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none">• Pupils• Staff & authorised volunteers & governors• Visitors (booked in prospective parents/pupils only)	<ul style="list-style-type: none">• No meetings to take place during Open Morning.• In the marquee there will be several School representatives including members of SLT, Governors, FDPS Committee members and catering staff. These people are in attendance to provide information and some limited catering services to visiting parents and pupils. Numbers of staff and volunteers will be reduced to a minimum and social distancing will be maintained throughout. PPE will be worn as appropriate and face masks are mandatory (unless a person is medically exempt). Reduction of staff on site on the day will ensure sufficient staff remain healthy to continue to run the school operationally in the event of a Covid infection and NHS Track & Trace instructions to self-isolate are received. EG: 2 SLT members not in attendance, 40% catering staff.• Overcrowding will be avoided by carefully monitoring the distance achieved by those in any group area and, where necessary, members of staff / volunteers will leave temporarily or the number of visiting families permitted in the space will be controlled and a wait system implemented.• Catering services will not be provided save as detailed in section G.• All parents, visitors and external suppliers invited on the day are required to leave the school premises promptly when their activity at the school is concluded.	Medium to High
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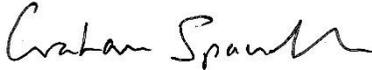
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I	Individuals vulnerable to serious infection coming into School	<ul style="list-style-type: none"> • Pupils • Staff & authorised volunteers & governors • Visitors (booked in prospective parents/pupils only) 	<ul style="list-style-type: none"> • Shielding advice for the clinically extremely vulnerable (CEV) has been paused nationally from 31st March 2021. • Those who are identified as CEV may attend the School on Open Morning – staff or visitors – however whilst in School they will be required to closely follow the protective measures outlined in this risk assessment, including: <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others, ○ Wearing a face mask at all times ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others. <p>These measures are also appropriate for those who live with a household member who is CEV.</p> <p>Pregnant women are considered Clinically Vulnerable (CV). In some cases where pregnant women have other health conditions, they may be considered CEV and the advice for CEV staff will apply.</p> <ul style="list-style-type: none"> • We will follow the government guidance for pregnant employees. In planning the Open Morning event for 15th May 2021 the School has not included those members of staff which it knows to be pregnant, as a precautionary measure, but will discuss arrangements further with staff as appropriate. • The School has a duty of care to its employees and this extends to their mental health. In order to alleviate anxiety about attending the Open Morning event where visitors from the outside community may attend the School site for the first time since March 2020, the School has advised its staff to notify the Headmaster and Bursar of their concerns and the School will ensure it alleviates such anxieties by implementing additional control systems. Where a member of staff or volunteer does not want to attend or is particularly nervous the School will seek to remove that member of staff from its plans for the event. 	MEDIUM
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Open Morning Saturday 15th May 2021— Covid19 Risk Assessment #3

This risk assessment has been produced in respect of the Open Morning for 15th May 2021 and has been reviewed by the Headmaster, Chair of Governors, Estate Bursar and Bursar. The risk assessment will be provided to all staff in advance of the event. It will be dynamically assessed during the week commencing 10th May 2021 and on the day itself (on the day by the Headmaster and Governors on site as the Bursar is not in attendance). The event will be adjusted, or cancelled, in line with Government restrictions or Public Health advice as required.

		
Headmaster	Chair of Governors	Bursar
13th May 2021	13th May 2021	4th May 2021 Revised 12th May 2021 (#2) Revised 13th May 2021 (#3)



Summary of additional control measures in place on 15th May 2021 Open Morning:

- **Pre-booked external visitors only (Prospective parents and pupils). Ad-hoc visitors not expected but if they arrive they will only be added to tours/event if space remains and a declaration of Covid-free good health is provided, and staff are confident. Any visitors judged of concern by staff greeting in welcome gazebos will be held / isolated pending SLT consultation and authorisation to enter.**
- **Registration Gazebos**
- **Pre-attendance health statements provided (Prospective parents and pupils) held by School**
- **Maximum numbers on site only – using 15 minute booking slots. (Headmaster & Events Co-ordinator to calculate and advise registration teams)**
- **Maximum numbers operated in shared areas (to ensure social distancing) eg: marquee, small hall, Solent Suite.**
- **Hazard tape, perspex screens and tables used as agreed with staff in each area to ensure appropriate designated areas between staff, pupils and visitors. Eg: marquee has tables as separation between visitors and staff and newly applied hazard tape as a reminder.**
- **One family per classroom, waiting in operation to ensure.**
- **One teacher per classroom, or two by prior agreement of SLT (and only within existing school bubbles)**
- **Reduced staff attendance – those involved advised / by agreement with Headmaster/Head of Seniors/Juniors/Bursar/Estate Bursar.**
- **Hands-Face-Space-Fresh Air ALWAYS to be observed by all.**
- **All Visitors over 11 MUST wear face masks and declare if medically exempt in advance.**
- **All Visitors without exception must provide travel details for previous 14 days in advance of visit (no overseas/quarantine confirmation)**
- **Where parents wish to tour more than one area of the School (eg Seniors AND Juniors) one parent should tour the Seniors with the relevant pupil, one should tour the Juniors.**



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- **Where possible all activities OUTDOORS. In the event of rain, activities will move indoors to the largest sized room available with appropriate social distancing maintained, maximum numbers and appropriate ventilation.**
- **Guides will use school's operational one-way systems when transitting the school with visitors.**
- **No group catering available, individual packed lunches for staff, individual "Open Morning Snack Packs" for current pupils on-site.**
- **Parents of existing pupils not permitted on site except to drop off and collect pupils (or by express permission of Headmaster/Bursar/SLT)**
- **List of those in groups on day to be maintained (eg: cycling, PE activities, drama, in marquee etc).**
- **List of which pupil tours with which family to be maintained by registration team.**
- **Pupil guides under supervision of After School Club Supervisor in the Library.**