



Open Morning Saturday 2nd October 2021 – Risk Assessment as at 29.09.21

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 2nd October 2021. Risks including that posed by Covid-19 will primarily be controlled by limiting numbers on site at any one time by implementing a timed pre-booked appointment system for visitors and the wearing of face covering by visitors, staff and pupils to reduce the possibility of the infection being spread.

This event risk assessment has been produced by the Headmaster with reference to an “Outline Event Plan” and has been reviewed by the Estate Bursar and Bursar. 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 Thursday 30th September. 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 no later than Friday 1st October. The School will then undertakes to consider further mitigating actions in order to alleviate any staff concerns raised.

The last in-person/on-site Open Morning held at Ditcham Park School was successfully held in May 2021. 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 27th September 2021 the School’s operational status is “OPEN” with pupils and staff teaching and learning in school, and with visitors being asked to wear a face covering.

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 	<ul style="list-style-type: none"> Restricted numbers on site, visitors “by appointment” (booked online). 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). All visiting families to be contacted by School Office and Events team on Tuesday 28th & Wednesday 29th September by email to remind them NOT to 	



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	<ul style="list-style-type: none">• Visitors (booked in prospective parents/pupils only)	<ul style="list-style-type: none">• 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 be encouraged to take a Covid-19 Lateral Flow Test in advance of their visit if they have access to these.• School will allocate "arrival / registration Gazebos" marked clearly for those attending as "Nursery" & "Juniors" and "Seniors".• Upon arrival at School gazebo, families will be asked to 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 take place in the Head of Latin's classroom for Nursery & Juniors and in the foyer for Seniors.• Visitors will always be accompanied (by a member of staff, or pupil guide)• Staff and pupils meeting visitors will wear masks. Where possible classrooms and buildings will be ventilated.• Visitors will wear face masks at all times.• 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 Sept 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 <u>current government guidance</u>.• Visitors, staff and pupils are asked to fully engage with NHS Test and Trace as part of its adherence to PHE System of Controls.	MED
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		<ul style="list-style-type: none"> • 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 <u>decontamination guidance</u>. • 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 significant increase in Covid-related illness or infection rates generally in the School in the week prior to the event, the School may reassess and change its plans as necessary. An assessment of this will be made on Thursday 30th September 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 Thursday 30th September. Similarly if any subsequent unexpected issues arise during the week commencing 27th September 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. 	
<p>B</p> <p>Contact with Covid-19 coronavirus when getting to, from and around the School</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"> • 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. • Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors unless they are exempt from wearing one. • 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 	<p>MED-High</p>



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			<ul style="list-style-type: none">• 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.• All secondary aged DPS pupils and staff must ensure they are wearing face coverings whenever they are inside the school buildings.• 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.	
C	Spreading infection due to touch, sneezes and cough	<ul style="list-style-type: none">• Pupils• Staff & authorised volunteers/gov errors• Visitors (booked in prospective parents/pupils only)	<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 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.	MED-High



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			<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. 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 Sept 2021. 	
D	Spreading infection through contact with Covid-19 coronavirus	<ul style="list-style-type: none"> Pupils Staff & authorised volunteers Visitors (booked in prospective parents/pupils only) 	<ul style="list-style-type: none"> 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 27th September 2021. Any resources shared between groups, such as sports, music, art, drama and science equipment, will be cleaned. Unnecessary sharing will be avoided. 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 <u>decontamination guidance</u>. Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out. 	Med-High
E	Fire	<ul style="list-style-type: none"> Pupils Staff & authorised 	<ul style="list-style-type: none"> <u>Checks to the premises</u> 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. 	



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	<p>volunteers & governors</p> <ul style="list-style-type: none"> • Visitors • Parents 	<ul style="list-style-type: none"> • Fire practice took place in the first week of term so pupils and staff know what to do and where to go in the event of a 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 Oct 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 2nd Oct and therefore all activations will require immediate evacuation. 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 (Adrian Trehwella) and a member of the School Office Team (Amanda White/Sue Hughes). These staff have been advised in the required change to their normal duties in this respect for the day of 2nd Oct 2021. (Bursar not being in attendance due to personal obligations on the day). • 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 <u>air conditioning and ventilation during the Covid-19 coronavirus outbreak</u>) 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 ot wet 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 Published Risk Assessment. • The use of the lift in the MPB will be avoided unless essential. • Outdoor space will be used in preference to indoor facilities during the event whenever possible. Clearly demarcated areas for specific activities will be 	<p>MEDIUM</p>
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		<p>made and advised to those taking part (in advance, and reminders provided on the day).</p> <ul style="list-style-type: none">• Catering services are limited as follows on the day.<ul style="list-style-type: none">○ Tea/Coffee in provided by members of the School Catering Team and Friends of Ditcham Park School (FDPS)○ 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○ Individually packed “Open Morning Snack Packs” will be provided for DPS pupils helping on the day these will be picked up by teaching staff or delivered by the catering team assisted by Estates where possible to each area where children based before the start of the Open Morning event.	
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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">○ 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 <u>government guidance for pregnant employees</u>. In planning the Open Morning event for 2nd Oct 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.	MEDIUM
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This risk assessment has been produced in respect of the Open Morning for Saturday 2nd October 2021 and has been reviewed by the Headmaster, Deputy 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 27th September 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.



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<i>Katrina Spark</i>	<i>Peggy Ovens</i>	<i>Shelley</i>
Headmaster	Deputy Chair of Governors	Bursar
28 th September 2021	30 th September 2021	28 th September 2021