

Covid Secure Parent Consultation Risk Assessment

Identifying risk and control measures relating to Covid-19 and face to face Parent Consultations.

Cidari | GMSJ | Public

Version 1.0 published 5th October 2020

Cidari Approved Covid Secure Parent Consultation Risk Assessment for Great Marsden St John's CE Academy

The outline of this document has been developed by GMSJ in consultation with the Trust designated H&S officer. This risk assessment is intended to help document the risk controls which will be in place during the 4 parent consultation sessions to control the spread of COVID-19.

Location: Applies to the school hall, lower junior corridor and walkways around school. **Date Assessed:** 5.10.20 **Assessed by:** Michaela Underwood

Task/ Activity: Dealing with Covid secure face to face parent consultations on the following dates: 13th, 14th, 20th and 21st October 2020 **Review Date:** 15.10.20 **Reference Number:** CID-GMSJF2F

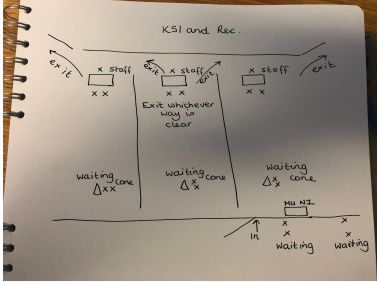
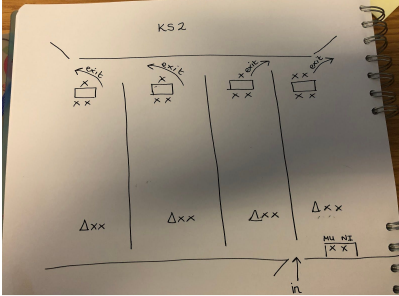
Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Lack of clarity around communication	Staff Parents Pupils	<p>Parents - detailed information was given when initial communication was made. Follow up reminders will be sent prior to each consultation. Signage around the building will further remind. RA posted on website</p> <p>Staff - All staff involved will be expected to read the RA. Specific guidance will be given for those fulfilling specific roles - eg marshalling the one way system.</p> <p>Pupils - it will be communicated to the children via class teachers that they should not attend unless their parent/carer has made</p>	5	2	Medium	MU and NI to be in control of comms.

			<p>special arrangements with the office staff.</p> <p>A wide range of communication means will be used - email, text, letter, signage- so as to capture as many people as possible.</p>			
Maintaining a one way system to minimise contact.	Staff Parents Pupils	<p>Clear signage at all site entrances informing persons of the entrance/exit/pathways.</p> <p>PArents will enter via the external hall door near the school kitchen.</p> <p>They will exit the hall via the doors at the corners of the hall - the door they use will depend upon which staff station they have visited.</p> <p>Social distance markers will be in place outside the hall to aid distacneing. Although parents will be discouraged from coming early, thus reducing the number of people waiting.</p> <p>A staff member will be there to guide them out of the building via the Year 3 and 4 corridor where they will join the existing one way system, exiting school via the top vehicle gate in the staff car park.</p> <p>If a parent has consecutive appointments, that is to say they have a child in Year 2 and Rec, a secure waiting area will be in place just behind the staff stations. They will move to this area to await being called to the next staff member.</p> <p>Parents will be informed of this prior to the</p>	4	2	Medium	MMU will review the system after the first consultation session on 13.10.20



			consultations.			
	Minimising people numbers	Staff Parents Pupils	<p>Only 2 adults per appointment</p> <p>Children can only be brought by prior arrangement and in extraordinary circumstances. This must be booked via the office.</p> <p>Teaching assistants will not attend - as they would normally do.</p> <p>Strict appointment times will be given and adhered to. Parents who are late will not be accommodated and parents who are early must wait in their car.</p> <p>Consultations have been split into Key stage 1 and Rec and Key stage 2.</p> <p>The maximum number of staff in the hall will be 8.</p> <p>The maximum number of parents will be 16.</p> <p>A member of senior leadership will be on the door to see people in.</p> <p>NI will be timing the appointments so that they do not overrun and cause a backlog.</p>	5	1	Low
						MU will review after the first consultation on 13.10.20, but dynamic adjustments will be made during the course of the event if required.



	<p>Seating/waiting arrangements.</p>	<p>Staff Parents</p>	  <p>A clear floor lay out with clearly designated areas will eradicate unnecessary crossing for people and ensure social distancing.</p>	5	2	Medium	<p>Measures will be reviewed following the first consultation on 13.10.20</p>
	<p>Contracting and spreading of infection.</p>		<p>All parents/carers must wear masks. All staff must wear a visor. The hand gel penguin will be relocated to the hall for each consultation session. 2 x dual hand sanitiser stations will be available at strategic points Staff will have their own hand gel. Tissues will be readily available as will lidded</p>	5	2	Medium	



		<p>bins for disposal.</p> <p>Appointments will be spaced at 5 minute intervals to allow staff to wipe down the table and chairs.</p> <p>New and expectant mothers will be advised not to attend and a telephone consultation will be arranged.</p> <p>Windows will be open to allow good ventilation.</p> <p>Children's books will not be available to view.</p> <p>Accurate records of appointment times and attendees will be kept as an internal 'test and trace' system.</p> <p>There will be no toilet facilities available for use by visitors.</p>				
Awareness of policies and procedures		<p>All staff, pupils, volunteers and contractors are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> ● Health and Safety Policy ● Covid -19 Policy ● Covid 19 Policy Appendix 1 ● First Aid Policy <p>All staff have regard to all relevant guidance and legislation including, but not limited to,</p>	5	2	Medium	Review of all relevant documentation in line with latest Government guidance and changes to arrangements..



		<p>the following:</p> <ul style="list-style-type: none"> ● The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ● The Health Protection (Notification) Regulations 2010 ● Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ● DfE and PHE (2020) 'COVID-19: guidance for educational settings' <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</p> <p>Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly, regular direct teaching and modelled behaviours by all staff.</p> <p>Pupils are informed that they must tell a</p>				
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--



			<p>member of staff if they begin to feel unwell.</p> <p>GDPR best practice is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>				
--	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--



Risk/ Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

Risk/ Priority Indicator Matrix						
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity (Consequence)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so