

 	Establishment: Roundswell Community Primary Academy Claypits Road Roundswell Barnstaple Devon EX31 3WJ	Establishment Risk Assessment	COVID-19
Person(s)/Group at Risk Staff, Pupils, Visitors	Date assessment completed: 30/11/21 Date to be reviewed: <ul style="list-style-type: none"> • Change in government guidance • As required by the school/TLP 		
Activity/Task/Process/Equipment Mitigating the risk of a COVID-19 infection during school Christmas Performance	Assessor(s): Kate Fairbrother		
Activity and Significant Hazard Section	Control measures in place		
Pre-performance Premises Checks	Pre-performance caretaking & cleaning checks Internal <ul style="list-style-type: none"> • Caretaker to ensure all statutory compliance checks are up to date (fire system checks, Legionella etc. as per building compliance checklist) • Caretaker to ensure ample stocks of required cleaning materials are in place prior to each performance • Caretaker to ensure body fluids clean up kits are supplied with ample materials • Caretaker/cleaning team to ensure ample hand soap, gloves, sanitiser spray, blue cloths, tissues and hand sanitiser are available within the hall 		

	<ul style="list-style-type: none"> • Caretaker to ensure that sufficient numbers of external windows and doors are opened for maximum ventilation • Caretaker/cleaning team to ensure toilets are fully stocked with toilet rolls and hand soap • Caretaker to ensure toilet windows are opened and extraction systems are working to optimum efficiency (filters cleaned) <p>External</p> <ul style="list-style-type: none"> • Caretaker to check entire premises to ensure all areas are safe for use
<p>Asymptomatic Testing (LFD)</p> <p>Isolation/ PCR testing</p>	<p>All parents, visitors and staff should test using a Lateral Flow Device on the day of the performance attending. Staff will increase their testing regimen to daily during the Christmas Performance week.</p> <p>Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive.</p> <p>Pupils, staff and visitors will be asked to isolate if they test positive using a PCR test and or if they have C19 symptoms. The school reserves the right to send home a pupil or pupils who are displaying C19 symptoms and ask for a C19 PCR test to be taken, the result of which should be reported by the parent to the school.</p> <p>The school will advise parents if their child or they have been in close contact with a child / adult who has a confirmed PCR test. They will be strongly advised to arrange for their child to have a test but unless displaying symptoms can remain in school until the test result is known.</p>
<p>Cleaning and disinfection</p>	<p>Cleaning procedures</p> <ul style="list-style-type: none"> • School leaders/caretaker to ensure adequate numbers of cleaners are available to complete the level of cleaning required • Cleaning team to follow the TLP COVID-19 cleaning procedure to all areas – refer to Premises Guidance document for details • Cleaning to occur on any contact points, doors, door handles, walls, chairs • To use recommended PPE for cleaning of isolation rooms following incident • Deep clean if there has been a suspected case in school – refer to Premises Guidance check list • Hall to be cleaned between each performance

<p>Arriving at the performance</p>	<ul style="list-style-type: none"> • Limited access to the building will be given by using the fire escape entrances in the hall. When tickets are allocated, parents will be informed of the entrance and exit door to be used (Entrance A – playground door; Entrance B – door near kitchen). Parents will wait to enter in the playground and will socially distance. A member of staff will be present on each entrance in order to monitor and control orderly access and exit to / from the hall and hand sanitising. • Face coverings are compulsory whilst on the school site and throughout the performance. Staff on the entrance / exit doors will have spare face coverings for parents if required
<p>Toilets</p>	<p>Toilets</p> <ul style="list-style-type: none"> • A toilet to be used by visitors is located at the stairwell near to the hall. The other toilet will be for children’s use. Both will be signposted. • Frequently ventilate the toilets and check the cleanliness and good working order of the extractors • Ensure adequate stock throughout of soap, paper towels and toilet paper • Organise cleaning inspections throughout the day • Ensure deep clean of all toilets on a daily basis – follow cleaning procedure
<p>Hall</p>	<p>The Hall</p> <ul style="list-style-type: none"> • Ventilate the hall before, during and after use as much as practically possible, by opening all windows and doors • Sanitising equipment to be available for staff to use as needed e.g., following a suspected case and before and after each performance • Number of visitors in hall limited to 80 (half of usual capacity) • Chairs to be socially distanced as far as possible • Masks to be worn throughout the performance. • Designated entrances and exits to be used, immediately accessible from outside • Hands to be sanitised on entry to the hall
<p>Staff and visitors</p>	<p>Common Rules</p> <ul style="list-style-type: none"> • No one with any Covid 19 symptoms should be on site and should self-isolate • Staff to use isolation room if waiting to go home • Face coverings to be worn by all adults in communal areas and when greeting visitors at the hall doors • Keep reasonable social distancing at all times

	<ul style="list-style-type: none"> • Clean shared equipment if possible after each use e.g. computer, microphones, lighting deck... • Avoid large group in shared spaces – stagger access times to the hall • Repeat Coronavirus guidance regularly to all groups e.g., hand sanitising • Each member of staff to have access to PPE and basic cleaning, material and equipment • Regularly cleanse hands during the day • Replenish as required infection control measures in the school such as sanitiser, tissues etc <p>Reception and admin staff (as above)</p> <ul style="list-style-type: none"> • Interaction with visitors at reception – use the privacy glass at all times • No sharing of pens and regular disinfection of counter • Regularly cleanse hands and workstation especially at the start and end of day • Direct all parent visitors via the outside access routes to enter via the external doors – do not allow them to access the building via the main entrance <p>Caretaker</p> <ul style="list-style-type: none"> • Clean any surfaces after any contacts – disinfectant wipes or other specialised products • Thoroughly clean the hall after each performance day • Wash hands regularly, even if wearing gloves • Re-evaluation of risks – especially infection – for each task taking into considerations the context and environment <p>Cleaners</p> <ul style="list-style-type: none"> • Wear single use gloves at all times and change after each task • Wear gloves, face masks, aprons and overshoes to clean and disinfect any suspected infected areas • Clean any surfaces after any contacts – disinfectant wipes or other specialised products • Thoroughly clean the hall after each performance day • Wash hands regularly, even if wearing gloves • Re-evaluation of risks – especially infection – for each task taking into considerations the context and environment
Suspected Infection and Outbreak	<ul style="list-style-type: none"> • Phone Andy Cotton CEO TLP to discuss school’s response prior to PHE call • Follow the TLP Outbreak Management Plan • First Aid staff including those responsible for sending ill pupils home to be briefed on the signs and symptoms and procedure for informing SM about concerns of COVID19 infection • Constant monitoring of all pupils, staff and visitors during the operating hours

	<ul style="list-style-type: none"> • When and if suspected case; <ul style="list-style-type: none"> ○ Pupils (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document ○ Staff (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document ○ Visitors (1 per room) – follow the ISOLATION PROCESS procedure and Premises Guidance – see separate document, provided they cannot immediately leave the premises
Performances with parents attendance	<ul style="list-style-type: none"> • A RA including measures to support C19 management should be approved by HT, Estates Leader and CEO prior to the activities commencing • A negative LFD test required before each performance attended • Hand sanitising facilities available on each entrance / exit door • Parents will enter / exit the building via an allocated door to prevent mass gatherings • Size of audience reduced to half (80) and seating arrangements in place to allow for some social distancing – each chair and row of chairs has space around it • Reinforce ventilation, by opening all windows and doors throughout the performance

Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Staff and Parents	Communicate to staff and parents the LFD testing regimen for the week of the performances (Staff – every day; Parents – on the day of the performance attending)	30.11.21	KF / ES
Staff and Parents	Communicate to the parents and staff the need for face coverings when in communal areas in the school and to parents the need for them at all times in the school building and during the performance	30.11.21	KF / ES

Signed: Headteacher/Head of Department:



Date: 30th November 2021