


## Scargill Primary School – COVID-19 Primary School Risk Assessment for Parents' Evening – Autumn Term 2021.

Activity being assessed:	Parents Evening- Autumn Term 2021	Location affected:	Whole School	
Person(s) completing assessment:	M Hetherington S Hallsworth	Date original assessment completed:	1/10/21	
Date of review:	19/10/21	Review completed by:		

**This risk assessment has been developed on best available scientific guidance and industry best practice, information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.**

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92322/schools-covid-19-operational-guidance.pdf)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Transmission of COVID 19 on school site.</i>	<b>Staff and visitors becoming infected with COVID-19:</b>	<i>Staff or visitors who have tested positive for COVID-19 via an LFD test, will need a confirmatory PCR within 2 days. Where the PCR is positive, persons are not allowed into the school premises until they have self-isolated for the recommended government period of 10 days; and until the person is free from COVID 19 symptoms. Any person arriving at school exhibiting symptoms will be</i>	<ul style="list-style-type: none"> <li><b>Parents/carers to arrive no earlier than 5 minutes before their appointment time</b></li> <li><b>Parents/carers to leave site no longer than 5 minutes after appointments are complete.</b></li> <li><b>All appointments to be kept strictly to time.</b></li> <li><b>A maximum of 2 adults per</b></li> </ul>	<p><i>Relevant staff</i></p> <p><i>Admin team</i></p>	

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		<p><i>required to return home and obtain a COVID-19 test (PCR) immediately.</i></p> <p><a href="#"><u>Government self-isolation guidance</u></a></p>	<p><b><i>child on site.</i></b></p> <ul style="list-style-type: none"> <li><b><i>No accompanying children on site.</i></b></li> </ul>		
Vulnerable staff or parents contracting COVID-19 from being in school	<b><i>Staff deemed vulnerable see government list are likely to experience worse symptoms and additional health issues if contract COVID-19</i></b>	Where CEV persons are identified an individual risk assessment will be put in place to provide adequate controls within school.	<ul style="list-style-type: none"> <li><b><i>Identified staff may conduct remote parents meetings</i></b></li> <li><b><i>Identified parents may be offered remote meetings.</i></b></li> </ul>	Executive Head	
Ineffective personal hygiene measures	<b><i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i></b>	<p><i>Staff and visitors encouraged to follow the Catch it, Bin it, kill it approach.</i></p> <p><i>Hand sanitiser to be available at reception for visitors to use on arrival.</i></p> <p><i>Staff will use hand sanitiser between each appointment</i></p>	<ul style="list-style-type: none"> <li><b><i>Staff and visitors may wish to wear face coverings of choice.</i></b></li> </ul>	Head of School	
Possible contamination in school environment	<b><i>Pupils, staff, visitors, and the public becoming infected with COVID-19:</i></b>	<p><i>Hand sanitiser to be available at reception for visitors to use on arrival.</i></p> <p><i>Ventilation is to be maintained either by mechanical ventilation</i></p>	<ul style="list-style-type: none"> <li><b><i>Parents/carer table will be set up near the classroom door. Staff will be positioned distantly at a separate table</i></b></li> </ul>	All relevant staff	

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<i>nt.</i>		<i>adjusted to increase the ventilation rate where possible, and natural ventilation (fresh air) by opening windows. Windows should be fully opened. Internal and external doors can be kept open to assist as this will increase ventilation.</i>	<ul style="list-style-type: none"> <li><b>Staff and Parents/carers will remain distant at all times.</b></li> <li><b>Fire doors are to be kept open when the room is occupied and staff will be responsible for closing them when leaving the area.</b></li> </ul>		
<i>Possible contamination from a symptomatic person on site</i>	<b>Staff or visitors becoming infected with COVID-19:</b>	<i>Symptomatic person should not be on site – see first section. Should a staff member or visitor arrive at school or become symptomatic whilst at school they will be required to leave site immediately.</i>	<ul style="list-style-type: none"> <li><b>Communicate information regarding how to obtain a COVID-19 test</b></li> <li><b>Cleaning of any surfaces the symptomatic person may have touched, to be conducted immediately.</b></li> </ul>		
Signature of Senior Leadership Team: <i>M Hetherington</i>			Date: 1/10/21		

<i>Consultation method (Mtgs, email, telephone)</i>	<i>Who has risk assessment been consulted with: Trust/HT/SLT/Teaching staff/Support staff/Premises and cleaning teams/Catering staff/Parents-Carers</i>	<i>Dates of consultation process:</i>	<i>Issues identified and any action required:</i>	<i>Action to be completed by:</i>	<i>Action completed date:</i>
<i>Email</i>	<i>staff</i>				

<i>Posted on website</i>	<i>parents</i>				
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