



RA 037 Open evening v1 Sept 2021

## RISK ASSESSMENT RECORDING FORM

Location or School Address: St John Plessington Catholic College, Bebington	Date assessment Undertaken 6th September 2021	Assessment undertaken by: Neil Thomas on behalf of Jeanne Fairbrother and Steve Harvey
Activity or <b>Parents' evening event at College</b> situation	Review date: <b>Review date after the first parents' evening session</b>	Signature: SIGNATURE

### Background information

This Open evening is the first for some time as a result of the Covid pandemic.

This risk assessment is intended to blend the needs of parents and guardians to speak to the teaching staff whilst at the same time set parameters for the safety of all concerned.

SJPs Open Evening will take place on Thursday 9 September 2021 from 6.00 pm. No booking is required, although we do request you fill out our form below.

Obviously we are still in Covid times so some of these plans are subject to change, according to any further government advice. We are asking where possible, that visitors to this event observe social distancing and take necessary precautions (hand sanitise, face masks if you wish) to ensure the well-being of all participants.

This event will offer prospective students and their families the opportunity to explore our fantastic facilities and tour our amazing College.

The Headteacher will also be hosting talks at specific times.

Share the final version with all staff taking part to inform and reassure that everyone's safety is being considered. School will identify key points to the staff to ensure understanding and compliance.

**The Legislation:** The Health & Safety at Work Act 1974; The Management of Health & Safety at Work Regulations 1999

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)?	Risk Score Consequence X Likelihood	4) Any further action. This should be included in the action plan (5)
<b>Roles &amp; responsibilities</b>	Staff unaware of their roles and responsibilities with regard to the event	<ul style="list-style-type: none"> <li>A safety management team of 12 staff members is formed to action the procedures outlined in the risk assessment.</li> <li>A list of site safety rules is established and distributed to all staff and pupils who are assisting with the event.</li> <li>An emergency procedure is established and communicated to staff prior to the event</li> </ul>	<b>1x1 = 1</b>	
<b>Covid-19</b>	Pupils, all staff attending, parents, guardians, governors and other visitors to the event	<ul style="list-style-type: none"> <li>School will comply with the requirements with the latest RA029 schools reopening risk assessment.</li> <li>This has been circulated to all staff.</li> <li>School should also have the risk assessment available to visitors on the web site.</li> <li>Sufficient hygiene stations/ hand gel will be at the entrance and exit to the site and each area that parents and guests are likely to attend.</li> <li>Despite the reduced measures and government guidance, school can consider asking all guests and staff to wear masks.</li> <li>Toilets should be regularly cleaned during the event.</li> <li>Staff should be available to wipe touch points as per previous risk assessments, handles, door plates etc.</li> </ul>	<b>3X2=6</b>	
<b>Crowd management</b>	Pupils, all staff attending, parents, guardians, governors and other visitors to the event excessive numbers, fire risk, delay in evacuating	<ul style="list-style-type: none"> <li>The maximum number of people able to attend the HeadTeachers talk has been calculated at <b>170 in the Hall</b>.</li> <li>Entrances and exits are clearly signposted.</li> <li>Parents and pupils enter the school hall using <b>Atrium Doors</b>.</li> <li>When leaving the hall to tour the premises, parents and pupils are directed to different areas of the school to prevent overcrowding.</li> <li>Premises staff monitor all exits and entrances and remain on the lookout for any emergencies.</li> <li>Premises staff are placed around the school premises to assist parents and pupils.</li> </ul>	<b>2X3=6</b>	

		<ul style="list-style-type: none"> <li>• Senior staff patrol the school premises to ensure there is no overcrowding.</li> <li>• Premises staff are made aware of the emergency procedure prior to the event.</li> <li>• A member of premises staff monitors the female toilets, and another the male toilets, to ensure they are not overcrowded.</li> <li>• Emergency access routes are kept clear at all times.</li> <li>• Access routes for any individuals with wheelchairs are always kept clear.</li> <li>• Premises staff remain mindful to any lost children and notify a senior member of staff immediately using their walkie talkies if this occurs.</li> </ul>		
<b>Fire</b>	Pupils, all staff attending, parents, guardians, governors and other visitors to the event	<ul style="list-style-type: none"> <li>• A fire emergency response is established with clear responsibilities for staff members well in advance of the event and is communicated to all premises staff, in accordance with the school fire evacuation plan.</li> <li>• A walk-through fire emergency evacuation is practised prior to the event.</li> <li>• The headteacher ensures that a fire risk assessment has been completed and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005.</li> <li>• School will ensure there are sufficient fire marshal /fire aware staff on duty to manage any activation including managing a full evacuation.</li> <li>• All routes should be checked prior to the event to ensure free movement.</li> <li>• Parents and pupils attending the event are informed of the fire exits at the beginning of the event and where they should go, should there be a fire evacuation.</li> <li>• Staff members keep a log of who has attended the event to ensure that a list is available for fire evacuation procedures.</li> <li>• An access route is left clear at all times for emergency services.</li> <li>• In the event of a fire, premises staff contact a senior member of staff immediately using their walkie talkies.</li> <li>• The emergency services are contacted immediately.</li> </ul>	<b>2X3=6</b>	

		<ul style="list-style-type: none"> <li>Any current building work that may have impacted on safe evacuation will be reviewed to ensure all exit routes are clearly marked</li> <li>**Depending on the time outside routes and lighting should be checked- movement by guests will not be as comfortable as that of students who know the school and routes/muster points.</li> </ul>		
<b>Security</b>	Staff, pupils, visitors risk from unauthorised intruders.	<ul style="list-style-type: none"> <li>Premises staff monitor all entrances and exits to ensure only authorised persons enter the premises.</li> <li>Senior staff patrol the school premises to ensure no access by unauthorised persons.</li> <li>Any unauthorised persons are reported immediately to a senior member of staff and the intruder is asked to leave the school premises immediately.</li> <li>If necessary, the senior member of staff contacts the police.</li> <li>Premises staff are provided with walkie talkies to communicate with other staff and ask for assistance, if necessary.</li> <li>Premises staff remain aware of any possible theft or damage to school property.</li> <li>Any noticeable theft or damage is reported to a senior member of staff immediately who then contacts the police, if necessary.</li> <li>Doors and windows not used during the event are kept securely locked.</li> <li>Doors within classrooms and other areas, e.g. stock cupboards, are securely locked for the whole event.</li> <li>Parents and pupils are reminded to keep their possessions with them &amp; in sight at all times.</li> </ul>	<b>2x3=6</b>	
<b>Medical emergency /first aid</b>	Pupils, all staff attending, parents, guardians, governors and other visitors to the event	<ul style="list-style-type: none"> <li>School will ensure sufficient numbers of first aiders and equipment commensurate with the event.</li> <li><b>4</b> first aiders are present on site for the duration of the event.</li> <li>All premises staff are provided with walkie talkies to alert others in the event of a medical emergency.</li> <li>A member of senior staff is contacted immediately, as well as the first aiders.</li> </ul>	<b>2X3=6</b>	

		<ul style="list-style-type: none"> <li>• A clear access route is available for first aiders and emergency services in the event of an injury.</li> <li>• The open evening may be stopped in the event of a medical emergency.</li> </ul>		
<b>Access and egress to school including visitors who may have mobility issues (wheelchair, vision impairment etc.),</b>	Pupils, all staff attending, parents, guardians, governors and other visitors to the event	<ul style="list-style-type: none"> <li>• All routes into and out of school must be clearly identified.</li> <li>• All routes must be inspected prior to the event to ensure safe access for wheelchairs, vision impaired visitors and other mobility issues</li> <li>• Any spillages are immediately wiped up by premises staff and a wet floor sign is displayed.</li> <li>• Any uneven or damaged surfaces are appropriately highlighted using a barrier or hazard tape to warn others. <ul style="list-style-type: none"> <li>• Temporary trailing cables are secured and moved out of the way to avoid becoming a trip hazard.</li> </ul> </li> <li>• Lighting must be suitable and sufficient in any restricted areas</li> <li>• Separate routes may need to be identified with ramps for wheelchair access</li> </ul>	<b>2x3=6</b>	
<b>Car Parking at the front and side of the College.</b>	Pupils, all staff attending, parents, guardians, governors and other visitors to the event	<ul style="list-style-type: none"> <li>• Vehicles are not permitted to enter the carpark before the open evening commences.</li> <li>• Entrances to the carpark are clearly signposted and cars are directed to spaces by premises staff.</li> <li>• Carparking spaces closest to the school entrances are reserved for wheelchair users.</li> <li>• Premises staff wear hi-vis jackets to ensure they are easily identifiable.</li> <li>• Pedestrian access routes are clearly marked and segregated from vehicle access routes.</li> <li>• Premises staff direct all pedestrians to the access route, ensuring quick and safe access from the car park into the school hall.</li> <li>• An established route is left clear for access by emergency vehicles.</li> <li>• Vehicles leave the school premises as directed by premises staff after the event has finished.</li> </ul>	<b>2x3=6</b>	
<b>Food &amp; drink</b>	Pupils, all staff attending, parents, guardians,	<ul style="list-style-type: none"> <li>• Only competent members of staff with the relevant hygiene training are permitted to cook food.</li> </ul>	<b>2x3=6</b>	

	governors and other visitors to the event become unwell	<ul style="list-style-type: none"> <li>• Manufacturer's instructions are strictly followed.</li> <li>• All hot food and drink served is labelled with a clear temperature warning.</li> <li>• Strict hygiene rules are followed at all times.</li> <li>• Plastic cups, plates and crockery are used.</li> </ul>		
<b>Events – music, drama, dance , sport</b>  <b>A detailed list of all activities taking place is held at the College.</b>	Pupils, all staff attending, parents, guardians, governors and other visitors to the event	<b>Any performances or events must be separately risk assessed by the department concerned.</b>  <b>These risk assessments will form part of the planning for the Open Evening.</b>	<b>2x3=6</b>	

Risk Rating	Action Required
17 - 25	<b>Unacceptable</b> – stop activity and make immediate improvements
10 - 16	<b>Urgent action</b> – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	<b>Action</b> – Improve within specific timescales
3 - 4	<b>Monitor</b> – but look to improve at review or if there is a significant change
1 - 2	<b>Acceptable</b> – no further action but ensure controls are maintained & reviewed

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

#### Likelihood:

5 – Very likely  
4 – Likely  
3 – Fairly likely  
2 – Unlikely  
1 – Very unlikely

#### Consequence:

5 – Catastrophic  
4 – Major  
3 – Moderate  
2 – Minor  
1 – Insignificant

- (1) List hazards ***something with the potential to cause harm*** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified  
List existing controls here or note where the information may be found. Then try to quantify the level of risk ***the likelihood of harm arising*** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) **ACTION PLAN**

	<b>5. Action plan</b>	<b>Responsible</b>	<b>Completed</b>
1	School will comply with the requirements with the latest RA029 schools reopening risk assessment and circulate to all staff	MS	Pending
2	School should also have the risk assessment available to visitors on the web site	LR	Pending
3	Sufficient hygiene stations/ hand gel will be at the entrance and exit to the site and each area that parents and guests are likely to attend.	Caretaker Team	Pending
4	School can consider asking all guests and staff to wear masks	HT/CMO	Pending
5	Toilets should be regularly cleaned during the event.	Caretaker Team	Pending
6	Staff should be available to wipe touch points as per previous risk assessments, handles, door plates etc.	Caretaker Team	Pending
7	School will ensure there are sufficient fire marshal /fire aware staff on duty to manage any activation including managing a full evacuation.	Caretaker Team	Pending
8	All routes should be checked prior to the event to ensure free movement	Caretaker Team	Pending
9	Check sufficient first aiders on duty	SEH/CMO	Pending
10	Any onsite parking must be checked for safety	Caretaker Team	Pending
	<b>Action plan agreed by Maria Sharratt on 6 September 2021</b>		