

EDUCATIONAL VISITS – RISK ASSESSMENT FORM

Lydgate Junior School, Sheffield

Please ensure that the original signed copy of this form is passed to the school office at least two weeks in advance of the proposed activity

Class(es) taking part:

Activity: Open Classrooms – for BRIEF parent visit	Location: Lydgate Junior School All classrooms	Dates: Monday 20 th and Wednesday 22 nd September 2021
Transport arrangements: N/A	Lead person: SRJ	Times: 3:20 to 4:20 each day
Other adults: All teaching staff		Adult / Pupil ratio: N/A

	Significant hazards	Any additional controls necessary
Theme	Key action list - Protective measures	
Potential COVID-19 Infection / Transmission	Limit numbers attending – communication stating aims and suggesting attendance on need only	Wording to staff – inform, not promote; ensure the message is MAY come, not HAVE TO come
	Limiting numbers mixing – offer ONE OF two sessions	
	Communication prior to event detailing expectations re. not attending if symptomatic, brief period, one way system, hand washing, face covering, social distancing, not individual staff consultation, no activities or books to look at, etc.	SRJ to complete, and post to Headteacher's blog
	Enhance ventilation to dilute potential viral load	Fire Exits will be open for one way system
	One way system for ALL classrooms – in through cloakroom, out through Fire Exits	May need some pointing out by staff or signs – classroom staff to organise. Y5BB and Y5NL – exit via Y5BB side door, stairs down and exit by Music Room
	LFD Test encouraged – for staff and parents visiting	
	Face coverings – not required, but parents encouraged to use	

Purge ventilation – all rooms to be empty for a minimum of 10 minutes from end of lesson to start of visits. All classes to gates / after school activity prior to parents being allowed back in (with child).	All teaching staff to bring classes out at the end of the day. Other staff to leave the classroom at that time.
Outbreak management – activity held ten days plus since first infection leading to ‘outbreak’	Monitor further Case activity
Restrict period in classroom / indoors – staff instructed to NOT provide a task / activity or children’s books to look through.	
Plan B – further Outbreak(s) on Monday may lead to specific cancellations for Bases, twin Mobiles or as identified by Headteacher.	Monitor further Case activity
Cleaning focus – on common touch points at entry / exit and toilets	

Risk assessment written by: STUART JONES

Date: 17/09/2021

Actions required before approval can be given:

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Approved by:

Assessment / Review of Activity:

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