

Open Evening for prospective Reception parents

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HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
			This risk assessment must be read and followed in conjunction with the Trust/Schools most up to date Covid-19 risk assessment			
Awareness of policies and procedures	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> • All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. • All staff have access to all relevant guidance and legislation including, but not limited to, the following: • 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' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> • DfE • NHS • Department for Health and Social Care • PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if 	MED	✓	

			<p>they believe they may have been exposed to coronavirus.</p> <ul style="list-style-type: none"> • 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. • Pupils are made aware of the need to tell a member of staff if they feel unwell. • Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak. https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings 			
Parents/carers coming into school.	Parents/Carers Children Staff.	Spread of infection	<ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media (i.e., taking an LFT test prior to arriving) • Inform parents of the entrance and exit points in advance to the open evening taking place via website or other communication systems. • Open evening should be arranged at pre-time-tabled intervals to limited time on site, help maintain safe distancing and enable staff and parents, children to evacuate safely if necessary and. • Consider where possible, having a one-way system/designated route introduced when parents/carers are coming on to site and leaving. • Parents are informed not to come to the open evening if they or their child are showing signs of being unwell and believe they have been exposed to coronavirus. • Sanitiser to be made available upon entry and asking visitors to confirm they are symptom-free • All parents to wear masks at all times while on site. 	MED	✓	

			<ul style="list-style-type: none"> • Doors open to maintain adequate air flow • Open evening will take place in reception classroom only there will not be a tour of school. • Chairs evenly spaced out. • Regular cleaning before and after open evening • It would be sensible to revert back to previous control measures in the event of a local outbreak. • Continue to use a cautious approach with arrangements 			
Parents/carers Unaware of fire procedures	Parents/Carers Children Staff	Severe burn Smoke inhalation personal injuries	<ul style="list-style-type: none"> • Parents to be made aware of evacuation procedures (signs visible). • Open evening should be arranged at pre-time-tabled intervals to limited time on site, enable staff and parents to evacuate safely if necessary. • Open evening will take in reception classroom only. 	LOW	✓	
Staff alone with Parent/s	Staff Parents/Carers	Accusations	<ul style="list-style-type: none"> • Where possible staff should not be left alone in a closed room with parents • Other staff member in the vicinity at all times. 	LOW	✓	
Violence	Parents/carers Staff	Physical Injury	<ul style="list-style-type: none"> • Staff should be made aware of parents who are known to display threatening behaviour and systems put in place to minimise any violence. 	LOW	✓	
Theft	Staff	Sensitive or personal taken from school	<ul style="list-style-type: none"> • All classrooms, staff room and offices should be kept shut if not in use. The school limits access to other areas of the school. • Open evening will take in reception classroom. • Designate route on to site. • Parent and children supervised at all time while on site. 	LOW	✓	
Trespassers	Parents/Carers Staff	Theft, Vandalism, Physical and Verbal Abuse	<ul style="list-style-type: none"> • Site Supervisor should be made aware of potential trespassers. • Police should be called if the trespassers refuse to leave the school building. 	LOW	✓	