

Name & Date(s) of Event	Open Evening – 23rd September 2021
School Name	Soham Village College

Factor	Criteria	Rating	Score	Event score pre-mitigation	Post mitigations Score
Number of people	100 - 500	Green	1	2G	2G
	500 - 2,000	Green	2		
	2,000 - 5,000	Amber	4		
	5,000 - 10,000	Red	8		
	> 10,000	Red	10		
Spacing	Expected to be >2m	Green	1	6A	3G
	2m - 1m	Amber	6		
	<1m	Red	10		
Ventilation (Based on capacity of hall and Risk assessment based on HSE guidance)	Indoors, good ventilation	Amber	4	4A	4A
	Indoors, average ventilation	Red	6		
	Indoors, poor ventilation	Red	10		
Event Duration	< 3 hours	Green	1	1G	1G
	3 - 6 hours	Green	2		
	6 - 12 hours	Green	3		
	12 - 24 hours	Amber	4		
	24 - 48 hours	Red	5		
	>48 hours	Red	6		
Travel Routes	Mostly Private Transport (no car sharing, only private cars)	Green	1	1G	1G
	Mix of Private and Public Transport (car sharing included or coach travel)	Amber	4		
	Mostly Public Transport (includes car / minivan/ etc. sharing or coach travel)	Red	8		
Total (Max score - 44)				14	11

Rating	Action for Public Health
All Category Green or Score <10	No action needed
Any one category Amber Or Score ≥ 10	Action to minimise risk
Any two Category Amber OR Score ≥ 26 OR	Consider holding events after reducing risks
Any one Category Red	

This rating will determine the **public health actions** needed to mitigate the risk. Please note the actions below are public health recommended actions.

- All criteria Green – no action needed
- Only one Amber or **Score ≥ 10** – Action is recommended to minimise risk
- Two or more Amber OR any Criteria having Red or **Score ≥ 26** – Consider holding events after reducing risks – See Appendix 1
- School to complete and score each event

Appendix 1 - COVID Risk Assessment and Mitigation for Year Group Information Evenings – Autumn 2021

On the 12 July and in subsequent briefings the Government has confirmed the move to stage 4 from the 19 July. Whilst all prescriptive rules such as social distancing and education bubbles are no longer legal requirements, each setting is required to assess their procedures through their own risk assessment process and take account of local case rates.

1	Who does this affect?	Risk and Planning	High/Low Probability / Severity	Lead	Time deadlines	Resource, mitigation and action.	Verification and residual risk
1.1	Staff Students Visitors	Large number of attendees could increase transmission (large number of attendees Based on capacity of spaces and Risk assessment based on HSE guidance)	Low	Senior team	Sept 21	<ul style="list-style-type: none"> Prospective attendees will be directed to the school website where they will have a choice of either receiving virtual information or to attend in person. This will allow for reduced numbers to attend in person. Those preferring to attend in person will need to book which presentation they would like to attend. Visitors are recommended to wear a face covering during the presentation. Additional headteacher presentations have been included to reduce the numbers attending each presentation. Presentations will be made at a 2m distance from the front row of chairs. Those wishing to attend will receive correspondence prior to the event reminding them of our recommended 	Mitigated

						<p>safe measures whilst on site. To include safe distancing, wearing a face covering and using the hand sanitiser readily available around the site.</p> <ul style="list-style-type: none"> • Visitors will be advised to wear a face covering when in close proximity to others outside of their family group. • Hand sanitiser will be available at stations throughout the site. • There will be signage present in reception reminding visitors not to attend if they have coronavirus symptoms. • Visitors will be advised to take an LFT test prior to attending. • All staff and students are encouraged to take twice weekly LFT tests. • Staff in attendance will be asked to wear a face covering and maintain a safe distance from visitors. • The number of current students in attendance will be limited. • It will be recommended to students in attendance that they wear a face covering and maintain a safe distance from visitors. 	
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1.2	Vulnerable Staff, Students and Visitors	We have a duty of care to ensure those more vulnerable are protected	Low	Senior team	Sept 21	<ul style="list-style-type: none"> • More vulnerable staff will not be expected to attend the event. • In the event that a more vulnerable member of staff wishes to attend the event they will be encouraged to follow their personal risk assessment with regard to keeping themselves safe. • All staff will be encouraged to wear a face covering during the event. • Vulnerable students will not be permitted to attend the event. • Vulnerable visitors will be advised to follow safety precautions, such as wear a face covering, sanitise hands and maintain a safe distance from others. 	Mitigated
1.3	Staff Students Visitors	Visitors arrive with Covid symptoms and increase transmission	Low	Senior team	Sept 21	<ul style="list-style-type: none"> • Visitors will be reminded prior to the event not to attend if they have coronavirus symptoms. • Signage will be on display in the reception area as a further reminder. • In the event that someone is taken ill during the event they will either be escorted to the exit or to the designated "Isolation Space" located in reception by a member of staff. • A member of staff will telephone for 	Mitigated

						<p>someone to collect the individual.</p> <ul style="list-style-type: none"> The staff member will follow the usual Isolation procedures as detailed in the trust risk assessment. Staploe Education Trust - Risk Assessments 	
1.4	Staff Students Visitors	Asymptomatic staff, students, visitors attend the events	Low	All	Sept 21	<ul style="list-style-type: none"> Staff and students are all encouraged to take two LFT tests per week and inform the school of the result using TestRegister. Visitors will be encouraged to take an LFT test prior to attending the event. Visitors, staff and students will be advised to wear a face covering, particularly when in close proximity to those outside of their family group. Hand sanitiser will be available in reception on entry to the school and at stations throughout the site. All classrooms in use will have hand sanitiser available on entrance to the room. The usual cleaning regime will continue throughout the site. 	Mitigated

1.5	Staff Students Visitors	Attendees create congestion in corridors and classrooms	Medium	All	Sept 21	<ul style="list-style-type: none"> • Subject information, student support, advice and guidance and other open evening activities will be spaced around the site. • All visitors will be advised to wear a face covering, particularly in more congested areas. • Clear signage and maps to be provided to allow for speedy movement around the site. • Sufficient guides available to direct visitors and manage any congestion quickly. Three different routes have been devised to reduce the potential for any congestion. • The staff in each classroom will monitor the room capacity to ensure they don't become overcrowded. • Senior team to circulate around the site to support the monitoring of room capacity and ensure safety measures are being followed. • Small classrooms must not be used. 	Mitigated
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1.6	Staff Students Visitors	Ventilation <i>Improved ventilation reduces the risk of airborne transmission.</i> (Based on capacity of spaces and Risk assessment based on HSE guidance)	Low	Facilities staff	Sept 21	<ul style="list-style-type: none"> The main reception door will be open on entry to the building. All doors and windows throughout the site will be opened. 	Mitigated
1.7	Staff Students Visitors	Visitor refreshments	Low	n/a	n/a	<ul style="list-style-type: none"> Refreshments will be served, however in a restricted manner; There will be a table with cups of pre-filled water and juice to reduce the potential for cross contamination. The table will be located in Lodeside and supervised by two senior students wearing face coverings and gloves. Bins will be provided to dispose of the used cups safely. Our caterers will have a display of some of our menu choices to view only. Individual tasting pots will be available to sample. The use of pots will reduce the potential for cross contamination. 	Mitigated

						<ul style="list-style-type: none"> • Bins will be provided to dispose of the pots safely. • Catering staff will wear face coverings and gloves. 	
1.8	Visitors	Transport	Low	Head	Sept 21	<ul style="list-style-type: none"> • Visitors will be encouraged to travel in their family groups. • Visitors will be encouraged to wear a face covering if travelling by public transport. • School buses will not be required for this event. 	Mitigated