

**ACTIVITY COVID RISK ASSESSMENT Westbourne Academy**

Activity Description	Year 6 Induction Day
Activity location	
Risk assessment completed by	
Number of students and year groups	224 Year 6
Date risk assessment completed.	21 <sup>st</sup> June 2021

**Potential hazards table – with examples of hazards**

A	Infection being passed directly from person to person	J	Detriments to mental health	S	
B	Infected surfaces	K	Poor ventilation	T	
C	Infected Equipment	L	Aware of risk assessment at partner organisations – if working outside school	U	
D	Lack of space to maintain social distancing	M		V	
E	Toilets and changing rooms	N		W	
F	Transport or movement of staff or students	O		X	
G	Infection passed on by external visitors	P		Y	
H	Increased risk to individuals with underlying health conditions	Q		Z	
I	Social distancing not possible due to first aid or injury treatment required.	R		A1	

N.B. Any other types of hazard identified should be entered into V – A1.

**Persons at risk:** students / teacher

**Identified hazards.**

**Initial**

**Risk level**

		Lo w	Me d	Hig h
A	<b>Infection being passed directly from person to person- Students and teachers may be in contact with students from other schools.</b>			X
B	<b>Infected surfaces- Children will be using classroom surfaces/door handles and chairs throughout the day. Touch points will be sanitised in line with government guidance</b>	X		
C	<b>Infected equipment- Children will use pre sanitised equipment, as per usual school protocols.</b>	X		

D	<b>Lack of space to maintain social distancing-</b> Students will be in classrooms, supervised as they move between lessons, or in the allocated outdoor spaces	X		
E	<b>Toilets and changing rooms -</b> Changing rooms will not be used. Toilet use will be encouraged at break and lunchtime.	X		
F	<b>Transport or movement of staff or students–</b> Student movement will be supervised.	X		
G	<b>Infection passed on by external visitors-</b> All school protocols will be being followed to minimise risk.	X		
H	<b>Increased risk to individuals with underlying health conditions-</b> Follow advice passed on with Students with existing medical conditions.	X		
I	<b>Social distancing not possible-</b> Current protocols will be followed. No high risk activities are taking place on the day.	X		
J	<b>Detriments to mental health-</b> The planned induction day will be a positive factor for year 6 children’s mental health and well-being.	X		
K	<b>Poor ventilation-</b> Normal school protocols will be followed regarding doors and windows allowing for good ventilation.	X		

		Responsible	Complete
A	<p><b>Infection being passed directly from person to person –</b> The risk mitigations set out below will reduce this risk. However, any positive test will require students in close contact to Isolate. Staff will complete a seating plan at the start of every lesson and retain this for a week after the lesson. This will allow targeted isolation if necessary.</p> <ul style="list-style-type: none"> <li>• Due to students only doing a day each of transition, numbers will be halved</li> <li>• Year 6 class bubbles will be made up of students from their own primary school where possible. Where this is not possible i.e. small cohorts from schools, we will restrict the number of different feeder schools in that class bubble to no more than 3.</li> <li>• Year 6 students will be divided into two halves with 4 classes in each half. One half will enter via the B gate, and the other half via A gate. This will be the same at break time and lunchtime</li> <li>• Any students who develop symptoms of COVID will be isolated and the academy protocols will be followed.</li> <li>• Year 6 students should not attend the transition days if they feel unwell or if they or their immediate family have tested positive for COVID over the last 10 days, or are awaiting the result of a PCR test</li> </ul>	All	
B	<p><b>Infected surfaces –</b> Between lessons, surfaces will be wiped down as usual protocols state. Teacher will ensure students hand sanitise when entering the classroom and when leaving and that desks and chairs are sanitised before each lesson.</p> <p>Throughout the day there will be a cleaner circulating to clean all community touch points</p>	All	
C	<p><b>Infected equipment -</b> All equipment used will be wiped down as usual protocols state- led by teacher.</p>	All	

D	<b>Lack of space to maintain social distancing</b> – transition day has been designed to maintain primary school bubbles where possible in line with the government guidance. Students from different primary schools will be kept segregated in the classroom to a distance of 2 metres. Arrival, break time and lunch time will ensure students are kept in small numbers, and movement between lessons will be staggered with the rest of the school to ensure ease of movement.	All	
E	<b>Toilets and changing rooms</b> - Changing rooms will not be used as there will be no PE. Year 6 will have allocated toilets and will be accompanied by a TA or year 8 helper if the toilet is needed during a lesson. Toilets are all cleaned during lessons.	TA led	
F	<b>Transport or movement of staff or students-</b> Students will be moving round the building in a very controlled manner- following the current school protocols- with year 8 student leaders and teaching assistants taking control of movement – there is a one-way system in place to avoid bottle necks and crowding. Movement between lessons will be staggered with the rest of the school.	TA's	
G	<b>Infection passed on by external visitors-</b> External visitors are required to follow protocols regarding masks and hand sanitation and will not mix with year 6 students.	Reception	
H	<b>Increased risk to individuals with underlying health conditions-</b> Students with health care plans are known to Westbourne academy staff and health care plans have been shared with induction staff.	RHA/MAB	
I	<b>Social distancing not possible-</b> Current protocols will be followed. No high risk activities are taking place on the day.	N/A	
J	<b>Detriments to mental health-</b> The planned induction day will be a positive factor for year 6 children's mental health and well-being, leading to them being less apprehensive about coming to Westbourne. Students will be reassured about covid protocols in place at the start of the day.	RHA/MAB	
K	<b>Poor ventilation-</b> Normal school protocols will be followed regarding doors and windows allowing for good ventilation. Every classroom has windows which will be fully open. Air circulation is at maximum.	Teachers/TA's	
L	N/A		

<b>Overall Residual level of risk</b>	<b>Low</b>
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Signed	Date
Richard Hawkes	24 June 2021

<b>Approved by Health and Safety Adviser: (comments)</b>	Signed	Date