

RISK ASSESSMENT

Fullbrook COVID 19 Secure Measures

Location: Fullbrook School
 Event : Year 11 Prom
 Completed by: Mrs K Moore & Mr R Smith

Date of assessment: Friday 25th June 2021

What are the hazards?	Risk level (high/med/low)	What will be done to mitigate the risk?	
Transmission of COVID – family - prior to arrival	Medium	<ul style="list-style-type: none"> • Fullbrook has written to parents strongly encouraging that all students take a Lateral Flow Test (LFT) on the morning of the Prom. Students have been asked to report results. Positive cases are required to self-isolate in line with government regulations. Parents have been informed of this. • RGS and JAB ran an information evening (24th June) to inform all parents of this. The PowerPoint has been sent to parents. 	Medium
Transmission of COVID among gathering crowds at school gate	High	<ul style="list-style-type: none"> • No cars to drop at end Selsdon Road. Families told that cars will come on to site. There is nothing to see from the front gate. • No barriers to discourage gathering. • Staff on school gate to disperse any people who may try to gather. • Letter to parents and information evening explaining they must not come and the impact on the prom if they did. • Community officers informed for support with dispersal should this be necessary. • Lower school tutors to explain to younger students why they must not come – transmission of COVID, and what would happen if they did – potentially police will stop the Prom, we want year 11 to be able to have this final leaving celebration. • Bouncers on the gate throughout the night • If anybody is refusing to leave, the police will be called. • Gates will be locked once all ticket holders are on site. 	Low

		<ul style="list-style-type: none"> • Cones will be on the floor 2m apart for staff to stand at. 	
Transmission of COVID between students and staff as welcomed at the gate	Medium	<ul style="list-style-type: none"> • Students will not get out of the cars at the gates. The vehicles will go on to site to the new drop off point, and will not be in touch with staff. • Staff to remain at gate, welcoming students by clapping. 	Low
Transmission between students and staff at drop off zone and at old gym.	Medium	<ul style="list-style-type: none"> • Duty staff only at drop off zone. • Photographers will remain in marked technical area to preserve at least 2m distance from students. • Duty staff will remain 2m away. • All staff wearing masks. 	Low
Transmission between students during the event	Medium	<ul style="list-style-type: none"> • All students are from the same bubble. There are no students attending who are from a different bubble. • No other schools are involved. • All students encourage to take LFT morning of the event. • Ventilation <ul style="list-style-type: none"> • All doors and windows in hall open. • Marquee is an outdoor space with only two sides. • Arrival reception is outside. • Corridor external doors open to create through draft. • Toilet windows open as usual. • Hand sanitiser: <ul style="list-style-type: none"> • At entrance. This will be supervised. All students will sanitise on arrival. • In main hall, every table will have hand sanitiser. • At the buffet table, there will be hand sanitiser. This will be supervised and students will use this before taking food. • At the soft drinks bar. Supervised. Students required to use this before taking drinks. • At entrance to marquee. Supervised. Required use on entry. • At entrance to toilets. • Tables in hall for eating will be 2m apart. • Should local circumstances change, students may be required to wear masks. This will be emailed to students and parents should this be required. Parents have been told in the 	Low

		information evening that this is the method of communication for anything that may change to arrangements between now and the event.	
Transmission between students and staff in areas where passing could occur because staff are not in the same bubble.	High	<ul style="list-style-type: none"> • All staff to do LFT the morning of the event. • All staff to wear face masks during the whole event in the following areas: <ul style="list-style-type: none"> • Hall • Corridors • Front entrance • Toilets • Staff room • Rm 24 • Or any other indoor area • Staff not required to wear face masks when outside and maintaining 2m distance. • Staff technical area marked in hall and marquee. Staff to remain in technical area, set to ensure staff are 2m from students. 	Medium
Disco and dancing in areas where passing could occur because staff are not in the same bubble.	High	<ul style="list-style-type: none"> • In line with government guidance there will be no indoor dancing. • To prevent dancing, tables will be set up across the whole of the hall. There will be no space. • Marquee will have a dance floor. This is an open space. Quiet music will be played. • Outdoor dancing music will end at 10.30pm to limit time spent engaged in dance. • Hand sanitiser on entrance to marquee area. 	Low
Toilets in areas where passing could occur because staff are not in the same bubble.	High	<ul style="list-style-type: none"> • Windows open to full ventilate toilets. • Staff and student toilets separate and in different areas to minimise staff and students crossing paths. • One way system to be observed. One exception – PE corridor which is 2-way. Students to keep to the left, tape will clearly divide corridor. • Hand sanitiser at entrance to all toilets. • Deep clean of toilets before the event. • Staff self-clean frequently touched surfaces and follow usual toilet procedures (see main risk assessment on website). • Students in own bubble and will hand sanitise on entry and exit. Staff on duty outside toilets. • Soap in toilets to be filled up. 	Low

Transmission of COVID in crowded corridors		<ul style="list-style-type: none"> • Students will be encouraged not to ponder in corridors. Staff on duty will move students along. • One way system observed. • Corridors well ventilated. • Staff wearing masks. • Students in same bubble so not transmission concerns here. 	Low
Potential for transmission around the site form frequently touched surfaces.	High	<ul style="list-style-type: none"> • All entrances and exits to buildings on the one way system will have hand sanitiser. • Students will sanitise regularly during the evening. • Limited use of the school site will limit numbers of frequently touched surfaces. Students and parents have been informed at info evening that they cannot stray from designated zones. 	Low
Staff congregating in the staff room – possible transmission	Medium	<ul style="list-style-type: none"> • Encouraged to stay 2m apart, all windows will be open. • Staff will follow usual protocols (see main risk assessment). 	Low
Transmission between students and staff through sneezes, particularly during hay fever season.	Medium	<ul style="list-style-type: none"> • Respiratory hygiene to be observed. • Tissue available in each area. • Staff will be wearing face masks inside. • Catch it kill it bin it will be promoted. • Bins available in each area. 	Low
Students require assistance that necessitates staff being close to them where bodily fluids may cause transmission of COVID	High	<ul style="list-style-type: none"> • PPE available at reception including <ul style="list-style-type: none"> • Gloves • Visors • Aprons • Staff to be informed of location of PPE in pre-briefing emails. • Some staff will carry radio as and can call for PPE to be brought to a location if necessary. • Protocols for safe removal of PPE followed. All staff trained in this during training for running the test centre. 	Low
Students and staff on site unknown so cannot be contacted for Test and trace	High	<ul style="list-style-type: none"> • Ticket only event. All students possibly attending known. All contact details on SIMS. • All students registered on arrive at drop off zone. • All staff attending are pre-registered. This will be checked at the start of the event. All staff contact details on SIMS. • No adults on site that are not part of Fullbrook staff. 	Low

Unable to inform Year 11 students who have left if there is a confirmed case that evening.	Medium	<ul style="list-style-type: none"> • All student contact details are current despite them having left. This has been checked by sending Prom details. • Parents would be emailed. • All participants would be required to self-isolate since it will not be possible to identify who the positive case had come into contact with. Parents have been notified of this to help make the decision whether or not their child is to attend. • PHE advice will be followed as usual. (See main risk assessment on website). 	Low
If a student or staff member begins to show symptoms during the evening	Medium	<ul style="list-style-type: none"> • Student or staff isolated in COVID medical room in admin corridor. • 2m away from others. Windows open. • Student required to wear face covering (disposable face coverings available at reception). • Parent contacted to collect student. • Student to leave via front entrance so as not to come into contact with others. • COVID medical room to be sanitised after student departure. • Parent asked to get PCR test and notify school. • Record made of case on school track and trace system. • If notification of positive PCR test received, follow usual school processes (see main risk assessment on website). 	Low
Safe departure	Medium	<ul style="list-style-type: none"> • Students will leave at different times. This is based on years of experience. • Students are not permitted to re-enter site after leaving. • All students and parents have been informed of this, via the info evening. 	Low
CEV and pregnant staff catch COVID	High	<ul style="list-style-type: none"> • CEV and pregnant staff do not need to attend. • If they do, they will be positioned in areas where risk is low (outside). 	Low