

RISK ASSESSMENT

Fullbrook COVID 19 Secure Measures

Location: Fullbrook School

Date of assessment: Monday 21st June 2021

Event : Year 6 Transition

Completed by: Mr S Manley

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 twice-weekly testing using rapid Lateral Flow Tests (LFT) of adults in all households with primary, secondary school and college aged children and young people, including childcare and support bubbles. - Fullbrook will email this risk assessment to all Year 6 parents and Primary schools to ensure parents and students are well informed of Fullbrook’s COVID safety measures prior to attendance on the day. 	Medium
Transmission of COVID between Fullbrook students and Year 6 students – Arrival at Fullbrook at gates	Medium	<ul style="list-style-type: none"> - Year 6 students will come to Fullbrook for a 9am start. All other Fullbrook year groups will be on site by 8.40 so no mixing at the gate. - Year 6 students need to bring 2 face coverings with them in a sealed bag. - Year 6 students to wear face coverings when arriving at Fullbrook site (outside). - Year 6 students will not be allowed to loiter at front gates, they will be escorted immediately to the Tennis courts by Year 11 mentors who will be socially distanced and wearing masks. - Year 6 students will be placed into their Primary bubbles on the Tennis courts and escorted to “their bubble” room for the day by a socially distanced teacher and mentors. - Year 6 students will be allocated their own self-contained building for the Induction day so will not mix with Fullbrook students. 	Low

Transmission of COVID between Year 6 students from different settings at Fullbrook site -Classroom & lessons	High	<ul style="list-style-type: none"> - Year 6 students will be placed into groups within their Primary school bubble e.g. New Haw students will be with New Haw students only, Byfleet students with Byfleet students only etc. - Year 6 students will be in 1 classroom only in the allocated building during their visit for the duration of the school day. All seating is arranged facing forwards. - Classrooms will be well ventilated by having windows open. - Hand sanitizer in each classroom. All students will be asked to hand sanitize on arrival at their room and each time they leave the room and return. - Teaching staff and mentors will ensure Year 6 students are using hand sanitiser regularly. - Students will be expected to use hand sanitiser upon arrival and exit of their allocated room throughout the day. - Students will wear face coverings when moving about the building e.g. to go to the toilet, in corridors on the way to break/lunch. Students will be asked to bring 2 face coverings in sealed plastic bags. - Catch-it, bin-it, kill-it approach to respiratory hygiene will be promoted by all staff involved in the day. Tissues and bins are available in every classroom. Students will be told to sanitize once tissues have been disposed of. 	Low
Transmission of COVID –while moving around school	Medium	<ul style="list-style-type: none"> - One way system in operation in school. Posters, floor markings and signage are visual within the Induction area and across the school. - If moving within the school building e.g. going to the toilet, library visit, students will be required to wear face coverings. - Students will be escorted on a restricted tour of the school, mainly around the outside of the school building, so fully ventilated. 	Low
Transmission of COVID - Lunch	Medium	<ul style="list-style-type: none"> - Lunch will be held on the field within their Primary school bubbles. - Year 6 students will be kept away (using coned off areas) from any secondary students who may have PE at the same time on the field. - If raining students will have their lunch in their allocated classroom in their Primary bubble. 	Low
Transmission of COVID - Use of toilets	Low	<ul style="list-style-type: none"> - Toilets will be thoroughly cleaned in preparation for the Induction Day. - Year 6 students will have access to the toilets in their allocated Induction building. - Hand sanitizer will be present outside the toilets to be used on entry and exit. - Year 6 students will be reminded by teaching staff and mentors to use the sanitiser upon entry and exit of the toilets. 	-

Transmission of COVID – Water Fountains	Low	<ul style="list-style-type: none"> - Water fountains around the school are closed and not in use. - Students will be required to bring a water bottle. - There will be bottled water available if students have forgotten to bring a drink with them or have run out and require hydration. 	-
Transmission of COVID – placing into mixed tutor groups	High	<ul style="list-style-type: none"> - The last session of the day will see students being placed into their mixed September tutor groups OUTSIDE on the Tennis Courts where students get to meet their tutor group peers and their new tutor. Ventilation high. - Students will be required to wear face coverings during this time. - Students will be in big allocated areas to allow for social distancing and to minimise contact with other mixed groups. - This will be a short session – 30 mins long. - Students tutor groups will be informed to self-isolate should a positive case occur. 	Low
Transmission of COVID – leaving school	Medium	<ul style="list-style-type: none"> - Year 6 students will be released at 2.30pm before any other year group. - Year 6 students will be required to wear their face coverings. 	- Low
Transmission of COVID – if there is a confirmed case within a Primary bubble	Low	<ul style="list-style-type: none"> - Teachers to place Year 6 students into a seating plan within their Primary school bubble in their allocated classroom. - If there is a confirmed case following the event, Fullbrook will be able to provide Primary schools with the seating plan for that classroom, to enable Primary schools to complete track and trace. 	-
Risk of transmission of COVID between Year 6 students and teachers	Medium	<ul style="list-style-type: none"> - Teachers to remain in their ‘technical areas’ 2m away from year 6 students at the front of the class. - Teacher to wear face coverings when teaching. - Frequent hand sanitisation and cleaning of desk at end of lesson (in line with current Fullbrook practice). 	- low
Risk of transmission of COVID between Year 6 students and Year 10(11) mentors.	Medium	<ul style="list-style-type: none"> - Ambassadors to remain in their ‘technical areas’ 2m away from year 6 students at the front of the class. 	- Low
Fullbrook unaware of positive case of COVID at the event that is not discovered till afterwards	Medium	<ul style="list-style-type: none"> - Positive cases to be reported at home school as usual. - Primary school to inform Fullbrook of positive case. Fullbrook will inform Heads of feeder primary schools of the importance to do this. - Fullbrook will identify student within close proximity to the positive case from the bubble in classrooms and from the tutor group that met outside at the end of the day. 	- Low

Risk of transmission through shared equipment	Medium	<ul style="list-style-type: none"> - Students will be asked to bring their own classroom equipment e.g. pens, pencils, rulers etc. - If PE equipment is used it will be sanitized between sessions. Sessions will be included in bubbles. 	- Low
Risk of transmission between parents collecting at end of school day	High	<ul style="list-style-type: none"> - Parents to be asked to collect students away from the school site, e.g. wait in car. Students to walk IN BUBBLE groups to parental location. - Letter to parents will request that parents do not come and stand at the school gate. 	-
Risk of transmission between Fullbrook students and Year 6 students who are not collected on time (i.e. parents are late)	Medium	<ul style="list-style-type: none"> - At 2.45pm Senior staff will patrol local area in case and year 6 students have not been collected. Any students who have not been collected will be returned to the allocated induction building and they will wait there with a supervisor with a radio. Gate duty staff will inform the supervisor when the parent arrives. Students will be safely escorted to the gate. 	- Low
Transmission inside the E Block allocated induction building through contact with frequently touched surfaces	High	<ul style="list-style-type: none"> - Extra cleaners from Reef contract clearing company will be used to clean surfaces during the day. 	- Medium
Students with SEND struggle with measures in place	Medium	<ul style="list-style-type: none"> - Year 11 mentors will be in the technical areas and trained to support students from a distance. - SLT members will be roving around all the Year 6 rooms to assist as necessary. - If required, a student can be removed and taken for support to the learning support department or student support Hub. 	- Low