

# BACKWELL SCHOOL RISK ASSESSMENT – SIXTH FORM INDUCTION DAY

<b>Date:</b> 21/06/21	<b>Activity:</b> Year 12 Induction Day  <b>Location:</b> On site  <b>Day/Time:</b> Friday 25 June		
<b>Activity Leader:</b>	Rose Haywood	<b>Number of students:</b>	266

ACTIVITY/ PREMISES EQUIPMENT	IDENTIFIED HAZARD	Who is at risk			PRECAUTIONS AND CONTROLS	Severity A: Death B: Injury C: Minor injury	Risk level: High Medium Low
		student	staff	other			
Preparation prior to activity	Students aware of schedule and COVID expectations	✓	✓		<ul style="list-style-type: none"> <li>Ensuring that the students are aware of the day's schedule and locations</li> <li>Students to obtain a negative lateral flow test prior to attending the day</li> <li>Any student experiencing symptoms should not attend the induction day and should phone in their absence</li> </ul>	C	L
	Ensuring pupils stay in their year group bubbles	✓			<ul style="list-style-type: none"> <li>Clear messaging regarding bubble arrangements to avoid mixing bubbles during the school day.</li> <li>5 separate areas for registration at the start of the day</li> <li>Two separate areas for main assembly and unsupervised lessons (max 68 in DTH and 45 in SFCR). Students to sit in assembly according to their registration group (3 designated areas of DTH, 2 areas of SFCR)</li> <li>Two separate areas for break times and canteen access (SFCR students use main canteen, DTH students to use the hatch, current y12 students to use the pod next to Sedgemoor)</li> <li>Downstairs Sixth Form toilets for Inductees only (Current y12 upstairs in Sixth Form)</li> </ul>	C	M

					<ul style="list-style-type: none"> <li>Inductees allocated area of the field below the cricket nets. (Current year 12 to move to the lowest part of the field on the right)</li> </ul>		
	Social time requirements	✓			<ul style="list-style-type: none"> <li>During break times, students to be outside if at all possible (site team to place more benches in Sixth Form area)</li> <li>Inductees remain split into two groups when indoors (either SFCR or DTH as per assembly/unsupervised lesson)</li> <li>Students to use designated canteen access (as above)</li> </ul>	C	L
Registration	Missing/extra students				<ul style="list-style-type: none"> <li>Class teachers to ensure that an <b>accurate</b> register is taken for each group and returned to S Bangham/R Haywood. Teachers to add student names if they are not on the class list.</li> <li>Teachers to take seating plan for each lesson</li> </ul>	C	L
COVID guidelines	Shared equipment to be sanitised or left for 48/72hrs	✓	✓		<ul style="list-style-type: none"> <li>As per main school COVID-19 risk assessment</li> </ul>	C	M
	Moving around the school site	✓	✓		<ul style="list-style-type: none"> <li>Students to wear face masks in communal areas moving to and from venues</li> </ul>	C	L
	Hand sanitising/cleaning surfaces &/or equipment	✓	✓		<ul style="list-style-type: none"> <li>As per the main school COVID-19 risk assessment – students to hand sanitise and clean surfaces/equipment under supervision at end of activity</li> </ul>	C	M
	Ventilation	✓	✓		<ul style="list-style-type: none"> <li>Door/windows to be open for ventilation during the activity</li> </ul>	C	M
	Seating Plan	✓			<ul style="list-style-type: none"> <li>Class teachers to ensure a seating plan is adhered to and that this is readily available for SLT should there be a COVID-19 case in a year group and parents need to be contacted regarding self-isolation (please return to S Bangham/R Haywood along with class register)</li> </ul>	B	L
	Student and staff social distancing	✓			<ul style="list-style-type: none"> <li>As per the main school COVID-19 risk assessment please maintain student and staff social distancing</li> </ul>	B	M
During the activity	Student/Staff gets injured/ill	✓	✓		<ul style="list-style-type: none"> <li>Alert First Aid (Ext 232) and/or send student to the First Aid room</li> </ul>	B	L
	Student displays Covid-19 symptoms	✓	✓		<ul style="list-style-type: none"> <li>If showing COVID-19 symptoms, inform Student Services to arrange for the student to be collected from the activity and isolated in a dedicated room. Student Services</li> </ul>	B	L

					<p>will arrange for the parents/carers to collect the student as soon as possible.</p> <ul style="list-style-type: none"> <li>Family to follow official school guidance on getting the student tested for Covid-19</li> </ul>		
	<p>Accident/Emergency</p> <p>Contact Numbers: Switchboard:01275 463371 Student Services: 01275 465942</p>	✓	✓		<ul style="list-style-type: none"> <li>In the event of an emergency/ accident, member of staff to accompany student.</li> <li>Essential information/medical history for each student available from Student Services.</li> <li>Parents informed via emergency contact of situation.</li> </ul>		
	Fire Evacuation	✓	✓	✓	<ul style="list-style-type: none"> <li>Following fire drill procedures according to the revised COVID-19 plans</li> <li>Register and head count check to be made.</li> </ul>		
At the end of the activity	Procedures	✓	✓		<ul style="list-style-type: none"> <li>Follow classroom guidelines for sterilising surfaces</li> <li>Pupils leave the school site straight away</li> <li>Last out closes the windows and doors</li> </ul>		
After the activity	Procedures			x	<ul style="list-style-type: none"> <li>Parents to inform the school if their child develops any COVID symptoms and/or has a positive lateral flow or PCR test over from 25<sup>th</sup> to 27<sup>th</sup> June inclusive</li> </ul>		

NAME	SIGNED	DATE
	By electronically assigning your name below you are confirming that you have provided a thorough and accurate account of the required risk assessment	
Activity Leader:	R Haywood	22.06.21