

Dobcroft Junior School Risk Assessment Addendum outlining Risks and Mitigation for Year 2 Parent Guided Tour

Rationale

All staff at Dobcroft Junior School are passionate about ensuring that our youngest cohort and families feel as comfortable and calm about the upcoming transition as possible. We are incredibly mindful that many Year 2 children will not have been in their own school setting since March (other than key worker children) and that all children and families are approaching a crucial transition, which can result in heightened anxiety and worry for many of our families. Our aim is to provide clarity around routines, familiarity around our site, confidence and to reduce anxiety for families during this very difficult time. We feel that we are able to achieve this in a number of ways (see our full transition overview) including a guided tour aimed at parents. They will experience what our school looks like, as well as meet many members of key staff and have the opportunity to ask questions.

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Covid-19	Transmission of the virus and subsequent consequences of contracting the virus due to a 'gathering' of people on the tour.	Staff leading the tour Parents on the tour	Government guidance on how to stay alert and safe.	Clear logistics and safety communication with the invited parents AND with the staff leading prior to the event. Base these measures around having the following in place- a) Create 'tour bubbles' of between 9 – 13 parents visiting (based on surname categories) and communicate these, along with specified time slots to allow for movement and clear gaps in terms of space. b) Create a tour map and follow a one way route to avoid meeting other bubbles. c) Key staff members to be in specific places in order to create stopping points and to aid direction. d) Limit the tour invitations to 1 parent/ carer per family e) No children on the tours
Covid-19	Contracting the virus due to close proximity with other people on the tour and/or contamination / lack of hygiene.	Staff leading the tour Parents on the tour	Government guidance including 2m, hygiene recommendations, social distancing and PPE.	Identify clear safety and hygiene measures to be adhered to and communicate these prior to the tour, including- a) Hand sanitising on entry to the school b) Hand sanitising before exiting the school c) Maintaining small groups to allow for 2metre social distancing at all times d) Communicate that toilets are unavailable (and the tour will be short) unless an emergency situation, in which case, use disabled toilet. e) Staff to be strategically placed to allow for social distancing at all times

				<ul style="list-style-type: none">f) Have a clear one way route to avoid parents going into any small rooms. Use as much of the outdoor and large space (hall) as possible. Only spend a couple of minutes at each point.g) Parents need not touch anything, nor will there be any opportunities to sit down on furnitureh) Staff who greet parents and hand out papers to wear gloves and any additional PPE that they feel necessary. Maintain 2 metres.i) Parents may bring gloves or wear any PPE which they feel necessary
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