




Activity/ Situation	Y11 & Y13 Leavers Events			
Location	Sports Hall/Outside Under the Atrium			
Persons at Risk	Pupils ✓	Employees ✓	Visitors <input type="checkbox"/>	Contractors <input type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <p><input type="checkbox"/> Spread of the coronavirus amongst students and staff</p>			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: this risk assessment has been created to ensure leavers events are in-line with the school and government's existing systems of control to prevent the spread of the coronavirus</i></p>				
Y11 & Y13 Leavers Events				
Schools should avoid hosting large group events indoors for more than one bubble	Each event is for one year group bubble only	✓	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor events are generally lower risk. Outside space should be used where possible	Food and entertainment is taking place outside under the atrium. This is the only section of the event where students are allowed to mingle.	✓	<input type="checkbox"/>	<input type="checkbox"/>
Individuals who are a close contact or who have symptoms should not attend the event	Reminder added to the parent letter to follow the guidance. Text messages will be sent prior to each event to remind students not to attend if they should be self-isolating.	✓	<input type="checkbox"/>	<input type="checkbox"/>
Face coverings should be worn in circumstances where they are recommended	Staff will wear face coverings where two metre distancing cannot be maintained.	✓	<input type="checkbox"/>	<input type="checkbox"/>
Everyone should clean their hands more thoroughly and more regularly than normal	Hand gel will be located at the entrance to the Sport Hall to be used upon entry and exit. Additional hand gel points are available in the Y11 Pod where the toilets are located and handwashing facilities. Students will be reminded to use the gel upon each entry to the Sports hall and prior to eating food.	✓	<input type="checkbox"/>	<input type="checkbox"/>
Good respiratory hygiene should be promoted for everyone: 'catch it, bin it, kill it'	Bins will be provided with tissues available.	✓	<input type="checkbox"/>	<input type="checkbox"/>
Enhance cleaning should be maintained including frequently touched surfaces, using standard products such as detergents	All tables will be cleaned prior to each event in line with the full risk assessment.	✓	<input type="checkbox"/>	<input type="checkbox"/>

Consideration will be given to minimising contact across the site and maintaining social distancing	Students will only have access to three areas: the Sports Hall, under the atrium and the toilets located in the English corridor. No other students will be present on site during the event so there will be no mixing of pods.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupied spaces should be well ventilated	The Sports Hall has a high ceiling and doors will be kept open to further enhance ventilation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The school will promote and engage with the test and trace process	A seating plan for students will be kept for each event. Students will be asked to contact school should they develop symptoms within 48 hours of the event so we can inform close contacts. Students will be instructed to sit in the same seat for part 1 and 2 of the presentation ceremony.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School will ensure anyone developing symptoms at the event is isolated immediately	The usual protocol of isolating a student displaying symptoms with a member of staff will be in place and parents/carers will be contacted and advised of the need to complete a PCR test. PPE will be used as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	High <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input type="checkbox"/>	
Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	

If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Assessor(s): Position(s):	Hannah Millett/Jane Darbyshire Headteacher/Deputy Headteacher	Signature(s):	
Date:	16th June 2021	Review Date:	N/A
Distribution: Staff, Trust, Local Governing Body, website for all parents and stakeholders.			