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| **Covid-19 Transition Risk Assessment** |
| **Department:** *Education & Skills* | **Service:** *Schools* | **School:** *Barndale House School* |
| **Activity:** *School Transfer Day - Covid19 Measures – July 2021* ***Version 2.0: Updated 17 June 2021 (See PURPLE coloured text for updates; also recorded in Document History)****As part of the government’s Covid19 roadmap, the long term Covid controls which have been in place nationally were due to be reviewed before the next roadmap date of 21 June. The Government have now completed this review and in light of increased community transmission of Covid, and to increase the opportunity for more people to be vaccinated, the next planned roadmap date of 21 June 2021 has been extended until 19 July (with the option to review this extension around 5 July).*  | *~~If the rules around social distancing requirements are removed, transfer days are likely to be able to go ahead as normal~~. Therefore, the requirements of the school operational guidance must be applied in relation to transition day activities in respect of covid controls such as no mixing of bubbles and social distancing.*  ***The DfE has stated that given these requirements it is highly unlikely that transition day events are able to go ahead as normal****. This model risk assessment has been produced to assist Headteachers in assessing if appropriate control measures are able to be implemented to allow any low-risk transfer day activities to go ahead safely.* ***~~if social distancing rules were to remain in place~~.*** *Schools should record their detailed arrangements for this event in their own school specific risk assessment for this activity which should be shared with all feeder schools/establishments.* |
| **People at Risk:***Staff, pupils, visitors, volunteers****This risk assessment must be amended to record the specific arrangements in place within your school. Academies are welcome to use this risk assessment, however, references to certain arrangements/procedures may differ. The school specific risk assessment should be kept under review.***  | **Additional Information:**[***guidance on completion: risk assessment form***](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/guidance-on-completion-risk-assessments.pdf)*Existing school Covid risk assessment, existing transfer day risk assessment in relation to non-covid risks (e.g. children with medical needs), task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.*  |
| **Name of Person Completing Form: Mark Phillips Job Title: Headteacher Date: 18/6/2021** | **Review Date: Weekly** |

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| **Hazard**  | **Risk** | **Initial Rating****L, M, H** | **Existing Control Measures** | **Final Rating****L, M, H** | **Additional Action Required** **(action by whom and completion date – use separate Action Plan if necessary)** |
| *Outbreak at a school involved in transition day* | *Increased risk of contracting/ transmitting Covid19**Unable to hold or attend on site visits.* | *H* | *No school/provider should host an event where there is an outbreak of Covid19 within their establishment at the time of a planned visit. Likewise, no school/provider should attend a transition event where there is an outbreak of Covid within their school.**The feeder school/provider is aware of the need to inform the host school of any Covid outbreaks prior to the visit. In this situation, virtual events take place where possible.* | *L* | *Barndale has a timetable of visitors with contact details so any changes can be communicated quickly.**Communication between feeder schools and parents/carers to be using phone to ensure messages are transferred verbally.*  |
| *High level of community transmission of covid within Northumberland*  | *Increased risk of contracting/ transmitting Covid19* | *H* | *As the roadmap date of 21 June has been extended, the requirements of the schools operational guidance must be applied to this event, including the requirement not to mix bubbles. These events are to be held outdoors where possible.**Alternative and virtual events are to be held instead where this is not feasible. This includes:** *sharing staff video introductions;*
* *school and classroom video tours*
* *setting up a private Facebook group, or having an email address where parents can ask questions.*
* *“About Me” booklets from children*
* *Teachers from host school to attend feeder school/provider if feasible.*

 | *L* | *On- site visits for vulnerable children are prioritised and will be arranged on an individual basis.**Visits will be for pupils with confirmed places to start in September 2021.**Videos and leaflets available for those who are unable to visit.* *Various communication tools available to support families/carers, depending on accessibility.*  |
| *Unable to implement social distancing measures with pupils/staff from other bubble groups (including those from other schools)* | *Exposure to live virus resulting in contracting Coronavirus.**Exacerbation of existing medical conditions.* | *H* | *All staff (and pupils in year 7 and over) are undertaking twice weekly asymptomatic lateral flow testing for Covid to identify cases of Covid19 early. Anyone who is symptomatic does not attend school.**Activities taking place during transfer day have been adjusted to ensure* ***social distancing is able to be applied in relation to different bubble groups****. [if social distancing cannot be achieved, virtual events, video tours etc as detailed above, or a combination of the two must be held]* | *M* | *Both schools liaise to share requirements for visiting school, such as wearing face coverings, hand sanitising before entering, maintaining 2m social distancing etc.* *The school specific risk assessment for transfer day is shared with all relevant parties.**Visiting staff to wear face covering in communal areas**Visiting staff and pupil CAN wear face covering when in dedicated room* *Allocated space setup for a very small group (max 4 pupils, each accompanied with TA) where social distancing and ventilation can be maintained* |
| *Parent open evening/transition to Specialist setting* |  | *H* | *Virtual video tours and parent booklets of the site are available for parents/children to view. Any site visits are arranged to take place after normal school hours to avoid interaction with existing school pupils/staff. These occur in reduced groups sizes, with children grouped together according to their provider if/where possible.**Children will be supported by parent/carer. School staff are only permitted entry into the building/area to offer comfort/support if the child is anxious. They must remain 2m apart from other adults/children and the time they spent in the area is as short as possible.* | *M* | *Visiting provider staff should remain outdoors e.g in play area where possible or in staff room and remain 2m apart from school staff.**The priority for on-site visits is given to children with additional support needs.**Consideration is given to school staff attending provider sites where appropriate and after confirmation that a covid risk assessment is in place.* |
| *Transition from First to Middle School* |  | *H* | *Bubble groups do not mix. Activities are arranged to ensure social distancing measures can be maintained between bubble groups. Where needed, shorter visits are arranged after school hours to avoid contact with existing pupils.* *Where visits cannot take place, ‘About me’ booklets are in place for younger children. Teachers visiting feeder schools [if appropriate and achievable], ensuring social distancing is strictly adhered to during each visit.* *Virtual events and activities are in place where events cannot safely take place in school.* | *L* |  |
| *Transition from Primary/Middle to Secondary/High school*  |  *Increased risk of contracting/ transmitting Covid19* | *H* | *A pre-transition virtual assembly is held/production of a transition booklet to share with all pupils/staff outlining what the day will involve, expectations, core values, Covid controls and other FAQs etc.**Bubble groups from feeder schools are kept separate. Activities/length of visit has been adjusted to accommodate this.* *Where visits cannot take place safely, virtual events are organised instead.* | *M* |  |
| *Transporting pupils/staff to school* | *Increased risk of contracting/ transmitting Covid19* | *H* | *[Enter school specific details/delete as appropriate] Pupils/staff walk to venue where possible. A safe route is planned in advance and adequate supervision in place.**Where pupils are transported via coach/minibus, they are seated within their class group (if part of a larger bubble group).**Where parents are dropping off/collecting pupils this is arranged in a staggered method to reduce congestion/mixing of bubble groups. Arrangements are communicated with pupils and parents via feeder school.* | *L* | *Existing arrangements in place for use of school transport are followed – see school Covid risk assessment. [e.g. ventilating bus, hand hygiene before embarking, seating plan etc]**Where public transport is used staff, and where age appropriate, pupils, wear face coverings.* |
| *Contact and* *mixing between pupils and staff in different bubbles whilst in classroom* | *Increased risk of contracting Covid19* | *H* | *Mixing of bubbles groups is not permitted. Groups from different feeder schools are kept apart or visit at different times.* *Teacher stands at front of class and maintains 2m distance from other staff and pupils. Desks are laid in accordance with covid controls (front facing, 2m apart where possible).**Standard Covid measures are in place in relation to ventilation/wearing of face coverings/hand hygiene/cleaning regimes.[add details or include link to Covid school risk assessment]* | *M* | *Consider a combination of virtual and physical visits* |
| *Contact and* *mixing between pupils and* *staff in communal areas*  | *Increased risk of contracting Covid19* | *H* | *Bubble groups do not mix. Visiting groups are also kept apart from existing school pupils. Movement around the school is timed to avoid congestion at busy periods.**Social distancing is applied throughout the school where possible.* *One-way circulation routes may be considered or place a divider down the middle of the corridor if the width allows.* *Providing ‘walkway maps’ to any pupils who are visiting. Good signage in place.* | *M* |  |
| *Break/lunch times* | *Increased risk of contracting Covid19* | *H* | *[Enter school specific details] Lunch and break times are staggered to allow social distancing between bubble groups and reduce the level of circulation throughout school.* *Additional cleaning regimes are already in place and hand washing facilities/hand sanitiser is provided.* *Playground area is demarcated so bubble groups remain separate.* | *M* |  |
| *Welfare – toilets etc* | *Increased risk of contracting Covid19* | *H* | *An increased cleaning regime is in place within school. Designated toilet facilities are provided.* | *L* |  |
| *Failure to correctly report Covid cases*  | *Increased risk of transmitting Covid19* | *M* | *All positive cases in pupils or staff who attended transition days must be reported via the NCC Public Health* [*webform*](https://northumberlandeducation.co.uk/flowchart/)*.* *The feeder school is responsible for identifying any close contacts from their school, however, must liaise with the host school to do so. The host school is responsible for reporting any confirmed cases of Covid19 in their school and identifying any close contacts.*  *Arrangements should be made for any contact tracing support that may be needed in the early summer holidays if transition visits are held very late in the summer term. Schools (feeder and host) should have clear communication and reporting procedures for this during the first week of summer holidays, with parents and between schools (both telephone numbers and email).*  | *L* |  |

**Document History**

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| **Item** | **Nature of change** | **Date of Update** |
| First issue | N/A | 04/05/2021 |
|  [Outbreak at a school involved in transition day](#OutbreakAtaSchool) | New section.  | 17/06/2021 |
| [High level of community transmission of covid within Northumberland](#HighLevelCommunityTransmission) | New section. | 17/06/2021 |
| [Transition to First/Primary](#TransitionFirstToPrimary) | New section. | 17/06/2021 |
| [Failure to correctly report Covid cases](#FailureToCorrectlyReport) | New section. | 17/06/2021 |