Longridge Towers School - Covid-19 Risk Assessment for managing visits by prospective pupils and their families

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Overview
Choosing the right educational placement for any child is vitally important for their health, wellbeing, academic and social development. At Longridge, an essential part of this decision making process is for any prospective pupil to have some 'taster days' with their potential class. This allows the School to consider whether Longridge can meet the prospective pupil's needs, allowing them to fulfil their potential. It also allows the prospective pupil and their parents/carers the opportunity to make a more informed decision as to whether the Longridge experience is the one which they are seeking. This Risk Assessment should be read in conjunction with the Covid-19 Risk Assessment Policy for the whole school.

This risk assessment covers the following aspects:
   A. Preparation for the visit
   B. Safety of the prospective pupil, parents and the Longridge Community during a visit

The following documents were consulted in the drawing up of this risk assessment:
Guidance for full opening: schools
https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak:
https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak:
https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

Risk	Consequence	Risk Likelihood	Risk Rating (before controls)	Controls	Control effectiveness	Risk Rating (after controls)	Further actions (inc; by whom and when
A Preparation for the visit							
1. What measures are in place to minimise the opportunity for a prospective pupil to bring coronavirus into school?	Cross bubble contamination; increased risk of coronavirus transmission	Possible	High	There are no current restrictions to visits. Visitors will be asked to wash their hands before signing in. We will try to use ventilated spaces for meetings and minimise physical contact.	Effective	Medium	
2. What measures are in place for initial visits and tours of the school?	Visitors on site incorrectly managed; increased risk of infection; cross contamination of bubbles/zones	Unlikely	High	Initial visits to be carried out of hours; meetings with Headteacher and other relevant staff to adhere to appropriate SD, and take place in a well ventilated space; tours for prospective parents and children will be restricted in terms of areas accessed and carried out outside of normal school hours; hands washing/hand sanitising before sign in, minimal physical contact	Effective	Low	
B Safety of the prospective pupil, parents and the Longridge Community during a visit							

1. How will drop off and pick up procedures operate?	Confusion over drop off and/or pick up procedures; increased risk of virus transmission	Possible	High	Parents/carers to be issued with allocated drop off and pick up times and points; prospective pupils will be collected outside of the school buildings by a member of school staff at the start of the day, and returned to the parents in the same way at the end of the visit; parents will encouraged not to enter the building; Handwashing and or sanitiser before entry	Effective	Low	
2. Are expectations of behaviour and any hygiene routines clear to the prospective pupil?	Prospective pupil unaware or unclear of rules/expectations; increased risk of virus transmission; pupil/staff health compromised; positive Covid-19 test leading to collapse of bubble	Possible	High	Prospective pupils and their parents are given clear guidance on expectations of behaviour; enhanced Covid-19 measures clarified - hand washing, hand sanitising, good respiratory hygiene measures;	Effective	Low	
3. How will the School ensure that any additional needs are met during the taster days?	School unaware of additional areas which might require support; prospective pupil vulnerable to a negative experience	Unlikely	Medium	School to ensure good communication with parents/carers of prospective parents regarding any additional needs which need to be provided for; appropriate provision to be put in place; where additional needs cannot be met appropriately or safely, taster visit to be postponed until such time as this is possible	Effective	Low	
4. How will any required assessments be managed (Senior School only)?	Cross bubble contamination; increased risk of infection; inappropriate place provided for assessments not allowing prospective	Unlikely	Medium	We will wait for closer to examination/assessment time, currently no restrictions in place. We would ensure handwashing and ventilated spaces as minimum.	Effective	Low	

	pupil to show potential						
5. How will staff, prospective pupils and current pupil safety be managed during the visit?	Lack of clarity over procedures for managing a prospective pupil; lack of knowledge over interactions between various parties; coronavirus symptoms develop and effective tracing measures inadequate; increased risk of virus transmission	Possible	High	We will record all visits, and ensure minimal physical contact. Visitors hand wash before entering buildings, and are accompanied during visits.	Effective	Low	

Table 2: Likelihood Criteria: This guide provides the indicative terms against which the probability of a risk event occurrence is evaluated.

Descriptor	Description	Indicative %	Indicative Frequency	
Almost Certain	Expected to occur	>95%	Multiple times in the next year	**Note:**
Likely	Probably will occur (no surprise)	66-95%	At least once in the next year	1. The **Likelihood Criteria** refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a 'major' consequence.
Possible	May occur at some stage	26-65%	Once in the next 3 years	2. The **Indicative Frequency** may not be relevant when assessing risks related to repeated activities, or when objectives are to be delivered over discrete periods of time. It should not be the sole basis for assessment.
Unlikely	Would be surprising if it occurred	5-25%	Once in the next 5 years	
Rare	May never occur	<5%	Once in the next 10 years	

Table 3: Risk Rating Matrix (Before Controls): Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Table 4: Control Effectiveness: Indicates the self-assessment of control effectiveness.

Controls Effectiveness Rating and Criteria	
Effective	§ The design of controls is adequate and effective in addressing the key causes and/or consequences. § The controls (e.g. policies, procedures, etc.) have been formally documented and proactively communicated to relevant stakeholders. § The controls overall, are operating effectively so as to manage the risk.
Acceptable	§ The design of controls is largely adequate and effective in addressing key causes and/or consequences. § The controls (e.g. policies, procedures, etc.) have been formally documented but not proactively communicated to relevant stakeholders. § The controls are largely operating in a satisfactory manner and are providing some level of assurance.
Needs Improvement	§ The design of controls only partially addresses key causes and/or consequences. § Documentation and/or communication of the controls (e.g. policies, procedures, etc.) are incomplete, unclear or inconsistent. § The controls are not operating consistently and/or effectively and have not been implemented in full.
Ineffective	§ The design of controls overall, is ineffective in addressing key causes and/or consequences. § Documentation and/or communication of the controls does not exist (e.g. policies, procedures, etc.). § The controls are not in operation or have not yet been implemented.

Table 5: Risk Rating (after Controls): Used to decide whether the risk is acceptable, based on the rating calculated.

Low = Acceptable **(with periodic review)**	Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.
Medium = Tolerable **(with frequent risk owner review)**	Exposure to the risk may continue, provided it has been appropriately assessed and has been managed to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.
High = Tolerable **(with ongoing delegated senior leader/ manager review)**	Risk should be reduced by developing treatments. It should be subject to on-going review to ensure controls remain effective, and the benefits balance against the risk. Escalation of this level of risk to delegated senior leaders or managers should occur.
Extreme = Unacceptable **(must have Headmaster / Governor oversight)**	Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Headmaster / Governor level, be subject to the development of detailed treatments, on-going oversight and high level review.