

<b>Date:</b>	6/12/2021	<b>Written by:</b>	Kathryn Clarkson	<b>Contact details:</b>	kclarkson@salisbury6c.ac.uk
<b>Activities involved:</b>	Prospective pupils and parents visiting S6C to find out about applying for courses in 2022				
<b>Who might be affected?</b>	<b>Employee</b>	<b>Student</b>	<b>Visitor</b>	<b>Contractor</b>	<b>Parent</b>
	Yes	Yes	Yes	No	Yes

Risk Assessed based on the current case statistics in the area of 509 cases per 100.000.

### Useful links:

[https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm\\_source=16%20June%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=16%20June%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

# S6C Open Evening Risk Assessment



## Risk Assessment

### Probability

- Rare, will probably never happen/recur
- Unlikely, do not expect it to happen, but is possible
- Possible, Might happen
- Likely, will probably happen
- Almost Certain, will undoubtedly happen

### Severity

- Negligible
- Minor
- Moderate
- Major
- Critical

### Risk control strategies

- Intolerable – stop activity, take immediate action to reduce the risk
- Substantial - Take action within an agreed period
- Tolerable – monitor the situation
- Trivial – No action required

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

Hazard Identification and evaluation						
No.	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk – Post Measures		
				Probability	Severity	Risk
1	Student or Staff is asymptomatic	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>● <b>Booking system/invitations system:</b> in place to limit the numbers in each session. If people attend who have not booked there is a small contingency. This will be assessed by the College Business Manager/SLT.</li> <li>● All students/staff are to be advised in advance not to attend if they have any symptoms of COVID19, (including a fever and/or new persistent cough) or if they have returned within 10 days from a part of the world requiring quarantine.</li> <li>● <b>LF Testing for Staff and Student Helpers:</b> All staff and student helpers to perform regular LFT tests.</li> <li>● <b>Prospective students and parents attending:</b> S6C to recommend a home LF test is taken prior to attendance.</li> <li>● <b>Face coverings/masks;</b> To be worn in all communal areas.</li> <li>● <b>Hand hygiene:</b> Hand sanitiser provided on arrival and at locations around the college. Each classroom/ interview station to have a hand sanitiser available.</li> </ul>	2	Mod	Tolerable

			<ul style="list-style-type: none"> <li>● <b>Interview Locations:</b> Interviews to be conducted in the Study Centre, CAnteen area and Project Room. Layout to be amended to ensure distancing.</li> <li>● <b>Air Handling/Ventilation</b> - Has been serviced in accordance with the manufacturers recommendations as of August 2021.</li> </ul>			
2	<b>Welcome and Registration:</b> Contact between students/staff at registration and welcome	Transmission of the virus leading to ill health or potential death	<p>In addition to the controls outlined in 1 above;</p> <ul style="list-style-type: none"> <li>● <b>Prospectus Stations:</b> To be registered and then asked to wait in Foyer. Seats to be spaced to allow for distancing.</li> </ul>	2	Mod	Tolerable
3	<b>Risk of transmission as students and parents unaware of the controls in place</b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>● Students to be sent a communication prior to the day outlining the controls in place.</li> </ul>	1	Mod	Trivial
6	<b>Visitor, Student or staff become unwell during the day, displaying possible signs of COVID</b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>● Unwell person is immediately isolated in Medical Room, arrangements for their collection is to be made if required.</li> <li>● Staff involved in dealing with the illness should ensure they wear appropriate PPE, treating it as a possible COVID case.</li> <li>● Advise affected person to book an immediate PCR test.</li> </ul>	1	Mod	Trivial

			<ul style="list-style-type: none"> <li>Ascertain the movements of the affected person so that control cleaning measures can be undertaken.</li> <li>Impacted classroom surfaces to be cleaned down immediately.</li> </ul>			
7	<b>Risk of transmission increases in local area and guidance changes</b>	Risk of transmission increases to a level where guidance changes from Dfe and event has to be cancelled at short notice.	<ul style="list-style-type: none"> <li>Currently the case levels are the area at 509 per 100.000, this will be reviewed prior to the event to decide if further control measures are required.</li> </ul>	1	Crit	Tolerable

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
-	Cleaners to assess if more hand sanitiser is needed-	Kay Fildes	9/12/21 -	
	Layout to be assessed to ensure adequate distancing for interviews.	Teresa Salmon/Kathryn Clarkson	9/12/21	
	Briefing staff on controls	Kathryn Clarkson	9/12/2021	

