

# ST GILBERT'S CHURCH OF ENGLAND PRIMARY SCHOOL

## RISK ASSESSMENT - RESIDENTIAL TRIP TO CONDOVER HALL JUNE 2021

### CONTEXT

May 2021 government guidance has designated that residential trips may now take place.

*'In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations in place at that time.'*

What is the hazard?	Who might be harmed?	Existing Control Measures
Transmission between individuals	All staff, pupils and residential staff	<p>JCA need to confirm in writing the 'meeting the hotel and other guest accommodation guidance' in writing.</p> <p>All pods to remain separate to each other during registration at school– systems will be in place for arrival in the morning of 9<sup>th</sup> June 2021. Parents to maintain their distance from other parents at this time. Pods to congregate together.</p> <p>All current pods will maintain these pods for the duration of the visit with the exception of travel which is in line with guidance – travel operator to confirm</p> <p><b>Travel</b></p> <ul style="list-style-type: none"> <li>• To limit transmission, pupils and staff will wear masks on the bus during the outward and return journeys. The school will provide one for the outward journey and one for the return journey.</li> <li>• Children will take a break half way. They will toilet and then return to the bus.</li> <li>• All pupils will remain in their seats throughout the journey.</li> <li>• Any pupil or member of staff showing symptoms of COVID-19 will not be able to travel and will be required to isolate and complete a PCR test. Should this be negative, they may travel with parents/family member to join their peers.</li> <li>• Transport provider complies with 'Safer working principles and risk assessment for transport operators and organisations'.</li> </ul> <p><b>Arrival</b></p> <ul style="list-style-type: none"> <li>• On arrival pupils will not be in contact with other groups/schools. Face masks will be removed in line with guidance as pupils and staff leave the bus in line with guidance and these will be disposed of safely. Hands will then be sanitised.</li> <li>• The class will separate into their four pods and remain separate for the duration of the visit.</li> <li>• Each pod to have a dedicated group of leaders.</li> <li>• Staff will be advised of where the isolation unit is for anyone who shows COVID-19 symptoms.</li> </ul>

**Room arrangements**

- Dedicated dormitories with no more than 6 pupils in each in line with the guidance. These will be organised prior to the visit. Pupils will sanitise their hands on entering the dormitories. No pupils will be able to enter the rooms of other pupils or staff at any time.
- All staff will have their own room in line with government recommendations.
- Rooms will not be cleaned during occupation as an additional measure to ensure the safety of all occupants and staff
- Enhanced cleaning prior to arrival and after leaving
- Washing facilities are for the sole use of the pod.

**Eating facilities**

- St. Gilbert's pupils will have a designated meal times and sole use of the restaurant at each meal time.
- Children and staff will eat in their pods, separated from others and follow the guidance put in place by JCA. Pupils and staff members will not be allowed to mix at this time.
- A queuing system is also in place with a one way entry and exit procedure in place.
- Pods will leave separately to each other but together in their pods.
- Seating is arranged to ensure minimum social distancing measures are adhered to.
- Social distancing markers are defined for all areas where queuing is required.
- Pupils and staff will not be allowed to move around to collect drinks etc and once seated will need to remain so.
- All serving areas are screened to protect visitors and JCA staff.
- Enhanced cleaning takes place between groups
- Doors will remain open to aid greater ventilation with the exception of fire doors
- All menus will be sanitised after each group

**Activities**

- All pupils to complete activities in their four pods.
- All JCA staff trained in regards to safe working procedures under the current measures.
- All pods will receive a safety briefing ahead of each activity.
- Designated activity areas identified to ensure measures can be met.
- All groups will have their own allocated equipment
- Clearly defined disinfecting routine in place to disinfect relevant equipment and contact surfaces before, after and at pre-set intervals as defined in JCA activity risk assessment.
- Sanitised equipment and equipment requiring cleaning are kept separate.
- Additional sanitiser and hand washing stations are to be set up to allow participants and staff to wash and sanitise their hands as per the government guidance. Strict maintenance of hand hygiene using hand sanitiser before, during (where appropriate) and after activity will be ensured.
- Instructors will wear face coverings for unavoidable contact situations such as fitting activity equipment, rescues or first aid.
- Participants are allocated a sit harness and helmet for the day/half day to be used on all off-ground activities. The helmets and harnesses are then sanitised at the end of each day/half day.

**Recreation time**

- No St. Gilbert's pods will mix with other pods.

**Communal areas**

- Enhanced cleaning in place including frequent touch points

**Emergencies:**

- All staff will be issued with the contact details of the site duty phone for any contact required. This is a 24 hour service. Staff are not to visit reception.
- Staff at JCA have received additional training in First Aid and will use PPE.
- All staff and pupils (via staff) are asked to declare that they have no symptoms whilst on site and to announce to a member of the management team immediately that they feel they may present with symptoms.
- All procedures are in place to manage any suspected infection. This includes isolating the individual with the use of designated rooms suitable for isolation whilst awaiting collection.
- In the event of a child or adult within a pod showing symptoms of COVID-19 – the following will take place:
  - Duty officer will be contacted.
  - Pupil will be isolated accordingly.
  - All pupils and staff in the pod will need to be collected by a parent/carer/person they are living with, as soon as possible and isolate in line with the guidance as they will not be able to travel on public transport.
  - Should the child/staff member require close contact, any staff supporting the pupil will be required to wear PHE. 2m distance should be maintained as much as possible.
  - Should they become increasingly unwell 111 will be called for advice and this will be followed.
- Other emergencies
  - In the case of a pupil becoming unwell and not be displaying symptoms, parents will be called to collect the pupil. They will be monitored by a member of staff during this time.
  - Should a child become injured, school and JCA staff will apply first aid and contact the emergency services. Parents will also be contacted.
  - One group to have two members of staff to support pupil with medical condition.

**Data Protection:**

Information on groups and the staff who work with the group are kept for a minimum of 21 days as per the government Track and Trace advice.