

## Lord Grey Academy Open Evening Risk Assessment 13th October 2022

This risk assessment covers the Open Evening event being held on Thursday 13th October 2022. It applies to all staff, visitors and students on site throughout the event.

Date Assessed: 12/10/2022 Review Date: N/A - single event		Assessed by: Debbie Hawkins 12/10/22			Approved by: Samantha Satyanadhan 13/10/22			
System of control ref.	Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood	Risk/Priority	Additional Controls Required
1, 2, 3	Communication	Understanding the protocols	Staff Students Visitors	<ul style="list-style-type: none"> <li>This risk assessment has been shared with staff via email and visitors via our website.</li> </ul>	1	1	1	
	Car Parking	Accidents due to volume of traffic and parking spaces.	Staff Visitors	<ul style="list-style-type: none"> <li>Staff are to relocate their cars to the front of the school or the overflow car park behind the PE office. We also have some approx 20 parking spaces available at Rickley School.</li> <li>Visitors will park in the staff car park</li> <li>Signage on directions to the staff car park and the school reception will be displayed</li> <li>Site Manager, Security guard and 2 x students will wear hi viz jackets and direct car parking.</li> <li>Visitors are signed posted to walk around to the front of the school to reception</li> <li>Single gate at the site office will be on staff pass and the double gates will be locked so visitors do not get onto site.</li> <li>Front double gates will be locked from 4pm</li> <li>Pedestrian gate remains open.</li> <li>Lettings have been cancelled prior to 8pm, to reduce car park congestion.</li> </ul>	4	1	4	

1, 3	<b>Reduced capacity</b>	Reduce the number of people in an area at one time	Visitors	<ul style="list-style-type: none"> <li>All visitors have booked onto a time slot for a tour.</li> <li><a href="#">Routes of the tours</a> have been designed to minimise congestion (two tour routes)</li> <li>Number on the tour has been restricted to 40</li> <li>Visitors have been told to limit the people they are bringing with them.</li> <li>Tour booklet to be given to each family group, front page identifies tour details to enable the group to stay together.</li> <li>Booklet includes fire evacuation route and assembly point details.</li> <li>Faculties have been asked to reduce the stopping time at each room so we keep the groups moving quicker than previous years.</li> </ul>	3	1	3	
	<b>Out of Bound areas</b>	Accident due to no light, stairs	Staff Visitors Students	<ul style="list-style-type: none"> <li>Warning tape will be across stairwells and a sign to show "No Entry" - 1st Stairs of Maths.</li> <li>Warning tape will be across doorways to toilets that are not in use and a sign to show "No Entry - Maths toilets are to be used" - English toilets.</li> <li>Barriers across top of stairs from Maths Playground down to the Tower.</li> <li>Classroom and office doors locked that are not in use.</li> <li>Cleaners to relock doors following their cleaning.</li> </ul>	3	1	3	
1, 2, 3	<b>Canteen space</b>	Reduce congestion	Staff Students	<p>The canteen is open to provide a taster session for the visiting parents and future students. The canteen will provide</p> <ul style="list-style-type: none"> <li>Food in individual takeaway pots and napkins are available</li> <li>Food as a grab and go service</li> </ul>	3	1	3	

				<ul style="list-style-type: none"> <li>● Sample sized food</li> </ul> <p>The Guide will direct the visitors to</p> <ul style="list-style-type: none"> <li>● Queue in the canteen to pick up sample food</li> <li>● No sitting in the canteen</li> </ul>				
1, 2	<b>Toilets</b>	Reduce infection control	Staff Visitors Students	<p>The Maths toilets will be available for use throughout the event for all staff, visitors and students.</p> <ul style="list-style-type: none"> <li>● Toilet and handwashing facilities are available</li> <li>● Toilets are fully cleaned prior to the event</li> <li>● Hand dryers</li> </ul>	3	1	3	
1, 2, 3	<b>Classrooms/ Areas</b>	Reduce infection control	Staff Visitors Students	<ul style="list-style-type: none"> <li>● Allocated classrooms and areas will be cleaned prior to the event between 3-4.15pm</li> <li>● All classrooms and areas have the option to have tissues, hand sanitiser, anti bac spray and paper towel in their location, if required.</li> </ul>	3	1	3	
	<b>First Aid provision</b>	Staff, Students or Visitors getting injured and requiring first aid.	Staff Visitors Students	<ul style="list-style-type: none"> <li>● Student services will be on site acting as First aid.</li> <li>● PE staff are first aid trained and will have First Aid kits in the Gym and Sports Hall.</li> <li>● Leadership team member, in each main location. Radios to be used to request first aid assistance to your location.</li> </ul>	3	1	3	
	<b>Site Management</b>	<p>Emergencies on site</p> <p>Visitors accessing equipment in blocks not used. Visitors hurting themselves in areas not defined as being on the route.</p>	Staff Visitors Students	<ul style="list-style-type: none"> <li>● Site Manager/Guard will be on a radio and mobile to deal with any premises related issues.</li> <li>● Site mobile number 07971 495769</li> <li>● Staircases, rooms, blocks not in use clearly identified by either Posters, no entry tape, barriers or locking of the doors prior to 4.30pm - See Out of Bounds.</li> <li>● Extra lighting being used round the corner of English and DT - generator powered.</li> </ul>	3	1	3	

	<b>Emergency / Evacuation</b>	Emergencies on site	Staff Visitors Students	<ul style="list-style-type: none"> <li>Emergency register will be used from the sign in register at Tour starts</li> <li>Each faculty have list of students in their area</li> <li>Student Services have list of students guiding tours</li> <li>Fire bell will be used in an emergency to evacuate the building</li> <li>Basketball court will be the assembly point.</li> </ul>	3	1	3	
<b>Room allocations and activities to be seen on the Tour. Activities are being demonstrated by school staff and or school students. Visitors are invited to observe the activity and ask questions of the subject teachers on the tour.</b>								
	<b>Maths MA07 &amp; MA08</b>	Injury by activity	Staff Visitors Students	Display of student work. Display of treasure map/Code breaker on walls, Demo of TTRockstars and MathsWatch software. <ul style="list-style-type: none"> <li>Visitors to observe</li> </ul>	1	1	1	
	<b>Food tech - FT11</b>	Injury by activity	Staff Visitors Students	Cooking pizza <ul style="list-style-type: none"> <li>Visitors to observe</li> <li>School students will be cooking and will be under the same protocols as if in class.</li> <li>School students will be responsible for their cooking area.</li> <li>School students will be supervised by staff at all times.</li> <li>Knives, or food equipment will be locked away in the cupboard so that visitors cannot access.</li> <li>Food cupboard and other food room to be locked prior to 4.30pm</li> </ul>	3	1	3	
	<b>Drama in Dance Studio - D01</b>	Injury by activity	Staff Visitors Students	GCSE Year 11 Drama students will be in the space rehearsing their Comp 1 devised performances. <ul style="list-style-type: none"> <li>Visitors to observe</li> </ul>	1	1	1	
	<b>English - E06 &amp; E13</b>	Injury by activity	Staff Visitors Students	Display of student work & LG Bookmarks. <ul style="list-style-type: none"> <li>Leaflets can be picked up - the surface will be wiped down regularly.</li> <li>Visitors to observe</li> </ul>	1	1	1	

	<b>Design Tech - DT05 &amp; DT06</b>	Injury by activity	Staff Visitors Students	Laser cutter and DT practical activities - key rings. <ul style="list-style-type: none"> <li>• Laser cutter and 3D printer - all demo only.</li> <li>• Visitors will not be able to touch or experiment with equipment on display.</li> <li>• Visitors to observe</li> </ul>	3	1	3	
	<b>Art - AS01 &amp; AS02</b>	Injury by activity	Staff Visitors Students	Display of student work. <ul style="list-style-type: none"> <li>• Visitors to view.</li> </ul>	1	1	1	
	<b>Science - S01, S02</b>	Injury by activity	Staff Visitors Students	S01 - Dissection demonstration using a visualizer, Rainbow fish, Skeletons, Torso model of internal organs. S02 - Bunsen burners. Dimmed lights, LED circuits, Signal generation. <ul style="list-style-type: none"> <li>• School staff demo only.</li> <li>• Visitors will not be able to touch or experiment with equipment.</li> <li>• Visitors to observe.</li> </ul>	3	1	3	
	<b>Languages - E07 &amp; E14</b>	Injury by activity	Staff Visitors Students	<ul style="list-style-type: none"> <li>• Visitors to observe.</li> </ul> Display of student work / Interactive games with tablets / Numbers activity in different languages	1	1	1	
	<b>Computer Science - ME11</b>	Injury by activity	Staff Visitors Students	Display of software used in Y7 and beyond. <ul style="list-style-type: none"> <li>• Visitors observing.</li> </ul>	1	1	1	
	<b>Humanities - MA01 &amp; MA02</b>	Injury by activity	Staff Visitors Students	Geography word search, History quiz and Religious Studies artefacts to browse. Plus display of student work. <ul style="list-style-type: none"> <li>• Visitors can take away paper copies of quiz and word search.</li> <li>• Visitors are not expected to touch the artefacts and displays.</li> </ul>	1	1	1	
	<b>Sports Hall / Gym</b>	Visitors getting hit with a ball.  Students getting injured.	Staff Visitors Students	Trampolining, badminton, table tennis UV sports. <ul style="list-style-type: none"> <li>• PE staff to oversee school students demonstrating a range of sports</li> <li>• Gym - UV sports</li> <li>• Trampolining and Badminton in Sports Hall</li> <li>• First Aid staff and kits in both locations</li> </ul>	3	2	6	

				<ul style="list-style-type: none"> <li>Radio in each location in case of an emergency</li> <li>Visitors to observe</li> </ul>				
	<b>Music - MU01</b>	Injury by activity	Staff Visitors Students	Year 11 students showcasing coursework (composition). Selected year 9 and 10 students showcasing performance skills. Students rehearsing in practice rooms - visitors to observe. <ul style="list-style-type: none"> <li>Visitors to observe</li> </ul>	1	1	1	
	<b>Inclusion Faculty, Mental Health Team &amp; Ethos</b>	Reduce congestion	Staff Visitors Students	<ul style="list-style-type: none"> <li>Stalls along the English corridor.</li> <li>Information and displays of the services provided on site at Lord Grey Academy</li> <li>Visitor to view and take information.</li> </ul>	1	1	1	
	<b>Main Hall</b>	Reduce congestion	Staff Visitors Students	<ul style="list-style-type: none"> <li>Small tour group at a time</li> <li>Speech from Principal</li> <li>Opportunity to ask questions of the Principal, Governors and some Parents of children at LGA.</li> <li>Seats provided in rows.</li> </ul>	1	1	1	
	<b>Feed the school staff</b>	Ensure staff have eaten	Staff	<ul style="list-style-type: none"> <li>Students to collect food platters for staff</li> <li>Students to deliver the platter to labelled staff locations across the school - between 2.15 - 3pm</li> <li>Student to deliver in pairs to open doors.</li> <li>Staff to return the boards to canteen next day</li> </ul>	2	1	2	
	<b>Feed the school students</b>	Ensure students have eaten	Students	<ul style="list-style-type: none"> <li>Students meet Amanda Brain at Lecture Theatre to collect token for food.</li> <li>Exchange token for food at Canteen 3:15-3:30</li> <li>Take food to the Lecture Theatre to eat.</li> <li>Put rubbish in bins.</li> <li>Extra bins in Lecture Theatre.</li> </ul>	2	1	2	
	<b>Leadership presence</b>	Emergency situations	Staff Students Visitors	<ul style="list-style-type: none"> <li>Samantha Satyanadhan - Main hall</li> <li>Rob Page - Gym</li> <li>Debbie Hawkins - Canteen</li> </ul>	3	1	3	

				<ul style="list-style-type: none"> <li>• Amanda Brabin - Front of school</li> <li>• Melissa Girt - Canteen / Music - pathways</li> <li>• Simon Killen - Free range across the site</li> <li>• David Smith - Science</li> <li>• Kaisha Bennion - Music</li> <li>• Becky Reynolds &amp; Claire Cannon - English</li> <li>• Steve Patey - Maths</li> <li>• Each leadership member to have a radio for immediate assistance from other team members or Student Services.</li> </ul>				
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## Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary	Suggested Timeframe
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3. Even chance / may happen
4. Likely
5. Almost certain / imminent

12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments

Link to the Contingency/outbreak plan. [Lord Grey Academy Contingency Plan](#)