



Speech Day Production 2021 Risk Assessment

Covid-19 Precautions

Additional to School Productions General Risk Assessment

Assessment conducted by: Debbie Pitman	Job title: SBM	Covered by this assessment: Pupils, Staff and Visitors
Date of assessment: 19/07/2021	Review interval: Annual	Date of next review: June 2022

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	High	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	High	Medium	Low (L)
	Minor Causes physical or emotional discomfort.	Medium	Low	Low

Area of Concern	What are the Hazards?	SRG Control Measures in Place	In place? Yes/No	Person Responsible	Risk rating following action H/M/L
Event	Has consideration been given to whether Speech Day should take place.	Latest DFE guidelines have been followed. Speech Day moved to 21 st July after change in restrictions on 19 th July.	Yes	Headteacher	L
		Risk assessed to allow event to take place as safely as possible.	Yes	Headteacher / SBM	L
		Remove sides of marquee, to make more of an outdoor event	Yes	Headteacher	L
		Alterations made to running of event will be made in light of any changes to DFE guidelines through dynamic risk assessing.			
Social Distancing	Are arrangements in place to ensure social distancing for audience	Parents required to book seats on line through School Interviews, so number of attendees are known. Informed through newsletter	Yes	Office Team	L
		Seats arranged. to ensure social distancing between families – refer to bookings made.	Yes	All staff	L
		One way system in place on site and marquee	Yes	Headteacher/	L
		Visitors requested to wear masks and social distance when on site. Informed through newsletter.	Yes	Headteacher/ Office Staff	L
	Has consideration been given to track and trace	QR Code posters available around site for visitors to check in on site. Government guidelines followed.	Yes	Headteacher/ Office Staff	L

Area of Concern	What are the Hazards?	SRG Control Measures in Place	In place? Yes/No	Person Responsible	Risk rating following action H/M/L
	Are arrangements in place to ensure social distancing between classes	Classes to sit in bubbles, with space left between bubbles. Staff supervision in place to ensure bubbles do not mix. Stage arranged to allow more overflow space behind the stage	Yes Yes	Class staff Headteacher	L L
Hygiene	Is hygiene guidance followed to ensure safety of all	Current DFE guidelines followed as in place on 19 th July with regards to hygiene requirements Hand sanitiser bottles placed around the site for all to use Staff and pupils to follow school hygiene routines currently in place for washing hands etc	Yes Yes Yes	Headteacher Caretaker Class Staff	L L L
Safeguarding	Safety of pupils when site is open to the public Adequate supervision of pupils Photographs and video recordings	Staff to supervise entry points Vigilance by all staff at all times for anything unusual. Classes supervised by class staff at all times. Pupils who need to leave the marquee to use toilet or for any other reason to be accompanied by a class staff member at all times. Parents reminded on the day not to share any photographs/ recordings made on any social media or other people in general.	Yes Yes Yes	Headteacher Headteacher All staff Headteacher	L L L

Area of Concern	What are the Hazards?	SRG Control Measures	In place? Yes/No	Person Responsible	Risk rating following action H/M/L
Safeguarding on Completion of Speech Day	Pupils leaving the site with parents when Speech Day finishes	Children supervised at all times by class staff.	Yes	Class Staff	L
		Issue google form for parents to complete to confirm whether their child will be collected or stay in school on completion of Speech Day.	Yes	Office Staff	L
		Class staff supervise handing over of pupils to parents, in family groups, on the school field. Staff to record which pupils have been collected.	Yes	Class Staff	L
		Pupils not being collected return to classroom until all visitors have left the site.	Yes	Class Staff	L
First Aid And Emergencies	Has consideration been given to extreme heat warnings	Marquee sides open for increased ventilation.	Yes	Headteacher	L
		Pupils will be inside marquee, so shaded from sun.	Yes	Headteacher	L
		Pupils to be monitored by class staff to ensure they spot any child who starts to suffer from heat.	Yes	Class Staff	L
		Pupils to have their water bottles with them.	Yes	Class Staff	L
		First aiders available throughout marquee. First aid kits available in marquee.	Yes	Headteacher First Aiders	L
	General accidents	School emergency procedures followed if needed.	Yes	Headteacher	L

Area of Concern	What are the Hazards?	SRG Control Measures	In place? Yes/No	Person Responsible	Risk rating following action H/M/L
Lunchtime Arrangements and Serving of Light Refreshments to Visitors	Are routines in place to ensure pupil lunches are served appropriately?	Normal Speech Day routine of packed lunches only in place for pupils. Parents asked to order school packed lunch in advance or inform office if their child will be provided with a home packed lunch.	Yes	Headteacher/ Office Staff	L
	Has the serving of refreshments to visitors at midday been carefully considered to observe government guidance?	Class staff member to collect their class packed lunches from kitchen. To eat in classrooms. Supervision in place at all times.	Yes	Class Staff	L
		Serving of light refreshments for adults made available due to Government guidance from 19 th July. Served separately to pupils.	Yes	Headteacher	L
		Food and drinks to be served in school hall – not marquee. Hand sanitiser bottles readily available and adults asked to use on entering hall – display notices. Kitchen follows hygiene regulations. Food/drink to be laid out to enable social distancing. One way system to enter and leave the hall. Food to be consumed outdoors.	Yes	Headteacher/ SBM	L
Parking	Have parking arrangements been considered to ensure safety?	Normal school pupil drop off routines in place following current school guidance for routine.	Yes	Headteacher	L

Area of Concern	What are the Hazards?	SRG Control Measures	In place? Yes/No	Person Responsible	Risk rating following action H/M/L
Parking		<p>Parking allowed on playground after end of drop off time (from 9.00am).</p> <p>Parents asked to consider parking in the village or below the school and walking. Request published in newsletter.</p>	Yes	Headteacher	L