

RISK ASSESSMENT BIG TOP 16.6.21

DFE documents - links to documents

[Comply with Government Health and Safety Guidance](#) [DFE guidance for schools reopening](#)

[Updated from DFE advice 9th August 2020 – circulated to all staff and Governors as well](#)

[Updated on 28th October 2020 ready for return after half term.](#)

[Updated on 23rd February 2021 ready for Whole school opening on 8th March](#)

[Updated on 7th April 2021 - The e-Bug coronavirus \(COVID-19\) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>](#)

[Productions guidance April 2021](#)

DFE reference	Implementation details	Communication to staff/ to parents	Person responsible
<p>“It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff, where possible, only mix in a small, consistent group and that small group stays away from other people and groups.” From Government Guidance</p>			
DFE guidance reference/Productions guidance	Implementation details	Communication to staff/children/parents as appropriate	Person responsible and checking - who & how?
1. Number of spectators	30 per group of spectators - we have 26 in each block at present, these will need to have separate entry and exit points and a station each for refreshments, we can put one each side and ask them to stay these sides while the eat/drink. One way systems for them. Social distancing to be adhered to. Posters with reminders for social distancing and in Mrs Copus briefing at the beginning of the show. Wearing of face masks, changed/washed daily. On arrival, ask everyone if they or anybody in their family are suffering with covid-19 symptoms. Children and adults to be hand sanitised and temperature checked.	Newsletter Letter to parents	Monitoring by SLT at the event

2. Children will come in to contact with the smallest number of adults possible	Groups may need to have more than one teacher for consistent cover. TAs need to stay with the relevant classes.	Email of risk assessment	Monitored by SLT
3. Big Top	Sides to be removed for ventilation. Hands to be sanitised by anyone touching.	On risk assessment Letter out to parents	Monitored by SLT
4. Tickets – Pre-booked and allocated seating on those tickets.	Tickets are to be sold in advance and reduced to two per family. Tickets to be registered to a family with full name for track and trace purposes.	On letter sent to parents	Monitored by SLT
5. Ensure you have cleaning/site staff available at the times you need	Keep a log of the cleaning carried out in communal areas – for us the hired toilets. Atomiser used for staging. Cleaners to keep children’s toilets cleaned after each production or SLT.	Staff meetings INSET day	HT/SBM/HT
6. Staging	The stage is to be used by one class in Act One and the other class in Act Two. No choir to be on the stage. Teaching Assistants from Y6 bubble only to use the stage. Stage to be put in to the big top by one team only and they are to take it out on Friday. Fixed team to be in place for the technical side.	Letter and guidance to team members Staff to see risk assessment and volunteers for the teams	Monitored by SLT
7. Costumes	Costumes are specific to the children, they will be kept in a carrier bag outside of the performance. Costumes should not be handled by anyone else.	Teacher to ensure children are directed to what they need to do	Monitored by Teachers and Teaching Assistants
8. Make up	Make up for the characters will be applied at home and removed at home so no adult should need to be in contact with a child.	Letter to go home to parents Teachers/teaching assistants to liaise with children and parents	Monitored by teachers
9. Microphones	Microphones will be used by one character only. They will be stored in a bag that is made for the character.	Microphones to go in one bag which belongs to the child. Bag kept with costume at all times, not to be shared	Monitored by Tech team Checking by class teachers if confusion
10. Props	Props are only to be handled by the children in that act and the teaching assistant overseeing the scene changes. Props can be atomised if touched and they are needing to sanitise.	Teacher/TA to direct the children	Monitored by teacher/TA
11. Social distancing arrangements	White spray is on order Mark out areas clearly to aid social distancing, staff visible at all times.	Discussion with premises manager about this and spots for social distancing when signing everyone in	Monitored by Premises Manager and SLT
12. Hand sanitizer	Hand sanitizer to be freely available around the Big Top, toilets and classrooms concerned for visitors to site and for staff.	Risk assessment to be circulated and placed on the website	Monitored by SLT and Premises Manager

13. Designated area should anybody feel unwell during their time on the site	Anyone who is taken unwell during the performances will be taken to the medical room and whoever is assisting will be in full PPE.	Risk assessment to be circulated	Monitored by SLT
14. Accessing rooms directly from outside where possible	Allow for adult (staff) and children access from outside through vehicle access gate for parents. Visual signage (on front gates) on floors to give adults and children guidance. Spray paint to be replaced if needed. All classrooms are accessible from the outside for the children only. No one to move through school unnecessarily. Markings on the field for movement (when needed) and a staggered entry and exit for cohorts of children.	Risk assessment to be circulated Letter to parents about the events	Monitored by SLT
15. Display signs reinforcing expectations and guidance	Displays should reinforce handwashing and be visual. Signs to go up in all areas that are consistent. System so teachers know that only one child has left the room with a name on board and Teacher wipes out. One child at a time to use toilets and others to wait at a social distance outside.	Posters displayed Letter to parents Risk Assessment to be circulated	Monitored by SLT
16. Toilets (portable hired in)	Two toilets coming on to the site for parents attending the site. These will be cleaned by the company on Wednesday. Atomiser used at the end of each production. Hand sanitiser and soap available within the toilets. Check running water is available for each production. Children and staff to use school toilets within their zone.	Letter to volunteers helping to put up Big Top Letter to parents about arrangements Risk Assessment to be circulated Stewards to tell adults on the night	Monitored by SLT
17. Good respiratory hygiene	Catch it, bin it, kill it. Class teachers to remind children of expectations for good respiratory hygiene on their return to school and regularly reinforce these expectations. Posters to be displayed. Cleaning spray and tissue to be available in each room, in order to wipe down surfaces if they are coughed or sneezed on. Disposable masks to be available and put in bins on site if needed. Continue to maintain all social distancing as much as possible.	Risk assessment to be circulated and put on the website	Monitored by SLT
18. PPE not needed unless routine care involves PPE, may have PPE in case of suspected infection	For First-aid/routine care: Disposable clinical masks or dust masks to FFP1, Goggles, visors that are splash resistant. Disposable nitrile or vinyl gloves. For managing people with COVID-19 symptoms: Clinical masks or dust masks to FFP2, goggles and visor that are splash resistant. PPE	Email and PHE guidance sent to staff Newsletter to parents to inform them	Cleaners HT/SBM Office if a case comes to the office

	<p>has been supplied by WSCC and is stored in the staff room with a risk assessment and labelled.</p> <p>Disinfectant spray to be in classrooms and to be used if worries about hygiene. Spray available on tech desk. Atomiser to be used on staging and props.</p> <p>Sanitiser to be in shared areas for children to use.</p> <p>Staff to have access to hand sanitiser when working with children.</p> <p>Staff must ask for refills if needed.</p>		
19. Stagger start and finish times, where possible, for each group of children.	<p>Ensure that timings are long enough to minimise the amount of children in corridors or gathering outside of the school. Year 6 to arrive 5.30pm on site.</p> <p>Year 5 to be staggered attendance at the performances and to arrive at 5.45pm.</p> <p>Staff to go straight to zones at given time and be ready. Staff members may be needed to manage lines and entry/exit safely, and must ensure they maintain their own social distancing.</p> <p>Parents to be advised to wear masks to collect their child</p> <p>Second gate to go in and then one-way system out for all parents if needed</p>	<p>Letter to parents</p> <p>Teachers to brief the children about expectations</p>	Monitored by SLT
20. Visitors coming on to site to help with set up	<p>Letter to go out with expectations. Adults on site. LFT before. Two teams working separately. Supply of PPE, adults to wear gloves.</p> <p>Adults to provide own food for the event. Toilets to be port-a-loo and provided on site for adults to use.</p>	<p>Letter to parents</p> <p>Risk assessment shared</p>	Monitored by SLT
21. Staff using staffroom for the evening.	<p>Normal staff rooms to be used by staff on site as per normal school day.</p>	<p>Risk assessment to be circulated</p>	Monitored by SLT
22. Send out letter to parents detailing what will happen on arrival and departure. Copy of risk assessment to be placed on the website and where to find a copy of the risk assessment.	<p>Risk Assessment on website</p> <p>Letter to Y6/Y5 parents</p>	<p>Website updates EG/FH</p>	Updated be EG/FH – monitored by HT and SBM
23. Track and Trace	<p>All adults attending site will fill out a Track and Trace form.</p> <p>Temperature will be checked and LFT insisted upon and checked on the gate before entering the site. Hand sanitiser available.</p>	<p>Risk assessment shared</p> <p>Letter to parents</p>	Monitored by stewards on the gate and SLT

24. Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend for drop off and pick up	Clear protocols need to be in place for families around arrangements for drop off and pick up, dependent on individual school set up and physical arrangement.	Notes to parents	Monitored by SLT
25. Make clear to parents that they cannot gather at entrance gates or doors.	SLT/stewards may be needed to manage arrival and departure of adults, for example queuing outside of school, whilst maintaining social distancing.	Newsletter to parents Teachers to be clear about arrangements from INSET Day SLT only to let one parent onto playground – others wait outside gate	Monitored by SLT
26. Bins	Emptied after every performance and freely available around the site.	Visible bins	Monitored by SLT
27. Mr Hancock and Ellen Orrell	Staging for them socially distanced and away from the audience and singers.	Plan circulated Risk assessment to be circulated	Monitored by SLT
28. Interval arrangements	Children to remain in the classrooms, no parents to be allowed in to the classroom and no children to be out with their parents.	Letter to parents Teacher to discuss with pupils	Monitored by teacher/SLT
29. Tech team	Tech team to be separate. Have a tech desk away from others. Tech Team to LFT and temperature check. Hand sanitiser to be available and masks to be worn as they move around the Big Top. Gloves to be worn when touching the desk, lighting etc.	Via briefing, risk assessment and letter to parents	Monitored by SLT
30. Ensure all know about frequently touched areas/surfaces	Think about involving all in cleaning door handles, tables for example to educate and remain vigilant of commonly touched areas. All classrooms will have cloth and bottle of spray disinfectant as well as hand sanitizer, paper towels and soap. Tables to be wiped before and after lunch. Each child is to have tray of resources that can be wiped regularly.	Staff meetings Letter to parents On Risk Assessment	Monitored by SLT
31. Fire drill	Discuss fire drill at the beginning of the performances Staff to take out medical box for classes and socially distance	Staff meetings Email to all staff	Monitored by SLT and HT/Premises Manager
32. Self-isolation	Staff and parents requested to inform school if they need to self-isolate.	Letter to parents Risk assessment shared with parents and put on website	Monitored by SLT

33. Children, young people and parents are encouraged to walk or cycle to the event	Public transport should be avoided in line with current government guidance. This will be communicated to parents via the newsletter and parents encouraged to walk if possible.	School newsletter	Monitored by SLT
34. Ensure this document is shared with SLT	SLT will be able to advise and help monitor the risks you have identified. Updated with weekly meeting. Governors to see minutes if required.	SLT to be emailed Risk assessment put on website	Monitored by SLT
35. Ensure risk assessments provided by Headteacher are shared with all relevant staff and volunteers for the Big Top.	All staff will go through it and opportunity to talk about with worries and concerns. Risk assessment to be shared on the website and via email.	As above	Monitored by SLT
36. Testing for Covid-19	Parents and staff to inform the school immediately if symptoms develop and testing for suspected Covid-19 is required. Staff should attend a testing centre if possible for speed of results. WSCC to send a local health protection team to investigate if the school has more than two confirmed cases.	Staff meeting Letter to parents	Monitored by SLT