



St. Vincent's Catholic Primary School

Sayers Croft (Monday 5th July – Friday 9th July 2021) Risk Assessment

School name:	St. Vincent's Catholic Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none">Teaching staff: LG, HC and HHYear 6 Pupils (26 pupils)		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none">Domestic residential trip for Year 6 class to Sayers Croft (5th July-9th July 2021)		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none">Travel to and from school to Sayers CroftSayers Croft		
Name of person completing this risk assessment:	Marina Coleman, Danielle Duffy, Holly Carruthers and Lydia Gorick.	Date of original completion:	11.05.21 updated 24.05.21 with Sayers Croft Risk Assessment and confirmation of insurance

CONTEXT

Following government guidance, domestic residential trips can now take place:

Domestic residential educational visits

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. You should keep children within their consistent groups (bubbles) for the purpose of the visit.

Risk assessment for residential educational visits

Annex C sets out the conditions that should be met when planning and undertaking a residential educational visit as part of Step 3. You should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. You should consider the principles set out in the system of controls and annex C to assure yourself that you are taking children into a safe environment.

HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	PERSON RESPONSIBLE
Pupils, staff or household members symptomatic	All	LOW	<ul style="list-style-type: none"> All staff and pupils informed that nobody who is symptomatic or in a household where somebody else is symptomatic, may attend Sayers Croft – they must all follow the government’s self-isolation, testing and tracing guideline. All staff and pupils to have their temperature taken before boarding the coach. Send information to parents before Sayers Croft trip. Organise parent meeting to make expectations explicit and to address any concerns (25.05.21 at midday) 	MC
Asymptomatic staff carrying virus	LG, HC and HH	LOW	<ul style="list-style-type: none"> All staff to continue with twice weekly testing (3 to 4 days apart) before and during the trip to Sayers Croft. Record on school system as well as reporting to NHS 	LG, HC and HH
Someone in the group develops symptoms and needs to self-isolate	Sayers Croft SV Bubble	MEDIUM	<ul style="list-style-type: none"> First aid bag brought to include a thermometer with sufficient plastic caps, PPE equipment for staff and hand sanitiser. Sayers Croft: any individual with COVID symptoms will isolate in a large meeting room near the Sayers Croft office. School would need to contact the parents to collect. Parents Meeting 25.05.21 stress that parents must be willing and able to come and collect their children if needed Sayers Croft risk assessment confirms designated isolation area where pupils can wait whilst waiting for parents to collect once parents have been contacted (see Sayers Croft RA 24.05.21) 	LG, HC and HH Sayers Croft staff will support isolation procedure

HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	PERSON RESPONSIBLE
Keeping integrity of the bubble established at school	All	LOW	<ul style="list-style-type: none"> • Bubble to be formed of children in existing school bubble (Year 6 class from the Y5&6 bubble) • Only staff already part of the established school bubble to accompany pupils on the visit. • Holly C to swap with Danielle to be a member of the Year 5&6 bubble • No parents, carers or volunteers to accompany the group to maintain the integrity of the bubble (only contact to be if collecting child with symptoms). Parents 'seeing off' children or collecting sick child to maintain established protocols-wearing of face masks and social distancing • Year 6 class consists of 26 children. This means that they can interact as a bubble throughout the trip. • Sayers Croft: each bubble has their own accommodation with their own toilet and shower facilities. Sayers Croft staff will not enter unless for cleaning, maintenance or emergency (e.g. first aid). 	<p>LG, HC and HH</p> <p>DD, HC</p>
Travel to Sayers Croft	All	LOW	<ul style="list-style-type: none"> • All members of the bubble (staff and pupils) to travel to Sayers Croft together on a coach. • Coach driver does not need to wear a mask as s/he will be facing forwards at a distance of 2m, with ventilation • Ensure appropriate ventilation throughout the journey. 	HC (to remind driver of need for ventilation on journey)
Reducing rate of transmission of the virus	All	LOW	<ul style="list-style-type: none"> • Due to the nature of the trip, most time will be spent outdoors. This reduces the rate of transmission. • Where activities have to occur indoors, ensure ventilation (e.g. open windows) to enable air flow. • Indoor activities to take place in our classroom to ensure we are not mixing with another bubble • Sayers Croft: masks are provided for when activities occur indoors and all adults to wear one (unless exempt) 	HC LG

HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	PERSON RESPONSIBLE
Overnight sleeping arrangements (increased risk of exposure to COVID-19)	All	MEDIUM	<ul style="list-style-type: none"> • Sayers Croft: We will be staying in Holmbury which has two dorms for the children that sleep 20 and 18 children. This means there will be spare beds in each dorm. • Sayers Croft: The bubble is broken down into smaller bubbles for sleeping and showering. • Sayers Croft: Leaders will be required to have their own separate room. Where leaders have to share before staff have opportunity to clean, cleaning resources for teachers provided to clean touch points between use. We will be staying in Holmbury which has three staff bedrooms with their own bathrooms. 	Sayers Croft/ HC
Mealtimes (possibly indoor interaction with other staff and groups)	All	MEDIUM	<ul style="list-style-type: none"> • Sayers Croft: the dining room will be used by only one bubble at any time with separate sittings for schools. If there is not time for all groups to go through, packed teas/lunches will be provided in the dormitory classrooms. • Sayers Croft: masks must be worn by adults until they sit down to eat their meal. Children must remain seated. At the end of the meal, trays and cups will be left on the table and we will exit via our own door. • Sayers Croft: touch points and servery areas will be cleaned between each school sitting. • Sayers Croft: staff serving the meal will be wearing face masks. The distance between the child and the other side of the servery station may not be 2m, but they are passing through that space, and this meets current guidance (the meal has to be collected, passed over or placed in front of the customer at some point). 	Sayers Croft/ HC

HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	PERSON RESPONSIBLE
Cleaning of shared facilities	All	MEDIUM	<ul style="list-style-type: none"> Bathrooms and staff kitchenette will only be used by members of our Bubble. Sayers Croft: Staff will be cleaning the shower and toilet facilities each morning once the school bubble has left for activities. Sayers Croft: touch points and servery areas will be cleaned between each school sitting. Take additional cleaning materials with us and clean ourselves if we feel an additional precaution is necessary 	Sayers Croft/ HC
Sharing equipment with other bubbles	All	MEDIUM	<ul style="list-style-type: none"> Sayers Croft: equipment will be washed between school bubbles using it. Helmets and harnesses can't be sprayed or wiped, they have to be dunked in a bucket of water with pure soap in it and then rinsed- this type of kit can only be cleaned in this way due to the safety guarantee of each piece, so they will be wet at worse, or slightly damp but clean Sayers Croft: We treat all outdoor equipment outside of this as dirty, so the playground, a climbing rope/ wall, a bench, a spear from the roundhouse etc, this is all dirty and lives outside and we treat it as we have always done with regular handwashing. 	Sayers Croft/HC
Contact with external leaders at Sayers Croft	All	LOW	<ul style="list-style-type: none"> Most interactions with Sayers Croft leaders will happen outdoors. Where possible, leaders will keep 2m distance from children and school staff. Where social distancing is not possible (e.g. indoors), adults to wear masks. Sayers Croft: masks are provided for when activities occur indoors and all adults to wear one (unless exempt) Sayers Croft: all staff are encouraged to apply for tests as individuals but Sayers Croft are unable to monitor if they are regularly testing. 	Sayers Croft/HC

HAZARD	WHO IS AFFECTED/AT RISK	RISK RATING (LOW, MEDIUM, HIGH)	ACTIONS/CONTROL MEASURES	PERSON RESPONSIBLE
Cancellation of trip due to COVID-19			<ul style="list-style-type: none"> • Ensured appropriate level of insurance cover for coach journey as well as the stay and activities at Sayers Croft. • Sayers Croft have not requested a deposit, only a completed booking form in order to secure booking. 	EC-confirmed 24.05.21