Health and Safety for Transition visits

In line with the COVID response [Roadmap out of lockdown](https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary%23step-3---not-before-17-may) transitional, taster and open days in schools can now resume. The decision to go ahead with transition visits lies with the Headteacher. Where schools are planning to arrange events and are mixing pupils and adults from other settings, **thorough risk assessments** must be completed before running any sessions to ensure they run in line with existing COVID-19 Systems of Controls. [See Model risk assessment](#_Appendix_1)

The government advice for managing COVID-19 risks in the general community must be followed e.g. social distancing, wearing of face coverings, minimising contacts etc. Further information can be found here: [(COVID-19) Coronavirus restrictions: what you can and cannot do](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae).

Based on the residual risk after completing the risk assessment it will be up to each individual setting to make a judgement call on whether the visit can go ahead safely. This risk assessment must be kept under constant review as and when situations change such as a sudden increase in positive cases.

A review of social distancing and other long-term measures is not due to take place for several weeks and would not come into force before 21st June 2021. In the meantime, schools are advised to continue with the system of controls within their existing COVID-19 Operations risk assessments.

# Parents meeting for new starters

Many schools invite the parents of new starters into school for ‘move-up’ meetings to share essential information and to answer questions. Whilst this may still be possible following a suitable risk assessment, the following alternative methods should be considered.

* PowerPoint presentations that shares vital information with parents
* a transition booklet or pack that covers key information for students
* a Reception Year email address so prospective parents can ask specific questions
* including a Frequently Asked Questions section on the school website.
* personal video profiles of staff so parents/pupils can ‘meet them’ virtually

# Face to Face Visits

## Nursery to Reception and Infant to Junior School

* Ensure the Schools COVID-19 risk assessment is up to date
* Ensure all visitors sign in for Track and Trace purposes
* All visitors to be advised in advance of School COVID-19 requirements
* Aim for visits to take place when classrooms are not in use
* Ensure sufficient hand sanitiser is available at all entrances
* Face coverings to be worn by adults in all areas indoors
* Aim to have the windows open in classrooms during the visits
* Parental/carer visits should be by appointment only
* Aim to keep groups small – no more than 3 or 4 people plus a guide
* Aim to keep the visits as short as possible
* Ensure that any cleaning/maintenance staff are aware of visitors to ensure that they can move to another room if necessary.

## Home visits

Home visits provide children and their parents with a valuable opportunity to meet Reception staff. Where home visits are planned – a thorough risk assessment must be completed to ensure that any visit can go ahead safely with control measures in place such as social distancing, hand and respiratory hygiene and the use of face coverings. The risk assessment should identify any activities that must not take place during the visit. As with face to face visits in schools, keep the visits as short as possible and limit the number of visits in a day.

As an alternative to home visits, consider inviting reception aged children to come into school for part of the day (for example a group in the morning and another in the afternoon) to help them begin to form relationships with the staff.

See also [Transition ideas for Early Years Settings (cumbria.gov.uk)](https://www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/17924/44305154321.pdf?timestamp=4433015326)

## Year 6 to Year 7

Transition from year 6 to year 7 is one of the most challenging transitions with new routines, new staff, new buildings, and new peer groups. Pupils starting a new school typically spend two full days in their new setting before starting in September.

Whether the transition is held virtually, face to face or a combination of both it is important to give a balance between what to expect in terms of new experiences in September whilst addressing any fears or anxieties the pupils might have.

If the school wishes to carry out face to face visits the following options should be considered as part of the risk assessment:

* Ensure the Schools COVID-19 risk assessment is up to date
* Ensure all visitors sign in for Track and Trace purposes
* All visitors to be advised in advance of School COVID-19 requirements
* Create small group visits that would allow social distancing to be maintained
* Is it possible for the teachers from the secondary school to visit the feeder schools?
* If visits are from multiple feeder schools, consider setting up individual school visits and prevent/limit any mixing.
* Consider encouraging the visiting school pupils to wear face coverings during their visit
* Keep a small supply of face coverings in case someone forgets theirs.
* Aim to have plenty of outdoor activities (weather permitting)
* If considering physical open days for parents, these should be by appointment only and all COVID-19 risk assessment requirements must be followed. If social distancing cannot be maintained in mixed groups, face coverings must be worn. The use of lateral flow testing may be considered in some situations.

Where school transport is used, schools will have to make their own arrangements with the school transport contractors and pupils will be required to follow the COVID-19 control measures set out by the contractor which will include the use of face coverings.

## Year 11 to Further Education

Most Further Education settings are waiting for step 4 of the roadmap to come into effect on the 21st June before they advertise open days for the colleges. Risk assessments are in place.

## Summer Schools

[Summer school guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975835/Summer_schools_guidance.pdf) The date to sign up for Summer Schools has been extended to Friday May 28th. Whilst it is for each school to decide who would benefit the most from summer schools it would appear to be a good opportunity to focus on the year 6 to 7 transition groups. This would provide the opportunity to offer face to face support before they start their new school in September.

See also [Transition ideas for Schools (cumbria.gov.uk)](https://www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/17924/44305154515.pdf?timestamp=4433015326)

## SEND students with EHCP or those with specific individual support requirements including vulnerable children in care of the Local Authority (CLA)

Whilst some pupils may cope with one physical visit and several virtual visits other pupils will require more face to face arrangements. These will need to be planned for with effective risk controls. Settings should consider individual cases and put in place individual control measures that balance risks. SEND pupils may require a key person to accompany them on any visits and allowances need to be made to accommodate this.

Support is available from the Health and Safety team healthandsafety@cumbria.gov.uk and the Public Health team EducationIPC@cumbria.gov.uk

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| **RA reference** | Click or tap here to enter text. | **Activity description** | **Operating transition, taster, and open days during the COVID pandemic** |
| **Assessment date** | Click or tap to enter a date. | **Assessor name** |  |
| **Assessment team members** |  | **Review date** | Click or tap to enter a date. |
| **Location** |  | **Number of people who might be affected**  | Click or tap here to enter text. |
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| **Overall residual risk level following implementation of effective control measures** |  | **People who might be affected** | All employeesVulnerable children/adultsVisitors/foster carersPersons with pre-existing medical conditionsFirst aidersNew/expectant mothers |
| **Date record created** |  | **Is this an acceptable risk**  | Choose an item. |
| In line with the COVID response [Roadmap out of lockdown](https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary%23step-3---not-before-17-may) transitional, taster and open days in schools can now resume subject to thorough risk assessment in line with existing COVID-19 systems of controls.**Year 11-13 to Further Education:** Further education settings are not releasing information regarding open days until after Step 4 of the Roadmap has been confirmed on the 21st June 2021. Risk assessments have been prepared to ensure the open days can operate safely and COVID secure |
| **15-25 Unacceptable**. Stop activity **and make immediate improvements****6-12 Tolerable**Look to improve within a specified timescale**1-5 Acceptable**No further action, but ensure controls are maintained**Severity**1. **Insignificant No injury**
2. **Minor Minor injuries requiring first aid**
3. **Moderate First aid/RIDDOR reportable incident**
4. **Major Serious injury/hospital attendance**
5. **Most severe Disabling injury, long term ill health, fatality**

**Likelihood**1. **Very unlikely, e.g. 1 in 1,000,000 chance of it happening**
2. **Unlikely, e.g. 1 in 100,000 chance of it happening**
3. **Possible, e.g. likely to occur during standard operations**
4. **Likely, e.g. has been known to happen before**
5. **Very likely, e.g. it is almost certain that something will happen**

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|  | **Severity** |
| **Likelihood**  |  | **1****Insignificant** | **2****Minor** | **3****Moderate** | **4****Major** | **5****Most Severe** |
| **5****Very Likely** | 5Low Risk | 10Medium Risk | 15High Risk | 20High Risk | 25High Risk |
| **4****Likely** | 4Low Risk | 8Medium Risk | 12Medium Risk | 16High Risk | 20High Risk |
| **3****Possible** | 3Low Risk | 6Medium Risk | 9Medium Risk | 12Medium Risk | 15High Risk |
| **2****Unlikely** | 2Low Risk | 4Low Risk | 6Medium Risk | 8Medium Risk | 10Medium Risk |
| **1****Very Unlikely** | 1Low Risk | 2Low Risk | 3Low Risk | 4Low Risk | 5Low Risk |

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| Hazard description and how people are at risk | Potential risk | Current control measures | Additional control measures | Residual risk | By whom and when |
| --- | --- | --- | --- | --- | --- |
| **Risk of transmission of COVID-19 virus due to mixing with others during transition visits** | **Medium Risk****3 x3****9** | * Existing Operations and Premises risk assessments in place, updated and shared with Feeder schools
* Children will not be permitted to attend if they are displaying symptoms or if a family member has had a positive PCR test
* Hand sanitiser is available throughout the building
* Many staff have had one or both of their COVID-19 vaccinations
* Details of all visitors will be kept for track and trace purposes
* QR Code is available for mobile phone check in on the NHS COVID-19 app
* Where possible windows will be kept open in classrooms to allow maximum ventilation
 | * Consider virtual options for parents to share essential information and to answer questions
* Reinforce and explain the measures are in place to keep everyone safe.
 | **Medium Risk****2 x 3****6** |  |
| **Risk of transmission of the virus during face to face visits to school settings** |  | **Nursery to Reception and Infant to Junior*** Parents/Carers are advised in advance of the system of controls in force in school
* Visits will be by appointment only
* Tours of the school will only access empty classrooms
* Windows will be open to ensure good ventilation
* Parents/Carers will be asked to wear face coverings during the tour.
* Additional staff will be on hand to support children with SEND, Looked After or those children who are anxious or worried.
* Key workers will attend the visit with SEND

**Year 6 to Year 7*** All Secondary School staff taking part in the visit are participating in twice weekly Lateral Flow Testing
* Mixing between feeder schools will be avoided as much as possible
* Children will be asked to wear face coverings
* We will keep a small supply of face coverings for those children who do not have them
* Weather permitting outdoor activities will be prioritised
* Tours of the school will take place with small groups of children.
* Children will be permitted to enter empty classrooms during the tour
* Where school transport is used, children will be expected to follow the individual transport provider system of controls.
 | * See [Transition ideas for Early Years Settings](https://www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/17924/44305154321.pdf?timestamp=4433015326)
* Ensure that cleaning/maintenance staff are aware of the visits to allow them to move to another area if necessary.
* See [Transition ideas for Schools](https://www.cumbria.gov.uk/elibrary/Content/Internet/537/1459/7037/17924/44305154515.pdf?timestamp=4433015326)
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| **Risk of contracting or transmitting the virus during home visits for reception children**  |  | * Teachers will contact parents in advance of the visit to ensure that no-one is self-isolating or exhibiting symptoms.
* Teachers will take their own hand sanitiser with them.
* Teachers will maintain social distancing measures as much as possible.
* Where social distancing cannot be maintained, teachers will wear face coverings
* Teachers will take their own refreshments
* Visits will be kept short and limited to (insert number) visits per day
* The following activities should not take place: list here any activities that cannot take place or delete if not relevant.
 | * As an alternative to home visits consider inviting reception age children into school for part of the day

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| **Assessment conclusion** | Providing the stated control measures are implemented and adhered to, the risk can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective. |

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| **To be completed by the individual undertaking the risk assessment:** |
| **Name:**  |  | **Job title:** |  |
| **Signature:** |  | **Date:** |  |
| I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities. |
| **Name:**  |  | **Job title:** |
| **Signature:** |  | **Date:** |

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**Other guidance:**

[Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf)

[Summer school guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/975835/Summer_schools_guidance.pdf)

[(COVID-19) Coronavirus restrictions: what you can and cannot do](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae)

[Roadmap out of lockdown](https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary%23step-3---not-before-17-may)