

## Managing Covid 19 in Schools from 8th March 2021 opening - Risk Assessment - V5.09 - Section 5 Indoor and Outdoor Events

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Area of control	Control Measures		Additional / altered measures / notes	Implemented by : Initial	Date Completed
<b>E1 - General controls for all events.</b>	<b>1.1</b>	Consider your local community / school Covid prevalence trends in deciding whether to hold an event. Consider if a number of smaller events would be safer / easier to manage than one larger one. Pupils and staff should remain in their bubbles, and early years children and staff should remain in their consistent groups as is usual for your setting.	Y6 Leavers' Play- no face to face performance to parents; Sports day- go ahead in separate class bubbles; Y6 Leavers' assembly- outdoors at Grovehill, weather permitting, parents socially distanced; Y6 Leavers' Party to go ahead.	HC/ DH/ all staff	21/06/2021
	<b>1.2</b>	Carry out events outdoors wherever possible. If indoors, use a large well ventilated space. A marquee (or similar structure) is classed as outdoors if at least 50%	See above	HC/ all staff	21/06/2021
	<b>1.3</b>	The event must follow the national guidance on social gatherings. For indoor events – groups of no more than 6 people (or 2 households) are allowed. Multiple groups can attend but must be kept separate at all times. For outdoor events groups of up to 30 people are allowed. Multiple groups can attend but must be kept separate at all times.	See above. Parents to be advised of restrictions to outdoor gatherings for Sports Day and Leavers' Assembly.	HC/ all staff	21/06/2021
	<b>1.4</b>	Calculations for capacity should ensure that there is adequate space to enable individual within groups to maintain 2m social distance if they wish. Indoors, wherever possible, social distancing should be maintained between people who do not live together	See above	HC/ all staff	21/06/2021
	<b>1.5</b>	An event cannot take place if it is unlikely that social distancing between groups of attendees can be maintained, or if other relevant COVID-secure requirements below cannot be met.	See above	HC/ all staff	21/06/2021
	<b>1.6</b>	If the event takes place during the normal school day visitors / attendees must be kept separate from staff and pupils that are not part of the event.	See above	HC/ all staff	21/06/2021
	<b>1.7</b>	Enhanced cleaning should take place to ensure the frequency of cleaning surfaces is increased, especially those that are being touched frequently / by numerous persons.	See above	HC/ all staff	21/06/2021
	<b>1.8</b>	Ensure staff, pupils and attendees maintain good hand hygiene through frequent hand washing or the use of hand sanitiser. Provide facilities at regular points e.g hand sanitiser dispensers / sinks, to enable this to take place.	See above	HC/ all staff	21/06/2021
	<b>1.9</b>	Staff, pupils or attendees who have symptoms of Covid or are self isolating must not attend.	See above	HC/ all staff	21/06/2021
	<b>1.10</b>	Face coverings must be worn indoors by attendees / visitors (the usual exemptions apply for those who cannot wear face coverings). There is no legal requirement to wear a face covering when outdoors however they are recommended in communal areas / pinch points where social distancing is hard to maintain e.g entrances / exits, queues for outdoor facilities.	See above	HC/ all staff	21/06/2021
	<b>1.11</b>	Ensure attendees are informed of the need to socially distance wherever possible, to be mindful that individuals may still wish to socially distance within permitted groups, and that they must not mix with persons outside their permitted group.	See above	HC/ all staff	21/06/2021
	<b>1.12</b>	Dancing is advised against due to the increased risk of transmission. Dancefloors and other spaces for dancing must not be created.	Noted	HC/ all staff	21/06/2021

	1.13	Risk assess whether staff, especially those who are CEV, CV or at higher risk need additional control measures for any large events or those involving large numbers of visitors. Be mindful that staff may be anxious about mixing with larger groups of people than throughout their normal school activities.	Noted	HC/ all staff	21/06/2021
	1.14	Review the fire evacuation and emergency invacuation / evacuation procedures and make any changes relevant for the event. Ensure attendees are informed of these procedures.	Noted	HC/ all staff	21/06/2021
	1.15	If attendees are allowed to take photographs before, during and after the event, ensure this is managed in such a way as to ensure they do not mix between the permitted groups and that social distance from pupils and staff is maintained.	See above	HC/ all staff	21/06/2021
<b>E2. Arrival, departure and movement around the premises.</b>	2.1	Consider a staggered arrival and departure of attendees and timed entry, as well as the flow and dispersal across the event site of attendees within their permitted groups to ensure that large numbers of people do not congregate in any one area of the site.	See above	HC/ all staff	21/06/2021
	2.2	Consider the use of multiple entrances / exits to the site or buildings for larger events to minimise crowding at entrances/ exits.	One way system created for Grovehill Park	HC/ all staff	21/06/2021
	2.3	Where possible, create one way systems for entry / exit and movement around the site / buildings.	One way system created for Grovehill Park	HC/ all staff	21/06/2021
	2.4	Where possible bring attendees in / out by the shortest route e.g by direct access to the hall / performance space/ playground.	Noted	HC/ all staff	21/06/2021
	2.5	In line with the Covid arrangements in Section 2 of the overall Covid risk assessment, visitors should use separate toilets to those used by staff and pupils if the event takes place during the normal school day.	not applicable	HC/ all staff	21/06/2021
<b>E3. Catering / Refreshments.</b>	3.1	There are requirements for food and drink to be consumed at the table for some events. 1) if the event is not ticketed and sells alcohol, then all food and drink must be ordered, served and consumed at a table. 2) if the event is ticketed attendees are able to collect food and drink (including alcoholic drink) to consume at their seats, rather than having to be served at a table. 3) where the sale of alcohol is not offered, attendees will need to be seated when consuming food and drink, but can order and collect food and drink from a counter. 4) where there is no seating available, a stall or outlet can provide a takeaway ordelivery service. Takeaway food and drink cannot be consumed in the stall or outlet, or in an area adjacent to the stall or outlet, and attendees must adhere to safe social distancing when queuing for food and drink e.g put up signs or introduce a one way system that attendees can follow or using marshals to maintain this.	Noted	HC/ all staff	21/06/2021
	3.2	Self service counters should not be used for open foods / drinks.	not applicable	HC/ all staff	21/06/2021
	3.3	Any tables should be limited to groups of up to 6 people or 2 households/bubbles indoors, and up to 30 people outdoors. Tables must be arranged to allow social distancing (2m, or 1m+ with barriers between tables) to be maintained between groups of attendees.	not applicable	HC/ all staff	21/06/2021
	3.4	Indoor dining events are permitted. COVID-19 guidance for bars, pubs and takeaway services should be followed for these events. Events must ensure in particular: 1) attendees are in groups of no more than 6 people, or two households, and do not mix with any other groups at the event, 2) seating is assigned and carefully controlled to ensure attendees do not mix with any other table, including approaching other tables or sitting at different tables, 3) food and drink is consumed by attendees while they are seated, 4) attendees wear face coverings whenever not seated at their table.	not applicable	HC/ all staff	21/06/2021
	4.1	Sports days / events can go ahead with or without parent / carer spectators.	Noted	HC/ HH/ HK/ all staff	21/06/2021
	4.2	Sports equipment should be regularly cleaned throughout the event and between bubble usage.	Noted- class bubbles to maintain their own equipment	HC/ HH/ HK/ all staff	21/06/2021

<b>E4. Sports Days / Events.</b>	<b>4.3</b>	Spectators must adhere to current social distancing requirements. Where events take place outdoors, spectators can gather in separate groups of up to 30 – the legal gathering limit. Multiple groups of 30 are permitted. Spectator areas should be organised so that social distancing can be maintained if individuals wish to socially distance.	Letter to parents and verbal reminder on the day	HC/ HH/ HK/ all staff	21/06/2021
	<b>4.4</b>	Spectators must maintain social distancing from school staff and pupils wherever possible. Exemptions would include activities such as the provision of first aid, emergency evacuation.	Letter to parents and verbal reminder on the day	HC/ HH/ HK/ all staff	21/06/2021
	<b>4.5</b>	Parents / carers sports activities e.g parent races, can take place providing participants are from the same group of 30, and are socially distanced whilst entering and exiting and throughout the activity. They must maintain social distancing from staff and pupils whilst participating.	No parent races planned	HC/ HH/ HK/ all staff	21/06/2021
<b>E.5 Performances.</b>	<b>5.1</b>	Consider whether your production, event or performance can take place without an audience. Increasing the number of people involved increases the risk of transmission, so you should consider whether your performance requires an audience or explore alternative approaches such as virtual or live-streamed events.	Y6 Leaver's play to be filmed in school and made available to purchase on DVD	HC/ DH/ all staff	21/06/2021
	<b>5.2</b>	<a href="#">Performances and pupils and staff taking part in the performance should follow the guidelines in Section 2, part 32. Registered early years settings, schools and colleges are, however, exempt from the requirement to limit group numbers to 6 for singing indoors.</a>	Noted	HC/ DH/ all staff	21/06/2021
	<b>5.3</b>	It is recommended the first row of any audience is at least 3m away from the most forward position of performers where singing, playing instruments or loud voices are part the of the performance.	No face to face performance	HC/ DH/ all staff	21/06/2021
	<b>5.4</b>	Attendees must maintain social distancing from school staff and pupils wherever possible.	No face to face performance	HC/ DH/ all staff	21/06/2021
	<b>5.5</b>	Consider how you can make any visitor interaction areas safer, e.g with increased cleaning, keeping the activity time as short as possible and considering the addition of screens between attendees and school staff / pupils.	No face to face performance	HC/ DH/ all staff	21/06/2021
	<b>5.6</b>	Minimise contacts around transactions, for example by using online booking and pre-payment and encouraging contactless payments wherever possible.	SIMS Pay and Microsoft Forms in place	HC/ AB/ all staff	21/06/2021
	<b>5.7</b>	Avoid or discourage audiences cheering, chanting and singing along, and prevent close-contact activities such as communal dancing. Where possible, do not play music or broadcasts (for example, during intervals), or lower the volume so that it does not make normal conversation difficult.	No face to face performance	HC/ DH/ all staff	21/06/2021
	<b>5.8</b>	Consider providing programmes and other performance materials in digital format or in single user format that the attendee takes away with them. This would also apply to materials used for any collective worship during performances e.g prayer mats , devotional material as these should not be shared.	Recorded in advance	HC/ DH/ all staff	21/06/2021
	<b>5.9</b>	It is recommended attendees are by pre-booked ticket entry only.	No face to face performance	HC/ DH/ all staff	21/06/2021
	<b>5.10</b>	Provide allocated seating where possible, and manage seating plans through ticketing systems or manually to ensure social distancing is maintained. If unallocated seating is provided, install seat separation or labelling seats which should not be used, or deploy staff to support the audience in adhering to social distanced seating.	No face to face performance	HC/ DH/ all staff	21/06/2021
	<b>5.11</b>	Consider how to manage crowding before and after performances. Marshalling may be needed at key pinch-points, such as entrances, exits and toilet facilities, and care should be taken to remove any barriers at exits that might cause crowding.	No face to face performance	HC/ DH/ all staff	21/06/2021
	<b>5.12</b>	Ensure that the audience placement allows for social distancing. Social distancing should be maintained at 2m as far as possible, but this can be reduced to a minimum of 1m where 2m is unviable, and where other mitigations are in place, such as increased ventilation.	No face to face performance	HC/ DH/ all staff	21/06/2021

	5.13	When the audience is seated in rows, social distancing should always be observed side-to-side, between groups, households or support bubbles. Where possible, seating should allow people in the same group who do not live together to maintain social distancing.	No face to face performance	HC/ DH/ all staff	21/06/2021
	5.14	Social distancing should also be applied nose-to-nose i.e. maintaining 1m between seats in front and behind. Where possible, seating should allow people in the same group who do not live together to maintain social distancing.	No face to face performance	HC/ DH/ all staff	21/06/2021
	5.15	Put in place measures to ensure seating and other safety measures are being observed. This may include staff and ushers supervising the audience or doing regular checks, in particular before and at the end of each performance.	No face to face performance	HC/ DH/ all staff	21/06/2021
	5.16	Audiences / visitors must wear face coverings at all times indoors.	No face to face performance	HC/ DH/ all staff	21/06/2021
	5.17	Outdoors, people can take part in non-professional performing arts activities in a group of up to 30 people. Activities can take place with multiple permitted groups, provided the groups are kept separate throughout the activity.	No face to face performance	HC/ DH/ all staff	21/06/2021
E6. Record Keeping	6.1	Records of attendees at events and any groups of 6 or 30 they were part of should be kept for the purposes of test and trace for 21 days. QR codes may assist with this and guidance on obtaining one can be found here <a href="https://faq.covid19.nhs.uk/article/KA-01183/en-us?parentid=CAT-01043&amp;rootid=CAT-01027">https://faq.covid19.nhs.uk/article/KA-01183/en-us?parentid=CAT-01043&amp;rootid=CAT-01027</a> .	No face to face performance	HC/ AB	21/06/2021