






WOODLOES PRIMARY SCHOOL RISK ASSESSMENT- ONSITE RESIDENTIAL



Year 6 Sleepover

RISK ASSESSMENT: Onsite/grounds Residential (Year 6 Sleepover at School)






ACADEMY: Woodloes Primary School				DATE OF ASSESSMENT 18 th June 2021	
WHO MIGHT BE HARMED? Pupils, staff, caretaker					
What is the educational benefit of undertaking the sleepover? Year 6 sleepover from Friday 9 th July to Saturday 10 th July (Friday 6pm to Saturday 9am) Sleepover on the school field End of Year 6 celebration.					
HAZARDS	POSSIBLE CONTROL MEASURES	Assessed risk if no actions taken	 Guarantee to adhere to checklist before after and/or during the sleepover	Actions to be taken	Considering controls in place, current assessed risk level High, Medium, Low
Authorisation	• Have Woodloes Primary School insurance provider been contacted and approval gained?	High		To speak to the admin team (HR) and to ensure this is in place before the week beginning 28 th June	Low
	• Has the Year 6 sleepover been authorised internally by Head Teacher?	High		Mr Andrew Mitchell and Ed May have approved the organisation for the sleepover to take place	Low

25 July 2021






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Arrange ments	<ul style="list-style-type: none"> Has the Year 6 sleepover's procedures and responsibilities been defined and communicated to all relevant staff taking part including COVID related risks? 	High		<p>By 28th April S Khaira, L Hood, L Hanna, J Valentine, L Hancox, C Winstanley, N Lyons, D Sallis, Admin staff, external visitors</p> <p>Staff available for the sleepover will be in 2 teams: Team 6K and Team 6BU will ensure social distancing and keeping in restricted bubbles. 6K will use the Year 6 area (boys and girls in separate classrooms) 6BU will use Year 4 area (boys and girls in separate classrooms) when changed.</p> <p>Ask Denise to keep the lights on in the Year 6 area. To ensure wipes/tissues and hand sanitisers are available. Hand sanitisers and tissues provided by the children taking part.</p> <p>The children will keep their bags in the respective year 6 bubbles (classrooms) on arrival to school on the Friday evening at 6pm. They will come wearing Pyjamas and required layers, which will be dependent on the weather.</p> <p>The pupils will bring their bags on arrival to the school at 6pm, and to leave in their classroom bubbles. Parents will be informed of NO PHONES</p>	Low







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	<ul style="list-style-type: none"> Has a timetable been created to give structure to the Year 6 sleepover, with a defined lights out time? 	Medium		<p>By 28th April A timetable will be shared with all staff involved and to the caretaker and admin staff</p> <p>On arrival-to put backs in respective areas and sort out tents with equipment needed. Silent disco Take away pizza Cinema Story and marshmallows Lights out by 11am</p>	Low
Community engagement	<ul style="list-style-type: none"> To communicate and inform local police / neighbours about the year 6 sleepover? (Lights will be on in school for toilet facilities and accessing bags) 	Medium		<p>By week beginning Monday 28th July To ask the admin team to contact relevant community members to pre-warn them of upcoming event on the evening of Friday 9th July</p>	Low
	<ul style="list-style-type: none"> School's outdoor areas will be used as part of the event and if located close to housing, to consider and inform neighbours of noise on the school grounds? 	Medium		<p>By week beginning Monday 28th July To ask the admin team to contact relevant community members to pre-warn them of upcoming event on the evening of Friday 9th July</p>	Low
Parental / Carer engagement	<ul style="list-style-type: none"> Have parents/carers provided formal consent for their child to attend the event? 	High		<p>Yes. Letters were sent out Week 1 Summer B</p>	Low
	<ul style="list-style-type: none"> Are parents' up to date contact details known (in the event of an emergency, or child showing COVID symptoms, needs medical attention)? 	High		<p>To use SIMs to record parents' emails and telephone numbers and to send letters out for the above details to ensure it is up to date.</p>	Low







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Pupil information	<ul style="list-style-type: none"> Is adequate pupil information from parents / school available including those that relate to this event and its arrangements i.e. <ul style="list-style-type: none"> medical and medicines behavioural allergies (consider food to be served and snacks that may be given or brought in by pupils) night-time tendencies (sleepwalking, bedwetting) special needs 	High		<p>A letter to be sent out week beginning 21st June asking for this information. To be handed in by week beginning 28th June.</p> <p><u>Depending on information provided further actions may be taken considering the information provided.</u></p> <p>Any children or their families showing COVID symptoms on Friday 9th July/Saturday 10th July will be quarantined on the school grounds and sent home. To decide area of quarantine</p> <p>To have a thermometer/sick bucket/first aid kit and ice packs to hand within the accessible areas of the sleepover</p>	
	<ul style="list-style-type: none"> Have the academy considered and have arrangements in place for the management of medicines that are required to be administered outside the school day and therefore during this event? 	High		<p>To ensure there is a first aider on site for the duration of the sleepover to provide medical assistance if required</p> <p>Natalie Lyons</p>	Medium
Security	<ul style="list-style-type: none"> Is the means of access to the area/s to be used security access controlled? 	High		To speak to caretaker and decide the parameters of the toilet access and year 6 area access.	Low
	<ul style="list-style-type: none"> Is access restricted to unauthorised areas of the school premises? 	High		To speak to caretaker and decide the parameters of the toilet access and year 6 area access.	Medium









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	<ul style="list-style-type: none"> Is a communication link / phone available in the area used for the Year 6 sleepover? 	High		Organisers will ensure mobile phones are charged and can be used in an emergency to contact parents	Low
	<ul style="list-style-type: none"> Is a register kept during the sleepover of pupils attending the event? 	High		Organisers will ensure parents sign in and out their child to make sure the children are safe. Regular head counts will be done during the event. All children will have their temperature taken when arriving to school	Medium
	<ul style="list-style-type: none"> Can unoccupied areas of the school be secured from break-in especially if these areas cannot have the intruder alarm operational? (if not covered by a zoned intruder alarm) 	High		To speak to caretaker and decide the parameters of the toilet access and year 6 area access.	Low
	<ul style="list-style-type: none"> Are arrangements in place for the safety of pupils being collected the next day following the sleepover? 	High		To inform parents and Denise the arrangements for collecting Year 6 children on Saturday 10 th July at 9am	Low
	<ul style="list-style-type: none"> Is access restricted to hazardous equipment / substances? 	High		The pupils will be sleeping on the field and will ensure the field is free of animal faeces and any sharp objects before pitching the tents	Medium


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Suitable accommodation/ facilities including food and drink	<ul style="list-style-type: none"> When using the school field, is it suitable in respect to size, layout, occupancy and proximity facilities? 	Medium		Due to COVID restrictions, the classes will pitch their tents based on their bubbles. Class 6K will be on the right side of the field and 6BU will be on the left side of the field. This is adhering to the rules and regulations of COVID restrictions. The children will provide their own hand sanitiser and tissues. We will have anti-bacterial wipes and first aid kit at all times Adults will attach safety ropes to stop the tents from falling flat.	Low
	<ol style="list-style-type: none"> Is there a safety measure in place for tents falling or becoming flat? 	Medium		To speak to caretaker and decide the parameters of the toilet access and year 6 area access. The children will sanitise their hands before and after eating and there will be an opportunity to wash hands within the Year 6 area. The children will eat outdoors to avoid the risk of infection. The children will eat in their respective bubbles.	Low
	<ul style="list-style-type: none"> Is there access for delivery person/s to deliver food to adults and pupils? 	Medium		The children will have their pyjamas and can bring extra blankets if required.	Low
First Aid / Administration of Medication	<ul style="list-style-type: none"> Will the temperature be suitable on the field including those for sleep? 	Medium			
	<ul style="list-style-type: none"> Are there adequate numbers of staff trained to an appropriate level of first aid and allowed to administer medicine if and when required? 	High		To ensure a first aider is on site at all times and is able to stay the night.	Medium


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Safeguarding	• Have all attending staff and volunteers staff been DBS checked?	High		Yes all staff volunteering have a current and up to date DBS check (all teacher volunteers)	Low
	• Have all attending staff and volunteers taken a lateral flow test before and after the event?	High		The school will provide lateral flow tests for all volunteers and staff will make sure these are administered before and after the event	Medium
	• Are sleeping and changing arrangements (including staff) appropriate?	High		The children will be going home and will get changed at home. Saturday morning the boys and girls will get changed in turn in their class bubbles to avoid cross infection	Medium
Supervision	• Are supervision ratios appropriate (taking into account any staff who may have to leave in an emergency?)	High		S Khaira, L Hood, L Hanna, J Valentine, L Hancox, C Winstanley, E Treserders, to ensure one male staff is on site.	Low
Behaviour	• Are there agreed rules / codes of conduct for the behaviour of pupils attending the event?	High		As the children arrive for the sleepover, they will be spoken to about behaviour and to be mindful of the local residents during the sleepover	Low
Children absconding	• Are adequate measures in place to prevent children from absconding?	High		To speak to the caretaker about gate security and to discuss this with the Year 6 children	Medium
Cancellation of event	• Are procedures in place in case of cancellation?	High		The parents have been made aware of cancellation and all monies will be refunded	Medium

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<p>Are there any other foreseeable hazards associated with this event?</p>	<p><u>List any additional control measures:</u></p> <ul style="list-style-type: none"> To ensure children are sharing tents within classroom bubbles and well ventilated Washing of hands and hand sanitising is achieved through each activity, task, toilet, food. To anti- bacterially wipe all equipment after use and ensure wipes and spray is to hand (silent disco headphones, eating dinner and breakfast, outdoor cinema) To keep at least 1 metre apart outdoors and if contact is made then to wash/sanitise hands straight way If a child is showing signs of COVID then the child will be sent home straight away and advise parents to ask for the child to have a COVID test immediately During the sleeping in the tents, the adults and children will ensure ventilation is evidence within them which will minimise the risk of catching the infection All sleeping equipment will be sprayed and wiped before it is taken home (sleeping mats (PE Mats), tents, cutlery, hands) All children will be counted and before going home. Parents will sign children in and out to follow safeguarding policy. All staff and pupils will wash/sanitise their hands before going home. 				
<p>Please circle YES / NO</p>		<p>High</p>			<p>Medium</p>
<p>Dropping off and picking up</p>	<ul style="list-style-type: none"> 6K to be dropped off at 5.45pm on the Friday 9th July at car park gates (same as school access) 6BU to be dropped off at 6.00pm on the Friday 9th July at car park gates (same as school access) 				

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	<ul style="list-style-type: none"> 6K will be picked up at 9.00am on Saturday 10th July from the same drop off point 6BU will be picked up at 9.15am on Saturday 10th July from the same drop off point. 6K will ensure they have packed up and accessed toilets/year 6 area for teeth brushing between 8.00am to 8.30am ready to leave at 9.00am 6BU will ensure they have packed up and accessed toilets/year 6 area for teeth brushing between 8.30am to 9.00am ready to leave at 9.15am 				

Additional Sleepover Activities

All other activities that take place as part of the event and involve significant risk (e.g. camp fires) should be listed here and risk assessments referenced

ACTIVITY	ORGANISER (School or external)	RISK ASSESSMENT COMPLETION DATE	NOTES
Outdoor silent disco	External		
Outdoor cinema	External		Benches, chairs and rugs from year 1 area for children to sit on while watching the movie.
Dining (evening and morning)	External		

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ASSESSED BY SUNNY KHAIRA		SIGNED	DATE June 2021
DEPUTY HEAD		SIGNED	REVIEW DATE

The following 4 controls MUST be in place in all schools at all times:

1. Minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or have someone in their household who does, DO NOT ATTEND SCHOOL. Essentially, keep infection out. If anyone is feeling unwell then they should not come to school and should go for a test at their nearest test centre.
2. Clean hands thoroughly and more often than usual.
3. Ensure good respiratory hygiene by promoting the catch it bin it kill it approach
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often.