

Name & Date(s) of Event	Christmas Productions
College /School Name	Havelock Infant and Junior Schools and URC Church

Factor	Criteria	Rating	Score	Event score pre-mitigation	Post mitigations Score
Number of people	100 - 500	Green	1	1	1
	500 - 2,000	Green	2		
	2,000 - 5,000	Amber	4		
	5,000 - 10,000	Red	8		
	> 10,000	Red	10		
Spacing	Expected to be >2m	Green	1	10	6
	2m - 1m	Amber	6		
	<1m	Red	10		
Ventilation (Based on capacity of hall and Risk assessment based on HSE guidance)	Indoors, good ventilation	Amber	4	10	6
	Indoors, average ventilation	Red	6		
	Indoors, poor ventilation	Red	10		
Event Duration	< 3 hours	Green	1	1	1
	3 - 6 hours	Green	2		
	6 - 12 hours	Green	3		
	12 - 24 hours	Amber	4		
	24 - 48 hours	Red	5		
	>48 hours	Red	6		
Travel Routes	Mostly Private Transport (no car sharing, only private cars)	Green	1	1	1
	Mix of Private and Public Transport (car sharing included or coach travel)	Amber	4		
	Mostly Public Transport (includes car / minivan/ etc. sharing or coach travel)	Red	8		
Total (Max score - 44)				24	15

Rating	Action for Public Health
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All Category Green or Score <10	No action needed
Any one category Amber Or Score ≥ 10	Action to minimise risk – See Appendix 1
Any two Category Amber OR Score ≥ 26 OR	Consider holding events after reducing risks – See Appendix 1
Any one Category Red	

This rating will determine the **public health actions** needed to mitigate the risk. Please note the actions below are public health recommended actions.

- All criteria Green – no action needed
- Only one Amber or **Score ≥ 10** – Action is recommended to minimise risk – See Appendix 1
- Two or more Amber OR any Criteria having Red or **Score ≥ 26** – Consider holding events after reducing risks – See Appendix 1
- School to complete and score each event

Appendix 1 - COVID Risk Assessment and Mitigation for Christmas Productions 2021

On the 12th of July and in subsequent briefings the Government has confirmed the move to stage 4 from the 19th of July. Whilst all prescriptive rules such as social distancing and education bubbles are no longer legal requirements, each setting is required to assess their procedures through their own risk assessment process and take account of local case rates.

1	Who does this affect?	Risk and Planning.	High/Low Probability / Severity	Lead	Time deadlines	Resource, mitigation and Action.	Verification and residual risk.
1.1	Staff, Students And visitors	<p>Large number of attendees could increase transmission</p> <p>(large number of attendees Based on capacity of spaces and Risk assessment based on HSE guidance)</p>	Green	SLT	By 14/12	<ul style="list-style-type: none"> • Restrict the number of attendees • Use a booking system to permit 2 tickets per family • Keep performances below 1 hour • Ask visitors to lateral flow before coming • Check off visitors on list as they arrive • All attendees to wear a mask throughout their visit unless medically exempt • Remind all attendees prior to the event of Covid symptoms and underline they must not attend if they feel ill • Communicate who the event is for e.g. Just Parents of Year 1 children/ no siblings • Communicate with local schools and ask them to support our key messages • Chairs spread out as much as possible. 	Green

1.2	Vulnerable Staff, Students and visitors	We have a duty of care to ensure those more vulnerable are protected	Green	RK	By 14/12	<ul style="list-style-type: none"> • For all vulnerable staff an individual risk assessment will be undertaken/updated and appropriate adjustments made • Pregnant staff approaching the third trimester 27 to 40 weeks would not be required to attend performances • No vulnerable pupils will be required to take part. This will be decided through discussion with the EHT/ST Team. An individual risk assessment will be put in place if required. 	Green
1.3	Staff, Students And visitors	Visitors arrive with Covid symptoms and increase transmission.	Amber	RK - Newsletter	10/12	<ul style="list-style-type: none"> • Remind all attendees prior to the event of Covid symptoms and underline they must not attend if they feel ill • Ensure clear signage on entry reminds visitors not to enter if they feel ill. Greeters will remind in person also • Protocols in place if a visitor feels ill during the event (leave immediately) 	Green

1.4	Staff, Students And visitors	Asymptomatic staff, students, visitors attend the events	Amber	SLT	14/12 onwards	<ul style="list-style-type: none"> • Staff and Visitors will be asked to take a LFD test before they attend the event and to test again 3-5 days later. • Face coverings to be worn by all staff and visitors (unless exempt) during the event. • No toilet facilities offered to visitors – reminder given before arriving at the event. • Hand sanitiser/wipes will be available in entrance areas • Chairs cleaned after each performance using leave on anti-virus spray. • Children to eat in classrooms from 15th December until 21st December. 	Amber
1.5	Staff, Students And visitors	Attendees create congestion in corridors and classrooms	Green	SLT	14/12	<ul style="list-style-type: none"> • Entry and exit doors clearly marked. • No other areas of the school/church accessible • Children to enter only once visitors are seated and to exit before visitors. • Gap left between audience and children/staff at the front. • Children and staff to use separate entry and exits from visitors. 	Green

						<ul style="list-style-type: none"> Barn Owls to be re-located to playground and then indoor vacated area during productions. Exact number of seats spaced for the productions and rows spaced apart. 	
1.6	Staff, Students And visitors	Ventilation <i>Improved ventilation reduces the risk of airborne transmission.</i> (Based on capacity of spaces and Risk assessment based on HSE guidance)	Red	SLT	14/12 onwards	<ul style="list-style-type: none"> Windows all opened in hall and church where possible Doors left open during performance 	Amber
1.7	Staff, Students And visitors	Visitor refreshments	Red	SLT	14/12	<ul style="list-style-type: none"> No refreshments offered Hamper draws to be done separately in school 	Green

1.8	Visitors	Transport <i>Possible transmission on College/school transport.</i>	Green		14/12	<ul style="list-style-type: none"> • All visitors to provide their own transport • Children to walk to church with school staff only. 	Green
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Year Group	Performance Dates	Time	Location	Audience number (2 per child)
Year R	Wednesday 15 th December	9.30am	HIS Hall	Max 60
	Thursday 16 th December	2pm	HIS Hall	Max 60
	Friday 17 th December	9.30am	HIS Hall	Max 60
Year 1	Wednesday 15 th December	2pm	HIS Hall	Max 60
	Thursday 16 th December	9.30am	HIS Hall	Max 60
	Monday 20 th December	2pm	HIS Hall	Max 60
Year 2	Thursday 16 th December	9.30am	URC Church	Max 90
	Friday 17 th December	2pm	URC Church	Max 90
Year 3	Thursday 16 th December	9.30am	HJS Hall	Max 60
	Friday 17 th December	9.30am	HJS Hall	Max 60
	Tuesday 21 st December	2pm	HJS Hall	Max 60
Year 4	Monday 20 th December	2pm	URC Church	Max 90
	Tuesday 21 st December	9.30am	URC Church	Max 90
Year 5	Thursday 16 th December	2pm	HJS Hall	Max 60
	Friday 17 th December	2pm	HJS Hall	Max 60

	Monday 20 th December	9.30am	HJS Hall	Max 60
Year 6	Monday 20 th December	9.30am	URC Church	Max 90
	Tuesday 21 st December	2pm	URC Church	Max 90