

Coronavirus (COVID-19) MacMillan Cancer Coffee Morning 24 th September 2021	<u>STANHOPE BARRINGTON PRIMARY SCHOOL</u>	Ref No	C19/007
		Date	20/09/21

Task Description	MacMillan Cancer Coffee Morning	Location	All Areas	Date of Review	
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Assessor	Print Name: : Deb Cross	Acting Head Teacher	Print Name: Deb Cross	Equipment or Plant No.	N/A
	Signed: <i>Deb Cross</i>		Signed: <i>Deb Cross</i>		

Persons Affected Individuals or Groups	Employees, children, contractors, visitors, members of the public and family members
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Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Whole School	Modified		
						L	S	R
Donation of Cakes	Cakes to be donated the morning before the event (Thursday 23 rd September 2021) at the main gate to be isolated overnight. Encouraged to donate shop bought and sealed boxes where possible.	2	4	M	A significant number of cakes will be made by the school kitchen staff.	2	4	M
Donation of money	Encourage parents to pay via parent pay but a bucket will be available at the main gate on Friday 24 th for cash donations from parents who may not feel comfortable taking part in the coffee morning event.	2	3	M		2	3	M
Opening times	Open from 8.40am till 9.30am. Parents are encouraged to take a lateral flow test prior to attending.	1	3	M	The event is normally held over the course of the morning but we	1	3	M

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	This coincides with the staggered dropping off times to avoid parents/carers having to return to school.				have kept it short to minimise the amount of time people are congregated together on school premises.			
Seating	Weather permitting tables and chairs will be positioned outdoors on the school field. If weather is awful we will have gazebos outdoors and some tables indoors but socially distanced in the school hall.	1	3	M	Two gazebos are available for use in inclement weather.	1	3	M
One Way System	Adults will enter the hall via one fire door, collect their hot drinks, buy cakes and then leave via the other fire door in effect following a one-way system around the hall. This will minimise people passing each other going in and out.	1	2	M	The one-way system will be signposted.	1	2	M
Adults serving hot drinks	Adults serving hot drinks will wearing gloves and apron.	1	3	M	Both adults are members of our Academy Council.	1	3	M
Children serving at cake stall	Our Charities Champions (Pupil Voice Group) will be serving behind the cake staff. They will be wearing gloves and aprons and only one will handle cash.	1	3	M		1	3	M

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Children's participation	Normally children join their adults in the hall but to minimise risk they will have a 'coffee morning' with juice and biscuits in their own learning zones.	1	2	M		1	2	M
Cash Handling	A bucket for donations will be at the main gate and will be counted by our Charities Champions wearing gloves after the event. One adult will handle any cash for hot drinks and one child will hand cash for the cake sales.	2	4	M		2	4	M
Tables & Chairs	Tables and chairs will have been cleaned prior to use and will be cleaned between use if indoors. Hand sanitiser will be available on each table. Tables will be cleared by one adult and all cups and saucers will be washed in the dishwasher.	2	4	M		2	4	M
Toilet facilities	No toilet facilities will be offered to parents unless in an emergency situation at the discretion of the Head Teacher.	1	3	M		1	3	M

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Risk Assessment Notes:

Government Guidance
[Managing COVID 19 in Educational and Childcare Settings](#)
[Actions for school during the COVID 19 outbreak](#)
[Guidance on protecting Clinically Extremely Vulnerable from COVID 19](#)
[When to Self-isolate and what to do](#)

****Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>LOW</p> </div> <div style="text-align: center;"> <p>MEDIUM</p> </div> <div style="text-align: center;"> <p>HIGH</p> </div> </div>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						

