

Devonport High School for Girls -Sixth Form Open Evening 10th November 2021								
ID	Risk Description	Impact Description	Impact Level	Probability Level	Priority Level	Mitigation Notes	Owner	Actions Assigned to
000	Brief summary of the risk	What will happen if the risk is not mitigated or eliminated	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address highest first	What can be done to lower or eliminate the impact or probability.	Who's responsible	Who's completing any mitigation action(s)
001	Key person dependent	Should the key person be unavailable the open evening would not be able to take place or another person would need to take over at short notice	5	2	10	- Sufficient contingency staffing in place - all appropriate staff fully briefed on how evening will operate - assets saved centrally	Acting Headteacher	Deputy Head Teacher
002	Risk of transmission of Covid-19 in an enhanced Covid-19 response area	Visitors on site have not gone through normal Covid-19 tests and had explanations on systems of controls	5	3	15	- all visitors asked to wear masks unless exempt. Spare masks made available for use if required. Visitors reminded to sanitize hands on entry/exit from rooms - talks and presentations being run consecutively to limit the number of people in venues. Internal students would have carried out an LFT on a Wednesday. Hand sanitizer available for use throughout the school site.	Acting Headteacher	SLT co-ordinator
003	Too many visitors queuing in unventilated area	The queue to access classrooms is too long and there is insufficient space to safely wait	3	3	9	- doors and windows will be open for ventilation. Heads of Department will monitor levels trying to access room and ask visitors to come back later	Acting Headteacher	Heads of Department
004	Social Distancing Not Adhered to	Visitors not keeping to 1m plus distance from each other and school staff	4	3	12	School staff to set out rooms to ensure staff and students stand behind a desk to maintain a distance of 1m+. School staff and students to wear masks/visors. No "hands-on" interaction to take place. Staff to use teacher demonstrations, videos or rolling presentations.	Acting Headteacher	Heads of Department
005	Too Many Visitors Onsite	Too many visitors attending for Open Evening	4	2	8	Internal students divided into two presentations. External students have to book to attend. All students can only have one parent accompany them.	Acting Headteacher	SLT co-ordinator
006	Risk to contact tracing in the event of a positive case	Positive case reported and requirement to trace who was present on the night	3	2	6	Record of all attendees retained, together with a record of all staff/students working at the event	Acting Headteacher	SLT co-ordinator
007	Apprehensive staff, students or visitors	Buy-in from all stakeholders is needed in order for event to take place.	4	3	12	-Clear, informative and timely communication with all stakeholders to ensure transparency and build confidence	Acting Headteacher	SLT co-ordinator