**Open Evening Risk Assessment**

This document is an appendix to our Dynamic School Opening RA available in the letters section of our website.

School is following the DfE [Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance) and a risk assessment has been developed to reflect the lifting of COVID restrictions that were in place in the last academic year. An open evening involves mixing of school communities from across Bolton. Between 3 September 2021 and 9 September 2021, 839 people had a confirmed positive test result in Bolton showing that although ratio is far lower than the national average per 100,000 people, special precautions need to be taken to reduce the risk attached to opening school up to external visitors. The following action will be taken in addition to our dynamic school opening risk assessment and will be communicated to visitors on our website and along with any Open Evening Fliers. <https://stjosephsbolton.org.uk/wp-content/uploads/2021/09/SJ-School-Opening-RA-August-2021-1.docx>

* All visitors will be invited to wear a face covering unless they have a medical exemption. Face coverings will be available as visitors enter.
* A one way system will be in place in three areas of school with outside routes being used where possible.
* School staff, visitors and students helping will be invited to take an LFD test prior to the evening.
* Where possible subject areas will use rooms with an entrance and an exit to aid the one way system.
* There will be four HT presentations to limit the number of people in the hall, with more presentations being added if needed.
* Rooms will be set up with a desks as a space barrier between members of the public and school staff/students. Departments will be responsible for designing their own set up.
* Enhanced cleaning will take place during the evening wiping surfaces and key touch points.
* Hands-on activities for visitors will be reduced to activities that can allow for equipment to be cleaned.
* Staff who feel vulnerable will be invited to take on roles outside to limit the chance of infection.
* Visitors will be invited to consume refreshments under the canopies on the benches outside.
* Senior staff will meet and greet and direct the flow of tours to ensure that there are no busy areas.
* Visitors will be asked to spend a maximum of 3 minutes in each classroom to enable an opportunity for all to see different department areas.
* Visitors will be asked to be mindful of entering a classroom if it is busy and revisit it later in the evening.
* Tour guides will be invited to wear visors.