

Risk assessment: COVID 19 visitors on site

Risk assessment carried out by: Anna Mursell

Position: PA to the Executive Headteacher

Personnel affected: Visitors, students, staff

Date Completed: 30.06.2020. Date of review: 06.09.2020

Date for review: 01.10.2020

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Hazard	Who might be harmed	Risk rating prior to action H/M/L	Key Action	Additional Control measures	By Whom	Risk rating following action H/M/L	To be reviewed
Visitor arriving at premises.	<ul style="list-style-type: none"> Staff Visitors Members of the public 	H	<ul style="list-style-type: none"> Visitor must sign in at reception with full name and contact number for use by NHS Test and Trace, should it be necessary. Visitor must sanitise or wash 	<ul style="list-style-type: none"> Ensure relevant staff are aware of expectations. Leaflet to be available to all visitors. Newsletters and letters to parents 	Reception staff	M	01/10/2020

			<p>hands.</p> <ul style="list-style-type: none"> • Visitor to be explained expectations while on site. • Wherever possible all communication with parents/carers should be done by phone or email. 	<p>reinforce the message that where possible all communication must be via phone or email. If a visit is essential then an appointment must be booked in advance and parents/carers who arrive without an appointment will not be seen.</p> <ul style="list-style-type: none"> • Full Test and Trace details available: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works 			
Spread of Coronavirus – Face coverings	<ul style="list-style-type: none"> • Staff • Visitors • Students • Members of the public 	H	<ul style="list-style-type: none"> • Whilst the school is not in an area where local restrictions are imposed, the government is not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. If anyone wishes to wear a face covering then then must wear it appropriately and in line with Government guidance. • Consistent with WHO's new advice, schools and colleges should take additional precautionary measures in areas where the transmission of the virus is high. These areas are defined as areas of national government intervention. In intervention areas, face coverings should be worn by adults (staff and visitors) and 	<ul style="list-style-type: none"> • Full guidance on face coverings in education: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education • When and how to wear a face covering: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own 	All stakeholders	H	

			pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain.				
Spread of Coronavirus - Handwashing	<ul style="list-style-type: none"> Staff Visitors Members of the public 	H	<ul style="list-style-type: none"> General reminders for handwashing for all visitors at reception. Effective handwashing facilities and soap available see guidance here https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Dry hands with paper towels https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Use of hand sanitisers are available throughout the premises. 	<ul style="list-style-type: none"> Visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public 	Reception staff	M	01/10/2020
Social Distancing	<ul style="list-style-type: none"> Staff Visitors Members of the public 	H	<ul style="list-style-type: none"> Social Distancing - Reducing the number of persons in any work area to comply with the current Government guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing https://www.gov.uk/government/publications/staying-safe- 	<ul style="list-style-type: none"> Management checks to ensure this is adhered to. Ensure that any visitors /members of the public are reminded of the social distancing measures that have been put in place. Ensure posters are displayed at every entrance to the premises. https://www.publichealth.hscni.net/covid-19-coronavirus/covid-	HT and reception staff	M	On going

			<p>outside-your-home/staying-safe-outside-your-home</p> <ul style="list-style-type: none"> • Take steps to ensure a large enough room is used for the number of people attending the meeting. • Allow time for cleaning of a meeting room between uses. • Arrange any necessary meetings for times of the day when students and staff are not arriving and leaving site. • Install signage or floor markings to remind persons of the safe distance that people should be. • Visitor to be informed if necessary of what toilet facilities they should use. • Wherever possible all communication with parents/carers should be done by phone or email. • Only one parent meeting should be arranged to be held on site at any one time – face coverings in line with school and government guidance. • External agencies meet with students in bubble areas, maintain 2m social distance at all times - face coverings in line with school and government guidance. • External agencies meet with staff 	<p>19-information-public</p> <ul style="list-style-type: none"> • Newsletters and letters to parents reinforce the message that where possible all communication must be via phone or email. If a visit is essential then an appointment must be booked in advance and parents/carers who arrive without an appointment will not be seen. 			
--	--	--	---	--	--	--	--

			in rooms that are big enough to allow social distancing face coverings in line with school and government guidance.				
Spread of Coronavirus Refreshments	<ul style="list-style-type: none"> • Staff • Visitors • Members of the public 	H	<ul style="list-style-type: none"> • Unless the meeting is of significant length refreshments will not be provided. 		Reception staff	L	
PPE	<ul style="list-style-type: none"> • Staff • Visitors • Members of the public. 	H	<ul style="list-style-type: none"> • Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours 	<ul style="list-style-type: none"> • Reference • https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe 	HT and SBM	M	As required
COVID-19 Symptoms	<ul style="list-style-type: none"> • Staff • Visitors • Members of the public 	H	<ul style="list-style-type: none"> • If anyone becomes unwell or has symptoms of COVID-19 (high temperature, a new persistent cough or a loss of, or change in, normal sense of taste or smell - anosmia) then they must be asked to self-isolate immediately for 10 days and members of their household or support bubble for 14 days. Government guidance relating to tracking and tracing must then be followed. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • Visitors will maintain regular 	<ul style="list-style-type: none"> • Visitors reminded to notify school as soon as possible. 	HT and Director of Facilities and ICT	H	Immediately

			contact with staff members during this time.				
--	--	--	---	--	--	--	--

*<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>