

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: 6.11.2020

Date for review: 03.12.2020

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> 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"> <li>Staff</li> <li>Visitors</li> <li>Members of the public</li> </ul>	H	<ul style="list-style-type: none"> <li>Visitor must sign in at reception with full name and contact number for use by NHS Test and Trace, should it be necessary.</li> <li>Visitor must sanitise or wash</li> </ul>	<ul style="list-style-type: none"> <li>Ensure relevant staff are aware of expectations.</li> <li>Leaflet to be available to all visitors.</li> <li>Newsletters and letters to parents</li> </ul>	Reception staff	M	01/10/2020

			<p>hands.</p> <ul style="list-style-type: none"> <li>• Visitor to be explained expectations while on site.</li> <li>• Wherever possible all communication with parents/carers should be done by phone or email.</li> </ul>	<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"> <li>• Full Test and Trace details available: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> </ul>			
Spread of Coronavirus – Face coverings	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Students</li> <li>• Members of the public</li> </ul>	H	<ul style="list-style-type: none"> <li>• In line with Government guidelines, whilst National Restrictions are in place students should wear a face covering when inside the buildings, unless in a classroom or eating/drinking.</li> <li>• Staff should wear a face covering inline with the IWEF addendum re face coverings.</li> <li>• Visitors should wear a face covering when on site in communal areas and in any rooms that social distancing can not be maintained.</li> <li>• The only time this does not apply is if a student/staff member/visitor is exempt, in which case social distancing must be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>• Education and childcare settings: national restrictions from 5 November 2020: <a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</a></li> <li>• Full guidance on face coverings in education: <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> <li>• When and how to wear a face covering: <a href="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">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</a></li> </ul>	All stakeholders	M	
Spread of Coronavirus -	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Members</li> </ul>		<ul style="list-style-type: none"> <li>• General reminders for handwashing/use of hand sanitiser for all visitors at</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and</li> </ul>	Reception staff		01/10/2020

Handwashing	of the public	H	<p>reception.</p> <ul style="list-style-type: none"> <li>• Effective handwashing facilities and soap available see guidance here <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Dry hands with paper towels</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Use of hand sanitisers are available throughout the premises.</li> </ul>	<p>soap and the importance of proper drying with disposable towels, or to use hand sanitizer available in each classroom and in communal spaces. 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.</p> <ul style="list-style-type: none"> <li>• To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice <a href="https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public">https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public</a></li> </ul>		M	
Social Distancing	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Members of the public</li> </ul>	H	<ul style="list-style-type: none"> <li>• Social Distancing - Reducing the number of persons in any work area to comply with the current Government guidance. <a href="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-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></li> <li>• <a href="https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home">https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home</a></li> <li>• Take steps to ensure a large</li> </ul>	<ul style="list-style-type: none"> <li>• Management checks to ensure this is adhered to.</li> <li>• Ensure that any visitors /members of the public are reminded of the social distancing measures that have been put in place.</li> <li>• Ensure posters are displayed at every entrance to the premises.</li> </ul> <p><a href="https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public">https://www.publichealth.hscni.net/covid-19-coronavirus/covid-19-information-public</a></p> <ul style="list-style-type: none"> <li>• Newsletters and letters to parents</li> </ul>	HT and reception staff	M	On going

			<p>enough room is used for the number of people attending the meeting.</p> <ul style="list-style-type: none"> <li>• Allow time for cleaning of a meeting room between uses.</li> <li>• Arrange any necessary meetings for times of the day when students and staff are not arriving and leaving site.</li> <li>• Install signage or floor markings to remind persons of the safe distance that people should be.</li> <li>• Visitor to be informed if necessary of what toilet facilities they should use.</li> <li>• Wherever possible all communication with parents/carers should be done by phone or email.</li> <li>• 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.</li> <li>• During National Restrictions, external agencies meetings should be virtual wherever possible. If it is essential then social distancing and face covering guidance must be followed at all times.</li> </ul>	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.			
Spread of Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Members of the</li> </ul>	H	<ul style="list-style-type: none"> <li>• Unless the meeting is of significant length refreshments will not be provided.</li> </ul>		Reception	L	

Refreshments	public				staff		
PPE	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Members of the public.</li> </ul>	H	<ul style="list-style-type: none"> <li>• 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</li> <li>• A provision of face coverings will be available in each reception area</li> </ul>	<ul style="list-style-type: none"> <li>• Reference</li> <li>• <a href="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">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</a></li> </ul>	HT and SBM	M	As required
COVID-19 Symptoms	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Members of the public</li> </ul>	H	<ul style="list-style-type: none"> <li>• 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. <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>• Visitors will maintain regular contact with staff members during this time.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors reminded to notify school as soon as possible.</li> </ul>	HT and Director of Facilities and ICT	H	Immediately

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

Education and childcare settings: national restrictions from 5 November 2020: <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>