

Risk assessment: COVID 19 visitors on site v2.1

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: 16.04.2021

Date for review: 01.06.2021

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 hands</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</li> </ul>	Reception staff	M	29.03. 2021

			<p>on arrival.</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>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.</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 guidance, 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>• Staff and students will follow Government guidance as a minimum and any additional instruction as implemented by the Executive Headteacher.</li> <li>• The Chair of a meeting has the discretion to request that face coverings are worn whilst in a meeting when not speaking.</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>• Restricting attendance during the national lockdown: schools: <a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">Restricting attendance during the national lockdown: schools (publishing.service.gov.uk)</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	29.03.2021
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 reception.</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</li> </ul>	Reception staff		On going

Handwashing	of the public	H	<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>and soap and the importance of proper drying with disposable towels, or to use hand sanitiser 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>• Take steps to ensure a large enough room is used for the number of people attending the meeting.</li> <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> </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>	Federation Executive and reception staff	M	On going

			<ul style="list-style-type: none"> <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>• 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>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>			
Spread of Coronavirus Ventilation	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Students</li> </ul>	H	<ul style="list-style-type: none"> <li>• All meeting spaces should have windows opened to allow ventilation.</li> </ul>	<ul style="list-style-type: none"> <li>• Between meetings windows should be opened wider to allow fresh air.</li> </ul>			29.03.2021
Spread of Coronavirus Refreshments	<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>• Unless the meeting is of significant length refreshments will not be provided.</li> </ul>		Reception staff	L	
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</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>	Federation Executive	M	As required

			be available in each reception area				
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>• The following groups of people will not be allowed on site: <ul style="list-style-type: none"> <li>○ People with symptoms that may be caused by COVID-19, including those who are waiting for a test. Symptoms are a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell (anosmia).</li> <li>○ People who have received a positive COVID-19 test result (whether or not they have symptoms)</li> <li>○ People who currently live in the same household as someone with COVID-19 symptoms, or with someone who has tested positive for COVID-19</li> <li>○ People who have been contacted by an NHS contact tracer and advised to self-isolate.</li> <li>○ People who have not followed Government guidance after travelling from outside of the UK.</li> </ul> </li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors reminded to notify school as soon as possible.</li> </ul>	Federation Executive and Director of Facilities and ICT	H	Immediately

			this time.				
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Actions for schools during the coronavirus outbreak: [Schools coronavirus \(COVID-19\) operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-coronavirus-covid-19-operational-guidance)

Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection: [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

Face coverings in Education: [Face coverings in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/face-coverings-in-education)

Entering or returning to the UK: [Entering the UK - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/entering-the-uk)