

Visitor risk assessment - FULL reopening of school

Assessment performed by:	Mary Pike Executive Head Teacher
--------------------------	---

Hazards	Controls present	Risk Rating
Congestion of parents, children, visitors not social distancing when arriving at the school.	<ul style="list-style-type: none"> Staff use their best endeavours to arrange for visitors not to arrive on site between the hours of 8.30am - 9.20am and 2.40pm-3.30pm to minimise congestion of parents and children entering the premises at the start and end of bubble sessions. During non access school drop off and finish times, visitors are to wait off site or in their vehicle in the car park. Staff to use their best endeavours to arrange for visitors after 4pm to reduce adults/ children on the premises at one time. 	Tolerable
Congestion of parents, children, visitors not social distancing when leaving the school.	<ul style="list-style-type: none"> Staff use their best endeavours to arrange for visitors to not leave the site between the hours of 8.30am - 9.20am and 2.40pm-3.30pm to minimise congestion of parents and children leaving the premises at the end of school. Staff use their best endeavours to arrange for visitors after 4pm, unless the purpose of their visit is to see/assist/work with children to reduce adults/ children on the premises at one time. 	Tolerable
COVID 19 entering the school brought by visitors	<ul style="list-style-type: none"> Visitors are sent this risk assessment in advance or are asked to read it on arrival before their meeting so that they are aware of procedures. Visitors are asked to wear masks unless this impacts negatively and significantly on their work with children. Visitors to sign visitor declaration at the end of this risk assessment. Visitors advised not to attend if they have symptoms of coronavirus on the day or in the 7 days preceding their visit unless they have had a negative result for a Covid 19 test. Similarly if anyone in their household has had symptoms in the last 14 days they 	Tolerable

	<p>should not attend unless a test has confirmed that the symptoms are not Covid 19.</p> <ul style="list-style-type: none">• Visitors are advised that if they develop symptoms of Coronavirus within the next 5 days after their visit that they should inform the school immediately.• Visitors to wash their hands on entry to the school in the toilet area next to the office and the frequently touched areas in the toilet will be cleaned with disinfectant spray immediately after use.• In the event that visitors need to use the toilet, they should only use the toilet next to the office.• Staff to use their best endeavours to not invite visitors into the classrooms whilst children are present unless this is the purpose of their visit.• Office staff to complete a visitor declaration form (see below) for all visitors set to work/ visit staff/ areas on site.	
Visitors unsure of how to sign into the school site.	<ul style="list-style-type: none">• Visitors sign in on site using the 'sign in' booklet.• Pen to be sanitised between visitors.• Visitor lanyards are to be provided to visitors on the entrance table.• Visitors lanyards are disinfected on return to the office.	Tolerable
Staff unsure of where to conduct confidential/ private meeting when visiting members of staff or children on site	<ul style="list-style-type: none">• Visitors in need of a face to face meeting with staff or children are to meet in the meeting room or other suitable space allocated for the task where there is scope for 2m distance between the visitor and member of staff.• Windows to be opened to allow good air circulation.• Staff to clean frequently touched surfaces in that room after the meeting has ended using disinfectant spray and paper towel.	Tolerable
Cleaning products are not readily available to office staff to clean after a visitor has left.	<ul style="list-style-type: none">• hand sanitizers, disinfectant sprays, tissue rolls and anti-bac wipes available in office for staff use.• Daily cleaning of office space to be carried out by office staff throughout the day.• Additional cleaning of areas within the office needs to be communicated to cleaners at the end of day.	Tolerable

Comments/Action required	Timescale	Responsible person

People at risk	Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Member of Public	<input type="checkbox"/>	Other	<input type="checkbox"/>
-----------------------	-----------------	--------------------------	-------------------	--------------------------	-------------------------	--------------------------	--------------	--------------------------

Employees informed of risk assessment via all of the following means:	Risk Assessment Register folder		
Employees to report newly-identified hazards via:	Written notification to Executive Head Teacher		
Date of next assessment:	November 2021		
Assessment frequency:	Annually		
Date:		Signed:	

Visitor Declaration Form for use during the Covid-19 Pandemic

- I have not experienced symptoms of coronavirus on the day or in the 7 days preceding my visit. Please note symptoms include:
 - *A new, continuous cough or a high temperature*
 - *A new loss of taste or smell;*
- To the best of my knowledge, no one in my household has had symptoms or tested positive for Covid-19 in the last 10 days.
- I have not been contacted by NHS Test and Trace and advised to self isolate in the last 10 days.
- If I develop symptoms of coronavirus within the next 7 days after my visit, I will inform the school immediately.
- I agree to wear a mask.
- I agree to wash my hands on entry to the school in the toilet area next to the office.
- In the event I need to use the toilet, I will only use the toilet adjacent to the main office.

Name	
Signed	
Date	
Tel No	

