



<b>Activity being assessed: Visitors entering School Premises for meetings or interventions</b>		<b>Risk assessment reference number: YCB-COVID19-003-VISITORS-SW</b> <b>Risk assessment created on: 04/09/2020</b> <b>Reviewed on 21092020 / Updated on 06/10/2020</b>		
<b>Persons undertaking or affected by the activity</b>				
<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Public <input type="checkbox"/> Service User <input type="checkbox"/> Other				
<b>Hazard</b>	<b>Control measure</b>	<b>Likelihood</b> 1. Very Unlikely 2. Unlikely 3. Likely 4. Very Likely 5. Certainty	<b>Severity</b> 1. Negligible 2. Minor 3. Medical Treatment 4. Major 5. Fatal	<b>Risk Level</b> <i>Likelihood x Severity = Risk Level</i>
<b>Spread of COVID-19</b>	<b>General</b> <ul style="list-style-type: none"><li>• Visitors / Parents should only work or enter School Premises if they have received authorisation to do so.</li><li>• All Visitors / Parents must book an appointment with the school prior to coming onto the school premises.</li><li>• All Visitors into the school building <b>MUST</b> wear a mask before entering the school premises.</li><li>• All Supply Staff will be given a Visor and Guidance Notes upon arrival at the school. They will be expected to also wear their own mask.</li><li>• All meetings will be undertaken in the Conference Room on the Ground Floor to ensure external visitors are in one area, the only exception to this will be the Music Staff and Approved Workers and those who come into the school to</li></ul>	<b>2</b>	<b>3</b>	<b>6</b>

undertake a role with pupils. Set rooms will be agreed in advance of such visitors entering the school premises.

- All Visitors / Parents must sign into school at reception and leave their contact details for test, trace and protect. A visitors book is located at reception for this to be undertaken. No visitor will be permitted into the school until they complete the details. All Data kept will be destroyed of after 1 month in line with GDPR.
- All Visitors / Parents must use the hand sanistiser provided prior to entering the school.
- All relevant statutory building checks have been undertaken prior to staff and pupils being allowed to re-enter buildings.

### **Symptoms of Covid-19/ Symptomatic person**

- All Visitors / Parents must not come onto school premises if they are suffering from any of the Covid-19 symptoms. No Visitor will be permitted onto school premises showing any symptoms.
- If any person/visitor/pupil is suspected of suffering symptoms once they are on the school site during their visit they should be sent home immediately, or if this is not possible they should be isolated in a separate room (supervised as necessary) until they can be collected.
- Social distancing from the infected person must be exercised wherever possible to prevent the spread of the infection. Where this is not possible, the appropriate PPE must be worn. Refer to PPE section of this risk assessment.
- An alternative exit route from the premises has been identified in order to ensure all other primary routes are not potentially contaminated. This will be through the side entrance door to the right of the reception area so that it limits the risk of others being around.
- All areas where a symptomatic person has entered are segregated until a deep clean (level 2) is carried out. If it's a classroom, SLT will allocate an alternative area where the children can be moved to and a Deep Clean (level 2 of the affected areas by appropriately training cleaning staff will be undertaken.
- A designated area has been identified where double –bagged contaminated waste can be stored for 72 hours until it can be disposed of safely with the normal waste. This will be within the current bin stores in one corner. This will be clearly labelled as 'Contaminated Waste' Each double bagged black bag will have a date

entered on it so that the 72 hour storage before putting in the rubbish can be adhered too.

- The equipment that the visitor has been in contact with must be withdrawn from circulation and thoroughly cleaned and disinfected before being allowed back into circulation.

### **Access and Egress**

- All Visitors will report to reception through the main school entrance wearing a mask at all times. Visitors will only come in and leave through this entrance. All visitors will remain in reception until collected by a relevant member of Staff.
- The glass window of the reception office will remain locked at all times, office staff will communicate through the glass.
- Upon entry, visitors will be required to complete the track and trace form and sanitise their hands with the sanitiser provided and continue to wear their mask.

### **Social Distancing**

- There will be limited movement around the school by visitors, Visitors must ensure they social distance at all times.
- The school has a one way system throughout the school (see attached CAD Plans of the school). All corridors and hallways, stairs, floors have been marked up to clearly show the route and Social Distancing in line with government guidance social distancing.
- Visitors who are with the school for the day and have lunch will be require to eat their lunch in the allocated room provided to them for their visit.
- Each area/ classroom / office within the school has been assessed prior to use, to ensure it is suitable to facilitate social distancing (this has been undertaking looking at the size of the classroom, its measurements, number of desks to be used to safely allow for social distancing.
- Due to the size of some corridors within the building, it will sometimes be difficult to keep a to the government guidance when passing another employee. In order to reduce this problem and to limit the amount of time employees are in contact

with each other, employees should not congregate or have discussions in corridors.

- Each school lift has been assessed to determine how many persons can use the lift safely. Markings have been placed on the floor of the lift to indicate where people or where a wheelchair user and their 1:1 support should stand. All Lifts are in working order.
- At this current time the school is unable to provide refreshments to visitors, please bring a personal flask / lunch with you. We apologise for this at present.
- The staff rooms have been assessed and a number has been put on the doors showing how many staff are allowed at any one time, due to the size of these staff rooms, additional classroom will be available to allow for safe seating. B4 has been set up as an additional staff room for staff to use.
- General cleaning wipes and Cleaning Spray have been provided in kitchens, office and classrooms to allow staff to wipe down touch points (such as fridge door handle / kettles) after use. These have been COSHH assessed. Visitors are encouraged to wash hands thoroughly after touching communal equipment. These are there for usage as needed.
- Rooms / Conference Rooms are cleaned prior to usage and once usage of the room has ceased.
- Use of shared printers/photocopiers to be kept to a minimum. Only one person at a time should be within the printing/photocopying area. When using these staff must use the hand sanitiser provided before use and use again after use. Posters have been placed in all shared photocopier areas along with hand sanitiser.

### **Cleaning and Hygiene**

- The frequency of wiping down of high-touch areas will be increased throughout the day. High-touch areas include bathrooms/ toilets (not the toilet bowls), railings, tables/ desks /chairs, toys, equipment, door handles, sinks, light switches, etc. Disposable gloves and disposable aprons should be worn when cleaning is taking place. There will be 2 cleaners on site for most of the school day. Anti Bac Wipes will be placed in each room for staff to use as they feel they need to on high touch areas in their classroom.
- Cleaning will take place on the Principle of “Teach Germs a lesson” by using the school cleaning colour coded system. This is held by the Facilities Manager.

- SCREEN will be made up daily and to the correct dilution rates. Any unused product will be disposed of at the end of the day. An up-to-date COSHH assessment is available at the school in all cleaning cupboards.
- All potentially contaminated waste will be placed into a clear bag, sealed and placed inside a second black bag and stored in an appropriate area away from all other waste until 72 hours has passed when it will be disposed of in the normal manner. Caretakers will collect these bags and place in the bin store with a clear dated label on it.
- All Visitors must wash/sanitise their hands on entry into the premises.
- Soap, running water and hand drying facilities are available in every toilet and in each classroom that has a sink.
- Hand washing must take place at regular intervals during the day. Signage has been placed in toilets, sinks, etc. to remind pupils/staff to wash for at least 20 seconds.
- A supply of disposable tissues will be available in each classroom and room within the school. These are to be monitored and replenished regularly. Separate clear plastic bags for the tissues are available in each classroom and other key locations around the school. These clear bags will be collected at the end of the school day and double bagged with all the others for 72 hours.
- Bottles of Dettol Surface Cleaner Spray Bottles and Dettol Surface Cleaner Wipes have been provided in each classroom / office and areas of use for visitors to use during the day to wipe down areas as and when pupils move from undertaking their intervention. Disposable Gloves have also been placed in these areas for usage. Cossh assessments have been produced for both products and staff have been shown how to use.

**Personal Protective Equipment (PPE)**

- It is the visitors responsibility to provide their own PPE for usage if required.
- All Visitors MUST wear a face mask at all times on the school premises.
- All Supply staff will adhere to the PPE requirements of the school.

**Suspected coronavirus (COVID-19)**

If a visitor whilst on premises is suspected a Level 2 clean must take place when cleaning the areas where a person suspected of having COVID-19 has been.

**Movement around/use of premises**

- Classroom doors must remain closed at all times as these are Fire Doors. SLT will consider any pupils that are likely to abscond.
- Visitors must adhere to the one-way systems in place.
- Fans are not to be used in classrooms or offices.
- Play equipment / toys that require high levels of shared use (lego, plasticene, building blocks sand play pits) etc. are not to be used.
- Activities that require physical contact should not be conducted.
- Water fountains have been switched off at present, if you require water this can be purchased through the canteen or you can bring your own with you.

**Meetings / Training / School Business**












- Face to face interaction should be reduced as much as possible. If a visit/meeting/work can be done via telephone/skype/teams etc. then this should be considered as the safest method. Otherwise consideration must be given to whether the government guidance on social distancing is achievable.
- Parents/Guardians will be requested to ring the school and not enter the school premises in the first instance – meetings with parents will take place under the head teachers discretion.
- All meeting rooms will be kept locked and if needed to be used must be booked through the school office. This way arrangements can be made to ensure that the room is cleaned following its use.
- If meetings are necessary, the room should be assessed to determine how many people are permitted to enter meeting rooms whilst maintaining social distancing. If the room has windows these should be opened to improve ventilation.

**Emergency procedures such as fire, first aid**

- In the event of an emergency procedure, all visitors must make their way to the MUGA and line up by the sign saying Visitors so that they can be accounted for.

	<ul style="list-style-type: none"> <li>The school has a Senior Health Care Worker, Health Care Worker and First Aiders on site is needed throughout the visit.</li> </ul>			
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**Personal Protective Equipment**

											<b>Other</b>
Aprons must be worn	Eye Protection must be worn	Head Protection must be worn	Safety Harness must be worn	Ear Protection must be worn	Safety overalls must be worn	Safety boots must be worn	Respiratory equipment must be worn	Hi Viz clothing must be worn	Protective gloves must be worn	Face Protection must be worn	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

**Additional risk information**

In the event of an incident/accident, please contact your nearest first aider.  
 All incidents/accidents must be recorded on NPT's Online Accident Reporting System.  
 Suitable information, instruction and training on how to use, store and maintain Personal Protective Equipment (PPE) correctly to be provided.  
 All staff to have regard for their and others health and safety at all times.

**Please identify how this risk assessment has been communicated**

Team brief / Team meeting	<input type="checkbox"/>
One to one	<input type="checkbox"/>
Email	<input type="checkbox"/>
Other (please specify: _____)	<input type="checkbox"/> Email _____

**Emergency Procedures**

Contact name:	Shaun Clarke / Sharon Williams
Contact number:	01639 760010
Contact number (out of hours):	01639 760110

Hospital:	999
Emergency Services:	999

<b>Name:</b> Shaun Clarke / Sharon Williams	<b>Position:</b> Headteacher / Business Manager	<b>Date:</b> 06/10/2020
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Risk assessments must be reviewed as a result of change in working practices / legislation or following an incident / accident									
Reviews	Key		Likelihood of Injury						
Review date :	<b>Likelihood</b>	<b>Severity</b>		5	5Y	10R	15	20	25
Reviewed by:	<ol style="list-style-type: none"> <li><b>Very Unlikely</b> - This will probably never happen/occur</li> <li><b>Unlikely</b> - Do not expect it to happen/recur but it is possible it may do so</li> <li><b>Likely</b> - Might happen or recur occasionally</li> <li><b>Very Likely</b> - Will probably happen/recur, but it is not a persisting issue/circumstance</li> <li><b>Certainty</b> - Will undoubtedly happen/recur, possibly frequently</li> </ol>	<ol style="list-style-type: none"> <li><b>Negligible</b> - Minor injuries or discomfort. No medical treatment or measurable physical effects.</li> <li><b>Minor</b> - Injuries or illness requiring on site first aid. Temporary impairment.</li> <li><b>Medical Treatment</b> - Injuries or illness requiring hospital treatment.</li> <li><b>Major</b> - Injury or illness resulting in permanent impairment.</li> <li><b>Fatal</b> - Fatality.</li> </ol>		4	4	8	12	16	20
Review date :				3	3	6G	9	12	15
Reviewed by:				2	2	4	6Y	8	10Y
Review date :				1	1	2	3	4	5G
Reviewed by:				0	1	2	3	4	5
Review date :			<b>Severity of Injury</b>						
Reviewed by:				Low Risk		Medium Risk		High Risk	