

Coronavirus (COVID-19) Visitors – Contractors, Parents, members of the public attending school	Risk Assessment	Ref No	C19/001
		Date	21/07/2020

Task Description	Authorised access to school	Location	Designated areas as agreed in advance	Date of Review	Daily/Weekly As Required
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Assessor	Print Name:	Head Teacher	Print Name: Emma Robertson	Equipment or Plant No.	N/A
	Signed:		Signed:		

Persons Affected Individuals or Groups	Staff, children, visitors, contractors, parents & members of the public attending school
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Hazards / Consequences	Existing Control Measures	Original Risk Assessment			Further Control Measures Required	Revised Risk Assessment with Further Control Measures		
		L	S	R		Modified		
		L	S	R		L	S	R
School hygiene causing potential spread of virus	The Head Teacher will ensure that the school environment is cleaned with an anti-bacterial agent prior to admitting staff, pupils, visitors and contractors, also as and when required throughout the day to reduce the risk from potential Covid-19 exposure to as low a level as reasonably practicable.	2	4	M	Visitors to be kept to reception, or escorted whilst on site. All visitors to wash hand or use hand sanitiser whilst on site. Welfare arrangements agreed to reduce any cross contamination. Clear information and markings in reception to encourage at least 1 metre plus rules. Hand sanitiser available in reception. 1 person in the reception area depending on the space	1	4	L

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					<p>available, while remainder of visitors wait outside until the visitor in reception has been processed and has left the reception area.</p> <p>Where multiple visitors can be safely accommodated while maintaining social distance, no more chairs than required etc. should be available and all chairs should be no closer than 1+m apart.</p> <p>1+m distance markers should be overtly displayed including instructions to tell visitors where to STOP & WAIT until they can be dealt with.</p> <p>To prevent forearm or sleeve contact against signing in books or finger contact on electronic touch screens, all signing in and out will be carried out by the reception staff.</p>		
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Visitors who are shielding or vulnerable	Visitors advised in advance not to visit the school if they have a medical condition which will put them at specific risk.	1	5	L	If a member of the team identifies a visitor may be at higher risk, alternative arrangements are made to assist the individual (e.g. work sheets posted) so they can leave the site at the earliest opportunity	1	5	L
Pre-arranged meetings	Any visitor entering the school will be required to wash/sanitise hands before they pass through reception. Visitors who are due to meet a member of staff should have pre-arranged appointments and be safely escorted to a room large enough to provide adequate segregation.	3	4	M	Cleaning schedule in place to avoid contamination involving surfaces visitors may have touched.	2	4	M
Visitors at risk, or posing a risk whilst on site.	All staff & visiting contractors will only be allowed to enter the school under arrangements of the Head of School (or deputy). In the event that Covid-19 preventative measures are determined to have been compromised, the Head of School will stop the activity and any persons suspected of being	3	4	M	All staff & visiting contractors who suspect that they may be infected or have been confirmed as infected will not attend school. If a visitor does become unwell or reports symptoms, they will need to leave the site safely.	2	4	M

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	<p>infected will be asked to leave the premises to carry out appropriate action such as self-isolation and seek medical confirmation. The area will be cleaned using an antibacterial agent and will not be repopulated until the area is determined to be safe.</p> <p>All staff & visiting contractors acknowledge that they have a duty to follow all government Covid19 related instructions and guidance. Contractors will be expected to present their own Covid-19 prevention risk assessment to the school before commencement of their work.</p>				<p>Cleaning will need to be in place to cover the area they have been.</p> <p>If a member of staff is required to be in close contact, PPE is in place and staff have been given instruction on how to use, store, clean and dispose.</p> <p>Ongoing Monitoring</p> <p><i>*See PPE Matrix.</i></p>			
Contactors/visitors catching or spreading virus	<p>Visiting contractors will be given a designated entry / egress door and will directly proceed to / return from their assigned place of work and not visit a part of the building which is not essential for their task.</p> <p>Staff and visiting contractors are instructed to wash and dry their hands thoroughly on entry and exit and as appropriate throughout the day.</p>	3	4	M		2	4	M

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	<p>The minimum number of staff and visiting contractors with access to areas or floors will be maintained and strictly managed.</p> <p>Staff and visiting contractors will observe each other's movements, maintaining a minimum of 1m and when possible 2m between each other at all times.</p> <p>Staff and visiting contractors are instructed to minimise as much as is reasonably practicable touching any surface.</p> <p>A rota may be put in place so that frequency and duration of individual staff and visiting contractors can be reduced to as low a level as reasonably practicable.</p> <p>The senior contractor will take responsibility for the conduct of the personnel in his charge and will ensure that the work they undertake will pose no Covid-19 risk to the general school population and the visiting contractor personnel.</p> <p>The Head of School will take responsibility for the conduct of the general school population</p>				
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	and will ensure that no school activity will pose Covid-19 risk to the visiting contractors.							
Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell	<p>Steps to reduce the likelihood of catching or spreading germs:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze • Put used tissues in the bin immediately • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available • Try to avoid close contact with people who are unwell • Don't touch your eyes, nose or mouth if your hands are not clean • Individual to seek assistance from another responsible person if a child needs to be escorted to a secure location due to potential infection. 	3	4	M		3	4	M

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Risk Assessment Notes:

If there is a suspected outbreak in a school, reviews should be considered in case high risk individuals will need to be removed from the risk. This may mean working in a restricted area or asking the individual who is at higher risk to work from home.

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid shows the following risk levels for each combination of Severity Rating and Likelihood Rating:</p> <ul style="list-style-type: none"> Low (Green): Severity 1 with Likelihood 1-3; Severity 2 with Likelihood 1-4. Medium (Yellow): Severity 2 with Likelihood 5; Severity 3 with Likelihood 3-4; Severity 4 with Likelihood 2-3. High (Red): Severity 3 with Likelihood 6; Severity 4 with Likelihood 5-6; Severity 5 with Likelihood 4-6; Severity 6 with Likelihood 3-6. 					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						