

Risk	<p>Covid 19. School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.</p> <p>External Visitors to the site - Updated 13/10/2020</p>
-------------	--

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
<p>1. Group Transmission - Risk of transmission between visitor and school staff / children on arrival and departure</p>	<p>Visitors, adults and children at risk of cross contamination through direct and indirect contact with others and with surfaces</p>	<p>All visitors to book an appointment with the school so that their arrival can be carefully managed at the agreed time. Details should be given on the signing in screen so these are available for track and trace if required. Visitors will be asked to not attend if they have any Covid symptoms, and also asked to confirm they have no symptoms before entering the school. Phone numbers will be taken on the entry screen system under the 'Visiting' section for Track & Trace.</p> <p>Visitors will be asked to wear a face covering.</p> <p>The school site is locked so that only confirmed visitors are able to access the grounds – the school telephone number is on the gates.</p> <ul style="list-style-type: none"> • Visitor greeted in reception area at 2m distance • Visitor sanitises hands on entry 	<p><i>If a risk assessment has not been given prior to the visit (unexpected but official visitor – police, children’s services etc) a verbal summary will be given, and a copy of this assessment will be available on the schools reception desk.</i></p>			

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Visitors will be wearing the school visitor badge to show they have been made aware of the Covid precautions. • Visitor will type in details on entry screen (staff regularly sanitize screen) • Visitors will be escorted to the area of work, limiting contact with other adults or children where possible – outside routes are used where possible to limit entry to building. • On exit, visitor to be escorted to the exit, hands sanitised, school staff will sign them out – sanitize screen. • Where possible we will hold meetings outside socially distanced – two areas have been set up. One at front of school and one by the Year 5 classes. 				
<p>2. Group Transmission – Lack of social distancing using toilets and poor hygiene resulting in direct and indirect</p>	<p>Visitors, adults and children at risk of cross contamination through direct and indirect contact with others and with surfaces</p>	<p>Where possible visitors to avoid using toilet facilities – informed of this prior to attending meeting.</p> <p>Where a toilet must be used, the visitor should take the most direct route to toilets, avoiding contact with children and staff. Hands should be sanitised before movement</p>	<p>Toilets to be regularly fogged – twice during school day</p>	<p><i>Ben</i> <i>Darren</i></p>	<p><i>10.10</i> <i>1pm</i></p>	

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
transmission of the virus		<p>through school and on entry to the toilet, occupied sign on door must be used. One person only in toilet at a time.</p> <p>Females use toilet number 1 by the school office.</p> <p>Males use hut staff toilet.</p> <p>We should be aware which toilet the visitor used in case of future symptoms and the requirement to track contacts.</p> <p>Rigorous hand washing must be completed – soap and sanitizer provided in toilets. Each toilet contains cleaning products to use after each use.</p>	<p><i>Toilets to be clearly labelled.</i></p>			
<p>3. Group Transmission –</p> <p>Lack of social distancing when working within the building</p>	<p>Visitors, adults and children at risk of cross contamination through direct and indirect contact with others and with surfaces</p>	<p>When working with school staff, visitors must work in a spacious well-ventilated area, at 2m from other adults preferably in the designated outside areas.</p> <p>Contact with school staff / children should be minimised, with only essential contact.</p> <p>Where used, tables / chairs / resources to be sanitised before & after use.</p> <p>Fogger to be used to decontaminate areas used.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
		Face to face contact to be limited as much as possible				
4. Contact of shared resources resulting in indirect transmission of the virus	Visitors, adults and children at risk of cross contamination through direct and indirect contact with others and with surfaces	Visitors to provide own food and drink – no access to the staff room permitted. If water is provided this will be by sealed disinfected bottles and plastic disposable cups or have been left for 72 hours before use. Visitors to provide and use their own resources e.g. pens etc. If school items are used these will be sanitised.				

Risk Assessor	Signature	Date
Responsible Manager	Signature	Date