

Covid-19 Risk Assessment for Visitors attending St. Margaret's Collier Street School

Activity: Visitors attending school	Location: Collier Street C of E Primary
Risk Assessment Completed by: C Bannon and E Findlay	Date: 11 th September 2020

This risk assessment has been prepared using the current government guidance as a starting point to ensure, as far as reasonably practicable, the risks associated with the current pandemic have been managed appropriately.

Hazard	Risk Associated with Hazard	Strategic Risk Reduction Measures	Operational Control Measures
Spread of Covid 19	Visitors may unknowingly bring or inadvertently contract Covid 19 after visiting our school.	<ul style="list-style-type: none"> • Visitors will only be allowed with prior appointment by SLT or Head teacher. • Essential measures include <ol style="list-style-type: none"> 1. People who are ill stay at home 2. Robust hand and respiratory hygiene 3. Enhanced cleaning arrangements 4. Active engagement with NHS test and trace 5. Reduce contacts and maximise distancing between those in school whenever possible 6. Where possible, visits will try to be arranged before or after the school day. • Movement within buildings will be limited to key areas to reduce opportunities for contamination. 	<p>Prior to visit:</p> <ul style="list-style-type: none"> • Meetings should be short and functional, have an agenda, and only necessary participants should attend. Follow up online meetings to be used when possible. <ul style="list-style-type: none"> • Risk assessment to be sent electronically to visitor to read prior to visit. • Visitor to bring face visor or mask, hand sanitiser and/or wipes • Visits will try to be arranged before or after the school day. <p>On entry to school:</p> <ul style="list-style-type: none"> • Visitors to come to the front door or side gate. • Hand sanitiser to be applied. • Details for track and trace to be taken and stored safely at school. • Staff to ask each visitor if they have read this risk assessment. • A blank visitor lanyard to be given and worn for the duration of the visit. This is to be placed in the green tray on the Office window sill on exit so it can be sanitised. <p>During visit:</p> <ul style="list-style-type: none"> • Social distancing of 2m to be observed as per government guidance wherever possible. • Visitors to avoid entering classrooms where possible. • Face visor or mask to be worn by visitor unless this impacts on educational provision.

- Close contact with children should be limited to interactions which are directly related to the observation and undertaking assessment of the named child or children.
- If close contact with a child is necessary then visitor to bring and wear full PPE, keeping to the side of the pupil. This will only be possible where parental permission has been given prior to the visit.
- Visitors to limit resources brought onto school site, e.g. paper files can be stored electronically.
- Visitors will limit the use of equipment that is shared or encourages close contact. Visitors will use only their own resources where possible. Any resources which are planned to be used, whether visitors own resources or school resources, should be sanitised before use and after use.
- Activities to be completed in outdoor environment whenever possible. If this is not possible a well ventilated room is to be used.
- Visitors to take personal responsibility for the safety of the visit, including using equipment and will carry and hand sanitiser or wipes in order to disinfect necessary equipment and their hands before and after use.
- If visitor needs to move between different bubbles it is important to use PPE. Hands to be sanitised when entering and exiting each room.
- Use of toilet/hand washing facilities. Visitors will:
 - Use the closest possible staff toilet.
 - Close lid before flushing.
 - Sanitise the toilet after use using antibacterial spray provided (taps, door, toilet handle & door lock).

End of visit:

- If possible, visitor to leave by the side gate to exit school and visitor lanyard to be removed and placed in green tray on the window sill in the office..