

Coronavirus (COVID-19): risk assessment appendix for visitors

St Michael's Church of England High School

Assessment conducted by: Wayne Hill	Job title: Assistant Headteacher	Covered by this assessment: Staff, Students & Visitors
Date of assessment: 15 th September 2020	Review interval: Bi-monthly or upon updated guidance	Date of next review: 15 th December 2020

Related documents

Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, Social Distancing Appendix Statement, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behavioural Policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Policy and procedure	H	<ul style="list-style-type: none"> • Visits to school are carried out in line with all relevant statutory guidance and legislation, including, but not limited to: <ul style="list-style-type: none"> – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) – DfE (2019) ‘Keeping children safe in education’ – DfE (2020) ‘Coronavirus (COVID-19): implementing protective measures in education and childcare settings’ – DfE (2020) ‘Guidance for full opening: schools’ • All visitors act in accordance with the following school policies and documents: <ul style="list-style-type: none"> – Visitor Policy – Child Protection and Safeguarding Policy – Infection Control Policy – Social Distancing Policy Statement – Risk Assessment for Full Opening in September • Visits to school take place when scheduled and as directed, with approval from the Headteacher, where required. • The Headteacher ensures all visitors are aware of the school’s fire management plan, evacuation procedures, and any actions required upon entry to the school premises, e.g. wearing identification badges and signing the visitor management system. • The Headteacher ensures all visitors are aware of the school’s infection control and social distancing measures. • Visitors are advised to avoid non-essential visits to allow the school to minimise the number of visitors. • All visitors adhere to the school’s Visitor Policy as well as any policies enforced by their employer, where applicable. • Visitors sign a self-declaration form to confirm they understand the infection control and social distancing measures in place and confirm that they have not 	Y	Jayne Gray, Wayne Hill and Jane Mitchell-Barnes	17/08/2020	M

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		<p>experienced coronavirus (COVID-19) symptoms, or been in contact with somebody who is experiencing symptoms, in the last 14 days.</p> <ul style="list-style-type: none"> • Visitors who do not, or are unable to, sign the self-declaration form delay their visit for another time. • Returning visitors are informed of any changes to the relevant policies and procedures. • The school actively engages with the NHS Test and Trace process – staff are taught when the service should be used, e.g. if a visitor becomes unwell with coronavirus symptoms while on site. • Large group visits are not undertaken at this time, e.g. open days, induction days and sports days. 				
Infection control	H	<ul style="list-style-type: none"> • Visitors adhere to the school’s Infection Control Policy at all times. • Posters are displayed around the school to remind visitors to practice good hand and respiratory hygiene. • The number of contacts a visitor encounters while on the school premises is minimised. • Visitors wash their hands or use an alcohol-based hand sanitiser upon entering and exiting the school, and when changing rooms. • Visitors do not enter the site if they are displaying symptoms of coronavirus – where a visit has been scheduled, they know to inform the Headteacher that they will be unable to attend. • Where required, visitors are designated their own toilets, washing areas and rest areas to minimise social mixing – these areas are disinfected before and after use. • All toilets, infection control areas and areas designated for visitors’ use have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins. • Having multiple parties of visitors on site at the same time is avoided where possible. 	Y	Jayne Gray and Wayne Hill	17/08/2020	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Where there are multiple parties of visitors on site, the Headteacher and site manager ensure that all parties can adhere to infection control measures and that adequate infection control provision is in place. • Visits to school are rearranged or staggered if it is deemed unsafe for multiple parties to be on-site at the same time, e.g. adequate infection control provision cannot be put in place. • The Headteacher reserves the right to ask visitors to leave the premises if they are not practising infection control measures adequately. • The school keeps a record of all visitors for the purpose of using the NHS Test and Trace process where required. • Visitors who become unwell with coronavirus symptoms while on-site are asked to go home immediately. • Where visitors who are displaying symptoms cannot go home immediately, they are asked to self-isolate in a designated area of the school and go home as soon as possible. • Areas that have been occupied by symptomatic visitors are cleaned and disinfected as soon as possible. • Staff and pupils who have come into contact with a symptomatic visitor are encouraged to wash their hands immediately and report if they become unwell with symptoms. • The school contacts the local health protection team (HPT) and uses the NHS Test and Trace process in the event that a visitor becomes unwell with coronavirus symptoms while on site. • Visitors who become unwell with coronavirus symptoms while on the school premises are encouraged to get tested – the visitor informs the school of the result as soon as possible. • Where a visitor’s result is positive for coronavirus, the school follows national guidance and the advice provided by the local HPT, e.g. those who came into 				

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		contact with the visitor are asked to self-isolate for 14 days if they become symptomatic.				
Social distancing	H	<ul style="list-style-type: none"> • Visitors adhere to the school’s Social Distancing Appendix Statement at all times. • The Headteacher ensures stringent social distancing measures are in place to protect visitors who: <ul style="list-style-type: none"> - Were identified as clinically vulnerable and clinically extremely vulnerable during the period of lockdown. - Are from groups considered at high risk of complications as a result of coronavirus infection, e.g. visitors from black, Asian and minority ethnic (BAME) backgrounds. - Are pregnant. • Visits to school happen outside of school hours, where possible. • Visitors arrive at the school outside of pupils’ arrival and departure times to mitigate the risk of mixing with pupils and parents. • Arrangements to minimise mixing are put in place for visitors who are scheduled to deliver educational material, e.g. staggering session times and assigning them a cohort of pupils. • The Headteacher communicates with visitors who deliver more regular educational sessions regarding what procedures they must follow, in line with the guidelines set for other members of teaching staff, e.g. staggered break times. • Where visitors must be in groups during the visit, group size is limited to minimise the risk of spreading potential infection, where it is safe to do so. 	Y	Jayne Gray and Wayne Hill	17/08/2020	M
Safeguarding	M	<ul style="list-style-type: none"> • Visits to school are undertaken in accordance with the Child Protection and Safeguarding Policy. • Visitors’ employers provide the Headteacher with details of the visitors who will be visiting the school, where required. • The Headteacher confirms all visitors’ identities prior to the visit, where required. 	Y	Jayne Gray, Carolyn Hill, and Sarah Beardsmore	17/08/2020	L

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		<ul style="list-style-type: none"> • The Headteacher requests details of visitors' most recent DBS check where one is required for the purpose of the visit. • Visitors and pupils are kept apart to minimise the risk of harm. • Visitors undertaking regulated activity are supervised, where required – visitors who require supervision are never left alone with pupils. • Pupils are informed via email about any visits being carried out on the school premises, where necessary, e.g. Ofsted inspections. • A safeguarding incident reporting procedure is in place. • Access to the school premises is restricted to identified visitors only, e.g. those wearing school-issued visitor badges. • Visitors wear any relevant identification at all times while on the school premises. • Staff are informed to report to the Headteacher immediately if a visitor cannot be identified or has not been scheduled to visit. • The school reserves the right to deny visitors access to the school if they cannot be identified. 				
Health and safety	H	<ul style="list-style-type: none"> • The school's Health and Safety Policy is adhered to at all times. • Where necessary, additional risk assessments are carried out relating to specific activities that pose an increased risk. • The school reserves the right to terminate or delay visits to school if visitors' activity poses a risk to staff or pupils' health and safety, or their own health and safety, e.g. unsafe lone working. • Visitors wear suitable clothing to carry out the purpose of the visit, including PPE if required, e.g. work helmets and disposable gloves. • Visitors who are required to deliver intimate care to pupils, or to provide care to pupils showing symptoms of coronavirus where a distance of two metres cannot be maintained, are provided with adequate PPE. • Visitors take adequate breaks, as required. 	Y	Wayne Hill	17/08/2020	M

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		<ul style="list-style-type: none"> All equipment used during the visit is used as directed, in working condition, and stored safely where it is not accessible to pupils. Visits do not compromise fire safety or evacuation plans. All equipment used for the purpose of the visit is removed from the school after the visit. An accident reporting procedure is in place. Serious incidents and accidents are reported to the HSE, in accordance with RIDDOR. Visitors adhere to the school's Lone Working Policy and any relevant lone working policies enforced by their employer, where necessary. A trained first aider remains on site while visitors undertake lone work – the identity of the first aider is made known to all lone-working visitors. 				

Changes to Risk Assessment Following Reopening

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Infection Control	H	<ul style="list-style-type: none"> Parents and visitors are required to wear face coverings at all times whilst in the building, unless they are eating or drinking. 	Y	Jayne Gray and Wayne Hill	15/09/2020	M
Test and Trace	H	<ul style="list-style-type: none"> The school will track the contact that a person who tests positive has had with pupils and staff. This information will be shared with the DfE as appropriate. 	Y	Wayne Hill	17/09/2020	M