

## COVID-19 Risk Assessment - Visitors

<b>School name</b>	Emerson Valley Junior School		
<b>Assessment carried out by (name/role)</b>	Iain Mortimer (Assistant Headteacher)		
<b>Date of assessment</b>	1/9/20	<b>Date of next review</b>	Ongoing

<b>Hazard identified</b>	<b>The risk of transmission of Covid-19 (visitors)</b>
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<b>Who might be harmed and how?</b>	<b>Measures to control the risk</b>	<b>How are you already controlling this risk?</b>	<b>What further action (if any) do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Visitors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in</p>	<p>Minimising contact with other people and maintaining social distance where possible.</p>	<ul style="list-style-type: none"> <li>• Visitors must not enter the school site if they have any symptoms of Covid-19. This includes: a persistent new cough, fever or any undiagnosed respiratory problems. They will be advised to book a Coronavirus test.</li> <li>• Visitors must fully engage with NHS Test and Trace. If they are contacted and advised to isolate, they must do this as soon as possible.</li> <li>• The children will be in bubbles in their classrooms. At break and lunch, they will be in a wider year group bubble on the playground or the field.</li> <li>• Visitors will not be allowed to enter a classroom or join any bubbles.</li> <li>• Visitors must sanitise their hands upon arrival and then sanitise after signing in. They must leave their contact details when signing</li> </ul>				

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vulnerable groups (clinically vulnerable or extremely clinically vulnerable)		<p>in for Test and Trace unless the school already have their contact details. For privacy, this will be recorded separately to the signing in sheet.</p> <ul style="list-style-type: none"> <li>• Visitors will be met at the front office and taken to a room away from the children. If they are required to meet children, this will be done in a vacant room with social distancing of 2m adhered to.</li> <li>• The room will be cleaned after the visitor has left.</li> <li>• Peripatetic teachers will not be able to conduct lessons due to the increase this will produce in the number of possible contacts. This will be reviewed.</li> <li>• Sports clubs will also not be able to conduct sessions due to the increase in the number of contacts and mixing across bubbles. This will be reviewed.</li> <li>• Wraparound care is being reviewed and viable options are being investigated. This will not begin until the 21<sup>st</sup> September at the earliest.</li> <li>• Some lessons may be taught remotely (and securely) in school e.g. Spanish, with the teacher staying in the room for safeguarding reasons.</li> </ul>				
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser</p>	<ul style="list-style-type: none"> <li>• The visitors can use the disabled toilet. This is then cleaned frequently by the on site cleaner.</li> <li>• There is provision of hand soap in toilets and regular checking of supply.</li> <li>• Regular reminders about hand washing and social distancing (e.g. posters in prominent positions).</li> <li>• Hand sanitiser and tissues available in classrooms and other key locations.</li> </ul>				

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	<p>where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>					
	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> <li>• Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing.</li> <li>• Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical.</li> <li>• Only essential visitors are allowed on site with the prior permission of SLT.</li> <li>• Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li>• Contractor visits are scheduled outside school hours where possible.</li> </ul>				