



Assessment conducted by: SMT	Covered by this assessment: staff, pupils, parents, governors, visitors and volunteers.	
Date of Initial assessment: 7 <sup>th</sup> September 2020  UPDATE DUE TO LOCKDOWN 5 <sup>th</sup> November 2020	Review interval: Weekly	Date of next review: 9th November 2020  These specific changes to be in place in the event of this lockdown and potential future ones.

	<p><b>Covid 19. ....</b> School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.</p> <p><b>External Visitors to the site</b></p>
	This Risk Assessment is in conjunction with the Covid 19 Risk Assessment for Reopening

Related documents
Emergency Plan , First Aid Policy, Fire Safety Risk Assessment, Health And Safety Policy, Administering Medication Policy, Premises Management Policy, Child Protection and Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy, Behaviour Policy, Social Distancing Policy, SEND Policy
<p><b>LOCKDOWN ARRANGEMENTS</b></p> <p>In the even of a local or national lockdown, only essential visitors will be able to enter the school site in emergency situations. These will be to ensure the safety and wellbeing of the pupils and any emergency maintenance that may be necessary to the school building.</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><b>1. Group Transmission</b> - Risk of transmission between visitor and school staff / children <b>on arrival and departure</b></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 appointment with the school, so that arrival can be carefully managed at the agreed arrival time. No unexpected visitors will be able to access the school site without prior consent.</p> <ul style="list-style-type: none"> <li>• Visitor greeted in reception area at 2m distance</li> <li>• Staff complete sign in for visitor under usual procedure with additional request of contact details (phone number) for Track and Trace</li> <li>• Visitors to read the schools COVID statement and sign to say this has been understood</li> <li>• Copy of the schools Risk Assessment will be available upon request</li> <li>• Visitor sanitises hands on entry</li> <li>• Visitor is escorted to area of work, limiting contact with other adults or children where possible</li> <li>• Outdoor access to available working space will be used where appropriate, to avoid contact with other pupils and staff</li> <li>• On exit, visitor to be escorted to exit, hands sanitised, school staff sign them out</li> </ul>	<p><i>Ensure all new guidance is followed and risk assessment updated in line with government and HSE guidance</i></p>	<p><i>All Staff/ Admin Staff/ SBM/ Head teacher</i></p>	<p><i>September 2020</i></p>	

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<p><b>2. Group Transmission – Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus</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</p> <p>Where these must be used, visitor should take the most direct route to toilets, avoiding contact with children and staff. Hands should be sanitised before movement through school and on entry to the toilet, occupied sign on door must be used.</p> <p>Rigorous hand washing must be completed</p>	<p><i>Site manager/ cleaning staff aware of visitor on site and toilets cleaned after use</i></p>	<p><i>All Staff/ Site manager</i></p>	<p><i>Immediate procedure in place to be actioned when visitors on site</i></p>	
<p><b>3. Group Transmission – Lack of social distancing when working within the building</b></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.</p> <p>Contact with school staff / children should be minimised, with only essential contact.</p> <p>Face masks to be worn in the school building</p> <p>Where used, tables / chairs / resources to be sanitised after use</p> <p>Face masks are to be worn when inside the building</p> <p>Face to face contact to be limited as much as possible</p>		<p>SMT/ Head Teacher</p>		

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<b>4. Contact of shared resources</b> 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 are able to access refreshments through staff members – no access to the staffroom permitted.  Visitors to provide any resources necessary to conduct the visit successfully		Staff members responsible for Visitor/ SMT/ Site Manager	Upon the arrival of visitors	

Risk Assessor	Signature	Date
Responsible Manager	Signature	Date