

This risk assessment has been created as an addition to the detailed: **Kingsway Primary School: COVID-19 RISK ASSESSMENT – Full Opening from 1 September**

Which states:

- School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance.
- This risk assessment will supplement any existing risk assessments that are used across the school.
- This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees and governors.



Event assessed: visitors coming to the school during Covid 19

Main issues to consider are:

- Minimising possibility of infection from visitors to the school whilst enabling visits that cannot be meaningfully achieved virtually
- Enabling school to contact visitors should the need arise for track and tracing
- Complying with data protection arrangements

Visitors will be briefed on this risk assessment on arrival and prior to attending.

Any potential visitor who has concerns that these mitigations do not sufficiently limit exposure are asked not to attend and alternative arrangements will be made.

Hazard	Risk minimisation	Notes
Increased likelihood of spreading virus as a result of external visitors.	<ol style="list-style-type: none"> 1. Wherever possible, attendees asked to confirm visit by email prior to arrival. 2. If they have experienced Covid symptoms, or have been exposed to anyone with symptoms in the last 14 days, they must not access the school site. 3. On arrival, they must sign to evidence that they have not been exposed to anyone with Covid 19 symptoms in the previous 14 days. 4. All attendees to confirm that they have not experienced any symptoms in the last 10 days. 5. All attendees to confirm that they are not part of a vulnerable group and if they are that their vulnerability is not significantly increased by accessing the site. 6. All visitors to inform school should they become ill within 14 days of last visiting and confirm track and trace processes have been implemented. 7. All visitors to be informed by school if anyone they have come into contact with on-site during their visit becomes ill 	

	<p>within 14 days of visiting (emails addresses taken and then destroyed after 14 days – held securely in office) – this is to be emailed to the office and held securely when arranging a visit.</p> <p>8. Meetings to be held at the Beacon wherever possible to limit numbers of visitors to site and to allow for meetings to be held at distance.</p> <p>9. If Beacon is not available, meetings to be held in the following rooms only due to size: Technology Room; Learning Mentors’ room; HT office; hall. If more than 4 people are meeting (or if there are more than 2 separate households) the hall or technology room will be used to allow for sufficient distancing between groups. Care must be taken to ensure the confidentiality of conversations if the hall is being used.</p>	
Arrival at school and waiting.	<ol style="list-style-type: none"> 1. Only one person in office waiting area at a time. Visitors to be asked to wait under covered area until meeting room is ready. 2. Visitors to go directly to the meeting room. 3. A member of the school office to act as chaperone at all times to minimise contact with others. 4. On arrival, and departure, hands are cleansed using appropriate grade Gel. 5. All members of staff and visitors to remain at 2m distance at all times. 6. Waiting space to be secondary staff room: windows open and distance maintained. 	Managed by chaperone

Signed:

Adapted from a risk assessment that was sent to SHE unit: 18.6.20

Stuart Heggs satisfied that this follows the hierarchy of control. He suggests calling HPA for advice if anyone is later diagnosed with symptoms.