

Risk Assessment for Children's Services (Schools).

# Covid-19 Visitors On-Site

Ref. Number

School Name:	Iveson Primary School	School Address:	Iveson Primary School Iveson Rise Leeds LS16 6LW
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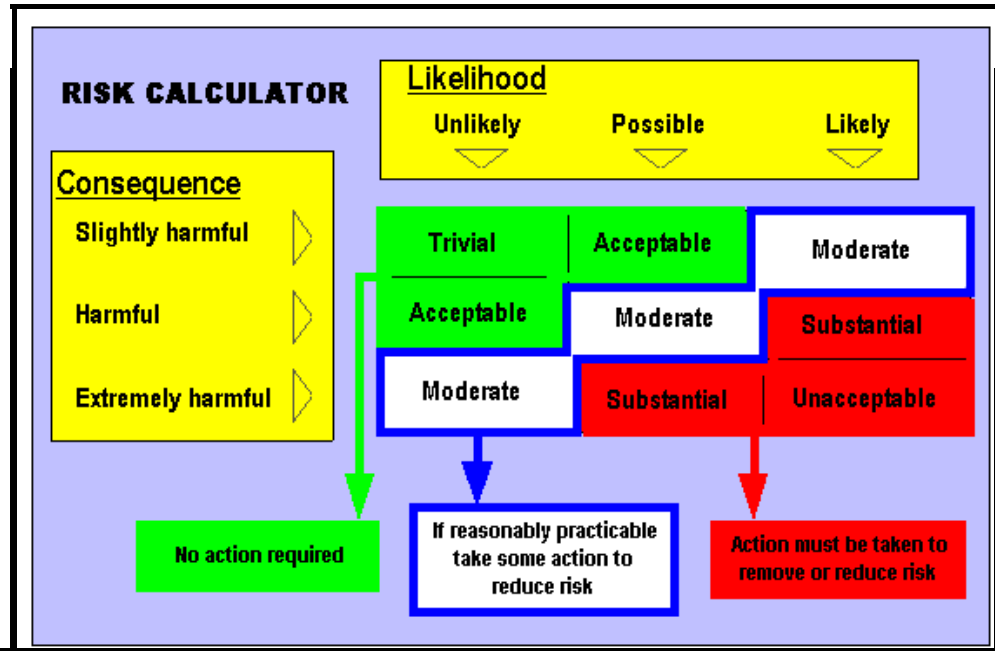
Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
10/09/20	Jonny Fuller – School Business Manager		01/10/20

Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
Hayley Marshall			

**Guidance:**

This is a **SAMPLE** risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
3. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
4. The signature boxes may be typed when uploading to EVOLVE.
5. The control measures identified below **MUST** be either complied with **or AMENDED** to reflect the establishment's control measures.
6. The initials of the person(s) responsible for implementing the control measures **MUST** be entered into 'Control Measures' column.
7. Once criteria 1-5 have been satisfied, you should remove the 'Sample' watermark. **FORMAT-BACKGROUND-PRINTED WATERMARK** and choose the option that says 'No Watermark' or 'Page Layout' – 'Watermark' – 'Remove Watermark'.



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Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
<b>Infection Control</b>	Staff and Pupils	Substantial	Essential pre-arranged school visits only to minimise the number of school visitors.	Acceptable	HM
		Substantial	Visitors wash their hands or use alcohol-based hand sanitiser upon entering and exiting the school	Acceptable	Office/ JF / DW
		Substantial	The number of contacts a visitor encounters while on school premises is minimised	Acceptable	HM
		Substantial	Visitors do not enter the site if they are displaying symptoms of coronavirus – where a visit has been scheduled, they know to inform the contact that they will be unable to attend.	Acceptable	Visitors / Office / JF
		Substantial	All toilets, infection control areas and areas designated for visitors' use have adequate amounts of soap, alcohol-based hand sanitiser, tissues and litter bins. If you use the toilet wipe it using the bleach spray provided.	Acceptable	DW
		Substantial	The Headteacher reserves the right to ask visitors to leave the premises if they are not practising infection control measures adequately.	Acceptable	HM
		Substantial	The school keeps a record of all visitors for the purpose of using the NHS Test and Trace process where required, therefore all visitors to site must leave their mobile phone numbers.	Acceptable	Office / JF
		Substantial	Visitors who become unwell with coronavirus symptoms while on-site are asked to go home immediately.	Acceptable	HM
		Substantial	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.	Acceptable	HM
		Substantial	Visitors who require transport after becoming symptomatic must wait in the allocated room. After use this will be left for 72hrs then deep cleaned.	Acceptable	HM / DW

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		Substantial	Face coverings to be worn by visitors in communal areas and if entering student bubbles. This is with the exception of those delivering lessons to children. Where they attend multiple sites they will be required to wear a shield if social distancing can't be maintained.	Acceptable	HM
		Substantial	Catch it, kill it, bin it. Sneeze into a tissue or the crook of your arm	Acceptable	HM
<b>Social Distancing</b>	Staff and Pupils	Substantial	Visits to school happen outside of school hours, where possible.	Acceptable	HM
		Substantial	Visitors and pupils are kept apart to minimise the risk of harm where possible.	Acceptable	HM
		Substantial	Staying at least 2m apart from other people, and encouraging your children to do the same	Acceptable	HM