

WHALE HILL PRIMARY SCHOOL

Visitors - Risk Assessment

Location / Site	Insert location and site where activity taking place
WHALE HILL PRIMARY SCHOOL	
Activity / Procedure	Insert name/type of activity or procedure being assessed
SCHOOL RE-OPENING	
Assessment date	Insert date when assessment is being carried out
1.7.2020 – 1.11.2020 – reviewed 1.3.2021 - reviewed	

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils’ mental health and well being

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the main office/working areas of school and in meetings resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Messages to office – children not to be sent on messages to the office or around school. 2. Meetings, where possible, should be held remotely. If not possible, social distancing must be adhered to. 3. Ensure all staff are aware of these procedures and that this risk assessment is shared. 4. Visitors to use hand sanitiser on entry to school 5. Visitors to be directed straight to their designated area wearing a mask. 6. Rooms used by visitors to be cleaned before being used by others. 7. Visitors in school to see children will have children taken to the designated area by a member of staff. 8. Inventory signing in wiped regularly throughout the day 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. To only use the toilets in the main entrance 2. Extra signs in toilet re washing hands and adhere to government guidance 3. Extra soap, toilet paper and hand gel ordered to ensure we do not run out 4. <u>Ensure all staff are aware of these procedures and that this risk assessment is shared.</u> 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff lunch breaks (see page 6 – green section) ‘Emotional distress of the staff including anxiety’. 2. Staff and pupils will be reminded of social distancing rules – staff briefing if necessary and throughout the day for pupils. 3. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from the specified door: Y6 door for Y6 pupils – door to be marked 2. Messages to office – children not to be sent on messages to the office or around school. 3. One way system is not possible. If two people do meet in a corridor, everyone keeps to their left. 4. Staff not to travel unnecessarily around the building and to be stationed in their classrooms or in the social areas on their staggered break and lunch time. Staff to use email as methods of communication whilst in school and to limit visiting different teaching areas. 5. Staff and pupils will be reminded of social distancing rules – staff briefing if necessary and throughout the day for pupils. 6. Doors to be wedged open where necessary although doors should not be wedged open when they are fire doors – these are to be labelled. 7. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Sanitise hands after using the signing in screen 			

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<ol style="list-style-type: none"> 2. Staff to be mindful of hygiene procedures at all times. 3. Ensure all staff are aware of these procedures and that this risk assessment is shared. 4. Visitors to bring their own stationery items 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Thermometer available to allow staff to check their temperature as they arrive on site. If any member of staff presents a temperature of 37.5+ degrees, they will need to follow self-isolation procedures. 2. Online support – staff insurance provides online wellbeing options 3. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 4. All staff will use the staff toilets – 1 at a time. 5. The science garden will be available to staff wanting to take an outside break. 6. If staff display symptoms at any time during their day, they will inform the additional member of staff as they will need to follow self-isolation procedures. 7. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Check soap availability daily (in toilets) 2. Hand gel dispenser at visitor entrance 3. Open bins removed from classrooms and replaced with lidded bins in certain areas where needed. 4. Tissues available in every classroom. 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly, flush toilet, dispose of tissues etc– videos and posters 7. Reminders how to cough safely (into your elbow) and sneeze in a tissue followed by binning it and washing hands. 			

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<p>8. Posters from Annex C of government ‘Planning for Primary Schools’ guidance will be displayed accordingly in every classroom (on the Information board), at the main entrance/main office, staffroom and in toilets.</p> <p>9. Parents and staff advised to wash clothing after a day spent in school</p> <p>10. Ensure all staff are aware of these procedures and that this risk assessment is shared.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to cleaning procedures resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> All frequently touched surfaces, handles, toilets and shared equipment will be cleaned each day and throughout the day. If a symptomatic person is within the school, the area in which they have been working must be closed down. Staff and pupils would have to move to another area of school (spare classroom) and cleaning staff at the end of the day would perform a deep clean. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Those who are classed as clinically vulnerable and those living with people who are clinically vulnerable can attend school and work with children or adults adhering to all risk assessments and social distancing. Paediatric First Aiders always on site with appropriate PPE for administering first aid. Ensure all staff are aware of these procedures and that this risk assessment is shared. 			
Remaining level of risk		Consider level of risk following use of control measures	

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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Risk of site being unsafe	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. First Aiders on site daily. 2. First aid kits (as appropriate) updated to include: face masks and shields, rubber gloves, aprons, hand sanitisers. 3. A member of the Safeguarding Team is on site every day 4. Caretaker and cleaners and office staff working each day. 5. No large gatherings: no assemblies, lunch served in segregated bubbles in the school hall 6. Letter to parents informing them of the expectations regarding drop-off, pick-up, meetings with teachers (by phone or email), office minimise visits 7. Visitors to school will be guided by office staff at a 2m distance and will use hand-gel. 8. Signage for visitors. 9. Essential visits only. 10. Office staff have a plastic screen fitted between desks and also in the main reception for any interactions with visitors. 	

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	Insert comments relevant to findings as appropriate
<p>We have endeavoured to minimise risk through controlled measures where possible. Due to fact this risk assessment is for a pandemic, there is still a significant element of the unknown which means that some areas of risk remain medium despite measures.</p>	

Name of assessors	Signature of assessors	Date
Sandra Marsden		13.7.2020
Melanie Mellor		1.11.2020
		1.3.2021
SIGNATURES OF ALL STAFF		

