

Risk assessment for Visitors- Covid-19

Risk area	Actions/control measures	Additional control measures
Entry/exit	• Anti-bac hand gel available at all entry/exit points. • Barriers in place to control movement • All visitors to sign in on arrival and sign out on departure. • Visitors are made aware of H&S procedures on arrival. • Face masks/shields to be worn on entry to the building	
Movement around school	• Wear face coverings as far as possible when moving around the school. Masks can be removed when a safe distance from others to facilitate communication. • Floor markings in place for a one-way system around the school, and in some corridors, a 2 way system, clearly marked with floor markings to separate opposite directions. • FB stairwell to be used for staff/pupils going up and downstairs, (KCA use the stairwell in the "Street")	• Barriers and floor markings in place to control movement to ensure social distancing • One person/group up/down stairs at a time
Signage	• Signs up to remind staff/pupils/visitors of social distancing. • Signs up for 1-way or 2-way (separated) movement around the school	• Signs and posters will be up to remind people of the symptoms of CV-19, and latest health advice from the DfE and PHE.
Classrooms	• Doors to be kept open to increase air flow and ventilation • Pedal bins to dispose of items to ensure no contact with lids • Antibac hand gel/sanitiser, soap and toweling paper and tissues re-stocked each day or as often as necessary. • Visitors to classrooms to stay safe distance from staff and pupils as far as possible.	• Each class has own cleaning kit with anti-bac/disinfectant spray readily available to wipe down surfaces throughout the day, e.g. door handles, sink/tap, desks and chairs, ipads, etc. are cleaned/wiped down regularly throughout the day. •
Toilets	• Staff /visitors to use staffroom toilets only. • Toilet cleanliness will be monitored twice a day by facilities team (during term time)	

Communal rooms	• Staffroom furniture is arranged to facilitate social distancing and limit number of people in the room – only on 1 person on a 2-seater sofa. • Staffroom shared with both schools but limit to 8-10 people at any one time • Transparent screens installed around the reception desk in the office. • The library will be out of use and cordoned off for pupils.	• Masks /face coverings to be worn in communal areas, unless communicating from a safe distance or eating/drinking.
Health and safety	• Visual handwashing posters are displayed around the school and in toilets to remind everyone to wash their hands regularly following PHE advice. • All touch points, e.g. door handles, PCs, keyboards, surfaces to be cleaned down regularly. • Enhanced after-school cleaning – cleaners clean thoroughly all communal areas and classrooms. • The mechanical ventilation in school uses fresh (not re-circulated) air turned up to full capacity.	
Emergency procedures	• Usual emergency procedures to be followed as in our policy, with addition of social distancing adhered to as far as possible.	
Testing	• If visitors have access to LFD test kits, confirm result to administration on or prior to arrival. • Do not attend the school if there is a positive result.	
Symptoms or case of CV-19	• If anyone in the group/bubble develops symptoms or is confirmed with CV-19, they must inform the HT or DHT, and go home immediately • Staff/parents/visitors must contact NHS to arrange for a test asap and inform their line manager/HT of the outcome. • They should not have contact with others, self-isolate for 7 days and others in their household to self-isolate for 10 days, or if advised/contacted by Test and Trace.	• Staff/visitors to be alert for symptoms, e.g. persistent coughing, difficulty breathing, fever/high temperature, loss of taste/smell. • If test is positive, need to self-isolate for 10 days.