

RISK ASSESSMENT FOR		Date of assessment
Visitors to the school		09/09/2020
		Review date
VISITING SCHOOLS DURING COVID 19		20/12/2020
Name of Assessor (s)	J McKinlay	
Assessor Signature		

<u>RISK PRIORITY</u> HIGH MED LOW	HIGH: Accident likely - with possibility of causing serious injury or loss MEDIUM: Possibility of accident - causing minor injury or loss LOW: Accident unlikely - with control measures in place
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5 steps to Risk Assessment

1. Identify the Hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard Identified	People at Risk	Existing Control Measures in place	Risk Priority	Additional Controls Required to Minimize Risk
Contracting covid 19	Visitor/ school staff/ pupils	2 meter distance to be kept at all times. Wash hands frequently. Will adhere to school rules on social distancing and the wearing of PPE.	H	Is visit necessary? Hand sanitizer to be used. Clean cloths to worn every day.
Distress caused by not wearing mask.	Staff/pupils/public	Visitor will wear a mask on arrival at school.	L	
Spreading COVID 19 though contact between schools.	Visitor/ school staff/ pupils	2 meter distance to be kept at all times. Wash hands frequently. Number of people in meeting to be kept to absolute minimum.	H	Is visit necessary? Hand sanitizer to be used.
Spreading COVID 19 to family members	Family	Limit contact with elderly parents. 2 meter distance to be maintained.	H	On return home hands washed for 20 seconds with soap. Clothes washed. Shower.
Spreading COVID 19 whilst traveling	Public / other users of vehicle	Use of private car for traveling to different sites. Car only used by visitor.	M	Car to wiped down at the end of every visit. Hand sanitizer to be used when entering vehicle.
Spreading of COVID 19 by bringing items into schools.	School staff/pupils/visitors/ public	Limit what is taken into school. Items to be cleaned before and after use in school. Wash hands after use/hand sanitizer.	L	
Spreading COVID 19 by having large groups of pupils in an enclosed space, e.g. hall undertaking strenuous exercise or using wind instruments	Staff/pupils/visitor	Limit numbers of pupils gathered together and engaging in certain activities. 2 meter distance at all times. Undertaken the activity outside if possible, e.g. on the field, under the overhang on the KS1 side of the school.	M	Is visit necessary? Hand sanitizer to be used.

FOLLOW UP ACTIONS

No.	Potential Hazard	Action to be taken	By Whom	Target Completion Date	Action Completed (Signed & Dated)
1	Pupils develop symptoms	Trace and contact protocol	HT – J McKinlay and visitor		