

# Coronavirus (COVID-19): Visitors, parents/carers in school risk assessment

## The Bewdley School

Date of assessment: 01/03/2021	Review interval: Termly	Date of next review: 01/09/2021
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### Related documents

This Risk Assessment is to be read in conjunction with the whole school COVID-19 Risk assessment, supporting documentation and guidance from PHE (Public Health England), WCC (Worcestershire County Council), government and school policy

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

This risk assessment will be kept up-to-date with any new national guidance / local changes to current advice.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
Policy and procedure	H	<ul style="list-style-type: none"> <li>• All visitors act in accordance with the following school policies and documents: <ul style="list-style-type: none"> <li>- <b>Safeguarding Policy</b></li> <li>- <b>Health &amp; Safety Policy</b></li> <li>- <b>COVID-19 Risk Assessment</b></li> <li>- <b>Risk Assessment for Full Opening in September</b></li> </ul> </li> <li>• Visits to school take place when scheduled and as directed, with approval from the <b>Senior Leadership Team</b>, where required.</li> <li>• The school ensures all visitors are aware of the school's fire management plan, evacuation procedures, and any actions required upon entry to the school premises, e.g. wearing identification badges and signing in using the visitor management system.</li> <li>• The school ensures all visitors are aware of the school's infection control and social distancing measures.</li> <li>• Visitors are advised to avoid non-essential visits to allow the school to minimise the number of visitors.</li> <li>• All visitors adhere to the school's safeguarding policy as well as any policies enforced by their employer, where applicable.</li> <li>• Visitors signing in confirm they understand the infection control and social distancing measures in place and confirm that they have not experienced coronavirus (COVID-19) symptoms, or been in contact with somebody who is experiencing symptoms, in the last 14 days.</li> <li>• Visitors will be advised to scan the schools QR NHS Track &amp; Trace code and will be advised if they don't have the app to download it in line with national guidance.</li> <li>• Visitors who do not, or are unable to do so must delay their visit for another time.</li> </ul>	Y	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Returning visitors are informed of any changes to the relevant policies and procedures.</li> <li>• The school actively engages with the local authority, NHS Test and Trace process as well as PHE (Public Health England) – protocols are in place if a staff, student or visitor becomes unwell with coronavirus symptoms while on site.</li> <li>• Large visits by external visitors are all currently suspended until further notice including open days, induction days and sports days</li> <li>• Lettings / external events are all cancelled or postponed until further notice</li> </ul>		
Infection control	<b>H</b>	<ul style="list-style-type: none"> <li>• Visitors adhere to the school policies and procedures at all times.</li> <li>• Visitors at all times must wear a face mask / adequate PPE (unless medically exempt) when on school grounds.</li> <li>• Posters are displayed around the school to remind visitors to practice good hand and respiratory hygiene.</li> <li>• Visitors who have the NHS Track &amp; Trace app should scan the schools QR code located in reception when they arrive on site.</li> <li>• The number of contacts a visitor encounters while on the school premises is minimised.</li> <li>• Visitors must wash their hands or use an alcohol-based hand sanitiser upon entering and exiting the school.</li> <li>• Visitors do not enter the site if they are displaying symptoms of coronavirus – where a visit has been scheduled, they know to inform the school office that they will be unable to attend.</li> <li>• Where required, visitors are designated their own toilets, washing areas and to minimise social mixing – these areas are disinfected before and after use.</li> <li>• All toilets, infection control areas and areas designated for visitors' use have adequate amounts of soap, alcohol-based hand sanitiser and tissues.</li> </ul>	<b>Y</b>	<b>M</b>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Having multiple parties of visitors on site at the same time is avoided where possible.</li> <li>• All classrooms are marked out with clear 2 metres 'technical area' for staff / visitors to work within at the front of every room</li> <li>• Small offices / meeting rooms should not be used for meetings where possible</li> <li>• Meetings should where practicable held in large well ventilated spaces</li> <li>• Visits to school are rearranged or staggered if it is deemed unsafe for multiple parties to be on-site at the same time, e.g. adequate infection control provision cannot be put in place.</li> <li>• The <b>Senior Leadership Team</b> reserves the right to ask visitors to leave the premises if they are not practising infection control measures adequately.</li> <li>• The school keeps a record of all visitors for the purpose of using the NHS Test and Trace process where required.</li> <li>• Visitors who become unwell with coronavirus symptoms while on-site are asked to go home immediately.</li> <li>• All classrooms, offices, meeting and communal spaces are deep cleaned on a daily basis. Including day time cleaning which clean touch points, toilets and communal areas</li> <li>• Where visitors who are displaying symptoms cannot go home immediately, they are asked to self-isolate in a designated area of the school and go home as soon as possible.</li> <li>• Areas that have been occupied by symptomatic visitors are cleaned and disinfected as soon as possible.</li> <li>• Staff and students who have come into contact with a symptomatic visitor are encouraged to wash their hands immediately and report if they become unwell with symptoms.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• The school will contact as necessary PHE (Public Health England) and uses the NHS Test and Trace process in the event that a visitor becomes unwell with coronavirus symptoms while on site.</li> <li>• 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.</li> <li>• Where a visitor’s result is positive for coronavirus, the school follows national guidance and the advice provided by PHE (Public Health England), e.g. those who came into contact with the visitor are asked to self-isolate for 14 days if they become symptomatic.</li> </ul>		
Social distancing	H	<ul style="list-style-type: none"> <li>• Visitors adhere to the school’s Social COVID-19 Risk assessment at all times.</li> <li>• The school ensures stringent social distancing measures are in place to protect visitors who: <ul style="list-style-type: none"> <li>- Were identified as clinically vulnerable and clinically extremely vulnerable during the period of lockdown.</li> <li>- Are from groups considered at high risk of complications as a result of coronavirus infection, e.g. visitors from black, Asian and minority ethnic (BAME) backgrounds.</li> <li>- Are pregnant.</li> </ul> </li> <li>• Visits to school happen outside of school hours, where possible.</li> <li>• Visitors are to follow the school’s <b>one-way</b> system at all times</li> <li>• Visitors arrive at the school outside of student arrival and departure times to mitigate the risk of mixing with students.</li> <li>• Arrangements to minimise mixing are put in place for visitors who are scheduled to deliver educational material, e.g. staggering session times and assigning them a cohort of students.</li> </ul>	Y	M

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		<ul style="list-style-type: none"> <li>• The school will communicate with visitors who deliver more regular educational sessions regarding what procedures they must follow, in line with the guidelines set for other members of teaching staff, e.g. staggered lunch times.</li> <li>• All classrooms are marked out with clear 2 metres 'technical area' for staff / visitors to work within at the front of every room</li> <li>• Small offices / meeting rooms should not be used for meetings where possible</li> <li>• Meetings should where practicable held in large well-ventilated spaces</li> <li>• Where visitors must be in groups during the visit, group size is limited to minimise the risk of spreading potential infection, <b>where it is safe to do so.</b></li> </ul>		
Safeguarding	M	<ul style="list-style-type: none"> <li>• Visits to school are undertaken in accordance with the schools safeguarding policy</li> <li>• The school confirms all visitors' identities prior to the visit, where required.</li> <li>• Where available a copy of a recent DBS check where one is required for the purpose of the visit.</li> <li>• Visitors and students are kept apart to minimise the risk of harm.</li> <li>• Visitors undertaking regulated activity are supervised, where required – visitors who require supervision are never left alone with students.</li> <li>• A safeguarding incident reporting procedure is in place.</li> <li>• Access to the school premises is restricted to identified visitors only, e.g. keyworkers, social workers, critical contractors etc.</li> <li>• Visitors wear any relevant identification at all times while on the school premises.</li> <li>• Staff are informed to report to the <b><u>DSL (Designated Safeguard Lead)</u></b> immediately if a visitor cannot be identified or has not been scheduled to visit.</li> </ul>	Y	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>The school reserves the right to deny visitors access to the school if they cannot be identified.</li> </ul>		
Health and safety	H	<ul style="list-style-type: none"> <li>The school's Health and Safety Policy is adhered to at all times.</li> <li>Where necessary, additional risk assessments are carried out relating to specific activities that pose an increased risk.</li> <li>The school reserves the right to terminate or delay visits to school if visitors' activity poses a risk to staff or students health and safety, or their own health and safety, e.g. unsafe lone working.</li> <li>Visitors wear suitable clothing to carry out the purpose of the visit, including PPE</li> <li>Visitors who are required to deliver intimate care to students (health professionals), or to provide care to student showing symptoms of coronavirus where a distance of two metres cannot be maintained, are provided with adequate PPE.</li> <li>Visitors take adequate breaks, as required.</li> <li>Visits do not compromise fire safety or evacuation plans.</li> <li>All equipment used for the purpose of the visit is removed from the school or deep cleaned after the visit.</li> <li>Items handled, touched or in close proximity to visitors are identified and cleaned.</li> <li><b>All</b> visitors are required to wear a <b>face covering</b> at all times when on site, unless medically exempt or attending with other approved PPE e.g. face guard / visor, which must be identified upon arrival in school</li> <li>An accident reporting procedure is in place.</li> <li>Serious incidents and accidents are reported to the HSE, in accordance with Health and Safety Policy.</li> <li>Visitors adhere to the school's Lone Working Policy and any relevant lone working policies enforced by their employer, where necessary.</li> </ul>	Y	M

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		<ul style="list-style-type: none"> <li>A trained first aider remains on site while visitors undertake lone work – the identity of the first aider is made known to all lone-working visitors.</li> </ul>		