



## COVID-9 Visitors Risk Assessment – to be handed to all visitors to the school

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Visitors, Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	Visitors staff and children	<p>All external visitors (apart from parents/carers) into school must be agreed with a member of SLT prior to entry to the building. Visitors limited to essential professional visitors only.</p> <p>All external visitors will be signed in and out of the visitor's book.</p> <p>All external visitors must present their professional identity lanyard on arrival and it must be worn in school at all times</p> <p>All external visitors must be provided with the fire and safeguarding procedures in the usual way</p> <p>Only one visitor is allowed at main reception at any one time.</p> <p>Sanitiser is available at reception and must be used by all visitors.</p>	<p>SLT</p> <p>Office staff</p>	In place	<ul style="list-style-type: none"> <li>All visitors must be provided an allocated time to arrive and be taken to their meeting area immediately to ensure reception area is kept clear.</li> <li>All meetings must take place in one of the two main halls or in a room signed by SLT</li> <li>All staff &amp; visitors must remain 2 m distant at all times during the time they are on the school site.</li> <li>Visitors must wear face-coverings in all communal areas</li> <li>Access to the meeting via ZOOM must be offered for those persons who do not wish to enter school buildings.</li> <li>All visitors must use the visitor toilets in the corridor opposite the main hall.</li> <li>Meeting rooms must be set out adhering to the 2m rule and ensure locations are well ventilated at all times</li> <li>Meeting room and chairs must be wiped down after the meeting by the staff member.</li> <li>Sanitiser should be used when going into and leaving the meeting room.</li> </ul>