

Coronavirus (COVID-19) Visitors – Contractors, Parents, members of the public attending school	<u>St. Michael's Catholic Academy</u>			Ref No	C19/001
				Date	08/09/2020
Task Description	Authorised access to school	Location	Designated areas as agreed in advance	Date of Review	18/11/2020, 03/12/2020

Assessor	Print Name:		Head Teacher	Print Name:		Equipment or Plant No.	N/A				
	Signed:			Signed:							
Persons Affected Individuals or Groups			Staff, children, visitors, contractors, parents & members of the public attending school								
				Original Risk Assessment				Revised Risk Assessment with Further Control Measures			
Hazards / Consequences	Existing Control Measures			L	S	R	Further Control Measures Required		Modified		
									L	S	R
School hygiene causing potential spread of virus	The Head Teacher will ensure that the school environment is cleaned with a disinfectant agent prior to admitting staff, students, visitors and contractors, also as and when required throughout the day to reduce the risk from potential Covid-19 exposure to as low a level as reasonably practicable. A Full National Lockdown comes into force Thursday 5 th November 2020. The schools risk assessment has been reviewed to reflect this and any changes required.			2	4	M	Tier 3 restrictions came into force Wednesday 2 nd December 2020. The schools risk assessments have been reviewed to reflect this and any changes required. Only essential visits will be authorised during this period. All other visits will be held remotely or deferred until the new year.		1	4	L

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	Only essential visits will be authorised during the lockdown period. All other visits will be held remotely or deferred until the new year.				https://www.gov.uk/guidance/tier-3-very-high-alert			
					<p>On arrival at Reception all visitors will be required to use the hand sanitiser provided.</p> <p>The numbers of people arriving/leaving school via the main Reception may be restricted due to space requirements.</p> <p>Visitors may be asked to wait outside whilst people within Reception have signed in/out.</p> <p>Hand sanitiser is available for visitors to use before and after using the electronic touch screens to sign in/out.</p> <p>There is clear information and markings within the Reception area to ensure social distancing can be adhered to. Welfare arrangements are to be</p>			

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					communicated on arrival to reduce cross contamination. Staff, students (Secondary Schools) and visitors should wear masks (or visor if a face mask cannot be worn for medical reasons) when transitioning around the school and in All general communal areas (not offices where a 2 metre distance can be achieved) Note: Face coverings including scarves and snoods are not appropriate.			
Holding additional meetings on site increases the risk	Any visitor entering the school will be required to sanitise their hands before they pass through reception. Visitors who are due to meet a member of staff should have pre-arranged appointments and be safely escorted to a room large enough to provide adequate segregation.	3	4	M	Cleaning schedule in place to avoid any contamination of any surfaces visitors may have touched.	2	4	M
Visitors at risk, or posing a risk whilst on site.	All staff & visiting contractors will only be allowed to enter the school under	3	4	M	Visitors advised in advance not to visit the school if they have a	2	4	M

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	<p>arrangements of the Head of School (or deputy).</p> <p>In the event that Covid-19 preventative measures are determined to have been compromised, the Head of School will stop the activity and any persons suspected of being infected will be asked to leave the premises to carry out appropriate action such as self-isolation and seek medical confirmation. The area will be cleaned using a disinfectant agent and will not be repopulated until the area is determined to be safe.</p> <p>All staff & visiting contractors acknowledge that they have a duty to follow all government Covid19 related instructions and guidance. Contractors will be expected to present their own Covid-19 prevention risk assessment to the school before commencement of their work.</p>				<p>medical condition which will put them at specific risk.</p> <p>All staff & visiting contractors who suspect that they may be infected or have been confirmed as infected will not attend school.</p> <p>If a visitor does become unwell or reports symptoms, they will need to leave the site safely. Cleaning will need to be in place to cover the area they have been.</p> <p>If a member of staff is required to be in close contact, PPE is in place and staff have been given instruction on how to use, store, clean and dispose.</p> <p>Ongoing Monitoring</p>			
Contractors/visitors catching or spreading virus	Visiting contractors will be given a designated access and egress doors and will directly proceed to and from their assigned place of	3	4	M	Visitors and visiting contractors should wear masks (or visor if a face mask cannot be worn for	2	4	M

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	<p>work and not visit a part of the building which is not essential for their task.</p> <p>Staff and visiting contractors are instructed to wash and dry their hands thoroughly on entry and exit and as appropriate throughout the day.</p> <p>The senior contractor will take responsibility for the conduct of the personnel in his charge and will ensure that the work they undertake will pose no additional Covid-19 risk to the general school population and the visiting contractor personnel.</p> <p>The Head of School will take responsibility for the conduct of the general school population and will ensure that no school activity will pose no additional Covid-19 risk to the visiting contractors.</p>				<p>medical reasons) when transitioning around the school and in All general communal areas (not offices where a 2 metre distance can be achieved)</p> <p>Note: Face coverings including scarves and snoods are not appropriate.</p> <p>Visitors and visiting contractors will observe each other's movements, maintaining a safe social distance at all times. Staff and visiting contractors are instructed to minimise as much as is reasonably practicable touching any surface.</p>			
<p>Potential Symptoms (General)</p> <p>Significant breathing difficulty.</p> <p>High Temperature</p> <p>Coughing and sneezing</p>	<p>Steps to reduce the likelihood of catching or spreading germs:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze Put used tissues in the bin immediately 	3	4	M		2	4	M

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Loss of taste and smell	<ul style="list-style-type: none"> Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available Try to avoid close contact with people who are unwell Don't touch your eyes, nose or mouth if your hands are not clean Individual to seek assistance from another responsible person if a child needs to be escorted to a secure location due to potential infection. 								
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Risk Assessment Notes:

There is a protocol in place for managing individuals who present with symptoms of Covid-19. Individuals who fall within the moderate risk category will not be expected to assist any individual who presents with possible symptoms of Covid-19.

[Guidance](#) for Staying alert and safe, taken from Government publication website

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

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“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

