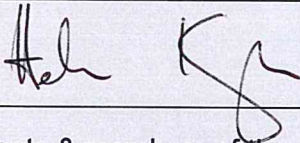


Coronavirus (COVID-19) Visitors – Contractors, Parents, members of the public attending school		St Michael’s Catholic Academy		Ref No	C19/001
				Date	08/09/2020
Task Description	Authorised access to school	Location	Designated areas as agreed in advance	Date of Review	18/11/2020, 03/12/2020, 11/01/2021, 11/03/2021

Assessor	Print Name:	Headteacher	Print Name: Helen Keough			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 Headteacher 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.	2	4	M	As part of the Governments road map out of lockdown it was announced on the 22 <sup>nd</sup> February, that all schools will reopen from the 8 <sup>th</sup> March 2021.  All visitors <b>should</b> wear masks (or visor if a face mask cannot be worn for medical reasons) when transitioning around the school and in <b>All</b> general communal areas (and where a 2 metre distance cannot be achieved).	2	4	M

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					<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 communicated on arrival to reduce cross contamination.</p>			
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					<p><b>Secondary Schools;</b></p> <p>Wearing face masks is now <b>recommended</b> for all staff and students throughout the day including lessons and in corridors and general communal areas which includes offices, staffrooms and catering areas (where a 2 metre distance cannot be achieved).</p> <p>This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>Face coverings do not need to be worn by students when outdoors on the premises.</p> <p><b>Notes:</b> A face visor has been issued to all staff and can be used in conjunction with the recommended face mask (where a 2 metre distance cannot be achieved).</p>			
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					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 arrangements of the Head of School (or deputy).  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.  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	3	4	M	Visitors advised in advance not to visit the school if they have a medical condition which will put them at specific risk.  All staff & visiting contractors who suspect that they may be infected or have been confirmed as infected will not attend school.  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.  If a member of staff is required to be in close contact, PPE is in place and	2	4	M



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	prevention risk assessment to the school before commencement of their work.				staff have being given instruction on how to use, store, clean and dispose.  Ongoing Monitoring			
Contactors/visitors catching or spreading virus	<p>Visiting contractors will be given a designated access and egress doors and will directly proceed to and from their assigned place of 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>	3	4	M	<p>Visitors and visiting contractors <b>should</b> wear masks (or visor if a face mask cannot be worn for medical reasons) when transitioning around the school and in <b>All</b> general communal areas (and where a 2 metre distance cannot be achieved).</p> <p><b>Note:</b> 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 <b>at all times</b>.</p> <p>Staff and visiting contractors are instructed to minimise as much as is reasonably practicable touching any surface.</p>	2	4	M

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<b>Secondary School</b> Lateral Flow Testing - Weekly testing of asymptomatic staff and students	A risk assessment has been produced to ensure health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly.	2	4	M	From the 8 <sup>th</sup> March 3 on site tests will be offered to all students (3 to 5 days apart) before moving to home testing.  Student testing will be phased during the first week to help manage the number of students passing through the test area at any one time.  After the 3 on site tests students and staff will be provided with the LFD home test kits to swap themselves twice a week at home.	2	4	M
Potential Symptoms (General) Significant breathing difficulty. High Temperature Coughing and sneezing Loss of taste and smell	Steps to reduce the likelihood of catching or spreading germs: <ul style="list-style-type: none"> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</li> <li>Put used tissues in the bin immediately</li> <li>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available</li> <li>Try to avoid close contact with people who are unwell</li> <li>Don't touch your eyes, nose or mouth if your hands are not clean</li> <li>Individual to seek assistance from another responsible person if a child needs to be</li> </ul>	3	4	M		2	4	M



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	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

***\*Throughout the re-opening process there will be incidents that require a dynamic risk assessment – an assessment of unforeseen or emergency hazards. The risk will be assessed by the staff at the time of the event.***

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

“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.”

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**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	LOW					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage	MEDIUM		HIGH			
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability	HIGH					
6	Multiple fatalities						