

VISITOR/PARENT/CARER Risk Assessment

| | |
|----------------------|---------------------------|
| Location / Site | GRANGETOWN PRIMARY SCHOOL |
| Activity / Procedure | SCHOOL RE-OPENING |
| Assessment date | Updated version – 8.3.21 |

This visitor risk assessment has been created in conjunction with the school's MASTER risk assessment. This is available for all visitors to read if they wish to do so

ON ENTERING THE BUILDING, ALL VISITORS MUST WEAR A FACE MASK OR A VISOR. THESE MUST REMAIN ON WHEN AROUND SCHOOL STAFF AND CHILDREN

- **IF A VISITOR IS USING THE OUTDOOR CABIN**

- Only one visitor and one school member of staff to use the cabin at any time
- Hands to be sanitised before and after using the cabin area
- All adults in the cabin to wear face masks at all times, unless exempt from wearing due to medical conditions (this will need to be discussed prior to the visit into school)
- All tables to be cleaned by staff after every use to ensure the safety of all visitors. Cleaning facilities inside the cabin at all times
- All doors to the cabin to remain open during the whole visit to ensure ventilation
- Chairs to remain stationary at the end of desks to ensure adequate social distancing
- If a visitor is displaying/experiencing any COVID-19 symptoms, they must inform a member of staff and not enter the cabin
- Cabin appointments only to be made during times the playground is not used by parents/carers

Please read all points of the Visitor Risk Assessment before signing in

- On entering the building, **all visitors must wear either a face mask or a visor**. If you do not have either of these, please ask at reception where you can be provided one.
- Visitors to sign in with office staff and state reason for visit, who they will be visiting and what area of the school they require access to
- Following normal safeguarding protocol and sign in procedures, visitors' hands to be washed/sanitised on entry to the school premises followed by regular handwashing/sanitising
- If a visitor has coronavirus (COVID-19) symptoms, or has tested positive in at least the last 10 days, they must not enter the school site
- Visitors to be assisted by a member of staff to the location of the school they are here to visit
- Keep 2 metre distance away from all adults and children on site
- If visiting a class, visitor to remain in marked out area in classrooms to ensure social distancing
- Be aware of signage around school and follow instructions carefully
- Visitors to avoid any unnecessary travel around school
- Visitors to avoid using corridors and communal areas at busy times of the day
- A thermometer is available to allow visitors to check their temperature as they arrive on site. If any visitor presents a temperature of 37.5+ degrees, they will need to follow self-isolation procedures
- If visitors feel unwell at any time, they will inform a member of the school staff and checks will be carried out accordingly.
- Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

- Visitors who have used school equipment must ensure that the equipment has been cleaned thoroughly after use. The area that they have worked in is clean and safe when exiting the school
- If visitors use the staff room, ensure there are no more than 8 people in the staff room at any one time
- If visitors use the PPA room, ensure there are no more than 3 people in the PPA room at any one time
- **If a visitor in the school becomes** unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). **If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.**
- If visitor has travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance.
- Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access testing and engage with the NHS Test and Trace process.
- If a symptomatic person comes into school or develops symptoms while in school, they will be sent home immediately or isolated until they can be picked up.
- 999 will be called if they are seriously ill or injured or their life is at risk.

| | | | |
|---|---------------|--|-------------------|
| OVERALL level of risk | | Consider level of risk following use of control measures | |
| HIGH | MEDIUM | LOW | NEGLIGIBLE |
| Assessor's comments | | | |
| <p>We have endeavoured to minimise risk through controlled measures where possible. Due to fact this risk assessment is for a pandemic, there is still a significant element of the unknown which means that some areas of risk remain medium despite measures.</p> | | | |

[illegible]

[illegible]

[illegible]