

**Darrick Wood School – Visitor Risk Assessment During COVID-19 – updated 1<sup>st</sup> September 2021**

This risk assessment supplements the whole school risk assessment which includes reference to the risk posed to and by visitors on site and states that the management of all visitors is subject to the following controls:

*Visitors including parents/carers are not permitted to enter the School site unless they have an appointment. Visitors with an appointment should only access the School via main reception. Visitors should use the sanitiser available then sign in using the screen and follow its instructions.*

All visitors must follow the School’s COVID-19 risk assessment and the additional specific controls for visitors mentioned below.

| Hazards   | Control measures  | With controls in place |                  |          | Further control measures  | Who needs to take action? | Completed date |
|---|---|------------------------|------------------|----------|---|---------------------------|----------------|
|   |   | Severity (1-5)         | Likelihood (1-5) | Risk SxL |   |                           |                |
| Visitor/staff member arrives with COVID-19 symptoms                     | Visitor/staff member <u>not to attend</u>   | 4                      | 1                | 4        | Copy of this RA to visitor and members of staff arranging visit | DC                        |                |
| Visitor/staff member displays symptoms during meeting with staff member | Meeting comes to an end and symptomatic person (if well enough) goes home and isolates in accordance with guidance.<br><br>All visitors must sign in/out and record kept to aid contact tracing.  | 4                      | 1                | 4        |   |                           |                |
| Visitor/staff member unknowingly contagious but asymptomatic            | SLT line manager aware of visit, numbers involved, room being used and gives approval before visitor attends.<br><br>Sanitise on arrival, on leaving and regularly throughout visit.<br>No physical contact allowed.<br>2metres+ distancing wherever possible.<br><br>ID badge to be worn at all times. | 4                      | 1                | 4        | Check this has happened   | DC                        |                |

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|--|---|--|--|--|--|--|--|
|  | <p>If meeting in a room, staff member to choose one which is large enough to maintain social distancing and be well ventilated.</p> <p>Visitor to be accompanied by staff member at all times and only to visit parts of school as agreed.</p> <p>Wash/sanitise hands before handling food.</p> <p>Face coverings may be worn around the School site (e.g. in a crowded corridor) but in accordance with latest government guidance are not to be worn when in classrooms or addressing groups of students (e.g. in Main Hall) – distancing is the preferred method for reducing risk of transmission.</p> <p>Visitors to wear suitable clothing to carry out the purpose of the visit, including PPE if required, e.g. work helmets and disposable gloves.</p> <p>In the unlikely event that visitors are required to deliver intimate care to pupils, or to provide care to pupils showing symptoms of coronavirus where a distance of two metres cannot be maintained, to be provided with adequate PPE.</p> |  |  |  |  |  |  |
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|  | <p>All equipment used during the visit is to be used as directed, in working condition, and stored safely where it is not accessible to pupils.</p> <p>Visits must not compromise fire safety or evacuation plans.</p> <p>All equipment used for the purpose of the visit is to be removed from the School after the visit.</p> |  |  |  |  |  |  |
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I have read and agree to adhere to Darrick Wood School's COVID-19 risk assessment procedures and those for visitors:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_