

CORONAVIRUS OUTBREAK RISK ASSESSMENT FOR VISITORS TO THE SITE 06.11.20

Our underlying principle is to endeavour to keep our children, young people and staff well.
 This risk assessment is based on the most up to date Government guidance and will be amended accordingly.

Risk	Who?	Actions to minimise risk
Potential spread of the virus	Visitors Staff Pupils	<p>Visitors will:</p> <ul style="list-style-type: none"> - Not come onto the school site if they have a persistent cough and/or high temperature and/or a loss of taste and smell. - Have been given a time to arrive and have a planned meeting (visitors should not just turn up unless it is an emergency/urgent/safeguarding situation). - Wear a face covering at all times. - Be met at the door by a staff member. - Be signed in by office staff (they will not sign in themselves). Information must include: <ul style="list-style-type: none"> ○ Full name ○ Mobile number ○ Date of visit ○ Arrival time ○ Departure time ○ Who they are seeing - Visitors will not wear a lanyard but will be given the visitor slip to carry.

		<ul style="list-style-type: none">- Be required to use hand gel on arrival and undertake frequent hand washing throughout their visit.- Be shown where the hand washing facilities and hand gel are located.- Be escorted to the appropriate room and asked not to go elsewhere in the school unaccompanied, other than to the toilet and hand washing areas.- Asked to sit around the table leaving adequate spaces between other members of the meeting. No close proximity seating.- Asked to bring their own bottle of water, as no refreshments will be made available.- Be able to use hand gel and tissues provided to practise the 'Catch it, Bin it, Kill it' protocol.- Not be permitted to have contact with children whilst visiting the school for the meeting unless this has been prearranged or necessary for a safeguarding situation.
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Rachel Weldon 06.11.20

REW 06.11.20