

## Calmore Junior School, November 2020

<b>Risk</b>	<b>Covid 19.</b> ..... School is following the guidance and information provided by Public Health England and the DfE. This assessment records site specific arrangements.
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### **Risk assessment for visitors to Calmore Junior School**

Please read the following risk assessment in order to reduce the risk of COVID-19. We continue to take guidance from Public Health England and taking this into account, are limiting access to the site to essential visitors only, pre-booked via the school office. These visitors may include: essential site workers/ repair workers/ occupational or Physio therapists/ educational therapists/ professionals etc who need to meet with a child in person.

#### **We would not allow visitors if:**

- **you have travelled from or transited through any of the countries or areas that are currently on ‘lockdown’ in the past 14 days.**
- **you have developed a fever (above 37.8C) or a new, continuous cough or have a loss of sense of smell or taste within the last seven days.**
- **anyone in your household is required to self-isolate in accordance with Government guidelines.**

Along with all members of the school community, any visitors to the School should wash their hands with soap and water before leaving home and use hand sanitiser once they arrive at Calmore Junior School.

For the avoidance of potential embarrassment, we would also like to advise you that the school is currently operating a ‘no handshake’ policy for all members of its community. We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff. If you have any questions, please contact the member of staff you were due to visit.

**All visitors/ contractors/ external agencies must fill out a track and trace form upon entry to school .**



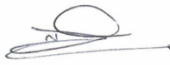
What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Underlying Health conditions	Visitors who have underlying health conditions	Minimal visitors in school, we are only having professionals in school if deemed necessary to the running of school. Only adult visitors in school as they are able to manage personal hygiene well.  Only 1 visitor in the office at any one time	<i>Current shielding has been paused</i>  <i>Await further guidance and restrict all visitors if the situation worsens.</i>	SLT	<i>Monitor ongoing</i>	

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Group transmission/contamination	Visitors, staff, pupils	<p>Minimal social interaction between individuals, one-way system in place, year group bubbles, one-way system in place, staggered start, staggered exit points, increased use of handwashing / hand gel encouraged. No children from different bubbles together. Perspex screen up in the office to protect staff and visitors</p> <p>Designated work areas, clear sides, regular enhanced fogging &amp; cleaning, Remote working where possible. Only pre-booked visitors. Visits to office discouraged, use of phone / email instead, screen up in office to prevent transmission. All adults to wear masks in shared /communal areas</p> <p>Pens in the office wiped down after each use and a used/clean pot in use</p>	<p>Track and trace in place for visitors</p> <p>Masks to be worn by visitors when walking around school,</p> <p>Doors and windows open to encourage air flow where possible</p>	<p>SLT</p> <p>All staff</p> <p>Office staff</p>	ongoing checks	
Poor hygiene	Adults and children	Hand washing encouraged, hand gel in foyer and all visitors requested to use it.	School staff /SLT reserve the right to allow individuals to enter if they feel that they are unable to follow guidelines.	office staff	SLT	
Working with children	Adults and children	<p>No mixed bubbles</p> <p>Where possible a 1-1 meeting with a child to be held outside-weather permitting (social worker etc)</p> <p>Visitor to wear a mask indoors if appropriate or has underlying health concerns.</p>	<p>Supply of mask/ visors etc in school</p> <p>Signs on doors</p>	<p>SLT</p> <p>Office staff</p>		

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Risk Assessor Cathy Ingram	Signature 	Date 2.11.20
Responsible Manager Cathy Ingram/ Nick Darch	Signature  	Date 2.11.20

Date Reviewed	Signature	Role

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## Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Performance Status	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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