

## Visits to School During Covid-19 Pandemic - Risk Assessment

<b>Work Activity:</b>	<b>Visitors to the school / nursery</b>	<b>Assessment Date:</b>	<b>1/09/20</b>
-----------------------	---	-------------------------	----------------

Visitors must view a copy of the school's Covid-19 risk assessment before the visit. <https://twertoninfant.files.wordpress.com/2020/08/revised-covid-ra-for-sept-19-23.8.20.pdf>

If you have, or are showing symptoms of, coronavirus (COVID-19) (a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell - anosmia), or have someone in your household who is, you should not be in a childcare setting, school or college. You should be at home, in line with the [guidance for households with possible coronavirus infection](#).

This risk assessment is based on Government guidelines at the date of completion and will need to be reviewed when further information is communicated. It is a generic risk assessment and may need to be adjusted for the type of visit – it is the responsibility of the person leading the meeting to do this

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom and by when?
Getting or spreading virus by not observing safety procedures put in place by school	Visitor and all attending school by contracting Covid-19.	<ul style="list-style-type: none"> <li>• If possible, do not visit school but offer service/support via alternative means e.g. on-line</li> <li>• Copy of school's risk assessment viewed before visit</li> <li>• Safe practices include:               <ul style="list-style-type: none"> <li>○ regular thorough hand washing or use of appropriate hand sanitiser which includes on arrival and departure</li> <li>○ good respiratory hygiene – catch it, bin it, kill it</li> <li>○ social distancing observed where possible</li> <li>○ avoiding shared items e.g. pens, PC's, files etc</li> <li>○ wearing a face mask if indoors if requested.</li> <li>○ Not touching face</li> <li>○ where necessary, wearing appropriate PPE</li> </ul> </li> <li>• Keep meeting as short as possible</li> <li>• Try to avoid using/visiting more than one room to reduce travel around the school</li> </ul>	None – unless further dynamic risk assessment takes place.	Visitor

## Visits to School During Covid-19 Pandemic - Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom and by when?
Travel to school	Visitor / volunteer by contracting Covid-19	<ul style="list-style-type: none"> <li>Visitors should follow up to date Government advice on travel <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>Where possible, walk or cycle but if not possible, drive yourself</li> <li>Use public transport, following latest safety advice.</li> </ul>		
PPE	Member of school community (staff or child) by not using PPE correctly which may lead to contamination / infection	<p>Where it is identified in advance that this is required:</p> <ul style="list-style-type: none"> <li><i>Follow guidance from B&amp;NES Public Health Team Guide on Personal Protective Equipment (PPE) for the COVID-19 Pandemic Education and Childcare Settings</i> <a href="http://thehub.bathnes.gov.uk/Page/18105">http://thehub.bathnes.gov.uk/Page/18105</a></li> <li>Visitors will be sufficiently trained in its use and removal of PPE</li> <li>There will be adequate supplies</li> <li>Wear a face covering if requested by school / setting</li> <li>Reading Volunteers will wear a full-face EnviroVizor when sitting alongside a child to listen to them read. Volunteers will not sit face to face with children. Vizor to be cleaned at end of session and stored double-bagged in a safe place ready for next visit.</li> </ul>	<p><b>Visitor to wear a face covering until in meeting and socially distanced.</b></p> <p><b>Volunteers to wear EnviroVizor when sitting with children.</b></p>	<p><b>Visitor</b></p> <p><b>Volunteer</b></p>

## Visits to School During Covid-19 Pandemic - Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom and by when?
Arriving/departing school during busy times	Member of staff and other visitors and those attending school by being unable to observe social distancing	<ul style="list-style-type: none"> <li>Consider holding meeting virtually on-line</li> <li>If possible, hold meeting outside of school hours</li> <li>Book visit with school in advance to avoid busy periods</li> <li>Visitors not to turn up unannounced</li> </ul>		
Meetings/lessons in small rooms	Visitor and those in meeting/lesson by being unable to observe social distancing	<ul style="list-style-type: none"> <li>Arrange with school to hold meeting outdoors if possible</li> <li>Arrange with school to hold meeting/lesson in larger rooms with good ventilation e.g. open windows, doors. The SPOT to be used where possible.</li> <li>Observe social distancing where possible</li> </ul>	<b>No additional</b>	
Use of toilets	Visitor by touching contaminated surfaces	<ul style="list-style-type: none"> <li>School has a designated toilet for visitors/contractors which is cleaned regularly</li> <li>Wash hands thoroughly after use</li> </ul>	<b>No additional</b>	
Use of common use areas e.g. staff rooms when taking refreshment breaks	Visitor and school staff in area/room by being unable to observe social distancing and touching contaminated surfaces	<ul style="list-style-type: none"> <li>Avoid areas if possible or use if numbers are limited</li> <li>Bring own refreshments</li> <li>If possible, avoid touching surfaces, equipment e.g. kettles, water urns, fridges etc</li> <li>Wash hands thoroughly after using room</li> </ul>		
Mental health and wellbeing	Member of staff due to concerns of contracting virus	<ul style="list-style-type: none"> <li>Discuss with school to confirm safety procedures in place</li> <li>Talk to line manager to discuss concerns</li> <li>Staff to be kept informed of procedures put in place for their safety to increase confidence in returning to visit schools</li> <li>Staff kept up to date with latest Government advice on Covid-19</li> <li>Staff mental health situation monitored, and further help</li> </ul>	<b>No additional</b>	

## Visits to School During Covid-19 Pandemic - Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom and by when?
		provided if required e.g. EAP, Employee Wellbeing Strategy etc.		
Increased risk of infection and complications for vulnerable staff.	Staff who are classed as vulnerable <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</a>	<ul style="list-style-type: none"> <li>Identify who in the workforce is vulnerable and ensure procedures are followed to protect their safety.</li> <li>Guidance for those who are clinically extremely vulnerable changed in August 2020. This may change again and so it is essential that the most current guidance is observed. Details of who falls into this category and what provision must be in place in order for them to work in a Covid secure environment can be found at <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>Discuss with volunteers what their personal risks are and identify what you need to do in each case following the guidance above</li> </ul>	Further specific risk assessments may be required e.g. for visitors who are pregnant	
Visitor/Volunteer develops Covid-19 symptoms	All attending school due contracting virus	<ul style="list-style-type: none"> <li>Inform school immediately.</li> <li>Engage with NHS test and trace process <u>immediately and remain self-isolating until results are confirmed.</u> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-</a></li> </ul>		

## Visits to School During Covid-19 Pandemic - Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom and by when?
		<p><a href="#">symptoms-of-coronavirus</a></p> <ul style="list-style-type: none"><li>• Depending on test results follow appropriate guidance which for a positive case means the employee must self-isolated for 10 days.</li><li>• HPT SW will inform the school / setting if the visitor/volunteer is positive and had visited the site within 48 hours of symptoms developing.</li></ul>	Inform school of the outcome of the test.	<b>Visitor / Volunteer</b>

Assessment Next Review Date: 1<sup>st</sup> October 2020